Inventory of the Department of Employment and the Department of Human Resources Development Records

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Office of the Secretary of State
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Descriptive Summary
Title: Department of Employment and the Department of Human Resources Development Records
Inventory: See series for identification numbers
Creator: Department of Employment
Creator/Collector: Department of Human Resources Development
Extent: 44 cubic feet
Repository: California State Archives
Sacramento, California

Abstract: The records of the Department of Employment (1936-1967) and Department of Human Resources Development (1968-1974) include 42 cubic feet of records accumulated over 30 years at the California State Archives. The records cover the period 1932 to 1974 and reflect the work of one of the State's largest and most important social service agencies. In 1974 the Department of Employment Development was replaced by the Department of Human Resources.

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

Access
Collection is open for research.

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Preferred Citation
[Identification of item], Department of Employment and the Department of Human Resources Development Records, [Identification number], California State Archives, Secretary of State Office, Sacramento, California.

Agency History
The Department of Employment was created by the Legislature in 1935 as part of the Unemployment Reserves Act. The act (Statutes 1935, chapter 352) was set up to provide "a (monetary) reserve to assist in protecting the public against the social effects of unemployment." The purpose of the department was to operate a statewide system of employment agencies and distribute the payment of unemployment insurance to eligible unemployed workers.

See series for identification numbers
Under the Unemployment Reserve Act the governing body of the Department of Employment was the Unemployment
Reserves Commission. The five-member commission was composed of one state representative, two representatives for
labor, and two representatives from industry. The commission appointed an executive officer that served as the Director of
the Department of Employment. To better reflect its scope of work, the commission became the California Employment
Commission in 1939. The name of the commission was again changed in 1943 to the California Employment Stabilization
Commission. (Statutes 1943, chapter 1093). The commission was abolished in 1955 and replaced by an advisory council.
(Statutes 1955, chapter 1166.)

The California State Employment Service was also created in 1935 by chapter 258 (Statutes 1935) under the Department of
Industrial Relations. Its purpose was to cooperate with the U.S. Employment Service in establishing a national employment
system. The service was transferred to the Department of Employment later in 1935. Previous to this law, the State
operated public employment offices under the Bureau of Labor Statistics - State Free Employment Bureau (Statutes 1915,
chapter 302). Chapter 440 of 1927 transferred this responsibility to the Department of Industrial Relations, Division of State
Employment Agencies. These predecessor agencies attempted to match unemployed workers with employers requiring
additional labor. In 1942 the California State Employment Service was transferred to the federal government, as part of a
wartime measure to provide centralized control for needed labor. It was returned to the State in November 1946.

The Department of Employment was reorganized in 1947. The legislation (Statutes 1947, chapter 1166) provided for a
Director of Employment to head the department, who would be appointed by and serve at the pleasure of the governor.
The director assumed many of the responsibilities of the commission. The director also served as the division chief for the
Public Employment Offices and Benefit Payments Division. He was further given the authority to name assistants, including
the Deputy Director, as he deemed necessary.

As part of Governor Reagan’s Reorganization Plan of 1968, the Department of Employment was placed under the Human
Relations Agency. With the signing of chapter 1460 that same year, the department became to the Department of Human
Resources Development, which assumed the duties, purposes, responsibility, and jurisdiction of the former department.
The name of the department was again changed in 1974 (chapter 1212), when it became the Employment Development
Department. The records described in this inventory reflect only those of the Department of Employment and the
Department of Human Resources.

The department’s Administration and Executive Office has contained several sections and units of the Department. The
Director and Deputy Director headed this office. Its sections and units have included the Research and Statistics Section,
Legal Section, Rules and Regulations Officer, Personnel Section, and Investigation Section. The Division of Public
Employment Offices and Benefit Payments was established 1943 by chapter 1093. Its main responsibilities have included
the distribution of unemployment insurance; development of job openings; and classification, selection, and referral of
qualified applicants to employers. Subdivisions with the division have included the Benefit Payments Technical Section,
Employment Services Section, Farm Labor Services Section, Management Inspection Section, and the Unemployment
Insurance Services Section.

In 1947 an Unemployment Insurance Appeals Board was created by the Legislature. It had final administrative judicial
authority in all unemployment insurance, disability insurance, and tax appeal cases. Previously an appeals bureau within
the department handled these duties.

The Division of Accounts and Tax Collections was created by chapter 1093 in 1943. The division had responsibility for
accounting and tax collection for unemployment and disability insurance. In 1947 the department began also distributing
disability insurance for non-job-related illness, injury, or pregnancy. California was the second state in the nation to offer
this coverage.

The commission and later the director were given to authority to create those division that would were required by the
"exigencies and nature of the work of the department." (Chapter 1093.) The following divisions are those not created by
statute, but whose records are described in this inventory. Among these divisions was the Division of Administrative
Services. Their tasks have included training, accounting, and personnel.

A Division of Unemployment Compensation existed from 1937 to 1943. Within the division were the Auditing Section and
the Benefits Section. Most of the responsibility of this division transferred to the Public Employment Office and Benefit
Payments Division in 1943.

In March 1950, the Division of Development and Stabilization of the Economy was created within the department. It was
concerned with the development of new industries and job opportunities within the State, as well as the stabilization of
existing means of providing employment for the State's workforce.

**Scope and Content**

The records of the Department of Employment (1936-1967) and Department of Human Resources (1968-1974) include 42
cubic feet of records accumulated over 30 years at the California State Archives. The records cover the period 1932 to 1974.
and reflect the work of one of the State's largest and most important social service agencies. In 1974 the Department of Employment Development was replaced by the Department of Human Resources. For records in the post-1974 period, the researcher should consult the accession register for Employment Development Department records.

The collection will be exceptionally useful for the researcher tracing the development of California's social programs, including unemployment insurance and disability insurance. Found within the records are topics including: the Great Depression, Bracero Program, Mexican farm laborers, immigration to California, World War II, aircraft industry, industrial development during and after World War II, civil defense programs, unemployment, employment of minority groups, agriculture, agricultural laborers, development of small businesses, recruitment of workers to California industries, and employment of the elderly or aging workforce. Another strength of the collection is the connection between the federal and state governments. Also of interest are the files from the California State Employment Service, which was transferred to the federal government in 1942 so that labor resources could be coordinated on a national level during World War II. Much of the information found within the collection is in a statistical format. Some of this information will provide new avenues for study of various topics. For example, using the Farm Labor Services Section records, the diligent researcher could trace the ups and downs of a certain agricultural crop or counties over a thirty year period.

The records of the Department of Employment/Human Resources are organized by the administrative divisions within the department. These divisions or units include Administration/Executive Office, California State Employment Service, Division of Unemployment Compensation, Division of Administrative Services, Division of Development and Stabilization of the Economy, Division of Farm Labor Services, Division of Public Employment Offices and Benefit Payments, the California Unemployment Stabilization Commission, and the U.S. Employment Service. Probably the most notable of the above divisions is the Public Employment Offices and Benefit Payments, which cover the years 1938-1973. Within these records are guides and handouts that show the development of the department and industry in California. Records from the Employment Services Section deal in large part with the employment of minority groups and older workers. The Farm Labor Services Section records show the history of the use of farm labor from the 1940s through the 1960s.

The researcher should also consult two previously processed collections. These are the minutes of the California Employment Stabilization Commission (1935-1946) and the records of Social Worker Placement Service (1940-1953). Finding aids for these collections are available at the California State Archives.

**Indexing Terms**
The following terms have been used to index the description of this collection in the library's online public access catalog.
California. State Dept. of Employment
California. Dept. of Human Resources Development.
Insurance, Unemployment

**Related Material at the California State Archives**
Employment Development Department Records

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**Administration and Executive Office**

**Director 1941-1958**

ID AC 67-75; 69-207; F424, Box 1, Folders 1-10

Series 1 Meeting Files 1941-1955

Physical Description: 10 file folders

Arrangement

Arranged by type of meeting and chronologically thereunder.

Scope and Content Note

Agendas and minutes, meeting programs, policy statements, press releases, presentations, and notes for departmental meetings or conferences. Meetings include Executive Staff Conferences/Meetings (1941-1943), Staff Meetings (1945-1953), Weekly Staff Meetings (1948-1951) and Management Conference (1954-1955). Meetings generally involved discussion of departmental rules and regulations, policies, and upcoming events. Most meetings were only attended by executive staff, managers, and/or supervisors.

See series for identification numbers
Series 2 Reemployment Committee Meeting Files 1941-1942

Physical Description: 6 file folders

Arrangement
Arranged chronologically.

Scope and Content Note
Minutes, notes, newspaper articles, press releases, resolutions, and meeting transcripts related to the Governor's State and Local Coordinating Committee on Reemployment. Topics discussed include the Works Progress Administration (WPA), World War II and national defense, migration to California, and Japanese in California. The committee was composed of county, state, and federal representatives, with the purpose of increasing WPA and other types of funding for projects in California.

