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**Title:** Chicano Studies Research Center. Administrative files.

**University Archives Record Series:** 738

**Contributing Institution:** UCLA Library Special Collections. University Archives.

**Language of Material:** English

**Physical Description:** 27.4 linear ft. (66 document boxes and 1 carton)

**Date:** 1963-2011

**Abstract:** Record Series 738 contains the administrative records of the Chicano Studies Research Center UCLA. It includes important internal reports and correspondence regarding the planning and development of the CSRC beginning in the 1960s. The Chicano Studies Research Center at UCLA (CSRC) was established on July 1, 1969 and is one of the leading institutions in the world supporting the study of peoples of Mexican descent and other Latinos/as in the United States. The CSRC mission focuses on developing research, archival, publication, and community programs.

**Physical Location:** Stored off-site at SRLF. Advance notice is required for access to the collection. Please contact the UCLA Library Special Collections Reference Desk for paging information.

**Creator:** University of California, Los Angeles. Chicano Studies Research Center.

**Restrictions on 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.

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**Physical Characteristics and Technical Requirements**
Series 5 includes 5 VHS tapes, 50 individual cases of Magnetic Recording Tape and 4 DVD's

Collection contains audiovisual material which must be digitized prior to use. Please contact the paging desk for more information.

**Processing Information**
Administrative Files series processed by University Archives staff, 2005; Series 1-5 addition processed by Juan Pablo Mercado in 2014 in the Center for Primary Research and Training (CFPRT), with assistance from Jillian Cuellar.

**UCLA Catalog Record ID**
UCLA Catalog Record ID: 3986163

**Provenience/Source of Acquisition**
Donated by the Chicano Studies Research Center, 2011

**Preferred Citation**
[Identification of item], Chicano Studies Research Center, Administrative Files (University Archives Record Series 738). UCLA Library Special Collections, Charles E. Young Research Library.

**Historical note**
The Chicano Studies Research Center at UCLA (CSRC) was established on July 1, 1969 and is one of the leading institutions in the world supporting the study of peoples of Mexican descent and other Latinos/as in the United States. The CSRC was originally named the Mexican American Cultural Center. The center name was changed to the Chicano Studies Center in 1971 and then to the Chicano Studies Research Center in 1980. The CSRC mission focuses on developing research, archival, publication, and community programs. The CSRC also contributed significantly to the development of curriculum and degree offerings in Chicano Studies at UCLA between 1976-1993, graduating close to 200 majors via the Inter-Departmental Degree Program (IDP).

Since its establishment the center provided a bridge to community concerns and eventually expanded to provide student support, curriculum development, innovative research and publications, as well as a unique library and archives. In 1993 following a hunger strike organized by faculty and students, the César E. Chávez Center was established, apart from the Chicano Studies Research Center, to administer the interdisciplinary major in Chicano Studies. In this context, the CSRC was instrumental in the development of Chicano Studies at UCLA and has maintained national prominence in the field.

**Scope and Content**
Record Series 738 contains the administrative records of the Chicano Studies Research Center (CSRC) at the University of California, Los Angeles. It includes important internal reports and correspondence regarding the planning and development of the CSRC beginning in the 1960s. In addition to research programs and financial records, this collection provides unique material that underscores the development of an emerging academic discipline, including B.A. and M.A. proposals, major funding reports, and university committee minutes and correspondence detailing the aims, activities and struggles of the CSRC.

This is an active record series; additional University records are expected to be added.

**Organization and Arrangement**

The records are arranged in six series, some of which have been further arranged in subseries. The contents of each series or subseries are arranged chronologically. The series and subseries arrangement of the records is as follows:

- **Series 1: Planning and Publications, 1963-2008**
  - Subseries 1.1: Planning Documents, 1963-2006
  - Subseries 1.3: CSR Library, 1971-2008

- **Series 2: Research and Grants, 1971-2011**
  - Subseries 2.1: Institute of American Cultures, 1971-2011

- **Series 3: Reports and Financial Records, 1964-2006**
  - Subseries 3.1: Reports, 1964-2006

- **Series 4: Community Programs, 1972-2005**
  - Subseries 4.1: The Latino Museum, 1989-2004
  - Subseries 4.2: Planning and development, 1972-2005

- **Series 5: Media, 1974-2006**

- **Series 6: Administrative Files, 1970-1980s**


**Scope and Content**

Series 1 contains materials regarding the planning and publications on the part of the CSRC. The materials reflect planning for CSRC research projects, curriculum development, development of a Chicano Studies undergraduate degree and graduate degree, and the establishment of the César E. Chávez Department of Chicana/o Studies. It also contains publication catalogs and materials published by the CSRC. This material contains information critical to the growth and expansion of the CSRC as well as the role of the CSRC in instituting a department of Chicana/o Studies at UCLA.


