Register of the Inez Richardson papers

Finding aid prepared by Beaudry Allen
Hoover Institution Library and Archives
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URL: http://www.hoover.org/library-and-archives
Title: Inez Richardson papers
Date (bulk): 1933-1958
Collection Number: XX001
Contributing Institution: Hoover Institution Library and Archives
Language of Material: English
Physical Description: 25 manuscript boxes (10.4 Linear Feet)
Abstract: Correspondence, memoranda, reports, minutes, speeches and writings, photographs, and printed matter relating to international relations; education; the role of radio and television in education; the 1930 White House Conference on Child Health and Protection; American Higher Education conferences; Herbert Hoover; the administration of Stanford University and the Hoover Institution on War, Revolution and Peace; the Revolution and the Development of International Relations Project at the Hoover Institution; and the Stanford Listening Post and the Civil Affairs Training School at Stanford University during World War II.
Creator: Richardson, Inez, -1965
Creator: White House Conference on Child Health and Protection (Location of meeting: Washington, D.C. Date of meeting or treaty signing: 1930.)

Access
The collection is open for research; materials must be requested in advance via our reservation system. If there are audiovisual or digital media material in the collection, they must be reformatted before providing access.

Use
For copyright status, please contact the Hoover Institution Library & Archives.

Acquisition Information
Acquired by the Hoover Institution Library & Archives.

Preferred Citation
[Identification of item], Inez Richardson papers, [Box no., Folder no. or title], Hoover Institution Library & Archives.

Biographical Note
From the 1930s to the early 1960s, Inez Richardson worked for the Hoover Institution and Stanford University in a myriad of roles, from executive assistant, coordinator and liaison for foreign visitors to Stanford, and faculty member of the Radio-Television Institute, to director of the Stanford Listening Post. In addition, Richardson was an assistant to Stanford University president Ray Lyman Wilbur and curator of the Ray Lyman Wilbur collection on Social Problems at the Hoover Institution.

Scope and Content of Collection
The Inez Richardson papers document Richardson's career with the Hoover Institution and Stanford University. The collection consists of correspondence, memoranda, reports, speeches and writings, conference proceedings, photographs, notes, and printed matter. While the bulk of the collection details administrative aspects of Stanford University and the Hoover Institution, many of the files reflect Richardson's participation in and administration of many of the Hoover Institution's and Ray Lyman Wilbur's interests, including education, housing, healthcare, radio, and foreign relations. Also included are files related to Stanford University's participation in World War II with the Stanford Listening Post and CATS (Civil Affairs Training School), and the university's relationship with the Office of War Information.
Richardson's original order, file names, and cross references have been maintained.

Related Collection(s)
Tower of Peace radio broadcasts, Hoover Institution Library & Archives
White House Conference on Child Health and Protection records, Hoover Institution Library & Archives
Stanford Listening Post records, Hoover Institution Library & Archives
Ray Lyman Wilbur papers, Hoover Institution Library & Archives

Subjects and Indexing Terms
International education
World War, 1939-1945 -- Propaganda
Radio in education
Television in education
International relations
Radio broadcasting -- East Asia
World War, 1939-1945 -- Occupied territories
Military government
Child welfare -- United States
Child health services -- United States
Elite (Social sciences)
Hoover, Herbert, 1874-1964
Hoover Institution on War, Revolution, and Peace
Stanford University
United States. Civil Affairs Training School, Stanford University
Stanford Listening Post

Career Subject File 1933-1963
Scope and Contents note
Consists of reports, correspondence, programs, notes, drafts, photographs, and printed matter. Maintains the original alphabetical order designated by the creator.

box 1, folder 1  A 1946-1963
box 1, folder 2  AAUN (American Association for the United Nations), 1949-1952
box 1, folder 3  AFME (American Friends of the Middle East) 1952-1961
box 1, folder 4  American Child Health Association 1933-1937
box 1, folder 5  American Social Hygiene Association 1948-1949
box 1, folder 6-8  American Universities Field Staff 1952-1954

Scope and Contents note
Includes newspaper clippings, correspondence, summaries and reports by Edward Bayne, Boyd Compton, Edwin Munger, and Albert Ravenholt.

box 1, folder 9  Asia Foundation, newsletters 1954-1960
General
See also: Committee for a Free Asia.

box 2, folder 1  B 1934-1957
box 2, folder 2  Barnard, Harry E. 1934-1946
General
See also: White House Conference on Child Health and Protection.

box 2, folder 3  Bay Area TV Association 1950s
box 2, folder 4  Better Homes in America, 1933-1936
Scope and Contents
Also contains reports for the Wilbur collection.

