
Finding Aid to the Consumers Cooperative of Berkeley Records, 1939-1991

Finding Aid written by Wayne Silka

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Collection Number: 90/140 c

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Date Completed:

January 2007

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Collection Summary

Collection Title: Consumers Cooperative of Berkeley records

Date (inclusive): 1939-1991

Collection Number: 90/140 c

Creator : Consumers Cooperative of Berkeley

Extent: Number of containers: 36 cartons, 1 box, 1 oversize folder
Linear feet: 45

Repository: The Bancroft Library

Berkeley, California 94720-6000

Abstract: The records of the Consumers Cooperative of Berkeley, Inc. cover the years 1939-1991. The earliest efforts of its constituency are recorded in the handwritten minutes of the Co-op Unit Council that convened on May 1, 1939. The best perspective on Co-op operations can be found in the minutes and reports of the Board of Directors and in the *Co-op News* scrapbooks which feature clippings that reflect the viewpoints and practices of a variety of Co-op home economists. The collection includes a voluminous series of Board of Directors minutes, 1939-1977, that document all facets of business and administrative affairs as well as member participation. All corporate levels and departments are documented in the minutes and committee files, or "packets" as they were sometimes described by a Co-op record keeper. The largest group of files are those that document Co-op operations and management during the years 1952-1989. Much of this material consists of subject files compiled by education director Nancy Snow and the *Co-op News* scrapbooks and clipping files reflecting the concerns and activities of the Home Economist Program. The bankruptcy of the Co-op is also well documented in the form of legal files.

Languages Represented: Collection materials are in English

Physical Location: Many of the Bancroft Library collections are stored offsite and advance notice may be required for use. For current information on the location of these materials, please consult the library's online catalog.

Access

Collection is open for research.

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Preferred Citation

[Identification of item], Consumers Cooperative of Berkeley Records, 90/140 c, The Bancroft Library, University of California, Berkeley.

Alternate Forms Available

There are no alternate forms of this collection.

Related Collections

Consumers Cooperative of Berkeley, fHD3446.B45.C64

Robert Neptune- premier manager of the Consumers Cooperative of Berkeley, and long-term manager of Associated Cooperatives / interview conducted by Therese Pipe ; transcribed by Berkeley Oral History Project, BANC MSS 99/67 c

A conversation with George Yasukochi, controller of Consumers Cooperative of Berkeley, 1956-1982 : oral history transcript / an interview conducted by Max Awner in 1979. Transcribed by Berkeley Oral History Project of the Berkeley Historical Society, 1995, BANC MSS 97/125 c

Reflections on the Cooperative Center Federal Credit Union of Berkeley and the Consumers Cooperative of Berkeley : oral history transcript / Matt Crawford. An interview conducted by Mildred Alexander in 1988-1989. Transcribed by Berkeley Oral History Project of the Berkeley Historical Society, 1993, BANC MSS 98/35 c

Oral history interviews on the history of the Consumers Cooperative of Berkeley : with related illustrative materials, 1977-1983, BANC MSS 85/111 c

Consumers Cooperative of Berkeley photograph collection, BANC PIC 1990.081--PIC

Annual report / Consumers Cooperative of Berkeley, Inc., Bancroft fE11.X061

Co-op news, Bancroft fHD3446.B45.C65

Separated Material

Photographs have been transferred to The Bancroft Library's Pictorial Collections. Printed materials have been transferred to the book collection of The Bancroft Library.

Indexing Terms

The following terms have been used to index the description of this collection in the library's online public access catalog.

Consumers Cooperative of Berkeley
Consumer cooperatives--California--Berkeley
Cooperative societies--California
Scrapbooks.
Minutes.
Annual reports.
Advertisements.

Acquisition Information

The Consumers Cooperative of Berkeley Records were given to The Bancroft Library by the Consumers Cooperative of Berkeley in 1989. Additions were made in 1994.

Accruals

No additions are expected.

Processing Information

Processed by Wayne Silka in 1991. Completed by Lucy Allen in 2007.

- 1937 The Consumers Cooperative of Berkeley, composed mostly of church and University people, opens a food store in Berkeley.
- 1938 The Berkeley Cooperative Union, with members coming largely from the Finnish community, opens a service station and hardware store in Berkeley.
- 1940 Starts publication of *Co-op News*.
- 1942 Co-op makes sure it only sells lean ground chuck as hamburger, while other stores were selling "hamburger"-that could mean anything that would go through the meat grinder.
- 1946 Helps staff Consumer Information Center for the Civilian Defense Council in Berkeley.
- 1947 The Consumers Cooperative of Berkeley and the Berkeley Cooperative Union merge into the Consumers Cooperative of Berkeley, Inc.
- 1948 An enlarged food store is built at University and Sacramento in Berkeley.
- 1953 The University Avenue Food Store is again enlarged
- 1955 Hires first Home Economist.
A Co-op auto repair garage is opened in Berkeley.
A hardware/variety store is opened at 1432 University Avenue.
- 1957 Co-op members open their first facility outside of Berkeley- a food center and service station at 1510 Geary Road in Walnut Creek.
- 1959 A third Berkeley Venter opens at 1550 Shattuck Avenue.

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- 1961 Co-op issues its first statements to regulatory agencies and legislatures on standards of identity for orange juice and orange juice products, on fish protein, and on frozen raw breaded shrimp. These statements will be issued regularly throughout the ensuing years, often with significant impact on the success of consumer efforts to enhance food safety and labeling standards.
- 1962 Co-op acquires five stores from Sid's chain- in Berkeley, Walnut Creek, and Castro Valley, and converted them to co-ops. One was the Natural Food Store. The addresses were 3000 Telegraph Avenue in Berkeley, 1295 South Main in Walnut Creek, 3667 Castro Valley Road in Castro Valley and 1581 University Avenue in Berkeley (now combined with the 1414 University Avenue Co-op Food Store).
- 1963 A food center and service station were opened at Eastshore Boulevard and Potrero in El Cerrito, after extensive planning by members in the area.
- 1964 Co-op home economists issue first of many advocacy statements urging that all ingredients be listed on ice cream labels.
- 1965 Co-ops wrap meat better side down so shoppers will know better what they are buying: a well intended program that did not work well and was discontinued.
Co-op Low Cost Cookbook first published. It goes through 8 printings. It is first put together by Co-op members and consisted of inexpensive main dishes.
- 1966 Co-op lobbies extensively on the Fair Packaging and Labeling Law, which passes on November 2, 1966.
- 1967 After ten years of planning, a Co-op shopping complex opens on Tamal Vista Boulevard in Corte Madera, Marin County.
- 1968 First began support for farm-worker struggles, United Farm Workers' Union (UFW).
- 1970 Begins carrying organic produce.
Bans sale of hazardous pesticides in stores.
Establishes a community recycling center in Berkeley.
Co-op organizes a petition drive to support first bottle bill deposit legislation. A weakened version passes in 1986.
- 1971 The Natural Foods Center opens at 1581 University Avenue in Berkeley.
Bans smoking in Co-op stores.
- 1971-1973 One of five markets nationwide chosen by FDA to test nutrition information on food labels and the only input from a group of consumers. The final version became law in 1973.
- 1972 Launches a campaign to educate consumers about the benefits of plain aspirin vs. expensive pain killers to help members save money on drugs.
First store in the U.S. to sell nitrite-free hot dogs.
Publishes *Co-op 35th Anniversary Menu Book*, complete gourmet menus donated by Co-op members including accompanying wines and liqueurs.
- 1974 Co-op acquires three stores in Oakland from Mayfair and converts them to co-ops; 5730 Telegraph Avenue, East 18th and Park Boulevard, and one in the MacArthur-Broadway Shopping Center.
- 1975 Following intensive member initiative, Co-op opens its first San Francisco store, in the Northpoint Shopping Center at Bay and Mason.
Ceases purchase of fluorocarbon-containing aerosols.
- 1976 Lowers milk prices illegally to force the issue of price fixing in milk.
Recognizing that it has long since outgrown its physical limitations, Co-op begins a complete redevelopment of its first store, the University Avenue Center in Berkeley.
- 1977 First sponsors energy and water conservation clinics.
- 1978 Because of the energy crisis and reduced traveling, losing operations at the garage and service station are discontinued.
- 1979 Starts giving refunds for re-used paper bags and begins to sell Save-A-Tree reusable bags.
Begins marketing "Natural Pack" Co-op label canned foods- without added sugar, salt and without preservatives or artificial colors.
- 1980 Publication of *Berkeley Co-op Food Book* brings together in one publication the food preparation, health and safety information from prior years' home economists handouts, columns etc.
Natural Foods products, initially promoted in a separate store in 1971, are emphasized in special departments in all stores, including four specially remodeled for this purpose.
- 1981 MacArthur-Broadway (Oakland) and South Main (Walnut Creek) Co-op Centers were closed.
- 1982 Castro Valley Co-op closes.
- 1983 Begins boycott of Nestle's products because of infant formula scandals in Third World countries.
- 1984 North Oakland, Marin, Geary Road and El Cerrito Co-ops close.
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- Accepts an ad rejected by other media about sugar in cereals and false advertising.
Decides to boycott Chilean produce.
- 1985 Members vote to support boycott of Coors beer, which is subsequently removed from Co-op shelves.
Goes on record opposing irradiation of food, calls for labeling of any irradiated foods, and launches petition drive to FDA on these issues.
- 1986 Savories (Corte Madera) opens- Co-ops first specialty ranch style market.
Closes Northpoint and Hardware Variety Centers.
Receives Nutrition Pace-Setter award from the Center for Science in the Public Interest for innovation in nutrition information and consumer protection.
- 1988 The Consumers Cooperative of Berkeley closes.

