Collection Summary

Title: California Council for Adult Education

Date (inclusive): 1944-2010

Identifier/Call Number: OTAN FA 011

Creator: California Council for Adult Education

Physical Description: Twenty-nine file storage boxes + seven photo album boxes

Repository: Sacramento County Office of Education. Outreach and Technical Assistance Network.
P.O. Box 269003
Sacramento, CA 95826-9003

Abstract: The California Council for Adult Education (CCAE) has been an important adult education professional organization since the 1940s, representing administrators, teachers, support staff, students, and friends of California adult education. The collection includes print and photographic records of the State Office and managers, the State Board and officers, and the regional Sections, and it covers a fifty-six year period from 1944-2010. The archival files, especially those related to legislation, are potentially significant to researchers.

Language of Material: English

Physical Location: The materials are in the California Adult Education Archives maintained by the Outreach and Technical Assistance Network at the Sacramento County Office of Education. For current information on the location of the materials, please consult the OTAN Web site at http://www.otan.us.

Access

The collection is open for research by appointment. Please call the Outreach and Technical Assistance Network.

Publication Rights

The materials in the California Council for Adult Education (CCAE) Collection have been donated to the California Adult Education Archives and are not subject to copyright restrictions. Publications should properly reference the Archives and CCAE. See Preferred Citation.

Preferred Citation


Acquisition Information

The CCAE State Office had been paying for storage space for its archival boxes and files in the basement of the building at 1006 Fourth Street, Sacramento. A flood in the basement in 2006 demonstrated that the storage space was inadequate as well as expensive. Unfortunately, there was significant damage and many boxes could not be saved. The remaining boxes and file drawers were transferred to the second floor office. Beginning in mid-2006, the Board contracted with an Archives Consultant, Linda L. West, to begin the task of restoring, organizing, and indexing the materials. The consultant provided 170 hours of services during an eighteen month period from mid-2006 through 2008. The consultant determined the arrangement of the archives, prepared a working outline of containers, transferred archival files from the damaged containers to standard archival storage boxes, established priorities for file review and processing, and began the systematic processing of files, the flood damaged files having highest priority. Cleaning, preservation, and detailed description was completed on materials in fifteen of the twenty boxes, and sets of other items such as photo albums, handbook notebooks, and newsletters were identified. Detailed processing was suspended due to lack of funds. In June 2010, CCAE was no longer able to maintain a rented office in Sacramento, and the processed and unprocessed archives were transferred to the California State Archives at the Sacramento County Office of Education. In addition to the twenty boxes and supplemental items originally identified as the CCAE Archives, five boxes of State Office records from 1992-2007 were also included in the transfer.

Administrative History

The California Council for Adult Education (CCAE) was formed in the 1940s with the leadership of George C. Mann, Chief of the Bureau of Adult Education, then California State Department of Education (SDE). The organization has six sections, geographic regions that have been adjusted over the years with population changes. Membership includes administrators, teachers, support staff, students, and friends of California adult education. There are some institutional members and some local chapters sponsored by large school districts. CCAE sponsors annual state and section conferences for professional development and networking. The outstanding contributions of adult educators, support staff, and supporters of adult education are recognized at the conferences. Legislative advocacy is an important part of CCAE’s mission. CCAE employs a lobbyist and has been effective in initiating and sponsoring legislation that advances adult education and in fighting...
legislation that threatens to have a negative impact. A significant staff development initiative, the GED Academy, has been sponsored by CCAE for over twenty years. State management has varied over the history of the organization. During the first twenty years the Adult Education Chief of the California State Department of Education was also the Executive Director of CCAE. During succeeding years, management at the state level varied from a part-time Executive Secretary working from home to full time office personnel maintaining a state office in Sacramento with a part-time Executive Director, typically a retired adult education administrator. The organization gave up its state office in Sacramento in June 2010, but maintains a Web site, a large statewide membership, an energetic legislative effort, and state and section conferences.

