Inventory of the Dept. of Commerce Records

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Inventory of the Dept. of Commerce Records

Collection number: F3698:1-534, R256

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

Processed by:
Archives Staff and Sara Kuzak

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Veronica Lara

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Descriptive Summary

Title: Dept. of Commerce Records
Dates: 1948-1989
Collection number: F3698:1-534, R256
Creator: Dept. of Commerce

Collection Size: 48 Cubic Feet, including 58 photographs and 9 audio cassettes
Repository: California State Archives
Sacramento, California

Abstract: Originally established in 1969, the Department of Commerce has held the responsibility of encouraging growth in California’s economy by attracting new and expanding existing businesses and industries, stimulating employment for Californians, and enlarging local and state revenue bases to support necessary public services. The records contained within this collection reflect many of California’s economic concerns throughout the middle part of the twentieth century, including unemployment, foreign trade, changing technology and industry, and local and small business development.

Physical location: California State Archives
Languages: Languages represented in the collection: English

Access
While the majority of the records are open for research, any access restrictions are noted in the record series descriptions.

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Preferred Citation
[Identification of item], Department of Commerce Records, [Identification number]: [folder number], California State Archives, Office of the Secretary of State, Sacramento, California.

Agency History
Originally established in 1969, the Department of Commerce has held the responsibility of encouraging growth in California’s economy by attracting new and expanding existing businesses and industries, stimulating employment for Californians, and enlarging local and state revenue bases to support necessary public services.

The department grew out of several predecessor agencies, including the San Francisco World Trade Center Authority and Los Angeles World Trade Center Authority, established in 1947 (Chapter 1508, Statutes 1947). The Center’s objective was to foster and develop domestic and international trade by establishing world trade centers in San Francisco and Los Angeles, as well as specific representation in key areas of the international community. In 1965 the Legislature established the Southern California World Trade Center Authority, charging it with the same duties as the San Francisco Center, but specifically for Southern California (Chapter 301, Statutes 1965). The California World Trade Authority Coordinating Council
The activities of these organizations were consolidated under the California World Trade Authority in 1968 (Chapter 1352, Statutes 1968), and in 1969 placed under the authority of the newly established Department of Commerce within the Agricultural Service Agency (Chapter 138, Statutes 1969). In fact, several agencies that had conducted closely related programs of economic development were then placed under the direction of this single department. The defunct World Trade Center Authorities, the former Office of Tourism and Visitor Services, the Economic Development Agency, and the California Museum of Science and Industry evolved into the Department’s four divisions: (1) World Trade, (2) Economic Development, (3) Museum of Science and Industry, and (4) Tourism and Visitor Services (Chapter 1161, Statutes of 1969). Records from the former Office of Tourism, 1966-1968, and the Economic Development Agency, 1966-1967, are also included in this record group.

The Department of Commerce was transferred from the Agriculture and Services Agency to the Office of Lieutenant Governor by executive direction on January 21, 1971. Many of the records reflect the Lieutenant Governor’s responsibilities as liaison officer, coordinator, advisor, chairman, member, or ex-officio member of such committees or commissions as: Aerospace Re-employment, Summer Jobs for Youth, California Chamber of Commerce, Shipbuilding, CAL-JOB Program, Space Shuttle Task Force, Federal Contracts, Economic Development, Industry and World Trade, Tourism and Visitor Services, Museum of Science and Industry, and those concerned with the business sector and state and local government.

The Department’s structure evolved throughout the early years of the 1970s. Legislation in 1971 established the California Commission for Economic Development to replace the Commissions of Industry and World Trade and Tourism and Visitor Services (Chapter 1230, Statutes 1971). The Commission was charged with identifying weaknesses in California’s economy, evaluating the extent of unemployment problems, and designing realistic programs to expand the economy. The California Council of Product Design and Marketing (Chapter 1579, Statutes 1971) was also added in 1971. Its purpose was to improve California’s industrial base, thereby increasing employment in the State through increased utilization of design services by State producers. By 1972, the Division of Business and Industry Development had replaced the Division of Economic Development. Its prime function involved balancing environmentally acceptable new businesses and industry and assisting in the expansion of established California businesses.

Funds for the Department of Commerce ceased after June 30, 1975, whereupon the department terminated operations. Two years later, in 1977, the State of California enacted legislation to create the Department of Economic and Business Development within the Business and Transportation Agency, essentially resurrecting the old Department of Commerce (Chapter 345, Statutes 1977). It was to be the primary state agency responsible for promoting economic growth in California: evaluating government policy, conducting studies on business and industry, and providing information to visitors and foreign business representatives.

The work of the department was divided into five offices: (1) Economic Planning, Policy, and Research, (2) Local Economic Development, (3) Business and Industrial Development, (4) Visitor Services, and (5) International Trade (Chapter 345, Statutes 1977).

Throughout the 1980s, the activities of the Department and its various offices evolved in response to changing economic concerns. Chapter 1526, Statutes of 1982, created within the Governor’s Office the California State World Trade Commission to take over the department’s international trade activities. In 1984, the Department of Economic and Business Development was renamed the Department of Commerce (Chapter 449, Statutes 1984). The offices within the new department included: (1) Economic Planning, Policy, and Research Development, (2) Local Economic Development, (3) Business and Industrial Development, (4) Tourism, and (5) Small Business (Chapter 1280, Statutes of 1984). The California Film Office designed to promote film production in California, was also added to the department in 1984 (Chapter 1639, Statutes of 1984). In 1986, the department’s offices were renamed again: (1) Economic Research, (2) Local Development, (3) Business Development, (4) Tourism, (5) Small Business, and (6) California Film Office (Chapter 994, Statutes of 1986). In 1987, the California Film Commission, created by combining the responsibilities of the California Film Office and the Motion Picture Council, replaced the California Film Office within the department (Chapter 34, Statutes 1987). By the end of the decade, two more offices were added to the department: the Office of Marketing and Communication and the Office of Competitive Technology (Chapter 1318, Statutes 1988).

In 1992, the previous functions, duties, activities, and programs of the Department of Commerce, the World Trade Commission, and the Overseas Offices were consolidated into the Trade and Commerce Agency (Chapter 1364, Statutes 1992).

Scope and Content
This inventory includes records from entities that preceded the Department of Commerce. These records are organized into six subgroups: California World Trade Authority Coordinating Council Records, San Francisco World Trade Center Authority Records, Southern California World Trade Center Authority Records, Mexico Foreign Trade Office Records, Japan Foreign Trade Office Records, and Germany Foreign Trade Office Records. The records contained within this collection reflect many of California’s economic concerns throughout the middle part of the twentieth century, including unemployment, foreign trade, changing technology and industry, and local and small business development.

