
Finding aid for the Family Service of Los Angeles records 0400

USC Libraries Special Collections
Doheny Memorial Library 206
3550 Trousdale Parkway
Los Angeles, California, 90089-0189
213-740-5900
specol@usc.edu
2011

Title: Family Service of Los Angeles records

Collection number: 0400

Contributing Institution: USC Libraries Special Collections

Language of Material: English

Physical Description: 19.18 Linear feet46 boxes

Date (inclusive): 1925-1998

Abstract: The Family Service of Los Angeles records document the activities of this social service organization from its beginnings during the early years of the Depression, to its end in a merger with the Didi Hirsch Community Mental Health Center. Included in the collection are complete runs of the minutes of the agency's board of directors, its district advisory boards, and all its principal committees, including executive, nominating, casework and finance, together with the records and reports of many short-lived committees and task forces. Also present are financial reports, budgets, Community Chest and United Way allocation plans and requests, salary schedules, accreditation documentation, office manuals, workshop and seminar materials, and newsletters.

creator: Family Service of Los Angeles.

creator: Family Welfare Association of Los Angeles.

Administrative History

Los Angeles in the early 1920s doubled its population. As the city became metropolitan and its suburban communities began to spread out in continuous conurbation across the basin, city and county governments remained small and the provision of adequate social services for the new population inevitably lagged. Family Service of Los Angeles (known until 1946 as Family Welfare Association of Los Angeles) had its genesis in a 1925 report by social work educators Karl de Schweinitz and his wife Ruth Hill, whose "Social Work With Families in Los Angeles", produced under the direction of the American Association For Organizing Family Social Work, first alerted local social workers to the extent of the region's unmet need. But the Los Angeles Community Chest was then in only its first year of operation, and its social work arm, the Council of Social Agencies, had yet to be organized. In 1926, an initial request for funding of the report's proposal was declined.

By 1929, with the boom well past in Los Angeles and unemployment already a serious problem, demands for increased social services were being heard from subscribers to the Community Chest. Eight existing agencies pledged themselves to sponsor the new Family Welfare Association "until it became a strong, centralized agency, able to lend an efficient hand helping families in need." These agencies were the American Legion Service Department, American Red Cross, Assistance League Good Samaritan Fund, Children's Protective Association, International Institute, Philanthropy and Civics Club, Traveler's Aid Society, and Volunteers of America.

The first Board of Directors of the Family Welfare Association included five lay members and sixteen members appointed by the eight sponsoring agencies, which between them had until then handled all non-sectarian family social services in Los Angeles. A Case Committee set up to standardize policies among the agencies also included case supervisors from the Catholic Welfare and Jewish Social Services bureaus, and a representative from the County Welfare Department.

In its first year of operations, beginning on September 9, 1930, the Family Welfare Association took its intake from the Welfare Federation's Information Service Bureau, with whom it shared clerical staff, budget, and offices in the Bradbury Building. A year later the agency moved into its own quarters and nominated a new, lay Board of Directors. In later years it was often said that Family Service of Los Angeles began as part of a federation, but early records of the agency make it clear that it was created and launched as a separate entity by Los Angeles' social work community.

Although the Family Welfare Association opened with just one case supervisor and two caseworkers in Los Angeles, and one traveling caseworker in the San Fernando Valley, the agency was pressed almost immediately to extend its operations to Wilmington and San Pedro, where the Assistance League and the American Red Cross found themselves unable to deal with increasing numbers of families made destitute by unemployment. In 1931 the Association had a caseload of 1,187 families, which grew to 18,071 families in the following year. By 1936 the agency had increased its staff to ten caseworkers and had taken over all family relief services in downtown Los Angeles. In its second year the Association opened offices in West Los Angeles and Pacific Palisades, with two additional branches in the San Fernando Valley, and it undertook parts of the caseloads of an overwhelmed Urban League and International Institute.

For this additional work the agency was given additional funds, and its highly mobile caseworkers made full use of all available volunteer help. When all its allocations and reserves were used up by early summer 1933, the Association announced that it must receive more money, or be obliged to close its doors, adding that "this organization will not in any case run a deficit." Somehow extra funds were found but, when contributions to the Chest fell \$300,000 short of expectation in 1934, the Association was compelled to cut intake, reduce family relief payments below the recommended

budget, and withdraw services from outlying areas otherwise served only by the Salvation Army. Later that year, when substantial federal relief at last became available in California, the Association was chosen as one of four private agencies in Los Angeles to dispense these funds until federal offices were organized. For the rest of the decade the Association would lose many of its caseworkers to the better paying federal service, a problem that would persist for the next few decades.