Corporate Names
California Council for Adult Education
California GED Academy

Personal Names
Linda L. West
Trudy Hawkins
Angie Knott
Catherine Leps
Joyce Moore
Walt Norling
Charles O. Peterson
Lee Powers
Patricia Reed
Margaret Rogers
Don Roth
William Stitt
Camille Wickland

Subject (ERIC Thesaurus)
Adult Education
Organizations (Groups)
Conferences
Professional Education
High School Equivalency Programs

Scope and Content of the Collection
The CCAE Collection contains a wide range of materials spanning the years 1944 through 2010. The archival files, especially those related to legislation, are potentially significant to researchers. The State Office records from 1944-1993 include: correspondence, newsletters, and reports related to California legislative activity; records of state conferences; state office fiscal records including tax forms, receipts, and audit files; agendas and minutes of state board meetings and membership reports; constitutions, bylaws, officer lists, committees, and project samples and reports. Section information includes rosters, bylaws, salary surveys, and reports. State membership card files, predating the electronic membership database, cover the period 1949-1984. State Board records covering 1976-1995 include minutes, and presidents' and secretaries' files. There are detailed records from the annual state conferences of 1992-1994, 1996, 1998, 2000-2001, and 2002-2006. The GED Academy series covers 1985-2008 and includes historical files, sample materials, and management and fiscal records. Unprocessed files include: Northern Section records from 1975-1995; historians' albums from 1951-1991 from the Adult Education Association of Los Angeles (AEALA), an organization that predated the CCAE Los Angeles Metro Section, along with a carousel slide show and unmounted slides and photos; twenty-eight binders containing photo albums and handbooks; and a container of miscellaneous files covering the period 1995-2000 donated by members. Also unprocessed are four containers of State Office Records from 1992-2007, including office manager files, institutional membership and payroll deduction membership records and reports, and PayCHEX records and reports.

Arrangement of the Collection
Box 1-7  Subgroup 1 State Office Records, 1944-1993 1944-1993
Physical Description: Seven file storage boxes

Box 1-2  Series 1 Statewide Activities 1965-1991
Physical Description: Two file storage boxes

Box 1  Subseries 1-1 Legislation, Newsletters 1977-1988
Physical Description: Twenty-two folders
Scope and Content Note
- Folder 2. Legislation, 1977-1978, Bills, Reports
- Folder 4. Legislation, 1979-1980, Correspondence, Reports
- Folder 5. Legislation, 1981, Correspondence, Reports
- Folder 6. Legislation, 1982, Correspondence, Reports
- Folder 7. Legislation, 1981-1982, SB1018 (Sieroty), Ad Ed Governance/Funding
- Folder 10. Legislation, 1983, Correspondence, Reports
- Folder 11. Legislation, 1984, Correspondence, Reports
- Folder 12. Legislation, 1985, Correspondence, Reports
- Folder 13. Legislation, 1987-1988, Correspondence, Reports
- Folder 15. Legislation, 1989-1990, Correspondence, Reports
- Folder 17. Newsletters, Update on State Legislation (Silverbrand), Jul/Dec 1984
- Folder 18. Newsletters, Update on State Legislation (Silverbrand), Jan/Jun 1985
- Folder 19. Newsletters, Update on State Legislation (Silverbrand), Jul/Dec 1985
- Folder 20. Newsletters, Update on State Legislation (Silverbrand), Jan/Jun 1986
- Folder 21. Newsletters, Update on State Legislation (Silverbrand), Jul/Nov 1986
- Folder 22. CCAE Newsletters from the Capitol, 1984-1986

Box 2  Subseries 1-2 State Conferences, 1965-1996 1965-1996
Physical Description: Fifteen folders
Scope and Content Note
- Folder 2. Conferences, 1965, 1966
- Folder 5. Conferences, 1982
- Folder 6. Conferences, 1983
- Folder 7. Conferences, 1984
- Folder 8. Conferences, 1985
- Folder 9. Conferences, 1986
- Folder 10. Conferences, 1987
- Folder 11. Conferences, 1988
- Folder 12. Conferences, 1989
- Folder 13. Conferences, 1990