Scope and Content of Collection

The records of the Consumers Cooperative of Berkeley, Inc. cover the years 1939-1991. The earliest efforts of its constituency are recorded in the handwritten minutes of the Co-op Unit Council that convened on May 1, 1939. The best perspective on Co-op operations can be found in the minutes and reports of the Board of Directors and in the *Co-op News* scrapbooks which feature clippings that reflect the viewpoints and practices of a variety of Co-op home economists. The collection includes a voluminous series of Board of Directors minutes, 1939-1977, that document all facets of business and administrative affairs as well as member participation. All corporate levels and departments are documented in the minutes and committee files, or "packets" as they were sometimes described by a Co-op record keeper. The largest group of files are those that document Co-op operations and management during the years 1952-1989. Much of this material consists of subject files compiled by education director Nancy Snow and the *Co-op News* scrapbooks and clipping files reflecting the concerns and activities of the Home Economist Program. The bankruptcy of the Co-op is also well documented in the form of legal files.

The records have been divided into seven series structured according to Co-Op corporate management: Board of Directors Files; Board Committees; Congress and Center Councils; Operations; Associated Cooperatives (Affiliates); Conference of Cooperatives Managers; and Legal Files.

Although there is much documentation concerning the early years and growth period of the organization in the 1940s through the 1970s, there is little information regarding Board business affairs and policy decisions that might chronicle and characterize the decline and ultimate dissolution of the Cooperative in the 1980s. The legal process of the Co-Op's bankruptcy and dissolution, however, are well documented in the form of legal files.

Series 1 Board of Directors Files 1943-1977

Physical Description: Cartons 1-10

Arrangement

Arranged chronologically.

Scope and Content Note

The Board of Directors files consist of seventy-four volumes featuring a variety of titles, although typically the volumes are identified as "Minutes" or "Correspondence and Miscellaneous". Volumes labeled " Board Minutes" contain primarily recorded minutes of Board proceedings, but may also include, as in the case of many " Correspondence and Miscellaneous" and "Board Packet" volumes, minutes of other unit meetings, notably: Auditing and Finance; Capital Campaign Committee; Committee on Committees; Consumer Information and Protection Committee; Education Committee; Future Plans Committee; Member Relations Committee; Membership meetings; Public Relations Committee; Records Committee; Semi-Annual Meeting of Associated Co-Operatives; Special Committees; Supplier Discrimination Committee; and Unit Council. The volumes may also contain Report material such as those submitted by Nominating Committees; Price Committees; Committees on Meat Markets; Special Committees; Managers; Treasurers; Auditors; Controllers and Accountants. In addition, the volumes may include such material as Balance Sheets; By-Laws; Correspondence; Policy Statements; Profit and Loss Statements; Distribution of Patronage Dividends Statements; Recommendations to the Board of Directors; Statements of Adopted Resolutions; Associated Co-Operatives Annual Reports; Investment Changes; New Membership Rosters; and New Applications for Membership.

Carton 1, Folder 1-13	Minutes 1939 May- 1957 Sept.
Carton 2, Folder 14	Correspondence and Miscellaneous 1952 Oct.- 1953 Sept.
Carton 2, Folder 15	Financial Reports (Accountant reports) 1952 Oct.- 1957 Aug.
Carton 2, Folder 16-19	Correspondence and Miscellaneous 1953 Oct.-1957 Sept.
Carton 2, Folder 20	Minutes 1957-1958
Carton 2, Folder 21	Controller's Reports 1957-1958
Carton 2, Folder 22	Education Director's Reports 1957-1958
Carton 2, Folder 23	Correspondence 1957-1958
Carton 2, Folder 24	Correspondence and Miscellaneous 1958 Oct.-1959 Sept.
Carton 2, Folder 25	Minutes 1958 Oct.-1964 Sept.
Carton 3, Folder 26-31	Correspondence and Miscellaneous 1959 Oct.- 1963 Sept.
Carton 4, Folder 32-35	Correspondence and Miscellaneous 1963 Oct.- 1965 March
Carton 4, Folder 36	Board Packet 1965 April- Sept.
Carton 4, Folder 37	Correspondence 1965 Oct.- 1966 Feb.
Carton 4, Folder 38	Correspondence and Miscellaneous 1965 Oct.- 1966 April
Carton 5, Folder 39-42	Correspondence and Miscellaneous 1966 April-1967 Oct.
Carton 6, Folder 43-49	Correspondence and Miscellaneous 1968 March-1970 June
Carton 7, Folder 50-55	Correspondence and Miscellaneous 1970 July -1972 March
Carton 8, Folder 56	Board of Directors Meeting 1972 Jan.-Dec.
Carton 8, Folder 57-61	Correspondence and Miscellaneous 1972 April- 1973 Oct.
Carton 9, Folder 62	Minutes Packet-Correspondence and Miscellany 1973 Nov.-1974 March
Carton 9, Folder 63	Minutes 1974 Jan.- 1975 Dec.
Carton 9, Folder 64-65	Minutes Packet-Correspondence and Miscellany 1974 April-Dec
Carton 9, Folder 66-68	Minutes Packet-Financial Performance, Correspondence and Miscellany 1975 March-1975 Sept.
Carton 10, Folder 69-70	Minutes Packet-Financial Performance, Correspondence and Miscellany 1975 Oct-1976 March
Carton 10, Folder 71	Minutes Packet-Financial Performance, Correspondence and Miscellany [Notice: No material re Board meetings of June 28, 29-only an agenda memo dated June 24, 1976] 1976, April-June
Carton 10, Folder 72	Minutes 1976 Jan.- Dec.
Carton 10, Folder 73-74	Minutes-Regular, Special, Executive 1977 Jan.- Dec.

Series 2 **Board Committees 1946-1984****Physical Description:** Carton 11; Carton 12, folders 1-20**Arrangement**

Arranged alphabetically by Committee and then chronologically.

