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## **Guide to the Asian/Pacific Islander Tobacco Education Network Records**

Processed by Ariel Lucas and Valerie Wheat.

UCSF Library & CKM

Archives and Special Collections

530 Parnassus Ave.

San Francisco, CA 94143-0840

Phone: (415) 476-8112

Fax: (415) 476-4653

Email: <http://www.library.ucsf.edu/collections/archives/contact>

URL: <http://www.library.ucsf.edu/tobacco/>

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### Collection number: MSS 2001-19

UCSF Library & CKM Archives and Special Collections  
University of California, San Francisco

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Processed by:

Ariel Lucas and Valerie Wheat

Date Completed:

October 2003

Encoded by:

UCSC OAC Unit

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#### Descriptive Summary

**Title:** Asian/Pacific Islander Tobacco Education Network records,

**Date (inclusive):** 1990-2000

**Collection number:** MSS 2001-19

**Creator:** Asian & Pacific Islander American Health Forum

**Extent:** 7 cartons and 1 oversize folder

8.75 linear ft.

16 digital objects

**Repository:** University of California, San Francisco. Library. Archives and Special Collections.

San Francisco, California 94143-0840

**Abstract:** Organizational records of the Asian/Pacific Islander Tobacco Education Network (APITEN) document the work of central office staff in San Francisco and outreach to communities in promoting tobacco education, prevention, and cessation programs targeting Asians and Pacific Islanders in California through conferences, outreach, and technical assistance programs.

**Physical location:** Archives

**Language:** English.

 <http://content.cdlib.org/search?style=oac-img&sort=title&relation=ark:/13030/kt1p301712>

#### Access

Collection open for research.

RESTRICTED materials: Box 1:46, Completed survey forms, 1992; Box 1:51-53 Consultant contracts, 1992-1995

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#### Preferred Citation

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Asian/Pacific Islander Tobacco Education Network records. MSS 2001-19, Archives & Special Collections, UCSF Library & CKM.

### **Acquisition Information**

The papers were donated by the Asian & Pacific Islander American Health Forum, the parent organization, in 2001.

### **Organizational History**

The Asian/Pacific Islander Tobacco Education Network (APITEN) was founded in 1990 by the Asian & Pacific Islander American Health Forum, with continued funding from California Proposition 99 (the Tobacco Tax and Health Promotion Act). The network's goal is to "promote the sharing of resources among tobacco education, prevention and cessation programs targeting Asians and Pacific Islanders in California." Its member organizations are community-based organizations, county and local government health agencies, and voluntary organizations. APITEN funds projects submitted by these organizations through its "Mini-Grants Program" each fiscal year. With a diverse staff and membership throughout California, APITEN serves Asian and Pacific Islander populations in more than 40 languages.

### **Scope and Contents Note**

The organizational records in this collection document the work of APITEN's central office staff in San Francisco, and outreach to communities throughout California, as well as Mini-Grant programs, conferences, and centrally-organized projects such as support for the California Smokers' Helpline. There are 8 series in this collection: Administrative Records; Press and Media Campaigns; Conferences; Membership; Youth Outreach; Mini-Grants; California Smokers' Helpline; Surveys, Focus Groups, and Polls. Where original order was discernible, this was preserved. Otherwise, an assumed order was imposed based on observed groupings.

### **Indexing Terms**

The following terms have been used to index the description of this collection in the library's online public access catalog.

### **Subjects**

Asian/Pacific Islander Tobacco Education Network  
Tobacco--Taxation--Law and legislation--California  
Health education--Law and legislation--California  
California--Law and legislation--Proposition 99  
California--Smoking--Prevention & Control

### **Separated Material**

Box 4:20-28, *Gathering of Pacific Islanders: Promoting Tobacco-Free Lifestyles*, Marina del Rey, California, videotape was removed to TCA videotapes, MSS 2000-28, #335.

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#### Series 1: **Administrative Records, 1990-2000**

**Physical Description:** Carton 1 - 2:18

#### **Scope and Content Note**

As a group disbursing Proposition 99 funds, the Network was required to submit workplans, updates, and periodic reports, and to preserve correspondence and other records. This series contains these records as well as APITEN publications. To supplement this series, the Tobacco Control Archives staff has collected printed samples of the Forum's websites.

