
Inventory of the Records of the Dept. of Public Health

Processed by Jeff Crawford

California State Archives

1020 "O" Street

Sacramento, California 95814

Phone: (916) 653-2246

Fax: (916) 653-7363

Email: ArchivesWeb@sos.ca.gov

URL: <http://www.sos.ca.gov/archives/>

© 2006

California Secretary of State. All rights reserved.

Inventory of the Records of the Dept. of Public Health

Collection number: R384

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

Processed by:

Jeff Crawford

Date Completed:

August 1, 2002

Encoded by:

Brent M. Rogers

© 2006 California Secretary of State. All rights reserved.

Descriptive Summary

Title: Records of the Dept. of Public Health

Dates: 1876-1974

Collection number: R384

Creator: Dept. of Public Health

Creator/Collector: Board of Public Health

Creator/Collector: Board of Health

Collection Size: 55 cubic feet, 41 bound volumes, 48 blueprints, and 41 audiocassette tapes

Repository: California State Archives

Sacramento, California

Abstract: Created by law, Chapter 228 of Statutes 1869-1870, California's first public health agency, the State Board of Health and Vital Statistics, began operation on March 18, 1870. This board became the second state public health agency in the nation. Two years later, in 1872, the name of the board changed to the State Board of Health, becoming an advisory and informational body. The Department of Public Health was created in 1927 (Chapter 276, Statutes 1927) and succeeded all of the powers and duties of the old State Board of Health. The Department of Public Health's new administration continued to be an advisory and informational body promoting health services for the State of California. The records of the Department of Public Health consist of 55 cubic feet, 41 bound volumes, 48 blueprints, and 41 audiocassettes of records covering both the State Board of Health and subsequent Department of Public Health from 1876 through 1974. The bulk of the records fall within the years 1935 to 1973, relating specifically to the duties and activities of the Department of Public Health.

Physical location: California State Archives

Languages: Languages represented in the collection: English

Access

Some the records within this collection are restricted due to the confidential nature of the medical information provided about individuals. These specific series have been described and noted as restricted within the finding aid and the folders have been marked "Restricted" as well. Government Code 6254 (c) and 6254 (f).

Publication Rights

For permission to reproduce or publish, please contact the California State Archives. Permission for reproduction or publication is given on behalf of the California State Archives as the owner of the physical items. The researcher assumes all responsibility for possible infringement which may arise from reproduction or publication of materials from the California State Archives collections.

Preferred Citation

[Identification of item], Dept. of Public Health Records, R[Record Group Number].[Series Number], [box and folder number], California State Archives, Office of the Secretary of State, Sacramento, California.

Acquisition and Custodial History

The California State Archives acquired the Dept. of Public Health Records according to state law.

Agency History

Chapter 228 of Statutes 1869-1870 created California's first public health agency, the State Board of Health and Vital Statistics. The board, which began operation on March 18, 1870, consisted of seven physicians who were appointed by the governor. This board was the second state public health agency in the nation. In 1872 the name was changed to the State Board of Health and became an advisory and informational body.

In 1905 the Political Code was rewritten (Chapter 340, Statutes 1905) and greatly increased the responsibility of the board, making it a de facto department of public health. The state board's powers were expanded to provide for the creation of divisions and bureaus. The board was also expanded to eight members that now included one dentist.

The 1869-1870 act stated that a Secretary to the Board of Health was to be selected from the members of the board. The secretary would perform and supervise the work prescribed in the act, perform other duties that the board required, and would serve as its executive officer. The 1905 act further directed that the secretary of the board "shall enforce all orders and regulations of the State Board of Health, and shall vigilantly observe sanitary conditions throughout the State, and take all necessary precautions to protect it in its sanitary relations with other states and foreign countries."

The Department of Public Health was created in 1927 (Chapter 276, Statutes 1927) and succeeded to all of the powers and duties of the old State Board of Health. The earlier body was abolished and replaced with a new State Board of Public Health that consisted of the Director of Public Health and six other members appointed by the governor for a term of four years. The legislation specified that the board was to be the controlling body of the department and the Director of Public Health was to serve as its executive officer.

In 1929 the department went through a major reorganization. At the time of its creation the various departments, divisions, and bureaus of the State Board were transferred to the Department of Public Health. These administrative units consisted of a Division of Administration, Bureau of Communicable Diseases, Division of Epidemiology, Bureau of Tuberculosis, State Hygienic Laboratory, Bureau of Food and Drugs, Bureau of Sanitary Engineering, Bureau of Child Hygiene, Bureau of Registration of Nurses, Division of Cannery Inspections, Division of Sanitation, and Bureau of Vital Statistics. With the reorganization, divisions were set up as major units and bureaus as subdivisions beneath them. At the time of the reorganization five divisions were created and the various bureaus placed underneath them. The divisions were the Division of Administration, Division of Communicable Diseases, Division of Public Health Education, Division of Sanitation, and Division of Vital Statistics.

Through the 1930s various divisions and bureaus were added to the department. The Division of Laboratories was created in 1931 when the Food and Drugs Laboratory and the water and sewage laboratory of the Bureau of Sanitary Engineering were merged with the Bacteriological Laboratory. Important bureau additions during the 1930s were the Bureau of Public Health Nursing, Bureau of Adult Health, and Bureau of Venereal Diseases.

By the late 1930s, the divisional structure had eroded and the department more truly resembled an assembly of various bureaus. In 1939 the director was given full authority, with the Governor's approval, to organize bureaus into divisions and to abolish those that were no longer necessary. (Chapter 60, Statutes 1939). The statute made the directorship a four-year appointment by the governor. The director could only be removed during the term of office for misconduct, incompetence, or neglect of duty.

Between 1939 and 1943, codification of the Health and Safety Code was completed. The codification made the Board of Public Health an advisory board, although it did retain certain powers such as issuance of permits, licenses, and certificates.

Few major changes were made to the board after the mid-1940s. However, in 1953, legislation increased its membership from eight to ten members, which included the director and nine other members. (Chapter 1884, Statutes 1953) The board was abolished on July 1, 1973, with the creation of the Department of Health.

In 1943 the Director of Public Health, Dr. Wilton Halverson, requested that the Department of Finance make a survey of the department's fiscal procedures. He also requested the American Public Health Association to make a comprehensive survey of the department from an organizational standpoint.

The reports from these surveys were used in a reorganization of the department that took place between 1943-1945. At this time, the department was organized into five divisions with supervision over 17 bureaus. The Division of Administration oversaw the bureaus of Business Management, Records and Statistics, and Health Education. The Division of Preventive Medical Services had supervision over the following bureaus: Maternal and Child Health, Oral Health, Tuberculosis, Venereal Diseases, Acute Communicable Diseases, Public Health Nursing, and Adult Health. A Division of Local Health Services was also created. The Division of Environmental Sanitation included three bureaus: Sanitary Engineering, Food and Drug Inspections, and Vector Control. The Division of Laboratories oversaw the Virus Laboratory.

Numerous administrative changes were made in the late-1940s and 1950s. By 1947 the Division of Preventive Medical Services had added two new bureaus: the Bureau of Hospitals and Bureau of Hospital Inspections. These two bureaus were combined in 1947 as the Bureau of Hospitals. Other additions to the division around this time were the bureaus of Medical Social Services, Nutritional Services, Crippled Children Services, and Mental Health Services. The former Bureau of Oral Health received divisional status in 1949 with creation of the Division of Dental Health. (Chapter 710, Statutes 1949)

In 1951 additional laboratory responsibilities were given to the Division of Laboratories. Laboratories added to the division included the Bacteriological Laboratory, Food and Drug Laboratory, Industrial Hygiene Laboratory, Sanitation Laboratory, Branch Public Health Laboratory, and the Laboratory Field Services. A Viral and Rickettsial Disease Laboratory was previously added in 1943. By 1967, additional laboratory responsibilities included the detection of radiation, air hygiene, and metabolic diseases.

The Division of Medical and Health Services within the Office of Civil Defense was added to the Department in 1951. This division was established to meet the need for organized medical and health procedures to handle the large number of casualties expected in the event of a war or natural disaster. This division jointly resided in the Department of Public Health and the Governor's Office of Civil Defense.

The Division of Environmental Sanitation had two bureaus added to it in the 1950s and 1960s. Chapter 1312 of the Statutes of 1955 created the Bureau of Air Sanitation. In addition a Bureau of Radiological Health was created in the early 1960s.

In the late 1950s a number of divisional changes took place. The Division of Local Health Services became the Division of Community Health Services in late 1950s to better reflect its responsibilities. A Division of Alcoholic Rehabilitation was created in 1957 to take over the operation of the Alcoholic Rehabilitation Commission. (Chapter 1004, Statutes 1957) The Division of Research was also added in the late 1950s by executive order. A separate Division of Alcoholism is created by Chapter 1431, Statutes of 1965.

In 1962 the Department of Public Health was placed under the Health and Welfare Agency, along with the Departments of Social Welfare and Mental Hygiene. (Chapter 2037, Statutes 1961) In 1968 it was moved to the Human Relations Agency during the Governor's reorganization of the state government.

Governor Ronald Reagan approved a third major departmental reorganization on November 1, 1968. At this time, the divisions were done away with and replaced by various programs and offices. The new programs and officers included the Community Health Services and Resources Program; Preventive Medical Program; Environmental Health and Consumer Protection Program, Office of Fiscal and Management Services, Office of Special Services, Laboratory Services, and Office of Comprehensive Health Planning. These moves became effective December 1968.

Within series descriptions are histories and program responsibilities for divisions and bureaus that will help the researcher place the described records within context.

The Governor's Reorganization Plan No. 1 of 1970 provided for the consolidation of various departments into a single department. The plan established a Department of Health within the Human Relations Agency that combined the former duties and functions of the departments of Mental Hygiene, Public Health, and Health Care Services.

Scope and Content

The records of the Department of Public Health consist of 55 cubic feet, 41 bound volumes, 48 blueprints, and 41 audiocassettes of records covering the period 1876 through 1974. The bulk of the records fall within the years 1935 to 1973. The earliest records reflect the work of the Board of Health, which ceased operation in 1927. Records dating from 1927 and continuing forward relate to the Department of Public Health and the Board of Public Health. Some series overlap both time periods and have been kept together as a single series for continuity. The files consist primarily of correspondence, memoranda, reports, surveys, meeting agenda and minutes, newspaper articles, and studies; however, publications, speeches, press releases, blueprints, photographs, journal articles, testimony, opinions, notes, and organizational charts are found throughout the collection as well.

The scope of the records varies widely and reflects the numerous and diverse responsibilities of the Department of Public Health. By the 1950s, as an example, the department oversaw programs for sanitation concerns, chronic disease control, and maternal care. This record group also illustrates the changing role of a state agency, as the Board of Health in 1870s was mainly an information and data collection organization to the 1970s when the Department of Public Health was highly influential in establishing public health policy not just in California but also throughout the nation. Throughout the collection the researcher will find records illustrating the changing health concerns of the period. Among the major concerns through the years were the plague, venereal diseases, polio, cancer, fluoridated water, radiation, and alcoholism.

The researcher will find numerous health and health-related topics in the collection. These themes include, but in no way are limited to, sanitary conditions in towns, cities, and public facilities; disease control measures, such as for venereal diseases, polio, and tuberculosis; public health work in California disasters, including the 1933 Long Beach earthquake and the 1955 northern California floods; professional association activity of the directors of the Department of Public Health;

local, city, and county health activities including the work of community health departments; alcoholism; Native American health; health issues at canneries throughout the state; community water and sewage systems; prenatal and child health conditions; the role of the state in dealing with the "mentally retarded"; and the creation of regional comprehensive health planning associations throughout the state in the 1960s and 1970s.

One series in particular should be emphasized. Series number 20 is an excellent source of information on many health topics from the 1950s. Although it is the correspondence of the department director, the series can be used as a subject file for information on the administrative divisions of the department, projects they had undertaken, diseases, professional organizations, and other subjects.

Indexing Terms

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

Public Health

Sanitary Engineering

Poliomyelitis

Records of the State Board of Health/Public Health 1876-1973

R384.001,
F3676:1-27a

Series 1 Minutes 1903-1973

Physical Description: 27 volumes and 41 reel-to-reel audiocassette tapes

Arrangement

Arranged chronologically.

Scope and Content Note

Minutes of the meetings of the Board of Health (1903-1927) and its successor the Board of Public Health (1927-1973). The minutes reflect the policy and administrative work of the board in relation to the Department of Public Health. Minutes for the earlier years also show the board's oversight of the daily operation of the divisions of the board and later Department of Public Health. The minutes generally contain listings of certificates, licenses, and permits issued, policy recommendations by bureau and division chiefs, reports from the various administrative divisions, Secretary and Director's reports, administrative regulations changes, approval of minutes, reports on public hearings for proposed regulation changes, and staff appointments. Also within the minutes are discussions of contemporary public health concerns such as the plague in the 1900s and 1910s and radiological health in the 1950s and 1960s.

R384.002,
F3676:27

Series 2 Executive Committee Reports 1914-1915

Physical Description: 1 volume

Arrangement

Arranged chronologically.