Under the Department of Commerce itself, there are eight subgroups: Council for Product Design and Marketing Records, Division of International Trade Records, Division of Business and Industry Development Records, Task Force on Small Business Competition Records, Legislative Unit Records, Executive Office Records, Director’s Office Records, and the Office of Small Business Development Records.

Bill Files identify legislation that sought to change or create new policies and programs for the Department of Commerce from 1985-1992 (see Legislative Unit and Executive Office Record sub-groups).

**Accruals**

No further accruals are expected.

**Related Materials at the California State Archives**

Records of the Department of Economic and Business Development (1977-1984)

**Indexing Terms**

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

California. Civil Service Commission
California State Personnel Board
California. Dept. of Finance. Division of Personnel and Organization

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**California World Trade Authority Coordinating Council 1948-1974**

- **F3698:1**
  - **Series 1 Minutes 1965-1968**
    - **Physical Description:** 1 file folder
    - **Arrangement**
      - Arranged chronologically by date.
    - **Scope and Content Note**
      - Minutes relate to election and appointment of council officers, budget matters, tourism promotion, protocol procedures, committee reports, foreign trade statistics, trade fairs, foreign trade representative reports, trade missions, consultant contracts, director’s report, project study proposals, and adoption of resolutions.
F3698:2-5  Series 2 Director's Correspondence 1965-1968

Physical Description: 4 file folders
Arrangement
Arranged chronologically by date.
Scope and Content Note
Letters received, copies of letters sent, press releases, and memoranda pertaining to such topics as freight rates, proposed contract amendments, US Department of Commerce, service agreements, establishment of overseas trade offices, governor's trips abroad, program of World Trade Libraries, Director of Finance, California House concept, activity reports, overseas office budget allocations, history of World Trade Authorities Agency, California-Japan import-export relations, trade leads, committee on California Agricultural Exports, trade statistics, protocol program, trade fairs, visits of foreign trade ministers, research projects, National Symposium on Foreign Competition, dedication ceremonies, World Trade Center Building Program, San Francisco Chamber of Commerce, trade patterns, overseas in-store food promotion, and trade missions.

F3698:6  Series 3 Chairman's Correspondence 1964-1968

Physical Description: 1 file folder
Arrangement
Arranged chronologically by date.
Scope and Content Note
Letters received, copies of letters sent, and memoranda deals mainly with: the trade mission to Japan including correspondence, Japan tour itinerary and report, Pan American Society, budget of the World Trade Authorities, Governor's Reorganization Plan, World Trade Center Building proposals, pending legislation, appointment recommendations, and position papers on Department of Commerce are also covered.

F3698:7-14  Series 4 General Correspondence 1963-1969

Physical Description: 8 file folders
Arrangement
Arranged chronologically by date.
Scope and Content Note
Includes two groups of files: one represents correspondence of the Coordinating Council, and the other pertains to correspondence between the Council and the Japan World Trade Office.
Letters received, copies of letters sent, telegrams, rough drafts, summaries, and memoranda concerning council functions, membership appointments, attaché program, proposed trade articles, administrative services, trade leads, protocol matters, California's overseas trade offices, budget allocations, trade statistics, pending legislation, general information inquiries, Los Angeles World Trade Center Authority organization, trade tours and missions, trade publication requests, council meetings, invitations and acknowledgments, international market, World Trade Libraries inquiries, publicity suggestions: trade organizations, and food fairs and exhibitions.

Physical Description: 102 file folders

Arrangement
Arranged alphabetically by subject title, then chronologically by date.

Scope and Content Note
Letters received, copies of letters sent, statements, notes, rough drafts, summaries, reports, hearings, testimonies, addresses, resolutions, agendas, rosters, press releases, news clippings, agreements, newsletters, publications, articles, bulletins, brochures, directories, telegrams, and memoranda regarding such subjects as Attorney General’s Office, budget, trade missions, Buy America Act, Chile-California Program, Office of California Development, trade statistics, US Department of Commerce, Consular Corps, Directory of Exporters and Importers, Department of Finance, food fairs, US World Trade Fairs, 1964, 1966, Governor’s Advisory Committee on Foreign Trade, legislation, Trade Currents, meat imports, New York Trade Center, Osaka-San Francisco Town Affiliation, Port of Oakland, Pan American Airways, protocol, public relations, Department of Public Works, research projects, San Francisco Area Trade Association, Stanford Research Institute, tourism promotion program, United Nations, University of California, World Trade Center, World Trade Center Libraries, and World Trade Club.

Series 6 Trade Leads 1968-1969

Physical Description: 2 file folders

Arrangement
Arranged chronologically by date.

Scope and Content Note
Trade leads are reports used to promote California trade whereby foreign companies are provided information relating to suppliers, manufacturers, and other businesses. Reports include: company name and address; telephone number; language preference; whether company is an importer, exporter, retailer, wholesaler, or manufacturer and of what product; countries company buys from now; sales territory; transactional requirements; capital investment; bank and trade references; annual volume; number of employees; name and nationality of managers or partners; capital stock controlled by whom; general reputation of company; referred to which World Trade Authority office; report number and date; approved by which World Trade Authority official.

Series 7 Reports 1963-1968

Physical Description: 13 file folders

Arrangement
Arranged alphabetically by report title then chronologically by date.

Scope and Content Note
Letters received, copies of letters sent, rough drafts, summaries, press releases, news clippings, and memoranda covering: the California House concept; foreign trade statistics; California Trade Office in Europe; European Fact-finding Trip; Foreign Economic Developments; living standards, wages and exports; Japan and California Economic Analysis; Missions to Japan, China, and Hong Kong; Special Air Fares to Encourage Foreign Tourism to California; California Trade Representative’s Work in Mexico During the Year 1964.

Records of the San Francisco World Trade Center Authority 1948-1969
Records of the San Francisco World Trade Center Authority 1948-1969

Series 1 Minutes 1948-1967

Physical Description: 5 file folders

Arrangement
Arranged chronologically by date.

Scope and Content Note
Minutes relate to the objectives and program of California World Trade Center Authority as well as committee reports, budget, pending legislation, World Trade Center building plan, adoption of resolutions, trade missions, election and appointment of officers, contract negotiations, conference reports, trade fairs, Foreign Trade Zone, Port of Oakland, San Francisco World Trade Center Authority publications, trade leads, State Board of Harbor Commissioners, San Francisco Bay Area Council, Embarcadero Freeway, World Trade Club, San Francisco Chamber of Commerce, insurance, World Trade Libraries, Ferry Building Park Project, Covarrubias Murals, trade development projects, consular corps, award presentations, ceremonies, and dinners, consultant contracts, trade attaché program, and Bay Area Rapid Transit.

