

REFERENCE PROCEDURES

“We tell the story of the people of Baldwin County by preserving records and artifacts of historical value and promoting a better understanding of Baldwin County’s history.”



Department of Archives and History
312 Courthouse Square, Suite 26
305 East 2nd Street
Bay Minette, Alabama 36507
(251) 580-1897

Access to Records

The Reference Unit of the Archives assists researchers in using our collections. Reference services are available on-site or by telephone, mail or email. An online catalog and numerous unpublished finding aids index and describe the materials in the many public records series, manuscript collections, and the genealogical collections.

Copies of Materials

We can provide copies of most of the materials in our collections on demand. Large copy orders might not be completed on the day requested. Copy orders must be received no later than 30 minutes prior to the Archives closing for the day.

Payment must be received before copies are delivered.

Visiting the Archives

The Archives search room is open to the public at no charge during the hours of 9:00 a.m.- 3:00 p.m. Researchers are encouraged to check with the Archives to verify records availability prior to visiting.

Plan Your Visit

Researchers must be 16 years of age or be accompanied by a responsible adult researcher. On their initial visit to the Archives, researchers will be asked to complete a Research Request Form. Some form of identification may be required to complete the research process.

To help protect Baldwin County's historical records, researchers are asked to follow standard archival procedures by bringing only pencils, note cards, loose blank paper, spiral notebooks without material in the pockets, ring binders without material in the pockets, and light wraps such as shawls and sweaters into the search room. All material brought into the archives will be examined upon leaving. Researchers may bring cameras (no flash) and wand scanners into the Archives provided the Reference staff determines that the equipment will not pose harm to historical records or fragile books.

The following items are strictly prohibited: any form of ink or ink pens, briefcases, bags, purses, envelopes or other containers, or any material that might be confused with archival holdings. Lockers are available to researchers needing to store these items while visiting the Archives.

Original records must be returned to Reference staff no later than 30 minutes prior to the end of research hours. Books and microfilm must be returned no later than 30 minutes prior to the end of the research hour. All patrons must have removed their belongings from the lockers and have exited the Research Room by the end of the research hour.

Tours of the Archives facility can be arranged for educational and civic groups and interested individuals. All visitors are required to check in and out with the Reference staff.

Physical Location

305 East 2nd Street
Bay Minette, Alabama 36507

Hours and Holidays

Regular hours are Monday – Friday 8:00 a.m. – 4:30 p.m.

We are closed weekends and holidays

<http://baldwincountyal.gov/calendars/holidays>

Research Services

Patrons unable to visit the Archives to conduct their own research may contact the Archives to request the Archives staff to conduct limited research for specific information. Archives staff will search indexed records and books for a maximum of 30 minutes per request. Due to the limited number of staff, the Archives cannot: search records that are on microfilm or that are readily available from other sources (such as census records); conduct detailed genealogical searches; summarize, interpret, or transcribe documents; or provide a list of records for all persons bearing a particular surname. If such research is needed, researchers should plan to visit the Archives in person or make arrangements with a private researcher. A list of researchers will be provided upon request.

Technical Assistance

The Archives provides professional technical assistance for local government and archival and historical agencies, including workshops on the establishment and maintenance of archival and records management programs.

Donating Materials to the Archives Permanent Collections

The Department of Archives and History relies primarily on donations to add to the collection. We welcome donations of materials which help tell the story of the people of Baldwin County. We also collect books and other materials about Baldwin County for our Reference Collection.

Donating Artifacts and Documents

If you would like to offer material to the Archives for the permanent collections, please submit a description of the material by using a [potential donor form](#). If you prefer to talk to someone about a potential donation please contact the department director by e-mail at archivalrecords@baldwincountyal.gov or phone at (251) 580-2572. Archives staff do not provide monetary appraisals of materials but do provide a list of [professional appraisers](#).

Some time periods and topical areas are underrepresented and the Department is actively seeking donations from the following categories to improve the exhibits in the archives of Baldwin County.

Genealogy

Artifacts and records that document the lives of Baldwin County slaves

Donating Reference Materials

The Research Room accepts and collects materials which document the history of Baldwin County and the people and families of Baldwin County. Books about Baldwin County communities and families are maintained in the reference collection and are available for researchers to use at the Archives. The BCDAH Collection Policy provides more information. If you would like to offer material to the reference collection please submit a description of the material using a [potential donor form](#). If you would prefer to talk to someone about a potential donation contact the department director by email at archivalrecords@baldwincountyal.gov or phone at (251) 580-2572.

Donating Financially to Archives

About Donating to the Baldwin County Department of Archives & History:

Anyone wishing to donate may mail a check made payable to Baldwin

County Commission to the following:

Baldwin County Commission

Attention: Accounting Department

312 Courthouse Square, Suite 11

Bay Minette, Alabama 36507