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## **Inventory of the Records of the Department of Economic and Business Development**

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## Inventory of the Records of the Department of Economic and Business Development

### Record Group number: R279

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

#### Contact Information:

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#### Descriptive Summary

**Title:** Department of Economic and Business Development records

**Dates:** 1978-1984

**Collection number:** R279

**Creator:** Department of Economic and Business Development

**Extent:** 20 cubic feet

**Repository:** California State Archives  
Sacramento, California

**Abstract:** The records of the Department of Economic and Business Development document California's efforts to promote economic development, provide service to visitors, and assist California and foreign businesses active in international trade. This record group contains 20 cubic feet of textual records covering the period 1978-1984 and includes sixteen record series. While the department had several offices during these years, only the records pertaining to bill files, the Director's Office, the Office of International Trade (OIT), and the Office of Small Business Development (OSBD) were transferred to the State Archives.

**Physical location:** California State Archives

**Language:** English

#### Access

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

#### Publication Rights

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#### Preferred Citation

[Identification of item], Department of Economic and Business Development Records, R279.[series number], [box and folder number], California State Archives, Office of the Secretary of State, Sacramento, California.

#### Acquisition Information

The California State Archives acquired the records of the Department of Economic and Business Development per state law.

#### Agency History

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Originally established in 1969, the Department of Commerce was responsible for encouraging economic expansion in California. Funds for the Department of Commerce ceased after June 30, 1975, whereupon the department terminated operations. Two years later, in 1977, the State of California enacted legislation to create the Department of Economic and Business Development within the Business and Transportation Agency, essentially resurrecting the old Department of Commerce (Statutes of 1977, Chapter 345). It was to be the primary state agency responsible for promoting economic growth in California by evaluating government policy, conducting studies on business and industry, and providing information to visitors and foreign business representatives. The work of the department was initially divided into five offices: (1) Economic Planning, Policy, and Research, (2) Local Economic Development, (3) Business and Industrial Development, (4) Visitor Services, and (5) International Trade (Statutes of 1977, Chapter 345). Soon after, the Office of Small Business Development was added to the department (Statutes of 1977, Chapter 924).

The first director of the Office of International Trade (OIT) was Richard King, who served from the office's effective date January 1, 1978 through November 1979. Floyd Mori then served as director through the early part of 1982, when the California State World Trade Commission was created within the Governor's Office to absorb the duties of the OIT (Statutes of 1982, Chapter 1526). The primary goals of the OIT were to publish an international trade directory, encourage product exportation from California, and respond to inquiries from business in relation to international trade activities. Its program areas included business advocacy, data gathering, legislation and policy formation, counseling, and overseas promotion.

The Office of Small Business Development (OSBD) was created for the purpose of aiding small business in the private sector. This goal was carried out through many programs, including guarantee loans, business assistance, buyouts, and surety bonding. Clarence Williams served as Executive Director through December 1982, and Oscar Wright served in this position from May 1983 through September 1984.

The Office of Business and Industrial Development was to act as an ombudsman between business and state government, assist in the expansion of California business, and advise the Governor as well as the Secretary of the Business and Transportation Agency. The Office of Economic Planning, Policy, and Research was responsible for publishing statistical information relevant to industry, commerce, and agriculture. It was also tasked with preparing studies on the potential economic impacts of various businesses, and responding to inquiries regarding the economic conditions of the state. The Office of Local Economic Development administered business financing programs and offered technical assistance to local economic development organizations. The Office of Visitor Services was responsible for distributing information related to tourism.

In 1984, the Department of Economic and Business Development was renamed the Department of Commerce (Statutes of 1984, Chapter 449).

### **Scope and Content**

The records of the Department of Economic and Business Development document California's efforts to promote economic development, provide service to visitors, and assist California and foreign businesses active in international trade. This record group contains 20 cubic feet of textual records covering the period 1978-1984 and includes sixteen record series. While the department had several offices during these years, only the records pertaining to bill files, the Director's Office, the Office of International Trade (OIT), and the Office of Small Business Development (OSBD) were transferred to the State Archives. Thus, the records of the department are divided into three subgroups, with each being further divided into several series. The two cubic feet of bill files document the legislation of interest to the department. The records of the OIT contain roughly twelve cubic feet of chronological correspondence, solar energy files, speeches, governor's conference files, office files, the general advisory council files, the Japan-California economic advisory council files, the agricultural advisory council files, topical correspondence, and subject files. The records of the OSBD contain approximately five cubic feet of legal opinions, correspondence, reports, and corporation files.

