

Department of Education Series List

Series Title	Section
Accredited music teacher application records	(Licensing and Certification)
Agricultural education correspondence	(Vocational Education)
Agriculture club reports	(Vocational Education)
Americanization Department records	(General)
Apprenticeship training development records	(Vocational Education)
Area education district formation and annexation election	(General)
Assistant/deputy superintendent of public instruction	(General)
Conference records	(General)
Correspondence	(Vocational Education)
County apprenticeship committee meeting records	(Vocational Education)
County school superintendent annual reports	(General)
County school superintendent correspondence	(General)
County Vocational Training Memorandum (VTM) Board	(Vocational Education)
Deaf school correspondence	(General)
Distributive education general files	(Vocational Education)
Education reform advisory committees records	(General)
Educational management summer academy records	(General)
Food conservation program records	(Vocational Education)
General administrative files	(School Lunch Program)
General ledgers, registers, and journals	(Financial)
Health and Physical Education Division correspondence	(General)
High school district annual financial reports	(Financial)
Higher education reports and statements	(General)
Home economics clubs scrapbooks	(Vocational Education)
Home economics education records	(Vocational Education)
Indian pupil attendance reports	(General)
Individual program administrative records	(School Lunch Program)
Individual program review records	(School Lunch Program)
Lewis and Clark Exposition Award Diploma	(General)
Local history writing project records	(General)
Miscellaneous reports and studies	(General)
National Defense Education Act application records	(General)
Nonpublic school standardization records	(Licensing and Certification)
Northwest Association of Schools and Colleges annual	(Licensing and Certification)

Occupational Information and Guidance Service records	(Vocational Education)
Oregon School for the Deaf photographs	(General)
Oregon State Educational Agency for Surplus Property	(General)
Oregon State Reform School superintendent's reports	(General)
Oregon State Teachers Association correspondence	(General)
Oregon State Teachers Association Vocational Education	(Vocational Education)
Panama Pacific International Exposition records	(General)
Plans and reports	(Vocational Education)
Private music teacher certification procedures records	(Licensing and Certification)
Private music teacher certification records	(Licensing and Certification)
Public school standardization records	(Licensing and Certification)
Public service training records	(Vocational Education)
Publications	(Vocational Education)
Publications	(General)
Religious education teacher certification records	(Licensing and Certification)
School Building Adequacy Survey records	(General)
School district audit reports	(Financial)
School district reorganization records	(General)
School facility survey records	(General)
Special education administrative records	(General)
Staff meeting records	(General)
Standard high school annual reports	(Licensing and Certification)
State Board for Vocational Education meeting records	(Vocational Education)
State Board of Education correspondence	(General)
State Board of Education meeting records	(General)
State Director of Vocational Education records	(Vocational Education)
Student art and music records	(General)
Subject files	(Vocational Education)
Superintendent of public instruction administrative records	(General)
Superintendent of public instruction autobiography	(General)
Tax study records	(Financial)
Teacher certification complaint hearings records	(Licensing and Certification)
Teacher certification examination questions	(Licensing and Certification)
Teacher certification procedures survey correspondence	(Licensing and Certification)
Teacher certification statistical reports	(Licensing and Certification)
Teacher individual certification records	(Licensing and Certification)
Textbook Commission records	(General)
"The Sunday School Weekly" raised letter lesson book	(General)

"The Vocational Oregonian" newsletter	(Vocational Education)
Trade and industrial correspondence	(Vocational Education)
United States Department of Agriculture (USDA) audit	(School Lunch Program)
Veteran's training program records	(Vocational Education)
Visual display records	(Vocational Education)
Vocational agricultural instructors conference reports	(Vocational Education)
Vocational education instructor certification and education	(Licensing and Certification)
Vocational education school licensing records	(Licensing and Certification)
Vocational Rehabilitation Division correspondence	(General)
Vocational Rehabilitation Division special project records	(General)
War production training program records	(Vocational Education)
War production workers training records	(Vocational Education)
Wartime federal child care program records	(General)
Wartime school transportation adjustment records	(General)
White House Conference on Education records	(General)
Workshop records	(School Lunch Program)

Oregon State Archives Records Transmittal

Agency Name: Education, Department of

Accession Number: 99A-011

Date Received: 03/24/99

Series Title	Dates	Schedule Number	Volumes	Tapes	Cubic Feet
Superintendent's Correspondence	1968-1974, 1983-1984	97-0012/001			.25
Superintendent's Speeches	1976-1984	97-0012/002			.25
Special Projects Records	1981-1984	97-0012/004			.25
Superintendent's Cabinet/Council Minutes	1975-1977, 1983-1984	97-0012/005			.25

Accession Total - Tapes

Accession Total - Volumes

Accession Total - Cubic Feet

I hereby certify that the records described on this transmittal were sent to the Oregon State Archives and that the Archives staff will review these records and retain permanently any materials which possess legal, administrative, and/or historical value.

Archives Signature

Date

Agency Signature

Date

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<u>Series Title</u>	<u>Date Span</u>	<u>Quantity</u>	<u>Locator</u>
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High school district annual financial reports	1930-1944	.40 cu. ft. 12 vols.	
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Series documents the financial state of high school districts statewide as reported by district clerks to the state superintendent of public instruction. Report information varies but generally includes general fund receipts and expenditures; assets and liabilities; general statistics; and school district officer names.

District Clerk' Annual Reports, 1930-1942, (9 volumes) 2/9/5/12.

Clerks Annual Reports High School Districts, 1931-1932, 1939-1941, (3 volumes) 2/9/5/3.

Clerks Annual Reports for High School Districts, 1942-1944, (.40 cu.ft. 2 bound volumes). 4/8/8/2.

School district audit reports	1933-1956	13 cu. ft.	
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Series documents the examination and analysis of the financial records and accounts of school districts statewide. The results of audits of individual school districts are often combined together into countywide reports. Although at least one report dates back to 1933 (Columbia County), most of the reports document audits conducted between 1945 and 1956. They contain financial statements, balance sheets, etc., however, some contain additional analytical narratives. The records are generally arranged alphabetically by county name.

School District Audit Reports, 1933-1955, (7 cu.ft.) 4/8/6/6.

School Audit Reports, 1953-1955, (3 cu.ft.) 4/8/7/7.

Audit Reports of School Districts, 1955-1956, (3 cu.ft.) 4/8/8/7.

General ledgers, registers, and journals	1934-1969	13.60 cu. ft. 4 vols.	
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Series documents department financial account information in various forms.

Fiscal Records, 1934-1942, 1.60 cu.ft. Records document some vocational education accounts. 4/9/8/2.

General Journals, 1940-1946, 2 volumes. Records document financial expenditures related to vocational training of defense workers. Information is generally arranged alphabetically by city name. 2/12/9/9.

Payment Ledgers, 1942-1946, 2 volumes. Records document financial expenditures related to vocational training of defense workers. Information is generally arranged alphabetically by city name. 2/12/9/9.

Expenditure Registers and General Ledgers, 1949-1960, 2 cu.ft. Records document vocational education accounts. The information is contained primarily in 9 black volumes. 4/9/3/3.

Expenditure Registers and General Ledgers, 1943-1959, 3 cu.ft. Records apparently document General Education Division accounts. 4/9/3/2.

General Ledgers (title varies), 1959-1969, 7 cu.ft. Records appear to document all Department of Education accounts. See separate inventory listing for more details. 4/9/6/7.

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Tax study records	1928-1945	1.45 cu. ft.	
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Financial Data Regarding Effort to Repeal the Two Mill Tax Levy, 1928, .15 cu.ft. Records primarily consist of detailed surveys completed by county school superintendents documenting enrollment, attendance, and pupil costs. They also include other survey records. 4/8/7/6.

Sales Tax Material, 1933-1934, .80 cu.ft. Records document actions in relation to a 1934 ballot measure to limit property taxes and impose a statewide sales tax. They include correspondence, studies, news releases, reports, and brochures. 4/8/7/6.

