Register of the Frances E. Willis papers

Finding aid prepared by Dana M. Harris and Grace M. Hawes
Hoover Institution Archives
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Stanford, CA, 94305-6003
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**Title:** Frances E. Willis papers

**Date (inclusive):** 1906-1983

**Collection Number:** 84031

**Contributing Institution:** Hoover Institution Archives

**Language of Material:** English

**Physical Description:** 39 manuscript boxes, 1 oversize box, 3 album boxes, 35 envelopes, memorabilia (18.2 linear feet)

**Abstract:** Correspondence, speeches, memoranda, reports, bulletins, printed matter, and photographs, relating to post-World War II American foreign policy, especially in Switzerland, Norway, and Ceylon.

**Creator:** Willis, Frances E.

**Access**
The collection is open for research; materials must be requested at least two business days in advance of intended use.

**Publication Rights**
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**Preferred Citation**
[Identification of item], Frances E. Willis papers, [Box no., Folder no. or title], Hoover Institution Archives.

**Acquisition Information**
Acquired by the Hoover Institution Archives in 1984.

**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 [https://searchworks.stanford.edu](https://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.

1899, May 20

BORN, METROPOLIS, ILLINOIS

1916-1917 University of Redlands
1917-1920 B.A., History, Stanford University
1920-1921 Graduate work, Universite Libre de Bruxelles
1923 Ph.D., Political Science, Stanford University
1923-1924 Instructor, History, Goucher College, Baltimore, Maryland
1924-1927 Assistant Professor, Political Science, Vassar College, Poughkeepsie, New York
1927 Foreign Service Exam Vice-Consul, Valparaiso, Chile
1931, January

VICE-CONSUL, SANTIAGO, CHILE

1931, December

THIRD SECRETARY, STOCKHOLM, SWEDEN

1934-1940 Third Secretary, Brussels, Belgium Second Secretary, Luxembourg
1940-1944 Second Secretary, Madrid, Spain First Secretary, Madrid, Spain Consul, Madrid, Spain
1944-1947 Assistant to the Undersecretary of State, Washington, D.C.
1947-1951 First Secretary and Consul, London, England
1951-1953 Counselor of Legation, Helsinki, Finland
1953-1957 Ambassador to Switzerland
1955 Appointed Career Minister
1957-1961 Ambassador to Norway
1962 Appointed Career Ambassador
1961-1964 Ambassador to Sri Lanka
1964, November 5

RETIRED

1983, July 20

DIED, REDLANDS, CALIFORNIA

**Subjects and Indexing Terms**
United States. Department of State.
Diplomats--United States.
Norway--Foreign relations--United States.
EARLY LIFE 1899-1928

Scope and Contents note
Grammar school, high school and university papers, scrapbooks, doctoral thesis, and printed matter, arranged chronologically.

Box 1
Grammar school papers
Folder 1
1906
Folder 2
1910
Folder 3
1910-1911
High school (Kemper Hall), 1911-1915
Folder 4
Scrapbook
Folder 5
Report card, medals, and honor roll
Box 2
Undergraduate university education
Folder 1
Class notes, history
Papers
Folder 2
"Sino-Japanese Relations, 1914-1915"
Folder 3
Folder 4
Stanford University Commencement
Post-graduate education
Folder 5
University of Brussels, 1921-1922
Folder 6
Folder 7
Miscellaneous printed matter, 1920-1924
Box 3, Folder 1
Teaching career. The Vassar Miscellany News, May 15, 1926 (article mentioning F. E. Willis)
Foreign Service School
Folder 2
"The Road to Success, or the Career of a Diplomat," by M. C. Perts, 1924. Book of drawings
Folder 3
American Academy of Political and Social Sciences, 31st Annual Meeting, April 22-23, 1927. Program
Folder 4
"How Much Did You Pay for Your Job?, an Obsolete Mystery Play in Modern Dress, a Prologue, and an Act," presented by The Foreign Service School, Department of State, Washington D. C.
Folder 4a
"The Elements of Sea Power and Its Meaning to the United States," by William Howard Gardiner. Lecture given to the Foreign Service School, February 13, 1928
Folder 4b
"Naval Power in War and as a Peaceful Support of Policy," by William Howard Gardiner. Lecture given to the Foreign Service School, February 13, 1928

BIOGRAPHICAL FILE 1946-1965
Scope and Contents note
Articles and biographical data, arranged chronologically.

Box 3, Folder 5
Articles and biographical data
FAMILY CORRESPONDENCE 1920-1966

Scope and Contents note
Letters and copies of letters from Frances E. Willis to her family, and other family correspondence, arranged chronologically.

Box 3, Folder 6

Undated

1920
Folder 7 May
Folder 8 August
Folder 9 September
Folder 10 October
Folder 11 November
Folder 12 December

1921
Folder 13 January
Folder 14 February
Folder 15 March
Folder 16 April
Box 4, Folder 1 May
Folder 2 June
Folder 3 July

1932
Folder 4 January
Folder 5 February
Folder 6 March
Folder 7 April
Folder 8 May
Folder 9 June
Folder 10 July
Folder 11 August
Folder 12 September
Folder 13 October
Folder 14 November
Folder 15 December

1933
Folder 16 January
Folder 17 February
Folder 18 March
Folder 19 April
Folder 20 May
Folder 21 June
Folder 22 July
Folder 23 August
Folder 24 September
Folder 25 October
Box 5

1934
Folder 1 July
Folder 2 August
Folder 3 September
Folder 4 October
Folder 5 November
Folder 6 December

1935
Folder 7 January
Folder 8 February
Folder 9 March
Folder 10 April
Folder 11 May
Folder 12  
Folder 13  
Folder 14  
Folder 15  
Folder 16  
Folder 17  
Folder 18  

Box 6  
Folder 1  
Folder 2  
Folder 3  
Folder 4  
Folder 5  

1936  
Folder 6  
Folder 7  
Folder 8  
Folder 9  
Folder 10  
Folder 11  
Folder 12  
Folder 13  
Folder 14  
Folder 15  
Folder 16  
Folder 17  