**Scope and Content**

Subseries 1.1 files contain bachelor and master’s degree program plans; curriculum development documents; proposals for the creation of a Chicana/o Studies Department; campus committee meeting minutes; and Faculty Advisory Committee reports. These files provide a distinct insight into the institutional process of developing a new Organized Research Unit (ORU), one of the first of its kind in the nation specifically aimed at facilitating research regarding the Chicana/o community.

- **Box 1, Folder 1**
- **Box 1, Folder 2**
- **Box 1, Folder 3**
- **Box 1, Folder 4**
  - Correspondence to MEChA and Chicano Studies. 1969-1972.
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| Box 1, Folder 9 | Brochures Regarding Chicano/a Graduate Students and Funding. |
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| Box 7, Folder 4 | Center Events; Oaxacan Conference. 1994-1996. |
| Box 7, Folder 5 | Restructuring of Chicano Studies major. 1988-1990. |
| Box 7, Folder 6 | MEChA; Undergraduate Outreach. 1989-1990. |
| Box 7, Folder 7 | Employment Information; UC and AFSCME Agreement. 1988-1991. |
| Box 7, Folder 8 | Response to campus Film "Animal Attraction". 1989. |
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Chicano Studies Research Center.
Administrative Files. 1963-2011.

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Hanc; Resources and Services Guide. 1982.

Box 15, Folder 7
Aztlan Copy Editing Handouts; Proofs. 2000.

Box 16, Folder 1

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Scope and Content
Subseries 1.3 files contain library planning documents; Richard Chabran files; audio collection lists; lists of holdings; bi-weekly reports; book orders; and information regarding the California Spanish Language Database. This material includes essential information regarding the formation of the CSR Library as well as the various projects that the CSR Library is involved with.

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Box 22, Folder 1  Bibliographer Position; Record of Activities. 1991-1998.
Box 22, Folder 4  Los Angeles County Museum of Art Loan; Library Plan and Reports. 1997-1999.
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**Subseries 2.2: External Grants. 1973-2003.**

**Scope and Content**

Subseries 2.1 files contain materials regarding external grants including Haynes Foundation, Screen Actors Guild, UC Mexus and Arhoolie Foundation. This material highlights many of the diverse projects that the CSRC has developed over the years.


Box 41, Folder 6
The Fund for the Improvement of Postsecondary Education Project. 1980-1981.

Box 41, Folder 7

Scope and Content
Series 3 files contain materials regarding internal and external reports, organizational history, annual reports, reviews and financial records. This information is critical to charting the operational trajectory of the CSRC including leadership cohorts and philosophical directives.

Subseries 3.1: Reports. 1964-2006.
Scope and Content

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Scope and Content

Subseries 3.2 files contain invoices, travel expenses and CSRC budget information.

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- Box 50, Folders 6-7: Reports, Correspondence and Budgets. 2002-2003.
- Box 51, Folder 1: Reports, Correspondence and Budgets. 2002-2003.
- Box 52, Folders 4-5: UC Business Officer Institute. May 2003.
- Box 52, Folder 7: Training Manuals. 2005.
- Box 52, Folder 8: Budget and Staff Manager Guide. 2006.


Scope and Content

Series 4 files contain materials related to community programs that CSRC sponsored, co-sponsored, developed, contributed to and/or participated in. These materials include information regarding symposiums and colloquia, student programs, and broader programs aimed at developing and fostering community relationships.

Scope and Content
Subseries 4.2 files contain materials regarding The Latino Museum, a Latino cultural institution supported by the Chicano Studies research Center and affiliated faculty. It includes Board meeting minutes; grant proposals; agendas, memos; by-laws; investment policy; mission statement; business plan; summary of operations report; and financial statements.

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Scope and Content
Subseries 4.2 files contain materials regarding the planning and development of various community programs CSRS was involved with including: Mexican Arts Symposium (MAS); Los Angeles History Program, 1981; The Social and Cultural development of the Mexican Community of Los Angeles, 1981-1991; and symposium and conference posters and advertisements.

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Physical Characteristics and Technical Requirements
This series includes 5 VHS tapes, 50 individual cases of Magnetic Recording Tape and 4 DVD’s
Collection contains audiovisual material which must be digitized prior to use. Please contact the paging desk for more information.
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Media Collected and Produced by the Chicano Studies Research Center. 1974-2006.

Series 6: Administrative Files.

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This series was minimally processed in 2005.

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Chicano Studies Program: San Diego multicultural concentration.

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