

5600PC-GSM-gau (USMARC); GSG (OCLC/SOLINET)
City of Savannah, Research Library & Municipal Archives, Savannah, Georgia

Record Series #: 5600PC

Name: City of Savannah, Georgia Records – Park and Tree Commission

Dates: 1789, 1850-1977, 1995, no date

Extent/Size: 106 volumes, 1 item, 58 document cases, 12 half document cases, 3 record cartons, 2 oversize folders (48.82 cubic feet)

Organizational History:

The Park and Tree Commission was created by City Council on November 30, 1895. The Commission consisted of five commissioners appointed by the Mayor and Council. The Commission was established to have "exclusive management of all matters and things relating to the care, preservation, improvement, adornment, good order and regulation generally of the parks, squares, cemeteries in or controlled by the City, grass plats, trees and grass in the parks, squares, and cemeteries aforesaid, and grass plats, and also in the streets of said city." The Commission would also determine what "trees may be planted therein, and when such removal or planting shall take place; it shall superintend and take charge of such planting and removal; it shall also make such rules and regulations as may seem to said commission proper, touching the matters and things within its jurisdiction, which rules and regulations shall be submitted to the Mayor and Alderman of the City, and when approved by Council shall become binding and effective" (Savannah City Code 1896). Thus, the Commission was responsible for the care and maintenance of the parks, squares, medians, rights-of-way, fountains and statuary in the city.

The Park and Tree Commission also maintained authority over the cemeteries within the City. In 1895, City Council passed a special decree which stated that the City was "obligated to preserve and forever perpetuate the 'Old Cemetery' as a public park." The name of the "Old Cemetery" was changed to Colonial Park, and it was placed under the care of the Park and Tree Commission. In 1897, Laurel Grove Cemetery was also placed under the Commission's care. The City of Savannah purchased Bonaventure Cemetery in 1907 and Greenwich Cemetery in 1937.

Following the City's change to a council-manager form of government, the Commission relinquished daily operations of the City's parks, and that duty now falls on the Park and Tree Department, of the Facilities Maintenance Bureau. The Park and Tree Commission continues to function, as an advisory commission to the City Manager and City Council. The Park and Tree Department focuses on three major categories of service: landscape maintenance for historic squares, the riverfront, neighborhood parks, and landscaped medians and entryways; complete urban forestry services including hazardous tree removal, preventative maintenance pruning, service request pruning, and new tree planting; and administration of the Landscape and Tree Ordinance for the continued enhancement of quality of life in the City (2008 Service Program and Budget, p. 99).

Scope and Content:

Record Series 5600PC City of Savannah, Georgia Records – Park and Tree Commission (1789, 1850-1977, 1995, no date), is arranged into the following sub-series. See Scope and Content notes for each sub-series for further information about the content and arrangement of the materials.

**5600PC-GSM-gau (USMARC); GSG (OCLC/SOLINET)
City of Savannah, Research Library & Municipal Archives, Savannah, Georgia**

- 5600PC-010 Minutes of the Park and Tree Commission
- 5600PC-011 Annual Reports of the Park and Tree Commission
- 5600PC-012 Correspondence
- 5600PC-013 Administrative Files
- 5600PC-014 Financial Papers
- 5600PC-015 Daily Operations
- 5600PC-016 Voucher Registers and Records
- 5600PC-017 Receipts and Disbursements Ledger
- 5600PC-018 Accounts Receivable Register – Evergreen Cemetery
- 5600PC-019 Accounts Receivable Register – Bonaventure Cemetery
- 5600PC-020 Wood Request Book
- 5600PC-021 Perpetuity Contract Book – Laurel Grove Cemetery
- 5600PC-022 Perpetuity Contract Book – Bonaventure Cemetery
- 5600PC-023 Daffin Park Tennis Court Register
- 5600PC-024 Journal – Donald G. Shuman [Tree Climber]
- 5600PC-025 Cemetery Lot Register
- 5600PC-026 Interment Permits
- 5600PC-027 Laurel Grove Cemetery Files
- 5600PC-028 Greenwich Cemetery Files
- 5600PC-029 Bonaventure Cemetery Files
- 5600PC-030 Maps and Architectural Drawings
- 5600PC-031 Transit/Burial Permits
- 5600PC-032 Daily Cash Receipt Books
- 5600PC-033 Receipt Book
- 5600PC-034 Cemetery Ordinance
- 5600PC-035 Payroll Registers
- 5600PC-036 Photographs and Prints
- 5600PC-037 Related Organizations
- 5600PC-038 Publications
- 5600PC-039 Superintendent W.H. Robertson Papers

Related Series:

5600CL City of Savannah, Georgia Records – Clerk of Council.

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Sub-series #: 5600PC-010

Name: Minutes of the Park and Tree Commission

Dates: 1896-1972, no date

Extent/Size: 3 volumes, 1 document case and 1 half document case (2.0 cubic feet)

Sub-series description:

Sub-series 5600PC-010 Minutes of the Park and Tree Commission (1896-1972, no date) includes minutes of the Commission's regular and special meetings. The minutes include: names of commissioners; copies of the act of creation; oaths; financial reports; resolutions; reports on parks and squares; cemetery reports; personnel and payroll; committee reports; authorizations; and annual reports.

Arrangement:

Chronological.

Inventory:

5600PC-010 Volume 1	Minutes of the Park and Tree Commission, 1896-1908
5600PC-010 Volume 2	Minutes of the Park and Tree Commission, 1909-1929
5600PC-010 Box 1	Minutes of the Park and Tree Commission, 1916-1945
5600PC-010 Box 2	Minutes of the Park and Tree Commission, 1946-1969, no date
5600PC-010 Volume 3	Minutes of the Park and Tree Commission, 1956-1972

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Sub-series #: 5600PC-011

Name: Annual Reports of the Park and Tree Commission

Dates: 1918, 1921, circa 1937, 1938

Extent/Size: 1 half document case (0.25 cubic feet)

Sub-series description:

Sub-series 5600PC-011 Annual Reports of the Park and Tree Commission (1918, 1921, circa 1937, 1938) includes annual reports of the Park and Tree Commission. The reports include: financial statements on all matters under management of the Commission, such as parks and squares, cemeteries, rent funds, trust funds, grass plats and trees; lists of officers and commissioners; work reports; and mortuary reports.

Arrangement:

Chronological.

Inventory:

5600PC-011 Box 1

Annual Reports of the Park and Tree Commission, 1917, 1921,
circa 1937, 1938

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Sub-series #: 5600PC-012

Name: Correspondence

Dates: 1850, 1895-1896, 1903-1973, no date

Extent/Size: 28 document cases and 1 half document case (14.25 cubic feet)

Sub-series description:

Sub-series 5600PC-012 Correspondence (1850, 1895-1896, 1903-1973, no date) includes twenty-nine document cases of correspondence maintained by the Park and Tree Commission, including that of Superintendent William H. Robertson (1899-1955) and Chairman Philip D. Daffin (1896-1928). The correspondence covers all aspects of the Commission's business, including: trees; parks and squares; and cemeteries.

Arrangement:

Chronological.

Box 28 included undated correspondence arranged alphabetically by the correspondent's name.

Inventory:

5600PC-012 Box 1	Correspondence, 1850, 1895-1896, 1903-1915
5600PC-012 Box 2	Correspondence, 1916 January-1920 December
5600PC-012 Box 3	Correspondence, 1921 January-1923 February
5600PC-012 Box 4	Correspondence, 1923 March-1924 April
5600PC-012 Box 5	Correspondence, 1924 May-1925 December
5600PC-012 Box 6	Correspondence, 1926 January-1929 February
5600PC-012 Box 7	Correspondence, 1929 March-1930 February
5600PC-012 Box 8	Correspondence, 1930 March-1931 January
5600PC-012 Box 9	Correspondence, 1931 February-1932 June
5600PC-012 Box 10	Correspondence, 1932 July-1933 December
5600PC-012 Box 11	Correspondence, 1934 January-1934 July
5600PC-012 Box 12	Correspondence, 1934 August-1935 December
5600PC-012 Box 13	Correspondence, 1936 January-1937 May
5600PC-012 Box 14	Correspondence, 1937 June-1940 December
5600PC-012 Box 15	Correspondence, 1941 January-1944 March
5600PC-012 Box 16	Correspondence, 1944 April-1945 April
5600PC-012 Box 17	Correspondence, 1945 May-1946 February
5600PC-012 Box 18	Correspondence, 1946 March-1946 December
5600PC-012 Box 19	Correspondence, 1946 December-1947 May
5600PC-012 Box 20	Correspondence, 1947 May-1948 July
5600PC-012 Box 21	Correspondence, 1948 August-1949 August
5600PC-012 Box 22	Correspondence, 1949 September-1950 November
5600PC-012 Box 23	Correspondence, 1950 December-1952 February
5600PC-012 Box 24	Correspondence, 1952 March-1952 November
5600PC-012 Box 25	Correspondence, 1952 December-1953 October
5600PC-012 Box 26	Correspondence, 1953 November-1954 November
5600PC-012 Box 27	Correspondence, 1954 December-1956 June
5600PC-012 Box 28	Correspondence, 1957 April-1973 April, no date
5600PC-012 Box 29	Miscellaneous Papers, no date; John Wesley Monument, 1968

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Sub-series #: 5600PC-013

Name: Administrative Files

Dates: 1896-1971, no date

Extent/Size: 1 document case and 2 half document cases (1.0 cubic feet)

Sub-series description:

Sub-series 5600PC-013 Administrative Files (1896-1971, no date) includes three document cases of miscellaneous administrative records of the Park and Tree Commission, including: affidavits; agreements; federal programs; insurance; inventories; legal actions; meeting notices; ordinances; clearing reports; resolutions; speeches; subpoenas; employee files; and cemeteries.

