Inventory of the Department of Corrections Records

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Agency History

The Department of Corrections was organized in 1944 under the Prison Reorganization Act (Stats. 1944, ch. 2, Third Ex. Sess., in effect May 1, 1944). The department succeeded to the powers of the Department of Penology, the State Board of Prison Directors, the Bureau of Paroles and the California Crime Commission. The stimulus for the reorganization stemmed from the recommendations of the Governor's Special Committee on Penal Affairs, appointed November 29, 1943, which held extensive hearings on California's correctional system. For a detailed listing of the Committee's papers see the EARL WARREN PAPERS-GOVERNOR'S COMMITTEE ON PENAL AFFAIRS, F3540:971. The department as originally constituted included the Director as chief administrative officer, the Adult Authority, the Board of Corrections, the Board of Trustees of the California Institution for Women, the Youth Authority (a separate Department of Youth Authority was created in 1953, ch. 1305), and jurisdiction over State Prisons at San Quentin and Folsom, the California Institution for Men at Chino, and the California Institution for Women, Tehachapi.

Major changes in the organization and structure of the department included: creation of a Correctional Industries Commission (Stats. 1947, ch. 1137) to aid in the development of work programs; creation of a Narcotic Addict Evaluation Authority (Stats. 1963, ch. 1706); creation of the Youth and Adult Corrections Agency (Stats. 1961, ch. 2037) and the expansion of the institutional program to include eleven major facilities as of the end of 1976.
For additional records pertaining to correctional institutions see RECORDS OF THE GOVERNOR'S OFFICE, California State Archives Inventory No. 4. The Governor's Prison Papers are composed of a number of record series, several of which are duplicated by near identical series maintained by the Department of Corrections. The record series include: San Quentin and Folsom Prison Registers (1851-1943); Applications for Pardon (1872-1903); Commutation of Sentence (1876-1944); Pardons (1856-1966); Executive Pardons (1872-1903); Commutation of Sentence (1876-1907); Prison Discharges (1868-1886); Executive Orders to Release (1883-1891); Restoration to Citizenship (1887-1897); Extradition Case Files (ca. 1856-date) and Record of Requisitions, Warrant of Rendition, Extraditions (1906-1967). Some architectural drawings and blue prints of state prisons are available, see CORRECTIONS-INSTITUTIONS-(name of institution).

The records are described in two parts: PART I - PREDECESSOR AGENCY RECORDS relating to records of agencies and state prisons created prior to the establishment of the Department of Corrections and PART II - DEPARTMENT OF CORRECTIONS RECORDS.

**Records relating to the Board of Directors of the State Prison**

**Scope and Content Note**

This board, consisting of the Governor, Controller and Secretary of State, governs the State Prison and constituted a Board of Inspectors of the State Prison. It was created by Stats. 1855, ch. 224 and abolished by Stats. 1857, ch. 79.

**Folder F3717:980**

**1. CASH BOOK. 1855.**

Physical Description: 1 vol.

Scope and Content Note

Arranged chronologically.

Covers August through November and includes date of purchase, type and amount of merchandise, unit cost, total expenditures and recapitulation and interest on cost.

**Records relating to the Board of State Prison Commissioners**

**Scope and Content Note**

The board, composed of the Lt. Governor, Controller and Treasurer, was created by Stats. 1856, ch. 39 to administer the leasing of State Prison grounds and convict labor.

**Folder F3717:981**

**2. MINUTE BOOK. 1856-57.**

Physical Description: 1 vol.

Scope and Content Note

Arranged chronologically.

Minutes include a copy of enabling act, plans for erection of a new prison (San Quentin), rules and regulations to govern said prison, duties of warden, guards and inmates plus procedures for convict leasing. See also LEGISLATURE, SENATE AND ASSEMBLY-MESSAGES RECEIVED FROM THE GOVERNOR.

**Records relating to the Board of State Prison Directors**

**Scope and Content Note**

A board of directors was established by Stats. 1858, ch. 291 consisting of the Governor, Lt. Governor and Secretary of State to manage the State Prison. The law also created a Board of Examiners of State Prison Accounts.
Records relating to the Board of State Prison Directors

3. MINUTE BOOK. 1880-82.

Folder F3717:982

Physical Description: 1 vol.
Scope and Content Note
Arranged chronologically.
Contains marginal notations in red ink relating to the 1879 State Constitutional Provision for a State Board of Prison Directors; names of applicants for official San Quentin Prison positions including Warden, Office Clerk, Captain of the Yard, Gatekeeper and Physician; rules and regulations governing San Quentin Prison and appointment of an architect for Folsom Prison. See also series entry 26.

Folder F3717:987-1012

4. SAN QUENTIN MINUTE BOOKS. 1874-1943.

Physical Description: 27 vols.
Scope and Content Note
Arranged chronologically and indexed alphabetically by subject or inmate's name.
Minutes contain a variety of subjects such as strait jacket investigation, guard appointments, Folsom Prison Warden election, gatling gun purchases and includes data on parole violations and pardon recommendations.

Folder F3717:1014-1036

5. FOLSOM MINUTE BOOKS. 1884-1944.

Physical Description: 23 vols.
Scope and Content Note
Arranged chronologically and indexed alphabetically by subject or inmate's name.
Minutes cover prison employee salaries, rules and regulations governing Folsom Prison, examination of sewage system and information on individual inmates.

Folder F3717:1037-1038

6. CHINO MINUTE BOOKS. 1937-43.

Physical Description: 2 vols.
Scope and Content Note
Arranged chronologically and indexed alphabetically by subject.
Typical subjects relate to construction authorization, plans for Southern California Prison, building maintenance progress reports and Prison Directors' appointments.
Use microfilm copy.

Folder F3717:1039-1040

7. SAN QUENTIN, FOLSOM & CHINO MINUTE SUMMARY BOOKS. 1943-44.

Physical Description: 2 vols.
Scope and Content Note
Arranged chronologically. Some indexing alphabetically by subject or inmate's name.
Indexes, included within each volume, precede mimeographed copies of minute summaries.
Summaries relate to Warden's actions, WWII Work Projects, letters received from state officials, prison purchases and disposition of individual prisoners such as credits, punishments or parole.

Folder F3717:1273-1276

Physical Description: 4 ff.
Scope and Content Note
Arranged chronologically.
Includes letters received, reports, telegrams, deeds, transcripts, affidavits, certificates, receipts and memoranda relating to error in description of Rancho Punto De Quentin Deed, sale of additional property to state for prison expansion, payment for services and supplies, inspection of prison plans and specifications, certification of insane inmates and investigation of Director of Penology regarding conduct of Folsom Prison Warden. See also series entry 24, San Quentin Prison Deed, GOVERNOR--GOVERNORS--CULBERT L. OLSON, Penology vs State Board of Prison Directors and SECRETARY OF STATE, CONTRACTS AND AGREEMENTS.

Folder F3717:983


Physical Description: 1 vol.
Scope and Content Note
Arranged chronologically.
Contains copies of contracts, agreements, Executive Pardons, leases and deeds. Contracts and agreements include detailed information on building materials and specifications for San Quentin Prison. See also series entry 2 and SECRETARY OF STATE-CONTRACTS & AGREEMENTS.

Folder F3717:984

10. RESOLUTIONS JOURNAL. 1881-1912.

Physical Description: 1 vol.
Scope and Content Note
Arranged chronologically.
Includes all resolutions passed at regular meetings. Marginal notations in red ink relating to Investigation Commission, conspiracy to escape and annual jute contract.

Folder F3717:985

11. ACCOUNT JOURNAL. 1878-79.

Physical Description: 1 vol.
Scope and Content Note
Arranged chronologically.
Includes date, entry number type of merchandise purchased or service rendered claimant's name and expenditure.

Folder F3717:1277

12. DEED OF CONVEYANCE. 1926.

Physical Description: 1 ff.
Scope and Content Note
Arranged chronologically.
Represents a transfer of 560 acres of land near Folsom Prison by the State Board of Prison Directors to the American River Hydro Electric Company.

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13. DESCRIPTIVE LIST. 1913-14.

Folder F3717:1278

Physical Description: 1 ff.
Scope and Content Note
Arranged chronologically.
Includes monthly tally of inmates paroled, decreased, sick and unemployed for San Quentin and Folsom Prisons. See also GOVERNOR’S OFFICE-GOVERNOR’S PRISON PAPERS.

14. REQUISITION BOOK, ENGINEER’S OFFICE. 1906-08.

Folder F3717:1279

Physical Description: 1 vol.
Scope and Content Note
Arranged chronologically.
Stub book contains copies of supply orders for construction of additional cells at San Quentin Prison. Orders directed to Clerk of State Board of Prison Directors include amount and description of supplies, receipt date, approval date and signature of requesting engineer.

15. SCRAPBOOK. 1912-25.

Folder F3717:986

Physical Description: 1 vol.
Scope and Content Note
Arranged chronologically.
Includes newspaper clippings relating to both San Quentin and Folsom State Prisons covering such subjects as prison escapes, parole violations, opposition to use of gas execution vs hangings, reformation of prison system, Abraham Ruef Case, change in parole procedures, abolition of capital punishment, discharged felons denied right to vote and causes of prison riots.

16. DETECTIVE LICENSE DEPARTMENT MINUTE BOOKS. 1915-43.

Folder F3717:1205-1207

Physical Description: 3 vols.
Scope and Content Note
Arranged chronologically.
Minute books include itemized claims of State Board of Prison Directors, 1905-10, relating to construction of additional cells at San Quentin and financial aid for discharged inmates. Minutes contain copy of Senate Bill 20, 1915 which established Detective License Department, licensing requirements and sample license application forms, names of licensed personnel and detective agencies, investigation reports on applicants seeking accreditation, financial statements, names of rejected applicants, and names of cancelled licenses for failing to pay licensing fee.
Folder F3717:1280-1294  **17. PAROLE DEPARTMENT FILES. 1911-50.**

**Physical Description:** 30 ff.

**Scope and Content Note**
Arranged chronologically.

Samples include correspondence, commitment papers, photographs, fingerprint cards, arrest warrants, transcripts of trial, State Parole Board Minute excerpts, monthly parole reports, agreements to employ and newspaper clipping containing commitment number, name, age, county sent from, sentence, crime, brief biography and history of arrest; date received, paroled and discharged and physical description. Parole reports include amount of money earned, spent, amount of time employed and reasons for unemployment. See also series entries 19, 23, and 102.

**Records relating to the Bureau of Criminal Identification**

**Scope and Content Note**
The Bureau of Criminal Identification was created by Stats. 1905, ch. 399. The bureau's director was appointed by and served at the pleasure of the State Board of Prison Directors.

Folder F3717:1053-1068  **18. BERTILLION BOOKS, SAN QUENTIN. 1907-17.**

**Physical Description:** 16 vols.

**Scope and Content Note**
Arranged chronologically and numerically by inmate number.

Bertillion is a system for identification of persons by a description based on body measurements. Books contain description lists including penciled notations relating to inmate name, arrival date, county sent from, person delivered by, race, crime, inmate number, sentence, age, nativity, occupation, date description was taken and name of person performing examination. Medical data consists of height, hair and eye color, complexion, weight, build, exact measurements of various body parts e.g. forehead, nose, ear, teeth, chin, trunk and distinguishing marks.

**Records relating to the Advisory Pardon Board**

**Scope and Content Note**
This board, composed of the Lt. Governor, Attorney General, Director of the Department of Penology (added 1929) and the Wardens of San Quentin and Folsom Prisons, was established by Stats. 1915, ch. 260 to investigate applications for reprieves, pardons and commutations of sentence and to make recommendations concerning them to the Governor.

