
Inventory of the California Department of Rehabilitation Records

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Inventory of the California Department of Rehabilitation Records

Collection numbers: R204, F3934

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

Processed by:

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Descriptive Summary

Title: California Department of Rehabilitation Records

Dates: 1947-1997

Collection number: R204, F3934

Creator: California Department of Rehabilitation

Collection Size: 38 cubic feet and three motion picture films

Repository: California State Archives

Sacramento, California

Abstract: The Department of Rehabilitation records consist of 38 cubic feet of textual records and three motion picture films covering the period 1947 through 1997. The earliest records document the establishment of the department and the formation of departmental policies. The bulk of the records, which cover the period 1960 through 1996, document the activities of the department.

Physical location: California State Archives

Languages: Languages represented in the collection: English

Access

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

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Preferred Citation

[Identification of item], Dept. of Rehabilitation Records, [ID number].[series number], [box and folder number], California State Archives, Office of the Secretary of State, Sacramento, California.

Acquisition History

The California State Archives acquired the California Department of Rehabilitation Records according to state law.

Agency History

In 1961 Governor Edmund G. Brown, Sr. established the Health and Welfare Agency as part of his plan for the reorganization of state government (Statutes 1961, Chapter 2037). Designed to reduce government costs and improve efficiency, Governor Brown's reorganization plan created eight super agencies within the executive branch of California government (See Statutes 1961, Chapter 2038).

As originally organized, the Health and Welfare Agency consisted of the departments of Social Welfare, Mental Hygiene, and Public Health. In the ongoing effort to further streamline government for maximum efficiency and public utility, the Brown administration added the Department of Rehabilitation to the departmental divisions of the Health and Welfare Agency (Statutes 1963, Chapter 1747). In addition, the Citizens Advisory Committee on Aging, established in 1955, and the

Office of Atomic Energy Development and Radiation Protection, created in 1959, became organizational components of the Health and Welfare Agency (Statutes. 1963, Chapter 1746; Statutes 1963, Chapter 1747, Sec. 12).

Historically, the California government developed various agencies and services to aid and rehabilitate the physically and mentally handicapped as well as the deaf and blind. The Federal Rehabilitation Act established the Bureau of Vocational Rehabilitation within the Department of Education in California as early as 1921. The Department of Education administered the Division of Special Schools and Services. Established in 1946, the division included such services as the California School for the Blind, Training Centers for the Adult Blind, Bureau of Vocational Rehabilitation, and Schools for the Cerebral-Palsied Children. The Department of Social Welfare, established in 1942, administered the Bureau of Aid to the Needy Blind. The 1963 legislation consolidated the relevant services of these agencies into one Department of Rehabilitation.

The primary function of the Department of Rehabilitation is to rehabilitate and find suitable employment for persons with physical, mental, and emotional handicaps. The department secures its rehabilitative objective through the application of specific programs administered within departmental divisions. As of 1997, the major divisions of the Department of Rehabilitation are the Office of the Director, Executive Branch, Program Management and Support Division, Independent Living Division, and Field Operations Division.

The department administers its principal service, vocational rehabilitation, through statewide district and branch offices. Various subdivisions of the department provide counseling, training, and placement services. Those subdivisions are Transition Programs and Services, Community Access and Rehabilitation Engineering, Independent Living Rehabilitation Services, Services for the Deaf and Hard of Hearing, Services for the Blind and Partially Sighted, and Cooperative Programs. The department also works to develop and implement new rehabilitation technology and methodology, and to protect and promote the rights of persons with disabilities.

Scope and Content

The Department of Rehabilitation records consist of 38 cubic feet of textual records and three motion picture films covering the period 1947 through 1997. The earliest records document the establishment of the department and the formation of departmental policies. The bulk of the records, which cover the period 1960 through 1996, document the activities of the department. These activities include reviewing legislation affecting the disabled, managing vocational training programs for the disabled, and providing consulting services to assist in the removal of mobility and communication barriers. The collection is organized into twenty-one series. The files consist primarily of correspondence, memoranda, bill analyses, reports, and meeting minutes. Publications, blue prints, photographs, and surveys are also found throughout the collection. Of particular interest are the program files relating to the department's vocational training and independent living programs. These programs include the Transition Partnership Program and the WorkAbility II and III Programs. The Transition Partnership Program was established in 1987 to develop cooperative relationships with local education agencies in order to strengthen transition services to high school students with disabilities. The WorkAbility programs were established between 1981 and 1987. The purpose of WorkAbility II is to provide vocational training and job placement services to disabled students enrolled in regional occupational programs and adult schools. The purpose of WorkAbility III is to provide the same services to students enrolled in community colleges. The files in these series contain correspondence, memoranda, reports, course catalogs, and surveys.