Scope and Content Note

Minutes and reports of Education, Election, Finance, Member Relations, and Nominating Committees. Education files consist of Committee and Sub-Committee minutes, intra-departmental and ad hoc committee memoranda, schedules, and agenda. Election Committee files feature minutes of meetings, reports and recommendations, election rules and returns, sample ballots, agenda, and memoranda. Finance Committee files contain bookkeeping accounts, performance and audit reports, business plans, budgetary analyses, and recommendations to the Board of Directors. Member Relations Committee records include meeting minutes, memoranda, public relations reports, and fact sheets. Nominating Committee files offer meeting minutes, ballot petitions, manuals and guidelines, and occasional correspondence with nominees for Board of Directors.

Education Committee**Education Committee 1972-1976****Education Committee/Subcommittee 1977****Education Committee-Agendas and Minutes 1977****Education Committee-Joint Berkeley Councils 1977****Education Committee 1978-1982****Election Committee****Election Committee 1965-1969****Election Committee 1971-1982****Election Miscellany 1973-1974****Finance Committee****Accounts 1946-1947****Audit Report 1953****Lower Prince Structure Analysis and Budgetary Recommendations 1969****Internal Audit 1970****Budgetary Analysis (Pts. 1 and 2) 1970****Budgetary Analysis (Pt. 3) 1971****Financial Performance Reports 1976-1979****Business Plan 1984****Business Plan Miscellany 1987****Member Relations Committee****Member Relations Committee 1975-1981**Carton 11, Folder
1-5Carton 11, Folder
6Carton 11, Folder
7Carton 11, Folder
8Carton 11, Folder
9-13Carton 11, Folder
14-19Carton 11, Folder
20-28Carton 11, Folder
29Carton 11, Folder
30Carton 11, Folder
31Carton 11, Folder
32Carton 11, Folder
33Carton 12, Folder
1-2Carton 12, Folder
3Carton 12, Folder
4-7Carton 12, Folder
8Carton 12, Folder
9Carton 12, Folder
10-16

Carton 12, Folder 17

Member Relations Skills Bank 1978

Nominating Committee

Carton 12, Folder 18

Nominating Committee 1959-1965

Carton 12, Folder 19

Nominating Committee Minutes 1969

Carton 12, Folder 20

Nominating Committee Guide 1969

Series 3 **Congress and Center Councils 1940-1982**

Physical Description: Carton 12, folders 21-27; Carton 13, folders 1-25

Arrangement

Arranged according to categories of representational control- Membership Meetings, Parliament, and Center Councils- and then chronologically.

Scope and Content Note

Files commence with records of Membership Meetings, which include minutes, agenda, new members lists, records of membership investment, annual meeting registration rosters, and absentee ballot requests. Parliament files include meeting minutes, memoranda, rosters, proposed amendment to By-Laws, Education and Election, and Housing Committee reports and questionnaires. Center Council files contain minutes of Chairpersons and Coordination Committee meetings, election tallies, and memoranda. Appended are records maintained by several local center councils. These feature Center Managers' reports, minutes of meetings and suggestion box submissions.

Membership Meetings

Carton 12, Folder 21-25

Membership Meetings: Minutes and Reports 1941-1970

Carton 12, Folder 26

Membership Records 1952-1956

Carton 12, Folder 27

Historical file of Mr. Tobisch, Chair of Education Committee 1940-1942

Parliament

Carton 13, Folder 1-2

Parliament 1958-1959

Carton 13, Folder 3

Parliament Congress 1958-1960

Carton 13, Folder 4

Education and Election Committees 1960

Carton 13, Folder 5

Housing Committee 1959-1960

Center Councils (General)

Carton 13, Folder 6

Center Council Election 1968

Carton 13, Folder 7

Center Council Elections and Results 1971-1972

Carton 13, Folder 8

Center Councils-Elections 1972

Carton 13, Folder 9-10

Center Council Chairpersons Committee 1972-1973

Carton 13, Folder 11-19

Center Council Coordination Committee 1975-1982

Carton 13, Folder 20

Twenty-Fifth Anniversary Celebration Committee 1961

Center Council Records (Local)

Carton 13, Folder 21

El Cerrito Center Council 1961-1964

Carton 13, Folder 22	Marin Center Council 1961-1964
Carton 13, Folder 23	South Main Center Council 1963-1964
Carton 13, Folder 24	Walnut Creek Center Council 1963-1964
Carton 13, Folder 25	Walnut Creek Center Committees 1958-1960

Series 4 **Operations 1952-1989**

Physical Description: Carton 13, folders 26-35; Cartons 14-23, folder 20, Cartons 29, folders 13-37; Cartons 30-36, Box 1, Oversize Folder 1

Arrangement

Material is divided into seven subseries.

Scope and Content Note

Includes reports and manuals issued by the General Manager, surveys compiled by the Corporate Development Director, Construction files generated by the Operations Manager, and manuals from the files of various Center Managers. Subject files generated by Education Director Nancy Snow are followed by files of the Home Economist Program compiled by Mary Gullberg. The series concludes with an array of scrapbooks featuring clippings of topical columns and consumer information features culled from issues of *Co-Op News* among the years 1955 through 1984. General operations files are arranged alphabetically by folder subject.

Subseries 4.1 **General Manager**

Physical Description: Carton 13, folders 26-35; Carton 14

Arrangement

Arranged chronologically.

Scope and Content Note

Consist primarily of reports to the Board of Directors as well as market surveys, appraisals and proposals for Co-Op stores throughout the Bay Area.

Carton 13, Folder 29	Comparative Market Studies 1952
Carton 13, Folder 30	Sid's Supermarket and Other Shops-Volume Estimate/Market Analysis 1959
Carton 13, Folder 31	Consumers Cooperative Society of Palo Alto-Appraisal Report 1960
Carton 13, Folder 32	Sid's Stores-Project #9, Castro Valley 1960
Carton 13, Folder 33	Membership Surveys 1963, 1979
Carton 13, Folder 34	Economic Study/ Market Analysis for A Co-Op Market In Marin County 1964
Carton 13, Folder 35	Long Range Development Study For University Ave Co-Op 1964
Carton 14, Folder 1	Consumers Cooperative Society of Palo Alto-Revaluation 1965
Carton 14, Folder 2	Castro Valley Surveys, Miscellany 1965-1967
Carton 14, Folder 3	Castro Valley Center-Market Site Location Analysis 1966
Carton 14, Folder 4	Wholesale Grocery Cost Comparisons 1966
Carton 14, Folder 5	Castro Valley Project-Final Report 1967

Carton 14, Folder 6	Co-Op Marin Survey 1967
Carton 14, Folder 7	Proposal Developed By Consumers Cooperative of Berkeley Staff 1967
Carton 14, Folder 8	Castro Valley Center Survey 1968
Carton 14, Folder 9	Overview of the Management and Operations of Consumers Cooperative of Berkeley 1968
Carton 14, Folder 10	Patronage Changes At The Walnut Creek Centers 1968
Carton 14, Folder 11	Castro Valley Center Analysis 1969
Carton 14, Folder 12	Acorn Project: Supermarket Feasibility Analysis 1970
Carton 14, Folder 13	Acorn Project: Market Site Location Analysis 1970
Carton 14, Folder 14	Co-Op Report, Vol. 19, No. 6-Facts and Figures 1971
Carton 14, Folder 15	Consumers Cooperative of Berkeley: General Growth Plan 1 1971
Carton 14, Folder 16	Cooperatives, U.S.A.: Facts and Figures 1971
Carton 14, Folder 17	Telegraph Ave. and Castro Valley Centers Telephone Surveys 1972
Carton 13, Folder 26-28	Management Reports to Board of Directors 1976-1979
Carton 14, Folder 18	Co-Op Member Survey 1977
Carton 14, Folder 19	Cooperative and Private Enterprise: A Comparative Analysis 1977
Carton 14, Folder 20	Fillmore Commercial Center 1977-1980
Carton 14, Folder 21-22	Management Team Memoranda: To and From Len Levitt 1977-1978
Carton 14, Folder 23	Market Analysis For Western Addition Co-Op Store (San Francisco) 1978
Carton 14, Folder 24	Acorn Shopping Center (Oakland)-Market Feasibility 1979
Carton 14, Folder 25	Telegraph/Ashby Property 1979-1986
Carton 14, Folder 26	Patronage-Low Patronage Task Force 1980-1981
Carton 14, Folder 27	Co-Op: A Marketing Program 1981
Carton 14, Folder 28	Marin Task Force Report, etc. 1981-1982
Carton 14, Folder 29	Patronage-Low Patronage Task Force Committee 1981-1982
Carton 14, Folder 30	Berkeley Co-Op Membership Survey 1982
Carton 14, Folder 31	Consumers Cooperative of Berkeley: Situation Audit Progress Review 1982
Carton 14, Folder 32	Marin County Survey 1983
Carton 14, Folder 33	In-Store Consumer Surveys-Berkeley and North Point Co-Ops 1983-1984
Carton 14, Folder 34	Survey Summaries-Various Venues 1983-1984

