# A GUIDE TO THE WILLIAM DOUTHIT URBAN LEAGUE COLLECTION M-362

Ву

Porsche Schlapper

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The St. Louis Mercantile Library Association
St. Louis, Missouri

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### INTRODUCTION

### The St. Louis Mercantile Library

The St. Louis Mercantile Library was founded in 1846 and chartered by the State of Missouri the same year. The St. Louis Mercantile Library is the oldest general library in continuous existence west of the Mississippi River. Established by civic leaders and philanthropists wishing the citizens of frontier St. Louis to have a fine library even in the city's earliest days, the Mercantile, as it has now been known by generations of Missourians, exists today as a vibrant, active community asset, celebrating its heritage while making great collections accessible to new scholars.

The special collections of the library consist of over 400 individual collections with archival materials numbering in the millions, including over 100 historic newspaper titles, presidential letters, early travel diaries and civil war era letters, fur trade records and the newspaper and printing morgue of the *St. Louis Globe Democrat*. Archival materials in the Special Collections do not circulate, but may be used by researchers at the library during reading room hours.

Researchers may arrange for copies of documents and photographs from the staff of the Mercantile Library for a fee, according to the St. Louis Mercantile Library's <a href="Image">Image</a> <a href="Image">and Price List</a>. The St. Louis Mercantile Library Association owns the publication rights to the unique materials in the Special Collections.

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### THE WILLIAM DOUTHIT URBAN LEAGUE COLLECTION

The William Douthit Urban League Collection from the St. Louis Mercantile Library Special Collections contains business papers, photographs, correspondence, newspaper clippings, magazine, government reports, pamphlets, and fliers from the programs, research, and daily operations of the Urban League of St. Louis and Oklahoma City during Douthit's tenure as Secretary of the Industrial Relations Department of the St. Louis Urban League (1954-1959), Executive Director the Oklahoma City Urban League (1959-1962), and the Executive Director of the St. Louis Urban League (1964-1969). Materials related to the organization at a national scale, as well as materials from other cities, have been included in their own series.

The collection consists of 12 Hollinger boxes and is subdivided into the following series:

Series 1: St. Louis Urban League Materials

Series 2: Oklahoma City Urban League Materials

Series 3: National Urban League Materials

Series 4: Personal Materials of William Douthit

Most materials are described at the folder level. Some materials are described at the item level. Within this finding aid, materials in the collection are listed according to their folder title and folder number. The folder number consists of three or four numbers, such as 2-3-29, which represents: (series #) – (box #) – (folder #). The William Douthit Urban League Collection is designated as M-362 (Mercantile Special Collection #362).

## HISTORY OF WILLIAM DOUTHIT, ST. LOUIS & OKLAHOMA CITY URBAN LEAGUES, AND THE NATIONAL URBAN LEAGUE

The National Urban League was founded in New York City in the early 20<sup>th</sup> century as the National League on Urban Conditions Among Negros when three organizations merged: the Committee on Urban Conditions Among Negroes, the Committee for the Improvement of Industrial Conditions Among Negroes, and the National League for the Protection of Colored Women. These organizations all began as grassroots efforts to improve social and economic conditions for the recent migration of African-American to the northern United States following the 1896 Plessy v. Ferguson movement in the U.S. Supreme Court.

The organization adopted its current name in 1920 and began to focus its efforts on improving educational, recreational, housing, health, and career opportunities for disadvantaged communities. While the organization focused primarily on methods for improving the conditions of African-American communities, the stated purpose of the League has always been interracial in nature, dating back the founding interracial board of the League's first iteration. The N.U.L. is perhaps best known for its participation in the 1963 March on Washington for Jobs and Freedom, where Martin Luther King Jr. delivered his iconic "I Have a Dream" speech.

The Urban Leagues of St. Louis and Oklahoma City were founded in 1918 and 1946, respectively. Both have played significant roles in the desegregation of their cities, as well as leading neighborhood improvement initiatives and career training for the African-American communities.