Arrangement:

Alphabetical by subject.

Inventory:

5600PC-013 Box 1 Administrative Files, 1908-1971, no date

- Folder 1: Affidavits, 1935
- Folder 2: Agreements, 1908, 1925
- Folder 3: Federal programs – Federal Energy Administration
- Folder 4: Federal programs – Legacy of Parks, 1971
- Folder 5: Federal programs – Municipal Park Study, 1935
- Folder 6: Federal programs – National Planning Board, 1933
- Folder 7: Federal programs – National Resources Committee, 1935
- Folder 8: Federal programs – Report of ERA and Federal Service Projects, 1934
- Folder 9: Federal programs – South Atlantic Coastal Highway
- Folder 10: Federal programs – War Department
- Folder 11: Federal programs – War Production Board, 1943
- Folder 12: Federal programs – Works Progress Administration, 1938, 1944
- Folder 13: Forms, letterhead, etc.
- Folder 14: Insurance (fire), 1947, 1950
- Folder 15: Insurance premium, 1945
- Folder 16: Insurance surety bond for liabilities, 1943
- Folder 17: Inventories, 1931
- Folder 18: Inventories, 1934, 1944, no date
- Folder 19: Legal actions
- Folder 20: Meeting notices and memorandum, 1924-1963
- Folder 21: Ordinances, 1916-1949
- Folder 22: Real property transactions, 1910-1912
- Folder 23: Clearing Reports, April 1946
- Folder 24: Clearing Reports, July 1946
- Folder 25: Clearing Reports, August 1946

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- 5600PC-013 Box 2 Administrative Files, 1896-1954, 1970, no date
- Folder 1: Clearing Reports, September 1946
 - Folder 2: Clearing Reports, October 1946
 - Folder 3: Clearing Reports, November 1946
 - Folder 4: Clearing Reports, December 1946
 - Folder 5: Clearing Reports, June 1954
 - Folder 6: Clearing Reports, July 1954
 - Folder 7: Clearing Reports, August 1954
 - Folder 8: Clearing Reports, September 1954
 - Folder 9: Davey Tree Company Reports, 1944, 1947, 1949
 - Folder 10: Resolutions, 1896-1946, no date
 - Folder 11: Speeches, 1924, no date
 - Folder 12: Subpoenas, 1953
 - Folder 13: Clippings, 1970, no date
 - Folder 14: Recreational Facility Reports, 1926, 1949

- 5600PC-013 Box 3 Administrative Files, 1908-1968, no date
- Folder 1A: Cash Book, 1909
 - Folder 1: Cemeteries, Local, City, no date
 - Folder 2: Cemeteries, Local, Non-city, no date
 - Folder 3: Cemeteries, Non-local, no date
 - Folder 4: Employee Leave, 1953-1959
 - Folder 5: Employee Leave, 1960-1963, no date
 - Folder 6: Employee Lists, circa 1945
 - Folder 7: Job Descriptions, 1963-1968
 - Folder 8: Payroll, 1924-1926
 - Folder 9: Time Sheets, 1908, 1911-1912, 1916
 - Folder 10: Time Sheets, 1920, 1922, 1924
 - Folder 11: Time Sheets, 1928-1929
 - Folder 12: Time Sheets, 1931, 1942

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Sub-series #: 5600PC-014

Name: Financial Papers

Dates: 1896, 1899-1965, 1968

Extent/Size: 2 document cases, 3 half document cases (1.75 cubic feet)

Sub-series description:

Sub-series 5600PC-014 Financial Papers (1896, 1899-1965, 1968) includes five document cases of financial records, including: statements; accounts payable; budgets; and recapitulations. The various types of records are divided into categories, including: payroll; parks and squares; tree planting; Bonaventure, Laurel Grove and Greenwich cemeteries; Daffin Park; Daffin Park tennis courts; and Forsyth Park comfort stations.

Arrangement:

Chronological.

Inventory:

5600PC-014 Box 1 Financial Statements by month, 1937-1948

- Folder 1: June 1937 – December 1937
- Folder 2: April 1938 – October 1938
- Folder 3: February 1939 – December 1939
- Folder 4: January 1940 – December 1940
- Folder 5: January 1941 – December 1941
- Folder 6: January 1942 – December 1942
- Folder 7: January 1943 – December 1943
- Folder 8: February 1944 – June 1944
- Folder 9: January 1948 – December 1948

5600PC-014 Box 2 Financial Statements by month, 1950-1962

- Folder 1: January 1950 – December 1950
- Folder 2: February 1952 – August 1952
- Folder 3: January 1955 – December 1955
- Folder 4: January 1956 – October 1956
- Folder 5: January 1957 – December 1957
- Folder 6: February 1958 – December 1958
- Folder 7: January 1959 – December 1959
- Folder 8: January 1960 – December 1960
- Folder 9: January 1961 – December 1961
- Folder 10: January 1962 – May 1962

5600PC-014 Box 3 Accounts Payable, 1899-1969, no date

- Folder 1: Accounts Payable, 1929
- Folder 2: Accounts Payable, 1930
- Folder 3: Accounts Payable, 1943
- Folder 4: Accounts Payable, 1944
- Folder 5: Accounts Payable, 1945
- Folder 6: Accounts Payable, 1946

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- Folder 7: Accounts Payable, 1947
- Folder 8: Accounts Payable, 1948
- Folder 9: Accounts Payable, 1949
- Folder 10: Accounts Payable, 1950
- Folder 11: Accounts Payable, 1951
- Folder 12: Accounts Payable, 1952
- Folder 13: Accounts Payable, 1954
- Folder 14: Accounts Payable, 1956
- Folder 15: Accounts Payable, 1962
- Folder 16: Accounts Payable, 1968
- Folder 17: Accounts Payable, no date
- Folder 18: Expenditures Under Appropriations, 1899-1957, no date
- Folder 19: Account Books, 1908, 1914-1916, 1926

5600PC-014 Box 4 Budget and Recapitulations, 1924-1965, no date

- Folder 1: Budget, 1928
- Folder 2: Budget, 1931
- Folder 3: Budget, 1934
- Folder 4: Budget, 1935
- Folder 5: Budget, 1936
- Folder 6: Budget, 1937
- Folder 7: Budget, 1942
- Folder 8: Budget, 1946
- Folder 9: Budget, 1951
- Folder 10: Budget, 1952
- Folder 11: Budget, 1953
- Folder 12: Budget, 1955
- Folder 13: Budget, 1964
- Folder 14: Budget, 1965
- Folder 15: Budget, no date
- Folder 16: Recapitulations, 1924-1946

5600PC-014 Box 5 Receipts/Invoices, 1896-1962, no date

- Folder 1: Receipts/Invoices, 1896, 1900-1909
- Folder 2: Receipts/Invoices, 1910-1919
- Folder 3: Receipts/Invoices, 1920-1929
- Folder 4: Receipts/Invoices, 1930-1939
- Folder 5: Receipts/Invoices, 1940-1949
- Folder 6: Receipts/Invoices, 1950-1959
- Folder 7: Receipts/Invoices, 1961-1962
- Folder 8: Receipts/Invoices, no date

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Sub-series #: 5600PC-015

Name: Daily Operations

Dates: 1903-1977, no date

Extent/Size: 4 document cases (2.0 cubic feet)

Sub-series description:

Sub-series 5600PC-015 Daily Operations (1903-1977, no date) includes four document cases of records documenting the daily operations of the Park and Tree Commission. The records include: permission slips; tree trimming orders; work requests; requests/complaints; petitions; planting requests; replacement of dead trees; daily reports; monthly reports; estimates and proposals; parks and squares; vehicles; inventories; and horticultural information.

Arrangement:

Chronological within each folder.

Inventory:

5600PC-015 Box 1 Daily Operations, 1912-1975

Permission Slips, 1916-1953

Permission slips, from the departments of Buildings, Public Works, Engineering and Clerk of Council, authorizing the Park and Tree Commission to perform the jobs requested, including constructing sidewalks, planting and trimming trees, and planting flowers.

Folder 1: Permissions - Department of Buildings, 1924

Folder 2: Permissions - Engineering Department, 1916-1953

Folder 3: Permissions - Clerk of Council, 1924

Folder 4: Permissions - Department of Public Works, 1912-1951

Tree Trimming Orders, 1953-1975

These orders are for work to be done by the Park and Tree Commission and contain: the date; description of work to be done; variety and number of trees to be trimmed; date work was completed; the total number trimmed; and the signature of the foreman.

Folder 5: Tree Trimming Orders, 1953-1964

Folder 6: Tree Trimming Orders, 1975 (February 12-August 26, 1975)

Folder 7: Tree Trimming Orders, 1975 (September 5-November 25, 1975)

Work Requests, 1948-1956

Work requests, written on index cards, include: date of request; name and address where work was to be done; description of the job; and date work was completed.