Tax Study Commission Study of Financial Needs of Schools, 1945, .50 cu.ft. Records consist of two copies of a 31 page study and 13 oversize charts designed for presentations. The subject of the study is finding adequate funding for Oregon's schools. 5/24/8/4.

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<u>Series Title</u>	<u>Date Span</u>	<u>Quantity</u>	<u>Locator</u>
Administrative and organization records	n.d.	1.75 cu. ft.	5/12/07/03
Americanization Department records	1926-1935	1 cu. ft.	4/08/06/06
<p>Series documents the actions of the Americanization Department to promote the education of adult aliens in American language, history, and government. The department was part of the state Department of Education and was jointly controlled by the superintendent of public instruction and the five member Americanization Commission. Records include budgets, bulletins, reports, financial statements, mailing lists, speeches, publications, memoranda, and correspondence. The records are unarranged.</p> <p>Oregon State Americanization Commission Files.</p>			
Area education district formation and annexation election records	1960-1975	1 cu. ft.	4/09/07/04
<p>Series documents efforts to form or annex additional property into area education districts. Area education districts were formed to enable the creation of community colleges. Records include formation documentation which include hearings records, reports, memoranda, correspondence, maps, and newspaper clippings. They are arranged alphabetically by proposed district name.</p> <p>[Name of Proposed District] Petitions.</p>			
Assistant/deputy superintendent of public instruction administrative records	1930-1956	8.15 cu. ft.	
<p>Series documents official actions by the assistant/deputy superintendent of public instruction and other staff. Much of the series documents the work of Donald A. Emerson who served as both assistant and deputy superintendent of public instruction from the 1930s through the 1950s. Records include correspondence, memoranda, reports, plans, forms, lists, publications, questionnaires, circulars, bulletins, budget documents, instructional materials, charts, news releases, brochures, etc. The arrangement of the series varies.</p> <p>D.A. Emerson Files, 1930-1949, 5 cu.ft. The bulk of the records document the early- and mid-1940s. 4/8/7/4.</p> <p>Assistant Superintendent Subject Files, 1932-1947, 2 cu.ft. 4/8/7/3.</p> <p>Emerson, 1934-1947, .40 cu.ft. Includes records documenting rural education. 4/8/7/6.</p> <p>Files of D.A. Emerson, Deputy and Assistant Superintendent of Public Instruction, 1943-1956, .75 cu.ft. 4/8/9/3.</p>			
College Grads/Teacher Schools	1921 - 1944	3 vols.	5/12/07/03

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<u>Series Title</u>	<u>Date Span</u>	<u>Quantity</u>	<u>Locator</u>
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Conference records	1932-1950	.15 cu. ft.	
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Series documents conferences sponsored in part by the Department of Education.

Meetings & Conferences, 1932-1938, .10 cu.ft. Records include reports, programs, circulars, and brochures. 4/8/7/2.

Photographs of County School Superintendents, 1942-1950, .05 cu.ft. Records include two group photographs taken at conferences of Oregon county school superintendents in 1942 and 1950. Also included is a photograph of three unidentified men. 3/6/2/4.

County school superintendent annual reports	1896-1970	3.10 cu. ft. 16 vols.	
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Series documents basic information about education in the counties as reported by the county school superintendent of each county to the state superintendent of public instruction. Information includes statistics about enrollment, teacher, pupils, private schools, and libraries. Also included is a financial statement and registers of teachers, school clerks, and school directors. The content of the reports varies over time. Arrangement is generally chronological by school year, thereunder alphabetical by county name.

Note: The Department of Education apparently holds microfilm copies of county school superintendent annual reports from 1939-1951.

County Superintendent Annual Reports, 1896, 1925-1929, (.50 cu.ft.) 4/8/6/7. The records are unbound.

County School Superintendent's Annual Reports, 1899-1924, (2.50 cu.ft.) 4/8/2/2. Most of the records are bound volumes. Reports for 1917 are located at 4/8/8/2 in accession 61A-072.

County Superintendents' Annual Reports, 1905, 1917, (.10 cu.ft.) 4/8/8/2. Records include the Washington County 1905 report and the 1917 reports for all counties. The records are unbound.

Annual Reports (spine title for some volumes: Record of County Superintendents), 1910-1939, (13 volumes.) 2/9/4/12.

School Census [State Totals], vol. 3, 1929-1970, (1 volume) 2/9/5/7. Record includes statewide statistical reports compiled from county school superintendent reports. Subjects include attendance, enrollment, and financial and general statistics.

School Census, vol. 1-2, 1951-1970, (2 volumes) 2/9/5/6. Records include annual reports by county school superintendents and, beginning in the 1960s, Intermediate Education Districts.

County school superintendent correspondence	1912-1929	11.25 cu. ft.	4/08/02/03
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Series documents official correspondence between the state superintendent of public instruction and county school superintendents. Records include correspondence, lists, and teacher certification preliminary papers. Very few records exist for Baker and Benton counties. The records are arranged alphabetically by county name, thereunder generally chronologically by correspondence date.

Correspondence with County School Superintendent.

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<u>Series Title</u>	<u>Date Span</u>	<u>Quantity</u>	<u>Locator</u>
Deaf school correspondence	1896-1898	.05 cu. ft.	4/08/04/07

Series documents correspondence between the state superintendent of public instruction and the Oregon School for Deaf-Mutes. Records include correspondence, a petition, a news clipping, and an application.

Miscellaneous Correspondence with School for the Deaf and the Reform School.

Education reform advisory committees records	1948-1951	2.90 cu. ft.	
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Series documents the actions of advisory committees and associated staff of the state Board of Education authorized by HJR 27, 1949 to make recommendations related to elementary and secondary education in Oregon. The recommendations resulted in the major education reforms of 1951. Advisory committees included the Legislative Advisory Committee on Elementary and Secondary Education, the Professional Advisory Committee, and the Advisory Committee on Elementary Education. Records include minutes, agendas, correspondence, memoranda, reports, charts, surveys (many with extensive handwritten replies), maps, publications, contracts, and indexes. See separate inventory sheet for an itemized listing of contents.

Minutes, Findings, & Papers of Advisory Committees, 1949-1951, .20 cu.ft. 4/8/4/4.

General Correspondence and Information, 1949-1951, 1.20 cu.ft. 4/8/4/4.

Reports, Mimeographed and Manuscripts, 1949-1951, .40 cu.ft. 4/8/4/4.

Parent Opinion Questionnaires, 1949-1950, .20 cu.ft. 4/8/4/4.

Tests, Survey Statistics, 1948-1950, .15 cu.ft. 4/8/4/4.

Reports; Study of Public Elementary and Secondary Education in Oregon (By T.C. Holy), 1949-1951, .60 cu.ft. 4/8/4/5.

Educational management summer academy records	1969-1975	1 cu. ft.	4/09/06/03
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Series documents summer academy workshops sponsored in part by the Department of Education and attended by educational managers from around the state. Topics included teamwork, communications, accountability, and performance based management. Records include surveys, study reports, contracts, memoranda, academy publications, biographical sketches, notes, photographs, and correspondence. See separate inventory sheet for an itemized listing of contents.

Summer Academy Workshops.