Folder F3717:1208-1251  **19. ADVISORY PARDON BOARD REPORTS. 1931-44.**

**Physical Description:** 45 vols.

**Scope and Content Note**
Arranged chronologically and numerically by Advisory Pardon Board assignment number.

Typescript reports relate to Applications for Pardon and includes Pardon Board's recommendation for or against granting a pardon and the Governor's final action. A typical report contains inmate name, commitment number, crime, county sent from, date of sentence, sentence, date received, time spent in prison prior to parole, whether tried by jury, date and amount of time on parole, age, nativity, nationality, living relatives (yes or no), education, occupation, habits, health, name of judge and attorneys and summary of inmate's case. Also gives date report was received from Governor's Office, date and place of board meeting considering case, date of board's recommendation, board's decision, date recommendation was returned to Governor for final action, Governor's decision and date of action.
Records relating to Board of Prison Terms and Paroles

Scope and Content Note
This board, to which were transferred the powers and duties of the State Board of Prison Directors relating to prison sentences and paroles, was created by Stats. 1931, ch. 487.

Folder F3717:1070-1082

20. SAN QUENTIN MINUTE BOOKS. 1931-44.
Physical Description: 13 vols.
Scope and Content Note
Arranged chronologically and indexed alphabetically by subject or inmate's name.
One volume is the index. Typical subjects relate to the enabling act, minutes of the Female Department at Tehachapi, American Prison Association Congress, prison building construction, conditional pardons, alien deportation, furniture factory and information on individual inmates.

Folder F3717:1084-1089

21. FOLSOM MINUTE BOOKS. 1932-44.
Physical Description: 6 vols.
Scope and Content Note
Arranged chronologically.
Typical subjects relate to the enabling act, Indeterminate Sentence Calendar, parole violations, Warden's Report, parole suspensions, synopsis of minutes of the San Quentin Board of Prison Terms and Paroles, restoration of inmate credits and parole hearings.

Folder F3717:1090-1091

22. CHINO MINUTE BOOKS. 1941-42.
Physical Description: 2 vols.
Scope and Content Note
Arranged chronologically and indexed alphabetically by subject.
One volume is the index. Minutes cover such subjects as inmate requests on parole, Indeterminate Sentence Calendar and requests for termination of sentence.

Folder F3717:1092-1094

23. SAN QUENTIN, FOLSOM & CHINO MINUTE SUMMARY BOOKS. 1943-45.
Physical Description: 3 vols.
Scope and Content Note
Arranged chronologically.
Inmates identified by name and commitment number. Subjects include special reports concerning parolees confined to county jails, disposition of parole violators, parole suspensions, parole deaths, requests to marry, request for change of parole conditions, parole recommendations and inmate credits.

Records relating to State Prisons
Scope and Content Note
The law stated in 1889 that the prisons of the state should be known as the State Prison at San Quentin and the State Prison at Folsom (Stats. 1889, ch. 264). San Quentin Prison originated from the passage of ch. 59 in 1852 and Folsom Prison was created from an act which provided for the construction of a branch prison, Stats. 1858, ch. 291.

SAN QUENTIN STATE PRISON
24. ABSTRACT OF TITLE. 1850-69.
Physical Description: 1 ff.
Scope and Content Note
Arranged chronologically.
Includes map, copies of deeds and litigation summaries relating to purchase of Rancho Punto De Quentin for site of new prison. See also series entries 1-3, 8 and CORRECTIONS--INSTITUTIONS--SAN QUENTIN STATE PRISON.

25. WARDEN CORRESPONDENCE. 1881-83.
Physical Description: 4 ff.
Scope and Content Note
Arranged chronologically.
Includes letters and telegrams received from local law enforcement officials to wardens requesting descriptions of escaped inmates, addresses of released inmates and information relative to inmate discharges, nationality, restoration and removal of inmate credits, transfer of inmates to State Insane Asylum and commutation of sentence.

Physical Description: 1 vol.
Scope and Content Note
Arranged chronologically and alphabetically indexed by name of addressee.
Copies of letters sent relating to State Board of Prison Directors, parole applications, jute shipments, names of paroled inmates and financial transactions.

27. DAILY LOG BOOKS. 1856-61, 1871-90, 1897-1910.
Physical Description: 19 vols.
Scope and Content Note
Arranged chronologically. Last volume, 1903-10, is alphabetically indexed in back of book.
Early volumes include date; weather report; number of sick, in dungeons, and U.S. prisoner, total prison population; number of new and released inmates; crimes committed and type of punishment administered. Later years also contain monthly recapitulations listing number of inmates on hand; number received giving their names, commitment number, crime, county sent from and sentence; number of escaped inmates; number released; pardoned, restored to citizenship, died, escaped and committed suicides. Amount of increase in prison population, if any.
Separate name index to inmate case files available.

28. INMATE COMMITMENT PAPERS. 1867-1900.
Physical Description: 26 cf.
Scope and Content Note
Arranged chronologically and numerically by commitment number.
Papers, numbered consecutively from No. 2470-46228, are from the Superior Court. Typically includes commitment number, names of plaintiff and defendant (inmate), crime, commitment date, name of prison, sentence, judges' name, date witnessed and certified by the county and deputy county clerks, date of jury's verdict and decision.
See General Information File, PRISONS--SAN QUENTIN, for list of screened commitment papers, 1851-59.
29. INMATE CASE FILES. 1890-1958.

Physical Description: 57 cf.
Access Information
Inmate case files are restricted under Government Code Section 6254(c) and the Information Practices Act (Civil Code 1798 et seq.).
Scope and Content Note
Arranged chronologically and numerically by commitment number.
Samples of case files: prior to 1910, one case in ten retained and after 1910, a complete run of cases were kept each decade (1910, 20, 30, and 1940). After 1947, one case in twenty retained. Case files No. 11524-71890, A20-A33160 include women inmates (1930-36), and No. 330-59690 contain photographs, histories, calendars, statements, transcripts, reports, letter and newspaper clippings relating to Superior Court proceedings, biographical sketch, applications for parole and Parole Board action. May also include FBI, chaplain and psychiatric reports. Files give inmate's name, aliases, commitment number, crime, county sent from, sentence, date received, age, nativity, education, religion, military service record, family names and addresses, occupation, past employers, habits, health, marital status, number of children, date and place of trials, transcript of proceedings, names of judge and attorneys, prior convictions, probation officer's report, type of prison employment, prison punishment and date executive clemency was denied.

30. INMATE INDEXES. 1851-1940.

Physical Description: 7 vols.
Scope and Content Note
Arranged alphabetically, chronologically and numerically.
Two groups of indexes exist. One group, 1851-1940, is arranged alphabetically by surname and chronologically by arrival date there-under. The other, 1891-1933, is arranged numerically by commitment number. Although the indexes consist of many types and sizes of volumes with over-lapping dates, they share a common format. Indexes contain commitment number, arrival date, inmate name, crime, term, county sent from, discharge date and remarks e.g. paroled, escaped, killed, U.S. prisoner or transferred to Folsom State Prison.

31. INMATE REGISTERS. 1940-47.

Physical Description: 5 vols.
Scope and Content Note
Arranged chronologically and numerically by commitment number.
Contain Commitment Nos. 64525-71914 and A1-23307. Adult Authority changed numbering systems July 1, 1944 to A numbers (a single numbering system for all prisons). Registers include commitment number, date, name, nativity, crime, term, court and county, occupation, height, weight, color of eyes and hair, age, years of schooling, social status e.g. single or married; religion, habits, birth date, judge's name, military service, name and address of closest living relative or friend, transfer to another penal institution, parole board action, parole date and discharge date. Microfilm copies are available for some years. See also series entry 171 and GOVERNORS OFFICE-PRISON REGISTERS.
32. COUNTIES REPRESENTED REGISTERS. 1882-1962.

Physical Description: 8 vols.
Scope and Content Note
Arranged alphabetically by county name and chronologically thereunder.
Some registers include names of U.S. prisoners, prisoners from other states and countries plus prisoners taken from U.S. ships in the back of volume. Volumes contain commitment number, name, term, crime, date received and occasionally date discharged and reason.

33. INMATE RECEIVED AND DISCHARGED REGISTERS. 1859-64, 1882-1947.

Physical Description: 19 vols.
Scope and Content Note
Arranged chronologically.
First volume, 1859-64, also contains escaped inmates. A typical entry includes commitment number, inmate name, crime, county sent from and date admitted or term expired. Monthly recapitulations vary but most volumes contain number of inmates at beginning of month, paroled, transferred to another penal institution or highway gang, escaped, and died; inmate population at end of month and total increase or decrease of inmates during month.

34. INMATE TRANSFER LEDGERS. 1888-1909, 1917-34, 1945-46.

Physical Description: 3 vols.
Scope and Content Note
Arranged chronologically by transfer date. First volume is also arranged alphabetically by inmate name.
Relates to inmate transfers from San Quentin to Folsom Prison and includes transfer date, inmate name, discharge date, county sent from, crime, sentence, commitment number and remarks such as Folsom Prison commitment number and aliases. Occasional notes in red ink indicate pardoned, escaped, died or killed. Later volume, 1945-46, also contains nativity, occupation, physical description, age, education, social status (single, etc.), religion, judge's name and brief prison history of inmate.

35. PAROLEE LEDGER. 1893-1940.

Physical Description: 1 vol.
Scope and Content Note
Arranged alphabetically by name and chronologically by parole date.
Includes commitment number, inmate name, county sent from, crime, term, sometimes date of arrival, parole date, date violated parole, date returned to institution and discharge date. See also series entries 19 and 20.

36. RECORD OF PUNISHMENT. 1872-86.

Physical Description: 1 vol.
Scope and Content Note
Arranged chronologically.
Includes date of offense, inmate's name, commitment number, days in dungeon, nature of punishment e.g. number of lashes, shower bath or forfeiture of credits, date liberated (released from dungeon) and type of offense committed.
Physical Description: 2 ff.
Scope and Content Note
Arranged chronologically by execution date.
Copies of Execution Books include execution entry number, inmate photograph, commitment number, inmate name, crime, county sent from, date received, date executed, method used, exact time death was announced, distance of drop (if hanged), weight, height, age, race and a brief description of crime.

38. DEATH WARRANT BOOKS. 1912-33.
Physical Description: 2 vols.
Scope and Content Note
Arranged chronologically.
A typical death warrant includes name of Superior Court and presiding judge, names of plaintiff and defendant, court case number, date defendant was found guilty, crime, sentencing date, and date and time death is to occur. Warrant is signed by a judge and two witnesses. Verification of death includes name of Superior Court, names of plaintiff, defendant and presiding judge, crime committed, date death warrant and defendant's body is returned to county sheriff, date and time of death and names of execution witnesses e.g. physician, and twelve citizens. Photostats of reprieves are also included.

Physical Description: 43 vols.
Scope and Content Note
Arranged numerically by commitment number.
Photographs include commitment number, inmate name, crime, county sent from, age, nativity, sentence, date received, physical description, fingerprint classification and discharge date.

40. IDENTIFICATION PHOTOGRAPH CARDS. 1907-46.
Physical Description: 16 cf.
Scope and Content Note
Arranged chronologically and numerically by commitment number.
Photograph cards are numbered consecutively from No. 6808-71913 (No. 71614-71913 consists of all prisons) and include commitment number, inmate name, county sent from, crime, occupation, race, received date, sentence, criminal record, identifying marks, fingerprint classification, age, color of eyes and hair, complexion, weight, nativity, condition of teeth, chin shape, height, build and by whom description was taken.

41. REGISTER OF EMPLOYEES. 1946-49.
Physical Description: 1 vol.
Scope and Content Note
Arranged alphabetically by employee's name and chronologically thereunder.
Roster of all employee identification cards issued. Contains employee's signature, date identification card was delivered, employee's title (position), separation date, initial of officer authorized to pick up card and date card was returned to Director of Department of Corrections.
Folder F3717:1176-1177  42. REGISTER OF VISITORS. 1942-45.
Physical Description: 2 vols.
Scope and Content Note
Arranged chronologically.
Includes date, visitor's name, city of residence, commitment number of inmate, inmate's name and time of visit.