Carton 1:1-22  
Carton 1:1-3  
Carton 1:4-18  
Carton 1:19  
Carton 1:20  
Carton 1:21  
Carton 1:22  
Carton 1:23  
Carton 1:24  
Carton 1:25-29  
Carton 1:30-42

#### **Asian/Pacific Islander Tobacco Education Network (APITEN) Advisory Committee Correspondence, 1994-97**

**Meeting minutes, 1992-92, 1994-97**

**Nominees, 1994-95**

**Resource binder, 1994**

**Roster, 1993**

**Statewide Advisory committee Guidelines, 1993**

**Alcohol and Tobacco Free Funding Policy, 1995**

**Brochure and information sheet, undated**

**Correspondence and internal communications, 1994-2000**

**California Department of Health Services, Tobacco Control Section grants and contracts**

Carton 1:30

**Progress report forms for #90-10980, 1992-1994**

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Carton 1:31	<b>Request for Proposal for #94-20557, ethnic network convener, 1994</b>
Carton 1:32-33	<b>Planning and grant proposal, 1994</b>
Carton 1:34-36	<b>Contract negotiations and budget, 1994-1995</b>
Carton 1:37-38	<b>Work plans for #94-20986, network, 1995-1998</b>
Carton 1:39	<b>Invoicing forms, 1995</b>
Carton 1:40-42	<b>Progress Report 1995</b>
Carton 1:43	<b>National Telecommunications and Information Administration joint proposal planning 1995</b>
Carton 1:44	<b>University of California Tobacco-Related Disease Research Program letter October 27, 1994</b>
Carton 1:45-49	<b>Needs Assessment Survey</b>
Carton 1:45	<b>Survey 1992</b>
Carton 1:46	<b>Completed survey forms (Restricted) 1992</b>
Carton 1:47-48	<b>"APITEN Evaluation Report", Elizabeth E. Iida and accompanying California state data 1992-1993</b>
Carton 1:49	<b>"Strengthening Our Tobacco Control Efforts in the A/PI Communities: Assessing the API Tobacco Education Project", Rod Lew January 15, 1993</b>
Carton 1:50-60	<b>Personnel</b>
Carton 1:50	<b>Subcontractor Agreements 1990-1991</b>
Carton 1:51-53	<b>Consultant Contracts (Restricted) 1992-1995</b>
Carton 1:54-55	<b>Network Job Descriptions and Resumes undated</b>
Carton 1:56-60	<b>Staff travel purchase orders 1996</b>
Carton 1:61	<b>Purchase Orders 1996</b>
Carton 2:1-3	<b>APITEN Publications</b>
Carton 2:1	<b>APITEN Final Report: Developing Community Capacity/ Countering Pro-Tobacco Influences/ Reducing Secondhand Smoke</b>
Carton 2:2	<b>Countering Philip Morris's Virginia Slims Ad Campaign Education Kit</b>
Carton 2:3	<b>Tobacco-Free Sponsorship Policy Adoption Kit</b>
Carton 2:4-11	<b>Resource materials/queries received from organizations outside California</b>
Carton 2:4	<b>American Heart Association 1991</b>
Carton 2:5	<b>ASSIST Project Directory, Wisconsin Department of Public Health 1995</b>
Carton 2:6	<b>Center for Substance Abuse Protection (CSAP) Blueprint meetings, Baltimore, Maryland 1994-1995</b>
Carton 2:7	<b>National Asian Women's Health Organization 1993-1994</b>
Carton 2:8	<b>National Cancer Institute/ASSIST Multicultural Task Force 1994</b>
Carton 2:9	<b>Office on Smoking and Health, U.S. Department of Health and Human Services 1992</b>
Carton 2:10	<b>Second Asia-Pacific Conference on Tobacco or Health, Seoul, South Korea August 28-30, 1991</b>
Carton 2:11	<b>University of North Carolina Tobacco Control Training Center 1995</b>
Carton 2:12-17	<b>Task Force on Legislative Education 1994-1996</b>
Carton 2:18	<b>Website page printouts 1999-2001</b>

Series 2: **Press Conferences and Media Campaigns 1990-1998**

**Physical Description:** Carton 2:19-49

**Scope and Content Note**

This series contains press releases and material from press conferences sponsored by APITEN and Network members, as well as products prepared by public relations and media professionals to assist public health agencies with media advocacy and targeting their Asian Pacific Islander audience.

