
Register of the Inez Richardson papers

Finding aid prepared by Beaudry Allen

Hoover Institution Archives

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Title: Inez Richardson papers

Date (inclusive): 1905-1963

Date (bulk): 1933-1958

Collection Number: XX001

Contributing Institution: Hoover Institution 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.

Physical Location: Hoover Institution Archives

Creator: Richardson, Inez, d. 1965.

Access

Collection is open for research.

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Preferred Citation

[Identification of item], Inez Richardson papers, [Box number], Hoover Institution Archives.

Acquisition Information

Acquired by the Hoover Institution Archives.

Accruals

Materials may have been added to the collection since this finding aid was prepared. To determine if this has occurred, find the collection in Stanford University's online catalog at <http://searchworks.stanford.edu/> . Materials have been added to the collection if the number of boxes listed in the online catalog is larger than the number of boxes listed in this finding aid.

Related Collection(s)

Tower of Peace radio broadcasts, Hoover Institution Archives

White House Conference on Child Health and Protection records, Hoover Institution Archives

Stanford Listening Post records, Hoover Institution Archives

Ray Lyman Wilbur papers, Hoover Institution 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.

Subjects and Indexing Terms

Hoover Institution on War, Revolution and Peace.
Stanford University.
White House Conference on Child Health and Protection (1930: Washington, D.C.)
International education.
United States. Civil Affairs Training School, Stanford University.
Radio in education.
Television in education.
International relations.
Hoover, Herbert, 1874-1964.
Stanford Listening Post.
Radio broadcasting--East Asia.
World War, 1939-1945--Propaganda.
World War, 1939-1945--Occupied territories.
Military government.
Child welfare--United States.
Child health services--United States.
Elite (Social sciences)

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/Folder 1:1
Box/Folder 1:2
Box/Folder 1:3
Box/Folder 1:4
Box/Folder 1:5
Box/Folder 1:6-8

A, 1946-1963

AAUN (American Association for the United Nations), 1949-1952

AFME (American Friends of the Middle East), 1952-1961

American Child Health Association, 1933-1937

American Social Hygiene Association, 1948-1949

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/Folder 1:9

Asia Foundation, newsletters, 1954-1960

General note

See also: Committee for a Free Asia.

Box/Folder 2:1
Box/Folder 2:2

B, 1934-1957

Barnard, Harry E., 1934-1946

General note

See also: White House Conference on Child Health and Protection.

Box/Folder 2:3
Box/Folder 2:4

Bay Area TV Association, 1950s

Better Homes in America, 1933-1936

Scope and Contents note

Also contains reports for the Wilbur collection.