At first only casework supervisors at the Association had professional qualifications. Of the six women in the agency's Metro office--and they were all women until 1939--five had B.A. degrees of some sort, three had taken extension courses at the University of Southern California's School of Social Work, and one had been enrolled in that School for a year. Although the Association's purpose was to serve the needs of families whose incomes or assets were too large for them to be eligible for assistance by the County Welfare Department, their efforts during the first years of the agency's existence focused on the prompt giving of relief rather than casework. In 1935 the worst appeared to be over, and the agency began to concentrate its efforts on casework, leaving relief work to federal and county agencies. By 1936 the agency had refocused its efforts on middle income families, leaving relief for the poor to county agencies.

The 1950s saw a high demand for Family Service counseling, with a large, middle-income population of young families establishing themselves in the Los Angeles area. Outline case studies in the collection, used in caseworkers' regular seminars, illustrate marriage counseling and child guidance approaches. By the mid 1950s months-long waiting lists for assistance had accumulated at Family Service offices--a condition that would persist until the advent of competition in the 1970s, when clients could choose, as an alternative, the services of social workers offering psychotherapeutic counseling in private practice. Family Service was never able to extend its services to meet demand because of the scarcity of trained workers in the early days, and because it persisted in paying lower than norm salaries. Board of directors' meeting minutes make it clear that the agency understood the principal reason for its difficulties in staffing, yet it continually chose to cut its labor costs.

From the 1960s into the 1980s Family Service pursued its core counseling program for a middle income and largely white client base, in an era when the social service needs of low income and racially diverse populations were attracting increased attention. Family Service's response to these events, and to the War on Poverty, were minimal.

In 1970, when federal funding had begun to decline in Los Angeles, Family Service belatedly appointed its first committee to study the business of contracting to supply services to government agencies. Every year the agency's allocation from United Way was less than requested, and it ended 1974 with its first deficit.

In the spring of 1981 Family Service board members were summoned to meet with a notice headed "Cash-Flow Crisis is Here!", and asked to advise on a variety of drastic cost reduction measures, including cuts in staff salaries and pension contributions. That summer the Board hired a new CEO who began to devote new efforts to public relations, fund raising, and marketing. He made many suggestions for new programs and was prompt in devising programs for which funding was known to be available. He decided that the agency should become "a family serving rather than a family counseling agency", noting that the former had no core program, embraced all aspects of family life, and made use of a highly differentiated and inter-disciplinary staff, while the latter stuck to its core counseling program, decried the competitive environment, and relied solely on social work training. Of all the new activities begun in the prosperous 1980's, only Employee Assistance Programs seem to have been solidly profitable for the agency. Many of these were referred by Family Service of America, with whom Family Service of Los Angeles was associated. But when a staff member embezzled funds from one such contract in 1988, this source of income was lost for over a year, pending an inquiry and repayment of the funds.

In 1987, Family Service began to experience financial hardships as a result of poor real estate transactions--a lease on expensive mid-city headquarters, overmortgaged properties, an unprofitable orange grove, and an unsalable building. By 1991 the agency was operating on a \$3 million budget, with ten satellite locations throughout Los Angeles. But it was bleeding resources, and United Way, which provided over one third of Family Service's funding, was damaged in its fund-raising capacity by a widely reported scandal involving its top national executive. Allocations began to plummet and normal community fund raising efforts could not fill the gap. For Family Service's last CEO, the task was to keep the agency a "going concern", operating virtually without reserves on a month-to-month basis. Deep cuts had to be made in staffing and services, and a merger somehow negotiated with a compatible and economically stable agency. All this was done by a veteran agency director, who earned a vote of "thanks and admiration" from the board. But Family Service had not been able to negotiate from a position of strength. It had many liabilities and few assets beyond its name, and it was the name that would begin to disappear in 1995, when Family Service merged with the Didi Hirsch Community Mental Health Center.

Conditions Governing Use

The use of archival materials for on-site research does not constitute permission from the California Social Welfare Archives to publish them. Copyright has not been assigned to the California Social Welfare Archives, and the researcher is instructed

to obtain permission to quote from or publish manuscripts in the CSWA's collections from the copyright holder.

Preferred Citation

[Box/folder# or item name], Family Service of Los Angeles records, Collection no. 0400, California Social Welfare Archives, Special Collections, USC Libraries, University of Southern California

Conditions Governing Access

Advance notice required for access.

Organization

The records are organized into 14 series: 1. Board of Directors; 2. Committees; 3. Administration; 4. Accreditation and Evaluation; 5. Advisory Councils; 6. Heckman Survey; 7. Family Service Association of America; 8. Agency seminars; 9. Reports and proposals; 10. Programs and proposals; 11. Studies and reviews; 12. Agency history; 13. Conference papers; 14. Other agencies.