Series 2 Executive Director's Correspondence 1957-1964

Physical Description: 3 file folders

Arrangement
Arranged chronologically by date.

Scope and Content Note
Letters received, copies of letters sent, reports, press releases, and memoranda concerned with Consular Corps recognition, Department of Finance conferences, legislative committee meetings, progress reports on Authority programs, contract negotiations, budget matters, organizational and operational reports (includes report on first five years of World Trade Center Authority, 1956-1961), trade improvement recommendations, overseas trade offices' programs, Covarrubias Murals, dedication ceremonies, World Trade Center Authority Project Study, US Tax Haven Plans, Governor's Economic Program, and World Trade Club.

Series 3 Deputy Director's Correspondence 1965-1969

Physical Description: 3 file folders

Arrangement
Arranged chronologically by date.

Scope and Content Note
Letters received, copies of letters sent, rough drafts, telegrams, and memoranda relating to international trade centers, trade fairs, World Trade Libraries, requests for trade publications, photos, and films; California Sister-State Program with Japan, Pan American Society, trade missions, world trade possibilities with Soviet Union, feasibility studies, overseas trade offices, protocol duties, California trade promotion, World Trade Center, and trade leads.

Series 4 Chairman's Correspondence 1963-1965

Physical Description: 1 file folder

Arrangement
Arranged chronologically by date.

Scope and Content Note
Correspondence includes letters received, copies of letters sent, and memoranda mainly regarding economic consultant's contract and trade mission to the Orient.

Inventory of the Dept. of Commerce Records

F3698:1-534, R256  7
F3698:144-145 Series 5 General Correspondence, Japan Office 1967-1968
Physical Description: 2 file folders
Arrangement
Arranged chronologically by date.
Scope and Content Note
Letters received, copies of letters sent, newsletters and memoranda pertaining to invitations to exhibit at foreign trade fairs, requests for California trade brochures, overseas industrial development, survey of foreign trade leads, California Week promotion in Japan, Japanese trade missions to California, trade leads, tourism promotion, films on California, Korean trade mission, Tokyo Food Exhibition, Korean Trade News, import-export statistics from Taiwan Trip, and suggested trade articles.

F3698:146-148 Series 6 Subject Files 1964-1968
Physical Description: 3 file folders
Arrangement
Arranged alphabetically by subject title then chronologically by date.
Scope and Content Note
Letters received, copies of letters sent, rough drafts, reports, summaries, agreements, resolutions, newsletters, press releases, and memoranda relating to San Francisco World Trade Center Authority Building Program (includes contract negotiations, adoption of resolutions, and feasibility studies).

F3698:149-151 Series 7 Trade Leads 1967-1969
Physical Description: 3 file folders
Arrangement
Arranged chronologically by date.
Scope and Content Note
Letters received, copies of letters sent, and form letters covering trade inquiries from foreign or out-of-state companies seeking business connections with California-based companies. Includes requests for additional data on companies listed in Trade Currents (World Trade Center Authority publication) and permission to advertise company information in future issues of Trade Currents.
A typical trade inquiry consists of company owner’s name, company name, address and phone number, product person is interested in, action to be taken (to be listed in Trade Currents or included on World Trade Center Authority mailing list), referrals, remarks, results, and date of inquiry. See also series entry 6 (Subject Files, above).

Records of the Southern California World Trade Center Authority 1965-1969
<table>
<thead>
<tr>
<th>Series 1</th>
<th>Minutes 1965-1968</th>
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<tbody>
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<td>Scope and Content Note</td>
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<tr>
<td>Minutes relate to election of officers, budget, pending legislation, consular corps, international trade programs, tourism, exports, trade promotion literature, committee assignments and reports, trade fairs and missions, activity reports, functions of Coordinating Council, economic development, coordination between World Trade Center and federal, state county and city trade programs, Chairman's Reports, adoption of resolutions, legislative committees, World Trade Center building plan, and feasibility studies.</td>
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<th>Series 2</th>
<th>Chairman's Correspondence 1965-1968</th>
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<td>Scope and Content Note</td>
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<tr>
<td>Letters received, copies of letters sent, rough drafts, press releases, and memoranda pertaining to Mexican trade relations, overseas trade offices, foreign consulate officers, exports, activity reports, export-import directory, trade leads, organization of Los Angeles World Trade Center Authority, trade fairs, and world trade extension courses.</td>
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<th>Series 3</th>
<th>General Correspondence 1965-1968</th>
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<td>Letters received, copies of letters sent, notes, blueprints, and memoranda covering world trade building plans, feasibility studies, Board of Harbor Commissioners, trade leads, trade fairs, Expo 70, requests for trade information and publications, world trade libraries statistical reports, trade publication acknowledgments, and economic development.</td>
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<th>Series 4</th>
<th>Subject Files 1965-1968</th>
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<td>Arranged alphabetically by subject title, then chronologically by date.</td>
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<tr>
<td>Scope and Content Note</td>
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<tr>
<td>Letters received, copies of letters sent, rough drafts, agreements, minutes, reports, press releases, and memoranda regarding Southern California World Trade Center Authority Building Program (includes synopsis of events/history of World Trade Center, contract negotiations, site proposals, and feasibility studies).</td>
<td></td>
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### Records of the Mexico Foreign Trade Office 1964-1968

**F3698:167**

**Series 1 Trade Representative's Correspondence 1964-1966**

**Physical Description:** 1 file folder

**Arrangement**

Arranged chronologically by date.

**Scope and Content Note**

Letters received, copies of letters sent, reports, news clippings, and memoranda relating to Latin American trade, US Industrial Exposition, trade promotion, trade fairs, Central America Trade Mission, Mexico City office organization and procedures, trade leads, Baja California's trade potential, Mexico's private industry needs, and trade missions.

### Monthly Activity Reports 1964-1968

**F3698:168-169**

**Series 2 Monthly Activity Reports 1964-1968**

**Physical Description:** 2 file folders

**Arrangement**

Arranged chronologically by date.

**Scope and Content Note**

Reports cover establishment of Mexico Trade Representative Office, trade representative program, Mexican imports and exports, trade films, Mexico's trade potential, trade meetings and consultations, daily activity reports, number of visitors, enabling legislation, trade leads, advertising and public relations, tourist promotion, research program and planning, staff recommendations, tariff rates, industrial growth, economic missions, budget allocations, and trade fairs.