Box 3

Series 2 **State Office Fiscal 1958-1993**

Physical Description: Thirty-three folders

Scope and Content Note

- Folder 1. External Audit Reports, 1958-1983
- Folder 15. Legislative Employer, 1976-1986
- Folder 16. Legislative Employer, 1986-1988
- Folder 18. IRS Correspondence, 1981-1985
- Folder 19. IRS Correspondence, 1986-1993
- Folder 20. IRS 990, 1981-1982
- Folder 21. IRS 990, 1982-1983
- Folder 22. IRS 990, 1983-1984
- Folder 23. IRS 990, 1984-1985
- Folder 24. IRS 990, 1985-1986
- Folder 25. IRS 990, 1986-1987
- Folder 27. IRS 990, 1988-1989
- Folder 28. IRS 990, 1989-1990
- Folder 29. IRS 990, 1990-1991
- Folder 30. IRS 990, 1991-1992
- Folder 32. State of CA Tax Correspondence, 1986-1993
- Folder 33. Foundation

Box 4-5

Series 3 **State Board Meetings and State Membership 1957-1992**

Physical Description: Two file storage boxes
Subgroup 1 State Office Records, 1944-1993
Series 3 State Board Meetings and State Membership 1957-1992

Box 4
Subseries 3-1 **Agendas and Minutes 1957-1992**
Physical Description: Fourteen folders
Scope and Content Note
- Folder 1. Minutes, 1957 March-1959 November
- Folder 2. Minutes, 1960 March-1964 October
- Folder 5. Minutes and Agendas, 1973-1975
- Folder 8. Minutes and Agendas, 1983
- Folder 10. Agendas, Minutes, Reports, 1984-1986
- Folder 11. Agendas, Minutes, Reports, 1987-1989

Box 5
Subseries 3-2 **Membership Reports 1976-1991**
Physical Description: Eighteen folders
Scope and Content Note
- Folder 2. COABE Board, CCAE Section, & ACSA Directory Information, 1979, 1982-1985
- Folder 3. CCAE Chapter Formation, 1977-1978
- Folder 5. Institutional Members, 1977-1984
- Folder 7. Membership Recaps, 1984-1985
- Folder 8. Membership Recruitment, 1984-1985
- Folder 9. Membership Correspondence, 1984-1985
- Folder 10. Institutional Members, 1984-1985
- Folder 11. Membership Reports & Correspondence, 1985-1986
- Folder 15. Membership Reports, 1989-1990
- Folder 18. Life Members, 1981-1986

Box 6-7
Series 4 **State and Section Miscellaneous 1944-1991**
Physical Description: Two file storage boxes

File 6 : 1
Subseries 4-1 **State Organization 1963-1992**
Physical Description: Four folders
Scope and Content Note
- Folder 2. Bylaws, 1966-1992
Subgroup 1 State Office Records, 1944-1993
Series 4 State and Section Miscellaneous 1944-1991

File 6 : 2 Subseries 4-2 State Officers 1944-1991

Physical Description: Ten folders
Scope and Content Note
• Folder 5. State Officer Lists, 1944-1989
• Folder 6. Secretary Correspondence & Reports & Business Property Statements, 1970s, 1980s
• Folder 7. Past Presidents Correspondence, 1980s
• Folder 9. Historian Reports, 1967
• Folder 10. Executive Director Reports & Correspondence, 1984-1985
• Folder 11. Executive Director Reports & Correspondence, 1985-1986, 1986-1987
• Folder 12. Officer Inservice, 1989
• Folder 13. Executive Director Correspondence, 1989-1991
• Folder 14. Executive Director Reports, 1990-1991

File 6 : 3 Subseries 4-3 State Committees 1963-1990

Physical Description: Seven folders
Scope and Content Note
• Folder 15. Blue Ribbon, 1988-1989
• Folder 16. Elections/Nominations, 1970s-1980s
• Folder 17. Awards, 1976-1990
• Folder 18. Legislation, 1960s
• Folder 21. ProActive, Response to Prop 13, 1978-1979

File 6 : 4 Subseries 4-4 State Public Relations 1979-1991

Physical Description: Four folders
Scope and Content Note
• Folder 23. Press Release Samples, Adult Ed Week and others, 1970s-1990s
• Folder 24. Membership Services, 1980s
• Folder 25. CCAE Open House, 1990


Physical Description: Four folders
Scope and Content Note
• Folder 26. CA State Department of Education, 1980s
• Folder 28. CA State Consortium for Adult Education (CSCAE), 1985-1988
• Folder 29. Other, 1986, CBAE Staff Development Consortium and California Association of Vocational Education (CAVE)