Scope and Content Note

Reports of the Executive Committee of the State Board of Health generally containing recommendations on public health issues that would later be heard at meetings of the Board of Health. Topics heard included appointments, training schools, applications for licenses as registered nurses, and licenses for cold storage facilities.

R384.003,
F3676:28

Series 3 **Secretary's Daily Activity Logs 1914-1922**

Physical Description: 1 volume

Arrangement

Arranged chronologically.

Scope and Content Note

Daily detailed descriptions of the actions and activities of the Secretary to the Board of Health, including such work as communications made, meetings attended, quarantines issued, inspections completed, and complaints received. Many of the activities were completed at the request of the Board of Health. The Secretary presented the logs at the Board of Health meetings.

R384.004

Series 4 **Secretary Correspondence 1884-1891**

Physical Description: 1 volume

Arrangement

Arranged chronologically.

Scope and Content Note

Letterpress copies of outgoing correspondence of the Secretary to the Board of Health related to the daily activities of the board, such as requests for forms, following of instructions of the board, answers to questions on the role of the board, establishment of quarantines, and correspondence with local health boards.

R384.018

Series 5 **Reports of Deaths 1876-1892**

Physical Description: 8 volumes

Arrangement

Arranged chronologically by year, within year by vicinity, and then chronologically by month.

Scope and Content Note

Statistical tabulations of deaths within localities throughout California as compiled by either local health boards or local health physicians. The reports note the total cases, number of cases by disease, sex of victim, their ages, nativity, and sometime remarks. The remarks often state whether the person had recently moved to the region, if their nationality was Chinese, and if victims were related. The reports list the types of disease, such as cholera, diphtheria, fevers, alcoholism, tuberculosis, bronchitis, heart disease, or heat stroke. Local region reports cover the years 1876-1884. Volume labeled "988" contains totals by month for the entire state for the years 1885-1892.

R384.019

Series 6 **Appropriations Ledgers 1917-1920**

Physical Description: 2 volumes

Arrangement

Arranged by administrative division.

Scope and Content Note

Ledger containing listings of appropriations and expenses for the 69th, 70th, and 71st fiscal years (July 1917-June 1920), including salaries, general expenses, postage, equipment, and automotive expenses.

R384.005. Box
1/1-1/2Series 7 **Correspondence 1904-1923****Physical Description:** 2 file folders**Arrangement**

Arranged into either general or sewage inspection correspondence and chronologically thereunder.

Scope and Content Note

Incoming and copies of outgoing correspondence that concern various matters of general interest to the board. The 1904-1905 general correspondence relates primarily to reports on milk and water samples taken for examination at state laboratories. The sewage inspection correspondence, covering roughly 1915 to 1920, concern expenses for special investigations by the board into sewage and water supplies.

R384.006. Box
1/3-1/9Series 8 **Local Health Officer Reports 1905-1907****Physical Description:** 7 file folders**Arrangement**

Arranged chronologically by month.

Scope and Content Note

Postcard size reports sent to the State Board of Health by local health officers, including officials from cities, towns, and counties. Reports list the number of diseases within the previous month to appear within the region. Some reports include remarks on quarantines, epidemics, outbreaks, and general public health conditions and concerns.

R384.007. Box
1/10-2/4Series 9 **Sanitary Inspection Reports 1914-1920****Physical Description:** 19 file folders**Arrangement**

Arranged numerically by inspection report number.

Scope and Content Note

Reports, often accompanied by correspondence, notes, and photographs, were completed by the State Sanitary Inspectors for the Board of Health. Reports were for inspections of sanitary conditions at hotels, lodging establishments, ports, camps, trains, hospitals, towns and cities, water supplies, jails, and other public facilities. These reports note sanitary conditions of buildings, such as cleanliness, sewage problems, and rodent infestations. Reports often noted concerns about the Japanese and Chinese communities within a town or city. Series is incomplete.

R384.008. Box 2/5

Series 10 **Northeastern California Indian Survey 1920-1921****Physical Description:** 1 file folder**Arrangement**

Series contains one item.

Scope and Content Note

Typewritten report discussing population, land holdings, habitats and living conditions, contact with federal and state government, sickness, and education of Native Americans principally living in Shasta and Modoc counties. Report is titled: "A Survey of the Indians of Northeastern California as Requested by His Excellency William D. Stephens, Governor, by Allen F. Gillihan, M.D., District Health Officer and Alma B. Schaffer, R.N., Public Health Nurse, for State Board of Health." Report is incomplete, missing pages 13-18, 26-29, and 31-41.

R384.009. Box
2/6-2/19

Series 11 **Secretary's Subject Files 1916-1939**

Physical Description: 14 file folders

Arrangement

Arranged alphabetically by subject and chronologically thereunder.

Scope and Content Note

Subject files kept by the Secretary to the State Board of Health that contain correspondence, maps, photographs, notes, reports, and other material concerning a wide range of topics including Clinic Law, Newspaper Releases (1927-1939), Paper/Speeches (1925-1928), Swimming Pools, White House Conference on Child Health and Protection, and Yosemite Valley Sanitation (1916-1919). Also found within the series is one file on the Long Beach earthquake of 1933 which includes a summary of health conditions and public health concerns about the water supply and sewage disposal following the event. Topics of speeches include "Plague in California," "Mexicans as a Health Problem," and "Sanitation in the St. Francis Dam Disaster." The file on Bureau of Laboratories includes photographs of state laboratories and employees, ca. 1916-1925.

R384.010. Box
2/20-2/33

Series 12 **Food and Drug Inspection Files 1918-1939**

Physical Description: 14 file folders

Arrangement

Arranged alphabetically by subject of investigation and chronologically thereunder.

Scope and Content Note

Correspondence, memoranda, pamphlets, telegrams, and reports related to investigations carried out by the Bureau of Foods and Drugs for the State Board of Health. Investigations were conducted on the following: Aluminum and Copper Cooking Utensils, Arsenic Poisoning, Bread, Botulism, Calm Diggers, Eggs, Fish Canneries, Milk, Narcotics, Olives, Oysters, Spinach, Swift and Company, and Tomatoes.

R384.011. Box
3/1-3/4

Series 13 **Malaria Control Files 1922-1932**

Physical Description: 4 file folders

Arrangement

Arranged with general file first, then alphabetically by district name, and chronologically thereunder.

Scope and Content Note

Correspondence, papers, lists, and agreements relating to such topics as conditions within mosquito abatement districts, use of gambusia fish to control of malaria, Cottonwood Mosquito Abatement District, Los Molinos Abatement District, and Oroville Mosquito Abatement District.

Records of the Legal Division 1911-1923

R384.012. Box
3/5-3/17

Series 14 **Attorney Opinions 1911-1923**

Physical Description: 13 file folders

Arrangement

Opinions are arranged numerically by opinion number and correspondence are arranged chronologically.

Scope and Content Note

Opinions by the attorney for the State Board of Health on issues such as powers of the Board of Health, registration of vital statistics, means of controlling contagious diseases within and into California, pollution of streams and other bodies of water, sanitary concerns, quarantines, powers of municipalities, reporting of diseases, and legality of various laws including the Vaccination Law, Nurse's Registration Act, Plumb Act, and Milk Law. Two folders of correspondence containing background on the opinions.

Records of the Bureau of Social Hygiene 1919-1921

Scope and Content Note

The Bureau of Social Hygiene was established in 1917 as a war measure and continued to function until 1924. The bureau approved hospitals for use in indigent cases and provided medical supplies for treatment of venereal diseases.

R384.013 Box
3/18

Series 15 **General Correspondence 1919-1921**

Physical Description: 1 file folder

Arrangement

Arranged chronologically.

Scope and Content Note

Correspondence, reports, outline of work, statistical reports on venereal clinics, and memoranda regarding budgeting and appropriations for bureau and bureau's work with venereal diseases. Also included are letters to legislators supporting the bureau.

Division of Administration

Records of the Division of Administration 1949-1973

R384.014.
Box3/19-3/20

Series 16 **Administrative Files 1972-1973**

Physical Description: 2 file folders

Arrangement

Arranged by either director or department file and chronologically thereunder

Scope and Content Note

Files on the functions, powers, duties, responsibilities, and policies of the Director of Public Health and the Department of Public Health. The director's file contains correspondence and memoranda related to his powers and duties in respect to public health matters as defined by code. The Department of Public Health file consists of press releases, correspondence, statements, fact sheets, and lists concerning its assignments, long-term objectives, and responsibilities.

R384.015. Box
3/21-4/4

Series 17 **Building and Construction Files 1949-1962**

Physical Description: 10 file folders

Arrangement

Arranged by either Building Program or Headquarters Construction and within subject chronologically.

Scope and Content Note

Reports, correspondence, memoranda, newspaper articles, and hearing notes related to the expansion and construction of new department and headquarter buildings near the University of California at Berkeley campus. The headquarters construction files include discussion on the space requirements and needs for the various divisions, contracting for construction, capital outlays, and site acquisition.

R384.016. Box
3/21-4/4

Series 18 **Sacramento Relocation Files 1972-1973**

Physical Description: 1 file folder

Arrangement

Arranged chronologically.

Scope and Content Note

Memoranda, Senate Resolution, correspondence, newspaper articles, and report on the proposed move of the Department of Public Health from Berkeley to Sacramento. Topics discussed include relocation allowances, moving expenses and the impact of employees having to move to Sacramento.

Records of the Office of the Director 1920-1962

R384.017. Box
4/6-4/8

Series 19 **Director's Logs 1926-1941**

Physical Description: 3 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Daily dairies of activities by the director that note where the director worked during that day, meetings and conferences participated in, subjects of meetings, and who attended. Series is incomplete. See also series R384.003, Secretary's Daily Activity Logs.

R384.020. Box
4/9-14/32

Series 20 **Correspondence 1951-1962**

Physical Description: 339 file folders

Arrangement

Arranged alphabetically by subject and chronologically thereunder.

Scope and Content Note

Correspondence kept by the department director on a wide variety of topics. The correspondence files also served as subject files for the director. Files contain correspondence, memoranda, studies, reports, speeches, publications, presentations, recommendations, policy papers, agreements, meeting agendas and minutes, press releases, charts, resolutions and other materials. Files generally fall into three categories: (a) departmental divisions and bureaus, such as Division of Medical and Health Services or Bureau of Sanitary Engineering; (b) diseases, including poliomyelitis and tuberculosis; and (c) professional associations and committees, including the California Medical Association, American Public Health Association, and U.S.-Mexico Border Public Health Association. Notable files include Fluoridation (and the public water supply), Governor's Council (including Director's monthly reports), Legislation, Migrant Health, Pollution-Air, and Radiation Fallout. Also included are files on "Olympic Games" that contain correspondence, report on public health planning, and daily reports on public health conditions during the 1960 Winter Olympic Games at Squaw Valley.

R384.021. Box
14/33-15/3

Series 21 **Legislative Correspondence 1935, 1949**

Physical Description: 4 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Correspondence, memoranda, bills, and telegrams between legislators and the Department of Public Health regarding legislation affecting the department. Of particular interest is a 1935 bill on psittacosis.

R384.022. Box
15/4-15/7

Series 22 **Speeches 1954-1964**

Physical Description: 4 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Speeches, addresses, presentations, articles, and testimony by Malcolm H. Merrill, Director of Public Health, concerning a wide range of public health topics. Themes of talks include fluoridation of water supplies, air pollution, community health, chronic diseases control, aging, California's population explosion, departmental role in disaster medical care, tuberculosis and polio in California, venereal diseases eradication efforts, and occupational health activities in public health practice.

R384.023. Box
15/8

Series 23 **Migratory Workers Statement 1940**

Physical Description: 1 file folder

Arrangement

Series contains one item.

Scope and Content Note

Testimony describing health services to migratory agricultural workers, titled "Statement on Health Problems among Migratory Agricultural Workers made at the Request of LaFollette Committee on Civil Liberties, by W.M. Dickie, M.D., Director, California State Department of Public Health." (34 pages.)

R384.024. Box
15/9-15/11

Series 24 **Newspaper Clippings 1953-1960**

Physical Description: 3 file folders

Arrangement

Arranged Chronologically by year.

Scope and Content Note

Newspaper clippings from papers throughout the state on issues and topics of interest to the Director of Public Health. Such topics include polio and vaccinations, Salk vaccine, new staff appointments, Governors' statements on health issues, signed or pending legislation, alcoholism, smog, and similar subjects.

R384.025. Box
15/12-15/13

Series 25 **Governor's Council Reports 1928-1931**

Physical Description: 2 file folders

Arrangement

Arranged Chronologically.

Scope and Content Note

Monthly reports by the Department Director for the Governor's Council that include departmental activities by administrative division.

R384.026. Box
15/14

Series 26 **Long Beach Earthquake Report 1933**

Physical Description: 1 file folder

Arrangement

Series contains single item.

Scope and Content Note

Report titled "Public Health Activities in an Earthquake Disaster: A Report of Cooperative Work in Long Beach" that notes public health work during and after the disaster. File includes black and white photographs of the damage and relief efforts.

R384.027. Box
15/15-15/17

Series 27 **Attorney General Files 1920-1939**

Physical Description: 3 file folders

Arrangement

Opinions are arranged numerically by opinion number and correspondence are arranged chronologically.

