
Finding aid prepared by University Archives staff, 1990 May; finding aid revised by Katharine A. Lawrie, 2013 April; machine-readable finding aid created by Katharine A. Lawrie, 2013 June.

UCLA Library Special Collections
Room A1713, Charles E. Young Research Library
Box 951575
Los Angeles, CA, 90095-1575
(310) 825-4988
spec-coll@library.ucla.edu
©1990 May
Title: Oral History Program. Administrative files.
Identifier/Call Number: University Archives Record Series 385
Contributing Institution: UCLA Library Special Collections
Language of Material: English
Physical Description: 23.6 linear ft.(59 boxes)
Date: 1959-1998
Abstract: Record Series 385 contains the administrative files of UCLA's Oral History Program. Files regard the Oral History Association, workshops, travel, publicity, personnel, supply, income, and other operational activities. Materials include correspondence, requests, reports, orders, budget, announcements, and ledgers.
Creator: Oral History Program.
Access
COLLECTION STORED OFF-SITE AT SRLF: Open for research. Advance notice required for access. Contact the UCLA Library Special Collections Reference Desk for paging information.
Publication Rights
Copyright of portions of this collection has been assigned to The Regents of the University of California. The UCLA University Archives can grant permission to publish for materials to which it holds the copyright. All requests for permission to publish or quote must be submitted in writing to the UCLA University Archivist.
Preferred Citation
[Identification of item], Oral History Program. Administrative files (Record Series number 385). UCLA Library Special Collections, University Archives.
Scope and Content
Record Series 385 contains the administrative files of UCLA's Oral History Program. Files regard the Oral History Association, workshops, travel, publicity, personnel, supply, income, and other operational activities. Materials include correspondence, requests, reports, orders, budget, announcements, and ledgers.
Boxes 30-43 are pending description. No box 56 exists.
This is an active record series; additional University records are expected to be added.

UCLA Catalog Record ID
UCLA Catalog Record ID: 3466994

Box 1, Folder 1 Correspondence - A to G. 1959-1970.
Box 1, Folder 2 Correspondence - D to L. 1961-1966.
Box 1, Folder 3 Correspondence - M to Z. 1960-1969.
Box 1, Folder 4 Correspondence. 1968-1973.
Box 2, Folders 1-6 Correspondence - outgoing. 1975-1980.
Box 2, Folder 7 Correspondence - ROHO Berkeley. 1963-1970.
Box 3, Folder 1 Correspondence. 1969-1979.
Box 3, Folder 3 Judge Bowron. 1962-1968.
Box 3, Folder 4 Photocopy requests. 1974-1978.
Box 4, Folder 1 Institute manuals. n.d.
Box 4, Folder 2 Marc Landry University Extension. n.d.
Box 4, Folder 3 Oral History field collecting. Pre-1959.
Box 4, Folder 4 Public relations. n.d.
Box 4, Folder 5 Special collections. n.d.
Box 4, Folder 6 Supplies, expenses, and orders. n.d.
Box 4, Folder 7 Intra campus. n.d.
Box 4, Folder 9 Oral History bibliography. n.d.
Box 4, Folder 10 Oral History librarian. n.d.
Box 4, Folder 11 Inter library. n.d.
Box 4, Folder 12 Economy program book order forms. 1969.
Box 4, Folder 13  Japanese-American citizenship league. n.d.
Box 5, Folder 1   Budgets. 1961-1971.
Box 6, Folder 1    Budgets. 1971-1978.
Box 6, Folders 2-3 Annual reports. 1959-1974.
Box 7, Folders 1-2 Supplies and expenses. 1964-1972.
Box 8, Folder 1    Supplies and expenses. 1972-1980.
Box 9, Folder 1    Xerox and photo orders. 1978-1980.
Box 9, Folder 2    Berkeley. 1959-1964.
Box 9, Folder 3    Berkeley question. n.d.
Box 9, Folder 4    Objective and future needs - Galm. 1977.
Box 9, Folder 5    GA Times sheets. 1972-1976.
Box 10, Folder 1   Oral History institute. 1968.
Box 10, Folder 2   Oral History institute Participants Groups photograph. 1968.
Box 10, Folder 3   Reports. n.d.
Box 10, Folder 4   Oral History Institute budget. 1968.
Box 10, Folder 5   Budget. n.d.
Box 10, Folder 6   Equipment and facilities. n.d.
Box 10, Folder 7   Report of evaluation. n.d.
Box 10, Folder 8   Financial statements and membership data. n.d.
Box 10, Folder 9   Council minutes. n.d.
Box 10, Folder 10  Correspondence and forms. n.d.
Box 11, Folder 1   Oral History Institute applications. 1968.
  Folders 2-3
Box 12, Folder 2   Oral History Association Newsletter. n.d.
Box 12, Folder 3   Oral History Association membership. n.d.
  Folders 4-5
Box 13, Folder 2   Workshop - Association of Recorded Sound Collections. n.d.
Box 13, Folder 3   Workshop - Art Librarians Society Conference. n.d.
Box 13, Folder 4   Workshop - Family History Symposium. n.d.
Box 13, Folder 5   Workshop - International Conference of Americanists (Vancouver B.C.). n.d.
Box 13, Folder 6   Workshop - UCLA Panel: Oral History in California. n.d.
Box 13, Folder 7   UCLA Extension. n.d.
Box 13, Folder 8   Correspondence and announcements. n.d.
Box 13, Folder 10  University Extension. 1968.
Box 14, Folder 1   Los Angeles Art Community - training session recordings. 1975-1976.
  Folders 1-5
Box 16,            Photocopy.
  Folders 1-3
  Folders 4-5
Box 16,            Telephone. 1980-1983.
  Folders 6-8
  Folders 11-13
  Folders 1-8