Physical Description: Five folders
Scope and Content Note
• Folder 30. Adult Education Dissemination Proposal, 1988
• Folder 32. Exemplary Programs for Adults, 1990
• Folder 33. Executive Development Program (EDP), 1990
• Folder 34. Adult Basic Education (ABE) Institute Proposal
Subgroup 1 State Office Records, 1944-1993
Series 4 State and Section Miscellaneous 1944-1991

File 7 : 1 Subseries 4-7 Section Rosters and Reports 1968-1988
   Physical Description: Five folders
   Scope and Content Note
   • Folder 1. Section Board Rosters, 1968, 1986-1987
   • Folder 2. Bylaws and New Sections
   • Folder 3. New Los Angeles Section, 1984-1988
   • Folder 5. Salary Survey, 1986

File 7 : 2 Subseries 4-8 Sections 1960-1999
   Physical Description: Twenty-two folders
   Scope and Content Note
   • Folder 6. Bay Section, 1977-1979
   • Folder 7. Bay Section, 1980-1981
   • Folder 8. Bay Section, Chapter Formation, 1981-1990
   • Folder 9. Bay Section, 1984-1986
   • Folder 10. Bay Section, Bylaws, New Member Recruitment/Retention, 1988-1989
   • Folder 11. Bay Section, 1989-1990
   • Folder 12. Bay Section, 1990-1991
   • Folder 13. Central Sections, 1970s
   • Folder 14. Central Sections, 1980s
   • Folder 15. Central Sections, 1990s
   • Folder 16. Los Angeles Metro Section, 1980s
   • Folder 17. Los Angeles Metro Section, 1990s
   • Folder 18. Northern Section, 1970s
   • Folder 19. Northern Section, 1980s
   • Folder 20. Northern Section, 1990s
   • Folder 21. South Coast Section, 1960s-1970s
   • Folder 22. South Coast Section, 1980-1981
   • Folder 23. South Coast Section, 1983-1989
   • Folder 24. South Coast Section, 1990-1991
   • Folder 25. Southern Section, 1970s
   • Folder 26. Southern Section, 1980s
   • Folder 27. Southern Section, 1990s

Box 8-9 Subgroup 2 State Membership Files 1949-1984
   Physical Description: Two file storage boxes

Box 8 Series 5 Northern Sections 1949-1984
   Physical Description: One file storage box

File 8 : 1 Subseries 5-1 Bay Section 1949-1984
   Physical Description: 3 x 5 card file boxes
   Scope and Content Note
   • Historical A-L, oldest 1949, Alice Coffee, Albany
   • Historical M-Z, oldest 1949, Betty Nielsen, Oakland

File 8 : 2 Subseries 5-2 Central Section 1951-1984
   Physical Description: 3 x 5 card file boxes
   Scope and Content Note
   • Historical A-Z, oldest 1951, Beulah Turner, Bakersfield
Subgroup 2 State Membership Files 1949-1984
Series 5 Northern Sections 1949-1984

File 8 : 3 Subseries 5-3 Northern Section 1949-1984
Physical Description: 3 x 5 card file boxes
Scope and Content Note
• Historical A-Z, oldest 1949, Louisa Nichols, Sacramento

Box 9 Series 6 Southern Sections 1950-1984
Physical Description: One file storage box

File 9 : 1 Subseries 6-1 South Coast Section 1950-1984
Physical Description: 3 x 5 card file boxes
Scope and Content Note
• Historical, A-E
• Historical, F-L
• Historical, M-R
• Historical, S-Z

File 9 : 2 Subseries 6-2 Southern Section 1955-1984
Physical Description: 3 x 5 card file boxes
Scope and Content Note
• Historical, A-K, Oldest 1955, Helen Garrett, San Diego
• Historical, L-Z, Oldest 1955, Geraldine Stevens, San Diego

Box 10-12 Subgroup 3 State Board Records 1976-1984
Physical Description: Three file storage boxes