### Records of the Japan Foreign Trade Office 1965-1969

**F3698:170**

**Series 3 Trade Leads 1965-1968**

**Physical Description:** 1 file folder

**Arrangement**

Arranged chronologically by date.

**Scope and Content Note**

Letters received and copies of letters sent relating to corporations interested in establishing plant facilities in California and companies seeking California business connections to market products or purchase supplies. A typical foreign trade inquiry includes origin of trade lead, products or services needed, name and address of company, name of company manager, amount of capital investment, and production volume.
Series 1 Trade Representative's Correspondence 1966-1968

Physical Description: 1 file folder
Arrangement
Arranged chronologically by date.
Scope and Content Note
Letters received, copies of letters sent, notes, reports, and memoranda covering such topics as international trade fairs, Far East Trade Conferences, trade leads, imports and exports, Expo 70, trade missions, sister-state affiliations, Japanese Information Center, trade advertising, budget allocations, and coordinating council.

Series 2 Monthly Activity Reports 1965-1969

Physical Description: 4 file folders
Arrangement
Arranged chronologically by date.
Scope and Content Note
Letters received, copies of letters sent, summaries, lists, notes, news clippings, and memoranda relating to establishing a Tokyo World Trade Office, trade fairs, foreign trade missions, trade leads, public relations and advertising, tourism promotion, Taiwan and Hong Kong exports, trade meetings and conferences, foreign imports, Japan's political and economic climate, industrial progress, foreign visitors, California-Japan Association, US Department of Agriculture, staff recommendations, import tariffs and quotas, and closure of Tokyo World Trade Office.

Series 3 Trade Leads 1966-1969

Physical Description: 4 file folders
Arrangement
Arranged chronologically by date.
Scope and Content Note
Consists of two groups of files: one represents Japanese Trade Leads and the other relates to Taiwanese.

Records of the Germany Foreign Trade Office 1966-1969

Series 1 Trade Representative's Correspondence 1967-1969

Physical Description: 1 file folder
Arrangement
Arranged chronologically by date.
Scope and Content Note
Letters received, copies of letters sent, and memoranda pertaining to export promotion program, opening of Frankfurt World Trade Office, commercial and agricultural attaches, labeling California food products, economic trends, German trade surpluses, trade leads, German food fairs, foreign investment in the US, trade fairs, creating California Department of Commerce, and California Week promotion.
Records of the Germany Foreign Trade Office 1966-1969
Series 2 General Correspondence 1966-1969

F3698:181

Series 2 General Correspondence 1966-1969
Physical Description: 1 file folder
Arrangement
Arranged chronologically by date.
Scope and Content Note
Letters received, copies of letters sent, rough drafts, reports, press releases and memoranda concerned with US Trade Promotion Services, California World Trade Authority Program, location for European Trade Office, establishment of German World Trade Office, trade fairs and exhibitions, trade missions, foreign investments, trade leads, publicity, budget allocations, and termination of San Francisco World Trade Center Authority and California's overseas world trade offices.

F3698:182-183

Series 3 Monthly Activity Reports 1967-1969
Physical Description: 2 file folders
Arrangement
Arranged chronologically by date.
Scope and Content Note
Letters received, copies of letters sent, and memoranda cover such subjects as trade meetings, Frankfurt World Trade Office, trade leads, pending US legislation, German taxation, foreign investment incentives, trade promotion and advertising, California agriculture, trade missions, US Trade Center, food and trade fairs, exporter incentives, Germany's meat regulations, and closure of European Trade Office.

F3698:184-187

Series 4 Trade Leads 1968-1969
Physical Description: 4 file folders
Arrangement
Arranged chronologically by date.
Scope and Content Note
Letters received, copies of letters sent, and memoranda pertaining to trade inquiries from various companies interested in establishing California business connections.

Records of the Department of Commerce 1965-1992

F3698:188-190

Series 1 Director's Correspondence Relating to the Division of Tourism and Visitor Services 1967-1971
Physical Description: 3 file folders
Arrangement
Arranged chronologically by date.
Scope and Content Note
Letters received and copies of letters sent pertaining to services offered by various companies, publications of other tourist agencies, requests for photos and slides, program suggestions, requests for brochures, maps and travel posters, establishing tourist information centers, invitations to conferences, conventions, and travel shows, inquiries relating to budget, travel regulations, advertising solicitations, and general inquiries concerning tourist information.
Series 2 Information Officer Correspondence Relating to the Division of Tourism and Visitor Services 1973-1974

Physical Description: 1 file folder
Arrangement
Arranged chronologically by date.
Scope and Content Note
Letters received and copies of letters sent relating to subjects such as requests for photos, slides and movies, subscriptions to California Traveler (Division of Tourism's Newsletter), inquiries regarding general tourist information for publication, and requests for information pertaining to industrial plant tours.

Series 3 General Correspondence Relating to the Division of Tourism and Visitor Services 1969-1971

Physical Description: 7 file folder
Arrangement
Arranged chronologically by date.
Scope and Content Note
Primarily copies of letters sent and memoranda from the Director of Tourism and Information Officer to heads of local Chambers of Commerce and tourist attractions throughout California regarding exhibits at travel shows, requests for travel literature, program suggestions, dedication ceremonies, Tourism and Visitor Services Meeting minutes, speaking engagements, magazine articles, personnel matters, requests for photos, Western American Convention Travel Institute, and general inquiries on travel in California.

Series 4 General Subject Files Relating to the Division of Tourism and Visitor Services 1966-1975

Physical Description: 2 cubic feet, 4 items
Arrangement
Arranged alphabetically by subject title then chronologically by date.
Scope and Content Note
Letters received, copies of letters sent, reports, schedules, publications, newsletters, maps, bulletins, surveys, summaries, lists, rosters, charts, studies, agenda, minutes, questionnaires, applications, press releases, news clippings, telegrams, film, rough drafts and memoranda embracing such subjects as American Society of Travel Agents, Auto Tour Booklet, budget, Wally Byam Unit Rallys, California Job Development Corporation Law, State Chamber of Commerce, Tourism and Visitor Services Commission minutes, committee reports, and correspondence, Discover America Travel Organization (DATO), energy crisis, under (Energy Crisis), environment, ethnic group celebrations, federal grants, highway signs, tourism research, movies on California, National Association of Travel Organizations (NATO), plant tours, California Traveler Newsletter, Council of Product Design and Marketing, 19 Driving Tours brochure, public information and service announcements, Tourism Employment Study, Western America Convention and Travel Institute (WACTI), Western Governor's Conference, and Public Service Campaign Films.
Series 5 Photographs Relating to the Division of Tourism and Visitor Services Undated

Physical Description: 58 photographic prints

Arrangement
Arranged alphabetically by geographic area or by name of tourist attraction.