The Office of International Trade files contain ten series. The majority of these series date from 1978-1982, with the largest series being the subject files. The chronological correspondence contains the outgoing correspondence from the director's office. The solar energy files document Director King's advocacy of the solar energy industry both within developing nations, as well as within California itself. Significant topics include Proposition 7 (1980) and the SolarCal Office (later called Solar Business Office). The speech files document the speeches that were given by the director of the Office of International Trade (OIT). Director King gave all but one of the eighty-eight speeches. Significant speech topics include the investment climate in Mexico, the impact of multilateral trade negotiations on California, and the risks and rewards of trade with China. The governor's conferences files pertain to those conferences where international trade was a significant topic, and thus the input and/or presence of the director of the OIT was needed. Notable topics include the Governor's Roundtable on International Trade, the National Governor's Association, and the Western Governor's Conferences. The office files pertain to the basic organization and running of the OIT. Topics include goals and objectives, publicity, and staff meetings. The General Advisory Council, the Japan-California Economic Advisory Council, and the Agricultural Advisory Council were private sector groups consisting of international business leaders established to assist the Office of International Trade. The

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second correspondence series within the subgroup of OIT is topically based and includes letters that are both incoming and outgoing. Significant topics of correspondence include Canada, the Governor's office, out-of-state, and overseas. The subject files contain numerous topics of interest to the OIT and include such subjects as agriculture, banks, coal exports, trade associations, chambers of commerce, the International Trade Commission, legislation (federal and state), ports, and the wine industry.

The Office of Small Business Development files contain four series, the largest of which is the correspondence series (1980-1985). The legal opinions file contains reports, studies, and legal analysis regarding proposed legislation relevant to OSBD. The correspondence files include intra-office and intra-agency letters, minutes, and reports. The reports contain internal monthly reports of both a fiscal and operational nature. Notable report topics include OSBD Budget, Grant/Loan Fund, Corporation Summary, Conference Calendar, Legislation, and OSBD Activity. The corporation files primarily contain correspondence between OSBD and the business development corporations with whom they partnered, as well as the corporations' annual report submitted to the OSBD.

Notes to the researcher:

The researcher should note that, while the date of creation for this agency is from 1978 to 1984, the approximate dates of record-keeping are from 1970 to 1987.

As outlined in the Agency History, the Department of Commerce was the predecessor agency to the Department of Economic and Business Development. Later, the agency would be renamed the Department of Commerce. While these are considered separate agencies, there may be overlapping records, especially from the period of 1975 to 1985. The researcher is strongly encouraged to review the finding aids and records of both agencies.

#### **Accruals**

No further accruals are expected.

#### **Subjects**

California. Dept. of Economic and Business Development

California. Office of International Trade

California. Office of Small Business Development

Economic development

California Commerce

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R279.001, Box  
1/1-Box 2/14

Series 1. **Bill Files 1977-1984**

**Physical Description:** 39 file folders

**Arrangement**

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

**Scope and Content Note**

Bill files contain analyses prepared by the Department of Economic and Business Development, correspondence, notes, reports, and background materials regarding state legislation that would affect programs administered by the Department of Economic and Business Development. Significant topics include the abolishment of the Department of Commerce (SB28, 1977-1978), the California Invention and Innovation Development Corporation (AB900, 1981-1982), the creation of the World Trade Commission (AB3757, 1981-1982), Enterprise Zones (AB40, 1983-1984), and the Economic Incentive Program (AB514, 1983-1984).

1977-1978: AB1053-AB3627; ACA78; AB7X (3ff) Box 1/1-Box 1/3

1977-1978: SB28-SB2141; SB3X-SB7X (2ff) Box 1/4-Box 1/5

1981-1982: AB4-AB3757; ACA2-ACA22; ACR75; AJR1-AJR87 (20ff) Box 1/6-Box 1/25

1983-1984: AB13-AB1275; ACA2-ACA36; ACR37-ACR147; AJR3-AJR94 (14ff) Box 2/1-Box 2/14

**Records of the Office of the Director 1977-1984**

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R279.016, Box 20,  
folders 1-11

Series 1. **Chronological Correspondence 1977-1984**

**Physical Description:** 11 file folders

**Arrangement**

Arranged alphabetically by subject.