box 2, folder 5  Bittner, Mark 1950-1952
box 2, folder 6  C, 1933-1957
box 2, folder 7  California Conservation Council, 1933-1951
box 3, folder 1  Carnegie Corporation, 1951-1952
Scope and Contents note
See also: RADIR project.

box 3, folder 2-3  CATS (Civil Affairs Training School), 1943-1955
Correspondence and notes 1944-1955
box 3, folder 4  Europe, 1944-1949
box 3, folder 5  Japan undated
box 3, folder 6  Reports 1943-1945
box 3, folder 7  Budgets
box 3, folder 8  CBS (Columbia Broadcast System) 1939-1959
box 3, folder 9  CCIS (Civil Communications Intelligence School) budget, 1945
box 3, folder 10  CCIS, Japan, 1945-1946
box 4, folder 1  Contract forms undated
box 4, folder 2  Committee for a Free Asia 1951-1953
               General
               See also: Asia Foundation.
box 4, folder 3  D 1936-1961
box 4, folder 4  E 1949-1959
box 4, folder 5  F 1941-1957
box 4, folder 6  Faculty reports 1952-1953
box 4, folder 7  Fisher, Harold 1936-1957
box 4, folder 8  Ford Foundation 1954-1957
box 4, folder 9  Ford survey correspondence 1951
               Foreign visitors 1950-1961
box 4, folder 10  American Council on Education 1957
box 4, folder 11  Eisenhower exchange 1956-1957
box 4, folder 12  Annual reports 1956-1960
box 5, folder 1  Foreign visitors 1951-1955
               Scope and Contents note
               Includes news clippings, biographies, schedules, announcements, and correspondence regarding education exchange.
box 5, folder 2  Photographs, visits by Russian editors and Prince Albert of Belgium undated
box 5, folder 3  Foreign student adviser and student program 1947, 1957, 1961
box 5, folder 4  ASSU (Associated Students of Stanford University) 1951
box 5, folder 5-7  Foreign visitors, countries A through Z, at Hoover Institution and Library 1950-1957
box 6, folder 1  Charles B. Roberts, Liberia, Eisenhower exchange fellow 1956
box 6, folder 2  Celal Bayer, President of Turkey 1954
box 6, folder 3  University Committee 1957-1960
box 6, folder 4  Foreign Visitors Committee, correspondence 1956-1957
box 6, folder 5  Iranian visitor, photographs undated
box 6, folder 6  Foreign scholars and other visitors 1956
box 6, folder 7  Abdul Rahman Al-Bazzaz, Dean of University of Baghdad Law School, Iraq 1956
box 7, folder 1  G 1938-1955
box 7, folder 2  Glover, Katherine 1934-1952
               Scope and Contents note
               Correspondence. See also: White House Conference on Child Health and Protection.
box 7, folder 3  Governor's conference on educational television 1952
box 7, folder 4  H 1939, 1950-1957
box 7, folder 5  Hoover Institution and Library - History and Ray Lyman Wilbur collection on social problems 1934-1963
box 7, folder 6  I 1934-1937, 1956-1961
box 7, folder 7  Institute of International Education 1951-1953
box 7, folder 8  Institute of International Relations 1950-1953
box 7, folder 9  J 1938
box 8, folder 1  K 1937-1955
box 8, folder 2  KPIX 1952
box 8, folder 3  KQED 1952-1956
box 8, folder 4  KZSU 1948-1951