1937  
Folder 18  
Folder 19  
Folder 20  
Folder 21  
Folder 22  
Folder 23  
Folder 24  
Folder 25  
Folder 26  
Folder 27  
Folder 28  
Folder 29  

Box 7  
Folder 1  
Folder 2  
Folder 3  
Folder 4  
Folder 5  
Folder 6  
Folder 7  
Folder 8  
Folder 9  
Folder 10  
Folder 11  
Folder 12  

1938  
Folder 13  
Folder 14  
Folder 15  
Folder 16  

1939  
Folder 13  
Folder 14  
Folder 15  
Folder 16  
Folder 17  

1940  
Folder 13  
Folder 14  
Folder 15  
Folder 16  
Folder 17
| Folder 18 | June  |
| Folder 19 | July  |
| Folder 20 | August |
| Folder 21 | September |
| Folder 22 | October  |
| Folder 23 | November |
| Folder 24 | December |

1941
| Folder 25 | January |
| Folder 26 | February |
| Folder 27 | March |
| Folder 28 | May |
| Folder 29 | June |
| Folder 30 | July |
| Folder 31 | August |
| Folder 32 | September |
| Folder 33 | October |
| Folder 34 | November |
| Folder 35 | December |

Box 8

1942
| Folder 1 | January |
| Folder 2 | February |
| Folder 3 | March |
| Folder 4 | April |
| Folder 5 | May |
| Folder 6 | June |
| Folder 7 | July |
| Folder 8 | August |
| Folder 9 | September |
| Folder 10 | October |
| Folder 11 | November |
| Folder 12 | December |

1943
| Folder 13 | January |
| Folder 14 | February |
| Folder 15 | March |
| Folder 16 | April |
| Folder 17 | May |
| Folder 18 | June |
| Folder 19 | July |
| Folder 20 | August |
| Folder 21 | September |
| Folder 22 | October |
| Folder 23 | November |
| Folder 24 | December |

1944
| Folder 25 | January |
| Folder 26 | February |
| Folder 27 | March |
| Folder 28 | April |
| Folder 29 | May |
| Folder 30 | June |
| Folder 31 | July |
| Folder 32 | August |

1945
<p>| Folder 33 | June |
| Folder 34 | July |
| Folder 35 | August |</p>
<table>
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<td>September</td>
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<td>Folder 37</td>
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<tr>
<td>Folder 38</td>
<td>November</td>
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<td>Folder 39</td>
<td>December</td>
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<table>
<thead>
<tr>
<th>Box 10, Folder 1</th>
<th>1947</th>
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<tbody>
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<td>Folder 1</td>
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<td>June</td>
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<tr>
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<td>November</td>
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<td>Folder 8</td>
<td>December</td>
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<table>
<thead>
<tr>
<th>Box 11, Folder 1</th>
<th>1948</th>
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<tr>
<td>Folder 1</td>
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<td>June</td>
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<td>Folder 5</td>
<td>August</td>
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<td>Folder 7</td>
<td>October</td>
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<tr>
<td>Folder 8</td>
<td>November</td>
</tr>
<tr>
<td>Folder 9</td>
<td>December</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 12, Folder 1</th>
<th>1949</th>
</tr>
</thead>
<tbody>
<tr>
<td>Folder 10</td>
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<td>February</td>
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<td>Folder 12</td>
<td>March</td>
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<td>Folder 13</td>
<td>April</td>
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<td>May</td>
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<td>Folder 15</td>
<td>June</td>
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<td>October</td>
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<table>
<thead>
<tr>
<th>Box 13, Folder 1</th>
<th>1950</th>
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<td>Folder 21</td>
<td>January</td>
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<tr>
<td>Folder 22</td>
<td>February</td>
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<tr>
<td>Folder 23</td>
<td>March</td>
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<tr>
<td>Box 14, Folder 1</td>
<td>April</td>
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<tr>
<td>Folder 2</td>
<td>May</td>
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<tr>
<td>Folder 3</td>
<td>June</td>
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FAMILY CORRESPONDENCE 1920-1966

Register of the Frances E. Willis papers

Folder 4: July
Folder 5: August
Folder 6: September
Folder 7: October
Folder 8: November
Folder 9: December

1951
Folder 10: January
Folder 11: February
Folder 12: March
Folder 13: April
Folder 14: May
Folder 15: June
Folder 16: July
Folder 17: August
Folder 18: September
Folder 19: October
Folder 20: November
Folder 21: December
Box 12: 1952
Folder 1: January
Folder 2: February
Folder 3: March
Folder 4: April
Folder 5: May
Folder 6: June
Folder 7: July
Folder 8: August
Folder 9: September
Folder 10: October
Folder 11: November
Folder 12: December

1953
Folder 13: January
Folder 14: February
Folder 15: March
Folder 16: April
Folder 17: May
Folder 18: June
Folder 19: July
Folder 20: August
Folder 21: September
Folder 22: October
Folder 23: November
Folder 24: December
Box 13: 1954
Folder 1: January
Folder 2: February
Folder 3: March
Folder 4: April
Folder 5: May
Folder 6: June
Folder 7: July
Folder 8: August
Folder 9: September
Folder 10: October
Folder 11: November

1958
Folder 12  April
Folder 13  June
Folder 14  July
Folder 15  August
Folder 16  September
Folder 17  October
Folder 18  November
Folder 19  December

1959
Folder 20  January
Folder 21  February
Folder 22  March
Folder 23  April
Folder 24  May
Folder 25  June
Folder 26  July
Folder 27  August
Folder 28  September
Folder 29  October
Folder 30  December

1960
Folder 31  January
Folder 32  February
Folder 33  March
Folder 34  April
Folder 35  May
Folder 36  June
Folder 37  July
Folder 38  August
Folder 39  September
Folder 40  October
Folder 41  November
Folder 42  December

1961
Folder 43  January
Folder 44  February
Folder 45  March
Folder 46  April
Folder 47  May
Folder 48  June
Folder 49  July
Folder 50  August
Folder 51  September
Folder 52  October
Folder 53  November
Folder 54  December

Box 14  1962
Folder 1  January
Folder 2  February
Folder 3  March
Folder 4  April
Folder 5  May
Folder 6  June
Folder 7  July
Folder 8  August
Folder 9  September
Folder 10  October
Folder 11  November
FAMILY CORRESPONDENCE 1920-1966

Register of the Frances E. Willis papers

Box 14

Career records, including correspondence, memoranda, expense reports, clippings, printed matter, memorabilia, miscellany.