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<u>Series Title</u>	<u>Date Span</u>	<u>Quantity</u>	<u>Locator</u>
Health and Physical Education Division correspondence	1945-1953	5 cu. ft.	4/08/09/03
<p>Series documents correspondence between the Health and Physical Education Division of the Department of Education and county school superintendents, individual schools, health departments, associations, universities, and other entities. Records include correspondence, reports, manuals, instructional materials, memoranda, and lists. Arrangement of the records varies.</p> <p>Health and Physical Education Correspondence.</p>			
Higher education reports and statements	1927-1940	.10 cu. ft.	4/09/05/07
<p>Series documents various reports and statements made in relation to higher education in Oregon. Records include a statement by the University of Oregon regarding curriculum conflicts with the Oregon State Agricultural College; a committee report on high school relations with the Oregon State System of Higher Education; a report by the president of the University of Oregon; and a report of the Doernbecher Hospital at the University of Oregon Medical School. Reports are filed in a box just after 4-H annual reports.</p> <p>Reports.</p>			
Index State Board of Education meeting records	n.d.	1 vol.	5/12/07/03
Indian pupil attendance reports	1946-1948	.75 cu. ft.	4/08/04/04
<p>Series documents the attendance of pupils with at least one quarter Indian blood at schools statewide. Records consist of monthly report made by schools to the State Department of Education. Information includes student's name, grade, age, degree of Indian blood, and attendance record.</p> <p>Superintendent of Public Instruction, General Correspondence (Box 80).</p>			
Joint State Board of Education Minutes	1951-1960	.20 cu. ft. 1 vol.	
<p>Records document annual joint meetings of the state Board of Education and the State Board of Higher Education. They include minutes and exhibits filed chronologically by meeting date.</p> <p>Minutes with Exhibits, Annual Joint Meetings..., 1951-1959, (.20 cu.ft.) 4/09/02/04; Minutes, 1953-1960, (1 vol.) 5/12/07/03</p>			
Legal Case Files	1960 - 1965	.25 cu. ft.	5/12/07/03

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<u>Series Title</u>	<u>Date Span</u>	<u>Quantity</u>	<u>Locator</u>
Lewis and Clark Exposition award diploma	1905	.10 cu. ft.	1/21/09/05

Series documents a gold medal award granted to the Department of Education for their Collective Educational Exhibit presented at the Lewis and Clark Exposition in 1905.

Linn - Benton Intermediate Education District (IED) Merger	1967	.1 cu. ft.	5/12/07/03
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Local history writing project records	1959	.15 cu. ft.	4/09/08/07
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Series documents local, school, and family histories submitted to the superintendent of public instruction by students and community members. Many of the histories include crayon drawings depicting historical events. See separate inventory sheet for an itemized listing of contents.

Local Histories by Oregon School Student.

Miscellaneous reports and studies	1923-1945	.60 cu. ft.	4/08/07/05
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Series documents various reports and studies made and received by the Department of Education. Topics include high school graduates' occupations; teacher qualifications; counseling services; state education support; and achievement tests. Records share box with Future Farmers of America annual reports.

Reports and Studies.

National Defense Education Act application records	1958-1961	6 cu. ft.	4/09/02/07
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Series documents applications for funding to school districts under the National Defense Education Act. Programs funded were in science, mathematics, and foreign languages. Records include applications, supporting documentation, and correspondence. Applications include project objectives, descriptions, plans, evaluation methods, and other information. Records are arranged alphabetically by school or county name.

School District Application for National Defense Education Act, Title III Program.

Oregon School for the Deaf photographs	1906-1971	.10 cu. ft.	3/06/02/04
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Series provides visual documentation of the Oregon School for the Deaf. Records consist of one photograph of the Oregon School for the Deaf building in 1906 and one photograph of the school's Central Service Facility building from 1971. Also see separate finding aid for the Oregon School for the Deaf for access to more photographs.

Box 3 Deaf, Oregon School for the: Photographs of Students, Faculty, Buildings.

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<u>Series Title</u>	<u>Date Span</u>	<u>Quantity</u>	<u>Locator</u>
Oregon State Educational Agency for Surplus Property records	1950-1955	.20 cu. ft.	4/08/08/02

Series documents the actions of the Oregon State Educational Agency for Surplus Property to procure surplus property from the federal government for use by Oregon public and nonprofit schools. The agency was created by Chapter 124, Oregon Laws, 1947 and included a commission (which included the superintendent of public instruction), an executive committee, and staff. The state Department of Education worked in conjunction with the agency, the federal Department of Education, and other entities in the effort. Records include minutes, agendas, reports, statements, and inventories.

Records of the State Surplus Property Section....

Oregon State Reform School (MacLaren) superintendent's reports	1903-1904	.10 cu. ft.	4/09/08/07
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Series documents monthly reports by the superintendent of the Oregon State Reform School (previously named the Oregon School for Boys, later MacLaren School) to the state superintendent of public instruction. Reports include pupil names, attendance, and marks in subjects such as reading, arithmetic, and history. Information also includes notations on pupils who were sick or who escaped as well as reports of teachers' work.

Superintendent's Monthly Reports.

Oregon State Teachers Association correspondence	1900-1918	.30 cu. ft.	
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OR Teachers Assoc. Convention Records, 1900, .05 cu.ft. Record consists of a program for the first annual convention of the Western Division of the Oregon State Teachers' Association. 4/9/8/7.

#29 Train Circular, 1903, .05 cu.ft. Record consists of an Oregon Railroad and Navigation Company circular announcing ticket rates to an Oregon State Teachers Association meeting. 4/9/8/7.

Teachers Assoc. Correspondence, 1916-1918, .20 cu.ft. Records document interaction between the state superintendent of public instruction and the Oregon State Teachers Association. Subjects include conferences, training courses, and submissions to the association's monthly journal. Records include correspondence, reports, lists, publications, and telegrams. Records consist of two large folders in the middle of the box. 4/8/7/6.

Panama Pacific International Exposition records	1914-1916	.50 cu. ft.	
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Series documents work by the state Department of Education, county school superintendents, school districts, the Oregon Commission for the Panama Pacific International Exposition, and others to highlight Oregon educational accomplishments at the exposition in San Francisco in 1915. Records include correspondence, reports, list, a photograph, and three silver medal award diplomas.

PPI Exposition Correspondence, 1914-1916, .30 cu.ft. 4/8/7/6.

Silver Medal Award Panama Pacific Exposition, 1915-1916, .20 cu.ft. 1/21/9/5.

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<u>Series Title</u>	<u>Date Span</u>	<u>Quantity</u>	<u>Locator</u>
Photographs	na	.1 cu. ft.	3/08/06/03
Publications	1918-1981	14.85 cu. ft.	
<p>Records document publications issued by various divisions and programs of the Department of Education.</p> <p>Sample Publications, 1918-1937, (.40 cu.ft.) 4/8/7/2. Records include samples of various circulars, notices, diplomas, certificates, reports, contracts and other items issued by the Department of Education for distribution and use on the local, district, and state level.</p> <p>Publication, Record Copy, 1921-1978, (9.35 cu.ft.) 4/9/7/1. Types of publications include manuals, bulletins, bibliographies, guidelines, standards, handbooks, statements, reports, and courses of study. Subjects include community colleges, compliance with standards, instructional services, career and vocational education, program coordination, compensatory education, legislative and legal topics, research and evaluation, and school management. Records are arranged generally by broad subject type (e.g., community colleges). See separate inventory listing for an itemized container description.</p> <p>Alphabetical List of School Districts in Oregon, 1939, (.10 cu.ft.) 4/8/7/5. Volume lists each school district alphabetically and includes school district number.</p> <p>Curriculum and Instructional Media Section's Publications and Working Copies, 1953-1967, (2 cu.ft.) 4/9/2/7. Records include publications, drafts, and working copies. Records also include a limited amount of minutes, lists and correspondence of committees convened to create publications. Topics include physical fitness, mathematics, foreign languages, science, music, health, and others. Records are generally arranged by publication name. See separate inventory listing for an itemized container description.</p> <p>Publications, 1978-1981, (2 cu.ft.) 4/8/1/7. Subjects include instructional services, student services, transportation, career cluster curriculum, vocational student organizations, and planning. Records are arranged generally by broad subject type (e.g., student services). See separate inventory listing for an itemized container description.</p> <p>Publications, n.d. (1 cu. ft.) 5/12/07/03.</p>			
Rules and Regulations	1966	2 vols.	5/12/07/03
School Building Survey records	1939-1940	2 cu. ft.	4/08/07/05

Series documents survey conducted by the Department of Education to determine the adequacy of school buildings in the state. Records include rough drawings of school buildings and grounds with dimensions of rooms, play areas, and school property lines. Records also include completed light meter survey forms. Records are arranged alphabetically by county name, thereunder numerically by school district number.