Carton 14, Folder 35	Proposal for the Development of the Marketplace (Marin) 1984
Carton 14, Folder 36	North Point Co-Op: Market Analysis 1985
Carton 14, Folder 37	Proposal For a Bay Area Consumer Co-Operative Development Plan 1985
Carton 14, Folder 38	Profit Reports For Consumers Cooperative 1986 July-Dec.
Carton 14, Folder 39	Consumers Cooperative of Berkeley: Report of the Strategic Options Task Force 1986
Carton 14, Folder 40	Sales/Customer Data 1986-1987
Carton 14, Folder 41	Co-Op Property-1550 Shattuck Ave., Appraisal 1987

Subseries: 4.2 **Operations Manager**

Physical Description: Carton 15

Arrangement

Arranged alphabetically.

Scope and Content Note

Contain accounts, contracts, specifications, invoices, and correspondence relating to construction projects in various Co-Op venues.

Carton 15, Folder 1	Berkeley Construction-Shattuck Ave. 1959-1967
Carton 15, Folder 2-3	Berkeley-Telegraph Ave. Remodeling 1962-1964, 1966-1970
Carton 15, Folder 4	Corte Madera Construction 1965-1969
Carton 15, Folder 5-6	El Cerrito Construction 1961-1972
Carton 15, Folder 7	El Cerrito Construction-Specifications 1963
Carton 15, Folder 8	Marin Center Construction 1961-1963
Carton 15, Folder 9	Marin Construction 1965-1968
Carton 15, Folder 10	Marin Center-Construction Operations 1966-1967
Carton 15, Folder 11	Marin Construction-Miscellaneous Invoices, Phase I and II 1965-1969
Carton 15, Folder 12-13	Marin Co-Op Alterations-Preliminary Design 1974
Carton 15, Folder 14	Walnut Creek Construction 1957-1970

Subseries 4.3 **Center Manager****Physical Description:** Carton 16, folders 1-5**Arrangement**

Arranged alphabetically.

Scope and Content Note

The Center Managers' files consist of several manuals that outline merchandising policies, standards, and pricing for local Co-op Centers. Also included are details of insurance coverage, cash control procedures, implementation of membership accommodations, departmental policies, and maintenance guidelines, as well as a delineation of job categories within the store, citing descriptions, responsibilities and qualifications.

Carton 16, Folder
1**Center Manager's Manual 1974-1979**Carton 16, Folder
2-3**Center Manager's Manual 1976-1979**Carton 16, Folder
4**Meeting Rooms- Use Policy 1961, 1964**Carton 16, Folder
5**Sid's Stores-Policy and Procedure Manual 1962**Subseries 4.4 **Education Director- Nancy Snow Files (subjects)****Physical Description:** Carton 16, folders 6-48; Cartons 17-19; Carton 20, folders 1-8**Arrangement**

Arranged alphabetically.

Scope and Content Note

The Education Director was responsible to the General Manager for implementation of education policies established by the Board in conjunction with the Education Committee. The Education Director's files contained here are those compiled by Nancy Snow during her tenure in the 1970s and 1980s and are alphabetized according to subject as she maintained them. They include incoming and outgoing correspondence and files relating to all facets of the Education Director's participation in activities, services and special events for Co-Op members and shoppers.

Carton 16, Folder
6**Advertisements circa 1978-1983**Carton 16, Folder
7**American Heart Association Food Festival 1987**Carton 16, Folder
8**Americans For Safe Food 1986-1987**Carton 16, Folder
9**Animal Testing and Related Animal Issues 1987**Carton 16, Folder
10**Association of Cooperative Educators 1983-1987**Carton 16, Folder
11**Back-to-School Programs 1984-1985**Carton 16, Folder
12**Bakery Sales 1983**Carton 16, Folder
13**Berkeley Historical Society 1987-1988**Carton 16, Folder
14**Berkeley Juneteenth Association, Inc. Celebration 1987**Carton 16, Folder
15**Black History Week Activities 1984-1985**Carton 16, Folder
16**Blue Ribbon Commission 1982**

Carton 16, Folder 17	Board-Quarterly Reports to 1984-1985
Carton 16, Folder 18	Bolivian Handcraft Sales 1974-1984
Carton 16, Folder 19	Books, Books, Books-Consumer Information Center 1987
Carton 16, Folder 20	Bottle Bill 1979-1987
Carton 16, Folder 21	Boycott Information 1982-1988
Carton 16, Folder 22	Bull Publishing 1979-1986
Carton 16, Folder 23	Buyword 1985
Carton 16, Folder 24	California Center for Co-Ops 1987
Carton 16, Folder 25	CALPIRG 1984, undated
Carton 16, Folder 26	Camp Sierra 1985
Carton 16, Folder 27	Campbell's Boycott 1984
Carton 16, Folder 28	Cardiopulmonary Resuscitation Workshops 1983-1985
Carton 16, Folder 29	Center For Science In The Public Interest 1986
Carton 16, Folder 30	Cereal Handout (revised edition) 1983
Carton 16, Folder 31	Check Cashing Policy 1981-1982
Carton 16, Folder 32	Chinese Language Leaflets 1984
Carton 16, Folder 33	Chinese New Year 1984
Carton 16, Folder 34	Cinco De Mayo Activities 1985-1986
Carton 16, Folder 35-36	Common Health Care 1984-1985
Carton 16, Folder 37	Community Memory Project 1984-1985
Carton 16, Folder 38	Community Memory Project-Questionnaires 1984
Carton 16, Folder 39	Consumer Action 1984
Carton 16, Folder 40	Consumer Advisor Resumes 1985-1986
Carton 16, Folder 41	Consumer Education Fund undated
Carton 16, Folder 42	Consumer Information Center 1985-1987
Carton 16, Folder 43	Consumer Information Center-Books 1987
Carton 16, Folder 44	Consumer Information Director 1987-1988
Carton 16, Folder 45	Consumer Information Program 1986-1987
Carton 16, Folder 46	Consumer Services Guide 1984-1987

Carton 16, Folder 47	Consumer Services Guide-Newsprint 1984-1987
Carton 16, Folder 48	Consumer Union 1984-1987
Carton 17, Folder 1	Consumers Cooperative of Berkeley-Basic Materials 1979-1982
Carton 17, Folder 2	Consumers' Group Legal Services 1982-1983
Carton 17, Folder 3	Consumers Union Digest 1986-1987
Carton 17, Folder 4	Contests For Advertisement Promotion 1986
Carton 17, Folder 5	Co-Op Credit Union 1984
Carton 17, Folder 6	Co-Op Fiftieth Anniversary 1987
Carton 17, Folder 7	Co-Op News-Guidelines 1978-1984
Carton 17, Folder 8-9	Co-Op Harvest Fair 1985-1988
Carton 17, Folder 10	Co-Op History 1986
Carton 17, Folder 11	Co-Op History Sheet 1986
Carton 17, Folder 12	Co-Op Label-Universal Co-Ops 1981
Carton 17, Folder 13	Co-Op Law-California undated
Carton 17, Folder 14	Co-Op Member Number Game 1987
Carton 17, Folder 15-16	Co-Op Month Activities 1983-1987
Carton 17, Folder 17	Co-Op Policies 1986-1987
Carton 17, Folder 18	Co-Op Principles 1984
Carton 17, Folder 19	Co-Op Roundtable 1986-1987
Carton 17, Folder 20	Co-Op Task Force on Strategic Options 1986-1987
Carton 17, Folder 21	Co-op Travel 1979-1987
Carton 17, Folder 22	Co-Op Wide Bag Stuffer 1983
Carton 17, Folder 23	Cooperative Education Fund Committee 1982-1984
Carton 17, Folder 24-25	Co-Op's Best Choices 1987-1988
Carton 17, Folder 26-30	Correspondence (incoming and outgoing)-Snow 1986-1988
Carton 17, Folder 31	Correspondence-Memos (outgoing)-Snow 1986-1987
Carton 17, Folder 32	Coupons 1987
Carton 17, Folder 33	Customer Count 1980-1987
Carton 17, Folder 34	Donation Policies 1971-1981

