Inventory of the Department of Education Records

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Inventory of the Department of Education Records

Inventory: F3752

California State Archives
Office of the Secretary of State
Sacramento, California

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Agency History
California's 1849 Constitution provided for the election of a state Superintendent of Public Instruction and for a system of common schools. Supervision of California's educational system was carried out by the State Board of Education with the Superintendent of Public Instruction acting as its executive officer. The first foundations of a State Department of Education were laid in 1913 when the Legislature provided for the appointment of three commissioners (in elementary, secondary, and vocational education) to assist the Superintendent (Stats. 1913, ch. 694). An official Department of Education was created by law in 1921 succeeding to the powers and duties of the State Board of Education (Stats. 1921, ch. 605). The State Board continued on as a governing body with the Superintendent acting as Director of Education. Initially the Department included Divisions of Elementary Schools, Secondary Schools, Physical Education, Normal and Special Schools, Immigrant Education, Statistics, Credentials, Attendance, and a Legal Division.

As a result of two studies commissioned by the Legislature, the Mills Report of 1944 and the Strayer Report of 1945, the Department carried out a major reorganization consolidating twenty-two divisions into six: Divisions of Departmental Administration, Special Schools and Services, Instruction, Libraries, Public School Administration, and State Colleges and Teacher Education.
The Department's activities greatly expanded as federal appropriations increased with the passage of the National Defense Education Act of 1958 and the Elementary and Secondary Education Act of 1965. The California State Legislature appropriated more funds for new education programs with the Miller-Unruh Basic Reading Act of 1965, the McAteer Act of 1963, S.B. 1302 of 1972 (early childhood education), and the Bilingual Education Act of 1972.

In 1972 the Department attempted an innovative reorganization, the Education Program Matrix, to improve service to local education agencies, to coordinate the Department's various educational programs, and to improve departmental communications. (See EDUCATION PROGRAM MATRIX.) The Matrix was dissolved in 1975 and replaced by Education Program Management.

Scope and Content
The first California State Constitution required the State Legislature to provide for the election of a Superintendent of Public Instruction by the people (Const. 1849, Art. IX, Sec. 1). In 1851 the Legislature passed a law which provided for the Superintendent's election and which described his powers and duties (Stats. 1851, ch. 126). In 1852 the Superintendent was designated a member of the State Board of Education to act as the Board's secretary and executive officer (Stats. 1852, ch. 53). The law creating the State Department of Education included a section to make the Superintendent of Public Instruction the Director of Education and vested in him all the executive and administrative functions of the Department.

In addition to his duties in connection with the State Board and the State Department, the Superintendent also serves as an ex-officio member of the Board of Trustees of the California State Colleges and Universities, and of the Regents of the University of California. He also serves as an ex-officio member and advisor on educational matters to various boards, commissions, and councils, e.g., the California Commission on the Status of Women, the State Teacher's Retirement Boards, and the Board of Governors of the California Maritime Academy.

The records include the administrations of Vierling Kersey (1929-37), Walter Dexter (1937-45), Roy Simpson (1945-63), Max Rafferty (1963-70), and Wilson Riles (1971-82).

Vierling Kersey was an appointee to the vacant office of the Superintendent of Public Instruction by Governor Young. Assuming office on Feb. 11, 1929, Kersey was re-elected in 1930 and 1934, but in turn resigned in 1935 to become County Superintendent of Schools in Los Angeles County. A native of Los Angeles, Kersey graduated from Los Angeles Normal School (later known as the University of California at Los Angeles), later receiving a B.A. and M.A. from the University of Southern California. From teaching, holding principalships and directorships of Continuation Education in various schools, he advanced to the State Superintendentcy.

Governor Frank Merriam appointed Walter F. Dexter in 1937 to replace Kersey. Re-elected in 1938 and 1942, Dexter died in office on October 21, 1945. Born in Chicago, Dexter as a child moved with his parents to a farm in Iowa. With a B.A. from Penn College and an M.A. from Columbia University, he then earned a masters and a doctorate in education at Harvard. After teaching a few years at Earlham College, Franklin College, and the University of Virginia, Dexter came to California as president of Whittier College and served in that capacity for eleven years. At the time of his appointment as Superintendent of Public Instruction, he was Governor Merriam's executive secretary.

On November 6, 1945, Governor Earl Warren appointed Roy Simpson as Dexter's successor. Re-elected every four years until his retirement in 1963, Simpson holds the record for the longest tenure as Superintendent. Simpson was born in Santa Rosa, California in 1893. After graduating from Claremont College, he served as a sargeant in the U.S. Army from 1917 to 1919. On his return from the service, he held positions as a teacher, principal, district superintendent, and city superintendent before his appointment by Governor Warren.

Max Rafferty was elected Superintendent of Public Instruction in 1962 and was re-elected in 1966. Born in New Orleans in 1917, he moved to California in 1931. After graduation from Beverly Hills High School, he attended the University of California at Los Angeles where he received his B.A. in 1938. He served as a public school teacher, vice-principal, principal, and district superintendent before his election to state office. He also earned two graduate degrees: an M.A. from U.C.L.A. and a doctorate from U.S.C. Dr. Rafferty was defeated for re-election by Wilson Riles in 1970.

Wilson Riles was elected in 1970 and re-elected in 1974 and 1978. Riles was born near Alexandria, Louisiana in 1917. Moving with his foster parents to Arizona in 1936, he entered Arizona State University in Flagstaff where he received his B.A. in 1940. After teaching for three years and serving in the U.S. Army Air Corps for two years, Riles re-entered college earning an M.A. in school administration. He taught and was a school administrator before coming to California in 1954 as a Regional Secretary of Fellowship of Reconciliation, a religious organization. Riles joined the Department of Education in 1958 as an educational consultant. In 1965 he was appointed as Associate Superintendent in charge of the Compensatory Education and in 1969 he advanced to Deputy Superintendent. Wilson Riles was defeated in his bid for re-election by L. Bill Honig in 1982.

Indexing Terms
The following terms have been used to index the description of this collection in the library's online public access catalog.
California. Dept. of Education
Education policy and development
Educational administration and organization

**Related Material at the California State Archives**

Board of Education Records

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**F3752:462-470**

**Series 1 History and Organization Files 1932-1981**

- **Physical Description:** 9 file folders
- **Arrangement**
  - Arranged chronologically.
- **Scope and Content**
  - Reports, memoranda, and organizational charts trace the development, functions, and organization of the Department of Education.

**Superintendent of Public Instruction 1929-1982**

- **Scope and Content Note**
  - The records include the administrations of Vierling Kersey (1929-37), Walter Dexter (1937-45), Roy Simpson (1945-63), Max Rafferty (1963-70), and Wilson Riles (1971-82).

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**F3752:471-492**

**Series 1 Press Releases 1946-1970**

- **Physical Description:** 22 file folders
- **Arrangement**
  - Arranged chronologically by date of release.
- **Scope and Content Note**
  - Press releases issued by the Superintendent and the State Board of Education announcing appointments, calling conferences, making policy statements, regarding distribution of funds, and announcing special programs and projects.

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**Vierling Kersey 1929-1937**

**F3752:493-541**

**Series 1 Subject Files 1933-1937**

- **Physical Description:** 47 file folders
- **Arrangement**
  - Arranged alphabetically by subject or correspondent and chronologically thereunder.
- **Scope and Content Note**
  - Correspondence, memoranda, reports, and minutes reflect the Superintendent's role as both an administrator and chief spokesman for the Department. The records mirror the effects of the Depression on education in California including the administration of education related state and federal relief programs such as the National Youth Administration and the Civilian Conservation Corps. The concerns regarding school building standards which surfaced following the Long Beach earthquake of 1933 are also covered. The development of early childhood, audio-visual, and adult education programs is also outlined.

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**Walter Dexter 1937-1945**
Series 1 Subject Files 1937-1945

Physical Description: 53 file folders
Arrangement
Arranged alphabetically by subject or correspondent and chronologically thereunder.
Scope and Content Note
Correspondence, memoranda, reports, and minutes reflect the Superintendent's role as an administrator and as chief spokesman for the Department. The records mirror the effects of World War II on education in California including the administration of emergency wartime programs such as War Production Training and Readjustment Education (veteran's education). Also included are materials concerning the War Relocation Authority, and problems arising from the return of Japanese evacuees and their eventual reintegration into the public school system.

Roy Simpson 1945-1963

Series 1 Subject Files 1946-1961

Physical Description: 66 file folders
Arrangement
Arranged alphabetically by subject or correspondent and chronologically thereunder unless otherwise noted.
Scope and Content Note
Correspondence, memoranda, reports, and minutes emphasize the Superintendent's role as chief spokesman for the Department. The records show Simpson's involvement in the growth of higher education and specifically the development of the Master Plan for Higher Education in California (1960). Files pertaining to particular State Colleges contain correspondence with college administrators including an extensive Department investigation of alleged mismanagement at Humboldt State College (1949). Records concerning legislation encompass the Department's involvement with federal and state education legislation, and the Joint Interim Committee on the Public Education System (1958-60). Also included are files concerning controversy over state textbook adoption process (1955-56).

Series 2 Department Investigations 1936-1962

Physical Description: 79 file folders, 13 photographs
Arrangement
Arranged alphabetically by subject and chronologically thereunder.
Scope and Content Note
Correspondence, memoranda, minutes, reports, testimony, transcripts, legal documents, and textbooks concern Department and/or legislative investigations of alleged subversive, corrupt, or illegal activities within the Department of Education. Records particularly emphasize the adoption of textbooks: Pacific Relations (1936-38), Thinking, Speaking, and Writing (1937-43), and the Building America series (1946-49). Controversy over Department textbook disposal policies is also covered (1953-62). Other records pertain to investigations of Harry C. Steinmetz, associate professor at San Diego State College, for alleged subversive activities; investigation of the California School for the Deaf for mistreatment of students; investigation of the California Labor School suspected of being a communist front; and, various Department personnel actions. Also included are 13 black and white photographs of the transfer of surplus textbooks to the Philippines and the West Indies (1962).

Max Rafferty 1963-1970
<table>
<thead>
<tr>
<th>Series</th>
<th>Description</th>
</tr>
</thead>
</table>
| F3752:743-828 | General Correspondence 1963-1970  
Physical Description: 85 file folders  
Arrangement  
Arranged alphabetically by subject or correspondent and chronologically thereunder.  
Scope and Content Note  
Correspondence, memoranda, reports, and minutes emphasize the Superintendent's role as chief spokesman for the Department. The files contain correspondence with the general public and professional educators concerning a wide variety of volatile social issues relating to education such as: the influence of Communism on education; the teaching of evolution vs. creation science; the controversy over Angela Davis, a professor at U.C.L.A.; alleged pornographic and radical political elements in school textbooks and library books; and, sex education. Material relating to Department administration is limited. |
| F3752:829-839 | Campaign Correspondence 1962-1970  
Physical Description: 11 file folders  
Arrangement  
Arranged chronologically.  
Scope and Content Note  
Correspondence from supporters of Rafferty's three campaigns for Superintendent of Public Instruction (1962, 1966, and 1970) and his campaign for the U.S. Senate (1968). |
| F3752:840-843 | Textbooks 1962-1967  
Physical Description: 4 file folders  
Arrangement  
Arranged chronologically.  
Scope and Content Note  
Correspondence, memoranda, and reports concerning the evaluation and adoption of textbooks - specifically, public and governmental criticism and revisions of the social science textbook, Land of the Free. |
Physical Description: 9 file folders  
Arrangement  
Arranged chronologically.  
Scope and Content Note  
An incomplete series of Rafferty's nationally syndicated newspaper column which addressed a wide spectrum of education issues. |
Physical Description: 3 file folders  
Arrangement  
Arranged chronologically.  
Scope and Content Note  
Selected speeches delivered by Rafferty before education, civic, labor, and religious organizations in his capacity as Superintendent of Public Instruction or as candidate for the U.S. Senate. |