Folder 8: Work Requests, 1948-1955

Folder 9: Work Requests, 1956 (January 3-February 29, 1956)

Folder 10: Work Requests, 1956 (March 1956)

Folder 11: Work Requests, 1956 (April 1956, May 27, 1956)

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Requests/Complaints, 1916-1935

These are complaints and requests submitted to the Park and Tree Commission regarding unsatisfactory work.

Folder 12: Requests/Complaints, 1916-1935

5600PC-015 Box 2 Daily Operations, 1910-1977, no date

Petitions, 1923-1956, no date

These are petitions presented to the Park and Tree Commission regarding employment, appropriations, improvements and repairs, etc.

Folder 1: Petitions, 1923-1936

Folder 2: Petitions, 1936-1956

Folder 3: Petitions, no date

Planting Requests, 1933-1943, no date

These are requests submitted to the Park and Tree Commission for the planting of trees, shrubs, and flowers.

Folder 4: Planting Requests, 1933-1943

Folder 5: Planting Requests, no date

Planting Requests - Replacement of Dead Trees, 1910-1912

This volume records the replacement of dead trees for private individuals and the City of Savannah. It contains the date, name, location, number and type of trees. *Also see* 5600PC-015A Box 4.

Folder 6: Planting Requests - Replacement of Dead Trees, 1910-1912

Daily Reports, 1944-1977

These are reports issued daily to the Park and Tree Commission by the foremen that managed the parks and squares, showing: date; name of employees; number of hours each employee worked on a particular job; description of jobs; employees on vacation or out sick.

Folder 7: Daily Reports, 1944-1962 (1944-February 1, 1962)

Folder 8: Daily Reports, 1962-1973 (June 25, 1962-July 31, 1973)

Folder 9: Daily Reports, 1973-1976 (August 1, 1973-January 15, 1976)

Folder 10: Daily Reports, 1976 (January 16-March 31, 1976)

Folder 11: Daily Reports, 1976 (April 1-July 30, 1976)

Folder 12: Daily Reports, 1976 (August 2-September 17, 1976)

Folder 13: Daily Reports, 1977 (April 18-May 20, 1977)

Monthly Reports, 1938-1943

These are monthly reports of work completed by the Park and Tree Commission. Each report provides a detailed description of the work completed for each day of the month.

Folder 14: Monthly Reports, 1938-1943 (October 1938-January 1943)

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5600PC-015 Box 3 Daily Operations, 1909-1956, no date

Estimates and Proposals, 1909-1951, no date

These are estimates, bids, proposals and quotations submitted to the Park and Tree Commission for work to be done on parks and squares, tennis courts, equipment maintenance, street maintenance, etc.

- Folder 1: Bids, 1930-1948
- Folder 2: Estimates, 1909-1951
- Folder 3: Proposals, 1930-1936, no date
- Folder 4: Quotations, 1930-1946, no date

Parks and Squares, 1939-1956, no date

This file contains information on the location of all parks, squares, and medians maintained by the Park and Tree Commission, including type of flowers, shrubs, and trees planted in each.

- Folder 5: Parks and Squares, no date

Vehicles, 1939-1956

This file contains information on fleet listings, applications for the purchase of vehicles/equipment, and an accident report for the Park and Tree Commission.

- Folder 6: Vehicles, 1939-1956

Inventories, 1923-1954, no date

These are inventories for equipment, plants, shrubs, trees, vehicles, cemeteries, property, squares and medians, etc.

- Folder 7: Inventories, 1923-1954, no date

Horticultural Information, no date

This file contains miscellaneous pieces of horticultural information maintained by the Park and Tree Commission.

- Folder 8: Horticultural Information, no date

5600PC-015A Box 4 Daily Operations, 1903-1923

Also see 5600PC-015 Box 2, Folder 6 for tree records.

- Folder 1: Distribution of Wood from Dead Trees, 1909
- Folder 2: Removing of Dead Trees, 1903-1905
- Folder 3: Removing of Dead Trees, 1908
- Folder 4: Removing of Dead Trees, 1909
- Folder 5: Removing of Dead Trees, 1910
- Folder 6: Removing of Trees Blown Down by Storms, 1903-1905
- Folder 7: Removing of Trees Blown Down by Storms, 1909
- Folder 8: Removing of Trees Blown Down by Storms, 1910-1923
- Folder 9: Replacing of Dead Trees for City/Private Parties, 1903-1905
- Folder 10: Replacing of Dead Trees for City/Private Parties, 1908
- Folder 11: Replacing of Dead Trees for City/Private Parties, 1909
- Folder 12: Tree Planting for City, 1903-1905
- Folder 13: Tree Planting for City, 1908

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Folder 14: Tree Planting for City, 1909

Folder 15: Tree Planting for City, 1910

Folder 16: Tree Planting for Private Parties, 1903-1905

Folder 17: Tree Planting for Private Parties, 1908

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Sub-series #: 5600PC-016

Name: Voucher Registers and Records

Dates: 1916-1977

Extent/Size: 5 volumes (1.0 cubic feet)

Sub-series description:

Sub-series 5600PC-016 Voucher Registers (1916-1977) includes five volumes of registers documenting the appropriation of funds for projects. The registers list vouchers approving payment for expenses related to: parks and squares; tree planting and maintenance; Bonaventure, Laurel Grove and Greenwich cemeteries; Daffin Park; and special projects, such as repairing residences, extending water mains, repairing roads, maintenance of parks in Ardsley Park, etc. The entries include: for whom voucher is written; account number; and amount.

Arrangement:

Chronological.

Inventory:

5600PC-016 Volume 1	Voucher Register, 1916-1927
5600PC-016 Volume 2	Voucher Register, 1927-1937
5600PC-016A Volume 1	Voucher Records, 1938-1950 (January 1938-July 31, 1950)
5600PC-016A Volume 2	Voucher Records, 1950-1964 (August 1950-December 1964)
5600PC-016A Volume 3	Voucher Records, 1964-1977 (February 1964-August 1977)

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Sub-series #: 5600PC-017

Name: Receipts and Disbursements Ledger

Dates: 1906-1913

Extent/Size: 1 volume (0.3 cubic feet)

Sub-series description:

Sub-series 5600PC-017 Receipts and Disbursements Ledger (1906-1913) includes one ledger documenting receipts and disbursements for the Park and Tree Commission, including incoming funds from the sale of trees, and related expenses, such as freight and pesticides.

Arrangement:

Chronological.

Inventory:

5600PC-017 Volume 1 Receipts and Disbursements Ledger, 1906-1913

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Sub-series #: 5600PC-018

Name: Accounts Receivable Register – Evergreen Cemetery

Dates: 1904-1910

Extent/Size: 1 volume (0.3 cubic feet)

Sub-series description:

Sub-series 5600PC-018 Accounts Receivable Register – Evergreen Cemetery (1904-1910) includes one register recording bills rendered for the maintenance of Evergreen Cemetery lots. The entries include: date bill was rendered; name of lot owner; lot number; description of work; amount of water rent; care of lot; material; labor; and date the bill was paid.

Arrangement:

Chronological.

Inventory:

5600PC-018 Volume 1 Evergreen Cemetery, 1904-1910

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Sub-series #: 5600PC-019

Name: Accounts Receivable Register – Bonaventure Cemetery

Dates: 1910-1936

Extent/Size: 4 volumes (1.2 cubic feet)

Sub-series description:

Sub-series 5600PC-019 Accounts Receivable Register – Bonaventure Cemetery (1910-1936) includes four registers recording bills rendered for the maintenance of Bonaventure Cemetery lots. The entries include: date bill was rendered; name of lot owner; lot number; description of work; amount of water rent; care of lot; material; labor; and date the bill was paid.

Arrangement:

Chronological.

Inventory:

5600PC-019 Volume 1	Bonaventure Cemetery, 1910-1915
5600PC-019 Volume 2	Bonaventure Cemetery, 1916-1933
5600PC-019 Volume 3	Bonaventure Cemetery, 1915-1936
5600PC-019 Volume 4	Bonaventure Cemetery, 1916-1930

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Sub-series #: 5600PC-020
Name: Wood Request Book
Dates: 1915-1925
Extent/Size: 1 volume (0.3 cubic feet)

Sub-series description:

Sub-series 5600PC-020 Wood Request Book (1915-1925) includes one volume recording: the date wood was requested; name and address of the individual requesting wood; and date the request was filled by the foreman.

Arrangement:
Chronological.

Inventory:
5600PC-020 Volume 1 Wood Request Book, 1915-1925

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Sub-series #: 5600PC-021

Name: Perpetuity Contract Book – Laurel Grove Cemetery

Dates: 1900-1938

Extent/Size: 1 volume (0.3 cubic feet)

Sub-series description:

Sub-series 5600PC-021 Perpetuity Contract Book – Laurel Grove Cemetery (1900-1938) includes one volume recording perpetuity contracts for Laurel Grove Cemetery lots. The entries include: date; name and address of individual purchasing the contract; lot number; and amount paid.

Arrangement:

Chronological.