**Scope and Content Note**

Administrative Files maintained by the director are comprised of correspondence, reports, and memoranda. Subjects include biennial reports, goals and accomplishments, initiatives, staff meetings, summary and description of the department, transition to Department of Commerce, and work plans.

**Records of the Office of International Trade 1971-1984**

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R279.002, Box  
2/15-Box 4/18

Series 1. **Chronological Correspondence 1978-1982**

**Physical Description:** 51 file folders

**Arrangement**

Arranged chronologically.

**Scope and Content Note**

These files contain only the outgoing correspondence from the Director's Office. The files include letters, routine requests, and reports to both individuals as well as representatives of organizations and corporations. The correspondence were sent by the director, deputy director, or other staff members.

R279.003, Box  
4/19-Box 5/31

Series 2. **Solar Energy Files 1978-1981**

**Physical Description:** 49 file folders

**Arrangement**

Arranged alphabetically by title.

**Scope and Content Note**

The Solar Energy Files cover numerous topics that pertain to solar energy in California. Files may include reports, news clippings, industry periodicals, correspondence, memoranda, advertisements, press releases, notes, mailing lists, and brochures. Significant topics include California Solar Energy Industries Association (CAL SEIA), Solar Energy Research Institute (SERI), Proposition 7 (1980), SolarCal Office (later called Solar Business Office), and incentive legislation.

R279.004, Box  
6/1-Box 6/11

Series 3. **Speeches 1978-1981**

**Physical Description:** 11 file folders

**Arrangement**

Arranged chronologically.

**Scope and Content Note**

These speeches were given by the director of the Office of International Trade (OIT). Eighty-seven of the eighty-eight speeches were given by Richard King; the other was given by Floyd Mori. Speech files may include transcripts, notes, correspondence, news clippings, invitations, and correspondence. The type of audience varies widely. Examples include the Pasadena Rotary Club, the UCLA School of Management, the National Conference of Lieutenant Governors, the Malaysian Trade Expo, the U.S.-Arab Chamber of Commerce, and Winegrape Day. Some recurring speech topics include the investment climate in Mexico, the impact of multilateral trade negotiations on California, an international perspective on agricultural trade, and the risks and rewards of trade with China.

R279.005, Box  
6/12-Box 7/9

Series 4. **Governor's Conferences Files 1979-1982**

**Physical Description:** 20 file folders

**Arrangement**

Arranged alphabetically by title and chronologically thereunder.

**Scope and Content Note**

Governor's Conferences Files pertain to the governor's conferences where international trade was a significant factor and thus the input and/or presence of the director of the OIT was needed. These files may include mailing lists, correspondence, memoranda, schedules, agendas, and reports. Significant topics include the Governor's Roundtable on International Trade, the National Governor's Association, and the Western Governor's Conferences.

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R279.006, Box  
7/10-Box 7/16

Series 5. **Office Files 1978-1982**

**Physical Description:** 7 file folders

**Arrangement**

Arranged alphabetically by title and chronologically thereunder.

**Scope and Content Note**

These files pertain to the basic organization and running of the OIT. Files may include memoranda, notes, charts, various reports, news clippings, and press releases. Significant topics include goals and objectives, publicity, organization of OIT, staff meetings, and video production.

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R279.007, Box  
7/17-Box 7/23

Series 6. **General Advisory Council Files 1978-1982**

**Physical Description:** 7 file folders

**Arrangement**

Arranged alphabetically by topic.

**Scope and Content Note**

The General Advisory Council was a private sector group consisting of international business leaders established to assist the Office of International Trade. The General Advisory Council files contain correspondence, background materials, and meeting notes. Notable persons mentioned include Governor Jerry Brown and U.S. Senator Hayakawa.

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R279.008, Box  
7/24-Box 7/26

Series 7. **Japan-California Economic Advisory Council Files 1978-1982**

**Physical Description:** 3 file folders

**Arrangement**

Arranged alphabetically by topic.

