

**State Natural Heritage Programs Records**  
**A Finding Aid to the Collection in the Library of Congress**



**Manuscript Division, Library of Congress**  
**Washington, D.C.**  
**2023**

Contact information: <https://hdl.loc.gov/loc.mss/mss.contact>

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Additional search options available at: <https://hdl.loc.gov/loc.mss/eadmss.ms021013>

Prepared by Manuscript Division staff

Finding aid encoded by Manuscript Division staff, 2023

## Collection Summary

**Title:** State Natural Heritage Programs Records

**Inclusive Dates:** 1960-2000

**Bulk Dates:** 1972-1994

**ID No.:** MSS85480

**Creator:** State Natural Heritage Programs

**Extent:** 4,550 items

**Extent:** 13 containers

**Extent:** 5.2 linear feet

**Extent:** 20 digital files (0.02 MB)

**Language:** Collection material in English

**Location:** Manuscript Division, Library of Congress, Washington, D.C.

**LC Catalog record:** <https://lccn.loc.gov/mm2009085480>

**Summary:** A network of programs working for the preservation of the natural diversity of living organisms and ecosystems. Agendas, correspondence, clippings, memoranda, notes, meeting minutes, photographs, proposals, reports, and other papers in both physical and digital formats documenting the founding and establishment of natural heritage programs.

## Acquisition Information

The State Natural Heritage Programs Records were donated to the Library of Congress by Hardy Wieting Jr. in 2009.

## Processing History

The State Natural Heritage Programs Records were arranged and described by Chelsea Bucklin in 2023.

Digital files were received as part of the State Natural Heritage Programs Records on multiple floppy disks, each of which was assigned a unique digital ID number. Use the digital ID number to request access copies of the files associated with each media. A description of the standard processes taken on all born digital records can be found in the Processing History Note: Born Digital Collection Material at <https://hdl.loc.gov/loc.mss/eadmss.digital>.

## Copyright Status

The status of copyright in the unpublished writings of the State Natural Heritage Programs Records is governed by the Copyright Law of the United States (Title 17, U.S.C.).

## Access and Restrictions

The State Natural Heritage Programs Records are open to research. Many collections are stored off-site and advance notice is needed to retrieve these items for research use. Researchers are advised to contact the Manuscript Reading Room prior to visiting.

## Technical Requirements

Digital files are primarily Lotus 1-2-3 worksheets (v. 2.0 & 3.0) and unidentified plain text files. The collection also includes Microsoft Excel (v. 4.0), WordPerfect for MS-DOS (v. 5.1), and dBASE (v. III) files. Files can be viewed using a file viewer tool or opened in OfficeLibre with minor losses to formatting.

## Preferred Citation

Researchers wishing to cite this collection should include the following information: Container or digital ID number, State Natural Heritage Programs Records, Manuscript Division, Library of Congress, Washington, D.C.

## Administrative History

The State Natural Heritage Programs is a public/private partnership between the scientific community and state and federal governments. There are ninety-eight Heritage Programs, sometimes known as Conservation Data Centers, covering all fifty United States, the Navajo Nation, Canada, Latin America, and Caribbean countries. Most United States heritage programs are affiliated with state government agencies, universities, and, in some cases, the Nature Conservancy's state offices.

The first state natural heritage program was established in South Carolina in 1974. Nature Conservancy scientists developed a standardized methodology for collecting and organizing ecological data marking the first instance of tracking ecology by element, or a discrete plant, animal, or natural community, rather than solely by location. The network of heritage programs and conservation data centers created the Association for Biodiversity Information (ABI), known today as NatureServe, to act as a cohesive organization for the purposes of setting policies for data dissemination and exchange, producing joint reports, and determining future systems design. While formal management of the State Natural Heritage Programs network has been transferred from the Nature Conservancy to NatureServe, the Nature Conservancy supports heritage programs by providing training, technical support, computer software, technology transfer, standard methodologies, compatible ecological classifications, and mapping technologies.

The network database, to which all heritage programs contribute, identifies rare and threatened species, natural communities, and ecosystems in need of protection at the local, regional, national, and global levels. In addition, the network tracks the quality and condition of each occurrence of a community. By using standardized methods, heritage programs can exchange and analyze information across geographical and political boundaries or jurisdictions. The result is a comprehensive database that serves as a source of information on biodiversity.