Folder 31a

Miscellaneous printer matter

Folder 32

1927

Folder 33

1928

Folder 34

1929

Folder 35

1930

Folder 36

1931

Box 15, Folder 1-3

1932

Folder 4-5

1933

Folder 6

1934

Folder 7

1935

Folder 8

1936

Folder 9

1937

Folder 10

1938. Executive orders from F. D. Roosevelt

September 3

December 27

Folder 11

1939. Executive orders from F. D. Roosevelt

June 22

July 8

July 17

November 30

December 4

Folder 12

1940. Includes The Case for the King of the Belgians, by John Cudahy (1940)

Box 16, Folder 1

1941

Folder 2

1942

Folder 3

1943

Folder 4

1944

Folder 5

1945

Folder 6

1946

Folder 7

1947

Folder 8

1948

FOREIGN SERVICE 1927-1953

Scope and Contents note

Correspondence, clippings, memoranda, speeches, career records, arranged chronologically.

Box 14

Career records, including correspondence, memoranda, expense reports, clippings, printed matter, memorabilia, miscellany.

Folder 31a

Miscellaneous printer matter

Folder 32

1927

Folder 33

1928

Folder 34

1929

Folder 35

1930

Folder 36

1931

Box 15, Folder 1-3

1932

Folder 4-5

1933

Folder 6

1934

Folder 7

1935

Folder 8

1936

Folder 9

1937

Folder 10

1938. Executive orders from F. D. Roosevelt

September 3

December 27

Folder 11

1939. Executive orders from F. D. Roosevelt

June 22

July 8

July 17

November 30

December 4

Folder 12

1940. Includes The Case for the King of the Belgians, by John Cudahy (1940)
FOREIGN SERVICE 1927-1953

Register of the Frances E. Willis papers

Folder 9  1949
Box 17, Folder 1  1950
Folder 2  1951
Folder 3  1952
Folder 4  1953

AMBASSADOR TO SWITZERLAND 1953-1957

Scope and Contents note
Correspondence, speeches, memoranda, notes, reports, printed matter, arranged by form.

Box 17
Folder 5
Correspondence 1953-1957
Undated
Folder 6  1953
Folder 7  1954
Folder 8  1955
Folder 9  1956
Folder 10  1957

Box 18
Chronological file of speeches and visits
Scope and Contents note
Contains holograph notes, typewritten outline and text, correspondence.

Folder 1
Undated drafts and holograph notes
"Freedom Has Responsibilities," 1953
Folder 2
Appointment as Ambassador, statement for press and television, August 10, 1953
Voice of America broadcast, August 14, 1953
Presentation of credentials, October 9, 1953
Statement for press conference, October 9, 1953
"The Foreign Policy of the United States," Swiss Friends of the United States of America, Zurich, November 7, 1953
Folder 3
Visit to Canton of Vaud, January 20, 1954
University of Lausanne, January 20, 1954
Swiss-American Society for Cultural Relations, January 20, 1954
Reception, Government of the Canton of Basel, May 12, 1954
American Books Exhibition, Zurich, June 21, 1954
Museum of Fine Arts, Lucerne, July 17, 1954
CBS Coast to Coast Broadcast, December 17, 1954
University of Redlands, Redlands, California, December 17, 1954
Folder 4
Berne Women’s Club, January 7, 1955
Farewell to Egyptian Minister, January 14, 1955
Colombia Society, University of Fribourg, January 20, 1955
Ed Murrow Program, February 3, 1955
Folder 5
Musical Salute between Basel, Switzerland, and Denver, Colorado, recording made at Radio Bern, May 17, 1955
Folder 6
Folder 7
Confrérie des Vignerons de Vevey, August 1, 1955
Ceremony Transferring the United States Reactor to Switzerland, August 20, 1955
International Federation of Business and Professional Women, August 22, 1955
Folder 8
United States Information Agency, tape recording, October 10, 1955
Opening of the Comédie Française, New York, October 25, 1955
Folder 9
- Sixty-ninth Anniversary of the Statue of Liberty, Bedloe's Island, October 28, 1955
- Virginia Women's Forum, Richmond, Virginia, November 3, 1955
- American Women's Association, Annual Achievement Award, New York, November 19, 1955

Folder 10
- Georgetown Junior Year Luncheon, Fribourg, Switzerland, January 25, 1956
- Remarks on the Role of the Ambassador, Soleure, Switzerland, March 13, 1956
- ABC Radio Broadcast, July 10, 1956
- Presentation of an Atomic Energy Library to the Swiss Government, Zurich, August 15, 1956
- Remarks at reception, Fribourg, Switzerland, September 24, 1956
- Fragment of speech, Geneva, November 2, 1956

Folder 11
- Bern Art Museum, January 26, 1957
- Kiwanis Club, Redlands, California, March 27, 1957
- Reply to speech by President Streuli, April 26, 1957

Box 19
Subject File 1953-1957
Scope and Contents note
Contains correspondence, memoranda, career records, speeches, honorary degree, etc.

Folder 1
- Appointment to Switzerland

Folder 2
- Archives Diplomatiques et Consulaires, July/August, 1955

Folder 3
- Attorney General's List of Subversive Organizations

Folder 4
- Brown, Winthrop G. Advance text of remarks to be delivered at a luncheon of the Swiss Friends of the U.S.A., January 27, 1955

Folder 5
- Career records. Appraisal of language proficiency, bond, leave reports, residency and dependency reports, salary, etc.