Folder F3717:1922-1942  42A. ARCHITECTURAL DRAWINGS. 1905-06

FOLSOM STATE PRISON

Folder F3717:1303  43. APPOINTMENT CERTIFICATE. 1899.
Physical Description: 1 ff.
Scope and Content Note
Arranged chronologically.
Letter to Secretary of State verifying appointment of Thomas Wilkinson as Folsom Prison Warden by State Board of Prison Directors. See also series entry 5.

Folder F3717  44. INMATE COMMITMENT PAPERS. 1879-1914.
Physical Description: 5 cf.
Scope and Content Note
Arranged chronologically and numerically by commitment number.
Papers, numbered consecutively from No. 2-9327, are from the Superior Court. A typical commitment paper includes commitment number, names of plaintiff, defendant (inmate), presiding judge and counselor, crime, commitment date, date of jury's verdict and decision, sentence, name of county clerk and deputy county clerk and date certified.

Folder F3745:1-587  45. INMATE CASE FILES. 1881-1942.
Physical Description: 37 cf.
Scope and Content Note
Arranged chronologically and numerically by commitment number.
Samples of case files: prior to 1910, one case in ten retained and after 1910, a complete run of cases were kept each decade (1910, 20, 30 and 1940). Case files No. 461-25275 contain photographs, histories, calendars, statements, transcripts, reports, letters and newspaper clippings relating to Superior Court proceedings, biographical sketch, applications for parole and Parole Board action. Includes inmate's name, aliases, commitment number, crime, county sent from, sentence, date received, age, nativity, education, religion, military service record, family names and addresses, occupation, past employers, habits, health, marital status, number of children, date and place of trial, transcript of proceedings, names of judge and attorneys, prior convictions, probation officer's report, type of prison employment, prison punishment and date executive clemency was denied.
Separate name index to inmate case files available.

Folder F3717:1114  46. FINGERPRINT INDEX. 1879-1921.
Physical Description: 1 vol.
Scope and Content Note
Arranged chronologically and numerically by commitment number.
Includes commitment number, inmate name and fingerprint classification.
Occasionally date paroled, died or additional commitment numbers are noted in red ink.
47. NUMERICAL INMATE REGISTER. 1940-44.
Physical Description: 1 vol.
Scope and Content Note
Arranged chronologically and numerically by commitment number.
Includes commitment number, inmate name, county sent from, crime, term, received date, discharge date and remarks such as parole date, transferred to San Quentin or additional commitment numbers.

48. INMATE REGISTERS. 1940-49.
Physical Description: 7 vols.
Scope and Content Note
Arranged chronologically and numerically by commitment number.
Contains commitment Nos. 22850-A12038. No definite division between plain numbers and A numbers. Numbers occasionally are out of sequence. Registers include commitment number, name, termer (repeat offender), alias, date received, crime, sentence, county sent from, judge's name, nativity, age, birth date, height, weight, build e.g. medium or muscular, color of eyes and hair, complexion, race, occupation, education (years of), mentality e.g. fair or good, shoe size, religion, smoke tobacco, drink liquor, take narcotics, habits of life e.g. moderate or intemperate, social status, number of children, number of brothers and sisters, mother's nativity, father's nativity, name of counsel, plea e.g. guilty or not guilty, military service, date arrived in U.S.A., date arrived in California, name and address of nearest relative, identifying marks, date(s) paroled and inmate criminal history consisting of commitment number, name of prison, sentence, crime, date received, release date, inmate name or alias and fingerprint formula. Occasionally notations indicate FBI number, transfer to another institution, parole suspension and death. Microfilm copies are available for some years. See also series entry 171 and GOVERNORS OFFICE--PRISON REGISTERS.

49. PAROLEE LEDGER. 1897-1940.
Physical Description: 1 vol.
Scope and Content Note
Arranged chronologically by parole date and alphabetically by name.
Includes commitment number, inmate name, county sent from, crime, term, arrival date, parole date, date violated parole, date returned to institution and discharge date. See also series 19 and 21.

50. INMATE PHOTOGRAPH ALBUMS. 1880-1942.
Physical Description: 19 vols.
Scope and Content Note
Arranged chronologically and numerically by commitment number.
Broken series of inmate photographs No. 47-24149, includes commitment number, name, county sent from, crime, term, received date, discharge date, remarks and other commitment numbers.

51. IDENTIFICATION PHOTOGRAPH CARDS. 1923-45.
Physical Description: 5 cf.
Scope and Content Note
Arranged chronologically and numerically by commitment number.
Cards numbered consecutively from No. 12469 to 25277 include commitment number, inmate photograph, inmate name, county sent from, crime, sentence, race, occupation, criminal record, date received, term begins, identifying marks, fingerprint classification, age, color of eyes and hair, complexion, weight, nativity, height and build. See also series entry 40, commitment numbers 71614-71913.
Records relating to State Prisons

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Folder F3717:1013

52. ACCOUNT BOOK. 1878-79.

Physical Description: 1 vol.
Scope and Content Note
Arranged chronologically.
Relates to expenditures of the Board of State Prison Directors and construction costs of Folsom State Prison. Includes date of payment, name of person or company providing goods or services, type of goods or services and amount of money expended.

Folder F3717:1304

53. INVENTORY. 1929-30.

Physical Description: 1f.
Scope and Content Note
Arranged chronologically.
Includes list of structural and non-structural improvements of Folsom Prison, 1929 and blueprints of main buildings floor plan.

Records Relating to the Adult Authority

Scope and Content Note
The Adult Authority succeeded to the powers and duties of the Board of Prison Terms and Paroles and is responsible for the fixing of sentences and the granting of paroles (Stats. 1944, Third Ex. Sess., ch 2). The Adult Authority and the Director are each empowered to advise and recommend to each other on general and specific policies and procedures relating to their respective duties and functions and in the establishment of classification, transfer, and discipline policies (Stats. 1953, ch. 1666). The Director annually attends at least six Adult Authority meetings on the fixing of sentences and release dates, and at least four meetings a year to discuss classification, transfer, and discipline policies and problems.

Records Of The Director

Folder F3717:1-12, 1252-1272, 1305


Physical Description: 13 ff., 21 vols.
Scope and Content Note
Arranged chronologically, incomplete for some years.
Resolutions and minutes of executive session and clemency meetings relating to establishment of Adult Authority, transfer of prisoners to other institutions, restoration of civil rights, parole policy, permission to marry, Youth Authority Cases, parole violations and suspensions, inmate credits, disaster control assignments and parolee deaths.

Folder F3717:13-14

55. ADULT AUTHORITY AND DIRECTOR OF CORRECTIONS, MEETINGS. 1944, 1951-64.

Physical Description: 2 ff.
Scope and Content Note
Arranged chronologically, incomplete for some years.
Minutes and agendas of meetings relating to powers, duties, policies, and procedures of the Adult Authority and the Department of Corrections. Also included are miscellaneous minutes of workshops and conferences dealing with classification, transfer, and discipline policies and problems.
Records Of The Director


Folder F3717:1943-2030


Inventory of the Department of Corrections Records

Folder F3717:15

56. AGENCY ADMINISTRATORS, MEETINGS. 1969-70.

- Physical Description: 1 ff.
- Scope and Content Note
- Arranged chronologically.

Minutes of meetings relating to Adult Authority procedures and policies. Attendees included the Secretary, Human Relations Agency, and the Governor's Legal Affairs Secretary.

Folder F3717:16

57. CLASSIFICATION AND PAROLE REPRESENTATIVES, MEETINGS. 1960-74.

- Physical Description: 1 ff.
- Scope and Content Note
- Arranged chronologically.

Minutes, agendas, reports, and miscellaneous information regarding annual conferences.

Folder F3717:1306

58. POLICY STATEMENTS. 1957-74.

- Physical Description: 1 ff.
- Scope and Content Note
- Arranged chronologically and indexed numerically by policy number.

Statements relate to out of state violations, narcotic offenders, special evaluation cases, placement and retention of parolees and termination of parole supervision.

Folder F3717:1307-1308

59. CHAIRMAN'S DIRECTIVES. 1974-77.

- Physical Description: 2 ff.
- Scope and Content Note
- Arranged chronologically and indexed numerically by directive number.

Directives cover the establishment of Chairman's Directive rules violations reports, changes in parole revocation procedures, attorney determinations, psychiatric referrals and California Interstate Prisoners.

Folder F3717:1309

60. RESOLUTIONS. 1944-75.

- Physical Description: 1 ff.
- Scope and Content Note
- Arranged and indexed numerically by resolution number.

Resolutions pertain to rules governing prisoners on parole, calendar appearance of inmates, parole release procedures, mentally disordered sex offender terms, Adult Authority warrants of arrest and Western Interstate Corrections Compact Procedures.

Records Relating to the Board of Corrections

Inventory of the Department of Corrections Records
Records Relating to the Board of Corrections

Folder F3717:17-35, 1310-1313


Physical Description: 23 ff.
Scope and Content Note
Arranged chronologically.
Minutes, agendas, reports, correspondence, memos, studies, proposed legislation, and other information submitted to Board meetings. Minutes from 1965 on include reports as submitted to the Board as described in series entry 62 below.

Folder F3717:36-41, 1314-1327

62. REPORTS. 1945-76.

Physical Description: 19 ff.
Scope and Content Note
Arranged alphabetically by subject and chronologically thereunder.
Activity and program reports of: Adult Authority, Director of Department of Corrections, Field Representatives, Trustees, California Institution for Women, and Youth Authority. Subjects covered Correctional System Studies, Field Services, Institutions, Jail Task Force, Parole Task Force, Treatment of Delinquents and Inspection of Detention Facilities.

Records Relating to Special Study Commissions
Scope and Content Note
Under legislation of 1947 (ch. 1181) The Governor was authorized to appoint by executive order one or more special study commissions to assist the Board of Corrections in the study of crime. Beginning in 1947 this authority was used to establish five crime study commissions as described in series entries 63 through 71 below.

Folder F3717:42-48

63. GENERAL FILES. 1947-52.

Physical Description: 7 ff.
Scope and Content Note
Arranged by subject and chronologically thereunder.
General information files, created after the Crime Commissions went out of existence, as used by and for the information of subsequently created commissions. Files in this series relate to the five Crime Study Commissions: origins and memberships, reports and recommendations, articles, studies, and excerpts used as background information or produced by the several commissions, speech materials, press releases and radio broadcasts, newspaper clippings, and office procedures and staff assignments.

Folder F3717:49-54

64. EXECUTIVE OFFICER'S FILES. 1947-50.

Physical Description: 6 ff.
Scope and Content Note
Arranged by subject and/or chronologically thereunder.
Frank Cane, Executive Officer of the Board of Corrections, acted as principal liaison between the Board and the Crime Commissions. Much of the significant as well as routine matters thus passed through his hands. This series consists of correspondence and memos regarding meetings and hearings; filing of reports; responses to requests for information and assistance from the commissions, individuals, and organizations; suggestions and requests for investigations and studies; and proposed and pending legislation.
65. ADULT CORRECTIONS AND RELEASE PROCEDURES. 1947-49.

Physical Description: 3 ff.
Scope and Content Note
Arranged by subject and chronologically thereunder.
Correspondence, memos, reports and recommendations, legislative proposals, minutes, and other data regarding: functions and needs of adult probation services; organization, administration, and functions of county and city jail systems; operations and policies of state and county correctional camp programs; the study of Superior Court commitments to the Youth Authority; and the organization, administration, policies and practices of the Department of Corrections and the county and city parole systems. See also series entries 63 and 64 and the EARL WARREN PAPERS--CORRECTIONS, CRIME STUDY COMMISSIONS (F3640:935-957).

66. CRIMINAL LAW AND PROCEDURE. 1923-50.

Physical Description: 7 ff.
Scope and Content Note
Arranged by subject and chronologically thereunder.
Minutes and transcripts of proceedings, correspondence, memos, reports and recommendations, proposed legislation, studies, background materials and data regarding: expansion of the Office of Public Defender: amendments and revisions of the Penal Code; trial court proceedings, sentencing and penalties; release conditions; definition of habitual criminals; and other technical materials concerning existing statutes. See also series entries 63 and 64 and the EARL WARREN PAPERS--CORRECTIONS, CRIME STUDY COMMISSIONS (F3640:935-957).