Carton 2:19	<b>Advertising information kit from radio station KEST and KOBO, San Francisco and Sacramento 1994</b>
Carton 2:20-21	<b>Advocacy Kit: "Red Alert: Expose the Tobacco Industry Lies" Rogers &amp; Associates for Tobacco Education Media Campaign 1994</b>
Carton 2:22	<b>APITEN Media/Public Relations Correspondence 1994-1996</b>
Carton 2:23	<b>APITEN News Releases 1993</b>
Carton 2:24	<b>Bay Area Media Advocacy Project (BAMAP), Berkeley 1991-1992</b>

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- Carton 2:25-27 **California Department of Health Services Tobacco Control Section**
  - Carton 2:25-26 **Media Campaign 1994**
  - Carton 2:27 **Billboard Replacement Press Event April 23,1999**
  - Carton 2:28 **Media Event: planning meetings for October 20, 1994 1994**
  - Carton 2:29 **Media Mailing Lists 1993**
  - Carton 2:30 **Media spokesperson training materials 1993**
  - Carton 2:31 **Needs Assessment for Asian PR 1992**
  - Carton 2:32 **News Article Series: "Smoking and Impotence" (in Asian and Pacific Islander languages) 1999**
  - Carton 2:33-43 **Press Conferences**
  - Carton 2:33-38 **Los Angeles, CA**
  - Carton 2:33 **June 26-27, 1990**
  - Carton 2:34 **February 4, 1993**
  - Carton 2:35-36 **March 24, 1994**
  - Carton 2:37-38 **(in Cambodian, Chinese, English, Japanese, Korean) October 20, 1994,**
  - Carton 2:39 **Sacramento, CA March 10, 1992**
  - Carton 2:40-41 **San Francisco press conference and kits June 4, 1993**
  - Carton 2:42 **San Francisco October 27, 1993**
  - Carton 2:43 **Press conference packet of printed material and handwritten notes from a conference including Congresswoman Nancy Pelosi March 1998**
  - Carton 2:44-45 **"How to Do a News Release and a Public Service Announcement" and press conference how to sheet undated**
  - Carton 2:46 **"Smoking on Screen", ANR Foundation April 14, 1999**
  - Carton 2:47-48 **Tobacco-Related Asian News Clips 1994**
  - Carton 2:49 **World No Tobacco Day Promotion 1994**

Series 3: **Conferences 1991-1999**

**Physical Description:** Carton 3 - 5:20

**Scope and Content Note**

Statewide conferences and workshops form an important core activity for the Network and its members. Records include conference planning and logistics, programs and materials packets, evaluations, and videotapes. Videotapes were removed to MSS 2000-28 (Tobacco Control Archives Videotapes). Records relating to the California Youth Advocacy Network conferences are in Series 5: Youth Outreach.

- Carton 3:1-5 **Asian/Pacific Islander Tobacco Control Education Network Statewide Conference, South San Francisco, California May 20, 1991**
  - Carton 3:6-10 **2nd A/PI Tobacco Education Network Conference, Long Beach, California October 15,1991**
  - Carton 3:11-22 **3rd Statewide Conference, "United for a Tobacco-free Tomorrow", Oakland, California June 22, 1992**
  - Carton 3:23-34 **4th Statewide Conference, "Planning for the Future: Sustaining our Programs in Critical Times", San Diego, California December 7, 1992**
  - Carton 3:35-42 **5th Statewide Conference, "Empowering the A/PI Community: Building our Skills as Advocates" San Francisco, California June 4, 1993**
  - Carton 4:1-8 **6th Statewide Conference, "Reaffirming Our Commitment to a Tobacco-free Tomorrow" Fresno, California December 13, 1993**
  - Carton 4:9-19 **8th Statewide Conference, "Future Directions, New Opportunities" Long Beach, California December 12, 1994**
  - Carton 4:20-28 **Gathering of Pacific Islanders: Promoting Tobacco-Free Lifestyles, Marina del Rey, California October 13-14, 1994**
  - Scope and Content Note**
  - (Gathering of Pacific Islanders videotape removed to TCA Videotapes, MSS 2000-28, #335)*
  - Carton 4:29 **Pacific Islander Leadership Summit II, Carson, California February 19-20, 1999**
  - Carton 4:30-31 **Revolt Against Tobacco: California Celebrates 3 Years of Progress, Los Angeles, CA**
  - Carton 4:30 **Tobacco Awards Advisory Committee 1992**
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Carton 4:31 **Conference packet and handwritten notes September 30,October 1-2, 1992**  
 Carton 4:32-5:7 **Southeast Asian Summit on Tobacco Control, Fresno, California September 29-30, 1994**