Inventory:

5600PC-021 Volume 1 Perpetuity Contract Book - Laurel Grove Cemetery, 1900-1938

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Sub-series #: 5600PC-022

Name: Perpetuity Contract Book – Bonaventure Cemetery

Dates: 1870-1949

Extent/Size: 2 volumes (0.49 cubic feet)

Sub-series description:

Sub-series 5600PC-022 Perpetuity Contract Book – Bonaventure Cemetery (1870-1949) includes two volumes recording perpetuity contracts for Bonaventure Cemetery lots. The entries include: date; name and address of individual purchasing the contract; lot number; and amount paid.

Arrangement:

Chronological.

Inventory:

5600PC-022 Volume 1	Perpetuity Contract Book - Bonaventure Cemetery, 1870-1938
5600PC-022A Volume 1	Perpetuity Contracts - Section N, Bonaventure, 1921-1949

5600PC-GSM-gau (USMARC); GSG (OCLC/SOLINET)
City of Savannah, Research Library & Municipal Archives, Savannah, Georgia

Sub-series #: 5600PC-023

Name: Daffin Park Tennis Court Register

Dates: 1930-1931

Extent/Size: 1 volume (0.3 cubic feet)

Sub-series description:

Sub-series 5600PC-023 Daffin Park Tennis Court Register (1930-1931) includes one volume recording the name of individuals who used the Daffin Park tennis courts. The register includes total number of tennis players for each day and indicates days when it rained.

Arrangement:

Chronological.

Inventory:

5600PC-023 Volume 1 Daffin Park Tennis Court Register, 1930-1931

5600PC-GSM-gau (USMARC); GSG (OCLC/SOLINET)
City of Savannah, Research Library & Municipal Archives, Savannah, Georgia

Sub-series #: 5600PC-024

Name: Journal – Donald G. Shuman [Tree Climber]

Dates: 1963

Extent/Size: 1 volume (0.3 cubic feet)

Sub-series description:

Sub-series 5600PC-024 Journal – Donald G. Shuman [Tree Climber] (1963) is a journal kept by Donald G. Shuman, tree climber, about his experiences and job duties as a tree climber for the Park and Tree Commission.

Arrangement:

Chronological.

Inventory:

5600PC-024 Volume 1 Journal - Donald G. Shuman, 1963

5600PC-GSM-gau (USMARC); GSG (OCLC/SOLINET)
City of Savannah, Research Library & Municipal Archives, Savannah, Georgia

Sub-series #: 5600PC-025
Name: Cemetery Lot Register
Dates: 1897-1907
Extent/Size: 1 volume (0.3 cubic feet)

Sub-series description:

Sub-series 5600PC-025 Cemetery Lot Register (1897-1907) includes one volume of a register that appears to be recording the purchase of lots in Evergreen Cemetery. The entries include: date; names of lot purchasers; lot numbers and sections; size of lots; and amount paid for each lot.

Arrangement:
Chronological.

Inventory:
5600PC-025 Volume 1 Cemetery Lot Register - Evergreen Cemetery (?), 1897-1907

5600PC-GSM-gau (USMARC); GSG (OCLC/SOLINET)
City of Savannah, Research Library & Municipal Archives, Savannah, Georgia

Sub-series #: 5600PC-026

Name: Interment Permits

Dates: 1892-1943, no date

Extent/Size: 3 document cases (1.5 cubic feet)

Sub-series description:

Sub-series 5600PC-026 Interment Permits (1892-1943, no date) includes three document cases of burial permits. Each permit includes: name and address of individual requesting the permit; name of the deceased including age, sex, race and nationality; date of death; cause of death; residence at time of death; name of undertaker; name of physician; place and date of burial. Each permit is signed by the local registrar or the health officer.

Arrangement:

Chronological according to date permit was requested.

Inventory:

5600PC-026 Box 1	Interment Permits, 1892-1939 (1892-August 1939)
5600PC-026 Box 2	Interment Permits, 1939-1941 (September 1939-July 1941)
5600PC-026 Box 3	Interment Permits, 1941-1943 (August 1941-July 1943), no date

5600PC-GSM-gau (USMARC); GSG (OCLC/SOLINET)
City of Savannah, Research Library & Municipal Archives, Savannah, Georgia

Sub-series #: 5600PC-027

Name: Laurel Grove Cemetery Files

Dates: 1910-1963, no date

Extent/Size: 6 document cases, 1 volume (2.84 cubic feet)

Sub-series description:

Sub-series 5600PC-027 Laurel Grove Cemetery Files (1910-1963, no date) includes six document cases and one volume of records regarding the maintenance of Laurel Grove Cemetery, including: correspondence; burial fees; equipment inventories; lot cleaning; lot sales; payroll; receipts; and miscellaneous financial. The correspondence includes: information on the removal of large trees and dead limbs; placing lots in perpetuity; monument companies requesting permits to erect monuments; requests to clean lots and markers; disinterments and re-interments; and titles granted to lots.

Arrangement:

Chronological.

Inventory:

5600PC-027 Box 1	Correspondence, 1910-1936
5600PC-027 Box 2	Correspondence, 1937-1949
5600PC-027 Box 3	Correspondence, 1950-1956, no date

5600PC-027 Box 4

Laurel Grove Cemetery Burial Fees, 1909-1941

These records contain information on burial fees for Laurel Grove Cemetery, including: date of burial; funeral home handling burial; individual to be buried; lot number; and price of burial.

Folders 1A-9: Burial Fees, 1923-1941

Folder 10: Laurel Grove Cemetery buildings and equipment inventories, 1926-1927

Laurel Grove Cemetery Lot Cleaning, 1923-1940

This file contains handwritten memoranda from A.M. Johnson, Superintendent of Laurel Grove Cemetery, to W.H. Robertson, Chairman of Park and Tree Commission. They include a list of lots to be cleaned and the fee to clean each lot.

Folder 11: Laurel Grove Cemetery lot cleaning, 1923-1940

Laurel Grove Cemetery Lot Sales, 1923-1936

These files contain memoranda from A.M. Johnson to W.H. Robertson on the sale of lots in Laurel Grove Cemetery, including: date of sale; lot number; section; name of individual who purchased the lot; their race; and the price.

Folders 12-14: Laurel Grove Cemetery lot sales, 1923-1936

5600PC-GSM-gau (USMARC); GSG (OCLC/SOLINET)
City of Savannah, Research Library & Municipal Archives, Savannah, Georgia

5600PC-027 Box 5

Folders 1-6: Laurel Grove Cemetery lot sales, 1923-1936

Payroll, 1938-1941

Payroll sheets include those for Fleming Ball and Herbert Thorpe, employees of the colored portion of Laurel Grove Cemetery (Laurel Grove South), and include: days worked; rate of pay; and total amount earned.

Folders 7-14: Laurel Grove Cemetery payroll, 1938-1941

Receipts, 1920-1924

Receipts include those for a money order, for horseshoes, and for sacks of oats.

Folder 15: Receipts, 1920-1924

Miscellaneous Financial, 1920s-1936

These financial records include newspaper clippings, correspondence, and a ledger page dated January 15, 1936 for burial fees for Laurel Grove Cemetery, including: date; name of funeral home; name of lot owner; lot number; fee; and total.

Folders 16 through 17: Miscellaneous Financial, 1920s-1936

- | | |
|----------------------|---|
| 5600PC-027A Box 1 | Burial Fees Money Receipt Book, Laurel Grove (Colored)
[arranged numerically], 1917-1926
Pay Records, Laurel Grove, early 1900s |
| 5600PC-027A Volume 1 | Burial Fees Money Receipt Book, Laurel Grove (Colored)
[arranged numerically], 1942-1963 |

5600PC-GSM-gau (USMARC); GSG (OCLC/SOLINET)
City of Savannah, Research Library & Municipal Archives, Savannah, Georgia

Sub-series #: 5600PC-028

Name: Greenwich Cemetery Files

Dates: 1936-1956, 1962-1963, no date

Extent/Size: 2 document cases (1.0 cubic feet)

Sub-series description:

Sub-series 5600PC-028 Greenwich Cemetery Files (1936-1956, 1962-1963, no date) includes two document cases of records pertaining to the maintenance of Greenwich Cemetery (an addition to Bonaventure Cemetery), including: correspondence; daily reports; a tree log; a lot schedule; and payroll.

Arrangement:

Chronological.

Inventory:

5600PC-028 Box 1 Correspondence, 1936-1954

5600PC-028 Box 2

 Folders 1-5: Correspondence, 1955-1956, no date

 Folder 6: Agreement for South Atlantic Gas Company to supply Greenwich Cemetery with gas, 1950

Daily Reports, 1962-1963

Daily reports were submitted to the Park and Tree Commission by the foreman of the Greenwich section. The reports include: date; name of each employee; number of hours each employee worked on a particular job; description of work; those on vacation; and those out sick.