Scope and Content Note

Series 6 Newspaper Clippings Relating to the Division of Tourism and Visitor Services 1965-1970

Physical Description: 1 volume

Arrangement
Arranged chronologically by date.

Scope and Content Note
Clippings, identified by name and date, of newspaper mounted in a scrapbook relating to the opening of the Office of Tourism, Tourism’s first director, tourist attractions, travel literature, legislators’ comments about tourism, tourism organizations, tourist director’s speaking engagements, trade shows and conventions, pending legislation, tourist business climate and potential, governor’s appointments to Tourism Commission, dedications of historic sites, problems confronting state parks, special exhibits, tourism’s revenues, and recreation sites.

Series 7 Director’s Speeches Relating to the Division of Economic Development 1969

Physical Description: 1 file folder

Arrangement
Arranged chronologically by date.

Scope and Content Note
Typescript speeches relating to economic development and the role of governments, and the problems and progress of economic development.

Series 8 General Correspondence Relating to the Division of Economic Development 1967-1971

Physical Description: 5 file folders

Arrangement
Arranged chronologically by date.

Scope and Content Note
Letters received, copies of letters sent, and memoranda covering subjects such as population data, opportunities for business investments, financial aid for businesses, requests for brochures on economic development, expansion and relocation of industrial plants, industrial tax exemptions, state business laws, and closing of businesses.
<table>
<thead>
<tr>
<th>Series</th>
<th>Description</th>
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| F3698:299-302 | **Series 9 General Business Inquiries Relating to the Division of Economic and Business Development 1968-1971**  
  Physical Description: 4 file folders  
  Arrangement  
  Arranged chronologically by date.  
  Scope and Content Note  
  Copies of letters sent concerned with plant location requirements, marketing prospects, real estate loans, construction financing, cost of utilities, business expansion, economic development literature, hourly wages of manufacturing production workers, real estate investments, and exporting information. |
| F3698:303-343 | **Series 10 Industrial Development Inquiries Relating to the Division of Economic and Business Development 1961-1967**  
  Physical Description: 41 file folders  
  Arrangement  
  Arranged alphabetically by company name, then chronologically by date.  
  Scope and Content Note  
  Samples of letters received, copies of letters sent, press releases, telegrams, news clippings, notes and memoranda are retained. Each file represents an inquiry from a specific company requesting site location information such as utility rates, average labor costs, labor climate, property and state tax rates, land availability and cost, business tax incentives, building availability and cost, freight rates, and includes comments on where the company finally decided to locate and why. |
| F3698:344-351 | **Series 11 Director's Correspondence Relating to the Division of Business and Industry Development 1972-1974**  
  Physical Description: 8 file folders  
  Arrangement  
  Arranged chronologically by date.  
  Scope and Content Note  
  Letters and postcards received, copies of letters sent, and memoranda include requests for information pertaining to business tax concessions, industrial development publications, names and addresses of state industries, industrial growth patterns, business investment opportunities, import-export data, National Association of State Development Agencies, population data, average wages, economic profiles for certain counties, state corporation laws, regulations regarding foreign companies, zoning of industrial property, state maps, business loans, marketing data, and plant site and facility planning. |
<table>
<thead>
<tr>
<th>Series</th>
<th>Description</th>
<th>Physical Description</th>
<th>Arrangement</th>
<th>Scope and Content Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>General Subject Files Relating to the Division of Business and Industry Development 1972-1974</td>
<td>20 file folders</td>
<td>Arranged alphabetically by subject title, then chronologically by date.</td>
<td>Letters received, copies of letters sent, rough drafts, reports, announcements, newsletters, agendas, minutes, press releases, telegrams, summaries, and memoranda concerning budget, Council for Urban Economic Development (CUED), deep water ports, US Economic Development Administration (EDA), community economic development plans, energy crisis (under Energy Crisis), Japanese investment, League of California Cities, pollution control financing, regional economic development meetings, and reverse investment.</td>
</tr>
<tr>
<td>13</td>
<td>Community Economic Profiles Relating to the Division of Business and Industry Development 1971-1975</td>
<td>24 file folders</td>
<td>Arranged alphabetically by county name, then chronologically by date.</td>
<td>Each file contains one or more profiles of certain cities within the county. A profile, prepared by the local chamber of commerce, covers such topics as geographic location, economic growth and trends, climate, transportation, industrial sites, water supply, sewer service, storm drains and flood control, street improvements, natural gas, electric power, telephone, government facilities, tax and insurance rates, labor market, population and employment, characteristics of labor force, manuscript manufacturing and non-manufacturing employment, community facilities, health, education, and cultural, and housing availability, prices and rentals.</td>
</tr>
<tr>
<td>14</td>
<td>Publications Relating to the Division of Business and Industry Development 1972, 1974-1975</td>
<td>5 file folders</td>
<td>Arranged alphabetically by title of publication, then chronologically by date.</td>
<td>Series includes published guides and reports relating to state government programs for economic development, establishing a business, principal business taxes, labor laws affecting business, air and water quality, growth industries for California, and opportunities for economic development in California communities.</td>
</tr>
<tr>
<td>15</td>
<td>Museum of Science and Industry Board Meeting Minutes 1971-1972</td>
<td>1 file folder</td>
<td>Arranged chronologically by date.</td>
<td>Letters received, copies of letters sent, notes and memoranda pertaining to list of accomplishments, reports, legislation, budget, exhibits, maintenance, and personnel. Also includes rules of procedure of the California Museum Foundation Advisory Board and procedure of operation of the California Museum Foundation Associate Board.</td>
</tr>
</tbody>
</table>
Series 16 Subject Files Related to the Museum of Science and Industry 1968-1976

Physical Description: 10 file folders
Arrangement
Arranged alphabetically by subject title, then chronologically by date.
Scope and Content Note
Letters received, copies of letters sent, notes, rough drafts, schedules, reports, rosters, charts, telegrams, publications, and memoranda covering subjects such as budget, program objectives, conferences, banquets, exhibits, and special projects, legal agreements and contracts, legislation, committees, publicity, and miscellaneous correspondence contains a history of California Museum of Science and Industry.

Series 17 Lieutenant Governor's Correspondence 1971-1973

Physical Description: 1 file folder
Arrangement
Arranged chronologically by date.
Scope and Content Note
Letters received and copies of letters sent relating to small business contributions, establishment of a World Trade Library, creation of a Professional Resources Development Agency, industrial plant expansion, Lockheed Loan (national) legislation, economic development legislation, and public speeches.