### Wilson Riles 1971-1982
<table>
<thead>
<tr>
<th>Series</th>
<th>Description</th>
</tr>
</thead>
</table>
| **1** General Correspondence 1971-1973 | Physical Description: 75 file folders  
Arrangement  
Arranged alphabetically by subject or correspondent and chronologically thereunder.  
Scope and Content Note  
Correspondence, memoranda, and reports reflect Riles' role in the development of individualized education programs such as bilingual-bicultural, migrant, early childhood, compensatory, mentally gifted, and handicapped education. Correspondence with the general public and professional educators pertains to the above mentioned programs as well as: specific problems in local school districts; problems concerning ethnic minorities such as bussing, integration, and discrimination; and, restructuring of school finance following the State Supreme Court decision in Serrano vs. Priest (1971-72). |
| **2** Associations, Organizations, and Committees 1971-1973 | Physical Description: 35 file folders  
Arrangement  
Arranged alphabetically and chronologically thereunder.  
Scope and Content Note  
Correspondence, memoranda, minutes, and reports reflect the Superintendent's involvement with such groups as the State Board of Education, the Task Force for Early Childhood Education, the California Teachers Association, and the NAACP. |
| **3** Speeches 1971-1973 | Physical Description: 5 file folders  
Arrangement  
Arranged chronologically.  
Scope and Content Note  
Copies of speeches delivered to educational organizations, legislative committees, and civic groups, and statements for press conferences, television appearances, and radio spots covering such topics as quality of education, school financing, legislation, development of educational programs, and departmental reorganization. |
| **4** County Files 1971-1973 | Physical Description: 8 file folders  
Arrangement  
Arranged alphabetically by county.  
Scope and Content Note  
Correspondence, memoranda, and reports. Contains primarily correspondence with local school officials concerning early childhood education, remedial reading, special education, bilingual education, school finance, and integration. |
Chief Deputy Superintendent of Public Instruction 1962-1982

Scope and Content Note
The Chief Deputy directs the daily, routine administration of the State Department of Education. He is responsible for the effective implementation of departmental policies and programs. The Chief Deputy acts as the Superintendent's representative on various boards, committees, and commissions of which the Superintendent is as ex-officio member - e.g., Committee on Credentials (Commission for Teacher Preparation and Licensing), the Curriculum Commission (Curriculum Development and Supplemental Materials Commission), and the Governing Board of the California Maritime Academy. He also headed the Division of Departmental Administration from 1945 to 1970. In more recent years (about 1973 on) the Chief Deputy has delegated this responsibility to his subordinates. As the Department has grown the Chief Deputy's actual involvement on the program level has decreased while his administrative and public relations responsibilities have increased. Represented in this sub-group are the administrations of Everett Calvert (1962-1970), Milton Babitz (1970-71), Walter Coultas (1971-73), and Donald McKinley (1973-82).

Everett Calvert 1962-1970

F3752:980-1001 Series 1 Administrative Files 1958-1968

Physical Description: 22 file folders
Arrangement
Arranged alphabetically by Division and chronologically thereunder.
Scope and Content Note
Correspondence, memoranda, minutes, and reports. Files reflect the Chief Deputy's administrative and supervisorial duties as follows: Cabinet - executive staff meetings; Division of Departmental Administration - Attorney General's opinions; Division of Higher Education - development of junior colleges; Division of Instruction - vocational education, driver education, National Defense Education Act programs, school libraries, audio-visual education, foreign languages, physical education, and mentally gifted student programs; Division of Public School Administration - school finance, school district organization, school lunches, and textbooks (especially Land of the Free); Division of Special Schools and Services - California School for the Deaf; and, Office of Compensatory Education - relating to creation of.


Physical Description: 18 file folders
Arrangement
Arranged alphabetically by subject or type and chronologically thereunder.
Scope and Content Note
Correspondence, memoranda, analyses, reports, press releases, and testimony.

1 Bills 1964-1967

Physical Description: 9 file folders
Scope and Content Note
Material arranged by bill number. Files trace the development of Department sponsored legislation primarily in the 1967 Regular Session. Included is correspondence with the legislature and the Governor expressing support, opposition, or suggesting amendments to legislation. Bills (1967 Reg. Session) emphasized are: AB272 (school finance), AB451 (Commission of Credentials Reform), SB242 (Development Centers for handicapped minors), SB311 (common State curriculum), SB669 (Junior College Governance), SB1125 (private schools, and SCA12 (method of selecting the Superintendent of Public Instruction and the State Board of Education). Also federal legislation 1964-65, particularly programs relating to the Economic Opportunity Act of 1964.
2 Committees 1965-1968
   Physical Description: 1 file folder
   Scope and Content Note
   Reports and miscellaneous testimony presented to legislative education and finance committees.

3 Correspondence 1964-1969
   Physical Description: 5 file folders
   Scope and Content Note
   With the general public, legislators, and the Governor.

4 General 1964-1965
   Physical Description: 1 file folder
   Scope and Content Note
   Position papers and analyses.

5 Programs 1964-1968
   Physical Description: 1 file folder
   Scope and Content Note

Series 3 Program Files 1962-1969
   Physical Description: 46 file folders
   Arrangement
   Arranged alphabetically by program title and as specifically noted thereunder.
   Scope and Content Note
   Correspondence, memoranda, reports, project proposals, and minutes.

1 Bill of Rights Project 1962-1967
   Physical Description: 3 file folders
   Scope and Content Note
   State Board of Education project to develop a curriculum guide for teaching the Bill of Rights.

2 County School Services Fund (CSSF) Projects 1964-1969
   Physical Description: 18 file folders
   Scope and Content Note
   General files arranged alphabetically by county. Project areas include: curriculum development, administrative services, automatic data processing, cooperative regional projects, educational television, publications, research, evaluation studies, and physicacl education testing.
### 3 Elementary and Secondary Education Act (ESEA) Projects 1965-1969

**Physical Description:** 24 file folders  
**Scope and Content Note**  
Concerns state and local education agency projects funded by federal grants under ESEA of 1965 to strengthen and improve educational quality and educational opportunities in schools. Files are arranged by ESEA Title number. The primary emphasis is on Title V which provided funds to strengthen State Departments of Education. Title V project areas included: automatic data processing; program evaluation; curriculum development in conservation, social science, arts, humanities, and physical education; administrative, consultant, and informational services; studies and research projects; educational television; staff training; Mexican-American, early childhood, and handicapped education; and, Departmental reorganization. Beginning in 1968 the State Department of Education also awarded Title V monies to local educational agencies in more or less the same project areas.

**F3752:1066-1108**  
Series 4 **Boards, Committees, and Commissions 1961-1969**  
**Physical Description:** 42 file folders, 10 photographs  
**Arrangement**  
Arranged alphabetically.  
**Scope and Content Note**  
Correspondence, memoranda, minutes, and reports. Files pertaining to groups of which the Superintendent of Public Instruction is an ex-officio member (represented by the Chief Deputy) and advisory bodies created by the Department, the Legislature, the Governor, and/or the State Board of Education. For example: Advisory Committee on County School Service Fund Projects, California Maritime Academy (Board of Governors), Committee/Commission of Credentials, Departmental Legislative Committee, State Board of Education, and State Curriculum Commission. Also included are 10 black and white photographs depicting California Maritime Academy activities which are filed separately.

**F3752:1109-1124**  
Series 5 **Associations and Organizations 1965-1968**  
**Physical Description:** 16 file folders  
**Arrangement**  
Arranged alphabetically.  
**Scope and Content Note**  
Correspondence, memoranda, minutes, reports, and analyses. Pertains to the Chief Deputy's involvement with professional education groups such as the California Association of School Administrators, the California Junior College Association, the California School Boards Association, and the California Teachers Association.

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**Milton Babitz 1970-1971**

**F3752:1125-1159**  
Series 1 **General Correspondence 1970-1971**  
**Physical Description:** 35 file folders  
**Arrangement**  
Arranged alphabetically by correspondent or subject.  
**Scope and Content Note**  
Incoming and outgoing correspondence primarily with the general public and school officials concerning problems in school districts, the tuition voucher system (aid to private and parochial schools), compensatory education, bussing and integration, legislation, school finance, year-round school, ethnic studies, textbooks, teacher tenure, and early childhood education.

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**Inventory of the Department of Education Records**
F3752:1160-1174  Series 2 Administrative Files 1970-1971
  Physical Description: 15 file folders
  Arrangement
  Arranged alphabetically.
  Scope and Content Note
  Correspondence, memoranda, minutes, reports, and legal opinions. Records include information on: Division of Instruction - curriculum development and Elementary and Secondary Education Act (ESEA) programs; Division of Compensatory Education - education of children from low-income families, migrant education, and children's centers; Division of Special Education - development of a Master Plan and mentally gifted minors program; Task Forces - Departmental committees on Basic Skills - Reading, Curriculum Development, Miller-Unruh Reading Program, Bilingual-Bicultural Education, Career Education, Grants and Funds, Early Childhood Education, Program Evaluation, and Program Planning and Development; Legal Office - informal opinions re: segregation, federal funds, and student expression; and, Legislation Coordination - proposed legislation and minutes of the State Board of Education's Legislative Committee.

  Physical Description: 2 file folders
  Arrangement
  Arranged by subject.
  Scope and Content Note
  Correspondence, memoranda, and analyses. Correspondence with legislators expressing support, opposition, or suggesting amendments to legislation, and material pertaining to AB750 (1970 Regular Session) concerning children's centers.

  Physical Description: 16 file folders
  Arrangement
  Arranged alphabetically and chronologically thereunder.
  Scope and Content Note
  Correspondence, memoranda, and minutes. Records pertain to the Chief Deputy's participation in various governing, fact-finding, and advisory bodies - for example: the State Board of Education, Advisory Commission on Cost Effectiveness, Educational Innovation Advisory Commission, and Joint Committee on Educational Goals and Evaluation.

F3752:1194-1195  Series 5 Associations and Organizations 1970-1971
  Physical Description: 3 file folders
  Arrangement
  Arranged alphabetically.
  Scope and Content Note
  Correspondence and memoranda. Records reflect the Chief Deputy's involvement in professional education groups such as the Association of California School Administrators and the California Teachers Association.

Walter Coultas 1971-1973
Series 1 Subject Files 1972-1973

Physical Description: 71 file folders

Arrangement
Arranged alphabetically by subject or correspondent and chronologically thereunder.

Scope and Content Note
Correspondence, memoranda, minutes, reports, and legal opinions included herein reflect the Chief Deputy's public role as a representative of the Department of Education and the Superintendent of Public Instruction. The material falls into the following categories:

1 General Correspondence
Scope and Content Note
with the general public concerning problems in schools, Department programs (early childhood, vocational, bilingual-bicultural, adult, and special education), school violence, textbooks, educational television, year-round school, child care centers, and collective bargaining for teachers.

2 School Districts
Scope and Content Note
seeking Department support for local programs.

3 Federal and State Agencies
Scope and Content Note
cooperation in joint programs, the state budget process, and correspondence with the U.S. Office of Education concerning federally funded education programs.

4 Legislation
Scope and Content Note
correspondence with state and federal legislators and material relating to Department sponsored legislation.

5 Boards/Committees/Commissions
Scope and Content Note
of which the Superintendent of Public Instruction (represented by the Chief Deputy) is an ex-officio member such as the State Board of Education and its various committees, the Commission on Teacher Preparation and Licensing, and the State Teacher's Retirement Board.

6 Associations
Scope and Content Note
professional education groups such as the Association of California School Administrators, the California School Boards Association, and the California Teachers Association.
Series 2 Administrative Files 1972-1973

Physical Description: 47 file folders

Arrangement
Arranged hierarchically and filed by branch (i.e., Executive, Administrative, and Programs), division, bureau, office, or task force.

Scope and Content Note
Correspondence, memoranda, minutes, and reports. These files pertain to the Chief Deputy's routine administrative responsibilities in the Department and reflect his role as a supervisor. The records demonstrate that his involvement was broad in scope but somewhat limited in content. The material retained represents only a portion of what was generated by his subordinates. See program records for more complete information.

Records pertaining to the Executive Branch contain minutes of the Executive Cabinet, the primary policy setting group in the Department. Records of the Programs Branch include files concerning: 1) Compensatory, Early Childhood, Vocational, Adult, and Special Education units; 2) Offices of Program Planning, Program Evaluation, and Grants and Funds; and, 3) various Task Forces formed to address particular social and educational needs or problems - e.g., Bilingual-Bicultural, Conflict and Violence, Drug Abuse, Organizational Redirection (Department reorganization), Reading, and Venereal Disease.

Donald McKinley 1973-1982

Series 1 Subject Files 1974-1975

Physical Description: 69 file folders

Arrangement
Arranged alphabetically by subject or correspondent and chronologically thereunder.

Scope and Content Note
Correspondence, memoranda, minutes, reports, and legal opinions included herein reflect the Chief Deputy's public role as representative of the Department and the Superintendent of Public Instruction. The material falls into the following broad categories:

1 General Correspondence
Scope and Content Note
with the general public and school officials concerning problems in local schools (violence, curriculum, collective bargaining, teacher tenure, and year-round schools) and Department programs (early childhood education, monitor and review, consolidated applications, vocational education, Professional Development Centers, and Technical Assistance Teams).

2 Legislation
Scope and Content Note
correspondence with state and federal legislators concerning education legislation and material relating to Department sponsored legislation.