 Folder 7: Daily Reports, 1962-1963 (July 20, 1962 - February 28, 1963)

 Folder 8: Daily Reports, 1963 (March 1, 1963 - September 7, 1963)

 Folder 9: Log of Trees (inventory of trees planted in Greenwich Cemetery, including size and type), no date

 Folder 10: Lot schedule (schedule of prices of lots in Greenwich Cemetery, including perpetuities, improvements, etc.), no date

 Folder 11: Payroll (including name of employees, hours worked, rate of pay, amount of pay, pension deduction, and total), 1942

5600PC-GSM-gau (USMARC); GSG (OCLC/SOLINET)
City of Savannah, Research Library & Municipal Archives, Savannah, Georgia

Sub-series #: 5600PC-029

Name: Bonaventure Cemetery Files

Dates: 1850-1972, no date

Extent/Size: 61 volumes, 8 document cases (7.54 cubic feet)

Sub-series description:

Sub-series 5600PC-029 Bonaventure Cemetery Files (1850-1972, no date) includes sixty-one volumes and eight document cases of records documenting the maintenance of Bonaventure Cemetery, including: correspondence related to the sale and care of lots, and overall maintenance of the cemetery; agreements and contracts for cemetery maintenance and construction, and purchase of lots; bills paid for maintenance and supplies; daily reports including employee names and job descriptions; a tool and supply inventory; maintenance fee ledger; payroll; and receipts.

Arrangement:

Chronological.

Inventory:

5600PC-029 Box 1	Correspondence, 1911-1927, no date
5600PC-029 Box 2	Correspondence, 1927-1932
5600PC-029 Box 3	Correspondence, 1932-1938
5600PC-029 Box 4	Correspondence, 1939-1946
5600PC-029 Box 5	Correspondence, 1946-1949
5600PC-029 Box 6	Correspondence, 1950-1951
5600PC-029 Box 7	Correspondence, 1952-1956
5600PC-029 Box 8	Bonaventure Cemetery Files, 1908-1963
Folder 1:	Agreements and Contracts, 1923-1955
Folder 2:	Bills Paid, 1962
Folders 3-4:	Daily Reports, 1962-1963
Folder 5:	Tool and Supply Inventory, 1935
Folder 6:	Maintenance Fee Ledger page (includes date, name and address of lot owner, lot number, maintenance completed and fee), January 28, 1913
Folder 7:	Payroll, September 15 and 30, 1942
Folders 8-11:	Receipts (for maintenance of lots and deeds for lots), 1908-1949
Folder 12:	Perpetuity Contracts, 1944-1945, no date
5600PC-029A.1 Volume 1	Register of Lots – Bonaventure, 1850-1958 (alphabetical list of names with lot numbers and section bought; includes a numbered list with date sold, name, dimensions, area rate, price paid and remarks)

5600PC-GSM-gau (USMARC); GSG (OCLC/SOLINET)
City of Savannah, Research Library & Municipal Archives, Savannah, Georgia

Revenue Books

These volumes record revenue from the sale of lots and burial fees.

- 5600PC-029A.2 Volume 1 1904-1912 (January 4, 1904-July 15, 1912)
- 5600PC-029A.2 Volume 2 1911-1912 (January 17, 1911-October 27, 1912)
- 5600PC-029A.2 Volume 3 Daybook, 1912-1919 (July 23, 1912-September 19, 1918)
- 5600PC-029A.2 Volume 4 1918-1925 (September 20, 1918-September 30, 1925)
- 5600PC-029A.2 Volume 5 1925-1935 (October 1, 1925-May 3, 1935)
- 5600PC-029A.2 Volume 6 Sale of Lots, Burial Fees, and Miscellaneous Work, 1927-1944 (November 1, 1927-February 20, 1944)
- 5600PC-029A.2 Volume 7 Journal, 1945-1951 (October 16, 1945-December 31, 1951)

5600PC-029A Box 9

Time Books

These volumes contain records of days worked by employees. They list the employee by name, hourly rate and total wages. The volumes contain a table of wages calculated for ten, nine and eight-hour work days. Later books calculate hourly wages. Volume 27 is labeled "Water Mains" and describes the location and configuration of water pipes installed at Tatnall and Palmetto streets, 1914.

- 5600PC-029A.3 Volume 1 1912-1913 (October 5, 1912-December 20, 1913)
- 5600PC-029A.3 Volume 2 1914-1915 (June 1914-August 1915)
- 5600PC-029A.3 Volume 3 1915-1917 (September 1915-April 1917)
- 5600PC-029A.3 Volume 4 1948-1950 (June 15, 1948-October 31, 1950),
Bonaventure
- 5600PC-029A.3 Volume 5 1953-1955 (January 1, 1953-June 30, 1955), Greenwich
- 5600PC-029A.3 Volume 6 1953-1955 (June 1, 1953-June 30, 1955), Bonaventure
- 5600PC-029A.3 Volume 7 1955-1957 (July 1, 1955-May 18, 1957), Bonaventure
- 5600PC-029A.3 Volume 8 1955-1957 (July 1, 1955-May 18, 1957), Greenwich
- 5600PC-029A.3 Volume 9 1957-1958 (May 20, 1957-June 29, 1958), Bonaventure
- 5600PC-029A.3 Volume 10 1957-1958 (May 20, 1957-June 29, 1958), Greenwich
- 5600PC-029A.3 Volume 11 1958-1959 (June 30, 1958-October 31, 1959),
Bonaventure and Greenwich
- 5600PC-029A.3 Volume 12 1959-1960 (November 7, 1959-December 31, 1960)
- 5600PC-029A.3 Volume 13 1963 (May 14, 1963-August 31, 1963)
- 5600PC-029A.3 Volume 14 1963-1965 (September 1, 1963-January 2, 1965)
- 5600PC-029A.3 Volume 15 1965 (January 1965-December 1965)
- 5600PC-029A.3 Volume 16 1966-1967 (January 1966-April 30, 1967)
- 5600PC-029A.3 Volume 17 1967-1968 (January 28, 1967-May 17, 1968)
- 5600PC-029A.3 Volume 18 1967-1968 (May 1, 1967-August 30, 1968)
- 5600PC-029A.3 Volume 19 1968-1969 (May 24, 1968-October 3, 1969)
- 5600PC-029A.3 Volume 20 1968-1969 (September 1, 1968-December 27, 1969)
- 5600PC-029A.3 Volume 21 1969-1971 (October 10, 1969-January 29, 1971),
Greenwich
- 5600PC-029A.3 Volume 22 1969-1971 (December 29, 1969-February 19, 1971),
Bonaventure
- 5600PC-029A.3 Volume 23 1971 (February 1, 1971-August 28, 1971), Greenwich

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- 5600PC-029A.3 Volume 24 1971-1972 (February 22, 1971-April 28, 1972),
Bonaventure
5600PC-029A.3 Volume 25 1972 (June 16, 1972-August 18, 1972), Clark, E.O.A.
5600PC-029A.3 Volume 26 no date [illegible; possibly 1923] March-August
5600PC-029A.3 Volume 27 Water Mains, 1914

Requisition Books

These volumes record the costs of goods and services, for instance equipment repair, oats, hay, and horseshoes.

- 5600PC-029A.4 Volume 1 1914-1915 (June 9, 1914-January 1, 1915)
5600PC-029A.4 Volume 2 1916-1917 (January 7, 1916-March 21, 1917)
5600PC-029A.4 Volume 3 1917-1918 (March 27, 1917-December 2, 1918)
5600PC-029A.4 Volume 4 1918-1921 (December 16, 1918-January 31, 1921)

5600PC-029A Box 10

Receipt Books

These volumes contain receipts for burial lots and fees at Greenwich and Bonaventure. The receipts include date, signature and City Treasurer's stamp.

- 5600PC-029A.5 Volume 1 1910-1914 (December 31, 1910-December 31, 1914)
5600PC-029A.5 Volume 2 1915-1917
5600PC-029A.5 Volume 3 1918-1920
5600PC-029A.5 Volume 4 1920-1922
5600PC-029A.5 Volume 5 1922-1928
5600PC-029A.5 Volume 6 1929-1931
5600PC-029A.5 Volume 7 1931-1933
5600PC-029A.5 Volume 8 1931-1939
5600PC-029A.5 Volume 9 1933-1936
5600PC-029A.5 Volume 10 1939-1942
5600PC-029A.5 Volume 11 1940-1941 (May 1, 1940-October 16, 1941)
5600PC-029A.5 Volume 12 1943-1946
5600PC-029A.5 Volume 13 1948-1955 (November 10, 1948-October 17, 1955)
5600PC-029A.5 Volume 14 1958-1964 (May 27, 1958-April 16, 1964)
5600PC-029A.5 Volume 15 1958-1964 (November 3, 1958-June 15, 1964)
5600PC-029A.5 Volume 16 1961-1965 (January 9, 1961-January 27, 1965)
5600PC-029A.5 Volume 17 1961-1965 (August 9, 1961-May 20, 1965)
5600PC-029A.5 Volume 18 1965-1967 (February 10, 1965-October 21, 1967)
5600PC-029A.5 Volume 19 1965-1967 (June 7, 1965-May 15, 1967)

- 5600PC-029A.6 Volume 1 Water Rent Ledger – Bonaventure, 1956-1970 (arranged
alphabetically with amounts and remarks)
also see 5600PC-029A.8 Volume 1

- 5600PC-029A.7 Volume 1 Cemetery Maintenance Book, 1955-1966 (arranged alphabetically
by payee; date, folio number, amount of water rent, cost of care,
and total provided)

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City of Savannah, Research Library & Municipal Archives, Savannah, Georgia

5600PC-029A.8 Volume 1 Bonaventure Water Rents, 1942-1962 (arranged alphabetically
with amounts and remarks)
a/so see 5600PC-029A.6 Volume 1

5600PC-GSM-gau (USMARC); GSG (OCLC/SOLINET)
City of Savannah, Research Library & Municipal Archives, Savannah, Georgia

Sub-series #: 5600PC-030

Name: Maps and Architectural Drawings

Dates: 1907, 1921-1954, no date

Extent/Size: 1 document case (0.5 cubic feet)

Sub-series description:

Sub-series 5600PC-030 Maps and Architectural Drawings (1907, 1921-1954, no date) includes twenty-seven folders of miscellaneous maps and drawings prepared by or for, or collected by, the Park and Tree Commission. The drawings include plans for Daffin Park, plantings in local cemeteries and parks, and miscellaneous buildings throughout Savannah.