Box 10 : 1 Series 7 State Board Minutes 1976-1984
Physical Description: Fourteen folders
Scope and Content Note
• Folder 1. Minutes, 1976-1981
• Folder 2. Reports, 1981-1982
• Folder 3. Committees, 1976-1982
• Folder 6. Minutes, 1981 September-1983 September
• Folder 7. Budget, 1977-1984
• Folder 8. Membership 1981-1983
• Folder 9. Awards, 1982
• Folder 10. Secretary Reports, 1981-1983
• Folder 11. Procedures/Bylaws, 1983
• Folder 12. Committees, 1982-1983
• Folder 13. Correspondence, 1983
• Folder 14. Sample Communicator, 1984 January
### Box 10 : 2
#### Series 8 Presidents' Records 1980-1983
- Physical Description: Nine folders
- Scope and Content Note
  - Folder 15. Board Meeting Agendas and Minutes, 1981-1982
  - Folder 16. Board Meeting, Agenda and Attachments, 1983 January 8
  - Folder 17. Sections, 1981-1983
  - Folder 21. Legislation, 1982
  - Folder 22. Correspondence, General, 1982 January-1983 January
  - Folder 23. Correspondence, Community College Issues, March-May 1982

### Box 11
#### Series 9 Presidents' and Secretary's Files 1982-1989
- Physical Description: Eighteen folders

File 11 : 1
- Subseries 9-1 Peterson, Charles O., President 1982-1983
  - Physical Description: One folder
  - Scope and Content Note
    - Folder 1. Files

File 11 : 2
- Subseries 9-2 Wickland, Camille, President 1983-1984
  - Physical Description: One folder
  - Scope and Content Note
    - Folder 2. Files

File 11 : 3
- Subseries 9-3 Roth, Don, President 1984-1985
  - Physical Description: One folder
  - Scope and Content Note
    - Folder 3. Files

File 11 : 4
- Subseries 9-4 Leps, Catherine, President 1985-1986
  - Physical Description: One folder
  - Scope and Content Note
    - Folder 4. Files

File 11 : 5
- Subseries 9-5 Powers, Lee, President 1986-1987
  - Physical Description: Two folders
  - Scope and Content Note
    - Folder 5. Officers, meeting agendas and minutes
    - Folder 6. Budget, membership, legislation, executive director, publications

File 11 : 6
- Subseries 9-6 Reed, Patricia, President 1987-1988
  - Physical Description: Two folders
  - Scope and Content Note
    - Folder 7. Officers, meeting agendas and minutes, budget, legislation, executive director, committees and appointments
    - Folder 8. Membership, publications
File 11:7 Subseries 9-7 Norling, Walt, Secretary 1987-1988
  Physical Description: Five folders
  Scope and Content Note
  • Folder 9. Board meeting, 1987 July 25
  • Folder 10. Board meeting, 1987 September 26
  • Folder 11. Board meeting, 1988 January 30
  • Folder 12. Board meeting, 1988 May 1
  • Folder 13. Legislation

File 11:8 Subseries 9-8 Stitt, William, President 1988-1989
  Physical Description: One folder
  Scope and Content Note
  • Folder 14. Files

File 11:9 Subseries 9-9 Norling, Walt, Secretary 1988-1989
  Physical Description: Four folders
  Scope and Content Note
  • Folder 15. Board Meeting, 1988 August 27
  • Folder 16. Board Meeting, 1988 January 7
  • Folder 17. Board Meeting, 1988 April 27
  • Folder 18. Legislation

Box 12 Series 10 State Board Files 1989-1995
  Physical Description: Forty folders

File 12:1 Subseries 10-1 Rogers, Margaret, (Northern Section) State Secretary 1989-1991
  Physical Description: Ten folders
  Scope and Content Note
  • Folder 1. General, 1989-1990
  • Folder 2. 1989 July
  • Folder 3. 1989 September
  • Folder 4. 1989 December
  • Folder 5. 1990 April
  • Folder 7. 1990 July
  • Folder 8. 1990 October
  • Folder 9. 1991 January
  • Folder 10. 1991 April

File 12:2 Subseries 10-2 Moore, Joyce (South Coast Section) Representative, State Secretary 1993-1995
  Physical Description: Seven folders
  Scope and Content Note
  • Folder 1. Board meetings, 1993-1994
  • Folder 2. Newsletters, 1993-1994
  • Folder 3. Board meetings, 1994-1995
  • Folder 4. Newsletters, 1994-1995
  • Folder 5. Correspondence, 1994
  • Folder 7. Board members, 1995-1996
File 12 : 3  Subseries 10-3 Hawkins, Trudy (LA Metro Section), State Treasurer 1992-1995