Box/Folder 2:5
Box/Folder 2:6

Bittner, Mark, 1950-1952

C, 1933-1957

Box/Folder 2:7	California Conservation Council, 1933-1951
Box/Folder 3:1	Carnegie Corporation, 1951-1952 Scope and Contents note See also: RADIR project.
	CATS (Civil Affairs Training School), 1943-1955
Box/Folder 3:2-3	Correspondence and notes, 1944-1955
Box/Folder 3:4	Europe, 1944-1949
Box/Folder 3:5	Japan, undated
Box/Folder 3:6	Reports, 1943-1945
Box/Folder 3:7	Budgets
Box/Folder 3:8	CBS (Columbia Broadcast System) 1939-1959
Box/Folder 3:9	CCIS (Civil Communications Intelligence School) budget, 1945
Box/Folder 3:10	CCIS, Japan, 1945-1946
Box/Folder 4:1	Contract forms, undated
Box/Folder 4:2	Committee for a Free Asia, 1951-1953 General note See also: Asia Foundation.
Box/Folder 4:3	D, 1936-1961
Box/Folder 4:4	E, 1949-1959
Box/Folder 4:5	F, 1941-1957
Box/Folder 4:6	Faculty reports, 1952-1953
Box/Folder 4:7	Fisher, Harold, 1936-1957
Box/Folder 4:8	Ford Foundation, 1954-1957
Box/Folder 4:9	Ford survey correspondence, 1951
	Foreign visitors, 1950-1961
Box/Folder 4:10	American Council on Education, 1957
Box/Folder 4:11	Eisenhower exchange, 1956-1957
Box/Folder 4:12	Annual reports, 1956-1960
Box/Folder 5:1	Foreign visitors, 1951-1955 Scope and Contents note Includes news clippings, biographies, schedules, announcements, and correspondence regarding education exchange.
Box/Folder 5:2	Photographs, visits by Russian editors and Prince Albert of Belgium, undated
Box/Folder 5:3	Foreign student adviser and student program, 1947, 1957, 1961
Box/Folder 5:4	ASSU (Associated Students of Stanford University), 1951
Box/Folder 5:5-7	Foreign visitors, countries A through Z, at Hoover Institution and Library, 1950-1957
Box/Folder 6:1	Charles B. Roberts, Liberia, Eisenhower exchange fellow, 1956
Box/Folder 6:2	Celal Bayer, President of Turkey, 1954
Box/Folder 6:3	University Committee, 1957-1960
Box/Folder 6:4	Foreign Visitors Committee, correspondence, 1956-1957
Box/Folder 6:5	Iranian visitor, photographs, undated
Box/Folder 6:6	Foreign scholars and other visitors, 1956
Box/Folder 6:7	Abdul Rahman Al-Bazzaz, Dean of University of Baghdad Law School, Iraq, 1956
Box/Folder 7:1	G, 1938-1955
Box/Folder 7:2	Glover, Katherine, 1934-1952 Scope and Contents note Correspondence. See also: White House Conference on Child Health and Protection.
Box/Folder 7:3	Governor's conference on educational television, 1952
Box/Folder 7:4	H, 1939, 1950-1957
Box/Folder 7:5	Hoover Institution and Library - History and Ray Lyman Wilbur collection on social problems, 1934-1963

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

Box/Folder 13:11	<p>Press, 1953, 1955</p> <p>Scope and Contents note</p> <p>Relates to Stanford University Press and publishing.</p>
Box/Folder 13:12	Public exercises (Committee on Public Exercises), 1947-1957
Box/Folder 13:13	Registrar's Office, 1953
Box/Folder 13:14	Interdepartmental memoranda and correspondence, 1933-1960
Box/Folder 14:1	T, 1943, 1951-1952
Box/Folder 14:2	Toynbee, A. J., speeches, 1950
Box/Folder 14:3	Trust Territories of the Pacific, 1950-1953
Box/Folder 14:4	U, 1934-1957
Box/Folder 14:5	UNESCO (United Nations Educational, Scientific and Cultural Organization), start of collection to honor Grayson N. Kefauver, 1947
Box/Folder 14:6	United Nations conference, 1945
Box/Folder 14:7	United States Army - miscellaneous, 1951
Box/Folder 14:8	United States Government Office of Education, 1936-1959
Box/Folder 14:9	United States Navy, 1942
Box/Folder 14:10	University Association for Professional Radio Education, 1949
Box/Folder 14:11	University of Denver, 1951
Box/Folder 14:12	University President's Office, 1949-1959
Box/Folder 14:13	V, 1941-1961
Box/Folder 14:14	Velliotes, George, 1951-1955
Box/Folder 14:15	W, 1939-1961
Box/Folder 14:16	Western Conference on Government, 1934
Box/Folder 15:1-5	<p>White House Conference on Child Health and Protection, 1933-1962</p> <p>Scope and Contents note</p> <p>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.</p>
Box/Folder 15:6	Wilbur, Ray Lyman, correspondence, 1933-1963
Box/Folder 16:1	World Affairs Council and Radio Committee, 1952-1957
Box/Folder 16:2	Y, 1953-1963
	American Higher Education Conference Materials, 1929-1958
	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/Folder 16:3	Plans for conference, correspondence, 1957-1958
Box/Folder 16:4	Plans for conference, meeting minutes and notes, 1957
Box/Folder 16:5	Conference reports, drafts, and notes, 1957-1958
Box/Folder 16:6	Program drafts, 1958
Box/Folder 17:1	Conference programs, 1958
Box/Folder 17:2	Fact-finding studies, reports, 1929-1945
Box/Folder 17:3	Crowley-Sterling statements, 1957
Box/Folder 17:4	Preliminary budgets, 1958
Box/Folder 17:5	Fulbright scholars, 1957-1958
Box/Folder 17:6-7	Invitations and replies, 1958
Box/Folder 17:8	List of participants, 1958
Box/Folder 18:1	Forms file, 1958
Box/Folder 18:2	Thank you letters, 1958
Box/Folder 18:3	General correspondence, 1958
Box/Folder 18:4	Letters received for Richardson, 1958
Box/Folder 18:5	Conference materials, programs, schedules, and ephemera, 1958
Box/Folder 18:6	Conference speeches, 1958