Series 3 Statements 1953-1954

Physical Description: 2 file folders

Arrangement
Arranged by type of statement, either administrative or budget, and chronologically thereunder.

Scope and Content Note
Policy statements and correspondence issued by Department Director William Burkett. Many of the administrative statements were aimed at curbing or ending abuse of unemployment insurance throughout the state. Budget statements include requests by the Department Director to U.S. Congressional members for increases in federal budget appropriation to California for unemployment benefits.

Series 4 Correspondence 1952

Physical Description: 2 file folders

Arrangement
Arranged chronologically within either complimentary or complaint letter files.

Scope and Content Note
Incoming and outgoing complimentary or complaint correspondence and memoranda. Commendation letters are from employers who received help from the department in filling job vacancies, including such companies as Union Oil, Hughes Aircraft, and Hunt Foods. Complaint letters are from individuals and companies in the Los Angeles Manpower Area that received poor service from local offices.

Series 5 Weekly Division Reports 1937-1943

Physical Description: 4.5 cubic feet

Arrangement
Arranged chronologically.

Scope and Content Note
Narrative and statistical reports compiled by the various divisions, sections, and units of the Department of Employment for the Executive Director of the California Employment Commission regarding work and projects completed within the previous week. Reports are from the following divisions: Division of Employment Agencies; Rules and Regulations Officer; Public Relations Office; Division of Accounts and Statistics; Division of Unemployment Reserves; Division of Employment; Appeals Section; Index Control Section; Personnel; Procedures and Analysis Section; and Regional Offices.

See series for identification numbers
Series 6 Legislative Hearing File 1954

Physical Description: 1 file folder

Arrangement
Arranged chronologically.

Scope and Content Note
Hearing agendas, Attorney General Opinions, charts, and other background information for hearings by the Assembly Interim Committee on Finance and Insurance. These hearings investigated the Unemployment Insurance Act and the Department of Employment.

Series 7 Tolan Committee File 1940

Physical Description: 1 file folder

Arrangement
Arranged chronologically.

Scope and Content Note
Memoranda, correspondence, newspaper articles, and a House Resolution relating to the Tolan Congressional Committee. The committee held hearings in Los Angeles and San Francisco on interstate migration of itinerant workers and their employment in the defense and agricultural industries. Included is the testimony of Carey McWilliams, Chief of the California State Division of Immigration and Housing, from September 25, 1940.

Series 8 Publicity File 1945-1953

Physical Description: 1 file folder

Arrangement
Arranged chronologically.

Scope and Content Note
Memoranda, newspaper and journal articles, help wanted advertisements, and news releases that publicized the work of the Department of Employment, including unemployment insurance and benefits, regulating labor conditions, farm labor, veterans, and disability insurance. Department staff wrote many of these articles.

Series 9 Radio Program Files 1945-1953

Physical Description: 6 file folders

Arrangement
Arranged alphabetically by subject and chronologically thereunder.

Scope and Content Note
Correspondence, transcripts, scripts, and speeches for radio broadcasts that would promote the Department of Employment and its programs. Scripts were for 15-second, 30-second, 10-minute, and 15-minute radio spots and shows describing the benefits and need for disability insurance. Also included are transcripts from shows by governors Earl Warren and Goodwin Knight discussing the department and employment problems. Other programs discussed farm labor, benefit programs, and the work of the physically handicapped. Department-sponsored shows included "The Job Story," "Triple Threat to Insecurity," and "Music from Yesterday."
<table>
<thead>
<tr>
<th>Series</th>
<th>Description</th>
<th>Physical Description</th>
<th>Arrangement</th>
<th>Scope and Content Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Civil Defense -- Operation Alert Files 1954-1956</td>
<td>4 file folders</td>
<td>Arranged chronologically.</td>
<td>Correspondence, reports, telegrams, civil defense manual, 1954 event journal, messages, and other materials related to Operation Alert, a national civil defense preparedness test conducted in 1954 and 1955. The Department of Employment's role was to direct manpower resources to civil defense work locations in California. Also included are projected statistics on the labor force after an atomic bomb drop.</td>
</tr>
<tr>
<td>11</td>
<td>Defense Mobilization Files 1950-1958</td>
<td>8 file folders</td>
<td>Arranged alphabetically by subject and chronologically thereunder.</td>
<td>Files related to the role of the Department of Employment in national defense mobilization preparation and work with the U.S. Bureau of Employment Security, Office of Manpower Administration. The Department of Employment would play a key role of coordinating and meeting California’s employment needs of defense industries during a wartime emergency. Included are pamphlets, memoranda, reports, guides, federal and state policy statements and orders, notices, meeting files, press releases, and other similar materials that reflect the work of the department and its role in the defense mobilization program. Individual subject files include Engineers, Guide, Orders, Policies, and Regional Defense Mobilization Committee. The policy files contain information on the classification of areas of labor shortage and surplus including Monterey/Salinas, San Leandro, and San Jose, and the awarding of military contracts.</td>
</tr>
<tr>
<td>12</td>
<td>Defense Mobilization -- Regional Committee Files 1951-1956</td>
<td>17 file folders</td>
<td>Arranged with general file first, then alphabetically by geographic region, and chronologically thereunder.</td>
<td>Files from the regional committee meetings, which included labor representatives, industry management, and federal and state employees. Included are meeting minutes, reports, monthly summaries of activities, industry updates for such industries as fishing and agriculture, and labor market reports. Regional committees include Los Angeles Area Defense Mobilization Committee (1951-1955), Los Angeles Labor-Management Committee (1951-1954), Region X Labor-Management Committee (1951-1956), San Diego Area Defense Mobilization Committee (1951-1955), San Diego Area Labor-Management Committee (1951-1954), and the San Francisco Bay Area Labor-Management Committee (1951-1954). The Department of Employment chaired the Labor-Management Committees. Many of the reports related to the Defense Department, civil defense, specific industries and geographic regions, economic and employment development of California, labor market situations, and aircraft industry development.</td>
</tr>
</tbody>
</table>

Legal Section 1933-1967
ID AC 69-207, 78-28, Boxes 7-8, Folders 17-12

Series 13 **State Legislation 1933-1943, 1966-1967**
- Physical Description: 16 file folders
- Arrangement
  - Arranged chronologically.
- Scope and Content Note
  - Correspondence, press releases, reports, bill summaries, Governor's memoranda, Legislative Counsel Opinions, bill analyses, and department bill reports related to legislation affecting the Department of Employment, disability insurance, and unemployment insurance legislation. Also included is a 1943 report entitled "Final Action of the Governor on Bills Affecting the Department of Employment." The 1937-1938 file references the California Unemployment Reserves Act and its amendments. The 1966-1967 files are for legislation that affected the Department of Unemployment and the Unemployment Insurance Code.

ID AC 69-193, Box 8, Folder 13

Series 14 **Federal Legislation 1954-1959**
- Physical Description: 1 file folder
- Arrangement
  - Arranged chronologically.
- Scope and Content Note
  - Legislative digest provided by the U.S. Bureau of Employment Security. The file includes a summary of federal bills affecting employment agencies.

ID AC 69-288, Box 8, Folders 14-21

Series 15 **Opinions 1942-1949**
- Physical Description: 8 file folders
- Arrangement
  - Arranged chronologically.
- Scope and Content Note
  - Opinions by the department legal staff, including principal counsel, tax counsel, assistance counsel, and the referee, on employment-related decisions. Opinions are on topics including veterans' benefits, employer-employee relations, volunteer plans, local office procedures, the National Labor Relations Board, disability insurance, and overpayment of benefits. An index of opinions is found in the front of each folder.