Series 4: **Membership 1991-1999****Physical Description:** Carton 5:21- Carton 6:36**Scope and Content Note**

The mission of the Network mandates activities to connect tobacco-control organizations that reach out to populations of included ethnicity. Member organizations participate in workshops, conferences, training, and other events, and they are expected to share information. This series also includes documentation of recruitment of member organizations.

Carton 5:21-27 **APITEN**  
 Carton 5:21-23 **Consortium meetings and correspondence 1995-1996**  
 Carton 5:24-25 **Membership information**  
 Carton 5:26-27 **Mailings to network 1994-1995**  
 Carton 5:28-31 **APPEAL (Asian Pacific Islander Partners for Empowerment and Leadership) program and meetings 1994-1995**

Carton 5:32 **Ethnic Network Orientation, California Department of Health Services, Tobacco Control Section, Sacramento January 30-31, 1995**

Carton 5:33 **Honoring the Past, Planning for the Future/Tobacco-Free Heroes Celebration, BARTER Annual Conference 1999, Northern California Regions and Statewide Ethnic Networks, Oakland April 30, 1999**

Carton 5:34-42 **34-42 Joint Convener and Joint Ethnic Network Advisory Committee meetings (statewide) 1991-1996**

Carton 6:1-12 **Network Meetings**  
 Carton 6:1 **Asian Pacific Health Care Venture, Inc., Los Angeles 1992-1993**  
 Carton 6:2-4 **Northern California Network**  
 Carton 6:2 **Berkeley September 27, 1995**  
 Carton 6:3 **Oakland May 23, 1995 October 17, 1995**  
 Carton 6:5 **San Diego organizations**  
 Carton 6:6-9 **SANDORISBe (San Diego, Orange, Riverside, Imperial, and San Bernardino Counties) area coalition meetings 1995**  
 Carton 6:10 **Santa Ana meeting October 26, 1995**  
 Carton 6:11 **Stockton meeting May 22, 1995**  
 Carton 6:12 **Various Southern California coalition meetings 1993-1995**  
 Carton 6:13-14 **American Cancer Society, Advocacy Institute - Smoking Control Advocacy Resource Center SCARCnet Partners 1997-1998**

Carton 6:15-17 **Promotional materials and development of network brochure 1995**  
 Carton 6:18-28 **Resource material and communication with California organizations**  
 Carton 6:18-20 **Americans for Nonsmokers' Rights**  
 Carton 6:18 **Mailing to Ethnic Networks and brochure for "Tobacco Control in the 90's: The State of the Art" national conference 1992**  
 Carton 6:19 **Policy Information and Strategy Exchange Teleconference (PISE) 1998-1999**  
 Carton 6:20 **Proposition 99 1994**  
 Carton 6:21 **Association of Bay Area Health Officials (ABAHO) Alternative Sponsorship Project, Oakland 1992**

Carton 6:22 **California Lavender Smokefree Network/CLASH 1995**  
 Carton 6:23-25 **California PreEmption Education Project (CPEP), Americans for Nonsmokers' Rights/Western Consortium for Public Health 1994**

Carton 6:26 **Contra Costa County Health Department Tobacco Prevention Project 1992**  
 Carton 6:27 **Miscellaneous Northern California organizations 1992-1995**  
 Carton 6:28 **Vietnamese Community Health Promotion Project, University of California San Francisco 1995**