Scope and Content Note

Opinions by the Attorney General, usually completed upon the request of the Department of Public Health on issues involving the department. Opinions include such topics as position appointments, nurse registration, registration of vital statistics, food regulation, and sewage disposal. An index to the opinions is found in the first folder. Correspondence include requests for opinions, opinions, and answers to legal concerns by the Attorney General for the Department of Public Health.

R384.028. Box
15/18-15/20

Series 28 **Local Organizational Surveys 1923-1940**

Physical Description: 3 file folders

Arrangement

Arranged alphabetically by city or county and chronologically thereunder.

Scope and Content Note

Correspondence, interview notes, memoranda, and reports pertaining to needs and conditions of local health organization as determined by the senior epidemiologist for the Department Director. The reports are especially concerned with the public health experience and background of public health officers and the unification of city and county health departments. Included is a report on the organization of relief health work in the area affected by the 1933 earthquake near Long Beach.

R384.029. Box
15/21-15/23

Series 29 **Health Officer Development Files 1922-1940**

Physical Description: 2 file folders

Arrangement

Arranged alphabetically by community and chronologically thereunder.

Scope and Content Note

Tables, charts, correspondence, and expenditure data related to the development of full-time health officers for cities, counties, and rural districts as encouraged by the department.

Records of the Bureau of Accounting Services 1939-1941

R384.030. C1855

Series 30 **Control Ledger 1939-1941**

Physical Description: 1 bound volume

Arrangement

Arranged in inverse chronologically order and within by division.

Scope and Content Note

Monthly budget reports listing debits and credits, where funds came from, salaries and wages, materials and supplies, services and expenses, property, and equipment.

Records of the Bureau of Health Education 1945-1960

Scope and Content Note

The Bureau of Health Education provided health advice, services, and consultations to local health departments, other administrative units of the Department of Public Health, and other state agencies and organized groups.

R384.031. Box
15/24-16/13

Series 31 **County Health Department Correspondence 1945-1951**

Physical Description: 14 file folders

Arrangement

Arranged by county and chronologically thereunder.

Scope and Content Note

Correspondence, lists, reports, articles, and field reports between the Chief of the Bureau of Health Education and county health departments relating to visits to the local departments, help with hiring county public health officials, needs of county public health officers, and general public health conditions throughout the county. Counties represented include San Diego, San Francisco, San Joaquin, Santa Barbara, Santa Clara, Santa Cruz, Solano, Sonoma, Tulare, and Ventura. Of interest in the Santa Barbara County file is a report titled "Customs of Mexican-Americans."

R384.032. Box
16/14-16/18

Series 32 **California Rural Health Council Files 1948-1960**

Physical Description: 5 file folders

Arrangement

Arranged into correspondence and conference subseries and chronologically thereunder.

Scope and Content Note

Correspondence, polls, meeting schedules, conference programs, meeting summaries and minutes, and reports relating to the California Rural Health Council, an organization of many distinct groups that was set up in 1952 to obtain maximum health for all rural citizens through common planning and action of its member organizations. Issues discussed include organization of the council and the study of what were important rural health problems.

Records of the Legislative Liaison 1965-1974

R384.033.
F3877:149-230

Series 33 **Legislative Bill Files 1965-1974**

Physical Description: 82 file folders

Arrangement

Arranged numerically by bill number within legislative session.

Scope and Content Note

Bill files containing program and fiscal analyses, enrolled bill reports, agency position statements, correspondence, memoranda, background reports, and data relating to legislation sponsored by or affecting the Department of Public Health.

1965 AB 5XX, F3877:149

1967 AB7-AB2392; ACR 28; AB 10XX-AB 15 XX , F3877:150-151

1967 SB 296-SB 1411; SB 7XX-SB 9XX; SCR 6XX, F3877:152

1968 Preprint AB A; AB 10-AB 1836, F3877:153-155

1968 SB 29-SB 1233; SJR 1-SJR 2, F3877:156

1969 AB 157-AB 2244; ACR 249, F3877:157-159

1969 SB 52-SB 1350, F3877:160

1970 AB 14-AB 2518; ACR 65-ACR 189; AJR 64, F3877:161-164

1970 SB 2-SB 1389, F3877:165

1972 AB 2-AB 2371; ACR 28-ACR 59, F3877:166-176

1972 SB 29-SB 1503; SCR 16-SCR 77; SJR 22 , F3877:177-183

1973-1974 AB 1-AB 4513; ACR 17-ACR 270; AJR 26-AJR 71, F3877:183-212

1973-1974 SB 1-SB 2474; SCR 12-SCR 157; SJR 19-SJR 69; SR81-SR 106,
F3877:213-230

Records of the Bureau of Vital Statistics 1933-1940

R384.034. Box
16/19

Series 34 **Monthly Reports 1933-1940**

Physical Description: 1 file folder

Arrangement

Arranged chronologically.

Scope and Content Note

Narrative and statistical reports by the State Registrar of Vital Statistics and later by the Chief of the Bureau of Vital Statistics to the Director of the Department of Public Health noting work completed within the previous month including certification issues, indexing completed, requests answered, and compilations of statistics on births, deaths, and marriages.

Division of Administration

Scope and Content Note

The Division of Alcoholic Rehabilitation was established by Chapter 1004 of Statutes 1957. It was created to engage in the treatment and rehabilitation of alcoholics by contracting with local governmental agencies or non-profits for the development of local programs and establishment of clinics for treatment and rehabilitation. The division was required to investigate and study all phases of rehabilitation of alcoholics and the reduction and prevention of chronic alcoholism. The chapter also abolished the Alcohol Rehabilitation Commission and gave all of its powers, duties, responsibilities, and jurisdiction to the Division of Alcoholic Rehabilitation.

Records of the Division of Alcoholic Rehabilitation 1948-1961R384.035. Box
16/20-17/9Series 35 **Organizational Files 1955-1961****Physical Description:** 17 file folders**Arrangement**

Arranged alphabetically by organization and chronologically therein.

Scope and Content Note

Correspondence, surveys, agendas and minutes, reports, member lists, questionnaires, and similar materials related to the Division of Alcoholic Rehabilitation's membership in alcohol rehabilitation-related organizations. Organizations include the American Public Health Association, California Conference of Local Health Officers, Clinic Director's Meetings, Governor's Committee on the Study on Medical Aid and Health, Human Population Laboratory Policy Advisory Committee, National Council/Committee on Alcoholism, State Mental Health Coordinating Committee, and the Tuberculosis and Health Association.

R384.036. Box
17/10-17/29Series 36 **Pilot Community Alcoholic Rehabilitation Clinic Files 1953-1959****Physical Description:** 20 file folders**Arrangement**

Arranged alphabetically by clinic and chronologically therein.

Scope and Content Note

Correspondence, field reports, comments on clinics, meeting notes, narrative reports, and progress reports concerning establishment, funding, oversight, and guidance of pilot community alcoholic rehabilitation centers or clinic. The department did not run the clinics, although it did provide support and supervision for their operation. Clinics were located in Alameda, Los Angeles, Sacramento, San Diego, San Francisco, San Joaquin, and Santa Clara counties.

R384.037. Box
18/1-18/6Series 37 **Pilot Program Files 1953-1961****Physical Description:** 6 file folders**Arrangement**

Arranged alphabetically by program and chronologically therein.

Scope and Content Note

Correspondence, applications, contracts, allocations, field reports on clinics, lists, and agreements related to the organization and administration of pilot programs sponsored by the department that dealt with alcoholism. Projects included the Lembert Research Program at U.C. Davis headed by Dr. Edwin Lembert and its study of the relationship of problem drinking and alcoholism to the structure and functioning of the family; the Pace Study by Dr. Nello Pace at U.C. Berkeley on the effect of alcohol on metabolic and hormonal patterns in man; the U.C.L.A. Clinic Study on research into methods of diagnosis and treatment of alcoholic patients as overseen by Dr. Keith Ditman; and Volunteers of America Study at an Alcoholism Clinic in Los Angeles.

R384.038. Box
18/7-19/3Series 38 **Daily Correspondence 1956-1960****Physical Description:** 19 file folders**Arrangement**

Arranged chronologically.

Scope and Content Note

Selected outgoing correspondence and memoranda of the Division of Alcoholic Rehabilitation and Alcoholic Rehabilitation Commission relate to such topics as appointments and resignations, programs administered by the division and commission, progress reports, contracting information, and community pilot alcoholic rehabilitation clinic programs.

R384.039. Box
19/4-19/5

Series 39 **Reports 1957-1961**

Physical Description: 2 file folders

Arrangement

Arranged by type of report. Quarterly Reports are arranged chronologically.

Scope and Content Note

Quarterly reports of the Chief of the Division of Alcoholic Rehabilitation to the Director of Public Health on the operation of the following subdivisions: Administration, Study and Investigation, Treatment and Rehabilitation, Information, and Education and Training. Also separate report titled "Health Aspects of Administration of Welfare Medical Care in California."

R384.040. Box
19/6-19/7

Series 40 **Research Section Files 1958-1961**

Physical Description: 2 file folders

Arrangement

Arranged by either general correspondence or monthly reports and chronologically thereunder.

Scope and Content Note

Correspondence, reports, and tables pertaining to work of the research section on alcoholism and related health problems. Files include monthly reports of staff to the section chief or the section chief to the division chief on issues such as administration, personnel, progress on studies and projects, and meetings.

R384.041. Box
19/8-19/10

Series 41 **Study and Investigation Section Correspondence 1948-1960**

Physical Description: 3 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Selected incoming and outgoing correspondence of the Section Chief, Dr. Wendell Libscomb, concerning projects and studies related to alcoholism sponsored by the Department, inquiries about his views towards alcoholism, contact with programs within California and the United States, and clinics in California. Correspondences also reflect Libscomb's tenure as supervisor of the Alcoholism Studies Project within the Bureau of Chronic Diseases.

Records of the Alcoholic Rehabilitation Commission 1954-1957

Scope and Content Note

The Alcoholic Rehabilitation Commission was created by chapter 22 of the first extraordinary session of 1954 to investigate, study, and engage in all phases of the treatment and rehabilitation of alcoholics, and to investigate and study other factors necessary to the reduction and prevention of chronic alcoholism and other excessive use of alcohol. The commission was composed of nine members who would elect one as the chairman. They selected a secretary to oversee the program and operation of the commission. The chapter also required that the commission would cease to exist September 30, 1957. Chapter 1004 (Statutes 1957) transferred all of the books, papers, and records to the Department of Public Health.

R384.042. Box
19/11-19/14

Series 42 **Minutes 1954-1957**

Physical Description: 4 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Monthly commission meeting agendas, minutes, and progress reports that include information on community pilot alcoholic clinics and pilot hospitalization plans, budgeting, research projects, committee reports, resolutions, and other background information.

R384.043.
Box19/15

Series 43 **Commission Members File 1954-1957**

Physical Description: 1 file folder

Arrangement

Arranged alphabetically by commission member and chronologically thereunder.

Scope and Content Note

Correspondence and memoranda related to the work of Alcoholic Rehabilitation Commission members, meetings, and resignations. Members include Warren Brown, Lorenzo Buckley, Joseph L. Gabriel, Andrew Geer, Stanley Koller, Theo Miller, Joseph Parker, Edwin Power, and Mae K. Sargent.

R384.044. Box
19/16-19/22

Series 44 **Staff Memoranda 1955-1957**

Physical Description: 7 file folders

Arrangement

Arranged alphabetically by staff member and chronologically thereunder.

Scope and Content Note

Memoranda, correspondence, and reports by commission staff including Associate Research Technician Bern Jacobson, Acting Secretary Harold B. Jamison, and Executive Secretary Robert Tuttle. Memoranda discuss establishment of the commission, development of alcoholic research studies, comments on other state programs, notes on field trips, summaries of activities, and meeting notes.

R384.044.
Box19/23

Series 45 **Clinic Advisory Committee File 1956**

Physical Description: 1 file folder

Arrangement

Arranged chronologically.

Scope and Content Note

Memoranda, correspondence, and reports by commission staff including Associate Research Technician Bern Jacobson, Acting Secretary Harold B. Jamison, and Executive Secretary Robert Tuttle. Memoranda discuss establishment of the commission, development of alcoholic research studies, comments on other state programs, notes on field trips, summaries of activities, and meeting notes.

Division of Communicable Diseases

Records of the Division of Communicable Diseases 1917-1946

R384.046. Box
20/1-20/14Series 46 **Disease Case Histories 1917-1946****Physical Description:** 14 file folders**Arrangement**

Arranged alphabetically by diseases and chronologically thereunder.

Scope and Content Note

Case history summaries for individuals suspected of having infectious diseases including amebic dysentery, anthrax, brucellosis (undulant fever), coccidioidomycosis (coccidioidal granuloma), equine encephalomyelitis, and meningitis. Histories include information such as name of patient, age, sex, occupation, address, nativity, previous residences, date of onset of symptoms, outcome, date of diagnosis, symptomatology, laboratory examination results, suspected source, and other remarks.

Conditions of Use

Restricted per Government Code 6254(c).