Physical Description: 9 ff.
Scope and Content Note
Arranged by subject and chronologically thereunder.
Minutes and transcripts of proceedings, correspondence, memos, reports and recommendations, legislative proposals, press releases, studies, background materials and data on such subjects as: boarding and foster home placements; better treatment and detention facilities for rural counties; early diagnosis and treatment of mentally or socially maladjusted children; transient youth; roles of welfare, police, and correctional agencies; juvenile courts; and differentiation between shelter care and detention care. See also series entries 63 and 64 and the EARL WARREN PAPERS--CORRECTIONS, CRIME STUDY COMMISSIONS (F3640:935-957).

68. SOCIAL AND ECONOMIC CAUSES OF CRIME AND DELINQUENCY. 1947-49.

Physical Description: 3 ff.
Scope and Content Note
Arranged by subject and chronologically thereunder.
Minutes and transcripts of proceedings, correspondence, memos, reports and recommendations, studies, background materials and data on such subjects as: criminal statistics; agricultural economy and its relationship to crime and delinquency; discrimination against minorities; home environments; and inadequate housing. See also series entries 63 and 64 and the EARL WARREN PAPERS--CORRECTIONS, CRIME STUDY COMMISSION (F3640:935-957).
### 69. CONFERENCE AND MEETING FILES. 1947-49.

Folder F3717:76-79

**Physical Description:** 4 ff.

**Scope and Content Note**

Arranged chronologically by date of conference or meeting.

Correspondence, memos, programs, and reports and recommendations relating to conferences and meetings at which the several crime commissions attended and participated. Files exist for the: Governor's Conference on Crime and Juvenile Justice (Nov. 17-18, 1947) at which the work of the commissions was launched; Governor's Conference on Youth Welfare (Jan. 29-30, 1948); California Conference on Social Welfare (May 23-27, 1948); and various Peace Officer's Association and miscellaneous meetings (1948-49).

### 70. SUBJECT FILES. 1947-50.

Folder F3717:80-84

**Physical Description:** 5 ff.

**Scope and Content Note**

Arranged alphabetically by subject and chronologically thereunder.

Subject files on alcoholism—correspondence, memos, reports, recommendations, and studies— as gathered and/or produced by the C.S.C. on Adult Correction and Release Procedures; California Committee for the Study of Transient Youth, of which Frank Cane was Treasurer—correspondence, memos, minutes, fiscal and activity reports and recommendations; Los Angeles County Youth Committee—minutes, correspondence, newsletters, reports and recommendations. The two committees worked closely with the C.S.C. and provided considerable input into various proceedings and recommendations.

### 71. REFERENCE FILES. 1948.

Folder F3717:85-87

**Physical Description:** 3 ff.

**Scope and Content Note**

This series consists wholly of a number of studies sponsored by the California Youth Authority and other state and local agencies relating to local youth welfare and detention care and protective care services and programs. Included are studies on the City of Lodi and Madera, Marin, Merced, Monterey, Plumas, Southeast San Diego, San Francisco, and Stanislaus counties. Similar studies of slightly earlier dates are also found in the EARL WARREN PAPERS—YOUTH AUTHORITY, Juvenile Delinquency Prevention (F3640:4386-4387).
Folder F3717:88-108, 1329


Physical Description: 22 ff.
Scope and Content Note
Arranged by subject and chronologically thereunder.

The CFSSC was created by Executive Order on July 9, 1955, to essentially update the earlier work of the five Crime Study Commissions. A sub-committee of the Board of Corrections in part spanned the years between the two commissions' activities. A second Executive Order extended the life of the CFSSC until June 30, 1957.

Minutes, agendas, correspondence, memos, reports and recommendations, studies, press releases, legislative proposals, and data and background materials gathered and used relative to the commission's activities are included. Subject matter includes CFSSC background and organizational data; correspondence of or with Milton Burdman, Project Director, Adult Authority; California Law Revision Commission; California Peace Officers' Association; California Taxpayers Association; County Supervisors Association; League of California Cities; and similar organizations with related interests, press releases, reports, special studies on jails and probation--including input of Case Services and Court Processes advisory committees; and miscellaneous studies on Department of Corrections institutional treatment programs.

Folder F3717:109-133

73. JUVENILE JUSTICE STUDY COMMISSION (JJSC). 1957-60.

Physical Description: 25 ff.
Scope and Content Note
Arranged by subject and chronologically thereunder.

Created by Governor's Executive Order on Sept. 23, 1957, to study, evaluate, and make recommendations respecting all matters related to juvenile justice and the protection of minors together with general problems involved and dealing with dependent children, minor offenders... including their apprehension, detention, prosecution, supervision, treatment, and rehabilitation. A second Executive Order continued the JJSC until June 30, 1960.

Minutes, agendas, transcripts of hearings, correspondence, memos, reports and recommendations, press releases, legislative proposals, and data and background materials gathered and used relative to the commission's activities. Series files include data on: commission origins and organization; correspondence of John A. Pettis, Jr., Project Director; JJSC and Professional Advisory Committee hearings, recommendations, and comments on proposed Juvenile Court Law Statute and administration of juvenile justice report; and reference materials, including reports (5th-8th) of Annual Training Institute for Probation, Parole and Institutional Staff, and Department of Youth Authority Research Reports, Numbers 14-24.
74. SPECIAL COMMISSIONS ON PROBLEMS OF INSANITY RELATING TO CRIMINAL OFFENDERS (ICOC). 1960-63.

Folder F3717:134-164

Physical Description: 31 ff.
Scope and Content Note
Arranged by subject and chronologically thereunder.

Two commissions were created on May 4, 1960, by Governor's Executive Orders to investigate, evaluate, and make recommendations relative to the criminal responsibility of persons afflicted with mental disease or disabilities... and to procedures applicable to the examination, trial, sentencing, executive of sentence, confinement, treatment and rehabilitation of persons whose criminal responsibility or amenability to criminal processes and dispositions may be in issue because of their being afflicted with...mental diseases or disabilities...

Minutes and meeting summaries; transcripts of hearings and statements and testimony presented at public hearings; correspondence file, including copies of recommendations, studies, background materials and data sent commission members for their information and consideration; correspondence of Howard Seigel, Commission Counsel; subject files, with special emphasis on such subjects as criminal responsibility, the Durham and M'Naghten Rules; newspaper clippings; and reports and recommendations, including legislative proposals.

Folder F3717:165-201

75. SPECIAL COMMISSION ON NARCOTICS. 1960-63.

Physical Description: 37 ff.
Scope and Content Note
Arranged by subject and chronologically thereunder.

Created by Governor's Executive Order on March 22, 1960, to investigate, evaluate, and make recommendations concerning the adequacy of the present laws relating to the illegal traffic in narcotics, including...adequacies of the present penalties to protect the people of the State, the application of the indeterminate-sentence law to narcotic violations, and the probation and parole of persons who violate narcotic laws... The Commission terminated his official activities on June 30, 1961, but the legislative proposals generated by their report carried into the 1963 legislative session.

Minutes and agendas; reports and recommendation; correspondence and subject files of Arthur L. Alarcon, Project Director and subsequently Executive Secretary to Governor Edmund G. Brown; press releases; proceedings; speeches and addresses; and background materials, studies, statistics, and data gathered and used relative to the commission's activities. Subject files include data on: Interdepartmental Committee on Narcotics; legislative proposals; Narcotic Addict Evaluation Authority, State; Narcotics Rehabilitation Advisory Council; establishment and operations of State Narcotic Treatment Control Program; President's Advisory Commission on Narcotics and Drug Abuse; President's Interdepartmental Committee on Narcotics; private narcotic rehabilitation organizations such as Synanon; and The White House Conference on Narcotics (Sept. 27-28, 1962).
Records Relating to Special Study Commissions


Folder F3717:202-225


Physical Description: 24 ff.
Scope and Content Note
Arranged by subject and chronologically thereunder.

Miscellaneous Board committee records, reports and studies as authorized by the Board, and reference materials. Specific files relate to the activities of the Narcotics Committee (1952-59), created by the Board on Jan. 25, 1952, to recommend a statewide program for the apprehension and treatment of narcotic offenders. The Narcotics Committee report, Narcotics and Hypnotics in California, was followed in 1958 by a Survey of Narcotic Involvement of Confinnees in the California Youth Authority and the Department of Corrections.

A Research Committee (1951-58) was set up in 1951 to continue the study of conditions contributing to the causes of crime, methods of crime prevention, detection, apprehension and prosecution of persons accused of crime and to collect, analyze and report statistical information of value in making administrative decisions. The Committee ceased to function in 1958 when a similar committee was established within the Department of Corrections. Many of the studies and reports within the miscellaneous files of the Board are related to Research Committee activities. See also series entry 106.

Records Relating to the Youth and Adult Corrections Agency (YACA)

Scope and Content Note
The YACA was created under Stats. 1961, ch. 2037, in effect Oct. 1, 1961, combining the Corrections and Youth Authority Departments under a single administrator. This reorganization, commonly called the Agency Plan of California State Government, was both an economy measure and an endeavor to improve program planning and evaluation. Richard McGee, Director of the Department of Corrections, was the first Agency Administrator.

Folder F3717:226


Physical Description: 1 ff.
Scope and Content Note
Arranged chronologically.

Correspondence, memos and recommendations relating to the initial Agency Plan proposal, the organization, staffing, policies and procedures, and budget of YACA, and general transitional matters.

Folder F3717:227-230

78. ADMINISTRATOR'S EXECUTIVE COMMITTEE MEETINGS. 1961-67.

Physical Description: 4 ff.
Scope and Content Note
Arranged chronologically.

Minutes and agendas.
79. PERSONNEL TRAINING COMMITTEE. 1956-77.

Physical Description: 4 ff.
Scope and Content Note
Arranged chronologically.
Minutes, correspondence, memos, proposals and recommendations for the development of training programs. A major proposal centered on an attempt to set up a Personnel Training Center at the California Rehabilitation Center, Corona. Other subjects include personnel exchange programs involving the State and private industry, fair employment practices and personnel management surveys.

Folder F3717:232-234

80. RESOURCES COMMITTEE. 1964-65.

Physical Description: 3 ff.
Scope and Content Note
Arranged chronologically, reports filed separately.
Minutes, correspondence, memos, reports and data relative to Space-General Corporation systems study on state and local efforts at combating crime. The report, entitled Prevention and Control of Crime and Delinquency, was issued as six progress reports (report 4 missing).

Folder F3717:235

81. AGENCY DIRECTIVES. 1961-66.

Physical Description: 1 ff.
Scope and Content Note
Arranged chronologically.
Directives regarding agency policy.

Folder F3717:236, 1333-1339

82. REPORTS AND STUDIES. 1962-78.

Physical Description: 1 vol. 7 ff.
Scope and Content Note
Reports and studies relating to the paroling boards of the agency, control and treatment of crime and delinquency, data processing system, indeterminate sentence, impact of marijuana law and annual reports (1973-75). See also series entry 140.

Records Relating to the Human Relations and Health and Welfare Agencies

In 1966 the voters approved a constitutional amendment authorizing the Legislature to delegate to the Governor the power to reorganize the structure of state government (California Constitution, Art. V, Sec. 6). Enabling legislation in 1967 (ch. 1540) was followed by the Governor's Reorganization Plan of 1968 which placed the Departments of Corrections and Youth Authority in the Human Relations Agency. The Human Relations Agency was subsequently renamed the Health and Welfare Agency (Stats. 1973, ch. 1212), and the Youth and Adult Corrections Agency renamed as the Agriculture and Services Agency (Stats. 1973, ch. 140).
83. ISSUE PAPERS. 1969-77.

Folder F3717:237, 1340-1344

Physical Description: 6 ff.
Scope and Content Note
Arranged chronologically.
Program and policy issue statements for Health and Welfare Agency and Human Relations Agencies cover training programs for inmates, consolidation of research units of Departments of Corrections and Youth Authority, legal work-up processing at Vacaville Reception Guidance Center, planning special security facilities, operation of prisons, crimes of violence and drug abuse.