Folder 6
- Customs information

Folder 7
- Department of State instructions

Folder 8
- Departure from Switzerland. Remarks addressed to F. E. Willis, April 17, 1957

Folder 9
- Dillon, Ambassador (Thomas P. ?). Speech at American Club, Geneva, May 17, 1956

Folder 10
- Dulles, John Foster. Remarks to the U.S. House of Representatives Foreign Affairs Committee, January 7, ca. 1956; Remarks to Girls Nation, July 12, 1956

Folder 11
- Eisenhower, Dwight D. Thanksgiving Proclamations, undated; Address to Congress, January 6, 1957; Message to the President of the Swiss Confederation, undated

Folder 12
- Entertainment. Guest lists, accounts, calling cards

Folder 13
- Expenses of the Embassy
  - Miscellaneous
    - 1953-1954

Folder 14
- 1955

Folder 15
- 1956

Folder 16
- 1957

Folder 17
- Foreign Policy Briefs

Folder 18
- Foreign Service Circular

Folder 19
- Foreign Service. Security Information Bulletin

Folder 20
- Honorary Degree from University of Redlands, December 16, 1954; Western College for Women, Oxford, Ohio, October 15, 1955

Folder 21
- Household employees and inventory

Folder 22
- Lodge, Ambassador Henry Cabot, Jr. Statement on disarmament, January 14, 1957

Folder 23
- Members of the Diplomatic Corps in Switzerland, December 21, 1954

Folder 24
- Memoranda

Box 20, Folder 1
- Menus, invitations, programs, etc.

Folder 2
- Miscellaneous

Folder 3
- Newsbriefs

Folder 4
- Press releases

Folder 5
- Printed material

Folder 6
- Schedules, phone calls, appointments
Folder 7  
Travel vouchers and itineraries
Folder 8  
U.S. employees in Switzerland
Folder 9  
Women

Clippings 1953-1957

Folder 10  
Undated
Folder 11  
1953
Folder 12  
1954
Folder 13  
1955
Folder 14  
1956
Folder 15  
1957

AMBAASSADOR TO NORWAY 1957-1961

Scope and Contents note
Correspondence, speeches, visits, memoranda, printed matter, arranged by form.

Box 21
Folder 1  
Undated
Folder 2  
1958
Folder 3  
1959
Folder 4  
1960
Folder 5  
1961

Chronological file of speeches and visits
Scope and Contents note
Contains holograph notes, typewritten outline and text, correspondence.

Folder 6
Department of State speech, May 17, 1957
Remarks on receiving appt. to Norway, May 23, 1957
Opening ceremony of summer session, University of Oslo, July 6, 1957
American Women's Club of Oslo, September 10, 1957
Norwegian Defense College, December 12, 1957

Folder 7
"Some Basic Concepts of American Foreign Policy in the Mid-Twentieth Century," Bergens Handelsforeningen, February 4, 1958
Roof-raising ceremony, April 25, 1958
Minnesota Centennial celebrations, May 5, 1958
Remarks onboard ship, Haakon VII, June 30, 1958
American Women's Club of Oslo, September 9, 1958
"Some Aspects of American Foreign Policy in the Mid-Twentieth Century," Norwegian Defense College, December 12, 1958
Remarks on career, December 23, 1958

Folder 8
Dedication of Lincoln Statue, Lincoln's Second Inaugural Address, Frogner Park, February 12, 1959
USAFE Band Concert, May 21, 1959
Opening of New Embassy, June 15, 1959
American Women's Club of Oslo, September 8, 1959
Rustan NIKE Battery Site, October 9, 1959
Los Angeles World Affairs Council, December 15, 1959
University of Redlands, Redlands, California, December 15, 1959

Folder 9
Opening of the PAO Conference, remarks to be read by Charge d'Affaires, Oslo, May 23, 1960
Commencement Address, American School, Oslo, June 11, 1960
World Affairs Center, remarks to community leaders, October 7, 1960
Convocation on Peace, Rochester, New York (?), October 14, 1960
Remarks, Bangor, Maine, October 21, 1960
Trusteeship Council Chamber, remarks to community leaders, United Nations, October 28, 1960
Foreign Service Women's Association, Washington, D.C., November 9, 1960
AMBASSADOR TO NORWAY 1957-1961

NGO Briefing, December 7, 1960
American Women's Club, Oslo, January 10, 1961
Commendable Service Award Ceremony, February 1, 1961
Norwegian American Chamber of Commerce Meeting, February 6, 1961

Subject file 1957-1961
Scope and Contents note
Contains correspondence, career records, memoranda, memorabilia, etc.

Folder 11
Accident of Ambassador Willis
Folder 12
Bodo Lofoten Islands, trip to, March 16-19, 1957
Folder 13
Career records. Notes on GNP of Norway, personal notes relating to ambassadorial duties, diplomatic mission in Norway, etc.
Folder 14
Department of State. Booklets, manuals, bulletins, procedures
Folder 15
Department of State instructions
Folder 16
Departure from Norway
Folder 17
Eisenhower, Dwight D.
Folder 18
Embassy Bulletin
Folder 19
Embassy. Christmas gratuities
Folder 20
Embassy organization
Folder 21
Entertaining. Receipts, guest lists
Folder 22
Foreign Service Extension Education Department. Continuing education, self-assessed language proficiency
Folder 23
Menus, invitations, programs, namecards
Box 22
Memoranda
Folder 1
Undated
Folder 2
1957
Folder 3
1958
Folder 4
1959
Folder 5
1960
Folder 6
1961
Folder 7
Miscellany
Norway
Folder 8
Defense
Folder 9
Foreign Ministers Statement, March 9, 1961
Folder 10
Personal business and household employees
Folder 11
Presentation of medal by the President of the U.S.A. honoring Norwegian Air Force Pilot Fenrik Arne Vatne
Folder 12
Press releases and USIA Information Releases
Folder 13
Security violations
Folder 14
Souvenir booklets
Folder 15
Travel vouchers and itinerary
Folder 16
United Nations
Folder 17
Visitors
Box 23
Clippings 1957-1961
Folder 1-3
1957
Folder 4-5
1958
Folder 6-7
1959
Folder 8
1960
Folder 9
1961

AMBASSADOR TO SRI LANKA 1961-1964
Scope and Contents note
Correspondence, speeches, visits, memoranda, printed matter, arranged by form.