Scope and Content

The Family Service of Los Angeles records consist primarily of meeting minutes, 1925-1988, that document in great detail the day to day activities of this private social service organization. In addition to minutes, the records also contain some correspondence and memorandums, notes, reports, clippings, and brochures. The minutes provide a comprehensive look at the history and functioning of Family Service from its beginnings as the Family Welfare Association of Los Angeles through its merger with the Did Hirsch Community Health Center. Of particular historical value are Depression era relief reports from 1930 to 1936, produced as the new agency repeatedly expanded its services in its first years to keep pace with the nation's economic emergency, and the records of the last ten years of Family Service's decline.

Subjects and Indexing Terms

Family Service Association of America. -- Archives
Family Service of Los Angeles. -- Archives
Family Welfare Association of Los Angeles. -- Archives
Correspondence
Los Angeles (Calif.)--Social conditions--20th century--Archival resources
Memorandums
Minutes
Newsletters
Nonprofit organizations--California--Los Angeles County--History--Archival resources
Reports
Social group work--California--Los Angeles County--Archival resources

Board of Directors

Box 1, Folder 1	Articles of incorporation (with amendments) 1934, 14946, 1978, 1984
Box 1, Folder 2	Board of Directors minutes 1930
Box 1, Folder 3	Board of Directors minutes 1931
Box 1, Folder 4	Board of Directors minutes 1932
Box 1, Folder 5	Board of Directors minutes 1933
Box 1, Folder 6	Board of Directors minutes 1934
Box 1, Folder 7	Board of Directors minutes 1935
Box 1, Folder 8	Board of Directors minutes 1936
Box 1, Folder 9	Board of Directors minutes 1938
Box 1, Folder 10	Board of Directors minutes 1938
Box 1, Folder 11	Board of Directors minutes 1939
Box 1, Folder 12	Board of Directors minutes 1940
Box 1, Folder 13	Board of Directors minutes 1941
Box 1, Folder 14	Board of Directors minutes 1942
Box 1, Folder 15	Board of Directors minutes 1943
Box 1, Folder 16	Board of Directors minutes 1944
Box 1, Folder 17	Board of Directors minutes 1945
Box 2, Folder 1	Board of Directors minutes 1946

Box 2, Folder 2	Board of Directors minutes 1947
Box 2, Folder 3	Board of Directors minutes 1948
Box 2, Folder 4	Board of Directors minutes 1949
Box 2, Folder 5	Board of Directors minutes 1950
Box 2, Folder 6	Board of Directors minutes 1951
Box 2, Folder 7	Board of Directors minutes 1952
Box 2, Folder 8	Board of Directors minutes 1953
Box 2, Folder 9	Board of Directors minutes 1954
Box 2, Folder 10	Board of Directors minutes 1955
Box 2, Folder 11	Board of Directors minutes 1956
Box 2, Folder 12	Board of Directors minutes 1957
Box 2, Folder 13	Board of Directors minutes 1958-1959
Box 2, Folder 14	Board of Directors minutes 1960
Box 2, Folder 15	Board of Directors minutes 1961
Box 3, Folder 1	Board of Directors minutes 1962
Box 3, Folder 2	Board of Directors minutes 1963
Box 3, Folder 3	Board of Directors minutes 1964-1965
Box 3, Folder 4	Board of Directors minutes 1966-1967
Box 3, Folder 5	Board of Directors minutes 1968-1969
Box 3, Folder 6	Board of Directors minutes 1970-1971
Box 3, Folder 7	Board of Directors minutes 1972-1973
Box 3, Folder 8	Policy statements, confidentiality issues, standard budgets 1940-1948
Box 3, Folder 9	Board lists (rosters) 1967-1995
Box 34, Folder 5	Board committees rosters 1942-1986
Box 34, Folder 6	Board development mailings, minutes, memorandums 1979-1986
Box 35, Folder 1-2	Board development mailings, minutes, memorandums 1988-1990
Box 35, Folder 3	Board development mailings, minutes, memorandums 1992
Box 35, Folder 4	Board of Directors and Executive Committee meeting minutes, reports, memorandums 1985-1986
Box 38, Folder 1-2	Board Development Committee meeting minutes 1984-1986
Box 38, Folder 3	Board Member manuals 1989, 1990, 1992
Box 45	Annual reports 1976, 1983, 1984, 1988, 1989
Box 45	