Carton 6:29-33 **Statewide ethnic networks**  
 Carton 6:29 **African American tobacco education**  
 Carton 6:30-31 **American Indian tobacco education**

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Carton 6:32	<b>Hispanic/Latino tobacco education</b>
Carton 6:33	<b>Rural networks</b>
Carton 6:34-35	<b>Statewide Meetings/California Department of Health Services Tobacco Control Section</b>
Carton 6:34	<b>Statewide Asian Tobacco Education Grant Awardee Meeting, Long Beach September 25, 1990</b>
Carton 6:35	<b>Statewide Projects Meeting packet, San Francisco March 12, 1993</b>
Carton 6:36	<b>Tenth Annual Miss GAPA &amp; Gay Asian Pacific Man Pageant program, San Francisco October 24, 1998</b>

Series 5: **Youth Outreach 1993-2000****Physical Description:** Carton 6:37 - 7:18**Scope and Content Note**

APITEN was active in coalitions of organizations such as the California Youth Advocacy Network (CYAN), sponsoring conferences, training, and technical assistance in youth advocacy, as well as campaigns to stimulate leadership among young people as the "future leaders" of tobacco control. This series includes materials from the California Department of Health Services Tobacco Control Section programs Stop Tobacco Access to Kids Enforcement (STAKE) and "Operation Storefront", a program that mobilized young people against tobacco advertising.

Carton 6:37-46	<b>APITEN</b>
Carton 6:37-41	<b>Multi-Ethnic Youth Summit</b>
Carton 6:37-40	<b>Planning 1997-1998</b>
Carton 6:41	<b>Evaluation 1998</b>
Carton 6:42	<b>Youth Subcommittee/Youth Fellowship 1998-1999</b>
Carton 6:43	<b>Completed permission forms (RESTRICTED)</b>
Carton 6:44	<b>Gathering of Pacific Islanders '99... A Youth Convening August 13-14, 1999</b>
Carton 6:45	<b>Asian Pacific Youth Conference Steering Committee 1998-2000</b>
Carton 6:46	<b>AAPI Youth Tobacco Education Working Group 2000</b>
Carton 6:47-53	<b>California Department of Health Services, Tobacco Control Section</b>
Carton 6:47-48	<b>Operation Storefront 1994-1995</b>
Carton 6:49-50	<b>Youth Access Workgroup 1996-1998</b>
Carton 6:51	<b>Youth 2K And Beyond Conference planning 1998-1999</b>
Carton 6:52-53	<b>Stop Tobacco Access to Kids Enforcement (STAKE) Act 2000</b>
Carton 7:1-8	<b>California Youth Advocacy Network (CYAN)</b>
Carton 7:1	<b>Advisory Committee 1997-2000</b>
Carton 7:2	<b>Brochure and miscellaneous undated</b>
Carton 7:3	<b>Youth Access Training evaluation April 1997</b>
Carton 7:4	<b>College Advocacy Conference 1999</b>
Carton 7:5-6	<b>Statewide Advanced Youth Advocacy Conference</b>
Carton 7:5	<b>August 21-25, 1998</b>
Carton 7:6	<b>Subcommittee 1998</b>
Carton 7:7-8	<b>Statewide Advanced Youth Advocacy Conference August 16-18, 2000</b>
Carton 7:9-14	<b>Other organizations</b>
Carton 7:9	<b>Center for Youth Policy &amp; Advocacy 1999</b>
Carton 7:10	<b>Next Generation Alliance 1999</b>
Carton 7:11	<b>San Diego Friday Night Live 2000</b>
Carton 7:12	<b>Stop Teenage Addiction to Tobacco (STAT) 1995</b>
Carton 7:13	<b>Stop Tobacco Access for Minors Project (STAMP) 1995-1998</b>
Carton 7:14	<b>Youth Media Network 1998-2000</b>
Carton 7:15-18	<b>Resource material</b>
Carton 7:15	<b>"Preventing Tobacco Use Among Young People: A Report of the Surgeon General -- At a Glance" and information on national town meeting 1994</b>
Carton 7:16	<b>Regional Adolescent Cigarette Use 1990-1996, University of California, San Diego, Tobacco Control Policies Project 1996</b>
Carton 7:17	<b>Youth Access to Tobacco resource material 1994-1996</b>
Carton 7:18	<b>Youth and Smoking/Tobacco Use resource material 1993-1999</b>