Records of the Bureau of Epidemiology 1931-1944**Scope and Content Note**

The Secretary of the Board of Health first established a Bureau of Epidemiology in 1906. After a series of administrative changes it was placed under the Division of Communicable Diseases during the 1929 reorganization of the Department of Public Health. The bureau was responsible for receiving and tabulating reports of cases of communicable diseases, special investigations into epidemics, and establishing safeguards against the introduction of communicable diseases from other state and foreign countries.

R384.047. Box
20/15-20/16Series 47 **Monthly Reports 1933-1943****Physical Description:** 2 file folders**Arrangement**

Arranged chronologically.

Scope and Content Note

Monthly activity reports by the Bureau of Epidemiology Chief for the Director of Public Health on activities including epidemiological investigations, special investigation work, immunizations, tables of communicable diseases reported within previous month, and notes on prevalent diseases.

R384.048. Box
20/17-20/24Series 48 **Disease Files 1931-1944****Physical Description:** 8 file folders**Arrangement**

Arranged alphabetically by disease and chronologically therein.

Scope and Content Note

Correspondence, reports, newsletters, newspaper articles, reports of diseases, responses to outbreaks, bulletins, regulations for control, public health official notices, and individual case notes and reports related to various diseases of concern to the public. These diseases include bubonic plague, cancer, chicken pox, coccidioidal granuloma, diphtheria, dysentery, and gastro-intestinal. Of note is an investigative report on a dysentery outbreak in the Owens Valley during May-June 1941.

Conditions of Use

Restricted per Government Code 6254(c).

Records of the Bureau of Tuberculosis 1933-1941
Scope and Content Note

Chapter 692 of Statutes of 1911 created the California Tuberculosis Board to make a special investigation of the prevalence of tuberculosis in California. One of the recommendations of this board was the establishment of a Bureau of Tuberculosis. In 1915 this bureau was placed under the control of the Board of Health and in the 1929 Department of Public Health organization it was placed under the Division of Communicable Diseases. Its functions included inspection and establishment of standards for tuberculosis hospitals, surveys of communities to determine the extent of tuberculosis, and distribution of literature.

R384.049. Box
20/25-20/26

Series 49 **Monthly Reports 1933-1941****Physical Description:** 2 file folders**Arrangement**

Arranged chronologically.

Scope and Content Note

Monthly narrative reports by the chief of the Bureau of Tuberculosis to the Director of the Department of Public Health noting the activities of the chief and division within the previous month. The reports detail conditions throughout the state and in specific regions, meetings attended, investigations into "cures," concerns about immigration, notes of hospitals and sanitariums inspected, conditions in migratory camps, numbers of cases, and concerns about bureau funding.

Records of the Bureau of Venereal Diseases 1938-1955
Scope and Content Note

The Bureau of Venereal Diseases was created by chapter 787 (Statutes 1937) for the prevention, control, and cure of venereal diseases. It worked with physicians and surgeons, medical schools, public and private hospitals, and other groups to control the diseases. The bureau also disseminated information regarding treatment and prevention, established clinics, and conducted surveys.

R384.050. Box
20/27-20/28

Series 50 **Monthly Reports 1938-1941****Physical Description:** 2 file folders**Arrangement**

Arranged chronologically.

Scope and Content Note

Monthly reports by Bureau of Venereal Diseases Chief Malcolm Merrill to the Director of Public Health noting literature distributed, lectures given, drug distribution, venereal disease reports, clinic activities, nursing activities, medical officer activities, and investigations.

R384.051. Box
20/29-21/3

Series 51 **Correspondence 1938-1946****Physical Description:** 5 file folders**Arrangement**

Arranged alphabetically by bureau staff member and chronologically thereunder.

Scope and Content Note

Incoming and outgoing correspondence of Bureau of Venereal Diseases staff including Ann Haynes, Max R. Kiesselbach, Malcolm Merrill, and Hamlet C. Pulley. Topics discussed included bureau budget cuts, qualifications for laboratory workers, educational work, duties of the bureau, legislation affecting venereal diseases, premarital screen, clinic works, and development of treatment centers. Kiesselbach's correspondence include memoranda on field trips to local health departments and their use of penicillin.

R384.052. Box
21/4-21/6Series 52 **Bureau Chief's Reports 1940-1942****Physical Description:** 3 file folders**Arrangement**

Arranged by type of report (either weekly or special reports) and chronologically thereunder.

Scope and Content Note

Weekly reports by Dr. Malcolm Merrill, chief of the Bureau of Venereal Diseases, which summarize his daily activities that ranged from routine to policy. The weekly reports also contain notes on meeting, conference, and discussions as well as brief summaries of bureau activities. The Special Reports were notes from meetings, especially with local health officers.

R384.053. Box
21/7Series 53 **Venereal Disease Seminar File 1953-1955****Physical Description:** 1 file folder**Arrangement**

Arranged chronologically.

Scope and Content Note

Agendas, programs, abstracts of papers, memoranda, and correspondence relate to a venereal disease control seminar held by the U. S. Public Health Service.

Division of Dental Health**Scope and Content Note**

The Division of Dental Health was established in 1949 by statute (Chapter 710). The division had the responsibility for administering a program to protect and improve the dental health of the public. The program's implementation was by advisory and consultative services to local health departments, community groups, and others; studies of dental manpower; and promotion of training, clinic facilities, and fluoridation of the water supply.

Records of the Division of Dental Health 1957-1963R384.054. Box
21/8-21/9Series 54 **California State Dental Association Files 1957-1960****Physical Description:** 2 file folders**Arrangement**

Arranged chronologically.

Scope and Content Note

Correspondence, reports, minutes of the Dental Health Education Committee, and newsletters related to items of interest to the division and California State Dental Association/California Dental Association such as fluoridation, dental health care programs, and field service programs. Also included are summaries of Division of Dental Health functions and activities.

R384.055. Box
21/10-21/18Series 55 **County Files 1959-1961****Physical Description:** 9 file folders**Arrangement**

Arranged chronologically by year and within year alphabetically by county.

Scope and Content Note

Newspaper articles, newspapers, brochures, flyers, correspondence, minutes, annual reports, and similar materials related to surveys of local health department dental studies and elementary schools, promotion of local dental health workshops, dental health nutrition program, and fluoridation. Also one file of comments and summaries of local projects.

R384.056. Box
21/19

Series 56 **Monthly Reports 1958**

Physical Description: 1 file folder

Arrangement

Arranged chronologically.

Scope and Content Note

Monthly division activity reports by the chief of the Division of Dental Health to the Director of Public Health that note programs, projects, surveys, and field trips performed by the division.

R384.057. Box
21/20-21/21

Series 57 **U.S. Public Health Service Files 1961-1963**

Physical Description: 2 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Correspondence, memoranda, monthly reports, and similar materials related to residency training programs, cleft palate studies, and the National Dental Health Center at the Public Health Service hospital in San Francisco, which was established in 1961 for research and training.

Division of Environmental Sanitation

Records of the Bureau of Sanitary Engineering 1912-1968

Scope and Content Note

The Bureau of Sanitary Engineering was established in 1915 by Chapter 478 (Statutes 1915) under the Board of Health and placed under the Division of Sanitation in 1929 when the Department of Public Health was reorganized. In 1944 it was placed within the Division of Environmental Sanitation at the time of the division's creation. The bureau was responsible for the departmental program in the fields of sewage disposal, industrial waste disposal, water contamination and water supply, as well as certain aspects of general sanitation of bathing places and recreation areas. It also commented on plans for community disposal plants and water supply systems, provided technical engineering advise, and supervised mosquito control.

R384.058. Box
21/22-21/23

Series 58 **Monthly Reports 1933-1941**

Physical Description: 2 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Monthly narrative reports of the chief of the Bureau of Sanitary Engineering to the Director of Public Health regarding a wide range of activities such as municipal sewage disposal and water supplies, federal aid for projects, mosquito abatement, sewage irrigation, clam and shellfish sanitation, swimming pools, and 1933 Long Beach Earthquake sanitation concerns.

R384.059. Box
21/24-21/25

Series 59 **Resolutions 1921-1933**

Physical Description: 2 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Board of Health resolutions regarding sewage disposal, sewer farms, declaration of public menaces, granting and denial of sewage and water permits, permits to construct and operate swimming pools, and similar topics.

R384.060. Box
21/26-22/18

Series 60 **Sanitary Engineering Surveys 1930-1935, 1944**

Physical Description: 19 file folders

Arrangement

Arranged alphabetically by city.

Scope and Content Note

Narrative reports describing municipal water and sewage systems. The reports include details on the historical background of the system, number of connections, sewers, outfalls and outlets, treatment methods for waste, wells, source of water supply and main works, and other physical features of the systems. A few reports, including Auburn, Atwater, Lodi, and Sutter Creek, have photographs of the system. Within this series is a subseries of blueprints for many of the community sewage and sanitary systems. Blueprints are often of general maps of towns showing water lines, sewage lines, processing plants, and reservoirs.

R384.061. Box
22/19-23/14

Series 61 **Sewage Disposal Permit Files 1912-1953**

Physical Description: 16 file folders

Arrangement

Arranged alphabetically by city, county, or sewage district.

Scope and Content Note

Applications, correspondence, surveys, reports, photographs, maps, notes, resolutions, and other background material used by the Bureau of Sanitary Engineering to issue permits for sewage disposal, improvements and changes to sanitary and sewage facilities, and sewer systems. The series is incomplete covering only Mill Valley, Modesto, Monterey, Montara, Northeast Sacramento Sanitation District, Oakdale, Ontario, and Orange County. The Mill Valley files include plans and specifications for its sewage disposal works (1912) and the Monterey files have surveys of bacteriology on its "Cannery Row." The Orange County files concentrate heavily on La Habra.

R384.062. Box
23/15-23/19

Series 62 **Water and Sewage Supply Reports 1912-1938**

Physical Description: 5 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Reports by the Bureau of Sanitary Engineering on municipal water supply and sewage disposal systems. Reports on sewage and sewage disposal systems in Hanford (1912) and Orange (1913) were the most complete, describing the domestic water supply, background on the city, fire protection water supply, and existing and proposed sewage works. Latter reports were conducted as investigations or for permits on water and sewage systems, and include many reports from San Diego and Imperial counties. A 1917 report describes the water system at the Bohemian Grove.

R384.063. Box
23/20-25/3

Series 63 **Water Supply Permit Files 1949-1968**

Physical Description: 27 file folders

Arrangement

Arranged alphabetically by county.

Scope and Content Note

Applications by cities, municipal water districts, city utilities, water companies, and other entities for permits to furnish or supply water for domestic use through an integrated pipe system. Permit applications contain correspondence, maps, photographs, reports summarizing existing sources and main works, how water is treated, maintenance and operation of the system, water consumption and number of consumers, appraisal of the system, and the finding of the State Department of Public Health on the issuance of the permit.

Records of the Bureau of Food and Drug Inspections 1933-1956

Scope and Content Note

In 1907, a state laboratory for the analysis and examination of food and drugs was established under supervision of the State Board of Health. In 1910 its name was changed to the Bureau of Food and Drugs and later became the Bureau of Food and Drug Inspections. The Bureau of Food and Drug Inspections was placed under the Division of Sanitation in 1931. The bureau administered a program to insure the purity of food and drugs in California through the inspection of manufacturing, wholesale, and retail outlets throughout the state. It also enforced laws related to adulteration of food and drugs, cold storage, wine and alcohol standards, and importation of eggs. In 1945 the bureau was placed in the newly created Division of Environmental Sanitation.

R384.064. Box
25/4-25/6

Series 64 **Monthly Reports 1933-1941**

Physical Description: 3 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Activity reports by the chief of the Bureau of Food and Drug Inspections to the Director of the Department of the Public Health detailing the activities completed by the chief and staff during the previous month. The reports include lists of laws enforced, number of inspections, surveys underway by the bureau, activities by region, court cases involved in, materials placed either in quarantine, destroyed, or released, and similar subject matter. The bureau was responsible for enforcement of such laws as the Pure Food Act, Pure Drug Act, Egg Standardization Act, Food Sanitation Act, Imported Egg Law, and Cold Storage Law.

R384.065. Box
25/7-25/14

Series 65 **Legislative Files 1951-1953**

Physical Description: 8 file folders

Arrangement

Arranged by either bill files or subjects. Bill files are arranged by bill number within legislative session and subject files are arranged chronologically.

Scope and Content Note

Bill files include amendments to bills, proposed revisions, excerpts of codes, correspondence, bills, and Legislative Counsel Opinions related to such topics as olive oil purity, frozen foods, cold storage, drug inspections, adulterated foods, and canneries. Subject files include legislative summaries, olive oil, and proposed legislation.

1951 AB 2245, SB 158, SB 1140

1952 AB 23

1953 AB 2277-AB 3182, SB 526-SB 1781, AB 45XX

R384.066. Box
25/15-25/18

Series 66 **Beer Survey 1950-1951**

Physical Description: 4 file folders

Arrangement

Arranged alphabetically by name of beer.

Scope and Content Note

Survey of beers sold throughout California concerning analysis of the alcoholic content of beers. Within files are citations, laboratory analyses, bottle labels, inspection reports, and other data. Two file folders relate strictly to Anheuser-Busch.