School Building Adequacy Survey.

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<u>Series Title</u>	<u>Date Span</u>	<u>Quantity</u>	<u>Locator</u>
School district reorganization records	1939-1941	.50 cu. ft.	4/08/06/06

Series documents efforts by the state Commission for School District Reorganization, county reorganization committees, school districts, and the superintendent of public instruction to implement the Oregon School District Reorganization Law of 1939. The state Board of Education acted as the commission. The goal was to reduce the number of school districts in the interest of economy and efficiency. Records include county reorganization plans, correspondence, reports, financial data, petitions, and news clippings. The records are contained in box 1 of 2.

School District Reorganization and School Transportation Correspondence and Forms.

School facility survey records	1950-1952	4 cu. ft.	
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Series documents comprehensive surveys conducted by the Oregon Department of Education for the federal Office of Education. Forty-five of the 48 states participated in the survey. Extant surveys appear to profile every school in counties starting with the letter "M" to "Y" (Malheur-Yamhill). Information includes number of students enumerated; number of students enrolled over eight year period; types of facilities and new construction; planned acquisitions and improvements; and detailed financial resources. Records also include case studies of selected schools which include additional surveys, floor plans, analyses, and approximately 35 photographs.

School Facility Survey, 1950-1951, 2 cu.ft. 4/8/8/1.

Federal Facilities Survey, 1950-1952, 2 cu.ft. 4/8/8/1.

Special education administrative records	1947-1950	2 cu. ft.	4/08/07/01
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Series documents actions of the Department of Education with respect to special education programs. Records include speeches, minutes, agendas, conference records, mailing lists, telegrams, surveys, newsletters, memoranda, and correspondence. They are arranged alphabetically by subject name.

Special Education Department Subject and General Correspondence.

Special projects records	1981-1984	.25 cu. ft.	4/14/01/01
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Staff meeting records	1943-1984	.35 cu. ft.	
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Series documents meetings conducted by the superintendent of public instruction with department staff. Records include minutes.

Conference Notes, Staff and Office, 1943-1948 (.10 cu. ft.) 4/09/08/07;
Superintendent's Cabinet/Council Minutes, 1975-1977, 1983-1984 (.25 cu. ft.) 4/14/01/01.

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<u>Series Title</u>	<u>Date Span</u>	<u>Quantity</u>	<u>Locator</u>
State Board of Education correspondence	1950-1960	.20 cu. ft.	4/09/02/05

Series documents correspondence between the state Board of Education and various schools, colleges, universities, legislators, government officials, and others. Much of the correspondence relates to standards for teacher education programs at colleges and universities. Records include correspondence, reports, transcripts, and memoranda. Series is arranged roughly chronologically by correspondence date.

State Board of Education meeting records	1873-1975	6.10 cu. ft. 2 vols. 2 micro.
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State Board of Education Minutes, 1873-1909 (1 vol.) 5/12/07/03.

Dept. of Public Instruction State Board Meeting & Special Meeting Minutes, 1908-1911 (1 vol.) 5/12/07/03.

Majority of the volume is listing of certified teachers

Vocational Education Board Meetings [Board of Education Meeting Records], 1941-1957, .30 cu.ft. (3.50 black binders) 4/9/4/1.

Records actually document the full Board of Education meetings beginning in 1941 (and share the first binder with earlier state Board for Vocational Education meeting records). They include minutes and exhibits. Exhibits include reports, correspondence, memoranda, and plans.

Minutes with Exhibits, 1947-1960, (3.80 cu.ft.) 4/9/2/4.

Records document the actions of the state Board of Education. Exhibits which consist of reports, correspondence, memoranda, and publications are filed with minutes chronologically by meeting date.

Rough Drafts of Minutes and Extra Exhibits, 1957-1962, (1.80 cu.ft.) 4/9/2/5.

Records include preliminary versions of the minutes of state Board of Education meetings. They also include extra copies of exhibits distributed at meetings.

Education Board Minutes, vol. 21-23, 1972-1975, (2 reels of microfilm) **Reference Room Microfilm Drawer 80.**

Records include minutes and exhibits of state Board of Education meetings. Exhibits include reports, financial data, amendments to administrative rules, etc.

Student art and music records	ca.1939-ca1959	.60 cu. ft.
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Student Art Samples, ca. 1939, .50 cu.ft. Records include drawings in water colors, pencil, crayon, and collage from elementary school students. 5/24/8/4.

Oregon Centennial Songs, ca.1959, .10 cu.ft. Record documents original songs written by elementary school students to commemorate the centennial of Oregon's admission as a state. It consists of one volume of sheet music including words and musical notes. 4/8/8/2.

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<u>Series Title</u>	<u>Date Span</u>	<u>Quantity</u>	<u>Locator</u>
Superintendent of public instruction administrative records	1895-1981	156.60 cu. ft.	

Series documents official actions by the superintendent of public instruction and staff. Records include correspondence, memoranda, reports, lists, publications, questionnaires, circulars, bulletins, budget documents, charts, news releases, brochures, etc. The records also include some personal correspondence. Arrangement is generally chronological by year, thereunder alphabetical by subject name. However, deviations from this pattern exist.

General and Certification Correspondence, 1895-1919, (18.50 cu.ft.) 4/8/4/7. Research will be difficult in these records. They have apparently been weeded and some records are missing.

Old Correspondence, 1898-1914, (.50 cu.ft.) 4/8/7/6. Subjects include Textbook Commission, higher education, etc. One folder contains attorney general legal opinions from 1899-1909.

#28 Correspondence, 1900-1903, (.05 cu.ft.) 4/9/8/7.

General and Certification Correspondence, 1928-1929, 1936-1943, (3 cu.ft.) 4/8/5/3.

Superintendent of Public Instruction, General Correspondence, 1929-1942, (79 cu.ft.) 4/8/2/5.

Gen. Corresp., 1941-1942, (.35 cu.ft.) 4/8/7/2. Records include mostly 1942 alphabetical files "W" through "Z." Subjects consist primarily of county, War Relocation Authority, and Work Projects Administration correspondence.

General Correspondence, 1943-1947, (28 cu.ft.) 4/8/5/4. See separate inventory sheet for an itemized listing of contents.

General Files, Superintendent of Public Instruction, 1948-1951, (12 cu.ft.) 4/8/8/7.

Correspondence, Policy and Historical, 1949-1977, (3.50 cu.ft.) 4/8/1/6. Records include correspondence, reports, publications, minutes, executive memoranda, agreements, school building surveys, and plans. See separate inventory sheet for an itemized listing of contents.

Superintendent of Public Instruction, General Files, 1952-1958, (9.25 cu.ft.) 4/8/8/3.

Putnam, Rex, Superintendent of Public Instruction General Files, 1954-1959, 2 cu.ft. 4/8/8/5.

Staff Memos, 1979-1981, .70 cu.ft. Records include memoranda sent by the superintendent of public instruction and other high ranking Department of Education staff members to employees, school superintendents, university and community college presidents, and others. The records are titled "Correspondence, Policy and Historical" on the transmittal. 4/8/2/1.

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<u>Series Title</u>	<u>Date Span</u>	<u>Quantity</u>	<u>Locator</u>
Superintendent of public instruction autobiography	ca. 1956	.15 cu. ft.	4/09/07/01

Series consists of a 201 page autobiography of Lewis Raymond Alderman titled "Happy is the Man." Alderman's career in education included service as the Oregon superintendent of public instruction from 1911-1913. The autobiography was presented to the Oregon State Archives in 1996 by Verne Duncan who served as superintendent of public instruction from 1975 to 1989. Subjects include Alderman's early teaching experiences; his years as superintendent of public instruction and Portland city superintendent; his work with the overseas Army Educational Corps and the U.S. Office of Education; as well as recollections of Americanization classes, prison education, adult education, and school surveys.