See also Lt. Governor's Record Group, Press Secretary Series, Press Releases, 1969-1974, 12 ff. (F3724:1262-1273).

Series 18 Director's Weekly Activity Reports 1971-1972

Physical Description: 1 file folder
Arrangement
Arranged chronologically by date.
Scope and Content Note
Copies of reports pertain to such activities as company relocation in California, new and expanding businesses, Space Shuttle Task Force meetings, hiring under the Emergency Employment Assistance Act (federal), progress of Lockheed Aircraft Corp., awarding of federal contracts, operations of the California Professional Resources Development Center, local economic development problems, creation of a Council of Product Design and Marketing, State Chamber of Commerce meetings, budget preparations, Aerojet-General's Nerva Program briefings, final meetings of the Industry and World Trade Commission and Tourism and Visitors Services, and meetings between US Department of Commerce and Lt. Governor's Office.

Series 19 Quarterly Reports 1973-1974

Physical Description: 1 file folder
Arrangement
Arranged chronologically by date.
Scope and Content Note
This series of reports includes information regarding department history and organization, personnel realignment, budget analysis, objectives and programs of each division and an organizational chart.
Series 20 General Correspondence 1971-1975

**Physical Description:** 14 file folders

**Arrangement**
Arranged chronologically by date.

**Scope and Content Note**
Letters received and copies of letters sent cover such subjects as solicitations for employment, requests for slides or transparencies, inquiries pertaining to the number of tourists visiting certain scenic areas in California, requests for department publications, inquiries concerning legislation, program suggestions, requests for information on plant site locations, anti-business sentiment, budget plans, and providing names of companies which supply requested products.

Series 21 General Subject Files 1961-1975

**Physical Description:** 126 file folders

**Arrangement**
Arranged into two groupings, each group is arranged alphabetically by subject title, and then chronologically by date.

**Scope and Content Note**
Letters received, copies of letters sent, reports, contract agreements, transcripts, published articles, newspaper clippings, publications, newsletters, press releases, telegrams, issue papers, drawings, blueprints, phone messages, questionnaires, schedules, inventories, studies, charts, summaries, applications, bulletins, surveys, notices, agendas, rough drafts, and memoranda.

**F3698:429-533. 1961-1975.** Files relate to such topics as aerospace industry that includes a statewide list of aerospace projects, Lt. Governor's report before the House Subcommittee on Science Research and Development, and two reports dealing with the reemployment of California's aerospace workers, American Industrial Development Council, anti-business sentiment, Minority Enterprise Small Business Investment Corporation (under CAL-JOB), Inter-governmental Management-Model Cities Liaison, Governor's Office of Planning and Research: Department of Commerce functions, objectives, and programs, organization charts, general activity reports, budgets and lists of accomplishments, Commission for Economic Development, tourism, Kilmer and Spencer, consultants, dredging regulations contains San Francisco Bay Area In-Depth Study (under dredging regulations and San Francisco Bay Area In-Depth Study), US Economic Development Administration, Office of Emergency Services, atomic energy, environment, Expo '74, federal contracts, Inventors Council, Japan promotional trip, Maritime and Ship-building, National Association of State Development Agencies, Oil, new industrial plants, science and technology, Space Shuttle Task Force, state taxes, US Department of Commerce, and World Trade includes a history of state's role in World Trade Development.

**R256.014. Box 28, folder 7 – Box 29, folder 5. 1968-1975.** Files relate to such topics as agency history, Agriculture and Services Agency, anti-business sentiment, Clean Air Act, Governor's Task Force on Defense Cutbacks, legislation, and Susanville Economic Recovery.
F3698:534  

Series 22 Assembly Committee on Efficiency and Cost Control Hearing File 1971-1972

Physical Description: 1 file folder

Arrangement
Arranged chronologically by date.

Scope and Content Note
Letters received, copies of letters sent and memoranda relating to the efficiency of the Department of Commerce includes correspondence between the chairman of the Assembly Committee on Efficiency and Cost Control and the director of Commerce regarding the functions, objectives and programs of the department. Also includes excerpt from Governor's Press Conference pertaining to Lt. Governor Reinecke and Commerce Director Gillenwaters connection with the International Telephone and Telegraph Corp. (ITT) role in the Republican convention.


R256.015. Box 29, folders 6-7.  

Series 1 Foreign Design Center Files 1970-1975

Physical Description: 2 file folders

Arrangement
Arranged alphabetically by name of country, then chronologically by date.

Scope and Content Note
Letters received, copies of letters sent, and brochures detailing structure, function, and goals of design centers throughout Europe and Asia. Several letters include translations into English.

R256.016. Box 29, folders 8-11.  

Series 2 Committee and Task Force Files 1972-1975

Physical Description: 4 file folders

Arrangement
Arranged alphabetically by name of committee or task force, then chronologically by date.

Scope and Content Note
Letters received, copies of letters sent, statements, notes, and reports detailing structure, function, and activities of committees and task forces, as well as appointment of representatives.

R256.017. Box 29, folders 12-33.  

Series 3 Subject Files 1972-1975

Physical Description: 22 file folders

Arrangement
Arranged alphabetically by subject title, then chronologically by date.

Scope and Content Note
Letters received, copies of letters sent, statements, notes, summaries, reports, agendas, rosters, press releases, news clippings, directories, telegrams, grant applications, memoranda, and photographs, regarding such subjects as: California Product Label, Council of Product Design and Marketing, General Information, Design Center, Film, Governor’s Good Design Award, Half-time Pageant, Hall of Industry, Industrial Design Society of America, Industrial Survey, Legislation, Mobile Media Design Education Centers, National Endowment for the Arts, Newsletter, Poster Exhibition, Promotional Aids Catalog, Public Relations, Publications, Research, Slide Presentation, State Design Conference, Television Series, and Women’s Division.
Records of the Department of Commerce 1965-1992

Series 4 Correspondence 1972-1975
Physical Description: 2 file folders
Arrangement
Arranged chronologically by date.
Scope and Content Note
Correspondence primarily contains internal agency memos regarding the administration of the Product Design and Marketing Council. Of significance is the development of the “Made in California” label program.

Series 5 Press Releases 1974
Physical Description: 1 file folder
Arrangement
Arranged chronologically by date.
Scope and Content Note
Press releases pertain to appointments to the Council as well as notifications of upcoming exhibitions and public meetings.