William Douthit, originally from Pennsylvania, earned a B.A. in Economics from Dilliard University of Louisiana and a master's degree in Industrial Relations from the University Of Illinois Institute Of Labor and Industrial Relations. Douthit spent much of his professional career with the Urban League, serving as Secretary of the Industrial Relations Department of the St. Louis Urban League (1954-1959), Executive Director the Oklahoma City Urban League (1959-1962), and the Executive Director of the St. Louis Urban League (1964-1969).

### **SCOPE AND CONTENTS NOTE**

The materials in this collection come from William Douthit's professional tenure with the Urban League of St. Louis and Oklahoma City in various roles, including Executive Director and Secretary of Industrial Relations. The papers in the collection reflect this, with a pronounced focus on employment statistics, reports on industry in the cities, and plans for career training and neighborhood improvement initiatives. Also reflected are collaborations between the Urban Leagues and other local organizations, including the NAACP, Alpha Phi Alpha Fraternity, Inc., local churches, and social organizations. Materials are included from the National Urban League as well as the Urban Leagues of other major U.S. cities, usually within the context of research, planning, and communications between the St. Louis and Oklahoma City chapters with the organization on a national scale.

### **SERIES 1: ST. LOUIS URBAN LEAGUE**

The first series consists of materials related to Douthit's years with the St. Louis Urban League: 1954-1959 as Secretary of the Industrial Relations Department and 1964-1969 as the Executive Director of the St. Louis Urban League. Materials are described at the folder level with folder names and grouping retained to preserve context. The folders have been alphabetized to aid in navigation of the collection.

Вох	Series	Folder Number	Folder Description
1	1	1	20th Anniversary: Urban League of St. Louis, 1918-1938
1	1	2	Adult Guidance Program, 1957
1	1	3	Alpha Phi Alpha
1	1	4	Alpha Phi Alpha Sphinx, Vol 57 No. 3 Oct/Nov 1971
1	1	5	Annual Report, Urban League 1950-1958
1	1	6	Annual Reports- 1958
1	1	7	Apprenticeship
1	1	8	Apprenticeship Training, 1949
1	1	9	Arbitration
1	1	10	Automation
1	1	11	Banner Report, 1949
1	1	12	Bibliographies
1	1	13	Case Studies
1	1	14	Clippings
1	1	15	Cobb Arbitration
1	1	16	Community Guide to St. Louis (Leadership
1	1	17	Development Project) Community Organizations- Programming; UL of St.
1	1	18	Louis Community Organization Kit (Block Units)
1	1	19	Community Organization & Employment
1	1	20	Committees Materials & Reports , 1960 -1965 Community Organization Manual & Pamphlets
1	1	21	Department Head Meetings 1957
1	1	22	Douglass High School Career Day

Вох	Series	Folder Number	Folder Description
1	1	23	Douthit-Bohanon Correspondence
1	1	24	Economy- Missouri
1	1	25	Economy- St. Louis
1	1	26	Employer Relations- The Field Visit
1	1	27	Employment Directory for Job Seekers, 1946
1	1	28	Equal Opportunity Day 1959, Campaign Organizer
1	1	29	Fact Sheet (St. Louis and Detroit)
1	1	30	Federation of Block Units
1	1	31	Fair Employment by J. Morrow
1	1	32	F.E.P.C. General Information
1	1	33	Field Notes- Tools and Techniques
1	1	34	Flight of the Israelites Organizational Structure
1	1	35	Lesson, 1961 Forms
1	1	36	Forms (Industrial Department) Manual
1	1	37	Forms - Industrial Department
1	1	38	Frontiers of America
1	1	39	Fund Raising
1	1	40	Guidance Counseling- Negro
1	1	41	Housing, 1958
1	1	42	Human Relations Intern Program
1	1	43	Ideas- Correspondence with Douthit, 1950s
1	1	44	Individual Department Head Meetings with the
2	1	1	Executive 1957 Informational Brochures
2	1	2	Industrial Department, Administration, 1927
2	1	3	Industrial Relations Annual Report 1957-1958
2	1	4	Industrial Relations Assignments
2	1	5	Industrial Relations Committee, 1957-59
2	1	6	Industrial Relations Dept. Field Trip Forms