Box 24
Correspondence
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<tr>
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<td>1961</td>
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<td>6</td>
<td>1963</td>
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<tr>
<td>7-9</td>
<td>1964</td>
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Chronological file of speeches and visits. Holograph notes, typewritten outline and text, correspondence.

Folder 9a
Fragments and holograph notes, etc.

Folder 9b
"Political Power in Ceylon," undated
"The Power of Choice," undated
"Disarmament," undated
"United States Foreign Policy," YWCA and Ceylon American Society, Kandy, undated

Folder 10
American Association of Colombo, June 6, 1961

Folder 11
Remarks on American Foreign Policy, June 7, 1961

Folder 12
American Association Celebration of the Fourth of July, Colombo, July 4, 1961

Folder 13
Opening of Cancer Week, Ceylon Cancer Society, July 8, 1961

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YMCA of Colombo, July 11, 1961, and Midland Ceylon American Society, July 12, 1961

Folder 15
Kingswood College, Kandy, July 15, 1961

Folder 16
Dutch Reformed Sunday Schools, Wolrendaal Church, July 24, 1961

Folder 17
Opening of the Housewives' Exhibition, Colombo Art Gallery, July 28, 1961

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Opening Ceremony of the Stanford Management Seminar, Ceylon, July 31, 1961

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Pageant of Flowers, Church of Ceylon Sunday Schools, August 13, 1961

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Folder 21
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Folder 25
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Folder 26
"American Foreign Policy," Vincent Girls' High School, Batticaloa, October 27, 1961

Folder 27
USOM Award of Certification of Achievement, Red Cross Hall, November 14, 1961

Folder 28
YMCA Christmas Dinner, December 20, 1961

Box 25, Folder 1
Dedication of the Building Given to the YMCA by the American Women's Club of Colombo, January 23, 1962

Folder 2

Folder 3
Bishop's School, February 16, 1962

Folder 4
"Role of University Women in Public Life," Seminar of the Ceylon Federation of University Women, Radus (?) College, February 17, 1962

Folder 5

Folder 6
Commemoration of the Fiftieth Anniversary of the Death of the Venerable Sri Sumangala Nayaka Thero, Vidyodaya University, April 28, 1962

Folder 7
Reception for Returned Grantees, Ministry of Transport and Communications, USAid Mission, May 10, 1962

Folder 8
Opening of the Exhibition of American Arts and Crafts, Kandy, June 7, 1962

Folder 9
Jaffna College, June 9, 1962

Folder 10

Folder 11
American Picnic, Race Course, July 4, 1962

Folder 12
Remarks for Broadcast by Radio Ceylon, July 4, 1962
Folder 14: Remarks on sports, August 5, 1962
Folder 15: Prize Day of the Trinity College of Music, Ladies College, Colombo, August 11, 1962
Folder 16: Annual Dinner of the Ceylon Association of Pediatricians, August 11, 1962
Folder 17: Opening of the Sarana Feteana Fair (Uelala), September 1, 1962
Folder 18: Welcome Address to Peace Corps Volunteers, September 8, 1962
Folder 19: Award Presentation to the US Marine Corps, Certificate of Good Conduct, presented to Corporal Daniel Naclaw, September 11, 1962
Folder 20: Ceylon American Youth League, Matura, September 19, 1962
Folder 21: Opening of the Central Vocational Training and Trade Testing Centre, October 5, 1962
Folder 22: Salvation Army Girl's Home, Dehiwela, November 24, 1962
Folder 24: Opening of the Jaffna YMCA, Jaffna, December 29, 1962
Folder 25: Silaboli Exhibition and Fair, March 9, 1963
Folder 26: Bible Society Sale, June 1, 1963
Folder 27: CARE Presentation of Eleven Sets of Bottling Equipment to Lanka Mahila Samita(?), June 1, 1963
Folder 28: Annual General Meeting of the CNAPT, June 28, 1963
Folder 29: American Picnic, Cricket Club, July 4, 1963
Folder 30: "United States Participation in International Organizations and Activities," Rotary Club, Colombo West, August 21, 1963
Folder 31: "United States Participation in International Organizations," Mt. Lavinia Rotary Club, August 27, 1963
Folder 32: Exhibition of Paintings and Drawing of Patricia Jeffrey, Lionel Munde Memorial Hall, September 6, 1963
Folder 33: Safety Seminar, Colombo Oval, November 1, 1963
Folder 34: Opening Ceremony of the Alutnuwara-Padiyatalawa, January 30, 1964
Folder 35: AWA Annual Meeting and Luncheon, March 3, 1964
Folder 36: World Health Day Celebration, Colombo, April 7, 1964
Folder 37: School for the Blind, Mt. Lavinia, April 9, 1964
Folder 38: Church of Ceylon, Board of Women's Work, May Time Fair, YMCA Jubilee Hall, May 9, 1964
Folder 39: Luncheon held in honor of F. E. Willis' 65th Birthday, May 20, 1964
Folder 40: All Ceylon Government English Assistant Teachers' Trade Union, Ganipahe, June 13, 1964
Folder 41: American Celebration, July 5, 1964
Folder 42: St. Michael's Youth Group, August 13, 1964
Folder 43: Statement of Ambassador upon Departure from Ceylon, 1964
Box 26: Subject file 1961-1964
Scope and Contents note
Contains correspondence, memoranda, career records, printed matter, bulletins, etc.
Folder 12 Duty officers conduct
Folder 13 Gratuities
Folder 14 Information bulletins
Folder 15 Personnel
Box 27 Fourth of July
Folder 1 1961
Folder 2 1962
Folder 3 1963
Folder 4 1964
Folder 5 Grant, Robert Y.
Folder 6 International Cooperation Administration
Folder 6a Iran
Folder 7 Kennedy, President John F.
Folder 8 Correspondence
Folder 9 Death
Box 28, Folder 1 Map of Colombo
Folder 2 Memoranda 1961-1964
Folder 3 Miscellany
Folder 4 National Civil Service League Award to Frances Willis
Folder 5 Undated
Folder 6 March
Folder 7 June
Folder 8 July
Folder 9 August
Folder 10 September
Folder 11 October-December
Folder 12 January-March
Folder 13 April-June
Folder 14 July-September
Folder 15 October-December
Folder 16 January-February
Box 29, Folder 1 May
Folder 2 June
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Folder 6 Norge-Amerika Foreningen
Folder 7 Nuclear Energy Test Ban Treaty
Folder 8 Organization of American States
Folder 9 Printed matter
Folder 10 Rusk, Dean
Folder 11 Society for the Cause of Mother's Lineage
Folder 12 Southeast Asia, proposed economic conference
Folder 13 Souvenir, proclamation
Folder 14 Sri Lanka
Folder 15 Ambassador to the United States
Folder 16 Economic conditions
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Folder 18 Thanksgiving
Folder 19 Travel
Folder 19 England
AMBASSADOR TO SRI LANKA 1961-1964

