

**BULLETIN OF THE NEWBERRY
LIBRARY, NUMBER 6. A LIST OF
OFFICIAL PUBLICATIONS OF
AMERICAN STATE CONSTITUTIONAL
CONVENTIONS 1776-1916**

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Bulletin of the newberry library, number 6. A List of Official Publications of American State Constitutional Conventions 1776-1916 by Augustus Hunt Shearer

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AUGUSTUS HUNT SHEARER

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Number 6

A LIST OF OFFICIAL
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1776-1916

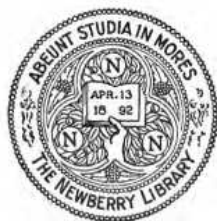
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BY

AUGUSTUS HUNT SHEARER, Ph.D.

OF THE LIBRARY STAFF



CHICAGO

1917

NOTE

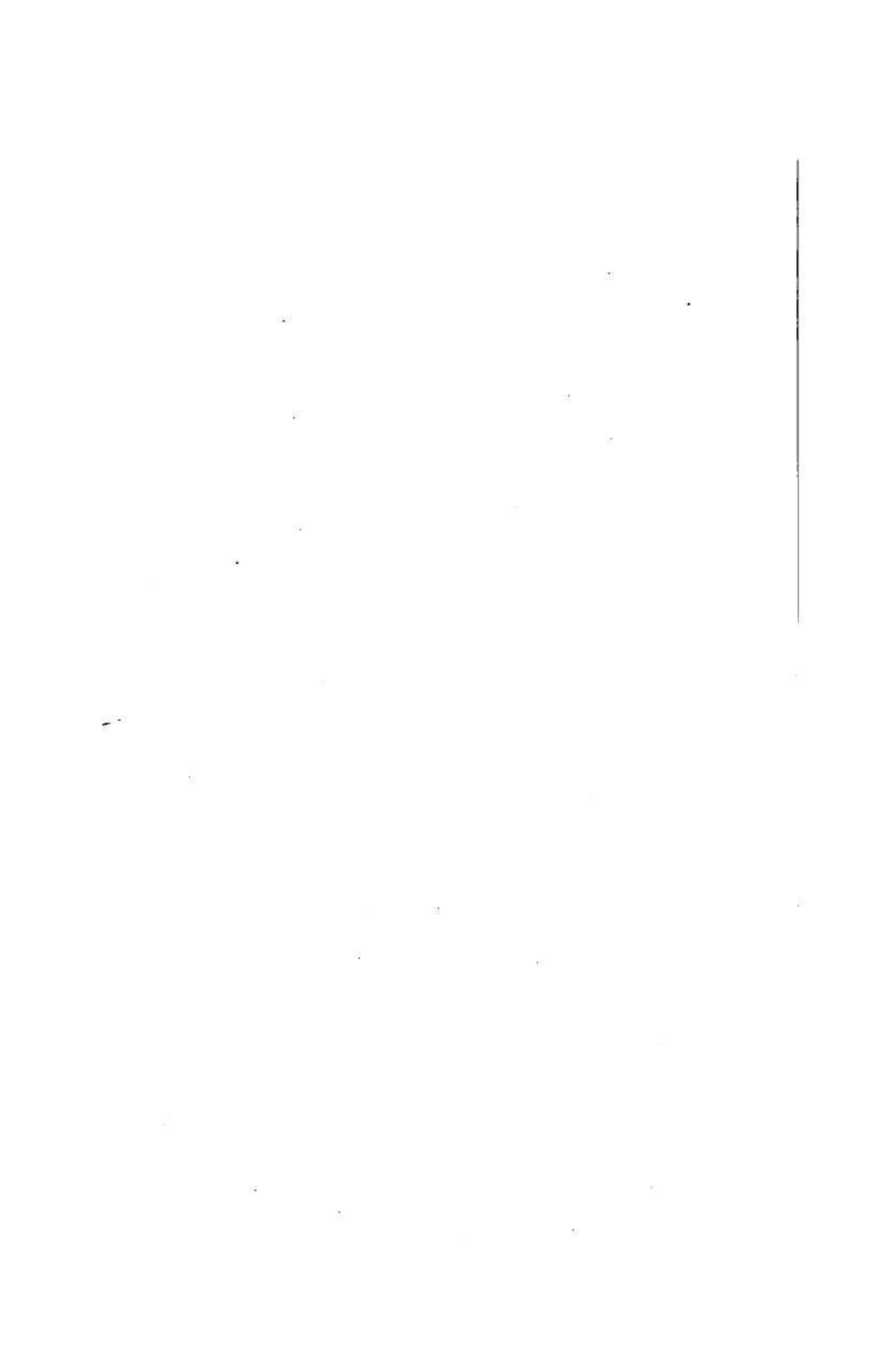
This list of official publications of American constitutional conventions was originally prepared for use in The Newberry Library in connection with certain processes of acquisition and printed as its Bulletin number four. It has now been revised, expanded and certain features added in order to make it of service to the reference divisions and also to students who visit the Library for the purpose of investigating and studying the constitutional history of the several states of the Union.