The largest series in the collection is Series R204.012 (Subject Files), which contains records created and collected by the Community Access and Rehabilitation Engineering section. This section was established in 1974. Its mission was to educate, consult, and advise building officials regarding the implementation of Title 24 of the California Code of Regulations, which requires access to all public facilities. The files of this series contain correspondence, memoranda, photographs, blueprints, and publications relating to the removal of mobility and communication barriers.

Accruals

Further accruals are expected.

Indexing Terms

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

California. Dept. of Rehabilitation

Rehabilitation

Vocational rehabilitation

F3934:1-25

Series 1a **Administrative Files 1951-1964**

Physical Description: 25 file folders

Arrangement

Arranged alphabetically by subject headings.

Scope and Content Note

Studies, reports, and data regarding the creation of the Department of Rehabilitation. General subject headings include: Establishing a Department of Rehabilitation; Rehabilitation Projects; Bills and Amendments; Budget 1962-1963; Field Visits; Services for the Blind, 1963; and Rehabilitation Services. Materials include budgetary plans; personnel studies and files; and analysis and reports of field visits to rehabilitative services and institutions at the local level. Additional materials include documentation and analysis of state and federal legislation affecting the creation of the department.

F3934:26-79

Series 1b **Administrative Files-Projects 1947-1967**

Physical Description: 54 file folders

Arrangement

Arranged by project name - not alphabetical.

Scope and Content Note

Rehabilitation, referral, counseling, health, training, and development programs monitored or run by the Department of Rehabilitation. Subject materials include department policies and procedures, project update reports, grant proposal, and survey information. Other sources are correspondence and meeting minutes.

F3934:139-156

Series 2 **Case Files-Applications 1960-1964**

Physical Description: 18 file folders

Access Information

Records in this series are RESTRICTED under California Code of Regulations Title 9, Section 7142 because they contain confidential client information. See also California Civil Code section 1798.24.

Arrangement

Arranged alphabetically, (A-BA only).

Scope and Content Note

Case files of individuals who applied for and received rehabilitation services. Subjects included within these files are applicant personal, educational, and employment histories. In addition, case worker evaluations document the client's work in progress, financial status, and eligibility to re-enter the work force. Types of materials included are applications, correspondence, transcripts, medical records, and case notes.

F3934:157-163

Series 3 Case Files-Appeals 1981-1982**Physical Description:** 7 file folders, 11 audiocassettes**Access Information**

Records in this series are RESTRICTED under California Code of Regulations Title 9, Section 7142 because they contain confidential client information. See also California Civil Code section 1798.24.

Access Information

Access to audiovisual material requires the production of use copies.

Arrangement

Arranged alphabetically, (A-G only).

Scope and Content Note

Closed case files submitted before the Rehabilitation Appeals Board to be reopened. Subject matter focuses around eligibility for services, such as placement within programs, funding and reimbursement for training and equipment, and placement within group programs versus self-employment. Files contain case histories, summaries, and Board decisions. Additional materials include memos and correspondence. Case files heard by the Rehabilitation Appeals Board also contain DC-90 cassette tapes of the proceedings.

R204.018. Box 33
- Box 35**Series 4 Educational Films undated****Physical Description:** 3 motion picture films**Access Information**

Access to audiovisual material requires the production of use copies.

Arrangement

Arranged alphabetically by title.

Scope and Content Note

Educational films produced by the Department of Rehabilitation. The films were produced in order to inform clients and prospective clients of the department's programs and services. The titles in this series include "Different Approach," "Second Harvest," and "You and Rehab."

Office of the Director

Office of the DirectorR204.001. Box 1,
folder 1 - Box 2,
folder 27**Series 1 Correspondence 1991-1996****Physical Description:** 49 file folders**Access Information**

Some records in this series are RESTRICTED under the California Public Record Act, Section 6254.25 because they contain information protected by attorney-client privilege.

Arrangement

Arranged chronologically by month and year.