Research and Statistics Section 1936-1966

ID AC 73-01, Boxes 9-11, Folders 1-11

Series 16 **Unemployment Compensation Federal Reports 1938-1953**
- Physical Description: 2.5 cubic feet
- Arrangement
  - Arranged chronologically.
- Scope and Content Note
### Series 17 Manuals 1936-1950

<table>
<thead>
<tr>
<th>ID AC 73-01, Boxes 11-12, Folders 12-11</th>
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<tbody>
<tr>
<td><strong>Physical Description:</strong> 18 file folders</td>
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<td><strong>Arrangement</strong></td>
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<tr>
<td>Arranged alphabetically by manual title.</td>
</tr>
<tr>
<td><strong>Scope and Content Note</strong></td>
</tr>
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</table>

### Series 18 California Employment Security Surveys 1940-1944

<table>
<thead>
<tr>
<th>ID AC 71-46, 68-108, Box 12, Folders 12-20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Description:</strong> 9 file folders</td>
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<tr>
<td><strong>Arrangement</strong></td>
</tr>
<tr>
<td>Arranged chronologically.</td>
</tr>
<tr>
<td><strong>Scope and Content Note</strong></td>
</tr>
<tr>
<td>Monthly statistical bulletins prepared by the Research and Statistics Section that note employment conditions throughout the state as well as information on unemployment insurance claims and disbursements. The surveys summarize the condition of the California labor market and regional labor markets. Reports also note conditions in various industries including agriculture, mining, construction, manufacturing, transportation, retail trade, service, finance, real estate, and aircraft manufacturing.</td>
</tr>
</tbody>
</table>

### Series 19 Labor Market Reports 1940-1941

<table>
<thead>
<tr>
<th>ID AC 68-108, Box 13, Folders 1-2</th>
</tr>
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<tbody>
<tr>
<td><strong>Physical Description:</strong> 2 file folders</td>
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<td><strong>Arrangement</strong></td>
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<tr>
<td>Arranged chronologically.</td>
</tr>
<tr>
<td><strong>Scope and Content Note</strong></td>
</tr>
<tr>
<td>Statewide monthly reports (Form ES-274) on the adequacy of the labor supply, describing the numbers of workers needed for various industries (such as the aircraft industry), geographic regions, and counties. Reports document changes in labor supply and demand, types of workers needed, trends in hiring practices, training, labor relations, and employment conditions.</td>
</tr>
</tbody>
</table>

### Series 20 Labor Supply Adequacy Reports 1943-1944

<table>
<thead>
<tr>
<th>ID AC 68-108, Box 13, Folder 3</th>
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<tr>
<td><strong>Physical Description:</strong> 1 file folder</td>
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<tr>
<td><strong>Arrangement</strong></td>
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<tr>
<td>Arranged by region.</td>
</tr>
<tr>
<td><strong>Scope and Content Note</strong></td>
</tr>
<tr>
<td>Statistical and narrative summary reports on the availability of labor including number and types of laborers, social and economic characteristics of the county, and demand for labor. Regions include Eureka, Fresno-Madera, Kern County, Marysville, Modesto, Monterey Bay, Pittsburg-Martinez, Sacramento, San Francisco Bay Area, San Jose, and Stockton.</td>
</tr>
</tbody>
</table>

See series for identification numbers
| ID AC 68-108, Box 13, Folder 4 | Series 21 **Monthly Field Operating Reports 1945**  
Physical Description: 1 file folder  
Arrangement  
Arranged by industry.  
Scope and Content Note  
Narrative report on labor conditions and placement of employees in Southern California, especially relating to the war industries. |
| ID AC 68-108, Box 13, Folder 5 | Series 22 **Monthly Operating Report Summaries 1946**  
Physical Description: 1 file folder  
Arrangement  
Arranged by local office.  
Scope and Content Note  
Summary report of work accomplished by the U.S. Employment Service-Local Offices in Southern California. Reports also describe labor market developments by local offices. |
| ID AC 68-108, Box 13, Folders 6-14 | Series 23 **Seasonal Food Processing Reports 1948**  
Physical Description: 9 file folders  
Arrangement  
Arranged chronologically by year, then alphabetically by geographic region.  
Scope and Content Note  
Bi-monthly reports on the current and anticipated seasonal food processing labor needs and activities. Reports note the number and location of workers needed and current food processing activities. Total laborers are also broken down by gender. |
| ID AC 68-108, Box 13, Folders 15-19 | Series 24 **Nonagricultural Employment Reports 1950**  
Physical Description: 5 file folders  
Arrangement  
Arranged chronologically.  
Scope and Content Note  
Monthly statistical reports (Form DE 2687) estimating the number of non-agricultural workers employed within geographic regions and market areas. Reports include the number of reporting establishments, previous month comparison totals, and number of women employees. Reports are also broken down by the following industries: Forestry and Fishing, Mining, Contract Construction, Manufacturing, Transportation, Communication and Utility, Wholesale and Retail Trade, Finance, Real Estate, Service Industries, and Government. |
| ID AC 68-108, Box 13, Folder 20 | Series 25 **Labor Market Developments Reports 1942-1943**  
Physical Description: 1 file folder  
Arrangement  
Arranged alphabetically by region.  
Scope and Content Note  
Narrative and statistical reports with general summary of local labor market conditions, especially relating to war industry establishments. Reports detail demand for labor and number of employees in different industries, and describe employment practices and conditions of companies in a region. Reports are for the Sacramento, San Francisco, San Jose, and Stockton regions only. |
ID AC 68-108, Box 14, Folders 1-10
Series 26 **Summary Reports of the Labor Force 1948-1950**

**Physical Description:** 10 file folders

**Arrangement**
Arranged alphabetically by region, then chronologically by month.

**Scope and Content Note**
Monthly narrative and statistical summary reports noting total number of people employed in a region, as well as number unemployed and on strike. Numerical totals are also included for the entire labor force, agricultural workers, and non-agricultural workers. The narrative portion of the reports describes labor demand, employment trends, current job opportunities, and labor supply. Regions with reports include Bakersfield, Fresno, Los Angeles, Orange, Sacramento, San Bernardino-Riverside, San Diego, San Francisco Bay Area, San Jose, and Stockton.

ID AC 68-108, Box 14, Folders 11-15
Series 27 **National Defense Labor Market Surveys 1941-1942**

**Physical Description:** 5 file folders

**Arrangement**
Arranged alphabetically by region.

**Scope and Content Note**
Narrative reports describing the employment characteristics of geographic regions, including labor supply and demand, housing, transportation, and miscellaneous problems. Regions include Pittsburg-Antioch, Richmond, San Francisco Bay Area, and Vallejo. The San Francisco file includes a report entitled "The Employment of Women in War Industries in the San Francisco Bay Area" from July 1942.

ID AC 69-132, 69-506, Box 14, Folders 16-21
Series 28 **Community Labor Market Surveys 1947-1966**

**Physical Description:** 6 file folders

**Arrangement**
Arranged chronologically.

**Scope and Content Note**
Broken series. Narrative reports with information on local communities throughout the state that summarize community information including population, area served, employment by industry, characteristics of community, characteristics of labor market including wage and union information, and economic trends.

ID AC 75-22, 78-29, Boxes 14-16, Folders 22-7
Series 29 **Legislative Estimate Reports 1949-1961**

**Physical Description:** 34 file folders

**Arrangement**
Arranged chronologically.

**Scope and Content Note**
Narrative and tabular reports, prepared at the request of the Legislature and other agencies, that show how legislative changes to unemployment insurance, social security, and disability insurance laws would fiscally affect the State and recipients. Many of the reports were prepared for the Assembly Interim Committee on Finance and Insurance. Reports include statistical tables showing fiscal estimates, broken down by various factors such as comparisons with other years, different industries, and other states. Also included are summaries of provisions and estimates on the number of claims, claimants, costs of benefits, and revenue. The first folder for 1961 contains a list of administrative codes used for reports.
Series 30 **Division Reports and Studies 1937-1953**

**Physical Description:** 24 file folders

**Arrangement**
Arranged by report number.

**Scope and Content Note**
Master file of special reports compiled by the Division of Research and Statistics. Some reports were created for special purposes or at the request of the departmental offices, while others were done annually or semiannually. Reports generally offer analyses of problems related to the work of the department such as unemployed workers, disability insurance, and occupational studies. Report of special interest include "Employment Service Placement by Age Group (Report 173)," "Analysis of Placement by Occupations and Industry (Report 174)," "Employment and Unemployment Estimates for California (Report 217)," "California Unemployed Workers (Report 235 #1)," "Area Analysis by Office and/or County of Placements and Claims (Report 244 #1)," "Analysis of Special Survey of Selected Occupations (Report 257)," "Junior Placements by Age (Report 267)," and "Unemployment Insurance Disqualifications in California (Report 280B)." "Report 244 #2, Significant California Local Office Data Special Survey" (April 1942) is a narrative report on local areas including geographic characteristics, transportation, industrial and commercial characteristics, unionization, private placement agencies, and demand for workers.

Series 31 **Federal Correspondence 1942-1948**

**Physical Description:** 16 file folders

**Arrangement**
Arranged by agency then chronologically.

**Scope and Content Note**
(a) Federal Agencies (1946-1947): correspondence regarding farm placements, requests for reports, and transmittal records.
(b) Social Security Board (1942-1945): correspondence relating to social security payments in the state, corrections to reports, transmittal reports, claim taking activity reports, monthly reports of claims and benefits, and requests to the San Francisco regional office for technical help on claims. Includes correspondence with Washington and San Francisco offices.
(d) Veterans Administration (1946-1947): correspondence including monthly totals of unemployment allowances, State Servicemen Readjustment Allowance figures, and corrected report totals.
(f) U.S. Employment Service (1942-1943): correspondence to the offices of the U.S. Employment Service including the Social Security Board (San Francisco) and the War Manpower Commission regarding labor conditions in California, labor requirements, and wartime conversion. Included are special reports on Mexican Workers in Los Angeles (1942) and Displaced Gold Miners (1943).

