

Potential Internship Ideas

- Civil War timeline – different occupations of the courthouse by Union and Confederacy
- Historical Records has eight-two (82) boxes of term papers dating from the 1850s to the 1950. These papers are currently bundled, which makes using these documents very difficult. An intern could assist in “flat-filing” these documents, using standard archival filing methods, and then indexing them. This type of project would introduce the student to both current archival filing methods as well as standards for repairing documents, which is sometimes required.
- Historical Records has additional record groups that have not been indexed, or have been indexed poorly. An intern could develop and start a new indexing system for various records groups. Some areas that need to be addressed are maps, road records, railroad records and business records. If an intern has a particular interest or needs practice in a particular area, we would be able to create a unique intern plan for them.
- The National Park Service is interested in working with Historical Records to determine what activity involving runaway slaves took place at the Courthouse. An intern could assist in researching this, potentially getting the Courthouse onto the national list of Underground Railroad sites. We also would be able to utilize the Virginia Room with their resources. An intern would be able to easily spend time at both locations.
- Historical Records has indexes that could be updated and verified by using an intern. This may require a computer, but could also be done by hand with staff entering in the updates. Although not as mentally demanding as other projects, this could be done by a high school or college undergraduate.
- We could also look into the possibility of using an intern to transcribe a document or record group. Documentary editing goes beyond merely rewriting a document in a readable format; it also includes research to add a historical perspective to the material. I would need to do some research to identify material that could be used for this type of project, but if a student has an interest it may be a good way to bring them on board.
- Historical records has entries in minute books that indicate that prisoners on trial were ordered to be executed, but has no evidence that executions took place on court house property (supposedly, a gallows was erected at the southern corner of the court house property). An intern could conduct research in local newspapers to determine where executions were carried out on the court house property.
- New exhibit posters for the old court house room and the HRC could be made/updated, documenting through photographs, documents, timelines, etc., the history of the court house.
- General research (in newspapers, essentially) could be conducted about the courthouse’s daily activities.

- Researching the structure of the court
- Prominent families – making a consolidated history, perhaps a finding aid, that shows all of the documents together
- Fairfax Town Lots – post 1900
- Consolidated history of the old jail – we have the accounting, jail records, perhaps there was a lower level for African Americans
- Create map of historic sites with owners for the sites

- Evaluate the condition of the will books and deed books for future grants
- Inventory the will and deed books and write statement of work for each book