Arrangement is chronological; letters having no specific day date have been placed at the end of the month. Undated letters are located at the end of the loose correspondence. Volumes are arranged by type, then chronologically.

Types of records are correspondence, proclamations, petitions, appointments, resolutions, broadsides, receipts, messages to the Legislature, letterpress copybooks, orders, vouchers, and lists, dating from 1861 to 1904, undated (bulk 1861-1863). Materials are mainly the records of Francis R. Lubbock as governor of Texas, but also include a few letters dating from his service as a lieutenant colonel in the Confederate States Army and as state treasurer. The majority of the records consist of incoming letters which relate primarily to Confederate military affairs in Texas. Some of the general topics dealt with include personal requests and petitions for exemptions from military service, reports of inadequate coastal and frontier defenses, military orders and reports, e.g. troop engagements and transfers, and supply reports, requests to raise and command military companies, requests for arms and ammunition, letters relating to the sale and shipment of cotton, and reports of numbers of volunteers. Included with the correspondence is a file of vouchers approving payments for services performed for the state. Correspondents include Colonel Joseph Bates, General Hamilton P. Bee, J. P. Benjamin, John S. Besser, John M. Crockett, George Flournoy, General P. O. Hebert, Charles Lovenskiold, General Henry E. McCulloch, General J. Bankhead Magruder, J. A. Quintero, T. N. Waul, General William G. Webb, and C. S. West. Copies of the majority of the governor's outgoing correspondence can be found in the three letterpress copybooks. A separate volume containing printed orders and newspaper clippings for the period 1862-1863, and miscellaneous correspondence for 1864-1904, undated is included. A portion of these materials, dating 1869-1904, undated is more fully described in a separate finding aid: Francis Richard Lubbock Correspondence.

Francis Richard Lubbock was governor of Texas from November 7, 1861 to November 5, 1863. Lubbock was born in South Carolina on October
16, 1815; he clerked in a hardware store and managed a cotton warehouse before he became a druggist in New Orleans in 1834. He followed his brother Tom to Texas in 1836, after the Battle of San Jacinto. He claimed to have sold the first barrel of flour and the first sack of coffee in the village of Houston. After clerking in the House of Representatives in the Second Congress of Texas, he was appointed comptroller of the Republic. He became the district clerk of Harris County in 1841, and bought a ranch near Harrisburg in 1846. Lubbock was elected lieutenant governor in 1857, and governor in 1861. Among his actions were the mobilizing of a frontier regiment of cavalry against hostile Indians, the modest expansion of industrial resources, and the sale of U.S. bonds acquired in 1850 to help replenish an exhausted treasury. His interpretation of conscription laws made every able-bodied man between 16 and 60 years of age liable for military service. He did not run for re-election, preferring to join the Confederate Army as a lieutenant colonel in November 1863. In 1864 he joined Jefferson Davis' staff, and was captured with him in May 1865. Upon his release he returned to business in Houston and Galveston. He was tax collector in Galveston for three years, and state treasurer (1879-1891). As state treasurer, he was an active member of the Capitol Building Commission. He served under Governor James Hogg on the Board of Pardons before retiring at age 80. Lubbock wrote his autobiography Six Decades in Texas 1900. He died in Austin on June 22, 1905.

Three letterpress books and a scrapbook were donated to the Texas State Archives by Francis R. Lubbock on March 22, 1904.

Letterpress copybooks are extremely fragile and may not be photocopied. The scrapbook containing orders and clippings is fragile, copies must be made from existing photocopy.