**Scope and Content Note**

The Japan-California Economic Advisory Council was a private sector group consisting of international business leaders created to assist the Office of International Trade. The council was established by and reported directly to the governor. The Japan-California Economic Advisory Council files contain correspondence and meeting notes.

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R279.009, Box  
7/27-Box 7/29

Series 8. **Agricultural Advisory Council Files 1978-1982**

**Physical Description:** 3 file folders

**Arrangement**

Arranged alphabetically by topic.

**Scope and Content Note**

The Agricultural Advisory Council was a private sector group consisting of international business leaders established to assist the Office of International Trade. The Agricultural Advisory Council files contain correspondence and meeting notes.

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R279.010, Box  
7/30-Box 7/37

Series 9. **Correspondence 1978-1982**

**Physical Description:** 8 file folders

**Arrangement**

Arranged alphabetically by file title.

**Scope and Content Note**

Files contain incoming or outgoing correspondence from the OIT. Files may include memoranda, directives, reports, and background materials. Significant topics of correspondence include Canada, the Governor's office, out-of-state, overseas, staff-Business, Transportation, and Housing Agency, staff-Economic and Business Development Department, and staff-Office of International Trade.

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R279.011, Box  
8/1-Box 14/6

Series 10. **Subject Files 1971-1984**

**Physical Description:** 216 file folders

**Arrangement**

Arranged alphabetically by title and chronologically thereunder.

**Scope and Content Note**

These files contain numerous topics of interest to the OIT. Files may include press releases, correspondence, reports, advertisements, brochures, agendas, news clippings, minutes, notes, memoranda, background materials, and mailing lists. Significant topics include agriculture, banks, coal exports, trade associations, chambers of commerce, the International Trade Commission, legislation (federal and state), ports, and the wine industry.

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**Records of the Office of Small Business Development 1970-1986**

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R279.012, Box  
14/7-Box 14/10

Series 1. **Legal Opinions 1970-1986**

**Physical Description:** 4 file folders

**Arrangement**

Arranged chronologically.

**Scope and Content Note**

These files contain notes, memoranda, reports, studies, and legal analysis regarding various proposed legislation relevant to OSBD. Notable correspondents include the California Attorney General's Office, the California Legislative Counsel, the U.S. Department of Justice, the California Department of General Services, and the California Assembly Committee on Economic Development.

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R279.013, Box  
14/11-Box 17/10

Series 2. **Correspondence 1980-1985**

**Physical Description:** 66 file folders

**Arrangement**

Arranged chronologically.

**Scope and Content Note**

These files contain intra-office, intra-agency, and external outgoing letters, minutes, and reports signed by the director, deputy director, or staff. Topics may include proposed legislation, upcoming conferences, and routine requests from individuals, businesses, and organizations.

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R279.014, Box  
17/11-Box 19/2

Series 3. **Reports 1983-1986**

**Physical Description:** 33 file folders

**Arrangement**

Arranged chronologically.

**Scope and Content Note**

Report files may include charts, correspondence, transaction statements, and statistical information. The files contain internal monthly reports of both a fiscal and operational nature. The fiscal reports (1983-1984) include the following sections: Attendance, OSBD Budget, Conferences, Grant/Loan Fund, SBDC Review, Travel, a monthly report from each development corporation, Corporation Summary. The operational reports (1985-1985) include Accomplishments, Quarterly Summary of Corporate Activity, Monthly Activity, OSBD Expenditure, Conference Calendar, Legislation, OSBD Activity, and Vacation Schedule.

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R279.015, Box  
19/3-Box 19/22

Series 4. **Corporation Files 1978-1984**

**Physical Description:** 20 file folders

**Arrangement**

Arranged alphabetically by corporation name and chronologically thereunder.

**Scope and Content Note**

The files primarily contain correspondence between OSBD and the business development corporations with whom they partnered, as well as the corporations' annual report submitted to the OSBD. The seven development corporations affiliated with the OSBD were: Cal Coastal, Cal Regional, First Inter-Urban, Hancock, Pacific Coast Regional, Superior Valley, and Valley. Files may also include other reports, charts, memoranda, and notes.

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