R384.067. Box
25/15-27/3

Series 67 **Food Inspection Files 1947-1954**

Physical Description: 33 file folders

Arrangement

Arranged alphabetically by product and chronologically thereunder.

Scope and Content Note

Sampled investigative files regarding detection and prevention of adulteration and mislabeling of food and drugs. Inspection data included correspondence, notes, chemical analyses, quarantine notices, citations, certificates of findings of the Chief of the Division of Laboratories, court filings, and other materials. Investigations were conducted into bakeries, beverages (cider, juice and water), carbonated beverages, drugs, egg production, feed for stock, flavors and extracts, food packers, frozen food, grains and cereals, health food, horsemeat, meat markets, nuts, olive oil, poultry, seafood, and wineries.

Restricted per Government Code 6254(f).

R384.068. Box
27/4-27/9

Series 68 **Northern California Flood Files 1955-1956**

Physical Description: 6 file folders

Arrangement

Arranged alphabetically by subject.

Scope and Content Note

Correspondence, photographs, reports, lists, quarantine notices, voluntary condemnation and destruction forms, newspaper articles, photographs, and other material related to the December 1955 flood in northern California. Much of this series concerns public health concerns during and after the flood including the damage, destruction, or quarantine of flood-damaged food, liquors, livestock, and beverages. Specific subject files include Emergency Flood Information, Flood Damage, General Inspection Forms (from Santa Cruz County), and Publicity.

R384.069. Box
27/10-27/12

Series 69 **Prison and Jail Inspection Files 1939-1948**

Physical Description: 3 file folders

Arrangement

Arranged by either prison or jail files and chronologically therein.

Scope and Content Note

Correspondence, reports, and newspaper articles related to investigations into San Quentin state prison and various county jails. Investigations were often at the instigation of requests to look into living conditions within the facilities. The San Quentin files focuses on the cafeteria.

| | |
|-----------------------------|--|
| R384.070. Box 27/13-29/1 | <p>Series 70 Cannery Inspection Board Meeting Minutes 1933-1954</p> <p>Physical Description: 34 file folders</p> <p>Arrangement Arranged chronologically.</p> <p>Scope and Content Note Agendas, minutes, background correspondence, charts, meeting transcripts, motions, and cost reports concerning the operation of the Cannery Inspection Board. Topics discussed included budgeting, work with the Division of Fish and Game, appointments to the board, inspection costs, laboratory research, legislation, and other subjects. Also included are summary reports of the Fish Research Laboratory of the Hooper Foundation and minutes of the meeting of the Committee on Inspection and Research Covering Fruits, Vegetables, Animal Foods, and Specialties.</p> |
| R384.071. Box 29/2-29/7 | <p>Series 71 Cannery Over-All Study 1951</p> <p>Physical Description: 6 file folders</p> <p>Arrangement Arranged into two subseries (committee meeting files and reports) and chronological thereunder.</p> <p>Scope and Content Note Correspondence, reports and surveys, agendas, resolutions, meeting minutes and transcripts, and background information for the Committee to Study the Over-All Picture of Cannery Inspection. The committee was formed by the Cannery Inspection Board with the goal to eliminate some of the costs from inspections through economies in the actual inspection and administrative departments. Also included are committee reports.</p> |
| R384.072. Box 29/8 | <p>Series 72 Cannery Inspection Bureau Monthly Reports 1933-1941</p> <p>Physical Description: 1 file folder</p> <p>Arrangement Arranged chronologically.</p> <p>Scope and Content Note Monthly reports by the Chief of the Cannery Inspection Bureau to the Director of Public Health noting the volume of products packed and sterilized under the supervision of the Bureau. Also included are notes on the canning season for various products including vegetables such as artichokes, asparagus, olives, and spinach; specialty products such as shad roe; and fish such as tuna, mackerel, and sardines. Series is incomplete.</p> |
| R384.073. Box 29/9-29/11 | <p>Series 73 Fisheries Technical Advisory Committee Files 1950-1954</p> <p>Physical Description: 3 file folders</p> <p>Arrangement Arranged chronologically.</p> <p>Scope and Content Note Meeting minutes, correspondence, committee annual reports, recommendations, membership lists, and other information on the Fisheries Technical Advisory Committee, which dealt with improving technical problems of the fish canning industry. The committee was an advisory body to the Cannery Inspection Board that recommended research projects, advised and assisted laboratories with projects, and reviewed the work of the Fish Research Laboratory of the Hooper Foundation.</p> |

Records of the Bureau of Sanitary Inspection 1934-1943

R384.074. Box
29/12-29/14

Series 74 **Monthly Reports 1934-1943**

Physical Description: 3 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Activity reports from the Chief of the Bureau of Sanitary Inspections to the Director of Public Health including notes on surveys, such as rodent plague survey activities, aviary inspections, beach sanitation investigations, and special investigations on sewage disposal and garbage dumps. Statistical data includes numbers of surveys, inspections, and re-inspections, squirrels shot, and number of investigations into sanitation at highway food supply places.

Records of the Bureau of Radiological Health 1956-1959

R384.075. Box
29/15

Series 75 **Monthly Reports 1934-1941**

Physical Description: 1 file folder

Arrangement

Arranged chronologically.

Scope and Content Note

Reports, statements, and articles regarding issues such as radioactivity in California following nuclear weapons tests, challenges of nuclear energy, and surveillance of radiological fallout. Reports were either created or collected by the Bureau of Radiological Health.

Division of Laboratories

Scope and Content Note

The Division of Laboratories was created in 1931 when the Foods and Drugs Laboratory and water and sewage laboratory of the Bureau of Sanitary Engineering were merged with the Bacteriological Laboratory. The division made examinations where communicable diseases were suspected, distributed prophylactic outfits to physicians and midwives for the prevention of blindness in new-born infants, made chemical products for state hospitals, made bacteriological and chemical examinations of water supply and sewage disposal plants.

Records of the Division of Laboratories 1933-1943

R384.076. Box
29/16-29/19

Series 76 **Monthly Reports 1933-1943**

Physical Description: 2 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Monthly activity reports by the chief of the Bureau/Division of Laboratories to the Director of the Department of Public Health. Reports were generally statistical with some of the later years including narrative descriptions of work accomplished. Reports note, for example, the number of examinations made by the various laboratories within the division, tabulations of analyses, samples received, samples taken, and vaccines distributed.

Division of Local/Community Health Services

Records of the Division of Local Health Services and Division of Community Health Services 1941-1965

R384.077. Box
29/20-30/5

Series 77 **California Conference of Local Health Officers (CCLHO) Meeting Minutes 1947-1955**

Physical Description: 7 volumes

Arrangement

Arranged chronologically.

Scope and Content Note

Minutes of conference and committees of the California Conference of Local Health Offices. Committees include the Study Committee on Environmental Sanitation, Committee on Administrative Practices, Committee on Records and Reports, Committee on Recruitment and Training, Study Committee on Communicable Diseases Control, Executive Committee, Liaison Committee with California Medical Association, and Study Committee on Civil Defense. Minutes are especially concerned with the establishment of administrative codes and regulatory changes.

R384.078. Box
30/6-30/29

Series 78 **California Conference of Local Health Officers (CCLHO) Subject Files 1949-1959**

Physical Description: 24 file folders

Arrangement

Arranged alphabetically by subject and chronologically thereunder.

Scope and Content Note

Subject files compiled by the Division of Local Health Services on topics that relate to or were developed by the California Conference of Local Health Officers. Files include regulations, correspondence, manual revision, forms, guides, reports, studies, meeting summaries, and other documents. More information on all of these subjects is found in the meeting minutes of the conference. Notable subject files include civil defense, communicable disease regulations, environmental sanitation, labor camp housing, local health district act, mental health activities and legislation, poliomyelitis-gamma globulin, poliomyelitis and immunizations, and used clothing.

R384.079. Box
31/1-31/9

Series 79 **Local Health Department Reports 1945-1955**

Physical Description: 9 file folders

Arrangement

Arranged chronologically by year and within year alphabetically by local department.

Scope and Content Note

Annual statistical reports completed by city and county health departments for the Division of Local Health Services. Included are annual reports of finances and personnel that note expenditures by purpose (such as wages, travel, or equipment), where funding is derived (example, state assistance or local taxes), and percentage spent on activity (including maternal and child health, crippled children, venereal diseases, tuberculosis, or mental health).

R384.080. Box
31/10-31/14

Series 80 **Health Department Administrative Reports 1941-1958**

Physical Description: 5 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Surveys and reports by the Department of Public Health regarding administration of city and county health departments and review of their programs and services, along with recommendations.

R384.081. Box
31/15-33/2

Series 81 **Field Reports 1959-1962**

Physical Description: 49 file folders

Arrangement

Arranged alphabetically by city or county and chronologically thereunder.

Scope and Content Note

Field reports, generally filed by staff members or consultants for the chief of the Division of Community Health Services or Bureau of Public Health Social Work, describing visit to or meetings with local health department. Topics covered included reviews of procedures and conditions at health departments, hospitals, and clinics; visits with social workers; educational programs; and seasonal agricultural worker programs. Included with the county files are files for the city health departments in Berkeley, Long Beach, Los Angeles, Pasadena, San Bernardino, and San Jose.

Records of the Bureau of Public Health Social Services/Public Health Social Work 1958-1965

R384.082. Box
33/3-33/5

Series 82 **City Health Department Files 1958-1964**

Physical Description: 3 file folders

Arrangement

Arranged by either Berkeley or Los Angeles and chronologically thereunder.

Scope and Content Note

Correspondence, newspaper articles, program content summaries, field reports, memoranda, meeting minutes, and similar material regarding support activities by the Department of Public Health, establishment of additional social work positions, mental health programs, consultations, program launches, and orientation tours for the state department for the cities of Berkeley and Los Angeles.

R384.083. Box
33/6-34/17

Series 83 **County Files 1958-1965**

Physical Description: 50 file folders

Arrangement

Arranged alphabetically by county and chronologically thereunder.

Scope and Content Note

Field reports, correspondence, meeting minutes, meeting notes, reports, and other material related to work between county health departments and division social work consultants. Topics discussed include social work programs, training, development of new facilities, mental health concerns, venereal diseases, and similar topics.

Division of Preventive Medical Services

Records of the Bureau of Chronic Diseases 1946-1961

Scope and Content Note

The bureau provided a chronic disease control program based on (1) consultation with local health agencies, hospitals, and private physicians with regard to preventive measures, early identification, and management of chronic diseases; (2) demonstration and evaluation of specific chronic diseases control services; and (3) epidemiological investigations of chronic diseases.

R384.084. Box
34/18-34/19Series 84 **Annual Reports 1956-1958****Physical Description:** 2 file folders**Arrangement**

Arranged chronologically.

Scope and Content Note

Annual (1956) and semi-annual (1957-1958) reports of the Bureau of Chronic Diseases detailing activities such as bureau re-organization, publications, professional organization participation, and educational activity. Also attached are reports on the Chronic Disease Epidemiology Center, California Health Survey, Cardiovascular Disease Epidemiology Studies, Cancer Epidemiology Studies, Health Effect of Air Pollution, Alcoholism Studies Project, and the Tumor Registry.

R384.085. Box
34/20Series 85 **Assembly Public Health Committee File 1958-1959****Physical Description:** 1 file folder**Arrangement**

Arranged chronologically.

Scope and Content Note

Correspondence, Department Director's Statement, and analyses regarding health and medical effects of air pollution. The 1959 records relate to the Subcommittee on Air Pollution and Radiation Protection.

R384.086. Box
34/21-34/27Series 86 **Association and Society Files 1957-1960****Physical Description:** 7 file folders**Arrangement**

Arranged alphabetically by association name and chronologically thereunder.

Scope and Content Note

Meeting minutes, memoranda, meeting notes, newsletters, reports, correspondence, and manuals for associations and societies whose interests were air quality and air pollution control and that members of the Bureau of Chronic Diseases belong to. These groups included the Air Pollution Control Association, Air Pollution Foundation, (Interdepartmental) Air Pollution Advisory Committee, Alameda County Tuberculosis and Health Association, American Society of Mechanical Engineers, Beverly Hills Medical Society, and Tuberculosis and Health Association of Los Angeles County.

R384.087. Box
34/28-34/32Series 87 **Cancer Files 1946-1950****Physical Description:** 5 file folders**Arrangement**

Arranged chronologically.

Scope and Content Note

Correspondence and memoranda with the National Cancer Institute and the National Institute of Health regarding California's program to control cancer problems, grants to university for cancer control projects, collection of state and local information on cancer, loans of radium, establishment of a cancer registry and recordation at hospitals, and comments on the Department of Public Health breast cancer film. One file is on cancer cure suggestions and relates to proposed cures for cancer including use of KC-49 in carcinoma, Koch Treatment, and the Hoxey cancer cure and includes reviews of treatment methods, research on possible treatments, and investigations of alleged cancer cures.

R384.088. Box
34/33-35/14Series 88 **Meeting, Conferences, and Seminar Files 1957-1960****Physical Description:** 17 file folders**Arrangement**

Arranged chronologically.