Folder 20  India, Nepal, Pakistan, Iran
Folder 21  Japan
Folder 22  Sri Lanka
Folder 23  General
Folder 24  Alutnuwara Rd.
Folder 25  Ampara
Folder 26  Galle
Folder 27  Kandy
Folder 28  Matara and Hambantota
Folder 29  Washington, D.C.
Box 30, Folder 1  Trinity College of Music (Ceylon Center)
Folder 2  United Nations
Folder 3  United States
Folder 4  Ambassador to Vietnam
Folder 5  Foreign aid
Folder 6  Policy towards Communist China
Folder 7  U.S.S.R. "The Sources of Soviet Conduct," by X (George Kennan), with clipping by Walter Lippmann
Folder 8  Visit of Mrs. de Marconnay
Folder 9  Voice of America
Folder 10  Women's International Club
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Folder 12  Clippings
Box 31, Folder 1-2  1961
Folder 3  1962
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Folder 22  1981
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Folder 24  1983
POST-RETIREMENT 1964-1983
Scope and Contents note
Correspondence, speeches, visits, printed matter, arranged by form.

Box 32  Correspondence
Folder 1-2  1964
Folder 3  1965
Folder 4  1966
Folder 5  1967
Folder 6  1968
Folder 7  1969
Folder 8  1970
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Folder 10  1972
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Folder 13  1975
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Folder 16  1978
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Folder 19  1981
Folder 20  1982
Folder 21  1983

Box 33  Chronological file of speeches and visits. Holograph notes, typewritten outline and text, correspondence.
Folder 1  Introduction of Dr. Frances Elizabeth Willis, 1965
Folder 2  Mount Senior Convocation of Western College for Women, Oxford, Ohio, February 13, 1965
Folder 3  Redlands Reading Club, March 4, 1965
Folder 4  P.E.O. Sisterhood, Redlands, March 15, 1965
Folder 5  Joint meeting of the Rotary Club of Redlands and the Soroptimist Club, March 25, 1965
Folder 6  Young People's Fellowship, Trinity Episcopal Church, Redlands, April 4, 1965
Folder 7  Yucaipa Rotary Club, April 6, 1965
Folder 8  Riverside Rotary Club, May 12, 1965
Folder 9  "Afterthoughts of an Ambassador," Kiwanis Club, Riverside, August 26, 1965
Folder 10  Citrus Belt, U.N.A., Ramada Inn, Riverside, January 8, 1966

Register of the Frances E. Willis papers 84031
| Folder 12 | United Nations Association, Long Beach, January 29, 1966 |
| Folder 14 | Breakfast Club, Redlands, February 3, 1966 |
| Folder 15 | "What a Foreign Service Officer is Expected to Do," Junior Contemporary Club, March 5, 1966 |
| Folder 16 | American Association of Retired Persons, Redlands Branch, April 18, 1966 |
| Folder 17 | Contemporary Club, April 18, 1966 |
| Folder 18 | U.N.A., Palm Springs, April 25, 1966 |
| Folder 19 | "Look Who is Doing the Talking," Kemper Hall, May 7, 1966 |
| Folder 20 | Redlands Lions Club, May 27, 1966 |
| Folder 21 | Red Cross Annual Award Ceremony, Redlands, June 15, 1966 |
| Folder 22 | China Lake Chapter of the American Society for Public Administration, December 6, 1966 |
| Folder 24 | "The United States in a Changing World," The Clark Lecture, Scripps College, Claremont, January 10, 1967. Printed program of speech, programs, clippings, menu and seating charts, schedules |
| Box 34, Folder 1 | American Association of University Women, Redlands March 7, 1967 |
| Folder 2 | "Your Representatives Abroad," Torch Club, San Bernardino, May 10, 1967 |
| Folder 3 | "Our Changing World," Cap and Gown, Stanford, May 13, 1967 |
| Folder 4 | Knights of the Round Table, Grail Award, Acceptance Speech, Redlands, June 27, 1967 |
| Folder 5 | Presentation of Red Cross Length of Service Award, September 18, 1967 |
| Folder 7 | "The United States in a Changing World," Fortnightly Club, October 7, 1967 |
| Folder 8 | "The Need to Know," Sweet Briar College, Founder's Day Address, October 18, 1967 |
| Folder 9 | Introduction of the Honorable William P. Bundy, World Affairs Council Inland Southern California, San Bernardino Orange Show, October 11, 1967 |
| Folder 10 | Prospect Park Volunteer Meeting, Casa Loma, University of Redlands (?), November 6, 1967 |
| Folder 11 | California League of Senior Citizens, January 3, 1968 |
| Folder 13 | Highland Women's Club, February 9, 1968 |
| Folder 14 | Book Club, Redlands, March 7 1968 |
| Folder 16 | "The U.S. Foreign Service and the Role of an Ambassador," Banning Women's Club, March 26, 1968 |
| Folder 17 | University of Redlands, March 28, 1968 |
| Folder 18 | "The Role of Women in the Observance of International Human Rights Year," Yokohoma, Japan, May 14, 1968 |
| Folder 19 | Tsuda College, May 16, 1968 |
| Folder 20 | "Human Rights, Avenue to Progress," Women Leaders, Tokyo, May 17, 1968 |
| Folder 23 | Fourth Conference of the Status of Women Commission, June 22, 1968 |
| Folder 25 | Baptist Women's Society of the First Baptist Church in Redlands, September 11, 1968 |
Folder 27  IX Foreign Service Day Program, Acceptance Speech, U.S. Department of State, November 16, 1973
Folder 28  Unidentified speech 1974
Folder 31  International Club of the California State College, San Bernardino, April 13, 1974
Folder 32  California Baptist College, Riverside, April 26, 1974
Folder 33  Board of Overseers, University of Redlands, June 2, 1974
Folder 34  United Nations Association, San Bernardino, October 25, 1974
Folder 35  Book Club, October 3, 1974
Folder 36  Unidentified speech, November 1974
Folder 37  United Nations Association Dinner, October 22, 1975
Folder 38  "Round the World Journey," Book Club, November 6, 1975
Folder 39  Round Table, Luncheon Meeting, December 2, 1975
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Scope and Contents note
Contains correspondence, memorabilia, printed matter, etc.