84. AGENCY DIRECTIVES. 1970-71.

Folder F3717:238

Physical Description: 1 ff.
Scope and Content Note
Arranged chronologically, indexed.
Human Relations Agency directives relative to policies and procedures and programs.

85. POLICY MEMOS. 1969.

Folder F3717:239

Physical Description: 1 ff.
Scope and Content Note
Arranged numerically by policy memo number.
Policy, procedure, information, and action memos for Human Relations Agency.

86. REPORTS. 1965-75.

Folder F3717:1345-1364

Physical Description: 20 ff.
Scope and Content Note
Arranged alphabetically by subject and chronologically thereunder.
Human Relations Agency Reports to Legislative Analyst include academic and vocational education evaluation, inmate family relationships, short term return program, work unit program, parole time study, psychiatric out-patient clinic, work and training furlough program, community correctional centers, unitization project; medical, dental and psychiatric statistics, diagnostic observation program, parole aid program, correctional conservation camp services division, felons returned to prisons after release by parole, state agency manpower education and training programs, San Quentin Prison incidents and infractions, inmate assignment quota, California Rehabilitation Center, plan for evaluation of institutional organization and statistical reports. See also series entry 140.


Folder F3717:240-242, 1365-1370, 1922-1924

Physical Description: 12 ff.
Scope and Content Note
Arranged chronologically.
Minutes, agendas, memos, reports and other background information regarding meetings and conferences of agency staff and departmental directors of the Health and Welfare Agency. Includes Policy Advisory Council proceedings relating electronic data processing center.
88. REORGANIZATION PLANNING COMMITTEE. 1977-78.

Folder F3717:1371

Physical Description: 1 ff.
Scope and Content Note
Arranged chronologically.
Minute summaries relating to removal of Department of Corrections and Youth Authority from Health and Welfare Agency and the impact of the reorganization plan on correctional services.

Records Relating to Administrative Matters of the Department of Corrections

Scope and Content Note
Included within this sub-group are a number of meeting files in which the Director participated directly or which were sent to him for informational purposes.

Folder F3717:243-246, 1372


Physical Description: 6 ff.
Scope and Content Note
Arranged chronologically, incomplete for some years.
Minutes and highlights of Executive Staff meetings.

Folder F3717:1373-1374

90. DIRECTOR'S SPEECHES. 1939, 1944-57.

Physical Description: 2 ff.
Scope and Content Note
Arranged chronologically.
Typescript and published copies of speeches relating to institutional maintenance work, self-study courses, planning a correctional system, police and social agency cooperation, crime in California, alcoholism in the community, why prisoners should work, parole treatment and surveillance, saving prison waste and a brief historical account of group counseling in California Prisons.

Folder F3717:1375-1377


Physical Description: 3 ff.
Scope and Content Note
Arranged chronologically.
Letters received, copies of letters sent, telegrams and memoranda relating to abolishment of State Board of Prison Directors and transfer of administrative functions from Board to Department of Corrections, appointment and retirement of Board members, proposal of a Los Angeles City-County Department of Corrections and transfer of Parole Board Records to Adult Authority.

Folder F3717:1379-1400


Physical Description: 21 ff.
Scope and Content Note
Arranged chronologically and numerically thereunder by bulletin number.
Bulletins (Director's) no. 1-145; 1944-51 are subject indexed. The remainder is numerically indexed for each year. Subjects include compilation of average daily population, answering correspondence, disposal of unclaimed dead inmates, status of inmate earnings, notice of hearing and sale of agricultural products and livestock grown by prison labor.
92. **ADMINISTRATIVE BULLETINS. 1944-51, 1955-74.**

Folder F3717:247-251, 1378

**93. WARDENS/SUPERINTENDENTS MEETINGS. 1948-74, 1979-80.**

*Physical Description:* 2 vols. 4 ff.

*Scope and Content Note*

Arranged chronologically; index for 1968-72 minutes.

Minutes, agendas, memos, etc. regarding policies, procedures, programs and operations of correctional institutions and conferences.

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Folder F3717:252

**94. ASSOCIATE WARDENS/SUPERINTENDENTS MEETINGS (CUSTODY). 1948-68.**

*Physical Description:* 1 ff.

*Scope and Content Note*

Arranged chronologically.

Minutes and memos regarding meetings and conferences.

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Folder F3717:253

**95. ASSOCIATE WARDENS/SUPERINTENDENTS MEETINGS (CLASSIFICATION AND TREATMENT). 1946-59.**

*Physical Description:* 1 ff.

*Scope and Content Note*

Arranged chronologically.

Minutes, agendas, and memos regarding meetings, conferences and workshops.

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Folder F3717:254, 1401-1405

**96. WOMEN’S BOARD OF TERMS AND PAROLES. 1947-77.**

*Physical Description:* 6 ff.

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Folder F3717:2031-2067

**1936-1976.**

*Physical Description:* 37 vols.

*Scope and Content Note*

Arranged chronologically.

Minutes and memos regarding meetings and conferences, board actions, general correspondence, 1967-77 and resolutions, 1948-75. See also series entries 102 and 135.

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Folder F3717:1406-1407

**97. PRE-SERVICE TRAINING ACADEMIES. 1972-74.**

*Physical Description:* 2 ff.

*Scope and Content Note*

Arranged chronologically.

Correctional officers' career opportunity development manual and academy course outlines. See also series entry 135.

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Folder F3717:255

**98. BUSINESS MANAGEMENT CONFERENCE. 1960-66.**

*Physical Description:* 1 ff.

*Scope and Content Note*

Arranged chronologically.

Minutes of Annual Conference of Business Managers and Accounting Officers.
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<td>The NAEA was created in 1963 (ch. 1706) along with a Narcotics Rehabilitation Advisory Council. These two bodies eliminated the need for the California Rehabilitation Center Advisory Council. The Council served as an advisory body relative to the confinement and rehabilitation of narcotic addicts and the Authority acted as a parole board. The Council was eliminated in 1970 (ch. 172) while the Authority was continued in existence. Minutes, agendas, correspondence, directives, memos, annual reports, resolutions and miscellaneous background materials on each of the three bodies described above.</td>
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<td>Minutes of executive staff meetings, 1967-82. Subjects relate to accelerated social development, adult parole system planning, Regional V Operational Plans, parole reorganization plan, outside friends, parole agent attitude survey, resource allocations and parole violators procedures. See also series entries 86, 135, 140, 180.</td>
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<td>Folder F3717: 1431</td>
<td><strong>104. ADMINISTRATIVE SERVICES DIVISION. 1982.</strong></td>
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<th>Folder F3717: 264, 1432-1433</th>
<th><strong>105. MAJOR CAPITAL OUTLAY COMMITTEE. 1955, 1962-70.</strong></th>
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<td>Minutes, including recommendations submitted to the Director for action and/or approval on major institutional building programs.</td>
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<td>Minutes, agendas, correspondence, memos, reports, research proposals and supportive data. Records for 1958 relate to the structure, organization, and staffing of the Research Division. Records for later years relate to a number of committees, including: Departmental Advisory Committee on Research Administration, Departmental Committee on Research and Administration, Departmental Committee on Research and Development, and Departmental Research Advisory Council (1972) and published reports. See also series entry 76 relative to operations of the earlier Research Committee set up under the Board of Corrections.</td>
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<td>Memoranda, progress reports of accomplishments and projected goals for coming year. Reports were submitted by all divisions, institutions and programs. Includes management review reports, 1964-79.</td>
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</tbody>
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<td>Physical Description: 9 ff.</td>
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<td></td>
<td>Scope and Content Note</td>
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<tr>
<td></td>
<td>Arranged chronologically.</td>
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<tr>
<td></td>
<td>Monthly reports of Department activities as submitted by the Director.</td>
</tr>
</tbody>
</table>
| Folder F3717: 277, 1458-1459 | **109. CALIFORNIA REHABILITATION CENTER (CRC)-REPORTS. 1955-77.**  
Physical Description: 3 ff.  
Scope and Content Note  
Arranged chronologically.  
Annual reports to the U.S. Department of H.E.W. regarding operations and maintenance of CRC-Corona, formerly the Corona Naval Hospital. Most reports include photos showing conditions and improvements to facilities. |
| --- | --- |
| Folder F3717: 1460-1462 | **110. PRESS RELEASES. 1965-69.**  
Physical Description: 3 ff.  
Scope and Content Note  
Arranged chronologically.  
*Correctional News Briefs* announce Governor’s appointments to administrative staff, visits from out-of-state correctional officers, new advisory committees, public tours of San Quentin Prison, recognition of long term employees, administrative changes in Conservation Camp Services Division and National Survey of Department of Corrections. Includes Youth and Adult Corrections Agency press releases, 1965-67. |
Physical Description: 4 ff.  
Scope and Content Note  
Arranged chronologically.  
The *Correctional Review*, 1961-66, 1969 contains articles on divisions, institutions, programs and subjects relating to correctional studies and theories. *Newscom*, 1975-82, a departmental newsletter, covers personnel, program and social activities.  
*Director's Subject Files* |
| Folder F3717: 278-292 | **112. ASSOCIATIONS-LABOR UNIONS. 1946-61.**  
Physical Description: 15 ff.  
Scope and Content Note  
Arranged alphabetically by name of union and chronologically thereunder.  
Letters received, copies of letters sent, memos, resolutions relative to: prison labor competition with free labor in the construction of public buildings and public work projects; the competition of prison manufactured goods; union cooperation in educational and rehabilitational programs. |
| Folder F3717: 293-296 | **113. CAPITAL PUNISHMENT. 1945-73.**  
Physical Description: 4 ff.  
Scope and Content Note  
Arranged by subject and chronologically thereunder.  
Correspondence, memos, minutes, statistics, data and background materials on policies and procedures for the housing, security, and general maintenance of condemned felons on death row. Files contain a variety of memo reports and statements on such things as personnel duties, inspections, incidents, complaints of inmates regarding conditions on death row, Condemned Unit Committee meetings-minutes, condemned unit population projections, execution reports, period reports of inmates on death row, and photographs of gas chamber, San Quentin. |
### 113. CAPITAL PUNISHMENT. 1945-73.

Inventory of the Department of Corrections Records

#### Folder F3717: 1470-1472

<table>
<thead>
<tr>
<th>114. COMMUNITY CORRECTIONAL CENTERS. 1963-77.</th>
</tr>
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<tbody>
<tr>
<td>Physical Description: 3 ff.</td>
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<tr>
<td>Scope and Content Note</td>
</tr>
<tr>
<td>Arranged alphabetically by name of center and chronologically thereunder.</td>
</tr>
<tr>
<td>Includes program studies for Central City, Crittenden and Vinewood Community Centers.</td>
</tr>
<tr>
<td>See also series entries 86, 135 and 140.</td>
</tr>
</tbody>
</table>

#### Folder F3717: 297

<table>
<thead>
<tr>
<th>115. CREDITS. 1944-65.</th>
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<tbody>
<tr>
<td>Physical Description: 1 ff.</td>
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<tr>
<td>Scope and Content Note</td>
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<tr>
<td>Arranged chronologically.</td>
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<tr>
<td>Correspondence, memos, Attorney General Opinions and Adult Authority Resolutions relating to policies governing credits earned against sentences.</td>
</tr>
</tbody>
</table>

#### Folder F3717: 1476

<table>
<thead>
<tr>
<th>116. EXTRADITIONS. 1950-57.</th>
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<tbody>
<tr>
<td>Physical Description: 1 f.</td>
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<tr>
<td>Scope and Content Note</td>
</tr>
<tr>
<td>Arranged chronologically.</td>
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<tr>
<td>Letters received and copies of letters sent, memoranda relating to release procedures and extradition policy and proceedings. Includes copy of the Treaty of Extradition between the United States and Mexico.</td>
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#### Folder F3717: 297a, 1478

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<td>Physical Description: 2 ff</td>
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<td>Scope and Content Note</td>
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<tr>
<td>Arranged chronologically.</td>
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<tr>
<td>Miscellaneous correspondence, memos, speech and press release data, and responses to requests for information, as supplied to the Governor's Office.</td>
</tr>
</tbody>
</table>

#### Folder F3717: 298-303

<table>
<thead>
<tr>
<th>118. GOVERNOR'S OFFICE-GOVERNOR'S COMMITTEE ON PERSONNEL AND TRAINING. 1958-65.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Description: 6 ff.</td>
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<tr>
<td>Scope and Content Note</td>
</tr>
<tr>
<td>Arranged chronologically.</td>
</tr>
<tr>
<td>Minutes, agendas, reports and recommendations, studies, data and background materials relating to major policies and objectives for personnel management, and training, acting as a sounding board for important personnel management and training proposals involving program and policy, evaluation of the effectiveness of programs, and in the development of methods for improving personnel relations in State Government. Specific subject areas of Committee examination are outlined in reports dated Dec. 27, 1960, and Aug. 20, 1965. Richard A. McGee served as initial Chairman and was a Committee member through 1965. The Committee was inactive between May, 1961 and May, 1964.</td>
</tr>
</tbody>
</table>
Folder F3717: 304-310

119. GOVERNOR’S OFFICE-GOVERNOR’S SURVEY ON EFFICIENCY AND COST CONTROL. 1967-69.

Physical Description: 7 ff.
Scope and Content Note
Arranged by subject and chronologically or numerically thereunder.
Correspondence, memos, reports and recommendations, program overviews, departmental studies and analyses of Task Force recommendations.