See series for identification numbers
Series 32 **Speeches 1945**  
Physical Description: 1 file folder  
Arrangement  
Arranged chronologically.  

**Scope and Content Note**  
Speeches by James Bryant, Chairman of the California Employment Stabilization Commission. Included are speeches on post-war employment needs and the Unemployment Insurance Fund.

Series 33 **Reports, Studies, and Surveys 1939-1948**  
Physical Description: 9 file folders  
Arrangement  
Arranged chronologically.  

**Scope and Content Note**  
(a) A Study of Seasonal Employment in California by the Unemployment Reserves Commission. January 1939.  
(b) (Department of Employment) Annual Report for Fiscal Year Ending June 1939.  
(c) Employment Survey in California. February 1941.  
(d) Employment of Women in the National Defense Program. November 1941.  
(e) Pacific Southwest Region Industrial Development, by the National Resources Planning Board. December 1942.  
(f) After the War: New Jobs in the Pacific Southwest, by the National Resources Planning Board. May 1943.  
(g) Employment Trends in the Maritime Industry. 1945.  
(h) Labor Requirements in Selected Food Processing Activities, 1946. September 1946.  

**Governor’s Commission on Unemployment Insurance 1950-1953**

Series 34 **Commission Files 1950-1953**  
Physical Description: 14 file folders  
Arrangement  
Arranged by subject.  

**Scope and Content Note**  
The Governor’s Commission on Unemployment Insurance was formed by Governor Earl Warren in 1950. The Department of Employment compiled the research and reports for the commission. Files include commission meeting minutes, reports, statements, tables, and bulletins related to comparisons with others states and countries, objectives of unemployment insurance, economic factors affecting unemployment insurance, cost escalators to maximum weekly benefit amount, employment security, extension coverage, benefit programs, and similar subjects. Included is a report on “Employment in the California Petroleum Industry, 1950-1960” by Standard Oil.

Series 35 **Correspondence 1952**  
Physical Description: 2 file folders  
Arrangement  
Arranged chronologically.  

**Scope and Content Note**  
Memoranda, correspondence, and reports regarding solvency accounts, legislative recommendations, models for costing, claimant studies, and study methodology.
Series 36 **Reports 1952**

**Physical Description:** 7 file folders

**Arrangement**
Arranged alphabetically by title.

**Scope and Content Note**
Reports completed by the Research and Statistics Section on unemployment insurance. Report topics include economic aspects of unemployment insurance, economic trends, estimates of unemployment insurance costs in California, and solvency of the unemployment fund.

**California State Employment Service 1934-1939**

Series 37 **U.S. Employment Service Files 1934-1935**

**Physical Description:** 3 file folders

**Arrangement**
Arranged by type of report, then chronologically.

**Scope and Content Note**
Monthly Summaries of Daily Activity and Semi-Annual Summaries of Daily Activity reports prepared by the U.S. Employment Service. Summaries were one-page reports completed for regional district activities that include unemployment information such as the number of applicants, referrals, active openings, and veterans' activities handled at the local offices.

Series 38 **Classified Reports 1935-1939**

**Physical Description:** 6 file folders

**Arrangement**
Arranged chronologically.

**Scope and Content Note**
"Classified Reports of Applicants and Placements" compiled by the California State Employment Service and the U.S. Employment Services. Monthly statistical reports with information on applicants including length of unemployment, placements by office, number of applicants by industry, average age, and veteran information.

Series 39 **Classified Report Supplements 1935-1936**

**Physical Description:** 3 file folders

**Arrangement**
Arranged chronologically.

**Scope and Content Note**
Similar to Series 38. Monthly reports compiled by the Statistical Supervisor entitled: "Supplement to Classified Reports of Applicants and Placement." Reports give information on new applicants and placements by local office.
ID AC 68-108, Box 20, Folders 1-4  Series 40 Operations of Office Reports 1935-1938
Physical Description: 4 file folders
Arrangement
Arranged chronologically.
Scope and Content Note
Statistical reports of number of placements as compiled by the state and national employment services with local office breakdowns. Later years include separate reports for the National Reemployment Service and the California State Employment Service.

ID AC 75-22, Box 20, Folders 5-6  Series 41 Reports 1936-1938
Physical Description: 2 file folders
Arrangement
Arranged chronologically.
Scope and Content Note
Reports on the implementation of the California Unemployment Reserves Act including information on employment severance, benefit payments, computation of benefits, and benefit rates.

Division of Unemployment Compensation 1937-1943

ID AC 69-375, Box 20, Folder 7  Series 42 Staff Meeting Minutes 1937-1939
Physical Description: 1 file folder
Arrangement
Arranged chronologically.
Scope and Content Note
Broken series. Agendas and minutes for meetings attended by the Division of Unemployment Compensation staff supervisors and division chiefs. At meetings supervisors presented status of activities in respective sections. General topics at meetings included budget, personnel, accounting, and auditing.

Auditing Section 1938-1943

ID AC 69-375, Box 20, Folder 8  Series 43 Staff Meeting Minutes 1942-1943
Physical Description: 1 file folder
Arrangement
Arranged chronologically.
Scope and Content Note
Agendas and minutes from monthly meetings of Auditing Section staff. Much of the discussion at meetings involved training personnel in new rules and procedures.

See series for identification numbers
Auditing Section 1938-1943

Series 44 Reports 1938-1942
physical description: 2 file folders
arrangement
arranged chronologically.

scope and content note
monthly division reports (1938-1939) from the chief auditor to the chief of the division of unemployment compensation describing work accomplished during the preceding month. also 1942 annual report for the auditing section -- audit area 2 (san francisco and central coast) with information on the section organization and functions, organization chart, list of accomplishments, and district office reports.

benefits section 1938-1943

id ac 69-375, box 20, folder 11
series 45 procedures 1938
physical description: 1 file folder
arrangement
arranged chronologically.

scope and content note
interdepartmental correspondence regarding new procedures for field offices including documentation of benefits and definitions.

id ac 69-375, box 20, folders 12-13
series 46 publications 1938-1943
physical description: 2 file folders
arrangement
arranged chronologically.

scope and content note
1938 official bulletins sent by the chief auditor to supervisors and sub-supervisors of the benefits section regarding departmental procedures, agricultural labor, mailings, and claims processing. also included is a volume on california court decisions involving the california unemployment insurance act, from january 1, 1936 to december 31, 1941.

division of administrative services

personnel section 1944-1950

id ac 67-75, box 20, folder 14
series 47 recruitment program files 1944-1953
physical description: 1 file folder
arrangement
arranged chronologically.

scope and content note
news releases, correspondence, evaluations, radio program transcripts, and pamphlets relating to recruitment of employees to the department of employment and state service, especially in the immediate post-world war ii period.

see series for identification numbers
ID AC 69-132, Box 20, Folder 15
Series 48 Report 1948
Physical Description: 1 file folder
Arrangement
Arranged alphabetically by title.
Scope and Content Note

Central File Records 1937-1959
Scope and Content Note
In the early 1950s the division created a Central Files section to provide a centralized location for all publications, reports, and similar records produced by the department. The following series were transferred to the Archives as part of the Central Files.

ID AC 69-132, Box 20, Folders 16-22
Series 49 National Conferences Meeting Files 1938-1966
Physical Description: 7 file folders
Arrangement
Arranged chronologically.
Scope and Content Note
Broken Series. Selected programs, reports, addresses, minutes, notes, and proceedings of the Interstate Conference of Employment Security Agencies (ICESA) and National Conference on Employment Service annual meetings that were attended by Department of Employment personnel. The only ICESA files retained were for those conferences when a department member was on the program or giving a presentation.

ID AC 69-132, 69-193, Boxes 20-21, Folders 23-10
Series 50 Reports 1939-1967
Physical Description: 13 file folders
Arrangement
Arranged chronologically.
Scope and Content Note
(a) Wages Paid in Agricultural Occupations, All Counties, State of California, Year 1939, compiled by Farm Placement Section, Bureau of Employment Security.
(b) Department of Employment Regional Area No. III Annual Report for the Year 1940 (1940).
(c) Employment of Women in the National Defense Program by the Occupational Analysis Section (November 1941).
(d) Proceedings of the Governor’s Conference on Employment (December 5-6, 1949).
(h) Report of the State Personnel Board (December 1961).
(i) Unemployment and California (August 1962).

See series for identification numbers
Series 51 Studies 1947-1955

Physical Description: 2 file folders
Arrangement
Arranged chronologically.
Scope and Content Note
Correspondence, telegrams, study instructions, circular letters, reports, and charts for two studies on departmental procedures including studies on benefit processes, placement activities in local offices, and interstate workers.