Arrangement:

None.

Inventory:

5600PC-030 Box 1

- Folder 1: Proposed building at Habersham and 41st Streets, Savannah, GA, 1953
- Folder 2: Proposed planting plan for Raymond M. Demere plot, Bonaventure Cemetery, drawing by Clermont H. Lee, 1953
- Folder 3: Pencil drawing of marker "In memory of Moravian Colonists who died in Savannah", no date
- Folder 4: Laurel Grove Cemetery (?) showing proposed location of sewer near lots 2214, 2215, and 2161, 1935
- Folder 5: Portion of section N, 1943 (2 copies)
- Folder 6: CreoSoting Company, New York, drawings of Simple boundary fence, composite bolted fence, extra heavy paddock fence, and special paddock fence, no date
- Folder 7: Plat of 5 acre lots at Savannex lying south of the City of Savannah, GA as subdivided by Urbannex Corporation, 1921
- Folder 8: Revamping service station, Victory Drive and Waters Avenue, 1934
- Folder 9: Planting drawings for Franklin Square, Liberty Square, and Elbert Square, no date
- Folder 10: Marking insignia for Savannah Gas Company holder, 1930
- Folder 11: Plant plan for Golden Age Club, no date
- Folder 12: Proposed entrance to building at Gwinnett and West Broad Streets, no date
- Folder 13: Proposed plan for building between Coastal Highway and Kollock Streets, no date
- Folder 14: Drawing with elevation of granite base for Spanish War Memorial, Savannah, GA, 1931
- Folder 15: Hillcrest Park Cemetery, lotting plan D, 1931
- Folder 16: Plan of concrete camp stove for Department Park and Boulevards, 1921
- Folder 17: Map of Intercoastal waterway, Wilmington River, proposed improvement, 1938 (3 copies)
- Folder 18: General layout for service station, Skidaway Road and 40th Street, 1954
- Folder 19: Plot plan, building on Price Street, no date
- Folder 20: Blueprint of winch, model 21, Tulsa Winch Manufacturing Corporation, 1938

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- Folder 20A: Plan for Improvement of Daffin Park, John Nolen, Landscape Architect, 1907
[bound narrative report include image of proposed plan and photographs of
Daffin Park and vicinity, including grandstand of old race track and
surrounding residences, and Colonial Park Cemetery]
“What is City Planning?” John Nolen, December 1919
- Folder 20B: Plan of Daffin Park showing Stadium Site, Office of City Engineer, 1926
- Folder 21: Daffin Park, proposed Fire Station sites, 1931
- Folder 22: Daffin Park, location plan, 1940
- Folder 23: Plan of stadium in Columbus, GA, 1922 [Fragile]
- Folder 24: Dimensions of Whitefield Square, no date
- Folder 25: Drawing of lots bounded by Deutch Property, Hopkins Street, and Burroughs
Street, no date
- Folder 26: Liberty St. Plats, Field Sketches, 1936
- Folder 27: Greater Chatham County, markings for grass areas, D. A. Byck and
Company, no date

5600PC-GSM-gau (USMARC); GSG (OCLC/SOLINET)
City of Savannah, Research Library & Municipal Archives, Savannah, Georgia

Sub-series #: 5600PC-031

Name: Transit/Burial Permits

Dates: 1885-1920 (some gaps)

Extent/Size: 19 volumes (2.5 cubic feet)

Sub-series description:

Sub-series 5600PC-031 Transit/Burial Permits (1885-1920, some gaps) includes nineteen volumes of receipts of transit and/or burial permits for the City of Savannah. The receipts include: name, age, sex and race of the deceased; place of birth; date and place of death; cause of death; residence; attending physician; name of undertaker; and place of burial. Not all of the entries are for burials in Savannah.

Arrangement:

Chronologically.

Inventory:

5600PC-031 Volume 1	(White), 1885-1887 (January 2, 1885-January 1, 1887)
5600PC-031 Volume 2	(White), 1895-1897 (November 21, 1895-July 12, 1897)
5600PC-031 Volume 3	(White), 1897-1899 (July 12, 1897-January 10, 1899)
5600PC-031 Volume 4	(White), 1903-1904 (April 11, 1903-September 30, 1904)
5600PC-031 Volume 5	(White), 1906-1907 (July 13, 1906-May 1, 1907)
5600PC-031 Volume 6	(White), 1912-1913 (September 22, 1912-January 1, 1913)
5600PC-031 Volume 7	(White), 1914-1915 (January 2, 1914-May 10, 1915)
5600PC-031 Volume 8	(White), 1915-1916 (May 10, 1915-October 2, 1916)
5600PC-031 Volume 9	(White), 1915-1917 (October 17, 1915-September 5, 1917)
5600PC-031 Volume 10	(Colored), 1889-1890 (April 1, 1889-February 28, 1890)
5600PC-031 Volume 11	(Colored), 1893 (June 21, 1893-May 1, 1893)
5600PC-031 Volume 12	(Colored), 1907-1908 (February 4, 1907-June 24, 1908)
5600PC-031 Volume 13	(Colored), 1908-1910 (June 24, 1908-January 5, 1910)
5600PC-031 Volume 14	(Colored), 1912-1913 (July 1, 1912-November 1, 1913)
5600PC-031 Volume 15	(Colored), 1916-1917 (June 2, 1916-October 8, 1917)
5600PC-031 Volume 16	(White and Colored), 1900-1902 (January 2, 1900-November 5, 1902)
5600PC-031 Volume 17	(White and Colored), 1906-1908 (November 8, 1906-August 31, 1908)
5600PC-031 Volume 18	(White and Colored), 1914-1915 (January 1, 1914-October 17, 1915)
5600PC-031 Volume 19	(White and Colored), 1918-1920 (October 24, 1918-January 22, 1920)

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City of Savannah, Research Library & Municipal Archives, Savannah, Georgia

Sub-series #: 5600PC-032

Name: Daily Cash Receipt Books

Dates: 1933-1965

Extent/Size: 2 volumes (1.0 cubic feet)

Sub-series description:

Sub-series 5600PC-Daily Cash Receipt Books (1933-1965) includes two volumes of receipts for cash received for the sale of burial lots, burial fees, water rents, lot maintenance, and miscellaneous work.

Arrangement:

Chronological.

Inventory:

5600PC-032 Volume 1	Daily Cash Receipt Book, 1933-1951
5600PC-032A Volume 1	Cash Receipt Book, 1951-1965 (July 1951-December 1965)

5600PC-GSM-gau (USMARC); GSG (OCLC/SOLINET)
City of Savannah, Research Library & Municipal Archives, Savannah, Georgia

Sub-series #: 5600PC-033

Name: Receipt Book

Dates: 1964

Extent/Size: 1 volume (0.1 cubic feet)

Sub-series description:

Sub-series 5600PC-033 Receipt Book (1964) includes one volume of receipts for supplies purchased by the Park and Tree Commission.

Arrangement:

Chronological.

Inventory:

5600PC-033 Volume 1 Receipt Book, 1964 (September 8, 1964-December 18, 1964)

5600PC-GSM-gau (USMARC); GSG (OCLC/SOLINET)
City of Savannah, Research Library & Municipal Archives, Savannah, Georgia

Sub-series #: 5600PC-034

Name: Cemetery Ordinance

Dates: 1789

Extent/Size: 1 item (0.05 cubic feet)

Sub-series description:

Sub-series 5600PC-034 Cemetery Ordinance (1789) includes one item titled "An Ordinance for enlarging the Cemetery or Public Burial Ground and for laying off 200 feet of land for a Negro Burying Ground." This ordinance predates the incorporation of the City of Savannah, and was passed by the Board of Wardens and signed by President Samuel Stirk. In 1787, Savannah was placed under the authority of a board of seven wardens, one warden from each ward. The Board selected one of their own to serve as president. The ordinances passed by the Board are transcribed in a digest titled "Ordinances 1787-1817" held in the Clerk of Council's Office.

Arrangement:

Not applicable.

Inventory:

5600PC-034 Item 1

"An Ordinance for enlarging the Cemetery or Public Burial Ground and for laying off 200 feet of land for a Negro Burying Ground," 29 July 1789

5600PC-GSM-gau (USMARC); GSG (OCLC/SOLINET)
City of Savannah, Research Library & Municipal Archives, Savannah, Georgia

Sub-series #: 5600PC-035

Name: Payroll Registers

Dates: 1956-1977

Extent/Size: 1 volume, 3 record cartons volumes (3.5 cubic feet)

Sub-series description:

Sub-series 5600PC-035 Payroll Registers (1956-1977) includes four volumes documenting employees of the Park and Tree Commission. Entries are under job categories and include: employee name; hours worked; hourly rate; and total amount earned.

Arrangement:

Chronological.