Folder F3717: 1477

120. INMATE ADVISORY COUNCIL. 1954.

Physical Description: 1 ff.
Scope and Content Note
Arranged chronologically.
Organization and program statement.

Folder F3717: 1479-1481


Physical Description: 3 ff.
Scope and Content Note
Arranged chronologically.
Correspondence, memos, reports, statistics and background materials and data relating to organizational plan and staffing of a medium security unit, the California Correctional Institution and proposal to convert Mendocino State Hospital into a correctional facility.

Folder F3717: 1482-1532


Physical Description: 52 ff.
Scope and Content Note
Arranged alphabetically by name of site location and chronologically thereunder.
Correspondence, memos, reports, plans, blueprints, maps, and photographs relating to proposed sites for construction of California Institution for Men. Includes camp reports, 1941-48 and memos regarding services to be performed by CIM for Youth Training School, 1955-61. See also series entry 135.

Folder F3717: 1533-1537


Physical Description: 6 ff.
Scope and Content Note
Arranged chronologically.
Correspondence, reports, summaries, plans, agreements and memoranda relating to prison labor in general clean up of damaged buildings caused by Tehachapi Earthquake, 1952-54; alternative program unit; community correctional center; incident reports and management surveys. See also series entry 20, 29, 135, 174, 177, 179 and 180.

Folder F3717:313

Physical Description: 1 ff.
Scope and Content Note
Arranged chronologically.
Memos, organizational charts and conference notes relative to organizational plan and staffing for CMC East and West facilities (Los Padres and San Luis Obispo).


Folder F3717:314-316, 1538, 1539

Physical Description: 5 ff.
Scope and Content Note
Arranged by subject and chronologically thereunder.
Correspondence, memos, minutes, reports, organizational charts, site proposals and development, and photographs relating to the proposal for and establishment, activation, and organization of the CMF. The proposal report includes a large number of photographs showing facilities and conditions at the Terminal Island (San Pedro) temporary medical facility.


Folder F3717:317-322, 1540-1544

Physical Description: 11 ff.
Scope and Content Note
Arranged alphabetically by subject and chronologically thereunder.
Minutes, agendas, correspondence, memos, reports and recommendations, studies, statistics, background materials and data regarding the creation and establishment of a separate facility for the treatment of narcotic felons. The files include information on meetings concerned with physical facilities, staffing, and overall program objectives, policies, and procedures; conversion, activation and dedication of U.S. Naval Hospital facilities; development, implementation, and operation of programs on the supervision of parolees released from CRC and on research in the detention, treatment and rehabilitation of narcotic addicts committed to CRC; proposed plans and application to develop U.S. Air Force Station at Mira Loma as a CRC branch operation and annual reports, 1978-79.


Folder F3717:323, 1545-1546

Physical Description: 3 ff.
Scope and Content Note
Arranged chronologically.
Correspondence, reports and memors regarding regulations governing navigation of American River in vicinity of Folsom Prison, security tour and Assemblyman Leo Ryan's undercover investigation of prison facilities, 1970. See also series entry 175.


Folder F3717:324-326, 1547

Physical Description: 1 ff. 3 vol.
Scope and Content Note
Arranged chronologically.
Transcript of hearings and exhibits of Board of Inquiry hearings into operations of San Quentin Psychiatric Hospital and plan of operation for maximum security. See also series entry 135.

Physical Description: 4 ff.
Scope and Content Note
Arranged chronologically.
Correspondence, memos, and reports on organization, reorganization and staffing plans for program units at CTF. Also Youth Authority Wards relates to separate files for North and Central facilities.


Physical Description: 6 ff.
Scope and Content Note
Arranged chronologically.
Correspondence, memos, reports, and newspaper clippings regarding activation and dedication; legal status of DVI as a prison or detention facility; and reports and recommendations relative to reorganization plans for program units.


Physical Description: 5 ff.
Scope and Content Note
Arranged chronologically.
Includes minutes, correspondence, reports, and memoranda relating to policy and procedures for segregation units for various institutions, departmental surveys and A Study of California Prison Adjustment Centers, 1973.

132. LOS ANGELES COUNTY NARCOTICS AND DANGEROUS DRUGS COMMISSION. 1963-76.

Physical Description: 3 ff.
Scope and Content Note
Arranged chronologically.
Minutes, correspondence, memos, reports, resolutions, legislative proposals, and background materials relative to local-state relations in the field of narcotic control and addict rehabilitation programs.


Physical Description: 72 ff.
Scope and Content Note
Arranged alphabetically by subject and chronologically thereunder.
Manuals cover a variety of subjects such as business administration, employee training, civil defense and disaster relief, conservation camps, cumulative case summary procedures, educational and vocational training, food services, group counseling, inmate classification and records, narcotic addict outpatients, parole procedures, public information, recreation and religious programs and time computation. Administrative Manuals, 1956-67 are included.
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<td>Physical Description: 8 ff.</td>
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<td>Scope and Content Note</td>
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<tr>
<td></td>
<td>Arranged chronologically by meeting.</td>
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<tr>
<td></td>
<td>Minutes relate to Governor’s Conference for Department Heads and Appointed Assistants, state reorganization, Human Relations Institute, Administrative Services Division, institutional religion, inmate assignments and California Probation Parole and Correctional Association.</td>
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<td>Physical Description: 11 ff.</td>
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<td>Scope and Content Note</td>
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<td>Arranged chronologically.</td>
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<tr>
<td></td>
<td>Bimonthly summaries of newspaper coverage of department activities, events, and programs.</td>
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<td>Arranged chronologically.</td>
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<tr>
<td></td>
<td>Reports and summaries relate to inmate classification guidelines, diagnostic and evaluation procedural changes, guidance in sentencing, referrals for sentence recommendations and legislation.</td>
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<tr>
<th>Folder</th>
<th>137. PRISON ISSUES. 1971-75.</th>
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<tbody>
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<td>Physical Description: 3 ff.</td>
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<td>Scope and Content Note</td>
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<td>Arranged chronologically.</td>
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<tr>
<td></td>
<td>Copies of letters sent, letters received, and memoranda relating to such issues as bulletins, inmate visits, more liberal mail privileges, medical care, utility of the parole process, marriage policy, media access to institutions, violence, indeterminate sentence and opposition to capital punishment. Includes correspondence of the Committee for Prisoner Humanity and Justice, 1971-75.</td>
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<tbody>
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<td>Physical Description: 5 ff.</td>
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<td>Scope and Content Note</td>
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<td>Arranged chronologically.</td>
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<tr>
<td></td>
<td>Inter-departmental memoranda reports on recommendations for and status of proposed and pending projects and programs; Departmental Staff Budget Committee outlines of budget year projects and surveys.</td>
</tr>
</tbody>
</table>
139. PUBLIC RELATIONS-FOREIGN VISITORS. 1952-60.

Physical Description: 3 ff.
Scope and Content Note
Arranged alphabetically by country and chronologically thereunder.
Correspondence, memos, and miscellaneous reports regarding foreign visitors to California correctional institutions and exchange of information on correctional programs.

140. REPORTS AND STUDIES. 1947-80.

Physical Description: 128 ff.
Scope and Content Note
Arranged alphabetically by subject or title and chronologically thereunder.
Department and private organization reports and studies relate to such subjects as affirmative action, automated information system, drug abuse, correctional training academics, classification and parole, homosexuality, management survey, pre-release study, probation and parole, race relations, violence control, women's prison coalition and work furlough.

141. RESEARCH. 1944-68, 1976-78.

Physical Description: 6 ff.
Scope and Content Note
Arranged by subject and chronologically thereunder.
Memos, reports, and analyses relating to proposed and pending research projects, creation of (1958) and reorganization of Research Division, development of a five-year master plan for research strategy, and centralization of criminal statistic programs by the transfer of the Bureau of Criminal Statistics from the Department of Justice to the Departments of Corrections and Youth Authority (1958). See also series entry 140.


Physical Description: 1 ff.
Scope and Content Note
Arranged chronologically.
Correspondence, memos, minutes, reports and other data relative to development and implementation of Phases II and III of PICO project, a program of group counseling designed to bridge the gap between life in prison and life in normal society.

143. SENTENCING INSTITUTE FOR JUDGES. 1967-79.

Physical Description: 8 ff.
Scope and Content Note
Arranged chronologically.
Programs and background materials for annual institutes sponsored by the State Judicial Council to promote greater uniformity of judicial procedures and to improve the administration of criminal justice (Government Code, Section 68551).
144. SUGGESTIONS AND COMPLAINTS. 1955-62.

Physical Description: 1 ff.
Scope and Content Note
Arranged chronologically.
Miscellaneous correspondence received relative to private citizens' views and suggestions as to ways to improve the California correctional system. Many letters were referred from the Governor's office for response.

Records of the Assistant Director

145. INVESTIGATION FILES. 1960-68.

Physical Description: 18 ff.
Scope and Content Note
Restricted Records.
Arranged alphabetically by subject and chronologically thereunder.
Correspondence, memos, reports, studies, exhibits, photographs, data and background materials relating to departmental and institutional investigations as directed by Charles E. Casey, Assistant Director. Files cover such subjects as: investigations of private societies and organizations involved in helping released inmates; internal institutional affairs, including sale of Irish Sweepstakes tickets at CMC (Los Padres), departmental violence control program, theft of Correctional Industries canned good stocks from CSP (Folsom), work stoppage at CSP (Folsom), forgery ring at CSP (San Quentin) printing plant, charges of gambling, extortion and trafficking in contraband goods at CTF (Soledad); Black Muslim activities in penal institutions and as parolees; narcotic treatment and control programs, including Nalline Testing Program; and management review operations of parole operations. Most files are marked or include confidential information.

Records of the Conservation Camp Services Division

Scope and Content Note
California's Correctional Conservation Camp Program traces its origins back to 1915 when state highway and prison officials established honor camps to build roads. The first conservation camp was opened in 1946 and as the state's institutional population soared the program was expanded. By mid-1964, there were 37 conservation camps in operation-28 permanent, three mobile and four seasonal, plus two road camps operated in cooperation with the state's highway division. Inmates are given training at three conservation centers-California Conservation Center (Susanville), Sierra Conservation Center (Jamestown), and Southern Conservation Center (Chino)-which also oversee camp operations in the regions in which they are located. The program at the center includes special training by Division of Forestry instructors in firefighting techniques and forest conservation work. Administrative control is through the Division of Correctional Conservation Camp Services which was first established in 1959 (ch. 1583).
146. CAMPS-GENERAL. 1950-74.