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box 8, folder 5  Kerr, George H., Ryukyus and other Pacific Area studies 1952-1953
box 8, folder 6  Kitagawa, Kay 1942-1963
box 8, folder 7  L 1939-1954
box 8, folder 8  M 1934-1959
box 8, folder 9-10  Motion Picture Research Council, re: closing of the San Francisco office 1941-1942
box 9, folder 1  MP (motion pictures) for Wilbur collection 1935-1945
box 9, folder 2  N 1933-1956
box 9, folder 3  NAB (National Association of Broadcasters) 1943-1953
box 9, folder 4  NAEB (National Association of Educational Broadcasters) 1951-1953
box 9, folder 5-11  NBC (National Broadcasting Company) 1939-1959
box 10, folder 1  National Council of Teachers of English 1953
box 10, folder 2  National Youth Administration 1937-1941
box 10, folder 3  O 1933-1952
box 10, folder 4  P 1944-1951
box 10, folder 5  Palo Alto Free World Forum 1942
box 10, folder 6  President's Conference on Home Building and Home Ownership 1931, 1940
box 10, folder 7  Q 1951
box 10, folder 8  R 1946-1951
box 10, folder 9  Radio and TV at Stanford - Hoover Institution cooperation and participation 1938-1940, 1948
box 10, folder 10  RADIR project, preliminary drafts 1959
box 10, folder 11  Richardson, Inez 1933-1962
box 11, folder 1  Richey, Lawerence 1950s
box 11, folder 2  Rosenberg Fund, grants and correspondence, re: Scott and Mysels Projects 1944-1946
box 11, folder 3  S 1936-1957
box 11, folder 4  Schenck, Hubert 1956
box 11, folder 5  School of Health Education Service Joint Committee (AMA-HEA) 1936-1937
box 11, folder 6  School of Naval Administration (SONA) 1946-1951
box 11, folder 7  Scott, Charles (Chas) Craven 1941-1943
box 12, folder 1  Service letters 1944-1946
box 12, folder 2  Social Trends Committee (President's Research Committee on Social Trends) 1934
box 12, folder 3  Sokol, Anthony E. 1952, 1954, 1957
box 12, folder 4  Stanford University - ASSU (Associated Students Stanford University) 1933-1961
box 12, folder 5  Pamphlets 1950s
box 12, folder 6  Typescript undated
box 12, folder 7  Stanford Research Institute 1951, 1956
box 13, folder 1  The Stanford Survey of Behavioral Sciences 1954
box 13, folder 2  News clippings 1946-1961
box 13, folder 3  Department of Athletics 1950
box 13, folder 4  Committee for Research in the Social Sciences 1953-1954
box 13, folder 5  Survey Committee, 1953
box 13, folder 6  Director of Information, 1950-1955
box 13, folder 7  Distaff Club 1951-1955
box 13, folder 8  Fiftieth anniversary (of Stanford University), articles 1941
box 13, folder 9  General Secretary Office 1955
box 13, folder 10  Guide service 1947, 1956
box 13, folder 11  Health and services plan 1953
box 13, folder 12  Press 1953, 1955

Scope and Contents
Relates to Stanford University Press and publishing.

box 13, folder 12  Public exercises (Committee on Public Exercises) 1947-1957
box 13, folder 13  Registrar's Office 1953
box 13, folder 14  Interdepartmental memoranda and correspondence, 1933-1960
box 14, folder 1  T 1943, 1951-1952
box 14, folder 2  Toynbee, A. J., speeches 1950
box 14, folder 3  Trust Territorial of the Pacific, 1950-1953
box 14, folder 4 U 1934-1957
box 14, folder 5 UNESCO (United Nations Educational, Scientific and Cultural Organization), start of collection to honor Grayson N. Kefauver 1947
box 14, folder 6 United Nations conference 1945
box 14, folder 7 United States Army - miscellaneous, 1951
box 14, folder 8 United States Government Office of Education 1936-1959
box 14, folder 9 United States Navy 1942
box 14, folder 10 University Association for Professional Radio Education 1949
box 14, folder 11 University of Denver, 1951
box 14, folder 12 University President's Office, 1949-1959
box 14, folder 13 V 1941-1961
box 14, folder 14 Velliotes, George 1951-1955
box 14, folder 15 W 1939-1961
box 14, folder 16 Western Conference on Government 1934
box 15, folder 1-5 White House Conference on Child Health and Protection 1933-1962
Scope and Contents note
Includes committee members and personnel records, general correspondence, reports, memoranda, and correspondence with George Hastings, Secretary to President Hoover. Richardson noted that these files are records collected after 1933, when the conference documents were transferred to the Hoover Library, and she has made annotations regarding where related documents may be found in the collection.

box 15, folder 6 Wilbur, Ray Lyman, correspondence 1933-1963
box 16, folder 1 World Affairs Council and Radio Committee 1952-1957
Scope and Contents note
Consists of conference proceedings, administrative planning records, correspondence, and printed matter regarding the America Higher Education conference at Stanford in 1958.

box 16, folder 3 Plans for conference, correspondence 1957-1958
box 16, folder 4 Plans for conference, meeting minutes and notes 1957
box 16, folder 5 Conference reports, drafts, and notes 1957-1958
box 16, folder 6 Program drafts 1958
box 17, folder 1 Conference programs 1958
box 17, folder 2 Fact-finding studies, reports, 1929-1945
box 17, folder 3 Crowley-Sterling statements 1957
box 17, folder 4 Preliminary budgets 1958
box 17, folder 5 Fulbright scholars 1957-1958
box 17, folder 6 Fact-finding studies, reports, 1929-1945
box 17, folder 7 Invitations and replies, 1958
box 17, folder 8 List of participants 1958
box 18, folder 1 Forms file 1958
box 18, folder 2 Thank you letters 1958
box 18, folder 3 General correspondence, 1958
box 18, folder 4 Letters received for Richardson 1958
box 18, folder 5 Conference materials, programs, schedules, and ephemera 1958
box 18, folder 6 Conference speeches, 1958
box 18, folder 7 Conference photographs, 1958
box 18, folder 8 Conference tours, 1958
box 18, folder 9 Dinner arrangements 1958
Past American Higher Education conferences, 1953-1958
box 19, folder 1 List of delegates, 1957
box 19, folder 2 Reports and programs, 1956-1957
box 19, folder 3 Planning committee materials, 1953-1956
box 19, folder 4 Conference evaluations 1954-1958
box 19, folder 6  | Miscellaneous programs and pamphlets, 1957-1958  
**Hoover Institution and Library File 1905-1959**  
Scope and Contents note  
Consists mainly of correspondence, notes, and printed matter for interdepartmental communication and planning regarding the administration, publicity, and courses of the Institution.