Committees

Executive Committee

Box 4, Folder 1	Executive Committee minutes 1930-1932
Box 4, Folder 2	Executive Committee minutes 1933-1935
Box 4, Folder 3	Executive Committee minutes 1936-1938
Box 4, Folder 4	Executive Committee minutes 1939-1940
Box 4, Folder 5	Executive Committee minutes 1941-1946
Box 4, Folder 6	Executive Committee minutes 1947-1952
Box 4, Folder 7	Executive Committee minutes 1953-1962
Box 4, Folder 8	Executive Committee minutes 1963-1967
Box 4, Folder 9	Executive Committee minutes 1968-1969
Box 5, Folder 1	Executive Committee minutes 1970-1972
Box 5, Folder 2	Richard Stock obituary 1998 June 26

Personnel Practices Committee

Box 5, Folder 3	Personnel Practices Committee minutes, memorandums 1937-1948
Box 5, Folder 4	Personnel Practices Committee minutes, memorandums 1948-1952
Box 5, Folder 5	Personnel Practices Committee minutes, memorandums 1952-1954
Box 5, Folder 6	Personnel Practices Committee minutes, memorandums 1955-1956
Box 5, Folder 7-8	Personnel Practices Committee minutes, memorandums 1957-1961

Committees

Personnel Practices Committee

Box 5, Folder 9	Personnel Practices Committee minutes, memorandums 1962-1968
Box 6, Folder 1	Personnel Practices Committee minutes, memorandums 1969-1970
Box 6, Folder 2	Personnel Practices Nominating Committee 1956-1983
Box 6, Folder 3	Personnel Practices policies 1938-1958
Box 6, Folder 4	Personnel Practices policies 1959-1975
Box 6, Folder 5	Personnel Practices Committee policies, memorandums, minutes 1971-1975
Box 7, Folder 1	Personnel Practices Committee policies, memorandums, minutes 1976-1983
Box 7, Folder 2	Personnel Practices Committee policies, memorandums, minutes 1980-1983
Box 7, Folder 3	Personnel Practices Committee policies, memorandums, questionnaires, notes 1985-1986
Box 7, Folder 4-8,	Personnel practices and policies--other agencies 1955-1976
Box 8, Folder 1	
Box 8, Folder 2-3	United Office and Professional Workers CIO Local 9 correspondence and reports 1945-1950

Committee on Casework Policy and Practice

Box 10, Folder 3	Committee on Casework Policy and Practice minutes, memorandums 1949-1951
Box 10, Folder 4	Committee on Casework Policy and Practice minutes, memorandums 1952-1954
Box 10, Folder 5	Committee on Casework Policy and Practice minutes, memorandums 1955
Box 10, Folder 6	Committee on Casework Policy and Practice minutes, memorandums 1957-1960
Box 10, Folder 7	Committee on Casework Policy and Practice minutes, memorandums 1961-1964
Box 11, Folder 1	Committee on Casework Policy and Practice minutes, memorandums 1965-1969
Box 11, Folder 2	Committee on Casework Policy and Practice minutes, memorandums, correspondence 1970-1974

Homemaker Services

Box 16, Folder 6	Homemaker Services Committee minutes and reports 1940-1948
Box 16, Folder 7	Homemaker Staff Conferences minutes and memorandums 1944-1954
Box 16, Folder 8	Homemaker Service department statements and related memorandums 1950-1955
Box 17, Folder 1	Welfare Council Community Homemaker Service reports 1944-1955
Box 17, Folder 2	Advisory Committee Homemaker Services minutes and memorandums 1950-1955
Box 17, Folder 3	Homemaker Services monthly statistics 1943-1949
Box 17, Folder 4	Homemaker Services monthly statistics 1950-1953
Box 17, Folder 5	Homemaker Services monthly statistics 1954-1955
Box 17, Folder 6	Homemaker Services Staff meeting minutes 1943
Box 17, Folder 7	Homemaker Services Staff meeting minutes 1944-1945
Box 17, Folder 8	Homemaker Services Staff meeting minutes 1946-1947
Box 17, Folder 9	Homemaker Services Staff meeting minutes 1948-1949
Box 18, Folder 1	Homemaker Services Staff meeting minutes 1950-1951
Box 18, Folder 2	Homemaker Services Clerical staff meeting minutes 1956-1983
Box 18, Folder 3	Homemaker Services Case Committee meeting minutes 1942-1943
Box 18, Folder 4	Homemaker Services Case Committee meeting minutes 1944-1946
Box 18, Folder 5	Homemaker Services Case Committee meeting minutes 1947-1949
Box 18, Folder 6	Homemakers Services and American Red Cross Advisory Services committee meeting minutes 1943-1951
Box 18, Folder 7	Homemakers Services and American Red Cross Advisory Services committee meeting minutes and reports 1943-1951
Box 18, Folder 8	Welfare Planning Council Homemaker Services reports 1944-1956
Box 18, Folder 9	Homemaker Service of Los Angeles Region minutes and reports 1958-1959
Box 18, Folder 10	Homemaker Services study and budget requests 1951-1954