Physical Description: 15 ff.
Scope and Content Note
Arranged by subject and chronologically thereunder.
Correspondence, memos, minutes, reports, newspaper clippings, resolutions, agreements, teletypes, and other records relating to: camp programs and projects; use of inmates in highway camps, construction, and state beaches and parks projects; procedures for selecting camp sites; selection, construction and development of camps; policies and procedures for camp operations; selection, development and staffing of California Conservation Center (Susanville): and Southern Conservation Center (Chino); camp administrator's conferences and meetings: camp financing; fire crew operations; mobile camp operations; parole procedures for camp inmates; policy on creation of spike camps; and union labor discussions relative to use of prison labor on state construction projects. See also series entry 135.


Physical Description: 30 ff.
Scope and Content Note
Arranged alphabetically by camp name and chronologically thereunder.
Correspondence, memos, reports, teletypes, newspaper clippings, agreements, petitions, resolutions, and related records concerning: site selection; funding; and the establishment, dedication, maintenance, and day-to-day operations of conservation camps operated under agreements with the California Division of Forestry. Files exist for the following named camps: Alder, Beaver Creek, Chamberlain Creek, Crystal Creek, Cuesta (CMC-Chino), Deadwood, Don Lugo, Folsom Lake, High Rock, Intermountain, Iron Mine, Konociti, Lexington, Loma Prieta, Magalia, Minnewawa, Miramonte, Morena, Mountain Home, Murphy Mill, Murrietta, Oak Glen, Parlin Forks, Pilot Hill, Plum Creek, Puerta La Cruz, Rainbow, Seaview, and Vallecito. See also series entry 148 and 172.


Physical Description: 6 ff.
Scope and Content Note
Arranged alphabetically by county and chronologically thereunder.
Correspondence, memos, reports and petitions relative to the selection of sites for conservation camps. Files include letters and petitions of individuals and organizations in opposition to the location of conservation camps in or around their communities. Separate files for Calaveras, Lake, Shasta, and Tuolumne counties. Duplicates some information as found in series entry 147.


Physical Description: 8 ff.
Scope and Content Note
Arranged alphabetically by camp name and chronologically thereunder.
Correspondence, memos, reports, teletypes, newspaper clippings, agreements, petitions, resolutions, and related records concerning camp site selection and the establishment, dedication, maintenance, and day-to-day operation of highway camps operated under agreements with the Division of Highways.
Files exist for the following named camps: Burnt Ranch, Cedar Springs, Clear Creek, Davis Creek, Isabella, Moosa Canyon and Preston Ranch. Inmates in highway camps were employed solely in the construction of secondary roads.
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<td>Physical Description: 1 ff.</td>
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<td>Arranged chronologically.</td>
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<tr>
<td></td>
<td>Miscellaneous correspondence, memos,</td>
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<td>teletypes, newspaper clippings,</td>
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<td></td>
<td>agreements, petitions, and related</td>
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<td>records concerning camp site selection,</td>
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<td>and the operations of seasonal fire</td>
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<td>camps on U.S. forest lands under</td>
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<td>agreements with the U.S. Forest Service</td>
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<td>Also includes information on fire</td>
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<td>crew training and seasonal crew</td>
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<td>populations at individual camps.</td>
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<td>Arranged chronologically.</td>
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<tr>
<td></td>
<td>Miscellaneous correspondence, memos, telegrams,</td>
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<tr>
<td></td>
<td>agreements relative to the use of CIM</td>
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<tr>
<td></td>
<td>inmates as freight handlers at the Mira Loma</td>
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<tr>
<td></td>
<td>Quarter-master's Sub-Depot at Yermo.</td>
</tr>
<tr>
<td></td>
<td>A General Layout Plan shows the location of</td>
</tr>
<tr>
<td></td>
<td>CIM inmates adjacent to barracks housing</td>
</tr>
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<td></td>
<td>Negro and Italian troops.</td>
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<td>Arranged chronologically.</td>
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<tr>
<td></td>
<td>Correspondence, memos, press releases, and miscellaneous records</td>
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<tr>
<td></td>
<td>relating to the groundbreaking ceremonies, construction,</td>
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<td></td>
<td>schedules, activation, transfer of personnel, and workload</td>
</tr>
<tr>
<td></td>
<td>schedules of the C.C.C. See also series entry 140.</td>
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<td>Physical Description: 3 ff.</td>
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<td>Scope and Content Note</td>
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<td></td>
<td>Arranged chronologically.</td>
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<tr>
<td></td>
<td>Minutes of Executive Staff, Business Staff, and Superintendent's Staff meetings.</td>
</tr>
<tr>
<td></td>
<td>The C.C.C. was renamed as the California Correctional Center in August, 1975.</td>
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</tbody>
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<td>Scope and Content Note</td>
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<td>Arranged chronologically.</td>
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<tr>
<td></td>
<td>Minutes of Superintendent's Staff meetings.</td>
</tr>
</tbody>
</table>
Records of the Conservation Camp Services Division

155. SOUTHERN CONSERVATION CENTER, CHINO-MINUTES. 1967-70.

Folder F3717:445

**155. SOUTHERN CONSERVATION CENTER, CHINO-MINUTES. 1967-70.**

- **Physical Description:** 1 ff.
- **Scope and Content Note**
  - Arranged chronologically.
  - Minutes of Superintendent's Staff meetings. See also series entry 124 and 172.

Records of the Correctional Industries Commission (C.I.C.)

**Scope and Content Note**

The Correctional Industries Commission (Stats. 1947, ch. 1137) has jurisdiction over all institutional productive industrial and agricultural enterprises under the jurisdiction of the Director of Corrections, except salvage operations, repair work, handiwork of prisoners, the jute mill at San Quentin, and maintenance and construction work within prisons and institutions. The duties of the C.I.C. as to recommending and determining productive industrial and agricultural enterprises is detailed in sections 5090-5093 of the Penal Code.

Folder F3717:446-455, 1783-1784

**156. CORRECTIONAL INDUSTRIES COMMISSION. 1949, 1956-64, 1966-73, 1976-79.**

- **Physical Description:** 12 ff.
- **Scope and Content Note**
  - Arranged chronologically.
  - Minutes and agendas of quarterly meetings. Beginning in 1960 files also include reports of financial activities for various periods up to one year, including transactions of Correctional Industries Revolving Fund, and activity reports and proposals relating to the creation, expansion, or termination of correctional industries programs. Files incomplete for some years.

Records of the Correctional Industries Division (C.I.D.)

Folder F3717:456

**157. MEETINGS. 1956-66.**

- **Physical Description:** 1 ff.
- **Scope and Content Note**
  - Arranged chronologically.
  - Minutes, agendas of Central Office Staff, Managers, and Program Staff relative to specialized areas of interest, i.e., sales, canning, textiles, accountants, etc. Incomplete for some years.

Folder F3717:457-468

**158. ASSISTANT GENERAL MANAGER'S FILES. 1956-62.**

- **Physical Description:** 12 ff.
- **Scope and Content Note**
  - Arranged chronologically.
  - Chronological file of all outgoing correspondence and memoranda of Elmer L. Howell, Jr. (1956-Oct., 1957) and Jack P. Olgardt (Nov., 1957-62). Subject matter covers all aspects of C.I.D. operations, including accounting and fiscal matters; budgets; personnel; and institutional programs.
159. CENTRAL FILES. 1949-63.

Physical Description: 11 ff.
Scope and Content Note
Arranged alphabetically by correspondent.
General correspondence of General Manager, Assistant General Manager, Sales Manager, and other C.I.D. employees regarding operations of the Division. Also included are scattered groupings of correspondence with private sector members of Correctional Industries Commission.

160. SUBJECT FILES. 1958-70.

Physical Description: 8 ff.
Scope and Content Note
Arranged by subject.
Correspondence, memos, reports regarding institutional farming, furniture, knit goods project, laundry, license plates, mattresses and bedding, textiles, and tobacco programs. Files include activity and progress reports, and correspondence relative to the purchase of supplies, equipment, and marketing of commodities.

Records of the Correctional Program Services (C.P.S.) Division

Scope and Content Note

C.P.S. is technically a division of staff services operating directly under the Director's Office in Sacramento. Institutional programs are developed and coordinated by this division and include such subject areas as education, vocational education, recreation, counselling, and special programs.

161. EDUCATIONAL REPORTS. 1956-66.

Physical Description: 62 ff.
Scope and Content Note
Arranged by institution and chronologically thereunder.
Monthly reports of Education Supervisor regarding classes and enrollment in academic, vocational, and correspondence courses, and library usage. Scattered Educational Staff meeting minutes are also to be found. Institutions reporting include: California Conservation Center, Susanville (1963-66); California Institution for Men, Chino (1956-66); California Correctional Institution, Tehachapi-California Institution for Men prior to June, 1963 (1956-66); California Institution for Women, Corona and Frontera (1956-66); California Medical Facility, Vacaville (1956-66); California Men's Colony, Los Padres (1956-66); California Rehabilitation Center, Corona (1962-66); California Training Facility, Soladad (1956-66); Devel Vocational Institute (1956-66); Folsom State Prison (1956-66); San Quentin State Prison (1956-66); Sierra Conservation Center, Jamestown (1966); and Southern Conservation Center, Chino (1963-66). See also series entry 135.
162. RECREATION REPORTS. 1963-66.

Physical Description: 3 ff.
Scope and Content Note
Arranged by institution and chronologically thereunder.
Quarterly reports of program supervisors regarding events, classes, participants and spectators in recreation and physical education programs. Institutions reporting include: California Conservation Center, California Correctional Institution, California Institution for Men, California Institution for Women, California Medical Facility, California Men's Colony, California Rehabilitation Center, California Training Facility, Devel Vocational Institute, Folsom State Prison, San Quentin State Prison, Sierra Conservation Center, and Southern Conservation Center. See also series entry 135.


Physical Description: 17 ff.
Scope and Content Note
Arranged by subject and chronologically thereunder.


Physical Description: 15 ff.
Scope and Content Note
Arranged by subject and chronologically thereunder.
Memoranda and reports relative to: allocation of Sergeant and Lieutenant positions among institutions; training of staff for Pilot Intensive Counseling Organization (PICO); creation and/or reclassification of Correctional Counselor and Parole Agent classifications and On-The-Job Training Program.
165. PROJECTS AND PROGRAMS CENTRAL FILES. 1945-62.

Folder F3717:571-609

Physical Description: 39 ff.
Scope and Content Note
Arranged by subject and chronologically thereunder.
Correspondence, memos, reports, minutes, background materials, photographs, and other records relating to institutional programs, studies, projects, and operational procedures. Many of these programs were geared specifically to rehabilitation services. Subject matter covers a variety of topics, including: Alcoholics Anonymous; Children of Women Prisoners study; counseling services for inmate dependents; custody and classification procedures at C.I.M., Chino, and D.V.I., Tracy; family counseling advisory committee meetings, personnel assignments, and reports; group counseling development, including National Institute for Mental Health involvement and C.T.F., Soledad, program; incidents and disturbances--reports and related background information on institutional escape attempts, assaults by inmates, inmate strikes and riots, narcotic traffic--includes files on C.I.M., Chino (1948-60), C.M.F., Vacaville (1951-59), C.T.F., Soledad (1952-60), D.V.I., Tracy (1946-61), Folsom State Prison (1949-60), and San Quentin State Prison (1945-60); indeterminate sentence; inmate manpower survey; institutions--policies, procedures, program and staffing outlines, and general planning information data relative to C.C.I., Tehachapi, C.R.C., Chino, and C.T.F., Soledad and Reception Guidance Center at D.V.I., Tracy; life without parole statistics; Narcotics Anonymous; Narcotic Treatment Control Project--policies, procedures, surveys; population statistics; psychopathic delinquents; racial distribution, State Advisory Committee on Religion; seasonality of crime; Seekers Club; sex offenders research; and Special Intensive Parole Unit--program planning and development and Advisory Committee meetings and reports.