Carton 17, Folder 35	Donation Requests 1988
Carton 17, Folder 36	Earthquake Preparedness 1985
Carton 17, Folder 37	Education Clerk 1979-1987
Carton 17, Folder 38	Education Committee 1984-1986
Carton 18, Folder 1	Education Department Plan 1982-1985
Carton 18, Folder 2	Education Director-Performance 1984-1988
Carton 18, Folder 3	Education Evaluations and Job Descriptions 1982-1983
Carton 18, Folder 4	Education Member Services Director 1983-1987
Carton 18, Folder 5	Educations Secretary 1983-1984
Carton 18, Folder 6	Farm Tour 1985
Carton 18, Folder 7	Financial Reports (Quarterly) 1970-1987
Carton 18, Folder 8	Flea Markets 1981-1987
Carton 18, Folder 9	Flower Arranging Classes 1986
Carton 18, Folder 10	Focus Magazine/ KQED 1981-1985
Carton 18, Folder 11	Food Bank Network 1984-1985
Carton 18, Folder 12	Food First 1984-1985
Carton 18, Folder 13	Food Tastings 1987
Carton 18, Folder 14	Form Letters (Working File) 1986
Carton 18, Folder 15	Forum Series 1985
Carton 18, Folder 16	Freeman, Robin-Energy Study 1987
Carton 18, Folder 17	Garlic Festival 1983-1985
Carton 18, Folder 18	General Electric Product Controversy 1987
Carton 18, Folder 19-20	Gift Certificates 1982-1984, 1986
Carton 18, Folder 21	Glossary Terms 1978-1979
Carton 18, Folder 22	Gordon, Margaret-Committee Building 1986
Carton 18, Folder 23	Graphics 1984
Carton 18, Folder 24	Greenbelt Co-Op 1983-1985
Carton 18, Folder 25	Guide to Bay Area Services 1985-1987
Carton 18, Folder 26	Health Events 1985

Carton 18, Folder 27	Health Classes and Lectures 1984
Carton 18, Folder 28	Health Cooperatives/ H.M.O.s 1984-1985
Carton 18, Folder 29	Health Plans-Health America/Rockridge 1985-1987
Carton 18, Folder 30	Hold Harmless Agreements 1982
Carton 18, Folder 31	Holiday Employee Party 1987
Carton 18, Folder 32	Home Economist 1983-1984
Carton 18, Folder 33	Hospitality Committee Materials 1987
Carton 18, Folder 34	Human Development Associates 1987
Carton 18, Folder 35	Insurance-American Income Life, Inc. 1988
Carton 18, Folder 36	International Co-ops 1981-1986
Carton 18, Folder 37	Internships-UC Berkeley 1985
Carton 18, Folder 38-39	Investment Drive 1985
Carton 18, Folder 40	Investment Information 1986
Carton 18, Folder 41	Irradiation Issue 1985-1986
Carton 18, Folder 42	Irradiation: Legislative Proposal 1985
Carton 18, Folder 43	Japanese Peace Delegation 1988
Carton 18, Folder 44	Juneteenth Festival 1987
Carton 18, Folder 45	Kiddie Korral 1985
Carton 18, Folder 46	Leafletting-Legal Language 1972
Carton 18, Folder 47	Lists 1969-1987
Carton 18, Folder 48	MSI Insurance Grant 1983
Carton 18, Folder 49	Member and Community Relations Department-Monthly Reports 1985-1987
Carton 18, Folder 50	Member Appreciation Day-Survey 1983
Carton 18, Folder 51	Member Benefit Leaflets, Ideas, Discounts 1983-1986
Carton 18, Folder 52	Member Investment 1977-1984
Carton 18, Folder 53	Member Orientation 1985
Carton 18, Folder 54	Member to Member 1983
Carton 18, Folder 55	Membership Application 1984-1987
Carton 18, Folder 56	Member Benefits Task Force 1987

Carton 18, Folder 57	Membership Computer 1982-1986
Carton 18, Folder 58	Membership-Computer Information Procedures 1984-1985
Carton 19, Folder 1-3	Membership Drive 1983-1985
Carton 19, Folder 4	Membership-Legal Correspondence, Information 1984-1986
Carton 19, Folder 5	Membership-Office Memos 1984-1987
Carton 19, Folder 6	Membership Procedures 1987
Carton 19, Folder 7	Membership Statistics, Reports 1984-1988
Carton 19, Folder 8	Membership-Year End Statement Form 1986
Carton 19, Folder 9	Mexico Earthquake Relief 1985
Carton 19, Folder 10	Missing Children 1985
Carton 19, Folder 11	National Boycott Newsletter 1984
Carton 19, Folder 12	National Cooperative Business Association 1984-1985
Carton 19, Folder 13	Navaho Handcraft Sales 1983-1986
Carton 19, Folder 14	New Member Packet 1983
Carton 19, Folder 15	News Clippings 1986-1988
Carton 19, Folder 16	North American Students of Co-Operation (NASCO) undated
Carton 19, Folder 17	Nutrition Classes 1985
Carton 19, Folder 18	Oakland A's 1983-1985
Carton 19, Folder 19	Outreach 1988
Carton 19, Folder 20	Palo Alto Co-Op Newsletter 1987
Carton 19, Folder 21	Parking Study 1986
Carton 19, Folder 22	Patronage Building Task Force and Structure 1987
Carton 19, Folder 23	Price Surveys 1964-1983
Carton 19, Folder 24	Product Differentiation/Targeted Variety 1984
Carton 19, Folder 25	Public Forum Rules 1984
Carton 19, Folder 26	Public Forum Tables 1970-1980
Carton 19, Folder 27	Questionable Products/Quackery 1985
Carton 19, Folder 28	Radio Advertising 1985
Carton 19, Folder 29	Radio Spots 1984

Carton 19, Folder 30	Save A Tree Bags circa 1983
Carton 19, Folder 31	Savories-General 1985-1986
Carton 19, Folder 32	Savories-Miscellany 1984-1985
Carton 19, Folder 33	Senior Appreciation Day 1984
Carton 19, Folder 34	Senior Delivery Service 1987-1988
Carton 19, Folder 35	Service-Typewriter/Sharp Duplicator 1986-1987
Carton 19, Folder 36	Share Impairment Information 1977-1986
Carton 19, Folder 37	Share Letters, Drives, Ideas, Materials 1984-1987
Carton 19, Folder 38	Shattuck Avenue Center 1985
Carton 19, Folder 39	Shut Up and Shop 1980
Carton 19, Folder 40	Sierra Club-Proposition 65 1988
Carton 19, Folder 41	Speakers Bureau 1983-1985
Carton 19, Folder 42	Speakers Bureau-Working Folder 1980-1981
Carton 19, Folder 43	Tai Chi Classes 1985
Carton 19, Folder 44	Talking Heads Ad Series 1983-1985
Carton 19, Folder 45	Telegraph Avenue Center 1985
Carton 19, Folder 46	Typefaces 1982
Carton 19, Folder 47	United Farm Workers 1986
Carton 19, Folder 48	University Avenue Remodeling 1986
Carton 20, Folder 1	Video In-Store 1984-1985
Carton 20, Folder 2	Volunteer Awards undated
Carton 20, Folder 3	Volunteer Internships 1984-1987
Carton 20, Folder 4	Volunteer Miscellany 1983-1984
Carton 20, Folder 5	Volunteer Phoning 1986-1987
Carton 20, Folder 6	Volunteer Program 1988
Carton 20, Folder 7	Worker-Owned Bakery Convention 1986
Carton 20, Folder 8	World Food Day 1983-1984

 Subseries 4.5 **Home Economist Program- Mary Gullberg's Files**

Physical Description: Carton 20, folders 9-28

Arrangement

Arranged chronologically.