Folder 1  American Foreign Service Association
Folder 2  American Red Cross
Folder 3  American-Scandinavian Foundation
Folder 4  American Society for Friendship with Switzerland
Folder 5  American-Swiss Association
Folder 6  American Women's Association
Folder 7  Council of Community Service
Folder 8  Crowe, Philip K., writings
Folder 9  Department of State
Folder 10  General
Folder 11  Publication, "Women in American Foreign Affairs"
Folder 12  Stimulation of Creativity Task Force
Box 36, Folder 1  Economic Commission for Europe
Folder 2  Europe, travel in, 1966
Folder 3  Foreign Policy Conference
Folder 4  Foreign Service Journal
Folder 5  Hollins College
Folder 6-7  Japan, travel in, 1968
Box 37, Folder 1  Miscellany
Folder 2  Pitzer College
Folder 3  Redlands, California Chamber of Commerce
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Folder 5  Swiss Society of New York
Folder 6  United Nations
Folder 7  University of California, Riverside
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Folder 9  Western College for Women, Oxford, Ohio
Folder 10  Women
Box 38  Clippings
Folder 1  Undated
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MEMORABILIA


PHOTOGRAPHS 1916-1979

Album fA  Album of prints in Belgium, 1939; 4 albums of Switzerland, 1953-1957.
Album fB  1 album in Switzerland, 1954; 3 albums in Norway, 1957-1961
Album fC  3 albums in Sri Lanka 1961-1964
Envelope D  4 prints of Frances Willis at Stanford graduation, 1923; 3 prints of Frances Willis and others in Chile; 5 prints of scenes in Peru.
Envelope mE  3 prints of Francis Willis; 2 prints of Francis Willis and others. circa 1930
Envelope F  3 prints of Frances Willis, Chile; 11 prints of Francis Willis and others, Chile, 1928-1931; 1 print of Stanford University, 1928.
Envelope G  4 prints of Frances Willis' living quarters, Stockholm; 5 outdoor scenes; 5 prints of Francis Willis; 1 print of unidentified man; 24 prints of Frances Willis and others; 2 unidentified prints; 2 prints of Julius Wadsworth; 1931-1934; 13 prints of Frances Willis, American Ambassador and Mrs. Moorehead (?) and others, 1933; 1 print of Agnes and William Dawson; 1 print of Frances Willis and Anne Morrow Lindbergh; 2 prints of Charles and Anne Lindbergh, leaving Stockholm; 1 print of Charles and Anne Lindbergh and others; 1 print of Charles Lindbergh and others, 1933.
Envelope H  3 prints of Captain C.H.J Keppler, U.S. Navy; 3 prints of Frances Willis; 17 prints of Francis Willis and others; 23 unidentified prints; 1 outdoor scene; 2 prints of indoor scenes; 1 print of King Leopold of Belgium; 1 print of Queen Astrid of Belgium, 1934-1940.
Envelope I  5 prints of Frances Willis and others in Spain, circa 1941; 5 unidentified prints in Spain; 1 print of Frances Willis and others, 1948; 3 prints of Francis Willis, Joseph C. Grew and others; 1 unidentified print; 1 print of wedding, 1950; 1 print of Frances Willis and others, 1950.
Envelope J  14 prints of Frances Willis and others, circa 1952; 4 prints of Frances Willis, circa 1952, Helsinki, Finland; 4 scenes of Finland; 1 print of the American Legation, Helsinki, Finland.
Envelope mK  2 prints of Frances Willis. circa 1952
Envelope L  10 prints of scenes in Switzerland; 3 unidentified prints. circa 1953
Envelope M  8 prints of Frances Willis in Switzerland; 78 prints of Frances Willis and others during her Ambassadorship. 1953-1957
Envelope N  21 prints of Frances Willis and others; 2 prints of Francis Willis. 1953
Envelope O  4 prints of Frances Willis, Mr. and Mrs. John Foster Dulles, and others, 1954; 33 prints of Frances Willis and others; 17 prints of Frances Willis and others at "Hospes" Exhibition, Bern, Switzerland, given by U.S. Lines, June, 1954.
Envelope P  10 prints of Frances Willis, President and Mrs. Dwight D. Eisenhower, 1955; 6 prints of Frances Willis, 1955; 23 prints of Frances Willis and others; 16 prints of Frances Willis and family members, circa 1955; 2 prints of Frances Willis and her mother at a concert, June 1955;
Envelope mQ  1 print of Frances Willis, President and Mrs. Dwight D. Eisenhower, and others, July 1955; 3 prints of the American Embassy in Switzerland, 3 sets of Album pages of Frances Willis and others, 1955, 1956, 1957.
Envelope mR  11 prints of the American Embassy, Oslo, Norway; 6 prints of the U.S.S. Intrepid; 4 prints of Frances Willis and others aboard the U.S.S. Intrepid, 1958; 3 prints of Frances Willis and others, 1959.