Happy is the Man (located in 79A-035/002-Publications box 1).

Superintendent's Correspondence	1968-1974, 1983-1984	.25 cu. ft.	4/14/01/01
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Superintendent's Speeches	1976-1984	.25 cu. ft.	4/14/01/01
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Textbook Commission records	1926-1939	.35 cu. ft.	4/08/02/01
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Series documents actions by the Textbook Commission to procure textbooks for use in Oregon schools. Records include bids, bonds, contracts, and correspondence. Bids include names of books approved for use in Oregon schools. The records are arranged chronologically by publisher name.

Textbook Commission Bids from Publishers of Textbooks (with Sample Contracts and Bonds).

Vocational Rehabilitation Division correspondence	1962-1963	.75 cu. ft.	4/09/02/05
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Series documents correspondence between the Vocational Rehabilitation Division of the Department of Education and various associations, councils, societies, committees, and institutes working in the field of vocational rehabilitation. Records include correspondence, minutes, reports, newsletters, publications, and conference brochures. They are generally arranged alphabetically by association name.

Correspondence with Associations.

Vocational Rehabilitation Division special project records	1961-1966	.35 cu. ft.	4/09/03/01
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Series documents the actions of the Vocational Rehabilitation Division of the Department of Education related to planning, research, and demonstration of special projects. Projects focus on school dropouts as well as halfway and rehabilitation houses for ex-mental hospital patients. Records include grant applications, reports, correspondence, and memoranda. They are arranged by topic.

Records of Special Projects.

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<u>Series Title</u>	<u>Date Span</u>	<u>Quantity</u>	<u>Locator</u>
Wartime federal child care program records	1941-1945	2 cu. ft.	4/08/07/03

Series documents actions by the federal government, the Oregon Department of Education, and local school districts to set up and manage child care programs under the federal Lanham Act during World War II. The Lanham Act allowed school districts to apply for federal funds to operate child care facilities for children whose mothers worked in industries related to war production. Records include applications, supporting documentation, correspondence, memoranda, telegrams, mailing lists, and publications. Arrangement is generally by school district, county, or subject name.

Lanham Act Data.

Wartime school transportation adjustment records	1943-1945	1.25 cu. ft.	4/08/06/06
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Series documents coordination of statewide effort to comply with orders from the federal War Production Board, Office of Defense Transportation during World War II. The program eliminated many special services, reorganized bus routes, and required more children to walk to school in an effort to conserve resources for the war effort. Records include correspondence, news releases, war necessity certification applications, publications, maps, forms and related documents.

School District Reorganization and School Transportation Correspondence and Forms.

White House Conference on Education records	1955-1957	2 cu. ft.	4/08/09/02
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Series documents local and state conferences on education held in Oregon in conjunction with the 1956 national "White House" conference on education. Conferences were held in various regions of Oregon culminating in a state conference which forwarded its findings to the national conference. Topics included: "What should our schools accomplish?" "How can we pay for our schools?" and "How can we get enough good teachers--and keep them?" Records include regional reports, minutes, newsletters, a conference kit, a 16mm film of a speech by Governor Paul L. Patterson, mailing lists, pamphlets, and correspondence. Records are arranged alphabetically by subject.

Governor's Planning Committee for the White House Conference on Education.

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<u>Series Title</u>	<u>Date Span</u>	<u>Quantity</u>	<u>Locator</u>
Accredited music teacher application records	1919-1927	1.50 cu. ft.	4/08/02/02

Series documents applications to the superintendent of public instruction for accredited music teacher certificates. Records include applications and related correspondence. They are arranged alphabetically by applicant name.

Application for Accredited Music Teachers.

Index State Board of Examiners records	n.d.	1 vol.	5/12/07/03
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Nonpublic school standardization records	1941-1962	4 cu. ft.	4/09/02/06
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Series documents actions by the Department of Education to set standardization requirements for nonpublic schools and to monitor compliance. Subjects include fire safety, sanitation, textbooks, evaluations, teacher certifications, and school improvements. Most of the schools are Catholic. Records include standardization worksheets, reports, violation notifications, correspondence, memoranda, and certificates. They are arranged alphabetically by county name.

Consultant Services Inspection of Nonpublic Schools, Correspondence and Reports, by County.

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<u>Series Title</u>	<u>Date Span</u>	<u>Quantity</u>	<u>Locator</u>
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Northwest Association of Schools and Colleges annual reports	1939-1981	34.35 cu. ft.	
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Series documents reports made by individual high schools statewide to the Northwest Association of Schools and Colleges (earlier named the Northwest Association of Secondary and Higher Schools), a regional accreditation association. Reports also include the comments and commendations of the state accrediting committee. A small number of reports from junior high/middle school and out-of-state schools are included. Information focuses on curriculum but covers all aspects of school operation including student activities, teacher load, records, administration, and school plant and equipment. The records are generally arranged chronologically by report year, thereunder alphabetically by county or school name. See separate inventory listings for itemized information on most of records.

Annual Reports to Northwest Association of Secondary and Higher Schools, 1939-1947, 1949, 1952-1971, (17 cu.ft.) 4/9/5/4. Includes 1971 only through the letter "S".

Northwest Assoc. of Secondary and Higher Schools Annual Reports, 1947-1948, (.40 cu.ft.) 4/9/8/7.

N.W. Assoc. of Secondary and Higher Schools Annual Reports, 1971, (.20 cu.ft.) 4/9/8/7. Includes 1971 records for the letters "T" through "Z".

Northwest Association of Schools and Colleges Annual Report Files, 1972-1974, (4 cu.ft.) 4/9/6/1.

Northwest Association of Schools and Colleges Annual Reports, 1975, (2 cu.ft.) 4/8/1/7.

Northwest Association of School and Colleges Annual Reports Files, 1976, (2 cu.ft.) 4/9/7/5.

Northwest Association of School & Colleges Annual Report Files, 1977, (2 cu.ft.) 4/9/7/5.

Annual Reports, 1978, (1.25 cu.ft.) 4/9/7/6.

NWASC Annual Reports, 1979, (1.50 cu.ft.) 4/9/8/1.

Northwest Assoc. of Schools and Colleges Reports, 1980, (2 cu.ft.) 4/9/8/2.

Annual Reports, 1981, (2 cu.ft.) 4/9/8/1.

Parochial school teacher certification records	1925-1928	.30 cu. ft.	4/08/07/06
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Series documents certification of teachers at parochial schools by the Office of the State Superintendent of Public Instruction. Records include correspondence, applications, lists, surveys, and publications. Only records related to individuals and/or schools with names beginning with the letters N through Z are included.

Religious Schools.

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<u>Series Title</u>	<u>Date Span</u>	<u>Quantity</u>	<u>Locator</u>
Private music teacher certification procedures records	1919-1957	.10 cu. ft.	4/08/08/02

Records document procedures, requirements, courses of study, examination questions, and other actions related to obtaining a private music teacher certificate. Records also document a survey conducted in 1940 by the superintendent of public instruction related to high school credit for private music study. They include summaries, procedures, course guides, and sample examinations.

Exam Questions Etc. for Private Music Teachers.

Private music teacher certification records	1915-1957	7 cu. ft.
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Series documents certifications of private music teachers. Records include applications, individual certification action tracking cards, and correspondence.

Private Music Teacher's Certification Correspondence, 1915-1928, 5 cu.ft. Records are arranged generally chronologically by year, thereunder alphabetically by applicant name. 4/8/6/3.

Private Music Teachers Certification Records, 1919-1957, 2 cu.ft. Records are arranged alphabetically by applicant name. 4/8/7/7.