Nominating Committee

Box 21, Folder 1	Interpretation Committee minutes 1933-1956
------------------	---

Committees

Nominating Committee

Box 21, Folder 2 **Program interpretation allocation requests 1958-1975**
Box 21, Folder 3 **Nominating Committee meeting minutes 1930-1953**
Box 21, Folder 4 **Nominating Committee meeting minutes, forms, data sheets 1952-1959**
Box 21, Folder 5 **Nominating Committee meeting minutes, forms, data sheets 1960-1965**
Box 21, Folder 6 **Nominating Committee meeting minutes, forms, data sheets 1966-1972**
Box 21, Folder 7 **Nominating Committee meeting minutes, forms, data sheets 1972-1983**

Box 38, Folder 5-6

Fund Development Committee minutes, memorandums, notes 1980-1986

Box 38, Folder 7

Resource Development Committee memorandums and minutes 1988-1990

Box 38, Folder 8

Resource Development Committee memorandums and minutes 1991-1992

Box 39, Folder 1

Marketing/Public Relations Committee memorandums and minutes 1988-1989

Planning Committee

Box 39, Folder 2 **Long range plan 1988-1991**
Box 39, Folder 3 **Planning Committee minutes and memorandums 1977-1983**
Box 39, Folder 4 **Planning Committee minutes and memorandums 1982-1983**
Box 39, Folder 5 **Planning Committee minutes and memorandums 1984-1986**

Box 39, Folder 6

New Contracts Committee minutes and memorandums 1977-1981

Box 39, Folder 7

Legal Services Committee minutes 1989

Box 39, Folder 8

Foundation Committee minutes and memorandums 1988-1992

Box 39, Folder 9

Government Affairs Committee minutes and memorandums 1988-1989

Box 39, Folder 10

Staff Advisory Committee minutes and memorandums 1983-1985

Box 39, Folder 11

Orientation Committee minutes and memorandums 1985-1989

Box 40, Folder 1

Community Center/Facilities Committee minutes and memorandums 1989

Box 40, Folder 2

Special Ad Hoc Committee minutes and memorandums 1990

Box 40, Folder 3

Merger Committee minutes and memorandums 1989-1991

Box 44, Folder 7-8

Miscellaneous occasional committees minutes and memorandums 1945-1962

Administration

District Secretaries/Directors, Administrative Staff, Management

Box 8, Folder 4	District Secretaries, District Directors meeting minutes 1934-1953
Box 8, Folder 5	District Directors meeting minutes 1954-1958
Box 8, Folder 6	District Directors, Administrative Staff meeting minutes 1959-1962
Box 9, Folder 1	Administrative Staff meeting minutes 1963-1969
Box 9, Folder 2	Administrative Staff meeting minutes 1970-1973
Box 9, Folder 3	Administrative Staff, Management Staff meeting minutes 1974-1976
Box 9, Folder 4	Management Staff meeting minutes 1977-1979
Box 9, Folder 5	Management Staff meeting minutes 1979-1982
Box 9, Folder 6	Management meeting minutes 1983-1984
Box 9, Folder 7-8	Administrative Manual of Policies and Procedures, volume 1 1988
Box 10, Folder 1-2	Administrative Manual of Policies and Procedures, volume 2 1988

Professional Staff

Box 11, Folder 3	Meeting minutes 1952-1955
Box 11, Folder 4	Meeting minutes 1957-1958
Box 11, Folder 5	Meeting minutes 1959-1960
Box 11, Folder 6	Meeting minutes 1961-1968
Box 11, Folder 7	Staff Development meeting minutes, memorandums, reports 1975-1977
Box 11, Folder 8	Staff Development meeting minutes, memorandums 1977-1982
Box 12, Folder 1	Professional Services Committee minutes, notes, memorandums 1980-1986
Box 12, Folder 2	Ad Hoc Professional Services Committee 1982
Box 12, Folder 3	Professional Services Task Force minutes 1988-1990

Employee Assistance Program

Box 22, Folder 1	Program manual 1982
Box 22, Folder 2	EAP Consortium reports, forms, minutes 1982-1985
Box 22, Folder 3	EAP Consortium reports, forms, minutes 1985-1989
Box 22, Folder 4	Program information 1984
Box 22, Folder 5-6	Program information 1985
Box 22, Folder 7	Program information 1986

Financial

Box 22, Folder 8	Budgets 1932-1946
Box 23, Folder 1	Budgets 1947-1963
Box 23, Folder 2	Operating budgets 1951-1954
Box 23, Folder 3	Operating budgets 1955-1958
Box 23, Folder 4	Supplemental and administrative budgets 1960-1962
Box 23, Folder 5	United Way budgets 1962-1965
Box 23, Folder 6	United Way budgets 1965-1968
Box 23, Folder 7	United Way budgets 1968-1969
Box 24, Folder 1	Budgets 1969-1971
Box 24, Folder 2-3	Budgets 1972-1973
Box 24, Folder 4	Budgets 1973-1974
Box 24, Folder 5	Budgets 1974-1975