3 Federal and State Agencies
Scope and Content Note
joint programs with other state agencies, State budget process, and correspondence with the U.S. Office of Education concerning federally funded education programs.
4 **Boards, Committees, and Commissions**

Scope and Content Note
of which the Superintendent of Public Instruction (represented by the Chief Deputy) is an ex-officio member such as the State Board of Education (committee minutes, Executive Session agenda, and background material, 1974-75), Curriculum Development and Supplemental Materials Commission (minutes and background material), the Commission for Teacher Preparation and Licensing (flash minutes, 1974), and ad hoc committees formed to address specific needs (Ad Hoc Committee on Management of Conflict and Crime in the Schools, and the Blue Ribbon Committee for the Education of Gifted Children).

5 **Associations**

Scope and Content Note
reflects the Chief Deputy's involvement with professional education groups such as the Association of California School Administrators and the Industry Education Council of California.

F3752:1385-1440 Series 2 **Administrative Files 1973-1976**

Physical Description: 55 file folders

Arrangement
Arranged into subseries and as specified below.

Scope and Content Note
Correspondence, memoranda, minutes, and reports. These files pertain to the Chief Deputy's routine administrative responsibilities in the Department and reflect his role as a supervisor.

F3752:1385-1406 1 **Executive Cabinet Meeting Files 1973-1975**

Physical Description: 22 file folders

Scope and Content Note
The Executive Cabinet is the primary policy setting group within the Department. It's functions include: a) approving Department statements of goals and objectives, plans, reports, grant applications, publications, procedures, and practices; and, b) approving and submitting State Board of Education agenda items.

F3752:1407-1440 2 **Program Files 1973-1976**

Physical Description: 33 file folders

Arrangement
Arranged alphabetically by name of program chief.

Scope and Content Note
The records demonstrate that his involvement was broad in scope but somewhat limited in content. The material retained represents only a portion of what was generated by his subordinates. See program records for more complete information.

**Division of Departmental Administration 1945-1970**

Scope and Content Note
The Division of Departmental Administration was created during a 1945 Department reorganization. Headed by a (Chief) Deputy Superintendent of Public Instruction, the Division's functions have included at various times office management, personnel, accounting, educational research, public information, legal services (Administrative Advisor), and various administrative field services. In 1970 the administrative functions of the Division of Departmental Administration and the Division of Public School Administration were consolidated into the Administration Branch.
Series 1 Administrative Advisor 1945-1954

Physical Description: 9 file folders
Arrangement
Arranged alphabetically and chronologically thereunder.
Scope and Content Note
The Administrative Advisor and his assistants act as legal advisors to the State Board of Education and the Department of Education. They represent the Board and Department in disciplinary actions, prepare Department sponsored legislation, and draft and review Department contracts.

Deputy Superintendent for Administration 1967-1975

Scope and Content Note
The Deputy Superintendent is head of the Administrative Branch of the Department which is responsible for internal fiscal and administrative functions, Department publications, apportionment of monies to school districts, distribution of surplus properties and food to schools, provision of management services to school districts, approval of private schools, and textbook distribution. The administration of Edwin Harper (1972-75) is represented in this sub-group.

Subject Files 1967-1975

Series 1

Physical Description: 51 file folders
Arrangement
Arranged alphabetically by subject or correspondent and chronologically thereunder.
Scope and Content Note
Correspondence, memoranda, minutes, agenda, reports, legal opinions, and legislative analyses. These files emphasize Harper's involvement in the problems of school finance - particularly the ramifications of Serrano vs. Priest. The records also describe various internal operations of the Administration Branch: budget, data management, accounting procedures, and publications. General correspondence (filed under Misc. A-Z) with school officials and the general public concerns school finance, aspects of the Education Code, school building safety, teacher tenure, textbooks, and the voucher system.
Deputy Superintendent for Administration 1967-1975
Series 2 Administrative Files 1972-1975

F3752:1502-1532 Series 2 Administrative Files 1972-1975
Physical Description: 31 file folders
Arrangement
Arranged alphabetically by branch, alphabetically by unit, and chronologically thereunder.
Scope and Content Note
Correspondence, memoranda, minutes, reports, and legal opinions reflect the Deputy's interaction with the Executive and Program Branches of the Department, and his supervisory function within the Administration Branch. Files include the minutes of the Administration Branch Cabinet meetings (1974-75).

Division of Administrative Services 1977-1978
Scope and Content Note
The Division of Administrative Services is an element of the Administration Branch of the Department which was created in a 1970 reorganization. Functions of the Division included Management Services, School Apportionments and Reports (records for this unit are described separately - see finding aid), Personnel and Training, Textbook Distribution, and School Facilities Planning. The Branch was reorganized in 1980 and the Division's title and functions were changed.

F3752:1533-1539 Series 1 Legislative Files 1977-1978
Physical Description: 7 file folders
Arrangement
Arranged by bill number.
Scope and Content Note
Bill analyses and recommendations prepared by the Division for the Office of Governmental Affairs (formerly the Office of Legislative Coordination) and related memoranda indicating the Department's position on state education legislation.

Division of Public School Administration
Scope and Content Note
The Division of Public School Administration (DPSA) was formed in a 1945 Department reorganization and included ten units: the Bureau of Textbooks and Publications, Child Care Centers (created in 1943 - functions absorbed by the Division of Compensatory Education in 1969), the Bureau of Indian Education (created in 1939 - phased out in 1958), Child Welfare and Attendance, the School Lunch Program (became Food Services in 1970), the Bureau of School Accounts and Records (became School Apportionments and Reports in 1960), the Bureau of School Planning, the Bureau of Readjustment Education (created in 1944, moved several times between the Division of Higher Education and DPSA in the 1960's), the State Educational Agency for Surplus Property, and the Bureau of School District Reorganization.
The Division was responsible for external administrative functions: school apportionments, school planning, school district organization, textbook distribution, surplus property, school lunch programs, Indian education, and veteran's readjustment education. During the time period covered by these records (1947-70) the Division was headed by an Associate Superintendent. The name of the Division was changed to the Division of School Administration and Finance in 1969, and in 1970 Department administrative functions were consolidated into the Administration Branch. The administrations of Frank Wright (1947-57), Wallace Hall (1957-61), Ronald Cox (1961-67), Ray Johnson (1967-70), and Edwin Harper (1970-72) are partially represented in the sub-group.
Division of Public School Administration
Series 1 Division Chief's Files 1947-1970

Physical Description: 131 file folders, 5 photographs

Arrangement
Arranged alphabetically by subject or correspondent and chronologically thereunder.

Scope and Content Note
Correspondence, memoranda, minutes, reports, legal opinions, and testimony. These files emphasize the Chief's role as an advisor in matters pertaining to school finance. The records cover these general subject areas:

1 Department administration
Scope and Content Note
reflects the Division Chief's supervisory function and his involvement with the fiscal and administrative aspects of other programs. Includes information on administration of the County School Service Fund (state monies granted to county offices of education) 1948-50, 1964-65; development of Child Care/Children's Centers programs in the post-war era, 1947-51, 1963-66; and management of WWII veteran's education programs including problems with racial discrimination in private schools, 1947-51.

2 Correspondence
Scope and Content Note
with public school officials and the general public concerning school finance, attendance accounting, school district organization (unification), school buildings and property, food services (school lunches), teacher qualifications, textbooks, pupil transportation, interpretation of the Education Code, Indian education, veteran's education, and enrollment statistics, 1947-70.

3 Legislation
Scope and Content Note
generally reflects the Department Legislation Committee's activities concerning state education legislation, 1949-66. Also included is testimony and background material on federal legislation allocating monies for school construction in federally impacted areas, 1950-55.

4 Associations, Boards, and Committees
Scope and Content Note
relates to the Division Chief's participation in various private and public groups requiring his expertise: Cooperative Committee on School Finance studied current practices in school finance and suggested legislation to remedy fiscal inequalities, 1948-50; California Association of School Administrators; the Department Committee on Public School Support, 1960; the State Board of Education (Finance and Economics Committee, 1963-66); and the Committee on Junior College Construction, 1964-65.

5 Photographs
Scope and Content Note
four black and white prints of flood damage at Happy Camp School District, Siskiyou Co., 1965, and on black and white print of flood damage at schools in Humboldt Co., 1964.
Bureau of Indian Education

Scope and Content Note
Under the provisions of the Johnson-O'Malley Act of 1934, the Indian education unit administered federal funds for Indian education and relief from 1934 to 1958. The State Department of Education distributed funds to county superintendents enabling them to provide transportation, school lunches, textbooks and school supplies, health services, special instruction, and clothing for Indian children. In 1945 the Bureau of Indian Education was placed under the Division of Public School Administration.

F3752:1679-1712 Series 1 Office Files 1933-1957
Physical Description: 34 file folders
Arrangement
Arranged alphabetically by subject and chronologically thereunder.
Scope and Content Note
Correspondence, memoranda, and reports. These records describe the Bureau's administrative and monitoring functions. Annual reports (1935-49), field reports (1938-50) provide details of local Indian education programs. County correspondence and other subject files emphasize special problems at Hoopa Valley (Humboldt Co.), the Fort Yuma School (Yuma, Arizona/Imperial Co.), and Round Valley (Mendocino Co.). Correspondence with the Bureau of Indian Affairs/Department of the Interior outlines the Bureau of Indian Education's role in administering the annual contract with the federal government.

Bureau of School Planning

Scope and Content Note
The Division of Schoolhouse Planning was created by law in 1927 (Stats. 1927, ch. 406) and charged with establishing standards for school buildings, reviewing school plans and specifications, and approving plans and specifications submitted by governing boards of school districts. In 1945, the Division became a Bureau under the Division of Public School Administration.

F3752:1713-1735 Series 1 Office Files 1930-1963
Physical Description: 21 file folders, 2 photographs
Arrangement
Arranged alphabetically by subject and chronologically thereunder.
Scope and Content Note
Correspondence, memoranda, reports, specifications, and reproductions of architectural drawings. These records pertain to the Bureau's involvement in planning, reviewing, and approving several school construction projects and the acquisition of school sites. Also included is material pertaining to the Board of Public Building Reconstruction (Stats. 1933, ch. 602) which was established following the 1933 Long Beach earthquake to facilitate the reconstruction of damaged school buildings. The files also contain the final reports of the Survey of School Building Adequacy (1934-36). See the History File for more detailed information about the Bureau's operations.
State Educational Agency for Surplus Property

Scope and Content Note
This agency was created by law in 1947 (Stats. 1947, ch. 513) to procure and distribute surplus property and food to public and private schools. The Federal Property and Administrative Services Act of 1949 established that only non-profit, tax-supported schools, hospitals, and civil defense organizations were eligible to receive surplus property, and that only non-profit organizations caring for needy people, people certified as needy by state and local social welfare agencies, needy Indians on reservations, and non-profit school lunch programs were eligible to receive surplus food.

F3752:1736-1741 Series 1 Office Files 1957-1958
Physical Description: 5 file folders
Arrangement
Arranged alphabetically by subject and chronologically thereunder.
Scope and Content Note
Correspondence, memoranda, and reports. These records outline the basic functions of the Agency including determining the eligibility of various institutions to receive surplus property and food.

Bureau of School District Organization

Scope and Content Note
The Commission on School Districts, a nine member independent agency, was created by law in 1945 (Stats. 1945, ch. 1273) to promote more efficient school district organization. The Commission's staff provided technical assistance to Local Survey Committees in their efforts to formulate plans and make recommendations concerning school district reorganizations. The State Board of Education succeeded to the duties of the Commission on Oct. 1, 1949. The duties of the Commission's staff were carried on after Oct. 1, 1949, by the newly formed Bureau of School District Organization.

F3752:1742-1756 Series 1 Commission on School Districts 1945-1949
Physical Description: 15 file folders
Arrangement
Arranged alphabetically by type or subject and chronologically thereunder.
Scope and Content Note
Correspondence, memoranda, minutes, and reports. Correspondence of State Survey Directors George Geyer and Richard Lewis and various Regional Survey Directors describe the Commission's role in local efforts to reorganize school districts. Also included are Commission reports and minutes.