---

Oral History Program.  

University Archives Record Series 385  
3
Box 17, Folders 10-25
Box 17, Folder 26
Box 17, Folder 27
Box 17, Folder 28
Box 17, Folders 29-30
Box 17, Folders 31-32
Box 17, Folder 33
Box 17, Folder 34
Box 17, Folders 35-37
Box 18, Folders 1-2
Box 18, Folders 3-5
Box 18, Folder 6
Box 18, Folder 7
Box 18, Folders 8-10
Box 18, Folder 11
Box 18, Folders 12-13
Box 19, Folders 1-3
Box 19, Folders 4-8
Box 19, Folders 9-11
Box 19, Folders 12-14
Box 19, Folder 15
Box 20, Folders 1-2
Box 20, Folders 3-4
Box 20, Folder 5
Box 20, Folders 6-8
Box 20, Folders 9-10
Box 20, Folder 11
Box 20, Folders 12-15
Box 20, Folders 16-17
Box 20, Folders 18-20
Box 20, Folders 21-22
Box 20, Folder 23
Box 20, Folder 24
Box 21, Folders 1-5
Box 21, Folder 6
Box 21, Folder 7


Library photographic services. 1984-1986.


Faculty Center. 1985-1986.

Miscellaneous, n.d.


Los Angeles Olympic Organizing Committee (LAOOC) and UCLA School of Law. 1985.
Faculty Center, Federal Express. 1980-1990.
Faculty Advisory Committee minutes. 1958-1989.
Extramural projects. 1987.
Faculty Advisory Committee correspondence. 1959-1989.
Faculty Advisory Committee minutes. 1990.
| Box 45, Folder 1 | Audio Visual. 1990-1995. |
| Box 45, Folder 2 | Leave Accrual Benefit Reports. 1988-1990. |
| Box 45, Folder 3 | Ledgers. 1997 Apr-Jun. |
| Box 46, Folder 1 | Ledgers. 1996 Jul-Oct. |
| Box 46, Folder 2 | Ledgers. 1996 Jun 30. |
| Box 46, Folder 3 | Wilshire at Westwood Hines Interest. 1993-1996. |
| Folders 3-6 | Advice and Assistance. 1983-1990. |
| Box 47, Folder 1 | Advice and Assistance. 1991-1995. |
| Box 48, Folder 3 | Publicity. 1986-1989. |
| Box 48, Folder 5 | Publicity. To 1985. |
| Box 49, Folder 1 | 1993 Mar-Dec. |
| Box 49, Folder 2 | 1994 Jul-Dec. |
| Box 50, Folder 1 | Emergency Procedures. |
| Box 50, Folder 3 | Personnel (Miscellaneous). |
| Box 50, Folder 4 | Personnel (Upward Bound). |
| Box 51, Folder 1 | Detail General Ledger. 1992 Jul 31. |
| Box 51, Folder 2 | Detail General Ledger. 1993 Jul 31. |
| Folders 3-4 | Assistant I. 1996 Feb. |
| Box 52, Folder 1 | Audit Edit Log Sheets. 1986-1987. |
| Folders 1-4 | Supply Orders. 1986-1990. |
| Box 55, Folder 2 | Copy Center Forms. 1995. |
| Box 55, Folder 4 | NBI to PC Conversion. 1994-1996. |
| Box 55, Folder 5 | Workstudy. 1995. |
| Box 55, Folders 6-7 | Budget Cut. 1990-1993. |
| Box 57, Folder 1 | Personnel (Searches). 1983-1996. |
| Box 57, Folder 2 | Personnel(Bindey Assistant Search). 1987. |
Box 57, Folder 3  Personnel (Memos).
Box 58  Personnel General Ledger.
Box 59  Personnel General Ledger.
Box 59, Folder 3  Budget Detail. 1994-1995.
Box 59, Folder 4  Travel. 1984-1991.