<table>
<thead>
<tr>
<th>Envelope</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>1 print of Frances Willis in Switzerland; 67 prints of Frances Willis and others, Switzerland. 1956</td>
</tr>
<tr>
<td>T</td>
<td>1 print of Frances Willis and under Secretary Robert Murphy; 1 print of Frances Willis and John Foster Dulles. 1 print of Frances Willis, John Foster Dulles and others; 12 prints of Frances Willis and others. 1957</td>
</tr>
<tr>
<td>U</td>
<td>7 prints of Frances Willis and others, Norway; 9 prints of Frances Willis and others at a ship launching, Norway; 4 unidentified prints;</td>
</tr>
<tr>
<td>V</td>
<td>1 print of Francis Willis in Norway; 1 print of Frances Willis and others in Norway, 1957. undated</td>
</tr>
<tr>
<td>W</td>
<td>12 prints of an American Embassy party; 16 prints of Frances Willis and others. 1958</td>
</tr>
<tr>
<td>X</td>
<td>1 print of Frances Willis; 2 prints of Frances Willis and her mother; 4 prints of an Embassy Christmas party; 2 prints of the Embassy interior. 3 prints of Francis Willis and others; 5 prints of Frances Willis, Dr. Ralph J. Bunche, Under Secretary of the United Nations on his visit to Norway, 1958; 1 outdoor scene.</td>
</tr>
<tr>
<td>Y</td>
<td>22 prints of a wreath-laying ceremony, 1959; 5 prints of a NIKE missile ceremony; 14 prints of Frances Willis and Norwegian fisherman; 1959.</td>
</tr>
<tr>
<td>Z</td>
<td>36 prints of Frances Willis and others, Norway. 1959</td>
</tr>
<tr>
<td>AA</td>
<td>6 prints of Frances Willis, Louis Armstrong on his visit to Norway; 2 prints of Frances Willis and others, Norway. 1959</td>
</tr>
<tr>
<td>AC</td>
<td>1 print of Frances Willis and others, Norway; 12 prints of Frances Willis' swearing-in ceremony as Ambassador to Sri Lanka; 2 prints of Frances Willis and Dean Rusk; 33 prints of Frances Willis and others at various ceremonial gatherings in Sri Lanka; 3 prints of Frances Willis in Honolulu; 2 prints of Frances Willis and Mrs. Bandaranike, Prime Minister of Sri Lanka. 1961</td>
</tr>
<tr>
<td>AD</td>
<td>7 prints of Frances Willis; 8 prints of Frances Willis and others at Career Service Awards ceremony; 5 prints of Frances Willis and others as she took oath as Career Ambassador; 30 prints of Frances Willis and others at various ceremonial and social functions in Sri Lanka; 1 print of Frances Willis and Mrs. Bandaranike, Prime Minister of Sri Lanka, 1 print of U.S.S. Power; 1 outdoor scene. 1962</td>
</tr>
<tr>
<td>AE</td>
<td>37 prints of Frances Willis and others, 1 print of Frances Willis, 2 unidentified prints, 1 print of the American Embassy, (?) Colombo, Sri Lanka/ circa 1962</td>
</tr>
<tr>
<td>AF</td>
<td>2 prints of Frances Willis and others on the U.S.S. Owens, 4 prints of Frances Willis and others at the Marine Ball; 3 prints of Frances Willis and others on the U.S.S. Lloyd Thomas; 17 prints of Frances Willis and others, 2 unidentified prints; 4 prints of Frances Willis and others on her travels in Sri Lanka, 1963.</td>
</tr>
<tr>
<td>mAG</td>
<td>6 prints of Frances Willis and Dean Rusk at her retirement ceremony. 7 prints of Frances Willis and W. Averell Harriman at her retirement ceremony; 1 print of Frances Willis and LaRue R. Lutkins. 1964</td>
</tr>
<tr>
<td>Al</td>
<td>30 prints of Frances Willis and others at her birthday party, May 20, 1964; 9 prints of Frances Willis and others, 24 prints of Frances Willis and others on her visit to Kandy, Sri Lanka; 4 prints of Frances Willis and others on her visit to Aluthnuwara, Sri Lanka, January, 1964; 6 prints of Frances Willis and others at her farewell dinner, Colombo, September 1964.</td>
</tr>
<tr>
<td>Aj</td>
<td>3 prints of Frances Willis and others; 1 print of Frances Willis; 3 prints of Frances Willis and others, United Nations, 1965.</td>
</tr>
<tr>
<td>AK</td>
<td>1 print of Frances Willis and other, 1966; 3 prints of Francis Willis; 4 prints of Frances Willis and others, 1967; 2 prints of Frances Willis; 2 prints of Frances Willis and others, 1968; 1 print of Frances Willis and others, 1970.</td>
</tr>
<tr>
<td>AL</td>
<td>6 prints of Frances Willis, George F. Kennan, and others at Foreign Service Day honoring Willis and Kennan, November, 1973; 3 prints of Frances Willis and others; 2 prints of Frances Willis, 1974; 1 print of Frances Willis and others, 1978; 6 scenic postal cards; 8 slides; 18 negatives.</td>
</tr>
</tbody>
</table>