The work of preparing and compiling the list has been done wholly by Dr. Shearer, a member of the library staff.

W.N.C. Carlton

Sept. 29, 1917

Librarian



Trustees of The Newberry Library

1917

- *George E. Adams
*John P. Wilson
George Manierre Elected December 5, 1898
Horace H. Martin Elected November 4, 1901
David B. Jones Elected May 5, 1902
John A. Spoor Elected January 11, 1904
John P. Wilson, Jr. Elected January 3, 1911
Edward L. Ryerson Elected March 6, 1911
Frederic I. Carpenter Elected February 3, 1913
Andrew C. McLaughlin Elected April 6, 1914
Charles H. Hulburd Elected April 6, 1914
John W. Scott Elected May 1, 1916
Albert H. Wetten Elected December 5, 1916
- *Charter Member, April 13, 1892.

Officers, 1917

President

Edward L. Ryerson

First Vice-President

George E. Adams

Second Vice-President

Horace H. Martin

Secretary and Financial Agent

Jesse L. Moss

Librarian

William N. C. Carlton, M.A., L.H.D.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial matters. This section also touches upon the legal implications of failing to maintain such records, which can lead to severe consequences for individuals and organizations alike.

2. The second part of the document delves into the specific requirements for record-keeping, including the types of documents that must be retained and the duration for which they should be kept. It provides a detailed overview of the various categories of records, such as financial statements, contracts, and correspondence, and outlines the best practices for organizing and storing these documents to ensure they are easily accessible and secure.

3. The third part of the document addresses the challenges associated with record-keeping, particularly in the context of digital data. It discusses the risks of data loss, corruption, and unauthorized access, and offers strategies to mitigate these risks. This includes the use of secure storage solutions, regular backups, and access controls to protect sensitive information.

4. The fourth part of the document provides a comprehensive guide to the legal and regulatory requirements governing record-keeping. It covers the various laws and regulations that apply to different types of records and industries, and explains how to ensure compliance with these requirements. This section is particularly useful for organizations that operate in highly regulated sectors, where strict adherence to record-keeping standards is often a legal obligation.

5. The fifth and final part of the document offers practical advice and tips for implementing an effective record-keeping system. It discusses the importance of developing clear policies and procedures, training staff on proper record-keeping practices, and regularly reviewing and updating the system to reflect changes in regulations and organizational needs. The document concludes by emphasizing that a well-maintained record-keeping system is not only a legal requirement but also a valuable tool for improving operational efficiency and decision-making.

FOREWORD

This list comprises all known official publications of state constitutional conventions. Included are state publications, official reprints, and documents in other volumes (as historical society collections and congressional documents), but not material in legislative records, such as that providing for the calling of conventions and for amendments.

Our Bulletin number four, published in 1915, listed 557 different titles, which, with their republication in new editions or other forms, made up 615 numbers. Since that time, 61 additional titles have been found, and three, which were improperly included in the former list, have been omitted from this one. The revised and corrected list, therefore, as it appears in this Bulletin number six, contains 572 titles which, with reprints, etc. make a total of 679 entries.

There is, of course, a great difference in the importance of the works listed, the more valuable being the "Journals", "Proceedings", or "Minutes", and the "Debates". It is hoped that the list of the works of major importance is substantially complete. Of the minor items, it may seem that some are of no importance at all; but as a scholar may approach his subject from any angle, all publications, such as rules, ordinances, reports of committees, speeches, lists of members, where such were separately published, have been included. It will be noted however that the major items are always listed first. As far as possible, where a separately printed title is recorded and numbered in this list and is also to be found in some other publication, such fact is noted. No less than 97 titles, generally minor items, are to be found published also in other forms, usually in the major