## Scope and Content Note

The State Natural Heritage Programs Records span the years 1960-2000, with the bulk of the material dating from 1972 to 1994. The collection documents the creation of the State Natural Heritage Programs network. Additionally, it documents the creation of a unified method of ecological data collection and development of a shared database for the purpose of facilitating informed policy decisions on the part of law and policymakers regarding natural resource management and the preservation of biodiversity. Material types include agendas, correspondence, clippings, memoranda, notes, meeting minutes, photographs, proposals, reports, and other papers in both physical and digital formats. The collection is arranged into four series: [Administrative File](#), [Conferences, Workshops, and Lectures](#), [Operating Procedures Group](#), and [Program Development Files](#).

The collection's series are listed and briefly described below. A fuller description of each series and a list of its contents can be accessed in the series descriptions within the container list.

[The Administrative File](#) series contains material that relates to the central administration and foundation of the State Natural Heritage Program network.

[The Conferences, Workshops, and Lectures](#) series documents conferences, workshops, and lectures organized by heritage programs or attended by program staff.

[The Operating Procedures Group](#) series documents the development and implementation of a shared methodology of ecological data collection throughout the disparate heritage programs.

[The Program Development Files](#) series documents the establishment of individual heritage programs.

## Arrangement of the Collection

This collection is arranged in four series:

- [Administrative File, 1966-1996](#)
- [Conferences, Workshops, and Lectures, 1970-1974](#)
- [Operating Procedures Group, 1970-1974](#)
- [Program Development Files, 1960-2000](#)

## Selected Search Terms

The following terms have been used to index the description of this collection in the LC Catalog. They are grouped by name of person or organization, by subject or location, and by occupation and listed alphabetically.

### Organizations

State Natural Heritage Programs.

### Subjects

Biodiversity--Law and legislation--United States.

Biodiversity--United States.

Conservation of natural resources--Law and legislation--United States.

Conservation of natural resources--United States.

Ecology.

Environmental policy--United States.

Natural resources--United States.

## Description of Series

### Container

### Series

BOX 1-6

#### Administrative File, 1966-1996

The Administrative File series contains material that relates to the central administration and foundation of the State Natural Heritage Program network. Information about specific programs can be found in the Program Development Files series.

Material types include appointment books, business contacts, calendars, correspondence, financial records, legal documentation, manuals, meeting minutes, memoranda, newsletters, news releases, notes, photographs, postcards, publications, reports, résumés, and work plans.

Arranged alphabetically by material type.

BOX 7

#### Conferences, Workshops, and Lectures, 1970-1974

The Conferences, Workshops, and Lectures series documents conferences, workshops, and lectures given by heritage programs or attended by program staff.

Material types include calendars, schedules, correspondence, itineraries, briefing materials, speeches, email printouts, planners, notes, memoranda, agendas, and meeting minutes.

Arranged alphabetically by material type and thereunder chronologically.

BOX 8-11

#### Operating Procedures Group, 1970-1974

The Operating Procedures Group series documents the development and implementation of a shared methodology of ecological data collection throughout the disparate heritage programs. Information regarding various software and hardware used to collect the data is also represented within this series.

Material types include correspondence, meeting notes, memoranda, procedures, reports, and printed matter.

Arranged alphabetically by material type and thereunder chronologically.

BOX 12-13

#### Program Development Files, 1960-2000

The Program Development Files series documents the establishment of individual heritage programs.

Material types include contracts, correspondence, meeting notes, memoranda, news releases, proposals, and reports.

Arranged alphabetically by material type.

# Container List

Container	Contents
BOX 1-6	<b>Administrative File, 1966-1996</b> The Administrative File series contains material that relates to the central administration and foundation of the State Natural Heritage Program network. Information about specific programs can be found in the Program Development Files series. Material types include appointment books, business contacts, calendars, correspondence, financial records, legal documentation, manuals, meeting minutes, memoranda, newsletters, news releases, notes, photographs, postcards, publications, reports, résumés, and work plans. Arranged alphabetically by material type.
BOX 1	Administrative manual, 1979
DF	Agendas, 1987-1988 <b>Digital ID:</b> mss85480_213_002
BOX 1	Appointment books, 1978-1985 (2 folders)
BOX 2	Appointment books, 1986-1996 (2 folders)
BOX 2	Articles of incorporation draft, 1993
BOX 2	Calendars, 1974-1994
BOX 2	Contact business cards, undated
BOX 2	Correspondence, 1968-1994 (3 folders)
BOX 3	Financial file, 1975-1998, undated (5 folders)
DF	Financial file, 1992 <b>Digital ID:</b> mss85482_213_001
BOX 3	Meeting minutes, 1972, 1992
DF	Meeting minutes, 1987-1988 <b>Digital ID:</b> mss85480_213_002
BOX 3	Memoranda, 1968-1984, undated (7 folders)
BOX 4	Miscellany, undated
BOX 4	News releases, 1990-1993
BOX 4	Newsletters, 1966, 1975-1994 (2 folders)
BOX 4	Notes, 1989-1993
DF	Notes, 1992 <b>Digital ID:</b> mss85482_213_001
BOX 5	Photographs, 1971-1994, undated (3 folders)
BOX 5	Printed matter, 1975-1994, undated (4 folders)