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<u>Series Title</u>	<u>Date Span</u>	<u>Quantity</u>	<u>Locator</u>
Public school standardization records	1915-1969	21.75 cu. ft.	

Series documents the efforts of the Department of Education to set and measure standardization goals for individual school districts.

Standardization Correspondence, 1915, 1 cu.ft. Subjects of standardization include teacher qualifications, courses taught, salaries, quality of buildings and other criteria. Records include completed survey and inspection forms and correspondence. They have no apparent arrangement. 4/8/7/1.

Rating Sheets, Class Schedules and Correspondence Regarding High Schools, 1928-1945, 6 cu.ft. Records include various school standardization reports, daily class schedules for teachers and supervisors, school handbooks, curriculum guides, and correspondence. They are arranged generally alphabetically by school name. 4/8/7/2.

General Correspondence on High School Evaluation, ca.1930-1943, 2 cu.ft. Subjects include evaluation methods used as part of the national Cooperative Study of Secondary School Standards; High School Victory Corps; school regulations and procedures; and other measures of school standardization. Records include surveys, curricula, news clippings, school publications, and correspondence. They are loosely arranged alphabetically by school or subject name. 4/8/7/1.

Rural Schools Standardization, 1932, 1 cu.ft. Subjects include curriculum and student activities. Records include completed survey and inspection forms and correspondence. They are arranged alphabetically by county name. 4/8/7/1.

Standardization Reports for Individual Schools, 1940- 1969, 10 cu.ft. Records document inspections and surveys of schools by Department of Education officials. Records also document remedial efforts by schools to bring conditions up to statewide standards. 15 detailed standards described in the 31 page Department of Education "worksheet" from 1953 include buildings, administration, staff, class load, transportation, and others. They are arranged alphabetically by county name. 4/9/4/2.

Co-operative Study of Secondary School Standards and of Evaluative Criteria, 1940-1953, .35 cu.ft. Records document the study of methods of setting standards and evaluating secondary schools, educators, and students as part of a national effort. They include minutes, surveys, memoranda, and correspondence. 4/8/8/3.

Ledgers Containing Standardization Ratings and Dates of Progress Reports, 1947-1962, 1 cu.ft. Ledgers document inspections of schools by Department of Education officials and resulting standard, conditionally standard, or nonstandard ratings. Nonstandard school ratings include a detailed description of problems. The records are arranged alphabetically by county name. 4/9/4/4.

Pilot Evaluation Program Elementary School Portland, 1949, .05 cu.ft. Oversize chart includes the names of Portland elementary schools and comments from inspections regarding staff, class load, transportation, curriculum, and other criteria. 4/9/8/7.

Pupil Population and School Community Evaluation Criteria, 1950, .35 cu.ft. Records include various evaluative criteria such as student testing results, student distribution, etc. as well as both statistical and narrative responses from high schools around the state. 4/8/7/6.

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<u>Series Title</u>	<u>Date Span</u>	<u>Quantity</u>	<u>Locator</u>
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Standard high school annual reports	1929-1957	2.50 cu. ft. 13 vols.	
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Series documents annual reports made by high schools statewide to the state superintendent of public instruction and the state Department of Education. Part one of the standardized report documents general statistics; buildings and equipment; courses of study; and enrollment and attendance. Part two includes the names of pupils attending the high school and residing in territory not embraced in any high school district. It also includes an itemized statement of school maintenance costs.

Annual Report for Standard High Schools, 1929-1933, (1 cu.ft. 4 bound volumes). 4/8/8/2.

Annual Reports for Standard High Schools, 1933-1935, (2 volumes) 2/9/5/3.

High School Annual Report, 1935-1946, (11 volumes) 2/9/5/4.

Standard High School Reports, 1947-1956, (1.50 cu.ft.) 4/9/2/6.

State Board of Examiners record of grades	1895 - 1903	1 vol.	5/12/07/03
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Teacher certification examination questions	1895-1936	.50 cu. ft.	
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Series documents questions posed to applicants taking examination for a state teaching certificate. Question subjects include arithmetic, civil government, geography, grammar, reading, school law, and others. The records are arranged chronologically by test date.

1.) PHDX Teachers [Exam Questions], 1895-1900, .05 cu.ft. Records consist of certification exams for first, second, third, and primary grades, (roughly 20 pages) 4/8/7/6.

2.) Questions for Certificates and Diplomas, 1899-1908, .20 cu.ft. Records consist of pages of test questions pasted into two blank volumes of the "District Clerk's Record Book." Most of the tests are for teaching certificates, however, some are for students, e.g., "Eighth Grade Final Examination" (roughly 200 pages). 4/8/7/4.

3.) Exam Questions, 1928-1936, .25 cu.ft. Records consist of printed exam questions that appear to test teachers of grades 1-8. Separate test question packets exist for June and December tests for most years (roughly 200 pages). Also included is a large number of "Questions of Eighth Grade Diplomas" dated from 1929 through 1936 (roughly 200 pages). 4/8/8/4.

Teacher certification procedures survey correspondence	1929-1951	.10 cu. ft.	4/08/08/06
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Series documents a compilation of correspondence related to teacher certification procedures, laws, and issues. Correspondence is between officials of the superintendent of public instruction's office and various officials and educators nationwide. Record consists of one loose leaf volume.

Procedure Manual.

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<u>Series Title</u>	<u>Date Span</u>	<u>Quantity</u>	<u>Locator</u>
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Teacher certification statistical reports	1928-1943	.20 cu. ft.	
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Series statistically documents the issuance of various kinds of teacher certificates on a monthly and annual basis. Types of certificates include accredited music, high school, special vocational, elementary, and others.

Item 18 Monthly Reports, 1928-1943, .15 cu.ft. Record consists of one loose leaf volume. Information is arranged chronologically by month of report. 4/8/8/6.

Item 13 Annual Reports, 1930-1940, .05 cu.ft. Information is arranged chronologically by year of report. 4/8/8/6.

Teacher individual certification records	1887-1929	9.65 cu. ft.	
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Teaching Certificates, 1887-1898, .40 cu.ft. Series documents recommendations from the county Board of [Teachers] Examiners and the county school superintendent to the state Board of Education. Recommendations relate to the granting of teaching certificates by the state. Most of the records document the years 1897-1898. They are arranged chronologically by month sent. 4/8/4/7.

Item 9 Life Cert. on Exam [Life Certificates Issued on Examination], 1911-1929, .15 cu.ft. Series documents life teaching certificates issued by the superintendent of public instruction based on examination in up to 24 subjects. Record consists of one volume which includes name of applicant and date of certification and is arranged alphabetically by applicant name. 4/8/8/4

Item 10 Life Cert. - All [Record of Life Certificates], 1911-1921, .10 cu.ft. Records document all life teaching certificates issued by the superintendent of public instruction. Information includes method of qualification (examination or graduation from college); date of certification; and valid courses for teaching (math, penmanship, etc.). The record consists of one volume arranged generally chronologically by certification date with an alphabetical index. 4/8/8/4

Teacher Certification, 1915-1928, 9 cu.ft. Records document applications for one-year, five-year, and life teaching certificates issued by the superintendent of public instruction upon the recommendation of the county school superintendent. Information includes educational qualifications and recent teaching experience. The records are arranged chronologically in two year blocks, thereunder alphabetically by applicant name. 4/8/6/2.

Vocational education instructor certification and education records	1940-1967	3 cu. ft.	4/09/04/01
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Records include applications, transcripts, and correspondence. They are arranged alphabetically by instructor name.

Instructor Certification and Education Records of Agricultural, Trade & Industrial Teachers, Veterans, Etc.

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<u>Series Title</u>	<u>Date Span</u>	<u>Quantity</u>	<u>Locator</u>
Vocational education school licensing records	1937-1978	8.85 cu. ft.	