Scope and Content Note

Correspondence kept by the department directors and chief deputy directors pertaining to a wide variety of topics. Files contain incoming and outgoing correspondence, memoranda, studies, reports, policy papers, budget change proposals, monthly activity reports, and other materials. Notable topics include program evaluation, meeting organization, and policy development. The series covers the administrative period of directors William Tainter and Brenda Premo and chief deputy directors Rich Bayquen and Barbara Hooker.

R204.002. Box 3,
folders 1-12

Series 2 **Action Requests 1995-1996**

Physical Description: 12 file folders

Access Information

Some records in this series are RESTRICTED under the California Public Record Act, Section 6254.25 because they contain information protected by attorney-client privilege.

Arrangement

Arranged chronologically by month and year.

Scope and Content Note

Action requests submitted by the Dept. of Rehabilitation and Health and Welfare Agency to the Governor's Office. Subjects include proposals for department organizational changes and proposals for department policy changes. Action requests typically contain a summary of arguments and information pertaining to the effects on existing laws, estimated costs, time factors, and recommendations.

Interagency Technical Assistance Program

R204.003. Box 3,
folders 13-16

Series 1 **Correspondence 1981-1982**

Physical Description: 4 file folders

Arrangement

Arranged chronologically by month and year.

Scope and Content Note

Incoming and outgoing correspondence collected by the Department of Rehabilitation's representative in the Interagency Technical Assistance Program. Additional members of the program included the Department of Education and the Department of Mental Health. The purpose of the program was to provide technical assistance to any program which must comply with Title VI of the Civil Rights Act, Title IX of the Education Act, the Age Discrimination Act, and Section 504 of the Rehabilitation Act.

Executive Branch

Legislation and Regulations

F3934:80-138,
R204.004. Box 3,
folder 17 - Box 9,
folder 16

Series 1 **Bill Files 1975-1996**

Physical Description: 138 file folders

Arrangement

Arranged chronologically by legislative session, then numerically by bill number.

Scope and Content Note

The department analyzed bills affecting the mobility and employment of disabled persons. Bill files created by the department may contain analyses, correspondence, memoranda, reports, and newspaper clippings. Of particular interest are those bills relating to vocational training programs and mobility barriers. Some bills of note include AB3184 (1989-1990), which required the trustees of the California State University to report to the Legislature on reader services for blind students; AB 1077 (1991-1992), which incorporated the requirements of the Americans with Disabilities Act of 1990 into California Law; and AB2081 (1991-1992), which required work activity and supported employment programs to meet accreditation and certification standards.

1975-1976: AB77-AB3809 (1ff) Box 3/18

1977-1978: AB2680 (1ff) Box 3/19

1979-1980: AB204-AB3113 (4ff) Box 3/20 - Box 4/1

1979-1980: SB1742-SB1901 (1ff) Box 4/2

1981-1982: AB24-AB3749; ACA2-ACR78 (35ff) F3934:80-114

1981-1982: SB6-SB2051; SCA3-SCA6; SCR1-SCR59 (24 ff) F3934:115-138

1983-1984: Preprint AB13; AB1-AB4039; ACA1; ACR35-ACR144; AJR9-AJR108;
AB3X-AB40X (27ff) Box 4/3 - Box 5/6

1983-1984: Preprint SB8; SB13-SB2279; SCR1-SCR15; SR18; SB12X (15ff) Box 5/7 -
Box 5/21

1985-1986: AB27-AB4260; ACR3 (11ff) Box 5/22 - Box 6/8

1985-1986: SB8-SB2561 (6ff) Box 6/9 - Box 6/14

1987-1988: AB41-AB4648; ACR65 (6ff) Box 6/15 - Box 6/20

1987-1988: SB130-SB2677; SCR13-SCR40 (5ff) Box 6/21 - Box 7/2

1989-1990: AB462-AB4348 (6ff) Box 7/3 - Box 7/8

1989-1990: SB149-SB2759; SB38X (4ff) Box 7/9 - Box 7/13

1991-1992: AB14-AB3825; AB66X (16ff) Box 7/13 - Box 8/4

1991-1992: SB6-SB2229; SCR57 (8ff) Box 8/5 - Box 8/12

1993-1994: AB9-AB3708; AJR87; AB167X (17ff) Box 8/13 - Box 9/7

1993-1994: SB35-SB2108; SJR25 (8ff) Box 9/8 - Box 9/15

1995-1996: AB903 (1ff) Box 9/16

ADA Implementation Unit

R204.005. Box 9,
folders 17-19

Series 1 **Correspondence 1992-1993**

Physical Description: 4 file folders

Arrangement

Arranged chronologically by month.