Box 24, Folder 6	Budgets 1975-1976
Box 25, Folder 1	Budgets 1976-1977
Box 25, Folder 2	Budgets 1977-1978
Box 25, Folder 3	Budgets 1979-1980
Box 25, Folder 4	Budgets 1980-1982
Box 25, Folder 5	Budgets 1982-1985
Box 25, Folder 6	Budgets 1984-1985
Box 26, Folder 1	Budgets 1985-1986
Box 26, Folder 2	United Way--alternative funding 1984-1985
Box 26, Folder 3	United Way classification and salary plans 1969-1975
Box 26, Folder 4	United Way classification and salary plans 1978-1986
Box 26, Folder 5	United Way budget liaison 1977-1978
Box 26, Folder 6	Chest/United Way agreements/policies 1963-1979
Box 26, Folder 7	United Way pay plans 1946-1961
Box 26, Folder 8	United Way pay plans 1962-1969
Box 27, Folder 1	Allocation letters 1979-1980
Box 27, Folder 2	Allocation letters 1980-1984
Box 27, Folder 3	Agency salary schedules 1952-1983
Box 27, Folder 4	Financial reports 1966-1969
Box 27, Folder 5	Financial reports 1969-1972
Box 27, Folder 6	Financial reports 1972-1973
Box 27, Folder 7	Financial reports 1974-1976
Box 28, Folder 1	Financial reports 1976-1979
Box 28, Folder 2	Financial reports 1979-1981
Box 28, Folder 3	Financial reports 1982-1986
Box 28, Folder 4	Financial reports 1986-1988
Box 28, Folder 5	Finance Committee minutes 1935-1952
Box 28, Folder 6	Finance Committee minutes 1957-1958
Box 28, Folder 7	Finance Committee minutes 1988-1989
Box 29, Folder 1	Finance Committee minutes 1990-1991
Box 29, Folder 2	Finance Committee minutes 1991-1992
Box 29, Folder 3	Audits 1931-1942, 1946-1950
Box 29, Folder 4	Audits 1956-1959
Box 29, Folder 5	Annual audits 1960-1969
Box 29, Folder 6	Annual audits 1970-1983

Manuals

Box 29, Folder 7	Agency manual 1940-1941
Box 29, Folder 8	Agency manual 1946-1947
Box 30, Folder 1-2	Agency manual circa 1983
Box 41, Folder 5	Agency manual circa 1987
Box 30, Folder 3	Board member manual circa 1979
Box 30, Folder 4	Board member manual 1988-1989
Box 30, Folder 5-7	Office manual undated
Box 31, Folder 1-4	Office manual inserts 1940s-1960s
Box 45, Folder 1	Student unit manual undated
Box 45	Caseworker instruction book, Special Project: Serving the Adult Deaf 1968
Box 45	Manual for Volunteer Program for Staff and Volunteers 1978
Box 45	Orientation Information booklets and pamphlets 1976, 1978, 1980

Box 36, Folder 1-2

Job descriptions 1949-1974

Staff and management meetings

Box 36, Folder 3-4	Total staff meetings ballots and minutes 1972-1985
--------------------	---

Box 36, Folder 5-6	Management meeting minutes 1988-1993
Box 37, Folder 1	Management meeting minutes 1991-1992
Box 37, Folder 2	Management meeting minutes 1992-1993
Box 37, Folder 3	Management meeting minutes 1993-1995
Box 37, Folder 4	Clerical staff meeting minutes 1988-1992
Box 37, Folder 5	All staff meeting minutes 1988-1990
Box 37, Folder 6	Annual meeting memorandums, invitations, speeches, receipts, agendas 1988
Box 37, Folder 7	Annual meeting memorandums, invitations, speeches, receipts, agendas 1990
Box 37, Folder 8	Annual meeting memorandums, invitations, speeches, receipts, agendas 1991
Box 37, Folder 9	Annual meeting memorandums, invitations, speeches, receipts, agendas 1994
Box 38, Folder 4	Staff lists undated

Publicity

Box 41, Folder 6	Publicity materials 1994
Box 41, Folder 7	Newspaper coverage 1994-1995

Accreditation and Evaluation

Box 40, Folder 9	Agency self-study 1956
Box 40, Folder 10	Program Evaluation Committee minutes and memorandums 1990-1993
Box 41, Folder 1	Program evaluation 1992-1994
Box 41, Folder 2	Accreditation report 1980
Box 41, Folder 3	Accreditation documentation 1984
Box 41, Folder 4	Evaluation and Strategic Planning Committee minutes and memorandums 1986-1990