Series 6 Meeting Minutes 1972-1973
Physical Description: 2 file folders
Arrangement
Arranged chronologically by meeting date.
Scope and Content Note
The Meeting Minutes series contains meeting synopses, agendas, minutes, letters received, copies of letters sent, and copies of press releases. Council business discussed at meetings include election of officers, establish rules of order, approval of prior meeting’s minutes, and organization of task forces.

Series 7 Reports 1972-1975
Physical Description: 3 file folders
Arrangement
Arranged alphabetically by report title.
Scope and Content Note
Reports include Annual Reports to the Governor from 1972-1975, Monthly Reports from 1973-1974, and Quarterly Reports from 1973-1975. Reports include a variety of information on the Council including background, staff, budget, and objectives and of the Council.

Division of International Trade 1963-1975

Series 1 Division History Files 1969-1974
Physical Description: 2 file folders
Arrangement
Arranged chronologically by date.
Scope and Content Note
Includes history and function of the Division, its members, and their duties. Letters received, copies of letters sent, data, and budgets.
Series 2 **Correspondence 1963-1975**
- Physical Description: 7 file folders
- Arrangement
- Arranged chronologically by date
- Scope and Content Note
  Correspondence files include letters received, copies of letters sent, internal correspondence, general correspondence, and letters to and from the governor.

Series 3 **Subject Files 1966-1975**
- Physical Description: 20 file folders
- Arrangement
- Arranged alphabetically by subject title, then chronologically by date.
- Scope and Content Note
  Letters received, copies of letters sent, statements, notes, summaries, reports, agendas, rosters, surveys, publications, brochures, news clippings, directories, telegrams, and memoranda regarding such subjects as: California Chamber of Commerce, California Statistical Abstract, California International Trade Conferences, San Francisco State University Conferences, Export Administration Act, Export Manager’s Workshop, Export Trade Survey, Federal Subcommittee on Finance, Foreign Trade through Customs Districts, Japan, Legislation, Maritime, Projects, Publications, Scrap Steel, Small Business Advisory Council, California Division of Tourism, U. S. Department of Commerce, World Trade Development Committee, World Trade Library.

Series 4 **Meeting Minutes 1969-1975**
- Physical Description: 1 file folder
- Arrangement
- Arranged chronologically by date.
- Scope and Content Note
  Meeting minutes include synopsis, agenda, minutes, letters received, copies of letters sent, and copies of press releases.

Series 5 **Press Releases 1965-1968**
- Physical Description: 1 file folder
- Arrangement
- Arranged chronologically by date.
- Scope and Content Note
  Press Releases primarily pertain to the creation of the Import-Export Directory.

Series 6 **Reports 1964-1974**
- Physical Description: 2 file folders
- Arrangement
- Arranged chronologically by date.
- Scope and Content Note
  Includes fiscal reports, analysis of programs and trade representatives, letters received, and copies of letters sent.
### Records of the Department of Commerce 1965-1992

#### Records of the Division of Business and Industry Development 1972-1975

<table>
<thead>
<tr>
<th>Location</th>
<th>Series</th>
<th>Description</th>
</tr>
</thead>
</table>
| R256.028. Box 31, folders 12-17 | **1 Administrative Files 1974-1975** | Physical Description: 2 file folders  
Arrangement  
Arranged alphabetically by subject title.  
Scope and Content Note  
Administrative Files from the Division of Business and Industry Development contain memoranda, speeches, conference materials, correspondence, and reports. The records contain information on the history and background of the Division of Business and Industry Development as well as budget and organizational information. Numerous records discuss the dissolution of the division and the Department of Commerce in May of 1975. |
| R256.029. Box 31, folders 18-20 | **2 Reports 1973-1975** | Physical Description: 3 file folders  
Arrangement  
Arranged chronologically by date  
Scope and Content Note  
The Reports series contains reports produced by or for the Division of Business and Industry Development concerning economic development, selected growth industries for California, and labor laws affecting business in California. |
| R256.030. Box 31, folder 21 - Box 32, folder 13 | **3 Subject Files 1972-1975** | Physical Description: 17 file folders  
Arrangement  
Arranged alphabetically by subject title.  
Scope and Content Note  

#### Records of the Task Force on Small Business Competition 1986-1989

Scope and Content Note  
The Task Force on Small Business Competition relates to AB944 (1988). Please see also the series titled “AB944 Advisory Task Force on Competition between Nonprofit Organizations and Small Businesses Files” (R256.004) under the Executive Office record sub-group (below).
<table>
<thead>
<tr>
<th>Series</th>
<th>Description</th>
<th>Date Range</th>
<th>Physical Description</th>
<th>Arrangement</th>
<th>Scope and Content Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Correspondence 1986-1989</td>
<td>Correspondence</td>
<td>1986-1989</td>
<td>1 file folder</td>
<td>Arranged chronologically by date.</td>
<td>Correspondence primarily consists of notifications of the creation of the Task Force as well as solicitations and requests for appointment.</td>
</tr>
<tr>
<td>3 Meeting Minutes 1988-1989</td>
<td>Meeting Minutes</td>
<td>1988-1989</td>
<td>9 file folders, 9 audio cassettes.</td>
<td>Arranged chronologically by meeting date.</td>
<td>Most meetings were for the purpose of allowing members of the public to provide their input into the issues surrounding competition between non-profits and small business, as well as the impact that the former has on the latter. Some meeting minutes have been transcribed; others are only on audiocassette, as follows: Apr. 1, 1988 - 1 audio cassette May 20, 1988 - hard copy June 24, 1988 - hard copy July 14, 1988 - hard copy Aug. 19, 1988 - hard copy Oct. 6, 1988 - 2 audio cassettes Nov. 9, 1988 - 3 audio cassettes Aug. 23, 1989 - 2 audio cassettes Nov. 1989 - 1 audio cassette Audio/videotapes have been removed to cold storage and separation sheets are included within the file folders to indicate this.</td>
</tr>
</tbody>
</table>
Series 1 Bill Files 1985-1988

Physical Description: 89 file folders

Arrangement
Arranged numerically by bill number within each legislative session.

Scope and Content Note
Bill files contain analyses prepared by the Department of Commerce, correspondence, notes, reports, and background materials regarding state legislation that would affect programs administered by the Department of Commerce. Recurring subjects include: the film industry in California, deregulation of retail credit, and budget changes to any Department of Commerce program. Series is continued within the Executive Office subgroup. See series R256.002.

1985-1986 AB7-AB4360, ACR19-ACR89, AJR14-AJR55 (24ff) Box 1/1-2/5
1985-1986 SB4-SB2618, SCR19-SCR74 (13ff) Box 2/6-2/18
1987-1988 SB37-SB2892, SJR6 (21ff) Box 4/10-5/10

Series 1 Bill Files 1989-1992

Physical Description: 97 file folders

Arrangement
Arranged numerically by bill number within each legislative session.