Scope and Content Note

Incoming and outgoing correspondence collected by the ADA Implementation Unit. The purpose of the ADA Implementation Unit was to implement the standards and regulations set forth in the Americans with Disabilities Act of 1990. The unit provided information, training, and technical assistance to businesses, state and local government, consumers, and disability right advocacy organizations.

R204.006. Box 9,
folders 20-36

Series 2 **Community Access Network Program Files 1977-1993**

Physical Description: 17 file folders

Arrangement

Arranged alphabetically by subject headings.

Scope and Content Note

Correspondence, memoranda, reports, and meeting minutes documenting the department's Community Access Network (CAN) program. CAN was established by the Community Access and Rehabilitation Engineering section and was later managed by the ADA Implementation Unit. The network consisted of approximately 75 volunteers, located in communities throughout California, dedicated to the removal of architectural barriers. CAN volunteers advocated for the removal of barriers, advised on the application of access laws, monitored compliance with access laws, and raised consciousness of the needs of persons with disabilities.

Planning Section

R204.007. Box 10,
folders 1-16

Series 1 **Subject Files 1978-1991**

Physical Description: 16 file folders

Arrangement

Arranged alphabetically by subject headings.

Scope and Content Note

Subject files created by the Planning Section in support of department programs and services. The planning section collected information pertaining to the Limited Examination and Appointment Program (LEAP), the WorkAbility I and II programs, and various local education agencies. The subject files contain correspondence, memoranda, reports, and publications.

Transition Programs and Services

R204.008. Box 10,
folder 17 - Box 12,
folder 17

Series 1 **Transition Partnership Program Files 1988-1992**

Physical Description: 57 file folders

Arrangement

Arranged chronologically by program year, then alphabetically by subject headings.

Scope and Content Note

Correspondence, memoranda, and reports created by the Department of Rehabilitation during the management of the Transition Partnership Program. The program was established in 1987 to build cooperative relationships with local education agencies in order to strengthen transition services to high school students with disabilities. Project staff included educators, rehabilitation specialists, and personnel from local school districts and rehabilitation offices.

R204.009. Box 12,
folder 18 - Box 17,
folder 11

Series 2 **WorkAbility II and III Program Files 1984-1991**

Physical Description: 100 file folders

Arrangement

Arranged chronologically by program year, then alphabetically by subject headings.

Scope and Content Note

Correspondence, memoranda, reports, and course catalogs created by the Department of Rehabilitation during the management of the WorkAbility II and III programs. The WorkAbility programs were established in 1981 in order to provide disabled students with vocational training and job placement services. These services were initially provided to high school, regional occupational program (ROP), and adult school students. The WorkAbility II program was established during the 1985-1986 academic year in order to extend these services to community college students. In November of 1987, program administrators decided to rename the programs using the designators I, II, and III. WorkAbility I serves high school students, WorkAbility II serves ROP and adult school students, and WorkAbility III serves community college students.

Program Management and Support Division

Community Access and Rehabilitation Engineering Section

R204.010. Box 17,
folder 12 - Box 20,
folder 18

Series 1 **Correspondence 1984-1991**

Physical Description: 83 file folders

Arrangement

Arranged chronologically by month.

Scope and Content Note

Incoming and outgoing correspondence collected by the Community Access and Rehabilitation Engineering section. The section was established under the name Mobility Barriers. The name was then changed to Mobility and Communication Barriers to indicate the needs of the sensory-impaired. It was then changed to Community Access and Rehabilitation Engineering as it incorporated other sections of the department. The mission of the Community Access and Rehabilitation Engineering section was to educate, consult, and advise building officials regarding implementation of Title 24 of the California Code of Regulation, which requires access to all public facilities.

R204.011. Box 20,
folder 19-21

Series 2 **Activity Reports 1990-1992**

Physical Description: 3 file folders

Arrangement

Arranged chronologically by month.

Scope and Content Note

Monthly reports documenting the activities of the Community Access and Rehabilitation Engineering section. The reports were intended for the deputy director of the Program Management and Support Division of the Department of Rehabilitation. They contain information pertaining to the section's accomplishments, works in progress, and improvement needs.