F3752:1757-1774 Series 2 Bureau Office Files 1949-1971
Physical Description: 18 file folders
Arrangement
Arranged alphabetically by subject or type and chronologically thereunder.
Scope and Content Note
Correspondence, memoranda, minutes, and reports. Bureau Field Representatives continued to assist local committees in compiling studies and recommendations for eventual review by the State Board of Education. County (1949-71) and correspondence (1949-53) files provide specific examples of Bureau activities on the local level. Memoranda files (1953-58) contain Bureau reports on the status of local school district reorganization work in various counties.
Division of Instruction

Scope and Content Note
The Division of Instruction was created when the Department of Education reorganized in 1945 and included the Bureaus of Elementary Education, Secondary Education, Adult Education, Health and Physical Education, Audio-Visual Education, Special Education, and the Commission for Vocational Education. About 1960 Adult Education and Special Education were transferred out of the Division and the Bureaus of Pupil Personnel Services and National Defense Education Act Administration were added. The Division of Instruction was administered by an Associate Superintendent of Public Instruction who also served as Division Chief. The Division has always included most of the major program elements of the Department of Education. The Division's functions were absorbed by the Education Program Matrix when the Department reorganized in 1971.

Bureau of Elementary Education

Scope and Content Note
The 1913 Legislature empowered the State Board of Education to employ a Commissioner of Elementary Schools to: 1) visit the elementary day and evening schools and investigate the course of study; 2) enforce the use of state textbooks; and, 3) make recommendations to the State Board of Education (Stats. 1913, ch. 328). In 1927, the Legislature abolished the position of Commissioner of Elementary Schools and directed the State Board to establish divisions within the Department of Education which included the Commissioner's functions (Stats. 1927, ch. 453). The State Board of Education created the Division of Rural Education with the responsibility of supervising the elementary and secondary schools. The name of the Division was changed to the Division of Elementary Education and Rural Schools in 1931 and in 1946 it became the Bureau of Elementary Education under the Division of Instruction.

The Bureau's functions included: 1) coordinating curriculum development studies; 2) providing consultant services to local school districts; 3) producing publications concerning elementary education; and 4) planning and conducting conferences and workshops on curriculum problems. The functions of the Bureau were absorbed by the Education Program Matrix in 1971. Records of the Bureau include the files of Helen Heffernan who was Bureau Chief from 1927-65.
<table>
<thead>
<tr>
<th>Series</th>
<th>Description</th>
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| Series 1 Administrative Files 1938-1966 | **Physical Description:** 20 file folders, 1 photograph  
**Arrangement**  
Arranged alphabetically and chronologically thereunder.  
**Scope and Content Note**  
Correspondence, memoranda, minutes, reports, and ephemera concerning Bureau administration. Helen Heffernan's personal file contains material relating to her background and long career in education. Field Reports from Elementary Education Consultants (1955, 1959-62) detail Bureau activities on the local level. Memoranda (1946-47, 1954-62) between Bureau Chief Heffernan and her superiors and staff show her special interests in foreign language and social studies curriculum development, migrant and early childhood education, and minority groups. Also included are minutes and background material relating to Bureau, Division, and Executive staff meetings (1954-61) and one black and white photograph of Bureau Chief Helen Heffernan, n.d. (stored separately). |
| Series 2 Subject Files 1938-1962 | **Physical Description:** 58 file folders, 1 photograph  
**Arrangement**  
Arranged alphabetically by subject or correspondent and chronologically thereunder.  
**Scope and Content Note**  
Correspondence, memoranda, minutes, and reports describe Bureau Chief Heffernan's statewide, national, and international activities in the field of education. General correspondence (1939-62) reflects her varied concerns: social studies, foreign language, mathematics, and early childhood curriculum development; and, development of educational programs for Spanish-speaking children, children of migrant farmworkers, and cerebral palsied children. The Bureau Chief's field activities are outlined in county correspondence (1938-62). Included is correspondence with educators at the Manzanar War Relocation Area (1943). Records contain correspondence and reports pertaining to a Survey of Mentally Defective Children (1946) which was performed to determine the need for special education programs for these children. Also included is material relating to: Bureau Chief Heffernan's involvement with various international exchange programs for teachers (1959-61); her involvement with several professional associations such as the California Association for Supervision and Curriculum Development and the National Education Association; several of her many speeches and articles (1938-62); and one black and white photograph of Helen Heffernan with the first seminar for Asian school officials in 1960 (stored separately). |
Bureau of Secondary Education

Scope and Content Note
The State Board of Education was directed by the Legislature to appoint a Commissioner of Secondary Schools in 1913 (Stats. 1913, ch. 328). The duties of the Commissioner included visiting and investigating secondary schools; recommending changes in courses of study; and, investigating contracts with textbook companies. The functions of the Commissioner were transferred to a newly created Division on City Secondary Schools within the Department of Education in 1927. In 1931 its name was changed to the Division of Secondary Education and in 1945 the Division became a Bureau under the Division of Instruction. The Bureau of Secondary Education and the Bureau of Elementary Education were combined in 1966 (see BUREAU OF ELEMENTARY EDUCATION). During a Department reorganization in 1971, the Bureau was absorbed into the Education Program Matrix becoming the Secondary/Adult Education Age Span. When the Matrix dissolved in 1975, the Age Span became Secondary Education Program Management.

The Bureau of Secondary Education provided leadership in curriculum development and improvement of instruction in secondary schools by: offering consultant services; approving course offerings and teaching practices; participating in high school accreditations; cooperating in the administration of secondary education components of various federal programs; holding conferences; and, working with professional organizations.

F3752:1869-1913 Series Office Files 1936-1975
Physical Description: 45 file folders
Arrangement
Arranged alphabetically by subject or type and chronologically thereunder unless otherwise noted.
Scope and Content Note
Correspondence, memoranda, minutes, agenda, reports, and other materials generated by the Bureau chief and his consultants concerning: Aviation Education (1946-63, established by law - Stats. 1945, ch. 1440 - program development, course descriptions, monthly reports, position papers, newscippings, workshops, studies); Book Companies (1961-63, communism in textbooks); California Aviation Education Association (1957-59); Communism (1962-64, Advisory Committee on Teaching Communism activities); Conservation Education (1950-62, conferences, programs, teaching credentials); Driver Education (1957, 1962-64, program description, instructional materials); Foreign Language (1956, 1962-63); General Correspondence (1956-57, 1960-61); Science Education (1961-64, local program description, advisory groups, curriculum development, workshops); Social Studies (1961-65, curriculum development); Staff Correspondence (1954-58, 1963-64, filed by Bureau Chief, Consultants - alphabetically, Division Chief, General, and Simpson); and other materials.
Series 2 Reform of Intermediate and Secondary Education (RISE) 1974-1976

Physical Description: 4 file folders
Arrangement
Arranged chronologically.
Scope and Content Note
Correspondence, memoranda, agenda, minutes, and reports. California Commission for RISE was a 37 member group established by the Superintendent of Public Instruction in 1974 and charged with laying the foundation for restructuring intermediate and secondary schools. The Commission made its report in 1975 emphasizing individualized education to meet student needs, improved student achievement in mathematics and English, and the use of accountability principles in evaluating results. The Department of Education produced an implementation plan calling for the RISE program to be phased in over a 7 year period beginning in 1976 and proposed legislation to obtain state funds for this purpose. The Intermediate and Secondary Education Act (RISE) of 1976 was vetoed by the Governor.
Records include Commission minutes and background material; position papers; Commission reports and drafts; material pertaining to RISE implementation; proposed legislation; and, newscloppings.

Series 3 Course Descriptions 1946-1947

Physical Description: 6 file folders
Arrangement
Arranged alphabetically by school name.
Scope and Content Note
Summaries of courses of study in several high schools including course descriptions, graduation requirements, and program descriptions. High Schools included are Albany H.S., Bakersfield H.S., Calaveras H.S., Carmel H.S., Chico H.S., Glendale H.S., Herbert Hoover H.S., Hanford Union H.S., Manteca H.S., Montebello H.S., Rio Vista H.S., John Swett Union H.S., and Whittier Union H.S.

Bureau of Audio-Visual Education
Scope and Content Note
The Bureau of Audio-Visual Education was created by the State Board of Education in 1944 to aid in the development and use of audio-visual education materials in public schools. Bureau staff provided consultant services, developed audio-visual materials, met with professional organizations, organized workshops, and participated in curriculum development. In 1961 the Bureau’s name was changed to the Bureau of Audio-Visual and School Library Education and library services were added to its responsibilities. When the Department reorganized in 1971, the Bureau was absorbed by the Education Program Matrix’s General Education Support Activity Unit.
F3752:1924-1934
Series 1 Office Files 1945-1966

Physical Description: 11 file folders

Arrangement

Arranged alphabetically by subject and chronologically thereunder.

Scope and Content Note

Correspondence, memoranda, minutes, agenda, reports, and other materials relating to the activities of the Bureau Chief and consultants. Records pertain to professional organizations such as the California School Supervisors Association and the California Audio-Visual Education Association; various regional audio-visual education conferences; and, general correspondence with school officials in Lassen, Modoc, Sacramento and Yuba Counties regarding local audio-visual programs, materials, workshops, and meetings.

F3752:1935-1945
Series 2 Applications 1966-1969

Physical Description: 11 file folders

Arrangement

Arranged under approved and unapproved applications and then alphabetically by school name.

Scope and Content Note

Selected examples of applications for funding under the Elementary and Secondary Education Act (ESEA) of 1965 - Title II which allocated federal funds for the acquisition of school library resources. A typical application package might include correspondence, budget materials, project description, and evaluative and financial reports.

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Bureau of National Defense Education Act Administration

Scope and Content Note

The Bureau of NDEA Administration was formed under the Division of Instruction to implement the National Defense Education Act of 1958 (PL 864). Congress passed the NDEA in response to the Russian success in orbiting the first satellite - Sputnik. The NDEA provided federal funds to strengthen schools in: 1) science, mathematics, and foreign language instruction (Title III); 2) guidance, counseling, and testing in secondary schools (Title V); and, 3) vocational education (Title VIII). When the Department reorganized in 1971, the Bureau was absorbed by the Education Program Matrix becoming part of the General Education Support Activity Unit.

F3752:1946-1977
Series 1 Title III Applications 1959-1965

Physical Description: 32 file folders

Arrangement

Arranged chronologically and then alphabetically by county or school district.

Scope and Content Note

Sample applications for NDEA, Title III funds for strengthening science, mathematics, and foreign language instruction may contain: project descriptions, objectives, procedures, methods of evaluation, budgets, reimbursement claims, lists of equipment and supplies, resolutions, and correspondence. Applications were sampled as follows: 1959-60 (14f) - Amador, Contra Costa, Glenn, Merced, Napa, San Mateo, Santa Clara, Shasta, Sonoma, and Trinity Counties; and, 1964-65 (18f) - Fresno, Glenn, Humboldt, Imperial, Monterey, Orange, Placer, Riverside, Sacramento, San Bernadino, San Diego, Solano, Sonoma, Stanislaus, and Tulare Counties.
Bureau of Pupil Personnel Services

Scope and Content Note
The Bureau of Occupational Information and Vocational Guidance was created in 1943 and added to the Commission for Vocational Education. Its name was shortened to the Bureau of Guidance in 1955 and it was transferred to the Division of Instruction becoming the Bureau of Pupil Personnel Services in 1962. When the Department reorganized in 1971, the Bureau was absorbed by the Education Program Matrix's General Education Support Activity Unit. The Bureau became part of Special Programs and Support Services Management in 1975 when the Matrix dissolved. The Bureau is responsible for coordinating and improving guidance and counseling programs in local school districts. The Bureau also cooperated in the administration of National Defense Education Act (NDEA) - Title V funds for guidance, counseling and testing in secondary schools.

F3752:1978-1995

Series 1 NDEA - Title V Applications 1959-1971

Physical Description: 18 file folders
Arrangement
Arranged alphabetically by county or school district.
Scope and Content Note
Sample applications for NDEA - Title V funds for guidance, counseling, and testing in secondary schools may contain: project description, program objectives, budgets, evaluation reports, resolutions, and correspondence. Applications were sampled as follows: Alameda, Humboldt, Los Angeles, Merced, Monterey, Orange, Sacramento, San Bernadino, San Diego, Shasta, and Solano Counties.
Vocational Education

Scope and Content Note

The State Board of Education appointed a Commissioner of Industrial and Vocational Education in 1913 (Stats. 1913, ch. 328) to visit schools offering industrial and vocational education classes, recommend changes in these programs to local school boards, and report on these activities to the State Board of Education. The federal government made a permanent appropriation in support of vocational education in 1917 with the passage of the Smith-Hughes Act (PL 64-347). California's state legislature immediately moved to accept the federal money (Stats. 1917, ch. 720).

Between 1917 and 1928 various subdivisions which later became bureaus were added to the Commissioner's responsibilities: Agricultural Education, Homemaking Education, Business Education, Trade and Industrial Education, and Vocational Rehabilitation (moved to the Division of Special Schools and Services in 1945). In 1927 the State Board of Education abolished the position of Commissioner of Industrial and Vocational Education and transferred administrative authority to the Commission for Federal and State Aided Classes from 1927 to 1931 (see BUREAU OF BUSINESS EDUCATION - HISTORY FILES for minutes of the Commission). In 1931 the State Board delegated policy-making authority for vocational education to a Commission for Vocational Education consisting of the Superintendent of Public Instruction and the chiefs of the five above-mentioned bureaus. The chief of the Bureau of Trade and Industrial Education acted as State Director of Vocational Education.