Box/Folder 18:7	Conference photographs, 1958
Box/Folder 18:8	Conference tours, 1958
Box/Folder 18:9	Dinner arrangements, 1958
	Past American Higher Education conferences, 1953-1958
Box/Folder 19:1	List of delegates, 1957
Box/Folder 19:2	Reports and programs, 1956-1957
Box/Folder 19:3	Planning committee materials, 1953-1956
Box/Folder 19:4	Conference evaluations, 1954-1958
Box/Folder 19:5	"Conference on Education and Student Life in the United States," University of Chicago, 1955-1957
Box/Folder 19:6	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/Folder 19:7	Hoover booklet drafts, 1955
Box/Folder 19:8	Hoover pamphlet and leaflet revisions, 1955
Box/Folder 20:1-2	History of the Hoover Institution, 1931-1957
	Scope and Contents note
	Includes drafts, pamphlets, correspondence, and news clippings.
Box/Folder 20:3	Tower carillon, 1952-1957
Box/Folder 20:4	Tower building dedication, 1938-1950
Box/Folder 20:5	"The Story of the Great Hoover War Library at Stanford University," by Neil Wilson, undated
Box/Folder 20:6	Galleys of "Tower to Peace" publication, 1945, 1955
Box/Folder 20:7	Visitors within the United States, miscellaneous items, 1950-1953
Box/Folder 20:8	Staff bulletin, <i>Tower Talk</i>, 1952-1953
	Herbert Hoover files, 1933-1958
Box/Folder 21:1	Hoover, Herbert, 1933-1957
	Scope and Contents note
	Mainly consists of correspondence with Bernice Miller, Herbert Hoover's personal secretary.
Box/Folder 21:2-3	<i>Conservation with Herbert Hoover</i>, film, 1956-1958
Box/Folder 21:4	Letter from Herbert Hoover to General Pershing, 1942 December 14
Box/Folder 21:5	Appreciations, 1952-1956
Box/Folder 21:6	Weekly planners, 1946-1956
Box/Folder 21:7	Card files, 1950s
Box/Folder 22:1	Correspondence, 1936-1958
Box/Folder 22:2	Christmas cards, 1958-1959
Box/Folder 22:3	Publicity, 1957
Box/Folder 22:4	News clippings, 1943,1959
Box/Folder 22:5	Research and RADIR (Revolution and the Development of International Relations) project, 1948
Box/Folder 22:6	Film stored at MGM, correspondence, 1955
Box/Folder 22:7	Conferences, 1957
	Stanford and course offerings, 1905-1958
Box/Folder 22:8	Course 202: World Communications, 1951 Summer
Box/Folder 22:9	Course 226: Communication seminar, 1941-1942 Winter
Box/Folder 22:10	Course 206, 1951 Summer
Box/Folder 22:11	University schedules and bulletins, 1938-1959
	Scope and Contents note
	Includes documents on speech and drama, speech therapy, and television courses.

Box/Folder 23:1-2 **Special discussion meetings, 1952-1954**
Box/Folder 23:3 **Far Western Slavic Conference, 1959 April**
Box/Folder 23:4 **Committee on Foreign Students and Visitors, 1957-1959**
Box/Folder 23:5 **Radio and television, 1956-1959**
Box/Folder 23:6-7 **Emergency Conservation School, 1940-1942**
Box/Folder 24:1 **"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/Folder 24:2-4,
25:1 **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 Chungking, Tokyo, Saigon, and other Pacific area cities.

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