Advisory Councils

Box 12, Folder 4	Southeast District minutes 1933-1943
Box 12, Folder 5	Southeast District minutes and memorandums 1944-1950
Box 12, Folder 6	Southeast District minutes and memorandums 1951-1960
Box 12, Folder 7	Southeast District minutes and memorandums 1961-1964
Box 13, Folder 1	Southeast District minutes and memorandums 1964-1967
Box 13, Folder 2	Southeast District minutes and memorandums 1968-1971
Box 13, Folder 3	Southeast District minutes and memorandums 1972-1975
Box 13, Folder 4	Southeast District minutes and memorandums 1976-1985
Box 13, Folder 5	Harbor Area minutes and memorandums 1948-1954
Box 13, Folder 6	Harbor Area minutes and memorandums 1955-1956
Box 13, Folder 7	San Fernando Valley minutes and memorandums 1932-1963
Box 14, Folder 1	San Fernando Valley minutes and memorandums 1963-1965
Box 14, Folder 2	San Fernando Valley minutes and memorandums 1966-1970
Box 14, Folder 3	San Fernando Valley minutes and memorandums 1971-1980
Box 14, Folder 4	San Fernando Valley minutes and memorandums 1981-1985
Box 14, Folder 5	Central and Inglewood-Hawthorne Districts minutes and memorandums 1949-1954
Box 14, Folder 6	Centinela Valley District minutes and memorandums 1955-1960
Box 14, Folder 7	Centinela Valley District minutes and memorandums 1961-1966
Box 14, Folder 8	Centinela Valley District minutes and memorandums 1967-1970
Box 15, Folder 1	Centinela Valley District minutes and memorandums 1968-1971
Box 15, Folder 2	Centinela Valley District minutes and memorandums 1972-1979
Box 15, Folder 3	West Los Angeles District minutes and memorandums 1933-1950
Box 15, Folder 4	West Los Angeles District minutes and memorandums 1952-1966
Box 15, Folder 5	Advisory Council rosters 1943-1987
Box 15, Folder 6	Advisory Council rosters 1940-1980
Box 15, Folder 7	Handbook for Advisory Council chairmen 1947-1969
Box 16, Folder 1	Southeast District scrapbook 1933-1934
	Committee on District Organization minutes and memorandums 1950-1952

Heckman Survey

Box 16, Folder 3-4	Reports 1942-1943
Box 16, Folder 5	Correspondence 1941-1944

Family Service Association of America

Box 18, Folder 11 **Western Regional Committee meeting minutes 1963-1964**
Box 19, Folder 1 **Western Regional Committee meeting minutes 1964-1968**
Box 19, Folder 2 **Western Regional Committee reports 1969-1980**
Box 19, Folder 3-4 **Western Regional Committee subcommittees reports and minutes 1965-1968**
Box 19, Folder 5 **"Highlights" newsletter 1973-1976**
Box 19, Folder 6 **"Highlights" newsletter 1977-1979**
Box 19, Folder 7 **Family Service Association reports, papers, workshops 1948-1967**
Box 20, Folder 1 **Workshops, reports 1952-1960**
Box 20, Folder 2 **Reports, workshops 1954-1967**
Box 20, Folder 3-4 **Salary policies and ranges 1955-1974**
Box 20, Folder 5 **Executive conferences, Cleveland 1957**
Box 20, Folder 6 **Executive conference, Chicago 1958**
Box 20, Folder 7 **Study of philosophy and objectives 1967**

Agency seminars

Box 31, Folder 5 **Seminars 1953**
Box 31, Folder 6 **Seminars 1954**
Box 31, Folder 7 **Seminars 1955**
Box 32, Folder 1 **Seminars 1956-1958**
Box 32, Folder 2-3 **Seminars 1959-1960**
Box 32, Folder 4 **Agency seminars 1960-1962**
Box 32, Folder 5 **Agency seminars 1963-1964**
Box 32, Folder 6 **Agency seminars 1966-1970**

Box 45, Folder 3 **Case studies/seminar material 1946-1948**
 Case studies/seminar material 1949-1952

Reports and proposals

Box 33, Folder 1 **Miscellaneous reports 1952-1968**
Box 33, Folder 2 **Special projects, HEW funded 1962-1963**
Box 33, Folder 3 **Special projects, Nursery school, Cudahy-Bell Gardens 1961-1962, 1971**
Box 33, Folder 4 **Project Enable 1968**
Box 46 **Final Report. Personal and Family Counseling Services for the Adult Deaf. 1970**
Box 46 **A Study of the Use of Professional Time 1948**