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Series 6: **Mini-grants 1995-2004****Physical Description:** Carton 7:19-29**Scope and Content Note**

This series contains memos, correspondence, training agendas, and publicity materials generated in planning and overseeing APITEN mini-grants. These grants were awarded to proposals for short-term, innovative, and creative projects, events, or activities that would enhance APITEN's tobacco-free message in California. Priority areas were policy advocacy, media advocacy, community-led research, and collaboration.

**Arrangement**

Arrangement is by date.

Carton 7:19  
Carton 7:20  
Carton 7:21  
Carton 7:22  
Carton 7:23  
Carton 7:24  
Carton 7:25-27  
Carton 7:28  
Carton 7:29

**List of Mini-grant applicants and recipients 1995-1996****Mini-grants correspondence 1995-97****Visalia Mini-grant training September 20, 1995****Stockton Mini-grant training October 2, 1995****Network mailing Mini-grant training 1996****Press release announcement Mini-grants February 5, 1996****Alameda County Mini-grant material packets 3 1997****Mini-grant Subcommittee meeting June 9, 1997****Mini-grants brochure 2001-2004**Series 7: **California Smokers' Helpline 1997-1999****Physical Description:** Carton 7:30-34**Scope and Content Note**

As the only group offering services from native speakers of Asian and Pacific Islander languages, the Network made a significant contribution to the California Smokers' Helpline. Records from the hotline include advertisements, brochures, meeting agendas, correspondence, survey results, and news clippings. Focus group results are included in Series 8, Opinion Polls and Focus Groups.

**Arrangement**

Arrangement is by date.

Carton 7:30  
  
Carton 7:31  
Carton 7:32  
Carton 7:33  
Carton 7:34

**Training Course for Telephone Counseling at University of California, San Diego undated****California Smokers' Helpline brochure and other materials 1997-98****Statistics 1997-99****"Smoker's Helpline" news clippings (in Asian and Pacific Islander languages) 1998****Advisory Committee Meeting March 12, 1999**SERIES 8: **Surveys, Focus Groups, and Polls 1990-2000****Physical Description:** Carton 7:35-40**Scope and Content Note**

Network members conducted extensive surveys, polls, and focus groups to evaluate their programs and investigate the demographics of their target populations. Records of these events are preserved in the form of questions, samples, results, summaries, and (in some instances of small surveys) complete sets of responses.

**Arrangement**

Arrangement is by date.

Carton 7:35  
Carton 7:36-38  
Carton 7:39  
  
Carton 7:40  
Carton 7:41-49  
Carton 7:41

**"Advertising: How Does It Rate?" Student Survey Sheet****Filipino Smoking Prevalence Survey 1990-1991****Youth Purchase Survey, California Department of Health Services, Tobacco Control Section 1995****Asia Pacific Health Care Venture Focus Group report 1999****California Smokers' Helpline****Recommendations for Korean, Vietnamese and Chinese brochures (based on focus groups) 1998**



Carton 7:42                    **Administration of Focus Groups January-July 1999**  
Carton 7:43                    **Cantonese Contractor January-June, 1999**  
Carton 7:44-45                **Focus Groups, Chinese and Korean March-June 1999**  
Carton 7:46-49                **Community Awareness and Opinion Poll**  
Carton 7:46-48                **Completed survey forms June 1999-2000**  
Carton 7:49                    **Community Awareness and Opinion Poll Results 2000**  
Carton 7:50                    **"Butt Out Blues" teacher's guide evaluated by APITEN subcontractor focus group**  
   **June 2000**

Series 9: **Oversize 1990-2000**

**Physical Description:** 1 folder

**Scope and Content Note**

Oversized material used in training.

Oversize 8                    **Thirteen sheets of butcher paper with writing in colored marking pen ca. 2001**