A Bureau of Occupational Information and Vocational Guidance was added to the Commission in 1943. Its name was shortened to the Bureau of Guidance in 1955 and it was moved over to the Division of Instruction becoming the Bureau of Pupil Personnel Services in 1962 (see BUREAU OF PUPIL PERSONNEL SERVICES).

In 1944 the State Board of Education appointed a State Director of Vocational Education to administer the vocational education programs in the Department of Education and in 1945 placed Vocational Education under the Division of Instruction. The Commission for Vocational Education was dissolved in 1955 when the Department of Finance concluded it was an extra legal, cumbersome administrative body. Policy-making responsibilities in the area of vocational education were returned to the State Board of Education.

The administration of the Manpower Development and Training Act (MDTA) was added to Vocational Education's responsibilities in 1962. MDTA was superseded by the Comprehensive Employment and Training Act (CETA) of 1973 which was also a Vocational Education responsibility. The Vocational Education Section was reorganized into three units in 1968: Program Development, Program Services, and Program Operations which consisted of all the original special subject bureaus. When the Department's programs were reorganized into the Education Program Matrix in 1971, the Vocational Education Section became the Vocational Education Support Activity Unit. The Matrix was dissolved in 1975 and Vocational Education became a unit under Secondary Education Program Management. Over the years Vocational Education has expanded considerably though its purpose - to develop and promote policies and standards for programs which prepare youths and adults for gainful and useful employment - and basic structure have remained constant. (See below ADMINISTRATIVE FILES - HISTORY FILE, for more information).
Vocational Education
Series 1 Commission for Vocational Education 1931-1953

**F3752:1996-1998**

**Series 1 Commission for Vocational Education 1931-1953**

**Physical Description:** 3 file folders

**Arrangement**
Arranged chronologically.

**Scope and Content Note**
Minutes and agenda of this policy-making body created in 1931 to administer California's vocational education programs concern legislation, professional organizations, advisory groups, local programs and curriculum, credentials, budget, the annual descriptive reports, and general program administration. Throughout most of its existence the Commission's membership consisted of the Superintendent of Public Instruction, the State Director of Vocational Education, and the five or so bureau chiefs in Vocational Education. At the time the Commission was abolished by the State Board of Education in 1955, a state college president was also included in the membership.

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**F3752:1999-2020**

**Series 2 Administrative Files 1944-1976**

**Physical Description:** 20 file folders

**Arrangement**
Arranged alphabetically by subject or type and chronologically thereunder.

**Scope and Content Note**
Correspondence, memoranda, minutes, agenda, and reports concern the administration of the vocational education program in general. Materials pertain to: Career Education (1974-76); the Council of Calif. Vocational Associations (1949-67, agenda and minutes); MDTA (1965, 1974); the National Youth Administration (1941, state plan and amendments); Programs of Work (1947-52, personnel, goals, activities - overall and by bureau); History File (A History of Vocational Education in Calif., 1900-1975, Calif. State Dept. of Education); various Reports (for example: Vocational Education Conference - Sacramento City Schools, 1944, Leadership for Vocational Education in Calif., 1966, Vocational Education in Calif.: Yesterday, Today, and Tomorrow, by A.D. Little Inc., 1968, A Policy and System Study of Calif. Vocational Education, by A.D. Little Inc., 1969; Staff Meetings (1965-66, minutes); and the State Board of Education Committee on Vocational Education (1966-67, agenda and minutes).

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**F3752:2021-2027**

**Series 3 State Plans 1927-1974**

**Physical Description:** 7 file folders

**Arrangement**
Arranged chronologically.

**Scope and Content Note**
State plans, amendments, and related correspondence and memoranda. State plans are comprehensive reports submitted every five years and later annually, which detail the manner in which the state will carry out the purposes of the federal funding act.

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**F3752:2028-2050**

**Series 4 Annual Descriptive Reports 1914-1966**

**Physical Description:** 23 file folders

**Arrangement**
Arranged chronologically.

**Scope and Content Note**
The reports contain evaluations, statistics, and recommendations concerning California's vocational education programs.
Bureau of Industrial Education

Scope and Content Note

In 1918 the State Board of Education asked that a Director of War Emergency Education be appointed to administer a war production training program. When the program ended in 1919, the Director became a State Supervisor of Trade and Industrial Education. The Bureau of Trade and Industrial Education was created in 1927 and along with the other vocational education bureaus participated in the newly formed Commission for Vocational Education. The Chief of the Bureau of Trade and Industrial Education also served as State Director of Vocational Education and Chairman of the Commission from 1931 until 1944, when the State Board appointed a State Director.

The Bureau has remained essentially intact since its creation with its basic purpose and functions being to develop and promote policies and standards for trade and industrial education programs and teacher training. The Bureau also approves, supervises, and evaluates local industrial arts programs receiving federal or state money.
Vocational Education
Bureau of Industrial Education

Inventory of the Department of Education Records

F3752:2069-2117 Series 1 Administrative Files 1934-1974

Physical Description: 49 file folders, 7 black and white photographs
Arrangement
Arranged alphabetically by subject or type.
Scope and Content Note
Correspondence, memoranda, minutes, agenda, and reports cover a wide range of Bureau activities including: Correspondence (1934-40, Bureau Chief's correspondence regarding teacher training, credentials, local programs, and 1937 State Fair exhibits, 1949-51, Consultant's correspondence regarding local programs); Credentials (1963-72, development of vocational education requirements); Enrollment Statistics (1942-64); Fire Training (1938-39, 1957-72, program administration and some annual reports); Memoranda (1971-73, series of policy memoranda entitled Issues, Trends, and Problems); Legislation (1966-74, analyses); MDTA (1967-73, program administration, problems with Mexican-American groups); Program Administration (1966, 1969-73, management reviews, goals, objectives, guidelines, and budget); Reports (1954-66, annual descriptive reports for the Bureau of Industrial Education and other misc. reports); material pertaining to various professional organizations and advisory groups such as the Council of Calif. Vocational Associations (1966-73), the Calif. Industrial Education Association (1971-72), and the Calif. Advisory Council on Vocational and Technical Education (1969-74); and 4 black and white photographs depicting Bureau activities and 3 black and white photographs from a report on the baking industry in Sweden.

F3752:2118-2133 Series 2 War Production Training 1941-1947

Physical Description: 16 file folders
Arrangement
Arranged alphabetically by subject or type and chronologically thereunder.
Scope and Content Note
Correspondence, memoranda, minutes, and reports. Two federal acts, the War Production Training Act and the Rural War Production Training Act both of 1940, authorized federal funds for vocational training of war and food production workers. The Chief of the Bureau of Trade and Industrial Education served as State Director, Vocational Training for War Production Workers. Records of this program contain: State Plans for both War Production Training and Food Production Training (1941-45); Liquidation - closing out of the program (1945); Preservice Training Course - training for teachers of war production workers (1944-45); and various materials concerning program administration, fiscal matters, procedures, and enrollment statistics.

F3752:2134-2147 Series 3 California Apprenticeship Council 1939-1974

Physical Description: 14 file folders
Arrangement
Arranged chronologically.
Scope and Content Note
Correspondence, memoranda, minutes, and reports. The Calif. Apprenticeship Council was established to implement the provisions of the Shelley-Malone Apprentice Labor Standards Act of 1939 (Stats. 1939, ch. 220). The Council's membership consisted of the Chief of the Bureau of Industrial Education, a representative of the Dept. of Industrial Relations, and four representatives each of employer and employee organizations. The Council was charged with preparing, revising, and promoting apprenticeship standards. The Dept. of Industrial Relations' Div. of Apprenticeship Standards acted as the administrative arm of the Council (see DEPT. OF INDUSTRIAL RELATIONS - DIV. OF APPRENTICESHIP STANDARDS).
Records contain background material concerning local apprenticeship programs, Council minutes, and Apprenticeship Training Service Representative reports relating to the development of apprenticeship standards on the local level.
Bureau of Business Education

Scope and Content Note
The Bureau of Business Education was created by the State Board of Education in 1928 and placed under the Commission for Vocational Education when the Commission was created in 1931. The Bureau has remained a unit in Vocational Education since then. When Congress passed the George-Dean Act in 1936, the Bureau received its first federal funds and has continued to administer the business education components of subsequent federal programs such as NDEA of 1958, MDTA of 1962, and the Vocational Education Acts (VEA) of 1963 and 1968.

The Bureau has grown over the years but its functions have remained basically unchanged: 1) to plan, promote, and develop business education programs and standards; 2) to work with the business community in determining training needs and developing cooperative training programs; 3) to plan, coordinate, and conduct research and surveys in business education; 4) to recruit, train, and recommend qualified teachers and coordinators for business education programs; and, 5) to supervise federal and state reimbursed business education programs.

Series 1 History Files 1925-1970

Physical Description: 9 file folders
Arrangement
Arranged alphabetically by subject or type and chronologically thereunder.
Scope and Content Note
Correspondence, memoranda, minutes, and reports give an historical overview of Bureau organization, personnel, and activities: Bureau of Business Education (1928-49, 1970-general histories); Business Education Curriculum (1929-35 - development of, standards for); Calif. Business Education Association Survey (1948-49 - survey of business education classes in high schools); Commission for Federal and State Aided Classes (1928-31 - minutes); Consumer Education Project (1934-35 - WPA funded project to develop teaching units on consumer education); Misc. Reports (1929-31, 1942 - Governor's Council reports and thesis excerpt); Teacher Training (1925, 1940, 1944-45 - Joint Council for Vocational Teacher Training minutes, correspondence, reports concerning the Bureau's cooperation with U.C. Berkeley in teacher training); Teacher Training Handbook (1941 - teaching methods in distributive education).

Series 2 Administrative Files 1950-1976

Physical Description: 33 file folders, 1 black and white photograph
Arrangement
Arranged alphabetically by subject or type and chronologically thereunder.
Scope and Content Note
Correspondence, memoranda, minutes, reports, pamphlets, and brochures. Records include: General Correspondence (1959, 1964 - with the public and other professionals); Legislation (1951 - concerns efforts to restore George-Barden Act funds); Organizations (1951-76 - for example, the Calif. Business Education Association, the Distributive Education Clubs, and the American Vocational Association); Reports (1951-72 - descriptive and evaluative on a wide variety of business education related subjects); Staff Meetings Minutes (1976); University of Calif. (1959-60, 1965 - research projects and teacher training); and Year-end Reports (1957-76 - some narrative reports and background information - see ANNUAL DESCRIPTIVE REPORTS below for more information). Also included is one black and white photograph of the Retail Advisory Committee, 1957, which is filed separately.
F3752:2190-2237 Series 3 Itineraries and Reports of Field Trips 1957-1974

Physical Description: 48 file folders

Arrangement
Arranged chronologically and alphabetically by consultant or regional supervisor thereunder.

Scope and Content Note
Field reports, monthly reports, and itineraries describe field activities of both Bureau consultants and regional supervisors including: local business education programs; research studies and surveys; contracts and plan reviews; program development; professional organizations and advisory groups; junior colleges; conferences and workshops; and the supervision of various federal and state funded programs such as the Vocational Education Act (VEA), MDTA, Distributive Education (DE), and Business Data Processing (BDP).

F3752:2238-2314 Series 4 Annual Descriptive Reports 1956-1969

Physical Description: 77 file folders

Arrangement
Arranged chronologically and alphabetically by city or county thereunder unless otherwise noted.

Scope and Content Note
Correspondence, memoranda, applications, and narrative, fiscal, and statistical reports concerning local programs in distributive education. The reports are collections of various kinds of documents which may contain program descriptions, course listings, enrollment figures, fiscal information, and background material. From 1963 on reports are also broken down by program level or type - e.g., Adult, High School, Junior College, Experimental A-V Programs, etc...

F3752:2315-2335 Series 5 Technical Business Education 1959-1964

Physical Description: 21 file folders

Arrangement
Arranged chronologically.

Scope and Content Note
Correspondence, memoranda, applications, and reports concerning this business data processing program funded by the National Defense Education Act, Title VIII, of 1958. Material includes some program administration (1964), applications from local education agencies, annual descriptive reports from local programs, and enrollment figures. Descriptive content of annual reports consists of objectives, successes, problems, conclusions, and recommendations.

