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Note
Geographical (By Place)--California--Bay Area
Interdisciplinary, and Ethnic Studies--Environmental Studies
Biological and Medical Sciences--Public Health--Public Health General
Biological and Medical Sciences--Consumer Health
Biological and Medical Sciences--Substance Abuse--Substance Abuse General

Collection number: MSS 97-02

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Processed by:
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Descriptive Summary

Title: The Alameda County Tobacco Control Program Records,
Date (inclusive): 1988-1997
Collection number: MSS 97-02
Creator: Alameda County Tobacco Control Program
Extent: 3 cartons
3.75 linear ft.
Repository: University of California, San Francisco. Library. Archives and Special Collections.
San Francisco, California 94143-0840
Abstract: This collection documents the activities of the Alameda County Tobacco Control Program (CTCP) from 1988-1997.
Physical location: Archives
Language: English.
Access
The collection is available for use.
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Preferred Citation
The Alameda County Tobacco Control Program Records, MSS 97-02, Archives & Special Collections, UCSF Library & CKM

Acquisition Information
The Alameda County Tobacco Control Program (CTCP) Records were given to the Tobacco Control Archives in increments by Sylvia Jimenez, CTCP Project Director, over the period of 1997-98.

Organizational History
The Alameda County Tobacco Control Program (CTCP) is one of the local lead agencies (LLAs) designated by the California State Legislature through the California Department of Health, Tobacco Control Section to create tobacco education programs and receive Proposition 99 educational moneys. Proposition 99 was a California statewide referendum passed in 1988 that raised the excise tax on tobacco sales. Proposition 99 added an additional 25 cent tax on each package of cigarettes and a proportional tax increase on other tobacco products. This tax raised California's tobacco tax to be among the highest in the United States and designated that a portion of the tax moneys would go for anti-tobacco health education projects.

CTCP has been active in disseminating information on the California Assembly Bill (AB 13) that banned smoking in enclosed places of employment (1994). CTCP is overseen by the Tobacco Control Coalition appointed by the Alameda County Board of Supervisors as an advisory to the County Board of Supervisors, the Alameda County Public Health Department, and the County Office of Education. CTCP's mission includes both the Tobacco Control Coalition's mission to "make tobacco use unacceptable in the community" and the Alameda County Public Health Department's mission to "ensure the optimal health and well-being of all people." CTCP has focused on reducing workers' exposure to tobacco (AB 13), and reducing youth access to tobacco products. CTCP's actions have included surveying liquor and convenience stores' willingness to sell to minors and the placement of tobacco advertisements in liquor and convenience stores, and reducing the appeal of tobacco products to minors. They have also served as a resource for tobacco information and provided referral information for tobacco cessation programs.

Scope and Content of Collection
This collection documents the activities of the Alameda County Tobacco Control Program (CTCP). Materials in the collection include administrative documents, correspondence, handouts, training materials, informational files, and newsletters. This collection contains a large number of documents relating to anti-smoking programs created by CTCP and other local lead agencies. Besides examples of program materials, there are also administrative materials, including Requests for Proposals (RFPs) and Requests for Applications (RFAs) documenting the grant distribution and evaluation process. Informational materials include information on other agencies, legislation, and newsletters. The materials are divided into two series: Administrative and Program Files and Informational Files. Both are organized alphabetically by subject title and chronologically within each folder.

Indexing Terms
The following terms have been used to index the description of this collection in the library's online public access catalog.
Tobacco--Taxation--Law and legislation--California
Health education--Law and legislation--California
California--Law and legislation--Proposition 99
California--Smoking--prevention and control
California. Department of Health Services

Physical Description: Cartons 1-3
Scope and Content Note
This series includes both general administrative documents and materials relating directly to a variety of programs created and used by Alameda County Tobacco Control Project (CTCP) and other Local Lead Agencies.
Arrangement
The materials in this series have been divided into several sections and are arranged alphabetically. Within each section the materials are arranged either alphabetically or chronologically.
Administration, 1990-96

Physical Description: Carton 1:1-34

Scope and Content Note

The Administration section includes both a general section and a Request For Proposals (RFPs) and Request for Applications (RFAs) section. The general section includes a disbound informational binder (folders 13-14) that includes mission statements and details the three major program categories: Exposure, Access, and Appeal. The RFP and RFA section includes information on the bid process and examples of RFPs and RFAs from a variety of local and statewide programs.