Programs and proposals

Box 41, Folder 8 **South East Early Diversion Project (SEED) 1976-1978**
Box 41, Folder 9 **Family Service Community Center, Van Nuys 1985**
Box 41, Folder 10 **The Associates of Family Service of Los Angeles 1993**
Box 41, Folder 11 **Fundraising--Hope for Families 1992-1994**
Box 46 **Hope for Families--Television and Direct Mail Project report 1989**
Box 42, Folder 1 **Small Business Assistance--proposal 1993**
Box 42, Folder 2 **Summer Camp 1993**
Box 42, Folder 3 **Plays for Living 1993-1994**
Box 42, Folder 4 **Juvenile Offenders Treatment Initiative--proposal and contract 1993**
Box 42, Folder 5 **Juvenile Offenders Treatment Initiative--misc. papers 1993-1994**
Box 42, Folder 6 **Juvenile Offenders Treatment Initiative--quarterly report 1994-1995**
Box 46 **Typescript of "Broken Circle"**

Scope and Content

Play presented as a fund-raising event for the Downey Area office of FSLA on January 30, 1961 at the Rio Hondo Elementary School.

Studies and reviews

Box 44, Folder 1 **Intake studies 1934-1947**
Box 44, Folder 5 **deSchweinitz, Karl. "Social Work with Families in Los Angeles" 1925**
Box 44, Folder 2 **Intake studies 1937-1959**

Box 44, Folder 3	Miscellaneous reports--Welfare Council/Council of Social Agencies 1946-1957
Box 44, Folder 4	Principles for Referral (Welfare Council) 1949-1952
Box 43, Folder 1	Analysis of Cases with Fees Paid (UCLA Masters Thesis) 1949-1950
Box 43, Folder 2	Proposal, "Information Management System for Family Service Agencies" 1968
Box 43, Folder 3	Primer for counting social benefits 1970
Box 43, Folder 4-5	Fee Study (Family Service of Palo Alto) 1977
Box 43, Folder 6	Agency Management seminar circa 1970s
Box 43, Folder 7	FSLA Management Review 1995
Box 46	Family Service of Los Angeles: An Operations Review 1980
	Agency history
Box 42, Folder 7	Agency relief reports 1930-1936
Box 42, Folder 8	Indexed manual of early development of Family Welfare Association and Family Services 1930-1940
Box 42, Folder 9	Los Angeles Social Service Exchange 1937-1952
Box 42, Folder 10	Goodwill Industries Study, Council of Social Agencies 1941
Box 42, Folder 11	"Classifications of Professional and Non-Professional Postitions in Private Family Agencies: A Tentative Report" 1945
Box 44, Folder 6	Historical materials 1933-1990s
	Conference papers
Box 33, Folder 5	Workshop topics 1948-1966
Box 33, Folder 6	Public housing, Money management 1948-1959
Box 33, Folder 7	Suicide prevention conference 1963
Box 34, Folder 1	Unmarried mothers (various conferences) 1948-1957
Box 34, Folder 2	Family Life National Conference, Social Work Education CSWE 1948, 1965
	Other agencies
Box 34, Folder 3	Los Angeles County Regional Planning Commission quarterly bulletins 1965-1976
Box 34, Folder 4	National Health and Welfare Mutual Life Insurance Association newsletters 1976-1983
	Wesley Social Service Center
Box 35, Folder 5	Correspondence, memorandums, financial information 1971-1979
Box 35, Folder 6	Correspondence, memorandums, financial information 1981-1982
Box 35, Folder 7	Correspondence, memorandums, financial information
Box 35, Folder 8	Correspondence, memorandums, financial information 1978-1986
Box 40, Folder 4	"Program and Funding", newsletter of the Mental Health Development Commission 1972-1977
Box 40, Folder 5	Southern California Council of Agencies for Family Service meeting minutes 1970-1972
Box 40, Folder 6	Family Service Council of California minutes and memorandums 1984-1985
Box 40, Folder 7	Family Service Council of California minutes and memorandums 1985-1988
Box 40, Folder 8	United Way Statistical Review Committee minutes and memorandums 1965-1966
Box 46	"Progress on Family Problems: A Nationwide Study of Clients' and Counselors' Views on Family Agency Services" (Family Service Association of America) 1973
Box 46	"The Nonprofit Organization" newsletters 1976-1978
	Papers presented at the 1963 biennial Family Service Association of American meeting, San Francisco 1963
	Scope and Content
	"Some Psychological Aspects of Family Group Treatment"; "The Training and Preparation of Workers for Family Group Treatment".
Box 46	"Cost Analysis Method for Casework Agencies" (Family Service of Philadelphia) 1953