F3752:2336-2340 Series 6 Manpower Training and Development Act 1962-1966

Physical Description: 5 file folders

Arrangement
Arranged chronologically.

Scope and Content Note
Correspondence, memoranda, and reports concern the initial start up of MDTA which was designed to train unemployed and unskilled men and women. The Bureau worked with the State Dept. of Employment to administer MDTA funds and participated in approving training schools and programs, and processing claims for reimbursement. Records include: descriptions of training programs for various occupations; program administration; regulations; procedures; and some progress and field reports.
Vocational Education
Bureau of Business Education

**Series 7 Teacher Training 1934-1963**

Physical Description: 11 file folders
Arrangement
Arranged chronologically.
Scope and Content Note
Course descriptions, course materials, and syllabuses for teacher training courses in business education offered by the University of California at Berkeley in cooperation with the Bureau.

**Series 8 Program Files 1966-1974**

Physical Description: 14 file folders
Arrangement
Arranged alphabetically by city or county.
Scope and Content Note
Correspondence, memoranda, and reports concerning various Bureau administered local programs including the Regional Occupation Program, MDTA, distributive education, and work experience programs.

**Series 9 Enrollments 1957-1963**

Physical Description: 9 file folders
Arrangement
Arranged chronologically.
Scope and Content Note
Statistical reports listing enrollment figures for teacher training, distributive education, and business data processing courses. Information may include course names, student names, and enrollment breakdown by sex.

**Bureau of Agricultural Education**

Scope and Content Note
In 1918 the State Board of Education appointed a Supervisor of Agricultural Instruction to meet provisions of the Smith-Hughes Act of 1917. A Bureau of Agricultural Education was created in the Division of Rural Education in 1927 and placed under the newly formed Commission for Vocational Education in 1931. The Bureau has remained a unit of Vocational Education since then.

The administration of the California Polytechnic School (Cal-Poly, San Luis Obispo) was assigned to the Bureau of Agricultural Education in 1933 and the Bureau was headquartered there until 1953 when it was moved back to Sacramento. The Bureau of Agricultural Education was responsible for developing and promoting standards and programs in agricultural education; supervising agricultural education components of federal and state funded vocational education programs; and, developing programs in agricultural education teacher training.
Vocational Education
Bureau of Agricultural Education

F3752:2375-2386  Series 1 Office Files 1936-1971

Physical Description: 12 file folders

Arrangement
Arranged alphabetically by subject or type and chronologically thereunder.

Scope and Content Note
Correspondence, memoranda, minutes, reports, and newsletters covering:
- *Annual Descriptive Reports* (1936, 1942, 1958-60 - narrative evaluation of Bureau activities and accomplishments);
- *Calif. Agricultural Teachers Association* (1953);
- *Directory* (1070-71 - agricultural education teachers statewide and Bureau staff);
- *Field Activities Reports* (1956-57);
- *General Correspondence* (1956-57 - Future Farmers of America);
- *Institutional On-Farm Veteran Training* (1947-55);
- *Program of Work* (1952, 1955-57 - annual Bureau objectives);
- *Scholarships* (1956-57 - Union Pacific and Sears-Roebuck Foundation sponsored FFA scholarships);
- *Speech* (1941);
- *Staff Meeting Minutes* (1941, 1952-59);
- *State Farmer Degree* (1956-57 - FFA honorary degree program); and
- *Young Farmers* (1953 - youth group).

Bureau of Homemaking Education

Scope and Content Note
A Supervisor of Teacher Training in Home Economics was appointed by the State Board of Education in 1918 to meet provisions of the Smith-Hughes Act of 1917. This Supervisor operated under the direction of the Commissioner of Industrial and Vocational Education until 1927 when a Bureau of Homemaking Education was created. The Bureau was placed under the Division of City Secondary Schools and was also under the direction of the Commission for Federal and State Aided Classes. When the Commission for Vocational Education was created in 1931, the Bureau was transferred to its jurisdiction and has remained a unit of Vocational Education since then. The Bureau is charged with developing and improving instruction in homemaking education programs which received federal and state funds, and developing and promoting teacher training in the area of homemaking education.

F3752:2387-2388  Series 1 Annual Descriptive Reports 1947-1961

Physical Description: 2 file folders

Arrangement
Arranged chronologically.

Scope and Content Note
Report content includes: accomplishments; development and plans for development in teacher training programs, curriculum, and publications; relations with professional and youth organizations; homemaking education in junior colleges, state colleges, and universities; and special projects.
Series 2 Subject Files 1950-1960

Physical Description: 17 file folders
Arrangement
Arranged alphabetically by subject and chronologically thereunder.
Scope and Content Note
Correspondence, memoranda, minutes, reports, and newsletters concerning: Future Homemakers of America activities; teacher training in state colleges and universities; nutrition education; child development; home management; family life; home furnishings; homemaking education credentials requirements; conferences; accreditation; UCLA/Bureau cooperative study of attitudes toward homemaking education; U.S. Office of Education program administration, field services, information gathering, publications, conferences, workshops, and teacher education; Calif. Young Homemakers - minutes and newsletters; Sears-Roebuck Foundation - scholarships for FHA members.

Bureau of Program Planning and Research

Scope and Content Note
The Curriculum Laboratory was formed by the Department of Education in 1956 to: 1) collect and disseminate curriculum information and publications to Department staff and local school officials; 2) provide a reference library and conference facilities for curriculum development by Department staff and local school officials; and, 3) provide consultant services in the development of curriculum programs and the establishment of local and regional curriculum laboratories, libraries, and instructional materials centers. In 1968 the Curriculum Laboratory's functions and resources were absorbed by the newly formed Bureau of Reference Services. The Bureau's name was changed to the Bureau of Program Planning and Research in 1971. The Bureau of Program Planning and Research was abolished in the 1972 Department reorganization. Records of the Bureau include files of John Church who was a Consultant in Curriculum Development in charge of the Curriculum Laboratory (1962-68), Chief, Bureau of Reference Services (1968-71), and Chief, Bureau of Program Planning and Research (1971-72).

Series 1 Office Files 1958-1972

Physical Description: 51 file folders, 1 audio tape
Arrangement
Arranged alphabetically by subject or type and chronologically thereunder.
Scope and Content Note
Correspondence, memoranda, minutes, legislative analyses, reports, and an audio tape. The material pertains to general administration of the Curriculum Laboratory and reference library; coordination of a statewide program of regional curriculum laboratories/depositories (Calif. State Steering Committee on Publications and Curriculum); Calif. Curriculum Newsletter (published by the Bureau); textbook evaluation; reading textbook workshops; the Ad Hoc Committee on Minimum Academic Standards; the Miller-Unruh Coordinating Committee (program concerns reading specialists); and, related legislation. Also included is one reel to reel tape of a Department of Education Professional Staff Meeting (1971) which is stored separately.
Adult Education

Scope and Content Note

A Bureau of Adult Education was created within the Department of Education in 1920 to supervise the Americanization of immigrants. Laws passed in 1919 (Stats. 1919, ch. 506) requiring high school districts to provide evening English language classes for young adults, 1921 (ch. 488) requiring naturalization classes, and 1923 (ch. 268) requiring English language classes for adults, formalized the responsibilities of the Department. Except for these mandated classes, adult education curricula developed in local districts according to community needs unrelated to a statewide plan or structure. The lack of formality brought repeated requests from legislators for justification of the Bureau's programs.

Functions of the Bureau of Adult Education included developing guidelines for adult school administration, reviewing course outlines and curriculum development, and providing consulting services to local school boards, administrators, teachers, and organizations concerned with adult education. The Bureau administrated both High School Proficiency and G.E.D. tests, directed inservice teacher training, and coordinated numerous federal programs. By 1975, the Bureau of Adult Education oversaw all adult school programs in unified and high school districts and in postsecondary private schools.

F3752:2459-2572

Series 1 Bureau Chief's Files 1932-1976

Physical Description: 109 file folders, 6 photographs

Arrangement
Arranged alphabetically and chronologically thereunder.

Scope and Content Note
Correspondence, memoranda, reports, minutes, agenda, speeches, curricula, and other materials relating to Bureau administration, legislation, other state agencies, professional groups, programs, projects, workshops, and conferences.

A. George Mann 1932-1953

Scope and Content Note
reflects the growth of adult education after World War II and the need for improvements in curriculum (particularly in crafts and physical education), the quality of instruction, and the extension of adult education services. Reports contains Biennial, Governor's Council, and project reports dating from 1932. Workshops includes material pertaining to adult education administration programs and homemaking curriculum development. The Legislation files show Bureau concern for legislative inquiry into adult education curricula and the level of state support that should be granted.

B. Stanley Sworder 1959-1968

Scope and Content Note
shows a continuing concern for improvement in curriculum and the quality of instruction. Records document the directing of adult education to the needs of women, minorities, and the elderly. These topics are also examined in the files pertaining to the Calif. Association of Adult Education Administrators and other professional groups.

C. Xavier Del Buono 1974-1976

Scope and Content Note
relates to the coordination of the vocational education, special education, compensatory education, and child development support units of the Education Program Matrix as they pertain to the Adult and Community Education Program (see also EDUCATION PROGRAM MATRIX subgroup). This series describes the funding process for fiscal year 1975-76, the expansion of bilingual-bicultural education into general education, the Adult Basic Education Program, and the development of long range plans and planning systems.

Inventory of the Department of Education Records
F3752:2573-2652  Series 2 Reports 1948-1975

Physical Description: 80 file folders

Arrangement
Arranged by type of report, chronologically, then alphabetically by county, school district, and school, unless otherwise noted.

Scope and Content Note
A sampling of nine counties representing various populations and geographic areas was made and reports from these counties were retained when available. The counties are: Alameda, Butte, Fresno, Humboldt, Lassen, Los Angeles, Mono, Sacramento, and San Luis Obispo.

A. J-35, October Reports 1948-1950

Scope and Content Note
all courses by subject and title taught in each school (see also DEPARTMENT OF EDUCATION - BUREAU OF SCHOOL APPORTIONMENTS AND REPORTS for additional listings). 17f.


Scope and Content Note
1950-52 reports include only forms A-10 and A-13. Some files include course descriptions required by local districts. 51f.

C. ESEA. Title III, Adult Basic Education Program Files 1967-1973

Scope and Content Note
arranged alphabetically by county and school district, and chronologically thereunder. Selected correspondence, memoranda, and supplemental reports in addition to standard forms for course offerings, number of classes, attendance, applications for program approval, and requests for reimbursement. 12f.

Division of State Colleges and Teacher Education

Scope and Content Note
From 1857 to 1913, California established a system of seven State Normal Schools for the education of teachers for the public schools. The State Board of Education and local boards of trustees supervised the curriculum development and programs of each school until 1921, when the Legislature created the State Department of Education and transferred jurisdiction to the Office of the Director of Education/Superintendent of Public Instruction (Stats. 1921, ch. 605). Normal Schools changed to Teachers Colleges in 1921, and then to State Colleges in 1935. Until World War II, the State Colleges offered curricula leading to an A.B. Degree and teaching credentials for elementary and junior high schools and for special subjects in secondary schools. The teacher shortage after the war brought advances in curricula and the development of a fifth year secondary teaching credential in 1946, a general education degree in 1947, and an M.A. Degree in Teacher Education in 1949. Acting on the recommendations of the Strayer Report of 1947, the Legislature added new colleges to the system. The Donahoe Higher Education Act of 1960 (Stats. 1961, ch. 49) placed the State College system under an independent Board of Trustees and a Chancellor, and expanded the curriculum to include undergraduate and graduate instruction in the liberal arts and sciences, the applied fields, and the professions (see BOARD OF TRUSTEES - CALIFORNIA STATE COLLEGES for more information after 1960).
**Series 1 Administrative Files (1912-18) 1936-60.**

Physical Description: 59 file folders

Arrangement

Arranged alphabetically by subject, and chronologically thereunder.

Scope and Content Note

Correspondence, memoranda, reports, minutes, and agenda. This group is composed largely of reports and minutes describing the development and character of the State College system. The Strayer Report, Factors in Site Selection, and the Sacramento Junior College Survey show the motivation and preliminary investigations leading to the creation of a state college. Minutes from the State College Presidents, the Deans of Instruction, Executive Staff Meetings, and the California Council of Teacher Education demonstrate the policy-making process. (See Superintendent of Public Instruction Roy Simpson's SUBJECT FILES for information on the Master Plan for Higher Education.)

**Series 2 State College Files 1930-53 (1957-58)**

Physical Description: 51 file folders

Arrangement

Arranged alphabetically by college, then by subject, and chronologically thereunder.