Series 52 Bulletins 1938-1949

Physical Description: 20 file folders
Arrangement
Arranged alphabetically by division or section then chronologically.
Scope and Content Note
Administrative bulletins with updates on procedures, duties, functions, organization, departmental policy, and related operational topics. Specific bulletin titles include Administrative Coordinators (1938), Appeals Procedures (1938-1940), Employment Service (1938-1941; 1946-1949), Executive (1935-1944), Personnel (1937-1941), Public Relations (1938-1939), Research and Statistics (1938-1940), and Unemployment Insurance (1937-1940). The Executive Bulletins detail the creation of the Department and its Commission membership. An index of the bulletins is found in the front of each of the specific bulletins' folders.

Series 53 Opinions, Codified Interpretive 1937-1941

Physical Description: 5 file folders
Arrangement
Arranged by administrative code.
Scope and Content Note
Opinions issued by the department Rules and Regulations Office to codify interpretation for determining benefit distribution. Opinions are on subjects such as availability of applicant for work, base period, benefits, contributions, misconduct, partial unemployment, penalty waiting period, suitable employment, and unemployment. An index of opinions is found in the front of the first folder.

Series 54 Special Notices 1937-1942

Physical Description: 2 file folders
Arrangement
Arranged chronologically.
Scope and Content Note
Administrative notices sent by the Executive Director of the California Employment Commission relating to office functions, such as appointments of officers, procedures, holidays, and department reorganization.

Series 55 Informational Releases 1946-1949

Physical Description: 6 file folders
Arrangement
Arranged by subject then chronologically.
Scope and Content Note
Releases are promotional and informational materials developed by the Department of Employment for distribution at local offices and to the general public. Releases are divided into three subjects: Unemployment Compensation, Employment Service, and Servicemen’s Readjustment Allowance. Each subject contains an index in first folder.
<table>
<thead>
<tr>
<th>ID AC 69-193, Box 22, Folders 19-21</th>
<th>Series 56 Dispatches 1949</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Physical Description: 3 file folders</td>
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<tr>
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<td>Arrangement</td>
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<tr>
<td></td>
<td>Arranged chronologically.</td>
</tr>
<tr>
<td><strong>Scope and Content Note</strong></td>
<td>Informational dispatches and memoranda sent to the Department of Employment by the Federal Security Agency-Social Security Administration-Bureau of Employment Security-Western Region relating to such topics as farm labor, public relations, farm placement recruitment, agricultural worker housing, and recruitment of Mexican Nationals (Braceros). Index of dispatches is found in front of first folder.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ID AC 69-193, Box 22, Folders 22-23</th>
<th>Series 57 Manuals 1939, 1944</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Physical Description: 2 file folders</td>
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<tr>
<td></td>
<td>Arrangement</td>
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<tr>
<td></td>
<td>Arranged by type of manual.</td>
</tr>
<tr>
<td><strong>Scope and Content Note</strong></td>
<td>Manuals for Claims Examiner's (1944) and Registration and Index Control Section (1939) describing procedures to be carried out in each section. The Claims Examiner Manual details the principles of disqualification and determinations including determining facts, making an eligibility determination, and phrasing the determination. Registration and Index Control Manual contains registration requirements, registration liability, and examples of forms used.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ID AC 69-506, Box 23, Folder 1</th>
<th>Series 58 Employment News Publication 1937-1938</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Physical Description: 1 file folder</td>
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<tr>
<td></td>
<td>Arrangement</td>
</tr>
<tr>
<td></td>
<td>Arranged chronologically.</td>
</tr>
<tr>
<td><strong>Scope and Content Note</strong></td>
<td>Department of Employment newsletter that was the &quot;Official Publication of the California State Department of Employment&quot; and was provided for employers and employees. Publication was used to distribute general information on benefits and the resources of the department.</td>
</tr>
</tbody>
</table>

**Division of Development and Stabilization of Employment 1950-1953**

<table>
<thead>
<tr>
<th>ID AC 67-75, Box 23, Folders 2-3</th>
<th>Series 59 Small Business Commission Files 1951-1953</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Physical Description: 2 file folders</td>
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<tr>
<td></td>
<td>Arrangement</td>
</tr>
<tr>
<td></td>
<td>Arranged chronologically.</td>
</tr>
<tr>
<td><strong>Scope and Content Note</strong></td>
<td>Memoranda, Departmental Informative Bulletins, reports, Commission minutes, notices, resolutions, recommendations, and reports related to small businesses and especially their work within the defense industry. Governor Earl Warren formed the commission in 1950 to marshal community resources for the full utilization of small business in the defense mobilization program.</td>
</tr>
</tbody>
</table>

See series for identification numbers
Division of Development and Stabilization of Employment 1950-1953

Series 60 Aid to Small Business Project Files 1950-1953

ID AC 67-75, Box 23, Folder 4

**Physical Description:** 1 file folder

**Arrangement**
Arranged chronologically.

**Scope and Content Note**
Files including list of highlights of the Aids to Small Business project, manual for organization and operation of aid clinics, publicity report, fact sheets, annual reports, press releases, photographs, and newspaper articles. Project was set up to demonstrate, at the state and local fairs, how the department could help people running small businesses.

**Division of Farm Labor Services**

Migrant Services Section 1965-1974

ID AC 80-81, Box 23, Folders 5-10

**Series 61 Audit Reports 1965-1974**

**Physical Description:** 6 file folders

**Arrangement**
Arranged alphabetically by city or county then chronologically.

**Scope and Content Note**
Audit reports of county and city housing authorities that supplied housing to migrant farm workers and held contracts with the department. Reports are generally financial examinations of migrant farm labor housing programs and were completed as part of the California Migrant Master Plan. Areas with reports include Butte County, Colusa County, City of Dixon, Fresno County, Merced County, Modoc County, San Benito County, San Joaquin County, Santa Clara County, Santa Cruz County, Stanislaus County, and Yolo County.

ID AC 80-81, Box 23, Folders 11-17

**Series 62 Office of Economic Opportunity (OEO) Correspondence 1965-1971**

**Physical Description:** 7 file folders

**Arrangement**
Arranged chronologically.

**Scope and Content Note**
Correspondence with the OEO, which was part of the Executive Office of the President, relating to such topics as the purchase of land for migrant housing, contracts for housing, California Migrant Master plan, destruction of Plydon (San Joaquin County) housing units, requests for appropriations, migrant day care, grant applications, investigations of conditions, and community action plans of the OEO.

**Public Employment Offices and Benefits Payments**

ID AC 67-65, F3103, Boxes 23-24, Folders 18-7

**Series 63 Inventory of Job Openings 1949-1955**

**Physical Description:** 10 file folders

**Arrangement**
Arranged chronologically.

**Scope and Content Note**
Samples of inventories listing jobs available throughout the state, in both the public and private sector. Each entry includes the job title, opening date, sex requested, rate of pay, and special job information. Reports sometimes include narrative description of a profession or the economic condition of California. The inventories were distributed throughout the state, nation, and world to recruit worker to California.

See series for identification numbers
Series 64 **Occupational Guides 1956-1962**

- **Physical Description:** 4 file folders
- **Arrangement**
  - Arranged numerically by handout number.
- **Scope and Content Note**
  - Promotional handouts on various occupations both inside and outside of state government. Handouts were geared for high school and college age students to help them find careers in a wide variety of professions. Job descriptions include type of work, working conditions, employment prospects, pay, how to find a job, and training requirements for that occupation.

Series 65 **Commission and Committee Files 1941-1966**

- **Physical Description:** 9 file folders
- **Arrangement**
  - Arranged alphabetically by committee name.
- **Scope and Content Note**
  - Reports, correspondence, committee minutes, recommendations, program outlines, annual reports, publications, addresses, and similar materials related to commissions and committees that department members took part in. Commissions/committees include the Anti-Poverty Subcommittee (1964-1965), Apprenticeship Program Committee (1966), Governor's Coordinating Council on Alcohol Problems (1965-1966), Commission on Manpower, Automation and Technology (1963-1965), Study Commission on Mental Retardation (1963-1964), Advisory Committee of the Social Worker Placement Service (1941-1955), and Youth Conservation and Training Program Committee (1963-1965). Addresses by Governor Pat Brown are found in the Manpower, Automation and Technology and the Mental Retardation files. The Anti-Poverty file includes a Department of Finance report: “Poverty in California” (April 1964).

Series 66 **Experimental Office Study Files 1947-1950**

- **Physical Description:** 9 file folders
- **Arrangement**
  - Arranged with general file first then alphabetically by local office.
- **Scope and Content Note**
  - Correspondence, office progress reports, instructions, forms, procedures, and final report for the department study conducted in 1947-1948 to determine if offices were adequately delivering services including taking claims and making non-monetary determinations of eligibility for unemployment insurance. Study files exist for the Fresno, Huntington Park, and Santa Monica local offices.

**Benefit Payments Technical Section 1947-1950**

**Employment Services Section 1951-1973**

See series for identification numbers
Series 67 Administrative Subject Files 1965-1971

Physical Description: 1.5 cubic feet

Arrangement
Arranged alphabetically by subjects then chronologically.