## Administrative File, 1966-1996

Container	Contents
BOX 5	Reports, 1970-1988, undated (4 folders)
BOX 6	Reports, 1990-1994 (2 folders)
BOX 6	Right of entry, circa 1978
BOX 6	Staff lists, 1976, 1984-1992
BOX 6	Staff publications, 1972-1993
BOX 6	Staff résumés, undated
BOX 6	Work plans, 1986, 1992
BOX 7	<b>Conferences, Workshops, and Lectures, 1970-1974</b> The Conferences, Workshops, and Lectures series documents conferences, workshops, and lectures given by heritage programs or attended by program staff. Material types include calendars, schedules, correspondence, itineraries, briefing materials, speeches, email printouts, planners, notes, memoranda, agendas, and meeting minutes. Arranged alphabetically by material type and thereunder chronologically.
BOX 7	Agendas, 1985-1994 (3 folders)
BOX 7	Heritage training program, 1984-1994 (4 folders)
BOX 7	Notes, 1982-1984, 1991-1992
BOX 7	Participant lists, 1972-1992
DF	Participant lists, 1990 <b>Digital ID:</b> mss85480_213_003
BOX 7	Presentations, 1971-1973, 1979, 1992
BOX 7	Programs, 1972-1973, 1986
BOX 8-11	<b>Operating Procedures Group, 1970-1974</b> The Operating Procedures Group series documents the development and implementation of a shared methodology of ecological data collection throughout the disparate heritage programs. Information regarding various software and hardware used to collect the data is also represented within this series. Material types include correspondence, meeting notes, memoranda, procedures, reports, and printed matter. Arranged alphabetically by material type and thereunder chronologically.
BOX 8	Correspondence, 1974-1994, undated (4 folders)
BOX 8	Element occurrence records, undated
BOX 8	Memoranda, 1975-1979 (4 folders)
BOX 9	Memoranda, 1980-1994 (10 folders)
BOX 9	Miscellany, 1983-1994
BOX 10	Newsletters, 1983-1992
BOX 10	Notes, 1974-1994 (5 folders)
BOX 10	Notes, undated

## Operating Procedures Group, 1970-1974

Container	Contents
BOX 10	Printed matter, 1974-1990
BOX 10	Procedures, 1982-1993, undated (2 folders)
BOX 11	Reports, 1974-1994 (6 folders)
DF	Reports, 1992 <b>Digital ID:</b> mss85482_213_001
BOX 12-13	<b>Program Development Files, 1960-2000</b> The Program Development Files series documents the establishment of individual heritage programs. Material types include contracts, correspondence, meeting notes, memoranda, news releases, proposals, and reports. Arranged alphabetically by material type.
BOX 12	Contracts, Arizona, 1978
BOX 12	Contracts, Association for Biodiversity Information, 1995-2000
BOX 12	Contracts, Georgia, 1990
BOX 12	Contracts, International Union for the Conservation of Nature, 1987
BOX 12	Contracts, Kentucky, 1978
BOX 12	Contracts, Minnesota, 1978
BOX 12	Contracts, Mississippi, 1974-1977
BOX 12	Contracts, New Mexico, 1975-1976
BOX 12	Contracts, Oregon, 1974-1975
BOX 12	Contracts, South Carolina, 1977
BOX 12	Contracts, Tennessee, 1978
BOX 12	Contracts, United States Department of Defense, 1988-1995
BOX 12	Contracts, United States Department of the Interior, 1993-1994
BOX 12	Correspondence, 1972-1982, 1988-1992, undated (3 folders)
BOX 12	Grant applications, 1974, 1988-1992
BOX 13	Meeting minutes, 1976, 1991-1993
BOX 13	Memoranda, 1974-1988 (2 folders)
BOX 13	Memoranda, 1990-1994
BOX 13	News releases, 1974
BOX 13	Proposals, Arkansas, 1975
BOX 13	Proposals, California, 1977
BOX 13	Proposals, Maryland, 1960
BOX 13	Proposals, Miscellaneous fragments, 1977-1979
BOX 13	Proposals, Mississippi, undated
BOX 13	Proposals, South Carolina, undated
BOX 13	Proposals, United States Department of the Interior, 1974
BOX 13	Proposals, West Virginia, 1977
BOX 13	Reports, 1975, 1987-1994 (2 folders)