R204.012. Box 20,
folder 22 - Box 28,
folder 25

Series 3 **Subject Files 1961-1992**

Physical Description: 255 file folders

Arrangement

Arranged alphabetically by subject headings.

Scope and Content Note

Subject files created and collected by the Community Access and Rehabilitation Engineering section pertaining to a wide variety of mobility and communication topics. The files of this series may contain correspondence, memoranda, photographs, blueprints, and publications. Some files of note pertain to elevators, parks and recreation, restaurants, and van modification. This series also contains files pertaining to technologies and their application to disabilities. Such technologies include ABLEDATA, audible signage, and wheelchair lifts.

Independent Living Rehab Services Section

R204.013. Box 28,
folder 26 - Box 29,
folder 27

Series 1 **Subject Files 1979-1993**

Physical Description: 29 file folders

Arrangement

Arranged alphabetically by subject headings.

Scope and Content Note

Subject files collected by the Independent Living Rehabilitation Services section. The files contain correspondence, memoranda, and reports. The topics include program evaluation and independent living centers. The Independent Living Rehabilitation Services section was established in order to help the severely disabled achieve measurably greater independence. There is no vocational emphasis. In order to qualify for services, the individual must have a severe disability resulting in substantial limitations.

Independent Living Division

Services for the Deaf and Hard of Hearing Section

R204.014. Box 29,
folder 28 - Box 30,
folder 4

Series 1 **Correspondence 1990-1997**

Physical Description: 8 file folders

Arrangement

Arranged chronologically by month.

Scope and Content Note

Incoming and outgoing correspondence collected by the Services for the Deaf and Hard of Hearing section. This section was established in order to recommend, develop, and implement policy in respect to programs for deaf, hard of hearing, and deaf-blind persons. The section reviews programs, identifies trends in the client population, evaluates technological devices and their application to hearing impairments, and coordinates and plans statewide training.

R204.015. Box 30,
folder 5 - Box 30,
folder 12

Series 2 **Bill Files 1977-1992**

Physical Description: 8 file folders

Arrangement

Arranged chronologically by legislative session, then numerically by bill number.

Scope and Content Note

The section analyzed bills affecting the deaf and hard of hearing. Bill files created by the section may include analyses, correspondence, memoranda, reports, and newspaper clippings. Some bills of note include AB3325 (1977-1978), which provided multilingual services in health facilities; AB2980 (1979-1980), which established interpreter services, teletypewriter relay, and training in communication skills; and SB597 (1979-1980), which provided access to telephone services for the deaf and severely hearing impaired.

1977-1978: AB3325 (1ff) Box 30/5

1979-1980: AB2980 (1ff) Box 30/6

1979-1980: SB597 (2ff) Box 30/7 - Box 30/8

1983-1984: AB2731-AB3369 (1ff) Box 30/9

1983-1984: SB244 (1ff) Box 30/10

1985-1986: SB60 (1ff) Box 30/11

1991-1992: AB1019 (1ff) Box 30/12

R204.016. Box 30,
folder 13 - Box 31,
folder 15

Series 3 **Advisory Committee Meeting Files 1993-1997**

Physical Description: 28 file folders

Arrangement

Arranged chronologically by meeting date.

Scope and Content Note

Correspondence, agendas, and meeting minutes created by the Deaf and Hard of Hearing Advisory Committee. The advisory committee was established in 1992 in order to advise the Department of Rehabilitation on issues related to deaf and hard of hearing persons. Members of the advisory committee resided throughout California and represented the diverse interests of the deaf and hard of hearing. Advisory committee meetings were held on a quarterly basis each year.

Field Operations Division

Cooperative Programs Unit

R204.017 Box 31,
folder 16 - Box 32,
folder 17

Series 1 **WorkAbility II Program Reviews 1993-1995**

Physical Description: 31 file folders

Access Information

Records in this series are RESTRICTED under California Code of Regulations Title 9, Section 7142 because they contain confidential client information. See also California Civil Code section 1798.24.

Arrangement

Arranged chronologically by program year, then alphabetically by subject headings.

Scope and Content Note

Correspondence, agendas, and surveys pertaining to the evaluation of regional occupational programs and adult schools. Surveys were submitted by program administrators, educators, and students enrolled in the WorkAbility II program. The WorkAbility programs were established in 1981 in order to provide disabled students with vocational training and job placement services.