Inventory:

5600PC-035A Volume 1	Payroll Register, 1956-1960 (January 15, 1956-December 31, 1960)
5600PC-035A Volume 2	Payroll Register, 1961-1965 (January 7, 1961-December 30, 1965)
5600PC-035A Volume 3	Payroll Register, 1966-1974 (January 6, 1966-December 28, 1974)
5600PC-035 Volume 1	Payroll Register, 1975-1977

5600PC-GSM-gau (USMARC); GSG (OCLC/SOLINET)
City of Savannah, Research Library & Municipal Archives, Savannah, Georgia

Sub-series #: 5600PC-036

Name: Photographs and Prints

Dates: 1907, 1917, 1925-1943, 1995, no date

Extent/Size: 1 half document case, 2 oversize folders (0.5 cubic feet)

Sub-series description:

Sub-series 5600PC-036 Photographs and Prints (1907, 1917, 1925-1943, 1995, no date) includes one box and two oversize folders of photographs, negatives and postcards relating to the activities of the Park and Tree Commission, including: cemetery workers; cemeteries; parks and recreational activities; and trees. Some of the photographs are reproductions or copies, and some were mounted on foam-core board for presentation purposes.

Arrangement:

Alphabetical by subject.

Inventory:

5600PC-036 Box 1 Photographs and Negatives, 1907, 1917, 1925-1943, 1995, no date

Folders 1A and 1B: Applicants for Cemetery Lot Care, 1925-1943, no date (74 items)
Bonaventure Cemetery and Laurel Grove Cemetery lot holders could apply to the Park and Tree Commission for a worker permit to have an individual clean their lots. Each application required a picture of the worker. It is not clear from this collection of photographs if all of these individuals worked for private lot holders, for the Park and Tree Commission, for both, or for neither.

Last Name, First Name, Address, Date, Assignment, Folder A or B

1. Adkins, Elliott, 752 East Bolton Lane, no date [contact print], A
2. Allen, John, 634 West 36th Street Lane, 1935, A
3. Bacon, Charlie, 817 East Gwinnett Lane, no date, A
4. Baldwin, Paul, 1932, B
5. Batiste, Jake, no date, B
6. Belinger, Bill, 215 Farm Street, 1932, B
7. Branear (Braear?), Leavean, 1925, B
8. Brooks, Bob, Waters Avenue and 52nd or 53rd Street, no date, B
9. Brown [Bramn?], James, 31 Scarbrough Street, 1943, Section O, Hebrah Kadisha, Society of Congregation B. B. Jacob, B
10. Brown, Buster, no date, for Bryson, Gilbert and McBride lots, A
11. Brown, John, Chauffeur Judge Geo. T. Cann, 20 West Gaston, no date, A
12. Bryant, L.B., Atlantic Avenue, no date, A
13. Burnham, Sam, 1511 Price Street, no date, A
14. Campbell, A., 919 Joe Street, no date, A
15. Cone, William, 601 West Park Avenue, 1934, B
16. Cox, A.J.*, Grimble's Point Route A, no date, B
17. Cox, M. [or Mr.] H.*, Grimble's Point Route A, no date, B
18. Danner, Charles, 534 Orange Street, 1934, B
19. DeLoach, Allan, 520 West 34th Street, 1934 [2 images], B
20. Freeman, Edgar, 728 Waters Avenue, 1933, B
21. Garvin, Henry, 549 East Henry Lane, no date, William Lot 183L, B
22. Glover, William, 2108 Bullock Street, 1934, A
23. Grenade, Jewel+, 311 West York Street, age 16, 1932, B
24. Grenade, Lousie, Mrs.+, 311 West York Street, no date, B

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25. Griffin, Joseph P.*, 318 West 33rd Street, 1934, B
26. Hagans, James, 515 Green Street, 1935, A
27. Harris, Joe, 913 Reppard Street, 1932, B
28. Hays, Dave, 1932, B
29. Heath, Odell#, 105 West 42nd Street, 1939, B
30. Higgins, Isaac, Tatemville, 1933, B
31. Hudson, Raymond, Route 3, Beaulieu, no date, B
32. Jefferson, David, 1930, A
33. Jenkins, Chris, 215 Richards Street, no date, B
34. Jessup, Tom*, no date, Mrs. H. C. Cunningham lot, B
35. Johnson, Ben J., 1115 Cuyler Street, 1934, A
36. Johnson, George, R.F.D. #3, no date, A
37. Jones, Elliott, 317 West 55th Street, 1934, B
38. Kennedy, Luther S.*, 314 East 33rd Street, 1935 [attached to application], A
39. Landersshine, L.W., Mr.*, 1932, B
40. Lively, Levi, 409 West Henry Street, 1934, for Mr. Waldhour, B
41. Long, John, 500 Block West 40th Lane, H. F. Precht, no date, B
42. Lyniard, Scuyler, 1223 Moore Avenue near Wheaton Street, 1935, A
43. Mathews, E.N.*, 40th Street and Skidaway Road, no date, B
44. McQueen, Davis, 2nd house east of Harmon Street south side of Joe Street, no date, A
45. Miller, Lucius*, 119 East 32nd Street, 1938, A
46. Monroe, Mose, 1925, B
47. Mulling, J.H., Mr.*, R.F.D. #2, Avondale City, 1933, A
48. Munchim, Johnny, Thunderbolt, 1022 East Gwinnett, A. W. Carlson, Oak Grove, no date, care of Lot 344, Section A, Bonaventure Cemetery, B
49. Mungin, William, 114 East 41st Street Lane, c/o Lucy Wright (sister), 1932, B
50. Murray, Jacob, 1935, Register Lot, B
51. Palmer, Earl, East Savannah, 1933, B
52. Pinkney, George, no date [contact print], A
53. Reeves, Albert, House 618 Kline, c/o Savannah Electric & Power Co., 27 West Bay Street, no date, B
54. Scott, Jerry, Thunderbolt, 1934, B
55. Simmons, Joe, 123 East Jones Street, 1934, B
56. Simmons, William, 23 West Broughton Street, 1934, B
57. Simms, L. M.*, 417 West Victory Drive, no date, A
58. Singleton, John, Tatemsville [Tatemville], 1935, B
59. Stevens, Everett, 312 East Duffy Street, no date, B
60. Stewart, Frank, Sandfly, c/o Thomas M. Johnson, 101 East Bay Street, 1936, A
61. Swift, William, 1931 [photograph in a round brooch pin], A
62. Turner, Claude*, General Delivery, no date, B
63. Tuten, William*, East 51st Street and LaRoche Avenue, 1935, B
64. Verdier, Robert, (Arthur J. Monnen), 428 Williamson Street, 1943, Lot 1067, Section L, Bonaventure Cemetery, B
65. Waldhour, Frank B.*, 62 years and 10 months old, 1932, B
66. Wilder, Charles, 626 Harmon Street, no date, B
67. Williams, Albert, 1934, Bonaventure Cemetery, B
68. Williams, David, 1932, B
69. Williams, Elijah, 227 West 46th Street, 1934, B
70. Williams, Willie, 112 West 31st Street Lane, 1934 [contact print], A
71. Woods, Carl, West 39th Street, 1937, Mrs. C. A. Inglesby, B
72. Wright, Bunniese, no date, B

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73. Young, Abraham, 1131 East Hall Street, 1933, B

* *Caucasian male*
+ *Caucasian female*
African-American female
All others African-American male

Folder 2: Cemeteries (unidentified), no date (3 items)

Folder 2A: Cemeteries – Bonaventure Cemetery Drives, no date (3 items) [copies]

Folder 3: Miscellaneous Sites – Not Savannah, circa 1930s, no date

- Item 1: Postcard of Collegiate School plaque, Manhattan, New York City, circa 1933
- Item 2: Postcard of Chase National Bank plaque, New York City, no date
- Item 3: Postcard of American Museum of Natural History plaque, New York City, circa 1930
- Item 4: Postcard of Washington Park, Milwaukee, Wisconsin, no date
- Item 5: a farm or grove labeled “Seaboard Air Line Ry. Development Dept.,” no date
- Item 6: a farm or grove (copy of Item 5 without the label), no date
- Item 7: Middleton Plantation Gardens, no date

Folder 4: Miscellaneous Sites – Savannah, no date (2 items)

- Item 1: De Soto Hotel?, no date
- Item 2: “Title: A First Grade Reading Lesson,” Pape School?, no date

Folder 4A: Miscellaneous Sites – Savannah Scrapbook, 1907 (15 items) [copies]

- Item 1: City Hall
- Item 2: View of Bull Street
- Item 3: Strand East of City Hall
- Item 4: Cotton Exchange
- Item 5: Broughton Street Looking West from Bull Street
- Item 6: Oglethorpe Avenue Looking East from Bull Street
- Item 7: Partial View of Colonial Park [Cemetery]
- Item 8: Court and Sun Parlor, DeSoto Hotel
- Item 9: Specimen Live Oak Tree, Savannah Hospital
- Item 10: South West Approach in Daffin Park
- Item 11: Grand Stand Daffin Park
- Item 12: Turn in LaRoche Avenue Near Judge Norwoods
- Item 13: Roadway Chatham County
- Item 14: Residence J.A.G. Carson, Isle of Hope
- Item 15: Wimberly, Isle of Hope