Scope and Content Note

The Home Economist Program, also known as the Consumer Information Program, was a subsidiary branch of the Education Department staffed by several home economists who worked with management and store staff to help keep merchandising in the consumer interest. The files contained here are those of the home economist Mary Gullberg. Folder descriptions of these files have been maintained as Gullberg identified them. They relate primarily to her affiliation with the Consumer Information and Protection Committee, featuring minutes and agenda of the meetings, and her service with the Shattuck Avenue Center Council.

Carton 20, Folder
9
Carton 20, Folder
10-18
Carton 20, Folder
19-23
Carton 20, Folder
24-26
Carton 20, Folder
27
Carton 20, Folder
28

Consumer Information and Protection Committee 1963-1964

Consumer Protection Committee 1975-1982

Merchandising/Consumer Protection Committee 1982-1988

Shattuck Ave. Center Council 1985-1988

Donations 1987-1988

Suggestion Box Questions 1987-1988

 Subseries 4.6 **Scrapbooks/Clippings Files**

Physical Description: Cartons 21-22; Carton 23, folders 1-20

Arrangement

Arranged chronologically and then alphabetically.

Scope and Content Note

Clippings and scrapbooks regarding the Co-Op, believed to have been compiled by Mary Gullberg.

Carton 21, Folder
1-10
Carton 21, Folder
11
Carton 21, Folder
12
Carton 21, Folder
13
Carton 21, Folder
14
Carton 21, Folder
15
Carton 21, Folder
16
Carton 21, Folder
17
Carton 21, Folder
18
Carton 21, Folder
19

Co-Op News 1955-1974

Advertisements 1974

Buyword 1974

Consumer Confidential 1974

Consumer Information 1974

Consumer Legislation 1974

Home Economists 1974

Letters to the Editor 1974

Co-Op News 1975

Advertisements 1975

Carton 21, Folder 20	Buyword 1975
Carton 21, Folder 21	Consumer Confidential 1975
Carton 21, Folder 22	Current Information 1975
Carton 21, Folder 23	Consumer Legislation 1975
Carton 21, Folder 24	Cost Comparison 1975
Carton 21, Folder 25	Home Economists 1975
Carton 21, Folder 26	Letters to the Editor 1975
Carton 21, Folder 27	Lifeline 1975
Carton 22, Folder 1	Co-Op News 1976
Carton 22, Folder 2	Advertisements 1976
Carton 22, Folder 3	Buy Word 1976
Carton 22, Folder 4	Consumer Confidential 1976
Carton 22, Folder 5	Consumer Information 1976
Carton 22, Folder 6	Consumer Legislation 1976
Carton 22, Folder 7	Cost Comparison 1976
Carton 22, Folder 8	Home Economists 1976
Carton 22, Folder 9	Hyde Park Co-Op News 1976
Carton 22, Folder 10	Letters to the Editor 1976
Carton 22, Folder 11	Life Line Foods 1976
Carton 22, Folder 12	Advertisements 1977
Carton 22, Folder 13	Buyword 1977
Carton 22, Folder 14	Consumer Confidential 1977
Carton 22, Folder 15	Consumer Information 1977
Carton 22, Folder 16	Consumer Legislation 1977
Carton 22, Folder 17	Cost Comparison 1977
Carton 22, Folder 18	Home Economists 1977
Carton 22, Folder 19	Hyde Park Co-Op 1977
Carton 22, Folder 20	Letters to the Editor 1977
Carton 22, Folder 21	Lifeline 1977

Carton 22, Folder 22	Advertisements 1978
Carton 22, Folder 23	Buyword 1978
Carton 22, Folder 24	Consumer Confidential 1978
Carton 22, Folder 25	Consumer Information 1978
Carton 22, Folder 26	Consumer Legislation 1978
Carton 22, Folder 27	Cost Comparison 1978
Carton 22, Folder 28	Home Economists 1978
Carton 22, Folder 29	Hyde Park Co-Op 1978
Carton 22, Folder 30	Letters to the Editor 1978
Carton 22, Folder 31	Lifeline 1978
Carton 22, Folder 32	Advertisements 1979
Carton 22, Folder 33	Buyword 1979
Carton 22, Folder 34	Consumer Confidential 1979
Carton 22, Folder 35	Consumer Information 1979
Carton 22, Folder 36	Home Economists 1979
Carton 22, Folder 37	Hyde Park Co-Op 1979
Carton 22, Folder 38	Letters to the Editor 1979
Carton 22, Folder 39	Lifeline 1979
Carton 22, Folder 40	Lifeline Recipes 1979
Carton 22, Folder 41	Advertisements 1980
Carton 22, Folder 42	Bulk Foods With Ingredient Statements 1980
Carton 22, Folder 43	Buyword 1980
Carton 22, Folder 44	Consumer Confidential 1979
Carton 22, Folder 45	Consumer Information 1980
Carton 22, Folder 46	Home Economists 1980
Carton 22, Folder 47	Hyde Park Co-Op 1980
Carton 22, Folder 48	Letters to the Editor 1980
Carton 22, Folder 49	Lifeline 1980
Carton 22, Folder 50	Lifeline Recipes 1980

Carton 22, Folder 51	Advertisements 1981
Carton 22, Folder 52	Bulk Foods With Ingredient Statements 1981
Carton 22, Folder 53	Buyword 1981
Carton 22, Folder 54	Consumer Information 1981
Carton 22, Folder 55	Home Economists 1981
Carton 22, Folder 56	Hyde Park Co-Op 1981
Carton 22, Folder 57	Letters to the Editor 1981
Carton 22, Folder 58	Lifeline/Lifeline Recipes 1981
Carton 23, Folder 1	Advertisements 1982
Carton 23, Folder 2	Buyword 1982
Carton 23, Folder 3	Consumer Information 1982
Carton 23, Folder 4	Home Economists 1982
Carton 23, Folder 5	Hyde Park Co-Op 1982
Carton 23, Folder 6	Letters to the Editor 1982
Carton 23, Folder 7	Lifeline/Lifeline Recipes 1982
Carton 23, Folder 8	Advertisements 1983
Carton 23, Folder 9	Buyword 1983
Carton 23, Folder 10	Consumer Information 1983
Carton 23, Folder 11	Home Economists 1983
Carton 23, Folder 12	Hyde Park Co-Op 1983
Carton 23, Folder 13	Letters to the Editor 1983
Carton 23, Folder 14	Lifeline/Lifeline Recipes 1983
Carton 23, Folder 15	Buyword 1984
Carton 23, Folder 16	Consumer Information 1984
Carton 23, Folder 17	Home Economists 1984
Carton 23, Folder 18	Hyde Park Co-Op 1984
Carton 23, Folder 19	Letters to the Editor 1984
Carton 23, Folder 20	Lifeline/Lifeline Recipes 1984

Subseries 4.7 **General Operations Files**

Physical Description: Carton 29, folders 13-37; Cartons 30-36; Oversize folder 1; Box 1
Arrangement

Arranged alphabetically.

Scope and Content Note

Includes general files documenting the day to day operations of the Co-Op for which a creator could not be identified.