Вох	Series	Folder Number	Folder Description
2	1	7	Industrial Dept. Highlights 1959
2	1	8	Industrial Relations Program
2	1	9	Industrial Department Program Prospectus 1957-
2	1	10	1958 Industrial Department Weekly Field Assignments, 1955-1956
2	1	11	Institute for Guidance Specialists (St. Louis Public
2	1	12	Schools) Intern Program
2	1	13	Interviewer Notes
2	1	14	Junior Chamber of Commerce
2	1	15	SPO-Q Junior Chamber of Commerce
2	1	16	Junior Chamber of Commerce Dooley Day
2	1	17	Committee Junior Chamber of Commerce Pamphlets
2	1	18	Labor
2	1	19	Labor Legislation
2	1	20	Labor Law Review
2	1	21	Leadership Discussions
2	1	22	Lists (membership various organizations)
2	1	23	Lists of Community Agencies
2	1	24	Manual of Operation, 1949-1969
2	1	25	Material on Integration in St. Louis
2	1	26	Materials on Small Business Investment
2	1	27	Companies, 1961 Memos: to Dept. Head and Executive Director
2	1	28	Misc. Brochures and Correspondence with UL- St.
2	1	29	Louis Misc. Bulletins, Reports
2	1	30	Misc. Materials
2	1	31	NAACP
2	1	32	NAACP St. Louis Opposition to new City Charter,
2	1	33	1957 National Urban League- Handbook of Operations
3	1	1	Negroes in the St. Louis Economy

Вох	Series	Folder Number	Folder Description
3	1	2	Negro in the St. Louis Community
3	1	3	Newspaper Clippings about Urban League St. Louis, 1960s
3	1	4	Nursing Home Proposal Research
3	1	5	Organizational Charts- Urban League
3	1	6	Photos: Phi Beta Sigma & the Urban League
3	1	7	Photos Relating to UL St. Louis
3	1	8	Planning Conference (Leadership Project) 1966
3	1	9	Personnel File: Bland, Artimese
3	1	10	Personnel Files: Campbell, Frank
3	1	11	Personnel File: Chandler, Vivian
3	1	12	Personnel File: Marion, Louis
3	1	13	Personnel File: Marion, Louis Field Assignments
3	1	14	Personnel Files: Lyons, Carol
3	1	15	Personnel File: Donaldson, M
3	1	16	Personnel Files: Thomas, Jean
3	1	17	Personnel Files: Williams, Marie
3	1	18	Personnel File: Williams, Margaret Pratt
3	1	19	Personnel Practices Code / Job Descriptions
3	1	20	Population Movement - St. Louis
3	1	21	PR Info Dept. Plan for Procedures
3	1	22	Programs Abstract Manual
3	1	23	Program Prospectus 1952
3	1	24	Program Prospectus 1958-1960
3	1	25	Publications About Negros
3	1	26	Public Relations
3	1	27	Questionnaire for Neighborhood Improvement
3	1	28	Reports and Publications, 1960s

Вох	Series	Folder Number	Folder Description
3	1	29	Reports of Population and State of the Negro
3	1	30	Research; Labor Force Analysis
3	1	31	Retreat, 1959
3	1	32	Retreat Sept. 1959 - Board, Staff, Committee
3	1	33	SO 785: Urban Leadership Conference, 1969
3	1	34	Sample Case Format
3	1	35	Speeches & Statements - Douthit
3	1	36	Speeches & Statements II - Douthit
3	1	37	St. Louis City-County District Plan (Jr. Chamber of Commerce) 1939
3	1	38	STL Core Proposal to Stop Police Brutality
4	1	1	Staff Bulletin 1950s
4	1	2	Staff Mtgs. Industrial Department, U.L. St. Louis
4	1	3	Study of the Industrial Department
4	1	4	Stud of Sheltered Employment Needs & Resources
4	1	5	Suggested Industrial Relations Program 1956- 1957; 1958; Correspondence
4	1	6	Summit Leadership Conference, 1968-69
4	1	7	St. Louis Power Structure
4	1	8	Schools (Integration)
4	1	9	Thesis- By Homer Benson Material obtained from Industrial Dept, St. Louis Urban League
4	1	10	TV Material
4	1	11	United Auto Workers - Correspondence
4	1	12	United Fund of St. Louis Agencies Relations Department Memorandum, 1965
4	1	13	United Fund, Budget, 1969 / Urban League Salary Study 1968
4	1	14	United Funds and Community Chest; Board Minutes
4	1	15	Unlabeled Photographs of Students
4	1	16	Urban League "In Action" (Articles)
4	1	17	Urban League in Brief / The Story