box 19, folder 7  | Hoover booklet drafts, 1955  
box 19, folder 8  | Hoover pamphlet and leaflet revisions, 1955  
box 20, folder 1-2 | History of the Hoover Institution, 1931-1957  
Scope and Contents note  
Includes drafts, pamphlets, correspondence, and news clippings.

box 20, folder 3 | Tower carillon 1952-1957  
box 20, folder 4 | Tower building dedication 1938-1950  
box 20, folder 6 | Galleys of "Tower to Peace" publication, 1945, 1955  
box 20, folder 7 | Visitors within the United States, miscellaneous items, 1950-1953  
box 20, folder 8 | Staff bulletin, *Tower Talk* 1952-1953  
box 21, folder 1 | Herbert Hoover files, 1933-1958  
Scope and Contents note  
Mainly consists of correspondence with Bernice Miller, Herbert Hoover's personal secretary.

box 21, folder 2-3 | Conservation with Herbert Hoover, film 1956-1958  
box 21, folder 4 | Letter from Herbert Hoover to General Pershing, 1942 December 14  
box 21, folder 5 | Appreciations, 1952-1956  
box 21, folder 6 | Weekly planners 1946-1956  
box 21, folder 7 | Card files 1950s  
box 22, folder 1 | Correspondence, 1936-1958  
box 22, folder 2 | Christmas cards 1958-1959  
box 22, folder 3 | Publicity 1957  
box 22, folder 4 | News clippings 1943,1959  
box 22, folder 5 | Research and RADIR (Revolution and the Development of International Relations) project, 1948  
box 22, folder 6 | Film stored at MGM, correspondence 1955  
box 22, folder 7 | Conferences, 1957  
box 22, folder 8 | Stanford and course offerings 1905-1958  
box 22, folder 9 | Course 202: World Communications 1951 Summer  
box 22, folder 10 | Course 226: Communication seminar 1941-1942 Winter  
box 22, folder 11 | Course 206, 1951 Summer  
box 22, folder 11 | University schedules and bulletins 1938-1959  
Scope and Contents note  
Includes documents on speech and drama, speech therapy, and television courses.

box 23, folder 1-2 | Special discussion meetings 1952-1954  
box 23, folder 3 | Far Western Slavic Conference 1959 April  
box 23, folder 4 | Committee on Foreign Students and Visitors, 1957-1959  
box 23, folder 5 | Radio and television, 1956-1959  
box 23, folder 6-7 | Emergency Conservation School 1940-1942  
box 24, folder 1 | "A Decennial of Stanford Song," 1905
Stanford Listening Post and Office of War Information File 1940-1950

Scope and Contents note
Consists of reports, administrative and interdepartmental documents, correspondence, project transcripts and lists, and broadcast notes regarding the establishment of the Stanford Listening Post, its transition to the Federal Communications Committee's (FCC) supervision from 1941 to 1943, and transmission of American broadcasts of the United States Office of War Information (OWI) to the Far East from 1942 to 1945.

box 24, folder 2-4  Stanford Listening Post 1940-1941
Scope and Contents note
Includes memoranda, correspondence, administrative documents, broadcast notes, and lists regarding the Listening Post program. The short wave radio recordings mainly concern Chunking, Tokyo, Saigon, and other Pacific area cities.

box 25, folder 1  Stanford Listening Post 1940-1941
Scope and Contents
Includes memoranda, correspondence, administrative documents, broadcast notes, and lists regarding the Listening Post program. The short wave radio recordings mainly concern Chunking, Tokyo, Saigon, and other Pacific area cities.

box 25, folder 2  Federal Communications Committee, Wakefield, Ray 1939-1950
box 25, folder 3  Office of War Information, Coordinator of Information, re: Pacific Area work 1942-1943
box 25, folder 4  Office of War Information, Stanford contract work, 1943-1945