Scope and Content Note

Files kept by the John Goldsmith, Head, Studies of Health Effects of Air Pollution, Bureau of Chronic Diseases, from the various meetings, seminars, conferences, workshop, and similar events attended by and participated in by either Goldsmith or division staff. All of the events related to air pollution and usually included at least one division staff member giving a paper or leading a discussion. Within the files are department statements and papers, programs, brochures, correspondence, meeting notes, presentations, summaries of papers, remarks, speeches, newsletters, and other background information. Departmental presentation topics include epidemiological aspects of air pollution, biological effects of air pollution upon the lung, and health effects from repeated exposure to air pollution.

R384.089. Box
35/15-35/16Series 89 **Mills Report Files 1956-1959****Physical Description:** 2 file folders**Arrangement**

Arranged generally in chronological order.

Scope and Content Note

Memoranda, correspondence, analyses, and department reviews of Dr. Clarence A. Mills report, "Respiratory and Cardiac Deaths in Los Angeles Smogs." The report was alternately called "Sickness and Death Threshold in Los Angeles Smogs."

R384.090. Box
35/17-35/26Series 90 **Public Health Divisional Files 1957-1961****Physical Description:** 2 file folders**Arrangement**

Arranged alphabetically by name of division or bureau and chronologically thereunder.

Scope and Content Note

Memoranda, correspondence, reports, reviews, meeting minutes, monthly reports, work plans, and program missions related to various divisions and bureaus within the Department of Public Health. Divisions and bureaus include the Air and Industrial Hygiene Laboratory, Bureau of Air Sanitation, Epidemiological Center, Division of Laboratories, Bureau of Occupational Health, Bureau of Public Health Contract Services, Division of Preventive Medical Services, and Division of Research.

R384.091. Box
35/27-36/3Series 91 **Subject Files 1956-1960****Physical Description:** 12 file folders**Arrangement**

Arranged alphabetically by subject.

Scope and Content Note

Correspondence, newspaper and journal articles, papers and presentations, brochures, program reviews, notes, charts, and other materials related to air pollution research subjects compiled by John Goldsmith, Head, Studies of Health Effects of Air Pollution, Bureau of Chronic Diseases. Subjects include Air Pollution, Alcoholism, Annual Reports, Health Effects of Air Pollution, Human Population Laboratory, Los Angeles, Oregon, Research Programs, Science Teachers, Vacaville Study, and Work Plans. The Human Population Laboratory file contains an application for a research grant, memoranda, correspondence, regional studies, articles, notes, and personnel functions concerning a proposal to establish the laboratory.

Records of the Bureau of Crippled Children Services 1939-1972

Scope and Content Note

Functions of the Bureau of Crippled Children Services included administration of a program for the care of handicapped children, including from such diseases as cerebral palsy, hearing, and rheumatic fever.

R384.092. Box
36/4

Series 92 **Activity Reports 1939-1941**

Physical Description: 1 file folder

Arrangement

Arranged chronologically.

Scope and Content Note

Monthly activity report of the Bureau of Crippled Children Services noting such activities as meetings attended, number of case reviews, clinics held and attended, and hospital admissions and discharges.

R384.093. Box
36/5-36/18

Series 93 **State Public Health Plan Files 1944-1966**

Physical Description: 14 file folders

Arrangement

Arranged chronologically by fiscal year.

Scope and Content Note

Reports and plans that were required by the U.S. Department of Labor - Children's Bureau in order for the state to receive federal funding for services for crippled children. Included is background information on methods of administration, various services provided, health needs of California's mothers and children, budget revisions, and projects and programs administered by the Bureau of Crippled Children's Services.

R384.094. Box
36/19-36/30

Series 94 **Crippled Children Services Plans 1944-1953**

Physical Description: 12 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Plans and financial reports completed by the Bureau of Crippled Childrens Services and submitted to the regional medical consultant of the U.S. Children's Bureau for funding under the Social Security Act. Files include instructions, various forms, and correspondence related to activities of the bureau, changes in policies and procedures, requirements for funding, permanent and five-year plans, and special projects and programs such as those for rheumatic fever and cerebral palsy.

R384.095. Box
36/31-37/14Series 95 **Staff Meeting Files 1966-1968****Physical Description:** 16 file folders**Arrangement**

Arranged by either administrative staff meeting or District Administrators' staff meeting files and chronologically therein.

Scope and Content Note

Administrative Staff files are monthly meeting files for the Bureau of Crippled Children's Services administrative staff. Files include agendas, minutes, notes, transcripts, and notices. Discussed are such topics as budget, appointments, departmental responsibility for Medicare, county budget problems, legislative items, hospital rates, Medi-Cal, CCS guideline, and department reorganization. District Administrators' staff meeting files contains meeting agenda and minutes, transcripts, and meeting notes from the meetings of the local District Administrators and District Administrative Officers. Discussed are such topics as the California Medical Assistance Program, county finances, Medicare benefits, drug prescription claims, budgeting, health inspection reports, and CCS eligibility concerns.

R384.096. Box
37/15-38/11Series 96 **Audit Reports 1964-1972****Physical Description:** 23 file folders**Arrangement**

Arranged alphabetically by county.

Scope and Content Note

Report of examinations of county crippled children services completed by the Department of Public Health or the State Controller. The audit reports were fiscal in nature and note moneys spent by the county on treatment, diagnosis, and administration.

R384.097. Box
38/12Series 97 **Cerebral Palsied Children Committee File 1964-1965****Physical Description:** 1 file folder**Arrangement**

Arranged chronologically.

Scope and Content Note

Meeting agendas, recommendations, and correspondence concerning the operation of the Advisory Committee for the School for Cerebral Palsied Children - Northern California. Dr. Max Rafferty, Director of the Department of Education, formed the committee to recommend improvements in the policy and philosophy for the school in San Francisco.

R384.098. Box
38/13Series 98 **Department Reorganization File 1968****Physical Description:** 1 file folder**Arrangement**

Arranged chronologically.

Scope and Content Note

Memoranda, correspondence, organizational charts, and newspaper articles concerning the Department of Public Health reorganization in 1968 and, in particular, the reorganization of the Bureau of Crippled Children's Services.

R384.099. Box
38/14-38/24

Series 99 **Neurological Diagnostic Center Files 1958-1971**

Physical Description: 11 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Correspondence, field reports, program proposals, site visits, and lists of doctors and consultants pertaining to certification by the Bureau of Crippled Children Services of facilities as neurological diagnostic centers. Included is background information on the facilities. Facilities include Cedars of Lebanon, Children's Hospital (East Bay), Children's Hospital (Los Angeles), Children's Hospital (San Francisco), Mt. Diablo Therapy Center, Stanford Medical Center, U.C. Los Angeles, U.C. San Francisco, White Memorial Medical Center, and Valley Children's Hospital (Fresno).

Records of the Bureau of Maternal and Child Health 1926-1955

Scope and Content Note

The function of the bureau was to provide a program of maternal and child health service in the state that was accomplished by promoting prenatal and child health services, and by consultation in the maternal and child health field with local health departments, maternity homes, hospitals, schools, and local physicians.

R384.100. Box
38/25-39/1

Series 100 **Committee Files 1932-1955**

Physical Description: 9 file folders

Arrangement

Arranged alphabetically by committee and chronologically thereunder.

Scope and Content Note

Lists of members, correspondence, memoranda, reports, committee proceedings, proposals, meeting agenda and minutes, and notes related to committees concerned with children issues such as hearing problems, juvenile justice, and other health issues. Committees include Advisory Committee on School Audiometry, Governor's Advisory Committee on Children and Youth, California's Midcentury Conference on Children and Youth, and the White House Conference on Child Health and Protection (1932-1933).

R384.101. Box
39/2-39/5

Series 101 **County Files 1941-1953**

Physical Description: 4 file folders

Arrangement

Arranged alphabetically by county.

Scope and Content Note

Field reports by the Bureau of Maternal and Child Health and other Division of Preventive Medical Services' bureaus compiled from consultations or meetings with hospitals, clinics, county health departments, and classes as well as observations of facilities. Files are available only for counties that fall alphabetically within Los Angeles and Yuba counties. Meetings were often conducted at the request of counties for advice on maternal and child health care issues.

R384.102. Box
39/6

Series 102 **County Statistics 1947-1948**

Physical Description: 1 file folder

Arrangement

Series contains single item.

Scope and Content Note

Report titled "California County Statistical for Bureau of Maternal and Child Health, 1947-1948" that includes statistics on live births (by place of occurrence), historical data from 1920-1944, number of infant deaths, infant and maternal mortality, and deaths by age group.

R384.103. Box
39/7-40/1

Series 103 **Hospital Files 1926-1954**

Physical Description: 19 file folders

Arrangement

Arranged alphabetically by county and within county by hospital.

Scope and Content Note

Correspondence, memoranda, field reports, annual reports, and recommendations concerning maternal and child health work of the division in coordination with local hospitals. Field reports include information on the purpose of the visit, contacts, content of visits, general findings, recommendations, and impressions. Reports note observations of maternity units and nursing techniques, proposed and implemented improvements to services, discussions with staff and students, bassinet care techniques, studies of diarrhea outbreaks at various hospitals, methods of making and storing formula, and standardization of nursing shifts at individual hospitals. The annual reports are generally date from the 1920s and 1930s and were compiled by the Bureau of Child Hygiene.

R384.104. Box
40/2-40/3

Series 104 **Maternal and Child Health Plan Files 1946-1952**

Physical Description: 2 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Memoranda, correspondence, drafts of plans, and lists of personnel pertaining to the Maternal and Child Health Plan prepared by the bureau for the federal Social Security Administration-Children's Bureau. The plan included budget requests to the Children's Bureau for needs of the Maternal and Child Health Bureau, description of services such as immunization, vision testing, and nursing, summary report of research projects, and historical background material on various services.

Records of the Bureau of Medical Social Services 1948-1956

Scope and Content Note

The bureau provided assistance and consultation to the department and local health agencies in the development of adequate programs in the medical social services field.

R384.105. Box
40/4

Series 105 **Administrative Files 1948-1956**

Physical Description: 1 file folder

Arrangement

Arranged chronologically.

Scope and Content Note

Reports, correspondence, statements, annual reports (1951-1956), study, and procedures concerning operation of the Bureau of Medical Social Services, including such issues as program activities, program operation functions, and duties of the bureau chief.

- R384.106. Box
40/5
- Series 106 **Monthly Reports 1955-1956**
- Physical Description:** 1 file folder
- Arrangement**
Arranged chronologically.
- Scope and Content Note**
Monthly reports of the Chief of the Bureau of Medical Social Services to the Director of the Department of Public Health noting work in administration and personnel, education and training, new and continuing projects, and meetings.
- R384.107. Box
40/6-40/21
- Series 107 **Conference Files 1952-1956**
- Physical Description:** 16 file folders
- Arrangement**
Arranged chronologically.
- Scope and Content Note**
Proceedings, findings and recommendations, reviews, testimony, programs, correspondence, meeting minutes, abstracts, and other data related to conferences attended by members of the Bureau of Medical Social Services. Conferences attended include the President's Commission on Health Needs, Unwed Parenthood, National Conference on Social Work, California Association for Health and Welfare, Southwest Conference on Migrant Labor, Institute on Geriatrics, Handicapped Children, Governor's Conference on Mental Health, Conference on Physicians and Schools, and California Conference on Rural Health.
- R384.108. Box
40/22-41/14
- Series 108 **County Studies, Surveys, and Reports 1950-1956**
- Physical Description:** 29 file folders
- Arrangement**
Arranged general files first, then alphabetically by county, and chronologically thereunder.
- Scope and Content Note**
Studies, surveys, and reports completed or collected by the Department of Public Health on counties or county health departments. Reports include such topics as health department program and service reviews, tuberculosis surveys, dental health studies, county health conditions, and hospital surveys. General files include a report to the San Joaquin Valley Agricultural Labor Resources Committee by the Department of Public Health, dated November 14, 1950. Counties include Alameda, Butte, El Dorado, Fresno, Humboldt, Lassen, Los Angeles, Monterey, Orange, Sacramento, San Bernardino, San Francisco, San Joaquin, San Mateo, Santa Cruz, Solano, Trinity, Tuolumne, and Ventura.
- R384.109. Box
41/15-41/18
- Series 109 **Tuberculosis Studies 1955-1956**
- Physical Description:** 4 file folders
- Arrangement**
Arranged chronologically.
- Scope and Content Note**
Studies created or collected by the Bureau of Medical Social Services related to tuberculosis. Studies are related to vocational rehabilitation, alcoholism and tuberculosis, non-residents, and aid to incapacitated fathers. Some files include background information such as memoranda, reports, correspondence, and meeting minutes.

R384.110. Box
41/19-41/24**Series 110 Youth Committee Files 1954-1955****Physical Description:** 6 file folders**Arrangement**

Arranged chronologically.

Scope and Content Note

Conference brochures, committee findings and recommendations, memoranda, program plan, meeting notes, handouts, and other background information on the Governor's Conferences on California's Children and Youth. The conferences were established to study continuing needs and new concerns and share knowledge regarding the best practices and programs of the state that affect youth and children. Also included are files on 1955 town meetings on delinquency held by the Governor's Advisory Committee on Children and Youth.