Box	Series	Folder Number	Folder Description
4	1	18	Urban League Correspondence - Douthit
4	1	19	Urban League Ephemra, Speech Material
4	1	20	Urban League Monthly Report December 1971
4	1	21	Urban League St. Louis, Misc. Notes
4	1	22	Urban League Organization and Policies
4	1	23	Urban League Pamphlets, 1960s
4	1	24	Urban League Vocational Guidance / Youth Incentives
4	1	25	Voc. Guidance and Council- Pilot Guidance Series
4	1	26	Vocational Guidance (Clippings)
4	1	27	Vocational Guidance and Counseling
4	1	28	Vote Yes Pay Less Taxes. Special Election Tuesday, July 14, 1959.

### **SERIES 2: OKLAHOMA CITY URBAN LEAGUE**

The second series consists of materials related to Douthit's years with the Oklahoma City Urban League: 1959-1962 as Executive Director of the Oklahoma City Urban League. Materials are described at the folder level with folder names and grouping retained to preserve context. The folders have been alphabetized to aid in navigation of the collection.

Вох	Series	Folder Number	Folder Description
5	2	1	Annual Meeting 1960 (work folder) (invitations, program, remarks Ex. Director)
5	2	2	Annual Reports
5	2	3	Bills, 1961
5	2	4	Board Agendas, Oct. 1961, Dec. 1961
5	2	5	Board of Directors
5	2	6	Board-Staff Planning Conference, 1966
5	2	7	Budget 1960
5	2	8	Budget (work folder)
5	2	9	Budget Hearing 1961
5	2	10	Budget Presentation 1961-1962
5	2	11	Budget 1962 Pt. 1
5	2	12	Budget 1962 Pt. 2
5	2	13	Budget/Salary Reports
5	2	14	Citizen's Action Committee
5	2	15	Clippings - Douthit
5	2	16	Committees Board, 1959-1960
5	2	17	Committee Minutes
5	2	18	Community Council
5	2	19	Community Services Committee, 1960
5	2	20	Constitution- By-Laws
5	2	21	Creston Hills Neighborhood Council
5	2	22	Dept. Memos

Вох	Series	Folder Number	Folder Description
5	2	23	Directory of Oklahoma City Ministers
5	2	24	Douthit Meeting [on Sit-ins & Protests], March 1961
5	2	25	Economy, Negro (Oklahoma City)
5	2	26	Economy- Oklahoma City
6	2	1	Finance Committee
6	2	2	Financial Records- 1960 Fiscal Year (U.L. OKC)
6	2	3	Financial Records- 1961 Fiscal Year (U.L. OKC)
6	2	4	Financial Statements; Budgets; Annual Reports
6	2	5	Financial Statements; Board Agendas
6	2	6	Financial statements and letters to Board of Directors, 1961
6	2	7	Financial statements and work sheets; annual reports, 1961
6	2	8	Guild Diary 1959
6	2	9	Guild Diary 1960
6	2	10	Guild, 1960
6	2	11	History, Purpose, Function
6	2	12	Industrial Relations Committee, 1960
6	2	13	Industrial Relations and Organization Program
6	2	14	Industrial Relations Program
6	2	15	Inventory, 1959
6	2	16	Job Development
6	2	17	Manufacturing - Vocational Guidance
6	2	18	Membership Drive
6	2	19	Misc. UL- OKC reports
6	2	20	Mo Report (Community Council); Blank forms
6	2	21	Monthly Reports 1960-1962
6	2	22	Newspaper Clippings on NAACP & Racism
6	2	23	Newsletter P.K. Committee (Present to)
6	2	24	Newspapers & Pamphlets