Series includes applications, bonds, curricula, teacher qualification documentation, license stubs, ledger cards, hearings records, and correspondence. Most of the records are arranged alphabetically by school or salesman name.

License Files, Vocational Schools, 1937-1954, (1.75 cu.ft.) 4/8/6/1. See separate inventory sheet for an itemized listing of contents.

License Files, Vocational School Salesmen's Licenses, 1937-1954, (.75 cu.ft.) 4/8/6/2. See separate inventory sheet for an itemized listing of contents.

Ledger, Vocational School Licenses, 1937-1954, (.15 cu.ft.) 4/8/6/2.

Ledger, Vocational School Salesmen's Licenses, 1937-1954, (.15 cu.ft.) 4/8/6/2.

Proprietary Schools License Files, 1945-1951, (.75 cu.ft.) 4/9/1/7.

License Files, Vocational Aeronautical Schools, 1946-1950, (.10 cu.ft.) 4/8/6/2.

Vocational Aeronautical School License Files, 1946-1954, (1 cu.ft.) 4/8/6/2. See separate inventory sheet for an itemized listing of contents.

Private Vocational Schools, License Application Files, 1947-1978, (2 cu.ft.) 4/8/1/7.

Sample Vocational School Salesmen's License, 1948-1952, (.05 cu.ft.) 4/8/6/2.

Complaint Hearings re: Revocation of Vocational School Licenses, 1948-1954, (.10 cu.ft.) 4/8/8/2.

Sample Vocational School License Stub Book, 1949-1951, (.05 cu.ft.) 4/8/6/2.

Schools of Hair Design License Renewal Forms, 1950-1977, (2 cu.ft.) 4/8/2/1.

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<u>Series Title</u>	<u>Date Span</u>	<u>Quantity</u>	<u>Locator</u>
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General administrative files	1946-1968	4 cu. ft.	
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Series documents general administration of the Oregon School Lunch Program. Records include bulletins, plans, meeting records, reports, conference programs, forms, and correspondence. They are arranged generally chronologically by school year.

General Correspondence and State Plan of Operation, 1946-1968, (2 cu.ft.) 4/9/3/6. Most of the records (other than the state plans of operation 1946-1959) document the years 1958 to 1968.

Forms, 1946-1965, (1 cu.ft.) 4/9/3/7.

General Correspondence, 1946-1954 , (1 cu.ft.) 4/9/3/7.

Individual program administrative records	1946-1966	18 cu. ft.	
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School District Files, 1946-1966, (17 cu.ft.) 4/9/3/3. Records documents the general oversight and regulation of individual school lunch programs by the state Department of Education in compliance with United States Department of Agriculture (USDA) regulations. Records include applications, agreements, individual school annual reports, correspondence, and memoranda. They are generally arranged chronologically in blocks of two to four years, thereunder alphabetically by county name.

Outdated Agreement and Card Files, 1949-1956, (1 cu.ft.) 4/9/3/7. Records consist of agreements between the state Department of Education and local school districts related to school lunch programs that were separated from the "School District Files" described above. Arrangement is generally alphabetical by county name.

Individual program review records	1950-1969	5.70 cu. ft.	
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Series documents evaluation of the lunch programs of individual schools. Information includes documentation of management practices; sanitation standards; types of food served; equipment and storage facilities; and financial status. Also included are extensive narrative analyses (comments and recommendations) providing insight into nutrition issues and management practices generally. The records are generally arranged chronologically by school year, thereunder alphabetically by county name.

Administrative Reviews, 1950-1960, (2 cu.ft.) 4/9/3/6.

School Lunch Admin. Reviews, 1960-1969, (3.70 cu.ft.) 4/9/4/4.

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<u>Series Title</u>	<u>Date Span</u>	<u>Quantity</u>	<u>Locator</u>
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United States Department of Agriculture (USDA) audit records	1946-1969	1.30 cu. ft.	
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Series documents audits made by the United States Department of Agriculture (USDA) of individual school lunch programs in Oregon as well as the overall state Department of Education school lunch program. Records include audit reports and associated correspondence and memoranda. Audit reports include analysis and recommendations related to financial and general program performance. The records are unarranged.

Audit Reports, 1946-1964, (1 cu.ft.) 4/9/3/7.

USDA Audits, 1960-1969, (.30 cu.ft.) 4/9/4/5.

Workshop records	1947-1963	1 cu. ft.	4/09/03/06
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Series documents preparation and execution of workshops coordinated by the State Department of Education to disseminate information of importance to the Oregon School Lunch Program. Records include mailing lists, attendance lists, bulletins, and correspondence. They are arranged generally alphabetically by topic name, thereunder chronologically by school year.

Workshop Mailings.

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<u>Series Title</u>	<u>Date Span</u>	<u>Quantity</u>	<u>Locator</u>
Agricultural education correspondence	1935-1944	2 cu. ft.	4/09/04/05
<p>Records include correspondence, reports, statistical summaries, course outlines, notes, etc. related to agricultural education programs.</p>			
Agriculture club reports	1929-1960	1.50 cu. ft.	
<p>Reports, 1929-1943, (.30 cu.ft.) 4/9/5/7. Records include annual reports of the Boys' and Girls' 4-H Club work in cooperation with the Oregon State College Extension Service, the state Department of Education, and other entities. The reports are arranged chronologically by report year. .</p> <p>Future Farmers of America (FFA) Chapter Reports, 1934-1939, (.60 cu.ft.) 4/9/2/2 Records include individual chapter reports. .</p> <p>FFA Annual Reports, 1936-1960, (.40 cu.ft.) 4/8/1/6. Records include reports of the Oregon Association of the national organization. Not all years are represented. .</p> <p>Reports and Studies, 1937-1949, (.20 cu.ft.) 4/8/7/5. Records include reports of the Oregon Association of the national organization of the Future Farmers of America (FFA). Not all years are represented.</p>			
Apprenticeship training development records	1973-1977	.20 cu. ft.	4/08/01/06
<p>Series documents the development of administrative guidelines for conducting apprentice related training classes. It also includes minutes and related records of the Apprentice Related Training Advisory Committee which worked on the guidelines as well as a host of other issues related to apprenticeships.</p> <p>Apprenticeship Guidelines.</p>			
Correspondence	1938-1951	.25 cu. ft.	4/08/06/01
<p>Records include correspondence documenting vocational education generally.</p> <p>General Correspondence.</p>			
County apprenticeship committee meeting records	1950-1955	.60 cu. ft.	4/08/09/04
<p>Series documents committee actions in relation to regulating apprenticeship based training programs in each county. Apprenticeships include carpentry, plumbing, electrical, sheet metal, painting, and others. Most of the program participants were veterans. The records include minutes and agendas and are arranged by county.</p> <p>Minutes of the Boards and Apprenticeship Committees.</p>			

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<u>Series Title</u>	<u>Date Span</u>	<u>Quantity</u>	<u>Locator</u>
County Vocational Training Memorandum (VTM) Board meeting records	1951-1955	.40 cu. ft.	4/08/09/04

Series documents board actions in relation to regulating vocational training programs at local businesses. Training fields include sales, insurance, supply, and other non-apprentice based work. Most of the program participants were veterans. The records include minutes and agendas and are arranged by county.

Vocational Training Memorandum.

Distributive education general files 1939-1952 6.25 cu. ft.

Series documents the distributive education program which coordinated efforts to teach classes in retail, waiting tables, interior decorating, etc. The program worked in both an adult education setting and public schools. The records are generally arranged alphabetically by subject.

General Files, 1939-1946, (3.50 cu.ft.) 4/8/4/6. See separate inventory sheet for an itemized listing of contents. .

Distributive Education Club of America Files, 1949-1952, (2.75 cu.ft.) 4/9/1/6.

Food conservation program records 1945-1947 1 cu. ft. 4/09/02/03

Series generally documents state efforts in coordinating community canning programs. Records include reports to the federal government, canning workshop and reference materials, circulars, itineraries, and correspondence. There is no apparent arrangement.