Records of the Bureau of Mental Retardation Services 1965-1971**Scope and Content Note**

The Bureau of Mental Retardation Services was established in 1965 with the primary responsibility of implementation of Chapter 1242 (Statutes 1965), which established a regional centers program for mentally retarded persons, and for administration of the program.

R384.111. Box
41/25-42/1**Series 111 Regional Center Files 1965****Physical Description:** 15 file folders**Arrangement**

Arranged alphabetically by facility and chronologically thereunder.

Scope and Content Note

This series is related to the regional centers required by Chapter 1242 (Statutes 1965) and that instructed the Department of Public Health to contract with community agencies for regional centers to treat those who were "mentally retarded." Files contain monthly reports, correspondence, memoranda, local board meeting minutes and agendas, applications, and contracts. Topics discussed include guardianship, work with regional coordinating councils and service centers, residency requirements, project proposals, and regional coordinated and unified services for the mentally retarded. Regional centers represented: Alta California, Fresno, Far Northern, and Golden Gate.

R384.112. Box
42/2**Series 112 East Los Angeles Retarded Children Association (ELARCA) Files 1968-1969****Physical Description:** 1 file folder**Arrangement**

Arranged chronologically.

Scope and Content Note

Memoranda, correspondence, and meeting notes and minutes related to the East Los Angeles Retarded Children Association (ELARCA) and the problems with delivering services to the East Los Angeles community, including such topics as bilingual difficulties, funding requests, and relationship with the Los Angeles Regional Center.

R384.113. Box
42/3-42/9

Series 113 **Hospital Improvement Program (HIP) Grant Files 1964-1971**

Physical Description: 7 file folders

Arrangement

Arranged by either Sonoma or Porterville State Hospitals and chronologically thereunder.

Scope and Content Note

Hospital Improvement Projects (HIP) grant files for Sonoma and Porterville State Hospitals, which include correspondence, memoranda, project summaries, grant applications, list of grants, and background information of grants. Grants include: Intensive Treatment of Disturbed Youth Retardates; Habilitation of Disturbed Adolescent Male Retardates; Educating the Community to Accept the Retarded; and Total Care of the Multi-Handicapped Child; Training Program for Retarded Blind and Deaf Children; and Community Development Project in Mental Retardation.

R384.114. Box
42/10-42/11

Series 114 **Interagency Subcommittee Files 1968-1969**

Physical Description: 2 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Correspondence, reports, progress reports, and memoranda related to the Ad Hoc Subcommittee on Coordination of Services for the Retarded, that was the Human Relations Agency task force on mental retardation services. Files concern reviews of services to the mentally retarded, problems with organization and delivery of services, and proposals from the Departments of Public Health and Social Welfare for regional services for the mentally retarded. Included is "A Plan for Coordinated Regional Services for the Mentally Retarded and Their Families."

R384.115. Box
42/12-42/16

Series 115 **Los Angeles Mental Retardation Services Board Files 1965-1969**

Physical Description: 5 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Meeting agendas and minutes, board reports, memoranda, and newspaper articles related to a wide range of issues involving the Mental Retardation Services Board of Los Angeles County. These issues include proposed creation of developmental centers, contracting for a regional center, regional center procedures and services, operation regional centers, and evaluation of the programs of the residential facilities.

R384.116. Box
42/17-42/18

Series 116 **Preventive Medical Services Files 1965-1969**

Physical Description: 2 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Memoranda, correspondence, Attorney General Opinions, and other material concerning legislation, project reviews, regional center program, Home Health Aid Project, and the State Mental Retardation Program.

R384.116. Box
42/19-43/7

Series 117 **Subject Files 1965-1969**

Physical Description: 13 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Subject files kept by the Bureau of Mental Retardation Services on a wide variety of topics. Files include correspondence, articles, memoranda, lists, forms, reports, and organization charts. Headings include Modesto State Hospital, PKU (phenylketonuria), Planning Boards-Mental Retardation, Orange County, Pre-Admission Units (State Hospitals), and Pacific State Hospital.

Division of Public Health Education

Records of the Bureau of Child Hygiene 1933-1941

Scope and Content Note

The State Board of Health was authorized by Chapter 583 (Statutes 1919) to maintain a Bureau of Child Hygiene. In 1929 the bureau was placed under the Division of Public Health during the departmental reorganization. Among the bureau's responsibilities were to investigate the conditions of children in the state, inspection and licensing of maternity homes and hospitals, providing advice on prenatal care to expectant mothers, and distribution of educational information.

R384.118. Box
43/8-43/9

Series 118 **Monthly Reports 1933-1941**

Physical Description: 2 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Narrative monthly activity reports by the Chief of the Bureau of Child Hygiene to the Director of Public Health noting such activities as field trips taken, number of examinations made, literature distributed, clinics attended, materials prepared for distribution, and talks given. After 1936 the reports are more detailed and note the work of the medical, dental, nursing, and nutrition staffs.

R384.119. Box
43/10

Series 119 **Migratory Demonstration Report 1938**

Physical Description: 1 file folder

Arrangement

Series contains single item.

Scope and Content Note

"Report of the Second Year of the Migratory Demonstration, July, 1937-June, 1938: Trailing Child and Maternal Health into California Migratory Agricultural Camps."

Records of the Bureau of Registration of Nurses 1933-1937

R384.120. Box
43/11

Series 120 **Monthly Reports 1933-1937**

Physical Description: 1 file folder

Arrangement

Arranged chronologically.

Scope and Content Note

Monthly reports of activity to the Director of Public Health describing the work of the Bureau of Registration of Nurses and its individual staff members. The reports note meeting, conferences, and conventions taken part in, classes visited, grading of exams, and field trips made for nursing instruction.

Community Health Services and Resources Program

Records of the Community Health Services and Resources Program 1967-1972

R384.121. Box
43/12

Series 121 **Staff Meeting Files 1971**

Physical Description: 1 file folder

Arrangement

Arranged chronologically.

Scope and Content Note

Agendas and minutes of program staff meetings regarding such topics as budget, Public Law 89-749 Section 314 (d) applications, health care reports, quality of health care status, and program review.

R384.122. Box
43/13-43/15

Series 122 **Program Files 1968-1971**

Physical Description: 3 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Memoranda, correspondence, position papers, and charts regarding responsibilities of the Community Health Services and Resources Program, especially those of the Bureau of Health Facility Planning and Construction as well as Health Resources Unit. Records reflect the close relationship of the program with the Office of Comprehensive Health Planning on such issues as development of policy for patient care and quality of care.

R384.123. Box
43/16-43/18

Series 123 **Committee Files 1968-1971**

Physical Description: 3 file folders

Arrangement

Arranged alphabetically by subject and chronologically thereunder.

Scope and Content Note

Meeting reports, correspondence, memoranda, notices, and meeting minutes from the Health Facilities Planning Committee of the California State Health Planning Council and the Quality of Health Care Committee. The minutes of the Health Facility Committee concern development of policy and recommendations for the 1970-1971 State Plan for Hospitals and Related Health Facilities. The Health Care Quality Committee relates to the improvement of the quality of health care delivery services.

R384.124. Box
43/19

Series 124 **Departmental Mission and Objectives 1964-1967**

Physical Description: 1 file folder

Arrangement

Arranged chronologically.

Scope and Content Note

Department publications listing mission, objectives, and functions of the divisions and bureaus of the Department of Public Health, and also includes mission statements, organization charts, and objectives.

R384.125. Box
43/20-43/21

Series 125 **Licensing and Certification Files 1969-1971**

Physical Description: 2 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Correspondence, memoranda, regulations, and Departmental Issue Memoranda pertaining to certification of health facilities, proposed regulation changes in licensing of California hospitals and nursing homes, and regulations for destruction of narcotics in certain hospitals.

R384.126. Box
43/22-43/24

Series 126 **Mental Retardation Files 1968-1971**

Physical Description: 3 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Memoranda, correspondence, notes, notices, regulations, and directives concerning the care for the state's mentally retarded citizens, including certification of State Hospitals for the Mentally Retarded, placement in nursing homes, use of nurses and licensed psychiatric technicians, nursing home standards, Medicare claims for state institutions, and changes in regulations.

R384.127. Box
43/25-43/26

Series 127 **Planning and Construction Files 1969-1971**

Physical Description: 2 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Reports, memoranda, regulations, and correspondence concerning funding for health facilities, construction of health facilities throughout the state, review of applications for construction of mental health centers, building standards and regulations, and proposed legislation.

R384.128. Box
43/27-44/8

Series 128 **Section 314 Files 1969-1972**

Physical Description: 12 file folders

Arrangement

Arranged numerically by number assigned for areawide agency.

Scope and Content Note

Files related to Section 314 of the federal Public Law (P.L.) 89-749, or the "Partnership for Health Program," which among its many objectives included assisting regional agencies in areawide comprehensive health planning. Nine agencies were established in California to carry out the planning. Topics discussed included grants to the agencies, budgeting, contracting for health planning, health facility planning, and implementation guideline for planning. The nine agencies were NorCoa Health, Inc.; Superior California Comprehensive Health Planning Association; Golden Empire Regional Comprehensive Health Council, Inc.; Bay Area Comprehensive Health Planning Council; North San Joaquin Comprehensive Health Planning Association; Comprehensive Health Planning Association of Central California; Mid-Coast Comprehensive Health Planning Agency; Southern California Comprehensive Health Planning Council; and Comprehensive Health Planning Association of San Diego-Imperial Counties.

R384.129. Box
44/9-44/16

Series 129 **Section 314 Subject Files 1968-1971**

Physical Description: 8 file folders

Arrangement

Arranged alphabetically by subject.

Scope and Content Note

Memoranda, correspondence, progress reports, circulars, committee meeting minutes, and reports related to subjects of interest to the program for comprehensive health planning. Specific subjects include Agency Funding Sources, Areawide Planning Organizations, Bureau of Budget, California Center for Health Services Research, Governor, Medical Certification, and Office of Comprehensive Health Planning.

R384.130. Box
44/17-44/18

Series 130 **State Health Plan Files 1970-1971**

Physical Description: 2 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Papers and statements by the chief of the Community Health Services and Resources Program for use in development of the California State Plan for Health including papers on health facilities and services, resource essentials for quality care, determining needs for beds, outpatient care, and consumer involvement in health planning.

Records of the Bureau of Public Health Contract Services 1968-1974

Scope and Content Note

The Bureau of Public Health Contract Services provided, through contracts, minimal public health services for 15 California counties with populations under 40,000. The department organized and operated local public health departments under contract and in cooperation with county Boards of Supervisors and others. Local public health services were provided by public health nurses and sanitarians.

R384.131. Box
44/19-44/23

Series 131 **Coordinator Reports 1973-1974**

Physical Description: 5 file folders

Arrangement

Arranged by either Public Health Nursing or Sanitation, within those subseries by northern or southern coordinator, and chronologically therein.

Scope and Content Note

The Public Health Nursing reports include weekly narrative reports by the regional coordinators to the Chief of Public Health Nursing and note such activities as work conducted in counties including immunizations, family planning clinics, meetings with county health officers, nursing coverage in schools, skin testing programs, drug abuse programs, and cases of special interest. The sanitation reports are from area coordinators to the Chief of Sanitation and list water surveys completed, suspected disease outbreaks, sewage disposal problems, meetings, rabies concerns, and activities of specific counties.

R384.132. Box
44/24-45/21

Series 132 **County Correspondence 1968-1971**

Physical Description: 26 file folders

Arrangement

Arranged alphabetically by county and chronologically thereunder.

Scope and Content Note

Correspondence with contract counties covering a wide array of topics. Files contain memoranda, newspaper articles, press releases, reports, and other documents related to Indian health concerns, appointment of county health officers, budgeting, county services performed, family planning, vaccination programs, and similar topics. Counties referenced include Alpine, Amador, Calaveras, Glenn, Lake, Lassen, Mariposa, Modoc, Mono, Nevada County (Nevada City), Nevada County (Truckee), Sierra, Siskiyou, Tehama, Trinity, and Tuolumne.

Office of Comprehensive Health Planning

Scope and Content Note

The Office of Comprehensive Health Planning was responsible for developing the State's long-range plan to meet health needs. The office was created after the enactment of the federal Public Law 89-749, which called for each state to develop a "State Plan for Health" that the federal government would use to determine the amount of aid each state would receive for health planning. The office incorporated participation by both providers of health service and consumers of health service for this comprehensive health planning. It also assisted and coordinated the state's regional comprehensive health planning units in developing procedures for their areas.

Records of the Office of Comprehensive Health Planning 1967-1973

R384.133. Box
45/22-45/23

Series 133 **Administrative Files 1967-1968**

Physical Description: 2 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Correspondence, memoranda, charts, and staff reports relating to administration of applications for comprehensive health planning and lists of applications for Areawide Comprehensive Health Planning project grants under Section 314 (b).

R384.134. Box
45/24-46/20Series 134 **State Health Planning Council Files 1968-1971****Physical Description:** 22 file folders**Arrangement**

Arranged chronologically by date of council hearing.