Вох	Series	Folder Number	Folder Description
6	2	25	Office Equipment / VA Supplies
6	2	26	Personnel File: Evaluation Forms (Blank)
6	2	27	Personnel File: Douthit, William
7	2	1	Personnel File: Johnson
7	2	2	Personnel File: Thompson, Amon
7	2	3	Personnel Handbook; brochures
7	2	4	Personal Practices Code, Employment 1961
7	2	5	Photographs: Music Event
7	2	6	Program Prospectus 1959-1961
7	2	7	Program Prospectus – Community Organization
7	2	8	Program Prospectus- 1960-1961
7	2	9	Progress Reports, 1960-1961
7	2	10	Public Relations
7	2	11	Reports
7	2	12	Sample Booklet – telephone committee
7	2	13	Speeches – Douthit OKC
7	2	14	Staff Bulletins, 1960
7	2	15	Staff Meetings, 1960-1961
7	2	16	Table of Organization
7	2	17	United Church Women – Meetings, Minutes, etc.
7	2	18	United Fund – Budget Presentation
7	2	19	United Fund Sit-Ins, 1960
7	2	20	Univ. OK, "Negro Leadership" – Douthit, 1961
7	2	21	Urban League Material, Oklahoma City
7	2	22	Urban League Oklahoma City, Misc.
7	2	23	Year End Report 1961

### **SERIES 3: NATIONAL URBAN LEAGUE & RELATED**

The third series consists of materials related to the National Urban League campaigns, conferences, and planning. This series also contains materials from other Urban League Chapters throughout the United States. Some materials from other national organization, such as the NAACP and the government, have been included when not clearly associated with a local chapter. Materials are described at the folder level with folder names and grouping retained to preserve context. The folders have been alphabetized to aid in navigation of the collection.

Вох	Series	Folder Number	Folder Description
7	3	1	3 Dimensions of Equal Employment Opportunity
7	3	2	A New Birth of Freedom- Educational TV proposal
7	3	3	AFL-CIO (Congress of Industrial Organizations
7	3	4	Adult Leadership, Vol. 4, No. 1 & 4. (May 1955 & Oct. 1955)
7	3	5	Advertisements, Letters, Other Papers
7	3	6	Affidavit, Program Prospectus, Corresp. 1941-1960s
7	3	7	Annual Reports- Urban League Branches
7	3	8	Bibliographies
7	3	9	Black Jockeys in Newspapers
7	3	10	Bulletin: NY Labor Dept. 18/1960
7	3	11	Brochures & Newsletters
7	3	12	Bulletin No. 68, Oct. 1960 (Rhode Island)
7	3	13	Burden of Truth film Discussion Material
7	3	14	Chicago, Community Services, 1957
7	3	15	Civil Rights & the Urban League
8	3	1	Comics about racism
8	3	2	US Dept. of Labor Apprentice Program 1961
8	3	3	Desegregation & Segregation in Magazines
8	3	4	Ebony Magazine Sept. 1963 (Frederick Douglass Feature)
8	3	5	Ebony's Fashion Fair; letter to W.M. Young about UL
8	3	6	Non-Urban League Brochures

Вох	Series	Folder Number	Folder Description
8	3	7	Urban League Brochures
8	3	8	Economy General
8	3	9	Economy- The Negro
8	3	10	Economy- Negro Labor
8	3	11	
8	3	12	Elimination of the "Negro Ghetto" Hummel, Don. 1967
8	3	13	Engineer: Paradox or Paradigm?
8	3	14	Engineering Employment Practices Newsletter, Feb. 1964
8	3	15	"Erosion of Management Rights" Reilly, Gerard. 1964.
8	3	16	Equal Opportunity Day
8	3	17	Expanding the Food Stamp Program. 1965
8	3	18	Fair Employment Practice Commission- General
8	3	19	Families Receiving AFDC: 1964
8	3	20	Federationist, November 1966
8	3	21	Files & Reports, 1959
8	3	22	Grievance Procedures
8	3	23	Group Relations in Newark, 1957
8	3	24	Golden Anniversary of the Urban League (1960)
8	3	25	Harper's Magazine, June 1960
8	3	26	History, Purpose, and Function of the Urban League
8	3	27	Housing (minority problems)
8	3	28	Housing, Negro (General)
8	3	29	How to Think About Showmanship in Direct Mail. 1954
8	3	30	"How to be an Effective Executive"
8	3	31	Industrial Department; Human Relations Committee
8	3	32	International Teamster: Case for Federal Aid to Education
8	3	33	J.C. 1960 National Convention- Get Acquainted Party"
9	3	1	Job Descriptions; Relocation (St. Louis; Manhattan; Ohio)