Physical Description: Ten folders
Scope and Content Note
• Folder 1. CCAE State Office
• Folder 2. Handbook for Treasurer
• Folder 3. CCAE's Legislative Network
• Folder 4. Membership
• Folder 5. Chapter formation
• Folder 6. Automatic payroll deduction
• Folder 7. Meetings, workshops, conferences
• Folder 8. Social, fundraisers
• Folder 9. Recognition
• Folder 10. Newsletters


Physical Description: Thirteen folders
Scope and Content Note
Incomplete office files
• Folder 1. Treasurer's reports, 1992, 1993
• Folder 2. Constitution, 1993 edition
• Folder 3. Executive Director, job description, report
• Folder 4. Board minutes, 1992 January 11
• Folder 5. Board minutes, 1992 April 26
• Folder 6. Board minutes, 1992 April 18
• Folder 7. Board minutes, 1992 September 19
• Folder 8. Board minutes, 1993 May 2
• Folder 9. Board minutes, 1993 July 1
• Folder 10. Board minutes, 1993 October 8-9
• Folder 11. Board minutes, 1994 January 8
• Folder 12. Board minutes, 1994 May 1
• Folder 13. Leg Day, 1993 March


Physical Description: Two file storage boxes


Physical Description: Thirty-three folders
Subgroup 4 State Conferences 1992-2006


  Physical Description: Fifteen folders
  Scope and Content Note
  • Folder 1. Final Report
  • Folder 2. Planning
  • Folder 3. Budget
  • Folder 4. Publicity
  • Folder 5. Hotel
  • Folder 6. Meals
  • Folder 7. Workshops
  • Folder 8. Vendors
  • Folder 9. Speakers
  • Folder 10. Awards
  • Folder 11. Registration
  • Folder 12. Audio-visual
  • Folder 13. Correspondence
  • Folder 14. Committees
  • Folder 15. Evaluations

  Physical Description: Six folders
  Scope and Content Note
  • Folder 1. Final Report
  • Folder 2. Planning
  • Folder 3. Publicity/Registration
  • Folder 4. Hotel
  • Folder 5. Program
  • Folder 6. Committees

File 13 : 3  Subseries 11-3 Conference 1994 1994
  Physical Description: Ten folders
  Scope and Content Note
  • Folder 1. Planning
  • Folder 2. Committees
  • Folder 3. Publicity/Registration
  • Folder 4. Program
  • Folder 5. Awards
  • Folder 6. Hotel
  • Folder 7. Fiscal
  • Folder 8. Art
  • Folder 9. Correspondence
  • Folder 10. Evaluations

File 13 : 4  Subseries 11-4 Conference 1996 1996
  Physical Description: One folder
  Scope and Content Note
  Program only

  Physical Description: One folder
  Scope and Content Note
  Program only
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<td>Folder 4. Fiscal</td>
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<td>Folder 5. Hotel</td>
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<td>Folder 6. Membership/Publicity/Registration</td>
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<td>Folder 7. Workshops</td>
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File 14 : 3  Subseries 13-3 Conference 2004 2004
Physical Description: Three folders
Scope and Content Note
• Folder 1. Conference Program
• Folder 2. Flyers, Publicity, Registration
• Folder 3. Awards Luncheon Program

File 14 : 4  Subseries 13-4 Conference 2005 2005
Physical Description: Three folders
Scope and Content Note
• Folder 1. Conference Program/Planner
• Folder 2. Registration
• Folder 3. State Awards Program and Other Events

Physical Description: Five folders
Scope and Content Note
• Folder 1. Planning
• Folder 2. Hotel
• Folder 3. Publicity/Registration
• Folder 4. Vendors
• Folder 5. Programs

Box 15-16  Subgroup 5 GED Teacher Academy 1985-2008
Physical Description: Two file storage boxes

File 15 : 1  Series 14 GED Teacher Academy, Background 1985-2002
Physical Description: Two folders
Scope and Content Note
• Folder 1. GED Teacher Academy, A Brief History, 1985-2002
• Folder 2. Historical Files