General

Box-folder 1:1
- Agendas, miscellaneous, 1995-96

Box-folder 1:2
- Alameda and Statewide -- Program/Progress Report Memos and Forms, February-April 1995

Box-folder 1:3
- Alameda County Local Lead Agency Progress Report, 1994, 1996

Box-folder 1:4
- Alameda County, The Planning Process Workplan, 1996

Box-folder 1:5
- Alameda County Tobacco Team Meetings, 1996

Box-folder 1:6
- BATS (Bay Area Tobacco Staff) Agendas and Minutes, 1995-96, n.d.

Box-folder 1:7
- Bay Area Tobacco Control Regional Team Survey, March 1995

Box-folder 1:8
- Correspondence, miscellaneous, 1995-96

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- Local Lead Agencies Project Directors Meeting, 1993-96

Box-folder 1:12-13
- Mission Statements and Informational Binder, 1996?

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- Memo -- Monitoring of Community Based Organization Contracts/Grantees, March 1992

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- Proposal Review Form -- Bay Area Urban League, n.d.

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- Bidders Conference Information -- RFP Recipients, August 1990

Box-folder 1:22-23
- RFP Applications Survey -- Completed Questionnaires, August-September 1990

Box-folder 1:24
- Requests for Proposals for Community Tobacco Control Projects, September 1990

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- Tobacco Control Project -- RFP -- Letter of Intent -- Alameda, September 1990

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- Tobacco Control Section RFP Review Process Country Analysis -- Alameda, January 1992

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- Requests for Applications -- Mini-Grant Funds -- Alameda, November 1992

Box-folder 1:28
- RFP -- Alameda Youth Services, 1993

Box-folder 1:29
- RFP -- Alameda County Tobacco Control Community-Based Intervention, August 1995

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- RFP 96-26169 -- Tobacco Education Clearinghouse of California -- Statewide, July 1996

Box-folder 1:31
- Competitive Grants Program Letter - Renewal Application Addendum, August 1996

Box-folder 1:32-33
- RFA 96-26256 -- Statewide Youth Tobacco Sales Survey and Regional Community Linkage Projects, August 1996

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- RFA 96-26256 -- Statewide Youth Tobacco Sales Survey and Regional Community Linkage Projects -- Addendum 1, September 1996
Programs, 1990-97

Physical Description: Carton 1:35-59; 2: 3:1-20

Scope and Content Note

The Programs section contains program materials including workbooks, publicity, teaching guides, correspondence and other records regarding general programs, followed by Ethnic Programs, Evaluation Programs, Lavender Americans, Media Programs, Restaurant and Bars, Smoking Cessation Programs, Women's Programs, Workplace Programs and Youth Programs. The Ethnic Program section is further subdivided into African-American, American Indian, Asian & Pacific Islander, and Hispanic/Latino Programs.

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Alameda County Employees Smoking Survey -- 1990 Health Fair

Box-folder 1:36
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Smokers Forms
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Box-folder 1:38-40
Bridging Health Education and the Arts Workshop, May 27, 1993
CAMP (Community Advocacy Mobilization Project) -- "Tobacco War Stories: Case Studies from the Front Lines," 1996
Commit Follow-up Study, 1995
Contra-Costa -- Healthy Neighborhood Concept Paper, 1993
Developing Health Education Materials for Clients with Low Literacy Skills, November 1991

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Ethnic Networks Grant Renewal Application Letter -- 96-03, July 1996
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Tobacco Education Network (AATEN) Newsletters, [1996]

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Physical Description: Carton 3

Scope and Content Note

This series includes materials from a variety of related organizations, including the Alameda County Board of Supervisors, the American Heart Association and the Stanford Center for Research in Disease Prevention. Other documents include information on Federal tobacco control issues and information on legislative activities, as well as newsletters from a variety of organizations both inside of and outside of Alameda County.

Arrangement

The materials in this series have been divided into several sections and are arranged alphabetically. Within each section the materials are arranged either alphabetically or chronologically.

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