Scope and Content Note

Correspondence, memoranda, reports, and other materials relating to State College activities. With the exception of Fresno State General Correspondence, the files of the State Colleges offer only a glimpse of the overall programs and activities of each school, though most provide a topic of interest. The Chico State files include the scripts of their local history television program, There is a Telling. Records from San Diego State, San Francisco State, and San Jose State show the roles of college presidents and the Division of State Colleges in settling disputes concerning politics and tenure. The papers from Los Angeles State and Sacramento State describe the expansion of the State College system.

**Series 3 State College Statistical Reports 1909-1961**

Physical Description: 37 file folders

Arrangement

Arranged chronologically and alphabetically thereunder.

Scope and Content Note

Annual reports and summer session reports from each college list enrollment, faculty, graduate, and financial statistics. Also included is occasional correspondence between the Statistician and College Presidents concerning problems with data collection.

**Series 4 Teacher Education and Credentials 1950-1960**

Physical Description: 14 file folders

Arrangement

Arranged alphabetically by subject and chronologically thereunder.

Scope and Content Note

Correspondence, memoranda, minutes, and reports include information on the regulations for various types of credentials (Administrative, Physical Education, Provisional, Supervision and Vocational); revision of the credential structure; and, statistical studies of certificated personnel.
Bureau of Junior College Education

Scope and Content Note
In 1957, the Department of Education created the Bureau of Junior College Education in the Bureau of Secondary Education to develop and coordinate junior college programs and activities. The Master Plan for Higher Education in California, presented to the Legislature in 1960, made junior colleges a part of higher education and led to the placement of the Bureau in the newly created Division of Higher Education in 1961. In 1968, the Department of Education transferred its jurisdiction over junior colleges to the Board of Governors of the California Community Colleges.

The Bureau of Junior College Education administered the policies, provisions, and regulations of the Department of Education that pertained to junior colleges. Its concerns included organizing junior college districts, improving instruction and curricula, participating in professional associations, and preparing, publishing, and distributing manuals and bulletins. In addition, the Bureau participated in the accreditation program of the Western College Association and helped develop policies for NDEA Title III programs. (See History folder for a more complete narrative and account of Bureau services.)

F3752:2814-2852

Series 1 Administrative Files 1956-64 (68)
Physical Description: 38 file folders
Arrangement
Arranged alphabetically by subject and in chronologically thereunder.
Scope and Content Note
Correspondence, memoranda, reports, agenda, minutes, and other material relating to accreditation, aviation education, conferences, Criteria and Standards, district organization, legislation, and transition.

Division of Special Schools and Services

Scope and Content Note
A residential school for the deaf and blind was established by the legislature in 1860 (Stats. 1860, ch. 246). The California School for the Deaf and Blind was placed under the newly created Department of Education in 1921, and in that same year the school was divided into separate institutions for the deaf and the blind. By 1927, a Division of Special Education was created within the Department which included the two special schools and the Bureaus of Correction of Speech Defects, Education of Crippled Children, Mental Hygiene, and Attendance and Migratory Education. When the Department reorganized in 1945, a Division of Special Schools and Services was established encompassing the two special schools, Training Centers for the Adult Blind, the Bureau of Vocational Rehabilitation, and by 1947 California Academies (for neglected children) and Schools for Cerebral Palsied Children. In 1970, the Division's name was changed to the Division of Special Education and in 1971, it became the Special Education Support Activity Unit of the Department's Education Program Matrix.

F3752:2853-2862

Series 1 Office Files 1947-54, 1957-66, 1972-74
Physical Description: 10 file folders
Arrangement
Arranged alphabetically by subject and chronologically thereunder.
Scope and Content Note
Correspondence, memoranda, agenda, minutes, and reports include materials pertaining to an investigation of mismanagement charges at the California School for the Deaf (1950); Superintendent's Cabinet minutes (1947-54); and, the draft and final versions of the Special Education Master Plan (1972-74).
Bureau of Special Education

Scope and Content Note

When the Division of Special Schools and Services was created in 1945, the curriculum development functions of the former Division of Special Education were consolidated in a Bureau of Special Education under the Division of Instruction. The Bureau’s staff included various consultants in the education of the deaf, hard of hearing, blind, partially sighted, mentally retarded, physically handicapped, and emotionally disturbed, as well as in the correction of speech defects and mental hygiene. In 1961, the Bureau returned to the Division of Special Schools and Services.

Series 1 General Correspondence 1949-65

Physical Description: 8 file folders
Arrangement
Arranged chronologically.
Scope and Content Note
Correspondence to and from Bureau staff concerns program administration, policy and regulations; educationally and physically handicapped; mentally retarded; legislation; teacher training and credentials; cerebral palsy; epilepsy; the Department of Mental Hygiene; meetings and conferences; professional and advisory groups; and publications.


Physical Description: 5 file folders
Arrangement
Arranged alphabetically by consultant’s name.
Scope and Content Note
These reports of field activities vary in content from simple itineraries to narrative descriptions of local programs which might include information on professional groups, conferences, and workshops as well.
Series 3 Subject Files 1948-64.

Physical Description: 41 file folders

Arrangement

Arranged alphabetically by subject and chronologically thereunder.

Scope and Content Note

Correspondence, memoranda, agenda, minutes, reports, and other materials including: Aphasia (1956-64); Deaf and Hard of Hearing (1957-61); Facilities (1953-60, school buildings and equipment for special education programs); Gifted Children (1953-61); Governor's Council Reports (1955-63, narrative reports of Bureau activities); Legislation (1955-63, includes analyses, committee reports, amendments for federal and state legislation; teacher training programs and credentials for special education; and, information concerning various professional and advisory groups such as the Advisory Committee on Special Education, California Council for the Blind, California Speech and Hearing Assn., and International Council for Exceptional Children.

Bureau of Vocational Rehabilitation

Scope and Content Note

In 1921, the California Legislature accepted the provisions of the Federal Vocational Rehabilitation Act which required that in order to receive funds the State Board of Education had to appoint a Supervisor of Vocational Rehabilitation (Stats. 1921, ch. 758). A Bureau of Civilian Vocational Rehabilitation was established in the Division of City Secondary Schools in 1927 and in 1932, the Bureau was transferred to the Commission for Vocational Education. The Bureau became a part of the Division of Special Schools and Services in 1945, and was designated a separate agency in 1963. The Bureau provided vocational training, counseling, and placement services to physically handicapped people.

Series 1 Office Files (1936, 38), 1945-58

Physical Description: 8 file folders

Arrangement

Arranged alphabetically by subject or type and chronologically thereunder.

Scope and Content Note

Correspondence, memoranda, reports and other materials provide information on program administration and individual cases. Records include information on: Business Enterprise Program - vocational rehabilitation for the blind; Closure Reports - sample case files including psychiatric evaluations and tests; General Correspondence; State Plans - California plans for the administration and organization of the Federal Vocational Rehabilitation Act, 1943-45; Vending Stands - program established by the Randolph-Sheppard Act (HR 4688, 1936) which authorized operation of vending stands by blind persons in federal buildings.
Compensatory Education

Scope and Content Note

In 1963, the Legislature funded 24 two-year projects aimed at economically and culturally disadvantaged children (Stats. 1963, ch. 98). The apparent success of these projects led to the passage of the McAteer Act of 1965 (Stats. 1965, ch. 1163), which established the Office of Compensatory Education within the Department of Education. Federal support for compensatory education also came in 1965, with the passage of the Elementary and Secondary Education Act of 1965 (ESEA). To administer these and other state and federal programs, the Office of Compensatory Education established bureaus. Program Development, Evaluation and Research, and Fiscal Management ensured that each project met formal program guidelines. Community Services and Migrant Education, Preschool Educational Programs, Intergroup Relations, and Professional Development administered projects directed at specific groups. (Compensatory Education - Bureau histories and descriptions in the ADMINISTRATIVE FILES offers a more complete discussion of the bureaus.) In 1970, Compensatory Education was raised to Divisional status.

F3752:2935-3131 Series 1 Administrative Files 1965-73.

Physical Description: 181 file folders

Arrangement

Arranged alphabetically by name of bureau, bureau chief, commission, program, school district, or subject and chronologically thereunder.

Scope and Content Note

Correspondence, memoranda, reports, rosters, agenda, minutes, newsletters, and other materials relating to children's centers, the Racial and Ethnic Survey, Mexican-American education, divisional reorganization, the consolidated application, and programs (see also PROGRAM FILES).


Physical Description: 132 file folders

Arrangement

Arranged chronologically, then alphabetically by program and by administrative unit.

Scope and Content Note

Program files include project proposals and applications, progress reports, budget and enrollment figures, evaluation reports, project summaries, and exhibits. Program files have been sampled to include these counties: Alameda, Butte, Fresno, Humboldt, Lassen, Los Angeles, Mono, Sacramento, and San Luis Obispo. (See also ADMINISTRATIVE FILES.)

A. McAteer Act Pilot Projects 1963-65

Scope and Content Note

a pilot study to determine effective programs for teaching disadvantaged children. 7f.

B. ESEA Title I 1966-67

Scope and Content Note

a Federal program aimed at all educationally deprived children living in low-income areas. 5f.

C. Preschool Educational Programs 1966-67, 70-71

Scope and Content Note

a program to develop readiness for regular school for children from poverty-complex areas. 34f.
D. **S. B. 28 Demonstration Projects 1966-1968**

Scope and Content Note

a state program to continue curriculum research and teacher training in reading and mathematics. 18f.

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E. **Migrant Education 1967-1969**

Scope and Content Note

a program which coordinated instructional activities with health and welfare, teacher inservice education, and family support services on a regional basis. 19f.

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F. **Miller-Unruh Reading Program 1968-1969**

Scope and Content Note

specialist teachers hired to conduct special reading programs for grades 1 to 3. 11f.

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G. **Model Cities Program 1968-1974**

Scope and Content Note

a program designed to meet the special needs of urban areas, particularly the problems of urban education. 39f.

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**Bilingual-Bicultural Task Force**

Scope and Content Note

In 1971, the Department of Education formed the Bilingual-Bicultural Task Force to give assistance to school districts in developing systematic, quality instructional programs for limited and non-English-speaking children. The Bilingual Education Act of 1972 (Stats. 1972, ch. 1258) provided funds to expand and extend bilingual programs already established by ESEA Title VII. By means of comprehensive planning, the Task Force developed programs for students with limited or no English-speaking ability, set certification and performance standards, generated local support for bilingual programs, and established guidelines to integrate and consolidate federal and state programs including Operation SHARE, Early Childhood Education, and Indian Education. With the reorganization of the Department of Education in 1975, the Task Force became the Office of Bilingual-Bicultural Education.

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**Series 1 Bilingual-Bicultural Task Force Copy File 1972-1975**

Physical Description: 30 file folders

Scope and Content Note

Arrangement

Arranged alphabetically by subject and chronologically thereunder. Correspondence, memoranda, reports, policy statements, forms, and other materials pertaining to the Lau vs. Nichols case (which established the right to bilingual education), budget, programs, and plans of the Bilingual-Bicultural Task Force. Files from the office of Xavier Del Buono, Program Manager in the Educational Program Matrix responsible for bilingual education, consist largely of copies of Task Force materials sent by Gilbert Martinez, Manager of the Task Force, and administrative communications exchanged between Del Buono and Martinez.
Series 2 Bilingual Education Project Applications 1973-75.

Physical Description: 18 file folders

Scope and Content Note
Arrangement
Arranged alphabetically by county and school district then chronologically thereunder.
A sampling of nine counties representing various populations and geographic areas was made and applications from these counties were retained when available. The counties are: Alameda, Butte, Fresno, Humboldt, Lassen, Los Angeles, Mono, Sacramento, and San Luis Obispo. Files contain Form A-127, correspondence, and supplementary forms pertaining to project funding provided for by the Bilingual Education Act. Form A-127 includes need assessment, project description, rationale, participants, budgets, advisory groups, and appendices.

Bureau of Community Services and Migrant Education

Scope and Content Note
In 1965, the State Board of Education established the Bureau of Community Services and Migrant Education as part of the Office of Compensatory Education. The Board charged the Bureau with the coordination and administration of educational and related services provided for school children by federal, state, county, and local programs in order to improve service and prevent waste. In addition, the Bureau administered the Migrant Education Amendment to Title I of the Elementary and Secondary Education Act and Title VI of the Civil Rights Act of 1964. Program functions included establishing local advisory committees to review local projects, coordinating services with educational programs, ensuring the involvement of non-public school children in regional programs, and enforcing compliance with the Civil Rights Act by reviewing programs and projects involving members of racial, ethnic, and social groups. The Bureau established and maintained six regional offices to fulfill its diverse responsibilities. It also developed, implemented, and administered a statewide master plan for migrant education which led to the division of the Bureau of Community Services and the Bureau of Migrant Education. (See BUREAU OF MIGRANT EDUCATION for information after 1973.)