Scope and Content Note
Subject files are described in detail below:

Accomplishments and Goals (1965-1970): memoranda, reports, correspondence, narrative descriptions, and lists of goals for the division and sections. (2 ff.)

Agreements (1960-1971): cooperative working agreements between the Department of Employment/Human Relations and other state and local agencies for such work as food stamp distribution, handicapped worker employment, placement of ex-inmates, and cross over workers. Also included are agreements with the National Urban League. (2 ff.)

Antipoverty Program (1965-1967): newspaper articles, inventory of services, program description, and correspondence related to the development of a pilot program with the federal Housing and Urban Development Department. (1 ff.)

Comprehensive Manpower Act (1970-1972): reports, program outlines, comments on the act, and analysis related to the federal Comprehensive Manpower and Employment Act, that would have created a federal manpower agency. (2 ff.)

Community Employment Program (CEP) (1961-1968): conference programs, organizational report, informational packet, activity report, articles, and handbooks relate to CEP, which was run by the U.S. Department of Labor, with Department of Employment assistance, to resolve local economic and employment problems. California CEP projects focused on Los Angeles and San Francisco. (2 ff.)

Director's Memoranda (1969-1970): memoranda to staff, individuals, and deputy directors relating to management objectives, guidelines, the governor's conference, agreements, and similar topics. (1 ff.)

Human Resources Development Centers, Implementation of (1969): department organizational charts, priority lists, meeting agendas and notes, and memoranda related to the creation of HRD Regional Centers, which would provide services in regions previously neglected. (1 ff.)

Job Upgrade Project (1961-1970): reports and summaries, annual reports, correspondence, project reviews, newspaper articles, and other materials related to the project, which was started in 1960 in North Richmond to reach young adult men who were without necessary education or job skills. (2 ff.)

Layoffs (1961-1970): correspondence, reports, and notices related to mass layoffs taking place in California and the department's attempt to find jobs for those laid off. Layoffs were generally at military bases, such as Camp Irwin, and in the aviation industry. Included is a 1964 study of mass layoffs in California. (2 ff.)

LINCS System (1969-1972): correspondence, reports, goals and objectives, memoranda, and system analysis reports on the LINCS system, which was a federal computer-assisted manpower delivery system that California took part in using. (6 ff.)

Project Revival (1968-1969): correspondence, chronology, and pilot project program relating to the proposed Department of Employment project (in conjunction with the Department of Defense) that would put hardcore, unemployed minority group members to work stripping usable parts from damaged equipment returning from Vietnam. (1 ff.)

Service Center (1965-1970): memoranda, correspondence, reports, and reviews related to the conversion of regional service centers into neighborhood service centers that would deliver department services within a community. Emphasis was on the East Los Angeles and South San Francisco centers. (6 ff.)

Smaller Communities Program (1963): correspondence, maps of areas served, handbook, and other background material on U.S. Department of Labor-Bureau of Employment Security program for expanding employment services into rural, low-income areas. (1 ff.)

See series for identification numbers
<table>
<thead>
<tr>
<th>ID AC 77-17, Box 26, Folders 17-22</th>
<th>Series 68 <strong>Legislation 1968-1971</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Description:</strong> 6 file folders</td>
<td></td>
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<tr>
<td><strong>Arrangement</strong></td>
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<tr>
<td>Arranged chronologically by legislative session.</td>
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<tr>
<td><strong>Scope and Content Note</strong></td>
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<tr>
<td>Bill analyses, copies of bills, legislative digests, and bill progress reports compiled by the department's Legal Section, and correspondence related to bills affecting the Unemployment Insurance Code or department programs.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ID AC 77-17, Box 26, Folders 23-25</th>
<th>Series 69 <strong>Meetings and Conferences Files 1965-1969</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Description:</strong> 3 file folders</td>
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<tr>
<td><strong>Arrangement</strong></td>
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<tr>
<td>Arranged chronologically.</td>
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<tr>
<td><strong>Scope and Content Note</strong></td>
<td></td>
</tr>
<tr>
<td>Memoranda, notes, meeting programs, conclusions, agendas and minutes related to the following meetings and conferences: Advisory Commission on the Status of Women, Conference on Engineering Employment in California, Symposium on Stabilization of Engineering and Scientific Employment, Urban League Training Institute, Mayor Manpower Commission, District Supervisor's Conference, Western Economic Association Conference, Employment Service System Conference, Youth Opportunity Center Seminars, and Los Angeles Area Manpower Coordinating Committee.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ID AC 77-17, Box 27, Folder 1</th>
<th>Series 70 <strong>Speeches 1971-1972</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Description:</strong> 1 file folder</td>
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<tr>
<td><strong>Arrangement</strong></td>
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<tr>
<td>Arranged chronologically.</td>
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<tr>
<td><strong>Scope and Content Note</strong></td>
<td></td>
</tr>
<tr>
<td>Speeches by the Department Director, including speeches on minority employment in California, department services, and youth employment.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ID AC 77-17, Box 27, Folders 2-7</th>
<th>Series 71 <strong>Human Resources Development Program Files 1966-1970</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Description:</strong> 6 file folders</td>
<td></td>
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<tr>
<td><strong>Arrangement</strong></td>
<td></td>
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<tr>
<td>Arranged by subject then chronologically.</td>
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<tr>
<td><strong>Scope and Content Note</strong></td>
<td></td>
</tr>
<tr>
<td>Correspondence, reports, meeting notes, plans of action, program reviews, and speeches related to the department's Human Resources Development Program. The program had four objectives (a) outreach, (b) improving employability, (c) development job opportunities and placement services, and (d) providing job information. Individual subject files include General Correspondence, Indians, Local Office Visits, Meetings and Conferences, and Reports.</td>
<td></td>
</tr>
<tr>
<td>ID AC 77-17, 69-132, Box 27, Folders 8-13</td>
<td>Series 72 Youth Program Files 1961-1968</td>
</tr>
<tr>
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<tr>
<td><strong>Physical Description:</strong> 6 file folders</td>
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<tr>
<td><strong>Arrangement</strong></td>
<td></td>
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<tr>
<td>Arranged by program then chronologically.</td>
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</tr>
<tr>
<td><strong>Scope and Content Note</strong></td>
<td></td>
</tr>
<tr>
<td>Memoranda, correspondence, charts, articles, meeting notes, progress reports, newsletters, contracts, and telegrams related to program development or programs participated in by the Department of Employment. Program files include the Apprenticeship Program and the Summer Jobs for Youth Program, which was a campaign by Governor Pat Brown to put youths to work.</td>
<td></td>
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</tbody>
</table>

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<thead>
<tr>
<th>ID AC 77-17, Box 27, Folders 14-17</th>
<th>Series 73 Veterans Program Files 1951-1967</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Description:</strong> 4 file folders</td>
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<tr>
<td><strong>Arrangement</strong></td>
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<tr>
<td>Arranged chronologically.</td>
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</tr>
<tr>
<td><strong>Scope and Content Note</strong></td>
<td></td>
</tr>
<tr>
<td>Correspondence, meeting agendas and minutes, and reports concerning defense manpower mobilization, the California Veterans Employment Committee, services provided to recently separated veterans, placement and counseling services, and appointment of Veterans Employment Representatives in local offices.</td>
<td></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>ID AC 77-17, Box 27, Folders 18-20</th>
<th>Series 74 General Correspondence 1963-1968</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Description:</strong> 3 file folders</td>
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<tr>
<td><strong>Arrangement</strong></td>
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<tr>
<td>Arranged chronologically.</td>
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<tr>
<td><strong>Scope and Content Note</strong></td>
<td></td>
</tr>
<tr>
<td>Correspondence, reports, guidelines, employment placement studies, and other similar records related to the development of the department's minority employment program and the Regional Minority Employment Advisory Board. Minority groups reflected in these files are Blacks, Mexican Americans, and Japanese.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ID AC 77-17, Box 27, Folders 21-22</th>
<th>Series 75 Meetings and Conferences 1965-1968</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Description:</strong> 2 file folders</td>
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<tr>
<td><strong>Arrangement</strong></td>
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<tr>
<td>Arranged chronologically.</td>
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</tr>
<tr>
<td><strong>Scope and Content Note</strong></td>
<td></td>
</tr>
<tr>
<td>Minutes and agendas, correspondence, and telegrams for meetings attended by the department including the Los Angeles Operations Study Committee, Oakland Adult Minority Employment Project, and the Southern Area Minority Specialist Seminar.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ID AC 77-17, Box 27, Folders 23-24</th>
<th>Series 76 Speeches 1960-1966</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Description:</strong> 2 file folders</td>
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<tr>
<td><strong>Arrangement</strong></td>
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<tr>
<td>Arranged chronologically.</td>
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<tr>
<td><strong>Scope and Content Note</strong></td>
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</tbody>
</table>