Scope and Content Note
Bill files contain analyses prepared by the Department of Commerce, correspondence, notes, reports, and background materials regarding state legislation that would affect programs administered by the Department of Commerce. Reoccurring subjects include: the film industry in California, deregulation of retail credit, and budget changes to any Department of Commerce program. Series is preceded by Bill Files, 1985-1988 (R256.001) within the Legislative Unit subgroup.

1989-1990 SB42-SB2871, SCR46, SB12X-SB48X (13ff) Box 6/7-6/19
1991-1992 AB77-AB3825, ACR136, AJR97, AB12X-AB57X (42ff) Box 6/20-8/18
1991-1992 SB51-SB2054, SCR52-SCR81, SB1X-SB20X (26ff) Box 8/19-10/4

Series 2 Legislative Proposals 1991-1992

Physical Description: 2 file folders

Arrangement
Arranged numerically by bill control number.

Scope and Content Note
Series contains correspondence, memoranda, legislative proposals, news clippings, and summaries regarding issues of importance to the Department of Commerce during the 1992 legislative year. A few of the major issues discussed include enterprise zones, competitive technology, underground storage tank loan programs, and environmental disputes.
Series 3  **AB944 Advisory Task Force on Competition between Nonprofit Organizations and Small Businesses Files 1988-1990**

- **Physical Description:** 10 file folders
- **Arrangement**
  - Arranged alphabetically by document type, hearing files are arranged chronologically by hearing date.
- **Scope and Content Note**
  - In 1988, the AB944 Advisory Task Force Competition between Nonprofit Organizations and Small Businesses held four public hearings in California to study the commercial activities of non-profit organizations and their subsequent impact on California’s small businesses. The Department of Commerce Director Kenneth L. Gibson chaired the task force which included nine members made up of representatives of small business and non-profit groups. Following the hearings, the task force was to submit a final report of its findings to the governor and legislature. This final report is not included in the files. The files consist of press releases, meeting minutes, news clippings, articles, and correspondence received. There are also files from each public hearing which include an agenda, background information, and testimony.
  - Please see also the three series under the “Records of the Task Force on Small Business Competition” record sub-group.

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**Records of the Director’s Office 1976-1988**

Series 1  **Correspondence 1981-1986**

- **Physical Description:** 2 file folders
- **Arrangement**
  - Arranged alphabetically by subject.
- **Scope and Content Note**
  - Series includes general correspondence and legislative correspondence. Located in the general correspondence folder are letters received by the Director from private companies and Department of Commerce responses as well as monthly reports and other memoranda from the Office of Economic Policy, Planning and Research.

Series 2  **Business, Transportation, and Housing Agency Correspondence 1982-1986**

- **Physical Description:** 7 file folders
- **Arrangement**
  - Arranged chronologically by date.
- **Scope and Content Note**
  - Series contains memorandum between the department and its parent agency, the Business, Transportation and Housing Agency. Various reports, summaries, rosters, publications and other attachments are also found in this series. Subjects include California business, economic development, and business marketing.
<table>
<thead>
<tr>
<th>Inventory of the Dept. of Commerce Records</th>
<th>F3698:1-534, R256</th>
<th>26</th>
</tr>
</thead>
<tbody>
<tr>
<td>R256.007. Box 11, folder 8 – Box 12, folder 12.</td>
<td><strong>Series 3 California Industrial Development Financing Advisory Commission Meeting Files 1982-1986</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Physical Description: 24 file folders</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arrangement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arranged chronologically by meeting date.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Scope and Content Note</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The California Industrial Development Financing Advisory Commission reviewed applications from companies for financing and issued bonds to those companies that passed their review process. The director of the Department of Commerce was a member of the California Industrial Development Financing Advisory Commission and as a result, retained meeting files from this commission. The meeting files include correspondence, agendas, resolutions, and some minutes from monthly commission meetings.</td>
<td></td>
</tr>
<tr>
<td>R256.008. Box 12, folder 13 – Box 23, folder 14.</td>
<td><strong>Series 4 Subject Files 1976-1988</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Physical Description: 198 file folders</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arrangement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arranged alphabetically by subject.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Scope and Content Note</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Director’s Subject Files relate to a wide variety of topics of interest to the agency, including biotechnology, enterprise zones, foreign markets, counties, regulations, and small businesses. Files include reports, correspondence, publications, background, and memoranda.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Physical Description: 55 file folders</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arrangement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arranged alphabetically by folder title.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Scope and Content Note</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Prison Industry Board was created by SB1574 (Ch. 1549, Statutes of 1982). The purpose of the Board was to direct the policy of the Prison Industry Authority which controlled operation of all industrial, agricultural, and service operations formerly under the Correctional Industries Commission. The Board consisted of 11 members including the Director of the Department of Economic Business and Development (later the Department of Commerce). The Board met at least four times per year during each fiscal year. The records in this series consist of files from meeting and public hearings as well as the resolutions issued by the board. Types of records include correspondence, meeting agendas and minutes, background materials, news clippings, and reports.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Scope and Content Note</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Created by AB1050 (1978) and placed under the Office of Business Development. The main responsibilities of the Office of Small Business Development were to promote the economic development of small businesses by providing capital, management assistance, loan services, and personnel and business education.</td>
<td></td>
</tr>
</tbody>
</table>
Series 1 **Correspondence 1976-1987**
- Physical Description: 5 file folders
- Arrangement
- Arranged chronologically by date.
- Scope and Content Note
  Correspondence primarily contains incoming letters from agencies and financial institutions, as well as inter- and intra-agency memoranda. Topics include job creation and loan eligibility.

Series 2 **Meeting Files 1980-1988**
- Physical Description: 26 file folders
- Arrangement
- Arranged chronologically by meeting date.
- Scope and Content Note
  The Meeting Files include Attorney General Opinions, minutes, agendas, correspondence, reports, and contracts. Significant topics include state-owned equipment, corporate audits, goals, policies, Small Business Week, outreach, enterprise zones, and the “Rural Renaissance.”

Series 3 **Small Business Development Board Files 1978-1985**
- Physical Description: 2 file folders
- Arrangement
- Arranged alphabetically by subject heading.
- Scope and Content Note
  The series contains one file titled By-Laws and one file titled Manuals.

Series 4 **Reports 1978-1986**
- Physical Description: 6 file folders
- Arrangement
- Arranged chronologically by date.
- Scope and Content Note
  The series are primarily monthly reports; one file contains both the draft and final versions of the annual report for 1980-1981.