Series 1 Administrative Files 1968-73.

Physical Description: 107 file folders

A. Office Files
Scope and Content Note
Arranged alphabetically by subject and chronologically thereunder. Correspondence, memoranda, reports, minutes, agenda, and other materials relating to the activities of the Bureau. Topics include the California Plan for the Education of Migrant Children, Follow Through program, health services, daycare centers, Mini Corps system, and the Migrant Student Record Transfer System. 53f.

B. Regional Office Files
Scope and Content Note
Arranged by region, then by subject, and chronologically thereunder. Correspondence, memoranda, and reports relating to the development of educational programs and projects in each region. 54f.
Bureau of Migrant Education

Scope and Content Note
In 1973, the Legislature enacted A.B. 1062 (Stats. 1973, ch. 1037) which required the Department of Education to adopt a master plan for the education of the children of migrant workers. The Department of Education submitted the California Master Plan for Migrant Education in 1974, and established a separate Bureau of Migrant Education to direct the process of planning, implementation, monitoring, and evaluating state and local projects. Program activities included preservice and inservice education for personnel, health and welfare services, the Migrant Student Record Transfer System, summer schools, and daycare centers. To promote local participation and assist in the development of comprehensive local projects, the Bureau established and maintained seven regional offices. (See BUREAU OF COMMUNITY SERVICES AND MIGRANT EDUCATION for material prior to 1974.)

Series 1 Administrative Files 1974-75.
Physical Description: 43 file folders

A. Office Files
Arrangement
Arranged alphabetically by subject and chronologically thereunder.
Scope and Content Note
Correspondence, memoranda, reports, minutes, agenda, and other materials relating to the activities of the Bureau. Topics include summer schools, Migrant Student Record Transfer System, the federal audit, daycare centers, health services, and the California Master Plan for Migrant Education. 25f.

B. Regional Office Files
Arrangement
Arranged by region, then by subject, and chronologically thereunder.
Scope and Content Note
Correspondence, memoranda, and Monitor and Review reports relating to the development of local migrant education programs. 18f.

Education Program Matrix
Scope and Content Note
In 1972, the Superintendent of Public Instruction adopted the Matrix management system to be implemented after the reorganization of the Department of Education in 1973. The Matrix system combined the programs administered by the Department into five Support Units - general education, special education, vocational education, compensatory education, and child development - and divided the student population into three Age Spans - Early Childhood, Intermediate, and Adult. Program Managers coordinated the services offered by the Support Units which related to the educational needs of each Age Span. Under this system the Department of Education attempted to improve its service to local education agencies by eliminating duplication of effort, improving intradepartmental communication, and providing coordinated educational programs. The attempt failed. With the reorganization of the Department in 1975, Education Program Management replaced Education Program Matrix and assumed most of the functions and programs of the Matrix.
Series 1 Administrative Files 1971-75.

F3752:3465-3474

Physical Description: 10 file folders
Arrangement
Arranged alphabetically and chronologically thereunder.
Scope and Content Note
Correspondence, memoranda, minutes, agenda, reports, and other material relating to the Matrix Management Team, Individually Guided Education, Professional Development Centers, Intermediate Age-Span education, and the budget. (See also ADULT EDUCATION - OFFICE FILES, Xavier Del Buono.)

Special Programs and Support Services

Scope and Content Note
When the Department of Education reorganization plan, the Education Program Matrix, failed in 1975, all special and categorical aid programs which did not fall under one of the three age spans (Elementary, Secondary, and Adult) were consolidated under Special Programs and Support Services Management (SPSSM). SPSSM was administered by an Associate Superintendent who supervised these units: Planning and Federal Administration, Child Development, Special Education, Compensatory Education, Curriculum Services, and Bilingual-Bicultural Programs.

F3752:3475-3490

Series 1 Administrative Files (1974) 1975-76.

Physical Description: 16 file folders
Arrangement
Arranged alphabetically by subject and chronologically thereunder.
Scope and Content Note
Correspondence, memoranda, minutes, and reports. The records emphasize the Associate Superintendent's administration of the Compensatory Education Unit - particularly the Migrant Education program. Migrant Education materials pertain to contracts, state plans, applications for federal funds, federal audits and reviews, fiscal matters, and regional operations. (See BUREAU OF COMMUNITY SERVICES AND MIGRANT EDUCATION, BUREAU OF MIGRANT EDUCATION, and COMPENSATORY EDUCATION for earlier information on these programs.) Also included is information concerning non-public schools, the Professional Development Program, and S.B. 90 (Educationally Disadvantaged Youth program).
Special Programs and Support Services

**Physical Description:** 28,158 items

**Arrangement**
Arranged into five parts: 1) largest portion consists of prints and negatives numerical by photographer’s job number (4,117 prints, 19,662 negatives); 2) a group of 35mm negatives and proofs are by subject (1,385 negatives, 3 contact prints); 3) miscellaneous photographs are by subject (386 prints); 4) publication photographs are by project number (566 prints); and, 5) slides are by subject (2,042 slides).

**Scope and Content Note**
Images depict agency programs, activities, and workshops and reflect such post-World War II educational trends as vocational education and special education for disabled children. Majority of photographs were taken by William Stabler, photographer for the Dept. of Education, and were used in department news releases and publications.
Collection includes images of students and classrooms at all grade levels from kindergarten to college. Subjects emphasized are industrial arts, aviation education, audiovisual aids in the classroom, school libraries, agricultural education, foreign language instruction, music education, and training for firemen. Many portraits of agency staff are available including Superintendents of Public Instruction Roy Simpson, Max Rafferty, and Wilson Riles. Various State Board of Education members as well as Governors Earl Warren, Goodwin Knight, Pat Brown, and Ronald Reagan and first lady Nancy Reagan are also depicted. Detailed item-level information is available on the California State Archives online catalog MINERVA http://minerva.sos.ca.gov

**Elementary Education Program Management**

**Scope and Content Note**
In 1971, the State Board of Education and the Department of Education established Early Childhood Education (ECE) as a top priority and charged a task force with developing a master plan. ECE became a Department program with the passage of S.B. 1302 in 1972 (Stats. 1972, ch. 1147). The ECE program was designed to restructure K-3 programs in all of California’s schools over the 1973-78 time period. The goal was to insure that every child received an individualized program of instruction that allowed continuous progress and mastery of basic academic and social skills by the end of the third grade. A high degree of parent and community participation was a vital ingredient of the program.

In a 1972 Department reorganization, the ECE Age Span (an element of the Education Program Matrix) was created to administer the ECE program. ECE Age Span became Elementary Education Program Management (EEPM) when the Department reorganized in 1975. EEPM continued to administer the ECE program, as well as the Miller-Unruh Basic Reading Act, the Reading Task Force, the California Right to Read program, Child Development programs, and the State Preschool program. (See also SPECIAL PROGRAMS AND SUPPORT SERVICES MANAGEMENT for more material on Child Development and the State Preschool program; and see COMPENSATORY EDUCATION for more information about the early development of the State Preschool program.)

EEPM participated in the application/funding cycle of the Department's categorical aid programs which included a consolidated application, comprehensive planning, onsite monitor and review, and evaluation.
Series 1 Administrative Files 1972-1977

Physical Description: 36 file folders, 5 tapes

Arrangement
Arranged alphabetically by subject or type and chronologically thereunder unless otherwise noted.

Scope and Content Note
Correspondence, memoranda, minutes, reports, and other materials related to: Budget - includes program narratives; Department Priorities; Executive Cabinet - minutes and agenda items, 1973-76; Legislation - filed by bill number; Matrix Management Team (MMT) - concerns management of the Department’s Program Branch; Organizations - professional education groups and advisory bodies; Program Cabinet - minutes and agenda items of Program Branch’s policy setting body; and, State Board of Education (SBE) - agenda items prepared for SBE consideration and some SBE Committee minutes. Also included are 5 cassette tapes of SBE Policies and Programs meetings (1-13-77, 2-10-77, 3-10-77) stored separately.

Series 2 Program Files 1969-1977

Physical Description: 158 file folders, 2 black and white photographs

Scope and Content Note
Arrangement
Arranged chronologically then alphabetically by program and chronologically thereunder unless otherwise noted.

Correspondence, memoranda, minutes, reports, and other materials primarily trace the development of the ECE Program and the administration of the other Department programs related to elementary education.

A. ECE Task Force (1970-72)

Scope and Content Note
minutes and related material concerning Task Force administration and draft and final reports. 7f.

B. ECE Implementation Committee (1970-72)

Scope and Content Note
formed within the Department to implement the intent and recommendations of the ECE Task Force - includes final program plans. 3f.
**C. ECE Program (1969-77)**

Scope and Content Note

ADMINISTRATION (1969-77)-includes files pertaining to expansion, the Hewitt Report, planning, promising practices, regulations, S.B. 1302, staff development, termination (of local programs), and waivers, 30f; CORRESPONDENCE (1972-77) - with the general public and local school officials concerning paperwork, parent involvement, local program problems/complaints, and individualized instruction, 19f; CONSOLIDATED APPLICATION (1971-77) - development, implementation and subsequent revisions of this form, 6f; ECE MANAGEMENT TEAM (ECEMT) (1971-75) - provides technical assistance to, onsite monitor and review of, and evaluates local programs - topics include the Consolidated Application, school-level plans, audio-visual materials, program budget, and the Education Program Matrix, 18f; ELEMENTARY FIELD SERVICES (EFS) (1974-77) - provides services to local school districts similar to ECEMT but includes other categorical aid programs, 6f; EVALUATION (1971-77) - evaluation reports of ECE by Department and independent evaluators - includes material relating to the Joint Committee of Educational Goals and Evaluation, 10f; MONITOR AND REVIEW (MAR) (1973-76) - includes some sample MAR reports of local programs and material concerning Program Review and Improvement (PRI), 3f; REGIONAL SERVICE TEAMS (RST) (1973-74) - provides services to local school districts similar to ECEMT but includes other categorical aid programs - material traces development of RST's; SUBJECT FILES (1971-77) - includes files on bilingual education, Dept. of Social Welfare, non-public schools, individually guided education, parent education, professional development, an H. Glenn Davis (ECEPM Mgr.) personal file with two black and white photographs of him stored separately, and other materials, 22f; UNITED STATES OFFICE OF EDUCATION (USOE) (1972-77) - USOE reviews and audits of federally funded state programs, 4f.


Scope and Content Note

with the Miller-Unruh Basic Reading Act of 1965 (Stats. 1965, ch. 1233) the Legislature established a program to upgrade the reading achievement of primary grade children by providing state funds to hire reading specialists. The files concern program administration and evaluation. 3f.

**E. Reading Task Force (1971-77)**

Scope and Content Note

established in May 1971, to coordinate Department reading programs and identify promising practices. These files emphasize the Task Force's administration of the federally funded Right to Read (R2R) program which began in 1972. Included are sample data sheets, grant applications, program statements, and workplans, as well as information pertaining to the Educational Innovation and Planning Commission and R2R Advisory Council. 10f.

**F. Special Programs and Support Services (SPSS) (1969-77)**

Scope and Content Note

CHILD DEVELOPMENT (1969-77) - records emphasize the administration of the State Preschool program which began in 1965 (Stats. 1965, ch. 1248) authorizing funds for a statewide preschool system to provide equal educational opportunities for children (3-5 yrs old) of low-income or disadvantaged families, 12f (see also COMPENSATORY EDUCATION for more information about the development of the State Preschool program); EDUCATIONALLY DISADVANTAGED YOUTH (EDY) (1971-77) - relationship of EDY funding to ECE program funding and administration, 2f.

**Governmental Affairs**
Series 1 Bill Files 1979-1982, 1985-1986

Physical Description: 171 file folders

Arrangement
Arranged chronologically by two-year legislative session, then alphabetically by house of origin, then numerically by bill number.

Scope and Content Note
Bill files may include Dept. of Education bill analyses, amendments, author's statements, correspondence, legislative committee analyses, author's statements, press releases, newspaper clippings, and background information on a bill.

The Archives did not receive bill files for the 1983-1984 session.

1985-1986: AB1-AB4387, ACA1-ACA44, ACR6-ACR153 (70ff) R146.1
1985-1986: SB7-SB2606, SCA12-SCA33, SCR2-SCR91, SJR8, SR24 (37ff) R146.1

Series 2 Correspondence 1975-1980

Physical Description: 15 file folders

Arrangement
Arranged alphabetically by committee member name.

Scope and Content Note
Correspondence with Senate and Assembly Education Committee members on district education matters, funding of educational programs, etc.