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See series for identification numbers
| ID AC 77-17, Box 27, Folders 25-26 | Series 77 **Minority Program Bulletins 1966-1967**  
Physical Description: 2 file folders  
Arrangement  
Arranged chronologically.  
Scope and Content Note  
Monthly newsletters/bulletins for the California State Employment Service - Los Angeles Metro Area and Southern California Area. |
| ID AC 77-17, Box 27, Folder 27 | Series 78 **Reports 1959-1965**  
Physical Description: 1 file folder  
Arrangement  
Arranged chronologically.  
Scope and Content Note  
Various reports on minorities and the minorities program. Reports include: "Ethnic Survey of Employment in California State Colleges (May 1964)," "Interracial Problems and Their Effect on Education in the Public Schools of Berkeley (October 1959)," and "Report to Governor Edmond G. Brown, Second Ethnic Survey of Employment and Promotion in State Government (July 1965)."
| ID AC 77-17, Box 28, Folders 1-4 | Series 79 **Mexican Americans Files 1962-1970**  
Physical Description: 4 file folders  
Arrangement  
Arranged chronologically.  
Scope and Content Note  
Correspondence, meeting minutes, telegrams, pamphlets, and related materials concerning communications and meetings with the Mexican American community, recruitment of Spanish speaking counselors, special services to agricultural workers, and the UCLA Mexican American Study project. Included is a 1964 presentation by Marion Wood, "Employment Problems of the Mexican-American."  

See series for identification numbers
### Subject Files 1950-1970

**Physical Description:** 20 file folders

**Arrangement**

Arranged alphabetically by subject then chronologically.

**Scope and Content Note**

Subject files are described in detail below:

- **Area Minority Employment Advisory Committee** (1950-1952): meeting minutes and correspondence related to work between the committee and the Department of Employment. Committee members came from Jewish groups, the Japanese American Citizens League (JACL), and the National Association for the Advancement of Colored People (NAACP). (1 ff.)

- **Congress of Racial Equality (CORE) (1963-1964):** correspondence, press releases, and plans related to cooperative work between CORE and the regional offices of the Department of Employment. (1 ff.)

- **Cooperative Manpower Plans (1968):** economic plans to find employment for minority workers for the following areas: Fresno, Los Angeles Metropolitan Area, Oakland Metropolitan Area, San Bernardino-Riverside-Ontario, San Diego County, San Francisco Area, and San Jose Metropolitan Area. (5 ff.)

- **Department of Education (1963-1968):** meeting notes and other materials from workshops offered by the Department of Education. (1 ff.)

- **Equal Employment Opportunity (EEO) Program (1962-1966):** memoranda, notices, program letters, and plans concerning EEO programs, its plans for progress, and information on company's complying with the program. (1 ff.)

- **Human Relations (1963-1968):** newspaper articles, memoranda, correspondence, and newsletters related to communications between the department and the human relations commissions for Alameda County, Los Angeles, Sacramento, and San Francisco. Included is a 1963 report "The Economic Status of Negroes in the San Francisco-Oakland Bay Area." (1 ff.)

- **Human Rights Commission (1964-1968):** correspondence, reports, newsletters, minutes of the Modesto Human Rights Committee and annual reports of the Human Rights Commission of San Francisco. (2 ff.)

- **Indians (1966-1967):** correspondence, articles, and plans for services related to tribal employment activities, outreach, the Advisory Committee on Employment of American Indians, and the American Indian Center in San Francisco. (1 ff.)

- **News Items (1968-1969):** Newspaper articles regarding minority groups, creation of minority businesses, and similar topics. (1 ff.)

- **Program Appraisals (1970-1971):** regional field office reports on the minority program including the number of minority placements. (1 ff.)

- **Senate Committee (1964):** memoranda, correspondence, and testimony from the Subcommittee on Race Relations and Urban Problems. (1 ff.)

### Older Workers Program 1959-1971

**Physical Description:** 1 file folder

**Arrangement**

Arranged chronologically.

**Scope and Content Note**

Conference program, recommendation, published background material, press releases, address by Governor Pat Brown, and presentations of Department of Employment members from the 1960 conference called by Governor Brown.
ID AC 77-17, Box 28-29, 40, Folders 27-2
Series 82 **40 Plus Week Files 1967-1970**
Physical Description: 3 file folders and 1 audiovisual box
Arrangement
Arranged chronologically.
Scope and Content Note
5-second to 30-second radio ad transcripts, advertisements, newspaper articles, pamphlets, 35 millimeter film television commercials, and photographs promoting the "40 Plus" program and encouraging the employment of older employees. Regional reports include news briefs and newspaper articles on the results of and observations on the success of "40 Plus Week."

ID AC 77-17, Box 29, Folder 3
Series 83 **Program Development File 1961-1964**
Physical Description: 1 file folder
Arrangement
Arranged chronologically.
Scope and Content Note
Legislation, division notices, codes, laws, policy, and correspondence related to the development of the department's older workers program.

ID AC 77-17, Box 29, Folder 4
Series 84 **Project 60 File 1965-1966**
Physical Description: 1 file folder
Arrangement
Arranged chronologically.
Scope and Content Note
Evaluation report, reviews, and other information on Project 60, a San Francisco project that trained and placed workers 60 years and older in suitable jobs.

ID AC 77-17, Box 29, Folder 5
Series 85 **Group Counseling File 1961-1963**
Physical Description: 1 file folder
Arrangement
Arranged chronologically.
Scope and Content Note
Correspondence, newsletters, and reports relating to older workers' counseling.

ID AC 77-17, Box 29, Folders 6-7
Series 86 **Testimony 1959-1961**
Physical Description: 2 file folders
Arrangement
Arranged chronologically.
Scope and Content Note
Testimony and background materials presented to congressional and state legislative committees by members of the department and other interested parties on the employment of older workers. Much of the testimony comes from the Subcommittee on Federal and State Activities of the U.S. Senate Special Committee on Aging hearings chaired by Claire Engle (1961) and the Assembly Interim Committee on Industrial Relations (1959).

ID AC 77-17, Box 29, Folders 8-9
Series 87 **Reports 1955-1961**
Physical Description: 2 file folders
Arrangement
Arranged chronologically.
Scope and Content Note
Various reports on aging and employment.

See series for identification numbers
Series 88 Interdepartmental Committee on Problems of the Aging Files 1953-1964

Physical Description: 5 file folders
Arrangement
Arranged chronologically.
Scope and Content Note
Memoranda, meeting programs, meeting notes and agendas, activity and progress reports, informational fact sheets, and annual report all relating to the committee, which served as a clearinghouse for activities on elderly employment.

Series 89 Commission on Aging Files 1970-1971

Physical Description: 2 file folders
Arrangement
Arranged chronologically.
Scope and Content Note
Press releases, photographs, meeting fact sheets, meeting agendas and minutes, and conference announcements related to commission work, which included providing information on nutrition, listing of birthdays of centenarians, and monitoring of bills affecting senior citizens.

Farm Labor Services Section 1940-1968

Series 90 History Files 1938-1968

Physical Description: 2 file folders
Arrangement
Arranged chronologically.
Scope and Content Note
Definitions and instructions for completing the Farm Labor Report, report on the reporting of agricultural workers (1958), examples of forms, and similar background materials.

Series 91 Weekly Agriculture Labor Reports 1940-1942

Physical Description: 4 file folders
Arrangement
Arranged by report (881A or 881B) and chronologically thereunder.
Scope and Content Note
Statistical reports noting crops, acreage, activity taking place (such as harvesting or planting), harvest starting date, percent completed, duration of peak production, completion date, laborer shortage or surplus, rate of pay, and facilities furnished. Also included written summary of conditions. Report 881A is arranged by county and within county by crop. Report 881B is arranged by crop and within crop by county. Report is continued by Series 92.
Series 92 Weekly Agricultural Labor Market Reports 1942-1943
Physical Description: 3 file folders
Arrangement
Arranged chronologically.
Scope and Content Note
Weekly statistical reports noting the county of harvest, crops, activity, crops in season including peak period, labor market including number of laborers, number of unfilled jobs, peak labor requirements, wage rates, facilities, and openings. Reports are arranged by crop and then by county. Report is a continuation of Series 91 and is continued by Series 93.

Series 93 California Weekly Farm Labor Reports 1943-1968
Physical Description: 3.5 cubic feet
Arrangement
Arranged chronologically.
Scope and Content Note
Continuation of preceding series. Also include with each weekly report is a narrative "Summary of the Present Farm Labor Situation." Two reports were published each week. One report was arranged by county and within county by crop. The other report was arranged by county or area and then by type of worker or laborer employed or needed. After May 1960 reports included section on crops and activities that had the highest and most urgent pending needs.