Carton 29, Folder
13
Carton 29, Folder
14
Carton 29, Folder
15
Carton 29, Folder
16
Carton 29, Folder
17
Carton 29, Folder
18
Carton 29, Folder
19
Carton 29, Folder
20
Carton 29, Folder
21-25
Carton 29, Folder
26
Carton 29, Folder
27
Carton 29, Folder
28
Carton 29, Folder
29
Carton 29, Folder
30-35
Carton 29, Folder
36
Carton 29, Folder
37
Carton 30, Folder
1
Carton 30, Folder
2
Carton 30, Folder
3-4
Carton 30, Folder
5
Carton 30, Folder
6
Carton 31, Folder
21
Carton 30, Folder
7
Carton 30, Folder
8

Affirmative Action 1979

Alliance Associates 1986

Annual Evaluations 1983

Asbestos Inspection 1988

Associated Cooperatives 1987

Associated Cooperatives- Board 1985-1986

Associated Cooperatives- Correspondence 1984-1986

Associated Cooperatives- Set Off Agreement 1986

Audit 1983, 1986-1987

Auditors 1983-1985

Ballot 1988

Bank of America's position on South Africa 1986

Benefits Comparison Highlights 1980-1981

Board of Directors 1975-1989

Board Training 1978

Budget 1985-1986

Bulk Mail Permit 1984

Business Plan 1984

Capital Expenditures 1985-1986

Capital Expenditure Schedule 1980

Cergro Non Foods Program 1986-1987

Certification Plaque of Good Standing from California Association of Housing Cooperatives 1965-1966

Check Cashing Policy 1983, 1988

Check Stand Procedures 1979

Carton 30, Folder 9	Christmas Tree Sale 1986
Carton 30, Folder 10	Contract Affirmative Action 1980
Carton 30, Folder 11	Co-Op Appraisal 1989
Carton 30, Folder 12	Co-Op Appraisal- Shattuck Avenue 1987
Carton 30, Folder 13	Co-Op Appraisal- University Avenue 1987
Carton 30, Folder 14	Co-Op Customer Service Procedure 1980
Carton 30, Folder 15	Co-Op Directory 1985-1986
Carton 30, Folder 16	Co-Op Dollar Information 1987
Carton 30, Folder 17	Co-Op News - change in frequency of publication 1989
Carton 30, Folder 18	Cooperative Education Program of the North Coast Cooperative 1982-1983
Carton 30, Folder 19	Cooperative League of the USA- President's Consumer Goods and Services Program Committee 1985
Carton 30, Folder 20	Cooperative League of the USA- Trustee 1985
Carton 30, Folder 21-22	Consumer Cooperative Management Association Conference 1985-1986
Carton 30, Folder 23	Consumers' Co-Op Movement In Japan 1987
Carton 30, Folder 24	Controversial Products 1983
Carton 30, Folder 25	Cost-Plus Contract and Working Funds Agreement 1984
Carton 30, Folder 26	Courtesy Clerk Dress Code 1980-1983
Carton 30, Folder 27	Courtesy Clerk Duties 1988
Carton 30, Folder 28	Credit Union 1985, 1987
Carton 30, Folder 29	Credit Union-Parking Lot 1986
Carton 30, Folder 30	Deli 1983
Carton 30, Folder 31	Department Control Reports 1979
Carton 30, Folder 32	Department Leader Meetings 1987
Carton 30, Folder 33	Dress Code 1978
Carton 30, Folder 34	Dress Code/Wages/Personnel 1973-1979
Carton 30, Folder 35-37	Due Diligence Work 1988
Carton 30, Folder 38	Ecology Center 1986
Carton 30, Folder 39	Education 1987-1988
Carton 30, Folder 40	Employee Bulletin 1985-1986

Carton 30, Folder 41	Employee Information 1987
Carton 30, Folder 42	Employee Letters 1987
Carton 30, Folder 43-45	Employee Orientation 1971-1978
Carton 30, Folder 46	Employee Salaries and Benefits 1978-1980
Carton 30, Folder 47	Energy Conservation Study of Supermarket Facilities 1986
Carton 30, Folder 48	Energy Management 1985
Carton 31, Folder 1	Evaluation of Business Plan 1984
Carton 31, Folder 2	Election 1986
Carton 31, Folder 3	Field Survey Report 1977
Carton 31, Folder 4	Finance Management and Planning 1987
Carton 31, Folder 5	Financial Data 1977-1981
Carton 31, Folder 6-9	Financial Information 1987-1988
Carton 31, Folder 10	Financial Operations Reports 1984
Carton 31, Folder 11-12	Financial Performance Reports 1978-1980
Carton 31, Folder 13-15	Financial Statements 1987-1988
Carton 31, Folder 16	Flaherty, Colie 1986-1988
Carton 31, Folder 17	Food Sales and Coverage of the Prime Grocery Shoppers in the San Francisco Area of Dominant Influence 1985
Carton 31, Folder 18	Gallant, Allan 1987
Carton 31, Folder 19-20	Goals and Objectives 1981-1982, 1984-1986
Carton 32, Folder 1	Gold 'N Rich Bylaws 1980, 1983, 1987-1988
Carton 32, Folder 2	Gold 'N Rich Minutes 1984-1987
Carton 32, Folder 3	Grievance Committee 1979-1982
Carton 32, Folder 4	Gross Margin 1986-1988
Carton 32, Folder 5	Hardware Planning 1986
Carton 32, Folder 6	In-Center and Office Staff Meetings 1987-1988
Carton 32, Folder 7	In-Center Staff Meetings- Shattuck 1987-1988
Carton 32, Folder 8	In-Center Staff Meetings- Telegraph 1988
Carton 32, Folder 9	In Center Staff Meetings- University 1987
Carton 32, Folder 10	Insurance- Directors and Officers 1989

Carton 32, Folder 11	Interest Information- 1099 1989
Carton 32, Folder 12	Internal Matters- Miscellaneous 1985-1987
Carton 32, Folder 13	Inter-Office Correspondence 1977-1978
Carton 32, Folder 14	Inventory 1987
Carton 32, Folder 15	Janitors Union 1976, 1983, 1988
Carton 32, Folder 16	Key Performance Indicators 1985-1986
Carton 32, Folder 17	Lease 1986-1987
Carton 32, Folder 18	Ling, Charles 1987
Carton 32, Folder 19	Liquor Contract Negotiations 1982
Carton 32, Folder 20	Liquor Negotiations 1985-1986
Carton 32, Folder 21-22	Loan Information 1986-1987
Carton 32, Folder 23	Management Compensation 1984-1985
Carton 32, Folder 24	Management in Stores 1985-1986
Carton 32, Folder 25	Management in Stores 1986-1987
Carton 32, Folder 26-30	Management Operating Reports 1980-1983
Carton 33, Folder 1-12	Management Operating Reports 1983-1986
Carton 33, Folder 13-16	Management Reports to the Board of Directors 1980-1983
Carton 34, Folder 1-2	Management Training 1975-1978
Carton 34, Folder 3-4	Margin Reports 1981-1986
Carton 34, Folder 5	Marin Survey- Projections 1984
Carton 34, Folder 6	Marin Task Force- Interim Report 1982
Carton 34, Folder 7	Marketing Calendar 1985-1988
Carton 34, Folder 8	Media Coverage 1987-1988
Carton 34, Folder 9	Member Appreciation Day Reports 1984-1988
Carton 34, Folder 10	Member Investment Monthly 1987
Carton 34, Folder 11	Membership Drive 1985-1986
Oversize Folder 1	Member Education Speech undated
Carton 34, Folder 12	Membership Meeting- Sign Up Sheet 1989
Carton 34, Folder 13	Membership Survey 1982

