Finding aid for the Stevens House records UARC.0504

Finding aid prepared by University Archives staff, Vivian Wong, 1997 April; revised and prepared for online access by Katharine A. Lawrie, 2013; further revisions by Lori Dedeyan, 2019.

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URL: https://www.library.ucla.edu/special-collections
Contributing Institution: UCLA Library Special Collections
Title: Stevens House records
Creator: Stevens House
Identifier/Call Number: UARC.0504
Physical Description: 4 Linear Feet (3 cartons, 2 boxes, 1 half box)
Date (inclusive): 1949-1993
Abstract: Record Series 504 contains the administrative and financial records of Stevens House, a cooperative residence that offered affordable housing for women, particularly women of color, studying at UCLA. Materials include correspondence, Stevens House Board and student council meeting minutes, financial records, resident applications and contracts; and other materials documenting the daily operations and activities of the House, its House Directors, and its residents.

Stored off-site. All requests to access special collections material must be made in advance using the request button located on this page.

Language of Material: Materials are in English.

Conditions Governing Access
Boxes 4-6 of this collection are closed due to the presence of student records, in accordance with the Family Educational Rights and Privacy Act.

Conditions Governing Use
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Preferred Citation
[Identification of item], Stevens House records (University Archives Record Series 504). UCLA Library Special Collections, University Archives, University of California, Los Angeles.

Immediate Source of Acquisition

Processing Information
Processed by University Archives staff, Vivian Wong, 1997; reprocessed by Lori Dedeyan, 2019.

Reprocessing included enhancing description; further arrangement; and deaccessioning of some financial documents, such as checks and petty cash receipts, in order to comply with the UC Records Retention Schedule.

Record Series 504 includes the contents of Record Series 505 (Stevens House Financial Records), which was merged into this record series in October 2019.

UCLA Catalog Record ID
UCLA Catalog Record ID: 3467053

Administrative History
Stevens House was founded in 1948 as a low-cost cooperative residence for UCLA undergraduate women and dedicated to the memory of Bishop William Bertrand Stevens, the head of the Protestant Episcopal Diocese of Los Angeles from 1928 to 1947. It was an undertaking of the Intercultural Committee of the University Religious Conference at UCLA, where Bishop Stevens served as President. Its purpose was to provide housing to women, particularly women of color, who could not find campus housing elsewhere. It was one of the first institutions in Los Angeles to practice integration in education.

The first Stevens House was located at 1411 South Westgate Avenue in Los Angeles. The UCLA University Religious Conference operated the house until 1958; in 1959, it sold the property to the non-profit Stevens House Corporation who operated the house through its Board of Directors. In 1959, the house moved to 820 Levering Avenue in Westwood. In 1972, it relocated to 638 Landfair Avenue. In 1992, the Board voted to close Stevens House and donated the profits from its sale to the UCLA Foundation to establish the Stevens House Scholarship.

Scope and Content
Record Series 504 contains administrative records, such as correspondence, Stevens Board and student council meeting minutes, and the House Director's notebooks; resident applications and contracts; financial records; publications; and other materials documenting the daily operations and activities of the house and its residents.
Arrangement
Arranged in the following series:
   Series 1. Administrative records and publications
   Series 2. Financial records

Subjects and Indexing Terms
Housing, cooperative -- United States
Student housing -- United States
Stevens House -- Archives

Administrative records and publications 1949-1993
Scope and Contents
This series contains the administrative records of Stevens House, including minutes, correspondence, bylaws and rules, and the House Director's notebooks. Also includes a Stevens House history, newsletters, and other publications.

box 3, folder 1
   Articles of incorporation and bylaws 1959-1983
box 1, folder 1-8
   Correspondence 1957, 1962-1992, undated
box 3, folder 33
   Correspondence regarding House Mother 1968-1970
box 1, folder 9-23
   Meeting minutes: Board of Directors 1952-1992
      Scope and Contents
      Meeting minutes include interspersed bylaws and articles, treasurer and budget reports, correspondence, and other administrative documents.

box 1, folder 24
   Meeting minutes: Budget & Finance Committee 1962, 1976, 1983
box 1,
folder 25-28
box 1, folder 29
   Inter-fraternity meeting, Chaplain's invocation 1968-1969
box 1, folder 30
   Rosters, Board of Directors 1959-1953, undated
box 1, folder 31
   History of Stevens House 1959-1961
box 1, folder 32
   House rules and responsibilities 1969-1987
box 1, folder 33
   Stevens House Song - bananarama undated
box 2, folder 1
   Invitations, stationery, and brochures 1967-1987, undated
box 2, folder 2-7
box 2, folder 8
   House Mother's contract circa 1970
box 2, folder 9
   Head Resident's contract 1972-1974
box 2, folder 10
   Menus 1968-1969, 1973
box 2, folder 11
   House inventories 1973-1974, undated
box 2, folder 12
   Forms and form letters 1970-1985
box 2,
   Work schedules and jobs 1970-1972, undated
folder 13-14
box 2, folder 15
   Job bulletins, bylaws, student council 1988-1989
box 2, folder 16
   Forms, contracts, Stevens House history 1990
box 2,
   Stevens House Scholarship Association 1989-1993
folder 17-18
box 2, folder 39
   Photographs: mortgage burning ceremony 1982
box 2, folder 47
   Brochures and pamphlets 1991, undated
box 3, folder 30
   UCLA organizations: minutes, newsletters 1949, 1963, 1969
box 3, folder 31
   Mailing list form, Stevens House Board undated
box 3, folder 32
   Clippings 1965-1982
Resident materials 1951-1976, 1982-1985

Scope and Contents
Materials include resident applications and contracts; letters from students requesting application forms; records of deposits; resident rosters and room assignments; and guest books signed by student visitors.

Conditions Governing Access
Student materials are restricted in accordance with the Family Educational Rights and Privacy Act (FERPA).

Financial records 1959-1992

Scope and Contents
This series contains financial records such as reports, treasurer's materials, tax records, and records of sale for properties.

Treasurer's reports 1966-1992

Fundraising projects 1965-1975
Donations 1972-1973
Financial information 1977-1986
Financial records 1979-1986
List of safety deposit box contents 1966, 1982
Federal tax exempt status 1959-1970
Balance sheets 1972-1973
List of bank accounts undated
California Statement by Domestic Corporation 1973-1974
List of business contacts 1973, undated
State Board of Equalization 1966-1970
Records of sale of 1411 South Westgate Avenue 1965-1966
Records of purchase of 820 Levering Avenue 1965-1966
Records of sale of 820 Levering Avenue and purchase of 638 Landfair Avenue 1971-1972
Savings account: Home Savings and Loan 1973
Financial reports 1959-1988
Tax records 1959-1976
Financial records 1972-1977
Balance sheet 1974
Monthly house expenses 1974-1975
Insurance 1972-1976
Business for Treasurer 1975