Series 94 Farm Placement Statements 1950-1958
Physical Description: 1 file folder
Arrangement
Arranged chronologically.
Scope and Content Note
One and two page monthly reports by the Chief of the Farm Placement Section to the State Board of Agriculture describing the general farm labor situation in California. The narrative and statistical reports note increases or decreases in number of farm laborer as well as the reason for the change and anticipated future needs of the state.

Series 95 Farm Labor Computation Worksheets 1945, 1948, 1953
Physical Description: 25 file folders
Arrangement
Arranged by year, then by crop and alphabetically by county thereunder.
Scope and Content Note
Annual statistical compilations of information on crops including data on counties, total acreage, yield per acre, production tonnage, labor activity (examples: pruning, spraying, harvesting), crop acreage, and number of workers employed by type of operation. Crops on worksheets include almonds, apples, apricots, avocados, berries, cherries, dates, figs, grapefruit, grapes, lemons, nectarines, olives, oranges, peaches, pears, plums, prunes, walnuts, artichokes, asparagus, beans, broccoli, brussel sprouts, cabbage, carrots, cauliflower, celery, corn, cucumbers, garlic, lettuce, melons, peas, onions, peppers, potatoes, spinach, squash, tomatoes, cotton, flax, grains, hay, hops, rice, seed crops, and sugar beets.

Unemployment Insurance Services Section 1949-1950
See series for identification numbers
<table>
<thead>
<tr>
<th>ID F2159, Box 35, Folders 4-11</th>
<th>Series 96 <strong>Administrative Files 1949-1950</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Physical Description: 8 file folders</td>
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<tr>
<td></td>
<td>Arrangement</td>
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<tr>
<td></td>
<td>Arranged alphabetically by subject then chronologically.</td>
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<tr>
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<td><strong>Scope and Content Note</strong></td>
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<tr>
<td></td>
<td>Section administrative manual, memoranda, correspondence, Appeals Board decisions, reports, reviews of office and unit procedures, activity reports, training guides, and related materials regarding the operations of the Claims Review Unit of the Unemployment Insurance Services Section. The unit had responsibility for visiting local offices to review their claim review procedures and reported to the Central Office of the Unemployment Insurance Services Section.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ID F2160, F2161, Box 35, Folders 12-28</th>
<th>Series 97 <strong>Local Office Reports 1949-1950</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Physical Description: 17 file folders</td>
</tr>
<tr>
<td></td>
<td>Arrangement</td>
</tr>
<tr>
<td></td>
<td>Arranged alphabetically by local office.</td>
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<td><strong>Scope and Content Note</strong></td>
</tr>
<tr>
<td></td>
<td>Weekly operational surveys and labor market reports compiled by the department on the number of claims, interviews, work completed by claimants, occupational data, summaries of activity, and characteristics of job orders. Other information found in reports included age and race of claimants. Reports are for local offices throughout the state. Notable areas with reports include: Alameda, Auburn, Chico, East Los Angeles, Eureka, Fresno, Hollywood, Los Angeles Apparel, Los Angeles Industrial, Los Angeles Service, Napa, San Francisco Commercial, San Francisco Industrial, and San Francisco Sales and Services.</td>
</tr>
</tbody>
</table>

**Trade Disputes Unit 1938-1956**

<table>
<thead>
<tr>
<th>ID AC 67-55, Box 35, Folder 29</th>
<th>Series 98 <strong>Procedures 1938-1952</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Physical Description: 1 file folder</td>
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<tr>
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<td>Arrangement</td>
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<tr>
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<td>Arranged chronologically.</td>
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<td><strong>Scope and Content Note</strong></td>
</tr>
<tr>
<td></td>
<td>Correspondence, forms, and similar materials related to local office procedures for investigating and reviewing trade disputes, especially with regard to unemployment insurance benefits for claimants who left job because of a trade dispute.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ID AC 67-55, F3268, Boxes 35-36, Folders 30-3</th>
<th>Series 99 <strong>Trade Dispute Case Files 1940-1956</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Physical Description: 9 file folders</td>
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<tr>
<td></td>
<td>Arrangement</td>
</tr>
<tr>
<td></td>
<td>Arranged alphabetically by dispute.</td>
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<tr>
<td></td>
<td><strong>Scope and Content Note</strong></td>
</tr>
<tr>
<td></td>
<td>Trade dispute files including correspondence, remarks, press releases, transcripts, contracts, court filings, work agreements, reports, and other related information gathered for settling of trade disputes between employers and employees. Most of the cases involve unemployment insurance benefits of claimant who left job because of a trade dispute. Files include the following disputes: Culinary Workers (1953-1954); Funeral Directors (1956); Gladding-McBean (1951); Monterey Fish Pickers (1950-1951); Plasterers (1956); Salinas Lettuce Growers and Shippers (1940); Telephone Strikes (1947-1950); Waterfront Employees Association (1946-1948); and Waterfront Strikes (1951).</td>
</tr>
</tbody>
</table>

**California Employment Stabilization Commission 1936-1952**

See series for identification numbers
Series 100 Correspondence 1938-1952

Physical Description: 7 file folders
Arrangement
Arranged chronologically.
Scope and Content Note
Correspondence between the Commission or the Department of Employment and the Washington Social Security Board related to matters that required the state to report to the federal government. These matters included budgets, expenditures, and auditing of the Department of Employment, reports of benefit payment statistics, claimant information, requests for funds, legal questions, fiscal overview of department, opinions of the State Attorney General, work of the Works Progress Administration, wartime conversion of labor, the War Manpower Commission, and similar topics.

Series 101 Washington Certifications 1936-1950

Physical Description: 20 file folders
Arrangement
Arranged chronologically.
Scope and Content Note
Certified rules and regulations, referees decisions, chaptered laws, Attorney General's Opinions, California Supreme Court decisions, directives, and similar decisions that affected the Department of Employment and were sent to the Social Security Board and Board of Employment Security by the Unemployment Stabilization Commission to comply with federal law.

United States Employment Service 1941-1947

Series 102 State Control Files 1944-1947

Physical Description: 4 file folders
Arrangement
Arranged chronologically.
Scope and Content Note
Telegrams, reports, resolutions, letters, and legislative initiatives related to the return of the Employment Service from federal to state control, including how to transfer job titles and credits for former U.S. Employment Service employees entering state service. Other subjects included the merit system, consideration of placing Employment Service under the federal Department of Labor, and problems and procedures for return.

Series 103 Federal Control Files 1941-1945, 1951

Physical Description: 1 file folder
Arrangement
Arranged chronologically.
Scope and Content Note
Correspondence, transcripts, and resolutions related to the transfer of control of the California State Employment Service to the U.S. Employment Service as part of the wartime emergency in 1942.
**War Manpower Commission 1940-1946**

**Series 104 Operating Aids 1940-1945**

- **Physical Description:** 6 file folders
- **Arrangement**
  Arranged by either Operating Aids or Northern California Operating Aids then chronologically.
- **Scope and Content Note**
  Guides issued by the War Manpower Commission's Training Section for the field service training program, generally for processing of claims and office operations. Topics included claims taking procedures, serving the physically handicapped, time reporting, questionnaire procedures, policies concerning discrimination, employer relations, labor laws, and national defense. Also three folders of similar procedures exclusively for Northern California including information on Mexican worker migration, discharges from armed services, and utilization of minority groups. Index found in first folder.

**Series 105 California Manuals 1943-1946**

- **Physical Description:** 2 cubic feet
- **Arrangement**
  Arranged by administrative code. Index included in first folder.
- **Scope and Content Note**
  Manuals consisting of procedures for operating local offices, including procedures on Employment Service functions, use of Employment Service tools and forms, statistical and narrative reporting, and fiscal and personnel functions. Also included are manual amendments with index.

**Series 106 Bulletins 1941-1946**

- **Physical Description:** 2.5 cubic feet
- **Arrangement**
  Arranged by bulletin then chronologically.
- **Scope and Content Note**
  Bulletins and memoranda issued for operating instructions, administrative changes, and similar matters in local offices. Bulletins included the Northern California Bulletins (1943-1946), Southern California State Office Bulletins (1944-1946), Wadsworth Field Memoranda/Bulletins (1941-1943), and Regional Office Bulletins (1943-1946).

**Series 107 Northern California Business of the Week Reports 1943-1946**

- **Physical Description:** 3 file folders
- **Arrangement**
  Arranged chronologically.
- **Scope and Content Note**
  Weekly summary of releases by the U.S. Employment Service in California, which listed what was released (Bulletin, Manual, etc.), what it affected, and the substance of the release.
Series 108 **Administrative File 1942-1945**

Physical Description: 1 file folder

Arrangement
Arranged chronologically.

Scope and Content Note
Memoranda, correspondence, reports, and agendas from meetings with Regional XII (West Coast) State Directors all related to the development and operation of the War Manpower Commission within the region. Included is a report on the "West Coast Plan" from October 4, 1943.