Carton 34, Folder 14	Merchandising/ Consumer Protection Committee 1987
Carton 34, Folder 15	Merchandising Policy 1982-1983, 1985
Carton 34, Folder 16	Monthly District Security Recap 1985
Carton 34, Folder 17-20	Monthly Management Reports 1985-1987
Carton 34, Folder 21	National Planning Task Force for Food Cooperatives- Report 1983
Carton 34, Folder 22	National Planning Task Force- Proposal to the National Consumer Cooperative Bank for Business Consulting Services 1984
Carton 34, Folder 23	Office Staff Meetings 1987
Carton 34, Folder 24	Orientation for New Employees 1974
Carton 34, Folder 25	Owens, Barbara 1988
Carton 34, Folder 26	Payroll Budgets 1986-1987
Carton 34, Folder 27-30	Payroll Reports 1986
Carton 34, Folder 31	Personnel 1975, 1985-1986
Carton 34, Folder 32-34	Personnel Committee 1978-1982
Carton 34, Folder 35	Personnel Committee Meeting 1977-1980
Carton 34, Folder 36	Personnel Committee Meeting- Notices of Next Meeting 1980-1981
Carton 34, Folder 37	Personnel Department 1978
Carton 34, Folder 38	Personnel/Personnel Meetings 1979-1980
Carton 34, Folder 39	Pharmacy Computer 1985
Carton 35, Folder 1	Pharmacy Planning 1986
Carton 35, Folder 2	Planning 1985-1986
Carton 35, Folder 3	Procedures 1987-1988
Oversize Folder 1	Proclamation of Co-Op Month in California 1987
Carton 35, Folder 4	Promotions/Transfers 1980-1985
Carton 35, Folder 5	"A Proposal to Consumers Coop for a Comprehensive Program of Training for Selected Employees" undated
Carton 35, Folder 6	Quality Circles 1983
Oversize Folder 1	Resolution - Consumers Cooperative of Berkeley 50th Anniversary 1987
Carton 35, Folder 7-8	Salary Grades 1978
Carton 35, Folder 9-11	Sales Reports 1985-1988
Carton 35, Folder 12	Savories- General 1986-1987
Carton 35, Folder 13	Savories Lighting 1985

Carton 35, Folder 14	Savories- Tamal Vista 1986
Carton 35, Folder 15	Security Department Policy Manual undated
Carton 35, Folder 16	Shattuck Avenue Deli undated
Carton 35, Folder 17	Shattuck Avenue Deli: Incentive Plan 1985
Carton 35, Folder 18	Shattuck Avenue Parking 1984
Carton 35, Folder 19	Shattuck Avenue Store Checks 1987
Carton 35, Folder 20	Shattuck Avenue Video 1985-1986
Carton 35, Folder 21	Sierra Natural Foods 1986-1987
Oversize Folder 1	Site map of proposed Co-op undated
Carton 35, Folder 22	Snow, Nancy 1987-1988
Carton 35, Folder 23-24	Soil Investigations 1988
Carton 35, Folder 25	Sparkle Day 1986
Carton 35, Folder 26-30	Statistics 1985
Carton 35, Folder 31	Store Systems Phase 1 1985
Carton 35, Folder 32	Structure Committee 1987
Carton 35, Folder 33	Summary Financials 1983-1984
Carton 35, Folder 34	Surveys 1982
Carton 35, Folder 35	Telegraph Avenue Deli 1984-1985
Carton 35, Folder 36	Telegraph Avenue Produce 1984
Carton 35, Folder 37	Telegraph Avenue Store Checks 1984-1987
Carton 36, Folder 1-2	Union Contract- Butchers 1987-1988
Carton 36, Folder 3	Union Contracts- Local 29 1982-1988
Carton 36, Folder 4-7	Union Contract- Retail Clerks 1983-1989
Carton 36, Folder 8-9	Unions 1985-1990
Carton 36, Folder 10-11	Unions- Local 29 1982, 1985
Carton 36, Folder 12	Unions- Local 870 1986-1987
Carton 36, Folder 13	University Avenue Lease/ Sublease 1987, 1989
Carton 36, Folder 14	University Avenue Market Analysis 1985
Carton 36, Folder 15	University Avenue Market Research 1984, 1986

Carton 36, Folder 16	University Avenue Participatory Management 1984
Carton 36, Folder 17	University Avenue Store Checks 1984-1987
Carton 36, Folder 18	Vendor Negotiations 1986
Carton 36, Folder 19	Viola, Maestas 1986-1987
Carton 36, Folder 20	Visitors- Foreign and Others 1977-1980, 1983, 1985
Carton 36, Folder 21-31	Weekly Sales Reports 1985-1988
Carton 36, Folder 32	Wells Fargo Escrow 1989
Carton 36, Folder 33-35	Miscellaneous 1940-1941, 1986-1989
Box 1, Folder 1-11	Miscellaneous 1981-1990

Series 5 **Associated Cooperatives (Affiliates) 1983-1985****Physical Description:** Carton 23, folders 21-24**Arrangement**

Arranged chronologically.

Scope and Content Note

Contains reports and board minutes of Associated Cooperatives, Inc., an organization of affiliated cooperatives nationwide.

Carton 23, Folder 21	Associated Cooperatives, Inc. M.I.S. Phase I Reports (2) 1983-1984
Carton 23, Folder 22	Associated Cooperatives, Inc. Board Minutes 1984-1985
Carton 23, Folder 23-24	Associated Cooperatives, Inc. Manager's Reports 1984-1985

Series 6 **Conference of Cooperatives Managers 1951-1967****Physical Description:** Carton 23, folders 25-48**Arrangement**

Arranged chronologically.

Scope and Content Note

Contains summary reports and proceedings of Consumer Cooperative Managers Conferences. Also included are reports, worksheets, and detailed surveys of the Urban Cooperative Development Association.

Carton 23, Folder 25	Consumer Cooperative Managers Conference-Summary Report 1951
Carton 23, Folder 26	Local Cooperative Managers Conference-Proceedings 1952
Carton 23, Folder 27-30	Consumer Cooperative Managers Conference-Proceedings 1953-1956
Carton 23, Folder 31	Consumer Cooperative Managers Conference 1957
Carton 23, Folder 32	Consumer Cooperative Managers Conference-Business Meeting 1958
Carton 23, Folder 33-37	Consumer Cooperative Managers Conference-Proceedings 1958-1963
Carton 23, Folder 38	Consumer Cooperative Managers Conference 1965
Carton 23, Folder 39	Consumer Cooperative Managers Conference-Proceedings 1965

Carton 23, Folder 40	Consumer Cooperative Managers Conference 1966
Carton 23, Folder 41	Consumer Cooperative Managers Conference-Proceedings 1966
Carton 23, Folder 42	Consumer Cooperative Managers Conference-Registrations 1966
Carton 23, Folder 43	Western Cooperative College-Cooperative Executive Management Conference 1966
Carton 23, Folder 44	Consumer Cooperative Managers Conference Proceedings 1967
	Urban Cooperative Development Association Surveys
Carton 23, Folder 45	Urban Cooperative Development Association, Report 1954
Carton 23, Folder 46	Urban Cooperative Development Association, Survey 1956
Carton 23, Folder 47	Urban Cooperative Development Association, Survey (Note: a summary of this survey is contained in folder 31) 1957
Carton 23, Folder 48	Urban Cooperative Development Association, Survey 1959

Series 7 **Legal Files 1984-1991**

Physical Description: 24- 29, folders 1-12

Arrangement

Arranged alphabetically by subject, then chronologically.

Scope and Content Note

Consists primarily of legal materials relating to the bankruptcy of the Co-Op, including court hearings, correspondence with attorneys and other documents.

Carton 24, Folder 1-2	Asset Purchase 1988
Carton 24, Folder 3	Assets, Available 1989
Carton 24, Folder 4-5	Assets, Debtors Schedule of 1988
Carton 24, Folder 6-12	Attorney Fees 1989-1991
Carton 24, Folder 13	Bank Balances 1989-1990
Carton 24, Folder 14-27	Bankruptcy (general) 1986-1991, undated
Carton 24, Folder 28-30	Bowen vs. Living Foods 1989
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