Future Farmers of America Cannery Material, Reports, and General Correspondence.

Home economics clubs scrapbooks 1935-1951 cu. ft.
2 vols.

"Home Economics Clubs in Oregon" Scrapbook, 1935-1938, (1 volume) 4/9/2/5.
Scrapbook documents home economics activities of various school based clubs statewide prior to the creation of the Future Homemakers of America (FHA). The scrapbook was sent to the Home Economics Education Section of the state Board for Vocational Education. .

Future Homemakers of America Scrapbook, 1946-1951, (1 volume) 2/9/6/2. Scrapbook documents the activities of local Oregon chapters of the national association. .

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<u>Series Title</u>	<u>Date Span</u>	<u>Quantity</u>	<u>Locator</u>
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Home economics education records	1936-1961	19.05 cu. ft.	
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Series includes minutes of the state Homemaking Planning Committee. It also includes reports, correspondence, and memoranda.

Representative Sample of Report Files, 1942-1961, (.30 cu.ft.) 4/9/2/5. Records actually consist primarily of minutes of the committee. Also includes reports and correspondence.

Home Economics General Files, 1953-1960, (.25 cu.ft.) 4/8/8/6.

Home Economics General Correspondence, 1936-1950, (14.50 cu.ft.) 4/9/1/3.
Records arranged chronologically by year, thereunder alphabetically by subject. .

Home Economics Adult Files, 1942-1948, (2 cu.ft.) 4/9/1/6.

Home Economics Correspondence, 1940-1942, (2 cu.ft.) 4/9/4/5.

Occupational Information and Guidance Service records	1943-1952	8 cu. ft.	4/09/01/07
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Series includes reports, memoranda, news releases, surveys, minutes, publications, correspondence, etc. Records arranged generally chronologically by year, thereunder alphabetically by subject.

Occupational Information and Guidance Service, General Files.

Oregon State Teachers Association Vocational Education Department records	1932-1934	.10 cu. ft.	4/09/08/07
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Series primarily relates to planning and executing meetings and conferences for teachers. Focus is specifically on the Vocational Education Department of the Oregon State Teachers Association. Records include minutes, agendas, sign-up lists, correspondence, and a convention program.

OR Teacher Assoc. Board Minutes.

Plans and reports	1932-1979	3 cu. ft.	
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Series primarily includes annual reports to the federal government. It also includes some plans (e.g. 5 year plans, etc.).

Vocational Education Federal Reports, 1932-1965, (1 cu.ft.) 4/9/4/1.

Annual Reports to U.S. Office of Education, 1936-1963, (1 cu.ft.) 4/9/8/2.

Vocational Education Plans and Reports, 1965-1979, (1 cu.ft.) 4/8/2/1. See separate inventory listings for itemized information.

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<u>Series Title</u>	<u>Date Span</u>	<u>Quantity</u>	<u>Locator</u>
Public service training records	1947-1950	2 cu. ft.	4/09/01/06
<p>Series documents training programs for various public service fields such as police, fire, janitorial, and bus driving. Records include reports, curricula, attendance lists, applications, memoranda, and correspondence.</p> <p>Public Service Training, Applications, Reports....</p>			
Publications	1921-1959	1.5 cu. ft.	
<p>Series includes plans, reports, training guides, etc. for agriculture, industrial trades, home economics, etc. Publications, 1933-1959, (1 cu. ft.) 04/08/08/05.</p> <p>"The Vocational Oregonian" newsletter, 1921-1959, (.50 cu.ft.) 4/09/04/01.</p> <p>Month newsletter of the state Board for Vocational education and later the Division of Vocational Education. From 1921-1928 the newsletter was titled "The News-Item". A few small gaps in issues exist.</p>			
State Board for Vocational Education meeting records	1927-1941	.20 cu. ft.	4/09/04/01
<p>Series includes minutes and exhibits. Exhibits include reports, correspondence, and plans. (1.50 black binders-The minutes change to full Board of Education minutes in 1941 and share the second binder)</p> <p>Vocational Education Board Meetings.</p>			
State Director of Vocational Education records	1934-1944	4.75 cu. ft.	4/09/02/02
<p>Series documents the activities of the state director of vocational education.</p> <p>General Correspondence Files.</p>			
Subject files	1937-1960	6 cu. ft.	4/08/08/05
<p>Series includes correspondence, memoranda, reports, etc. It also includes photographs in the "pictures" folders. Most of the records document the period from 1938 to 1948. They are generally arranged alphabetically by subject name.</p> <p>Vocational Education, General Files.</p>			

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<u>Series Title</u>	<u>Date Span</u>	<u>Quantity</u>	<u>Locator</u>
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Trade and industrial correspondence	1913-1953	18.60 cu. ft.	
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Industrial training correspondence, 1913-1927, (2.60 cu.ft.) 4/8/6/5.

Records document coordination of efforts to provide training in the industrial arts (animal husbandry, farm mechanics, sewing, cooking, canning, etc.) through boys and girl clubs statewide. Participants earned achievement pins. The records include lists, newspaper articles, and correspondence. .

Trade and Industrial Correspondence, 1935-1953, (16 cu.ft.) 4/8/9/7.

Records document coordination of efforts to provide training in mining, aviation mechanics, radio and communication, woodworking, maintenance, and various other trades. Records include reports, requests, memoranda, bulletins, and correspondence. Arrangement is generally chronological, thereunder alphabetical.

Veteran's training program records	1945-1959	35.70 cu. ft.	
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Vocational Education Apprenticeship Program, 1945-1959, (15 cu.ft.) 4/9/8/7. Records document program that received funding from the federal Veterans' Administration. Most of the records document 1945-1948. The records are arranged by city but not alphabetically. .

Vocational Education Training Program. General Correspondence, 1946-1953, (19 cu.ft.) 4/8/9/4.

Records document state coordination of training for veterans with businesses, cities, etc. They include memoranda of agreement, applications, reports, and correspondence and are arranged alphabetically by subject or participant name. .

Institutional Training in Agriculture for Veterans, 1948-1949, (.70 cu.ft.) 4/8/9/4. Records document reimbursements related to the veterans on-farm training program.

Veteran's Training, 1952-1959, (1 cu.ft.) 4/9/2/3.

Records document the request, approval, refusal, and withdrawal of businesses to provide training to veterans under federal Public Law (PL) 550. Records include applications, lists, and correspondence. They are arranged alphabetically by company name. .

Visual display records	ca.1938-1939	1 cu. ft.	5/24/08/04
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Series documents efforts to promote vocational education through presentations using placards, drawings, charts, graphs, and photograph displays. Subjects include the Grants Pass Mines School; millinery and distributive education classes; and the promotion of vocational education generally. Records include over 30 oversize items of various sizes.

Placards and Photographs Relating to Vocational Education Program.

Vocational agricultural instructors conference reports	1929-1939	.25 cu. ft.	
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Series includes reports (mostly annual) issued by the state Board for Vocational Education. Titles vary somewhat.

Conference Reports, 1929-1936, (.20 cu.ft.) 4/8/1/6.

Reports, 1939, (.05 cu.ft.) 4/9/5/7. Report is the last volume in the box. .

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<u>Series Title</u>	<u>Date Span</u>	<u>Quantity</u>	<u>Locator</u>
War production training program records	1942-1945	1 cu. ft.	4/09/02/03

Series documents the planning and coordination of efforts to increase war production through vocational training. Types of work include railroad and utilities operation, welding, food production, etc. Records include minutes, reports, circulars, manuals, course outlines, and correspondence. The series is mislabeled "Veteran' Training Program Evaluation Questionnaires."

Veterans Training Program Evaluation Questionnaires.

War production workers training records	1941-1946	3 cu. ft.	4/08/04/05
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Records include training aids and manuals; program releases and publications; condensed reports; and correspondence.

Vocational Education Program Files.