Folder F3717:610-636


Physical Description: 27 ff.
Scope and Content Note
A comprehensive program launched in 1961, in eight different locations throughout the state in institutions and forestry camps, combining therapeutic community living, intensive parole supervision, and group counseling, in an attempt to identify, retain, and release inmates for early parole to help relieve overcrowded conditions in California correctional institutions. The program was terminated in 1965.
Arranged by subject and chronologically thereunder.
Correspondence, memoranda, reports, administrative bulletins, minutes, planning and policy procedures, I.C.E. unit records, research data, and statistics. Specific subject files relate to: administrative bulletins and revisions concerning I.C.E. procedures; background information; community group meeting minutes (I.C.E. units not identified); consultant services and contracts; I.C.E. unit records for Chino, Camp Don Lugo, Camp Minnewawa, Camp Miramonte, Camp Murietta, Devel Vocational Institute, San Quentin--correspondence, population movement reports, group meeting minutes and reports, activity and program reports; reports to the legislature; research; statistics; and training.

Physical Description: 14 ff.

Scope and Content Note
Arranged by subject and chronologically thereunder.
Correspondence, memos, reports, minutes, statistics, and background data on Iron Mine Camp I.C.E. unit. The files for this I.C.E. unit are more complete than those listed in series entry 166 above, providing considerable detail on day-to-day activities and programs, and include: bulletins and background data relative to policies, procedures, and operations; minutes of C.D.C. and C.D.F. staff meetings; community group meeting minutes and background materials; correspondence of Rex Deal, Correctional Counselor II; New Careers Development Project; population movement reports; program progress reports; and work schedules.


Physical Description: 65 ff.

Scope and Content Note
Arranged by subject and chronologically thereunder.
Correspondence, memos, minutes, reports, and other records of L. E. Wormley, Departmental Supervisor of Education. This series relates to the development, implementation, and direction of academic and vocational education and recreation programs as established in correctional institutions and camps. Subject matter covers a variety of topics and programs, including: academic education; apprenticeship training; athletics; entertainment; handicrafts; inmate activity clubs; parolee job placement; physical fitness; projects for the blind; and individual vocational education programs ranging from aeronautics to upholstering.

169. INSTITUTIONAL MINUTES. 1967-82.

Physical Description: 74 ff.

Scope and Content Note
Arranged by institution and chronologically thereunder.
Minutes of Superintendent's Staff, Business Staff, Executive Staff, Division Heads, Wardens Staff, and other administrative staff organizations. Institutional minutes, incomplete for some institutions, exist for California Correctional Center, California Correctional Institution, California Institution for Men, California Institution for Women, California Medical Facility, California Men's Colony, California Rehabilitation Center, Correctional Training Facility Deuel Vocational Institution, Folsom State Prison, and San Quentin State Prison.


Physical Description: 44 ff.

Scope and Content Note
Arranged by institution and chronologically thereunder.
Monthly reports of: personnel, in-service training, special operations finances, farming operations, maintenance and construction, classification committee meetings, services by cooperating agencies, education program, athletics, religious services, library, disciplinary actions, and medical services. Institutional reports exist for C.I.M. (Chino); C.I.M. (Tehachapi Branch); C.I.W. (Corona); C.M.F. (Vacaville); C.M.C. (San Luis Obispo); D.V.I. (Tracy); Folsom Prison; Reception Guidance Centers at Chino, San Quentin, and Vacaville-monthly reports of arrivals, departures, and disciplinary actions; San Quentin; and C.T.F. (Soledad).
Folder F3717:817-871


Physical Description: 55 ff.
Scope and Content Note
Arranged by institution and by subject thereunder.
Photographs of California correctional institutions subdivided into general categories of:

- Activities/Programs/Institutional Services: ground-breaking and dedication ceremonies; inmate activities, including meetings, participation in special events and programs, religious services; counseling; medical and allied services for the health and well-being of inmates; security measures and programs.
- Construction: views of the construction, repair, or remodeling of major buildings and facilities.
- Personnel: miscellaneous views of institutional staffs—administrative, correctional, and clerical—in day-to-day activities, training, and meetings.
- Physical Plant: aerial and ground level views of buildings and facilities, including interior and exterior shots.
- Recreation/Athletics/Free Time: views of inmates participating and/or competing in various organized athletic programs and in handicraft and art projects.
- Vocational Training/Industries/Productive Labor: views of inmates in vocational education training programs ranging from classroom activities to shop training.
- Also included are views of inmates at work in such areas as institutional farming, facilities maintenance, and institutional manufacturing activities, including correctional industries furniture, license plates, etc.
- Institutions represented in this series include: Atascadero State Hospital; California Conservation Center (Susanville); C.I.M. (Chino); C.I.M. (Tehachapi); C.I.W. (Tehachapi); C.I.W. (Corona); C.M.F. (Terminal Island); C.M.F. (Vacaville); C.M.C. (Los Padres); C.V.I. (Lancaster); C.T.F. (Soledad); D.V.I. (Tracy); Folsom Prison; San Quentin Prison; miscellaneous unidentified (2 ff); and honor conservation, forestry, and road camps. (4 ff).

Folder F3717:1832-1859


Physical Description: 28 ff.
Scope and Content Note
Arranged alphabetically by institution and chronologically thereunder.
Inmate newsletters and newspapers include stories and poems written by inmates, committee reports, staff profiles and photographs, and relate to inmate activities such as sports, clubs, academic and vocational education and entertainment. Newsletters exist for California Correctional Center, California Correctional Institution, California Institution for Men, California Medical Facility, California Men's Colony, Correctional Training Facility, Folsom State Prison and San Quentin.

Folder F3717:1860-1861

173. INSTITUTIONAL SCRAPBOOK. 1929-37.

Physical Description: 2 f.
Scope and Content Note
Arranged chronologically.
Book relates to the California Institution for Women and includes copies of laws, photographs, maps and newspaper clippings about the establishment of the women's correctional facility. See also Scrapbook photographs, F3717:825A.

Inventory of the Department of Corrections Records

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Records of the Correctional Program Services (C.P.S.) Division


Folder F3717:872, 1862-1863


Physical Description: 3 ff.
Scope and Content Note
Arranged by institution.

Miscellaneous institutional histories, employee handbooks, program statements, and background data on establishment, property, and construction costs. Includes a published history of Folsom State Prison, 1878-1978.

Records of the Management Services Division

Folder F3717:873-891

175. STUDIES AND SURVEYS. 1960-67.

Physical Description: 19 ff.
Scope and Content Note
Arranged numerically by project number.

Memoranda, reports, studies, statistics, minutes, tables, forms, and miscellaneous background materials. Project files have been heavily screened. The essential records retained include the final report on survey, critical commentary, and basic information on the origins and development of the studies and surveys. Some project files include similar studies from previous years. Studies relate to such subjects as: Correctional Industries Accounting functions, Adult Parole Division organization, organizational survey of C.M.F., Vacaville, staffing at D.V.I., Tracy, Reception Guidance Center, organization and staffing of Sierra Conservation Center, organization and staffing of C.C.I., Tehachapi, Inmate Work Improvement Program, management survey of San Quentin, Inmate Welfare Fund Income and Expenditures Study, review of C.R.C. (Corona) organization and staffing, agency proposal for EDP development grant, inmate suggestion program, parole organization study, reorganization of C.T.F. (Soledad) complex, and Task Force on Parole Violator Reception Procedures.

Records of the Medical Services Division

Folder F3717:892-948, 1864-1881

176. CENTRAL FILES. 1945-80.

Physical Description: 75 ff.
Scope and Content Note
Arranged alphabetically by subject and chronologically thereunder.

Correspondence, memoranda, agendas, minutes, reports, studies, statistics, manuals, news releases, newspaper clippings, background information and data relative to Division personnel and staff participation on committees, meetings, research projects, policy, procedural matters and institutional programs. Subject matter includes: adjustment center program; Alcohol Rehabilitation, Advisory Committee on; Atascadero State Hospital, program review; California Institution for Women; California Medical Facility, use of Anectine; California Men's Colony; California Rehabilitation Center; Chief Dental, Medical and Psychiatric Officers Meetings and Conferences; Communicable diseases; control of poisonous substances; Insanity Commission; Correctional Training Facility; Mental Health, Governor's Advisory Committee; Nalline testing; nursing survey; plastic surgery; polio inoculations; psychiatric services; research programs at C.M.F., C.R.C., San Quentin, and in the subject areas of alcoholism, cancer, dental services, and sex offenders; Research Administration, Advisory Committee on; and San Quentin Hospital Investigation. See also series entries 101, 128, and 178.

Records Relating to Law and Legal Matters
177. AGREEMENTS AND CONTRACTS. 1944-63.

Physical Description: 16 ff.

Scope and Content Note
Arranged by name of institution and alphabetically by subject and/or chronologically thereunder.

Correspondence, memoranda, reports, agreements, contracts, and amendments thereto. The first sub-series relates to the lease of Mira Loma-Flight Academy (Lancaster) from the Reconstruction Finance Corporation, War Assets Administration, and the County of Los Angeles for temporary use as California Vocational Institute. Documentation covers the major leases, amendments, extensions, facilities alterations, and financial transactions thereto, up to and including termination of the lease in 1953 when the Lancaster facility was vacated and transferred to the new Deuel Vocational Institute (Tracy). Other records relate to the operation of Mira Loma Ordnance Camp operated under the Forest Camp Law and under supervision of C.I.M. (Chino); rehabilitation of barracks damaged by fire; and lease of public housing for use of C.V.I. employees. Other sub-series relate to lease agreements with the U.S. Army for the right of entry to facilities at Camp San Luis Obispo for use and development as California Men's Colony and with the U.S. Navy for the lease of Navy Disciplinary Barracks at Terminal Island for a temporary correctional Medical Facility.

178. ATTORNEY GENERAL OPINIONS. 1931-58, 1974-75.

Physical Description: 3 ff.

Scope and Content Note
Arranged chronologically.
Correspondence and memos to and from the Attorney General's Office, and opinions rendered, regarding Department of Corrections operations and legal rights of inmates. See also series entry 177.


Physical Description: 23 ff.

Scope and Content Note
Arranged by committee or subject and chronologically thereunder.
Correspondence, memos, reports, testimony, statements, funding requests, data, and background information submitted to various committees or hearings.


Physical Description: 10 ff.

Scope and Content Note
Arranged alphabetically by subject and chronologically thereunder.
Procedures for processing inmate legal matters--appeals, grievances, clemency and legal services; civil addict program; inmate mail policy; interstate transfer of inmates; legal assistance; preparation of legal documents; and register of institution violations.
181. HEARINGS. 1971-77.

Physical Description: 11 ff.

Scope and Content Note
Arranged alphabetically by subject and chronologically thereunder.


182. INMATE APPEALS QUARTERLY REPORTS. 1974-77.

Physical Description: 2 ff.

Scope and Content Note
Arranged chronologically.

Reports include number and types of appeals filed, rejected and processed; administrative impact and cost of processing.


Physical Description: 18 cu. ft.

Scope and Content Note
Restricted Records.

Arranged by inmate number.

Series concludes with the last execution before the State Supreme Court suspended application of the death penalty in California.

This series is a collection of the individual case files of San Quentin State Prison inmates who were executed between 1911 and 1967. Early files consist primarily of legal documents. Later files contain an increasingly wider range of material that may include cumulative case summaries, disciplinary action reports, body receipts, legal records, chaplain's records, parole board calendar cards, visitor and correspondence records, inmate work cards, execution reports, death certificates, medical records, education records, personal and administrative correspondence, inmate photographs, and newspaper clippings. These materials provide a rich source of information about the prisoners' criminal records; the specific offenses for which they were executed; their social and religious backgrounds; their psychological characteristics; their behavior on condemned row; specific details about their executions; and their communication with friends, family, prison officials, and others.

A separate index has been prepared by Archives staff. It is arranged alphabetically by inmate name.