Folder 5: Negatives (unidentified), no date (12 items)

- Item 1: tree grove or nursery
- Item 2: tree grove or nursery
- Item 3: young trees in a grove or nursery
- Item 4: trees being moved or planted
- Item 5: trees being moved or planted
- Item 6: trees being moved or planted in a cemetery

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- Item 7: cemetery
- Item 8: large tree being moved
- Item 9: large tree stump being moved
- Item 10: residential street
- Item 11: landscaped street median with palms (Victory Drive?)
- Item 12: residential landscape

Folder 6: Parks and Recreation, 1917, no date (3 items)

- Item 1: Photographic reproduction of plan of Daffin Park and Parkside, 1917 (half missing)
- Item 2: Polo match in unidentified park, no date
- Item 3: Youth wrestling match, no date

Folder 7: Photographs removed from 5600PC-012 Correspondence (unidentified), circa 1929 (2 items)

- Item 1: Unidentified African-American boy, no date (removed from 5600PC-012, Box 7, Folder 2, April 1929)
- Item 2: Unidentified miniature golf course (5 snapshots), no date (removed from 5600PC-012, Box 7, Folder 9, December 1929, proposal of Samuel B. Smith and Samuel B. Smith, Jr., of Chattanooga, Tennessee)

Folder 8: Portraits, no date (4 items)

- Item 1: L. A. Downs, no date
- Item 2: Guy H. Wells, no date
- Item 3: Unidentified Caucasian woman, no date
- Item 4: Unidentified African-American man, no date

Folder 8A: Streets – Victory Drive before Landscaping and Oglethorpe Avenue, 1995 (7 items)

Folder 8A(N): Streets – Victory Drive before Landscaping and Oglethorpe Avenue (negatives; see Folder 8A for prints), 1995 (25 items)

Folder 9: Trees (unidentified; in residential areas and tree grove or nursery), no date (7 items)

Folder 10: Trees – Damage (unidentified; Victorian District), no date (7 items)

Folder 11: Trees – Encroachments and Dangers (unidentified; see Folder 11N for negatives), no date (8 items)

- Item 1: tree on residential street (two houses in background)
- Item 2: tree roots on sidewalk (view 1)
- Item 3: tree roots on sidewalk (view 2; off a downtown square)
- Item 4: tree over street with streetcar tracks in residential neighborhood (view 1)
- Item 5: tree over street with streetcar tracks in residential neighborhood (view 2; streetcar in background; Victorian District)
- Item 6: tree roots
- Item 7: uprooted tree (view 1; with worker and “Victors In_” in background)
- Item 8: uprooted tree (view 2)

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Folder 11(N): Trees – Encroachments and Dangers (negatives; see Folder 11 for prints), no date (8 items)

Folder 12: Trees – Removal (unidentified, Victoria District), no date (2 items) [copies]

5600PC-036 Oversize Folder 1

Streets – Estill Avenue [now Victory Drive], no date (3 items) [reproductions]

Item 1: Entrance to Ardsley Park at Abercorn Street on Estill Avenue [mounted on foam-core]

Item 2: Estill Avenue looking East, at Entrance to Ardsley Park [mounted on foam-core]

Item 3: Unidentified Residence, on Estill Avenue [?]

5600PC-036 Oversize Folder 2

Streets – Victory Drive before Landscaping (enlargements from negatives in Folder 8A(N); for 3x5" prints of same photographs see Folder 8A), 1995 (3 items) [all mounted on foam-core]

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Sub-series#: 5600PC-037

Name: Related Organizations

Dates: 1923, 1932-1971, no date

Extent/Size: 2 document cases, 1 half document case (1.25 cubic feet)

Sub-series description:

Sub-series 5600PC-037 Related Organizations (1923, 1932-1971, no date) include documents from national organizations such as the National Recreation Association and Keep America Beautiful, as well as local clubs including the Savannah Motor Club, the Municipal Tennis Committee, and the Stadium Committee. The Garden Council of Chatham County (1941-1971, no date) includes annual reports of the Council, minutes of their meetings, and reports from the President of the Garden Council. Also included is correspondence, awards given to and given by the Council, and information about their yearly flower shows.

Arrangement:

Arranged by subject, and then either chronologically or alphabetically within each subject

Inventory

5600PC-037 Box 1 – Garden Council of Chatham County

Annual Reports:

- Folder 1: Annual Reports, 1945, 1953
- Folder 2: Annual Reports, 1961-1962
- Folder 3: Annual Reports, 1962-1963
- Folder 4: Annual Reports, 1963-1964
- Folder 5: Annual Reports, 1964-1965
- Folder 6: Annual Reports, 1965-1966
- Folder 7: Annual Reports, 1966-1967
- Folder 8: Annual Reports, 1968-1969

Clippings:

- Folder 9: Clippings, 1941, 1948, 1953, 1963, 1965, 1966, 1967, no date

Correspondence:

- Folder 10: Correspondence, 1941, 1945, 1948
- Folder 11: Correspondence, 1950, 1951, 1952
- Folder 12: Correspondence, 1953
- Folder 13: Correspondence, 1954
- Folder 14: Correspondence, 1955, 1956
- Folder 15: Correspondence, 1957, 1958, 1959
- Folder 16: Correspondence, 1960
- Folder 17: Correspondence, 1961
- Folder 18: Correspondence, 1962
- Folder 19: Correspondence, 1963
- Folder 20: Correspondence, 1964
- Folder 21: Correspondence, 1965
- Folder 22: Correspondence, 1966
- Folder 23: Correspondence, no date

Awards:

- Folder 24: Council Awards
- Folder 25: Council Award Application, 1971

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5600PC-037 Box 2 – Garden Council of Chatham County

Flower Shows:

- Folder 1: Flower Show, 1951, 1953, 1954
- Folder 2: Flower Show, 1955, 1958, 1959, 1960, 1961
- Folder 3: Flower Show, 1962
- Folder 4: Flower Show, 1963
- Folder 5: Flower Show, 1964
- Folder 6: Flower Show, 1965
- Folder 7: Flower Show, 1966
- Folder 8: Flower Show, no date

Garden Club of Georgia:

- Folder 9: Garden Club of Georgia, 1952

Minutes:

- Folder 10: Minutes, 1955
- Folder 11: Minutes, 1956
- Folder 12: Minutes, 1957
- Folder 13: Minutes, 1958
- Folder 14: Minutes, 1959
- Folder 15: Minutes, 1960-1961
- Folder 16: Minutes, 1963-1964
- Folder 17: Minutes, 1964-1965
- Folder 18: Minutes, 1965-1966
- Folder 19: Minutes, 1966-1967
- Folder 20: Minutes, 1967-1968
- Folder 21: Minutes, 1968-1969

Photographs:

- Folder 22: Photographs of flowers, no date

Presidents Reports:

- Folder 23: Presidents Records, 1955
- Folder 24: Presidents Records, 1956-1961
- Folder 25: Presidents Records, 1967
- Folder 26: Presidents Records, 1968-1969, 1971

School Ground Committee:

- Folder 27: School Ground Improvement Committee, 1956-1957

5600PC-037 Box 3 – Other Related Organizations (1923-1937, 1971)

- Folder 1: Keep America Beautiful, 1971
- Folder 2: National Audubon Society, 1934
- Folder 3: National Recreation Association, 1933-1935
- Folder 4: Savannah Citizens Committee, 1937
- Folder 5: Savannah Motor Club, 1923
- Folder 6: Savannah Municipal Tennis Committee, 1932
- Folder 6A: South Atlantic Highway Association, 1925
- Folder 7: Stadium Committee, no date

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Sub-series #: 5600PC-038

Name: Publications

Dates: 1900-1949, no date

Extent/Size: 1 half document case (0.25 cubic feet)

Sub-series description:

Sub-series 5600PC-038 Publications (1900-1949, no date) includes: publications from the United States Department of Agriculture regarding woodlands, insects, and meteorological summaries; brochures from companies that sell marble, trees, fertilizers; brochures and booklets from cemeteries outside of Georgia; and planting guides.

Arrangement:

Chronological

Inventory:

5600PC-038 Box 1	Publications
Folder 1A:	1897
Folder 1:	1900-1909
Folder 2:	1910-1929
Folder 2A:	1927
Folder 3:	1930-1939
Folder 4:	1940-1949, no date

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Sub-series #: 5600PC-039

Name: Superintendent William H. Robertson Papers

Dates: 1923-1935

Extent/Size: 1 half document case (0.25 cubic feet)

Sub-series description:

Sub-series 5600PC-039 Superintendent William H. Robertson Papers (1923-1935) includes personal documents from William H. Robertson, the Superintendent of the Park and Tree Commission. Robertson had a long tenure with the Park and Tree Commission starting in 1904 when he was named Clerk; a position he held until 1909. In 1910, he was elected Superintendent and was in that position through 1955. This sub-series includes personal property documents, as well as minutes from the Savannah Board of Trade and Savannah Chamber of Commerce, organizations in which Robertson was a member.

Arrangement:

Alphabetical by Subject

Inventory:

5600PC-039 Box 1	Superintendent William H. Robertson Personal Documents
Folder 1:	Personal Property Documents, 1924-1935
Folder 2:	Savannah Board of Trade, 1923-1924
Folder 3:	Savannah Chamber of Commerce, 1934