Physical Description: Three folders
Scope and Content Note
• Folder 1. Academy II, Clean participant copy
• Folder 2. Academy I, Working copy, notes for 2001 revision
• Folder 3. Academy II, Working copy, notes for 2001 revision

File 15 : 3  Series 16 GED 2002 National Training Institute, Orlando, Florida 2001 April 23-25
Physical Description: One folder
Scope and Content Note
• Participant Notebook
Series 17 GED Teacher Academy, 2001-2002

Physical Description: Two folders
Scope and Content Note
- Folder 1. Academy I, Draft Master
- Folder 2. Academy II, Draft Master

Series 18 GED Teacher Academy, 2002-2005

Physical Description: One folder
Scope and Content Note
- Academy II, participant notebook

Series 19 GED Teacher Academy, 2007-2008

Physical Description: Two folders
Scope and Content Note
- Folder 1. Academy I, Participant Notebook
- Folder 2. Academy II, Participant Notebook

Series 20 GED Teacher Academy, Workshop management and fiscal records 2002-2006

Physical Description: Unprocessed materials

Series 21 Northern Section, Earlier Records 1971-1992

Physical Description: Four notebooks
Scope and Content Note
- Unprocessed

Series 22 Northern Section, Later Records 1993-1997

Physical Description: Two notebooks
Scope and Content Note
- Unprocessed

Subgroup 7 Adult Education Association of Los Angeles (AEALA) 1951-1991

Physical Description: Two file storage boxes
Scope and Content Note
This organization pre-dated the CCAE LA Metro Section.

Series 23 AEALA Historians' Albums 1951-1991

Physical Description:
Scope and Content Note
- Unprocessed
| Box 20 | Series 24 **Slides and Photos 1951-1991**  
| | Physical Description:  
| | Scope and Content Note  
| | • Carousel Slide Show, Slides, Unmounted Photos, unprocessed |
| | Physical Description: Four file storage boxes  
| | Scope and Content Note  
| | • Primarily 1998-2004 |
| Box 21 | Series 25 **Office Manager Files, Alpha by Topic, A - Q 1992-2007**  
| | Physical Description: Forty-four folders  
| | Scope and Content Note  
| | • Files have been purged. Some folders, i.e. lease, are empty. |
| Box 22 : 1 | Series 26 **Office Manager Files, Alpha by Topic, R - W 1998-2003**  
| | Physical Description: Seventeen folders  
| | Scope and Content Note  
| | • Important contents include tax returns, 1998-2002 |
| | Physical Description: Twenty-six folders  
| | Scope and Content Note  
| | • Alpha by agency, mixed. |
| Box 23 | Series 27 : 2 **Membership, Institutional and Payroll Deduction 2005-2007**  
| | Physical Description: Forty-one folders  
| | Scope and Content Note  
| | • Alpha by agency, mixed |
| Box 24 : 1 | Series 28 **Membership Deposit Reports 2000-2006**  
| | Physical Description: Five envelopes |
| Box 24 : 2 | Series 29 **PayCHEX Records and Reports 1994-2006**  
| | Physical Description: Thirteen envelopes |
| Box 25 | Subgroup 9 **CCAE Communicator newsletters 1990-2007**  
| | Physical Description: One crate  
| | Scope and Content Note  
| | • Incomplete collection |
| Box 26-29 | Subgroup 10 **Unprocessed Materials 1981-2010**  
<p>| | Physical Description: Four file storage boxes, seven photo album boxes |</p>
<table>
<thead>
<tr>
<th>Box 26</th>
<th><strong>Series 30 Miscellaneous Unprocessed Files 1995-2000</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Physical Description:</strong> One file storage box</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 27-29</th>
<th><strong>Series 31 Notebooks and Albums 1981-2010</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Physical Description:</strong> Three file storage boxes and seven photo album boxes</td>
</tr>
<tr>
<td></td>
<td><strong>Scope and Content Note</strong></td>
</tr>
<tr>
<td></td>
<td>• Bylaw notebooks, Office Handbooks, Board minutes unprocessed</td>
</tr>
<tr>
<td></td>
<td>• Photo album boxes</td>
</tr>
</tbody>
</table>