Scope and Content Note

Files from the meetings of the State Health Planning Council and its various subcommittee, which include the Health Facilities Committee, Executive Committee, and Steering Committee. Included are minutes noting those in attendance, purpose of the meetings, and topics discussed at the meeting. Files for some meetings also contain attachments to the minutes such as prepared statements, organizational data, staff reports, transcripts, presentations, and other information. The council heard recommendations from the people who worked in local communities that the council used to assist in developing state and areawide comprehensive health planning programs. It also considered policies and guidelines and reviewed Public Law (P.L. 87-749) Section 314 grant applications.

R384.135. Box
46/21-47/3Series 135 **State Advisory Hospital Council Files 1967-1969****Physical Description:** 6 file folders**Arrangement**

Arranged chronologically by date of hearing.

Scope and Content Note

Meeting agendas and minutes, staff and committee reports, and other attached information concerning the State Advisory Hospital Council meetings and the council's role in funding of community mental health centers, guidelines for coordinated state and regional planning, development and modifications to the State Plan for the Hospital and Health Facility Planning and Construction Program, and federal and state funding.

R384.136. Box
47/4-47/5Series 136 **Areawide Executive Directors Files 1969-1971****Physical Description:** 2 file folders**Arrangement**

Arranged chronologically.

Scope and Content Note

Correspondence, memoranda, notes, reports, and other records related to the executive directors of the local areawide comprehensive health associations. Discussed within the files are such topics as legislation, funding sources, public relations, liability of members of voluntary health planning agencies, use of census for planning, and an issue report from the Conference of California Areawide Directors (September 22-24, 1970).

R384.137. Box
47/6Series 137 **Activity Report 1968****Physical Description:** 1 file folder**Arrangement**

Series contains single item.

Scope and Content Note

Report titled "Comprehensive Health Planning: Summary of Activities for the Period July 1, 1967-June 30, 1968" that includes notes on meetings of the State Health Planning Council, priorities for planning, activities and organization of the State Health Planning Agency, and organization of communities for Areawide Comprehensive Health Planning.

R384.138. Box
47/7

Series 138 **Legislative Files 1968-1971**

Physical Description: 1 file folder

Arrangement

Arranged chronologically.

Scope and Content Note

Memoranda, correspondence, testimony, copies of bills and resolutions, and summary of legislation concerning comprehensive health planning, such as AB 2389/AB 2390 (1970), ACR 195 (1970), and SB 165 (1970).

R384.139. Box
47/8-47/12

Series 139 **Health, Education, and Welfare Files 1968-1971**

Physical Description: 5 file folders

Arrangement

Arranged with general files first, then files related to either the Regional Health Advisory Committee and Migrant Health.

Scope and Content Note

Correspondence, memoranda, notes, resolution, draft regulations, guidelines, and organizational charts pertaining to the federal Department of Health, Education, and Welfare, in particular Region IX, and its role in approval of grants and funds under Public Law 89-749, Section 314 for comprehensive health planning. Such topics discussed are review of materials for the National Health Service Corps, areawide directors meetings, compliance of comprehensive health planning programs, and licensing of physicians and allied health professionals. The migrant health file relates to local migrant health programs and a statewide migrant health proposal.

R384.140. Box
47/13-47/15

Series 140 **U.S. Public Health Service Files 1968-1970**

Physical Description: 3 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Articles, speeches, and incoming and outgoing correspondence with the federal Department of Health, Education, and Welfare - U.S. Public Health Service regarding coverage by areawide comprehensive health planning agencies, development of a State Plan for Health, Section 314 grant policies and procedures, and approval of grants and expenditures.

R384.141. Box
47/16-47/21

Series 141 **State Agency Files 1968-1970**

Physical Description: 6 file folders

Arrangement

Arranged alphabetically by agency and chronologically thereunder.

Scope and Content Note

Correspondence, memoranda, lists, guidelines, notes, newsletters, reports, agreements, and other documents pertaining to the role of state agencies in comprehensive health planning and information on health services provided by various agencies. Individual files concern the Department of Health Care Services, Department of Justice - Attorney General, Department of Mental Hygiene, and Department of Social Welfare/Rehabilitation. Topics discussed include coordination of comprehensive health planning, litigation involving or affecting the State Health Planning Council, five-year State Mental Health Plan, and development of the mental health component of the statewide comprehensive health planning.

R384.142. Box
47/22-48/3

Series 142 **Association Files 1968-1971**

Physical Description: 12 file folders

Arrangement

Arranged alphabetically by subject and chronologically thereunder.

Scope and Content Note

Correspondence, memoranda, meeting papers, questionnaires, membership lists, studies, comments, and reports related to associations that worked with or were affected by the Office of Comprehensive Health Planning. Notable associations and societies include the California Medical Association, American Public Health Association, American Cancer Society, and National Association of Comprehensive Health Planning. Topics discussed include the associations' role in comprehensive health planning, organization of areawide groups, and membership on the State Health Planning Council. The California Medical Association includes a report titled "A Proposal by the California Medical Association for a Unified, Single Health Department in the State."

R384.143. Box
48/4

Series 143 **California Council for Retarded Children File 1969**

Physical Description: 1 file folder

Arrangement

Arranged chronologically.

Scope and Content Note

Memoranda, correspondence, project proposals, surveys, and studies related to project proposals for the California Council for Retarded Children, especially concerning the relationship between mental retardation and comprehensive health planning as required by AB 225 (1969) and in developing services for the mentally retarded.

R384.144. Box
48/5-48/9

Series 144 **Health Manpower Council Files 1969-1971**

Physical Description: 5 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Correspondence, reports, newsletters, statements, and studies pertaining to the Health Manpower Council of California, which was established to promote adequate health manpower in the state by initiating studies and research, formulate policies and methods to meet needs, and coordinate related agencies. Topics discussed include improved education for health workers, manpower distribution problems, problems with recruitment, projection for 1975, and contracting between the council and the Department of Public Health.

R384.145. Box
48/10-48/24

Series 145 **Committee Files 1969-1971**

Physical Description: 15 file folders

Arrangement

Arranged alphabetically by committee and chronologically thereunder.

Scope and Content Note

Memoranda, bills, recommendations, statements, articles, meeting minutes, and position papers related to committees that worked with the Department of Public Health on comprehensive health planning. Topics discussed included implementation of AB 1340 (1969), development of the model cities program, in particular, Los Angeles, regional planning, and determination of regional boundaries. Individual committee files are found for the Ad Hoc Committee on Health Services, California Committee on Regional Medical Programs, Council on Intergovernmental Relations, Joint Health Policy Committee, and Model Cities Liaison Group.

R384.146. Box
48/25-48/31

Series 146 **Conference and Workshop Files 1970-1971**

Physical Description: 7 file folders

Arrangement

Arranged by either conferences or workshops and alphabetically thereunder.

Scope and Content Note

Correspondence, proceedings, and conference minutes and reports for the California Conference of Local Health Officers (1970-1971) and the California Conference of Mental Health Directors (1970). Workshops were hosted by the Department of Public Health to educate on various topics include Comprehensive Health Planning Model Cities Workshop (August 20-21, 1970), Health Facilities Planning (September 23-24, 1971), and C.I.R. Workshop (July 23, 1971). The C.I.R. Workshop was on "Effective Working Relationship."

R384.147. Box
48/32-49/3

Series 147 **California Health Information Planning Services (CHIPS) Files 1967-1968**

Physical Description: 4 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Reports, correspondence, outline reviews, and other documents pertaining to the California Health Information for Planning Service (CHIPS) of the Department of Public Health. The service was an attempt to establish an information system to supply data essential for comprehensive health planning. Files also include a presentation by John Deery on information systems for health facilities planning, a proposal for development of an areawide health planning information exchange, and the minutes of the Committee on Information System for Health Facilities Planning.

R384.148. Box
49/4-49/17

Series 148 **Comprehensive Health Planning (CHP) Subject Files 1968-1972**

Physical Description: 14 file folders

Arrangement

Arranged alphabetically by subject and chronologically thereunder.

Scope and Content Note

Correspondence, policies, guidelines, proposals, specifications, reports, press releases, and other documents related to topics of interest to the office for comprehensive health planning. Files include such topics as areawide health planning, California Commission on Regional Medical Programs, Policies and Guidelines, Statewide Planning Conference, History, and Legislation.

R384.149. Box
49/18-49/20

Series 149 **Mental Retardation Program Files 1969-1970**

Physical Description: 3 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Memoranda, meeting minutes, press releases, charts, recommendations, and reports related to the implementation of AB 225 (1969), planning for the State Mental Retardation Program, the work of the Agency Coordinating Committee to Implement AB 225, establishment of additional regional centers, and the State Plan for Mental Retardation Services. One file relates to the establishment of regional boundaries.

R384.150. Box
49/21-49/22

Series 150 **Migrant Health Files 1970**

Physical Description: 2 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Correspondence, reports, plans, guidelines, and newspaper articles concerning migrant health worker projects, federal funding of projects, and awarding of project grants for health services to agricultural workers. Grants focus on programs in San Diego, Imperial, and Fresno counties.

R384.151. Box
49/23-49/25

Series 151 **Reorganization Files 1967-1970**

Physical Description: 3 file folders

Arrangement

Arranged chronologically.

Scope and Content Note

Correspondence, statements, reports, organizational charts, and reorganization plans related to the department reorganization in 1968, reorganization of the Office of Comprehensive Health Planning, and movement of various divisions to programs. Also included is task force report on the organization of state health services from 1969.

R384.152. Box
49/26-51/12

Series 152 **Regional and County Program Files 1968-1970**

Physical Description: 40 file folders

Arrangement

Arranged by region and chronologically thereunder.

Scope and Content Note

Correspondence and applications for regional health planning project grants under Section 314 (b) of Public Law (P.L.) 89-749 that provided for areawide comprehensive health planning. Files contain applications, narrative summaries of the projects, funding requests, and project descriptions. Regional groups included Alameda Comprehensive Health Planning Council, Bay Area Comprehensive Health Planning Council; Fresno Medical Society; Comprehensive Health Planning Association of Kern County; North Bay Counties Comprehensive Health Planning Association; North San Joaquin Valley Regional Health Council; Orange County Medical Association; Hospital Planning Council for Sacramento, Yolo, and Placer Counties; San Bernardino and Riverside Counties Comprehensive Health Planning; Comprehensive Health Planning Association of San Diego County; San Francisco Comprehensive Health Planning Council; Santa Clara County Medical Society; Regional Health Planning of Southern San Joaquin Valley; Superior California Comprehensive Health Planning Association; and Southern California Health Planning Regional Organization.

R384.153. Box
51/13-53/18Series 153 **Health Planning Agency Files 1967-1971****Physical Description:** 56 file folders**Arrangement**

Arranged with agency files first followed by general files. Agencies are arranged numerically by region number.

Scope and Content Note

Correspondence, reports, applications for grants, recommendations, meeting programs and agendas, newsletters, activity reports, agreements, meeting minutes, and reports related to the activities of regional comprehensive health planning agencies and, in particular, their development of comprehensive areawide plans for health. Topics discussed include hiring of directors, proposed budgets and work plans, five-year plans, immediate care programs, facilities planning, mental health issues, and other operational subjects. Regions represented are as follows: Area 1, NorCoa Health Inc. (Eureka); Area 2, Superior California Comprehensive Health Planning Association (Chico); Area 3, Golden Empire Regional Comprehensive Health Council (Sacramento); Area 4, Bay Area Comprehensive Health Planning Council (San Francisco); Area 5, North San Joaquin Comprehensive Health Planning Association (Stockton); Area 6, Comprehensive Health Planning Association of Central California (Fresno); Area 7, Mid-Coast Comprehensive Health Planning Association (Salinas); Area 8, Southern California Comprehensive Health Planning Council (Los Angeles); and Area 9, Comprehensive Health Planning Association of San Diego-Imperial Counties (San Diego). Also included are files on a proposed Area 10, Inland Counties Comprehensive Health Planning Council, covering San Bernardino, Inyo, and Mono counties.

R384.154. Box
53/19-55/22Series 154 **Development Grant Files 1968-1971****Physical Description:** 48 file folders**Arrangement**

Arranged numerically by regional number and within region by county or local agencies.

Scope and Content Note

Organizational development grant files related to activities necessary for a local association to undertake a comprehensive health planning program. Files include correspondence, scope of program or project, application for Section 314 (a) and (b) grant funds, plan revisions, five-year work plans, meeting minutes, agencies' lists of representatives, budget data, progress reports, and other information. Regions include: Area 1, NorCoa Health Inc. (Eureka); Area 2, Superior California Comprehensive Health Planning Association (Chico); Area 3, Golden Empire Regional Comprehensive Health Council (Sacramento); Area 4, Bay Area Comprehensive Health Planning Council (San Francisco); Area 5, North San Joaquin Comprehensive Health Planning Association (Stockton); Area 6, Comprehensive Health Planning Association of Central California (Fresno); Area 8, Southern California Comprehensive Health Planning Council (Los Angeles); and Area 9, Comprehensive Health Planning Association of San Diego-Imperial Counties (San Diego). There are no records for the Mid-Coast Comprehensive Health Planning Association, as it was not federally funded.