Вох	Series	Folder Number	Folder Description
9	3	2	Journal of Intergroup Relations; NUL re-examined; booklets
9	3	3	Labor & Race Relations Reports
9	3	4	Industrial Engineering
9	3	5	Labor / Housing Pamphlets & Reports
9	3	6	Labor Management Relations Guide
9	3	7	Labor Program Reports
9	3	6	Leasing Program for Low Income Families, 1966
9	3	7	Press Release: Letter Sent to Gov. Rockefeller, Jan. 16, 1967
9	3	8	Letters and Reports- Examples of
9	3	9	Manual of Operation
9	3	10	Meat Packing Industry - research note cards
9	3	11	Migration- Population Movement (The Negro)
9	3	12	Minneapolis Urban League Personnel Manual
9	3	13	Minneapolis Proposal for Study of Negro Labor Force, 1964
10	3	1	Minority Group Employment Study
10	3	2	National Manual, 1961
10	3	3	Negro Family in the Modern Urban Community" NUL- 1956
10	3	4	Negros's Journey to the City
10	3	5	Negros in the Economy; various UL reports
10	3	6	Neighborhood Conservation; UL of Detroit
10	3	7	Neighborhood Toolkit: Detroit, 1954
10	3	8	New York Program Direction Conference, 1984
10	3	9	Newspapers
10	3	10	New York Materials
10	3	11	NY Program Direction Conference, 1948
10	3	12	Newsletters / Fliers from other Organizations
10	3	13	O.E.C.D. Case Study No. 7: Puerto Rican workers in NYC
10	3	14	Occasional Papers - Atlanta, GA, 1960

Вох	Series	Folder Number	Folder Description
10	3	15	"Operation Laurel Springs" - The Negro Market
10	3	16	Oral Exams for Career Advancement
10	3	17	OTIS Employment Test
10	3	18	Urban League Pamphlets
10	3	19	Personality Inventories
10	3	20	U.L. Personnel Policies
10	3	21	Personnel Story, 1968
10	3	22	Phylon: The Atlanta University Review of Race & Culture
10	3	23	Plan for Progress
10	3	24	Pop. Dynamics & Poverty in the United States, 1960s
10	3	25	Population Movement, General
10	3	26	N.U.L. Policy Reexamined, 1955
10	3	27	Portland Phone Directories
10	3	28	Position of Jews in the United States
10	3	29	Post Office Letters – Employment in Postal Service
10	3	30	Program Planning
10	3	31	Program Ideas 1961
10	3	32	Program Prospectus 1961-1962
10	3	33	Public Relations Ideas 1961
10	3	34	Public Relations Programs: How to Plan Them
10	3	35	Reports
10	3	36	Reprints of stories on equal pay
10	3	37	Research
11	3	1	Economic Information, Minnesota
11	3	2	Forms II
11	3	3	Interview Techniques
11	3	4	Letter Examples
11	3	5	Research Material; Economy General/Negro

Вох	Series	Folder Number	Folder Description
11	3	6	Research (Engineering careers)
11	3	7	Research on Needy & Illegitimate Children
11	3	8	Research: Negro Family in the U.S.
11	3	9	Research for News Article, 1958
11	3	10	Penn School of Social Work: Public Assistance
11	3	11	Research - Technical Obsolescence
11	3	12	S. 3708: Bill Reports & Messages
11	3	13	Segregation & Government Efforts
11	3	14	Speeches: Economic Situation of the Negro
11	3	15	Speeches in the 1960s
11	3	16	Speeches - UL National
11	3	17	Social and Cultural Issues for Negro Population
11	3	18	NUL Staff Development Conference, 1967
11	3	19	Teacher Integration Report, 1957
11	3	20	Text of Martin Luther King, Jr. 's "I Had A Dream" speech New York Times, January 1960: Tomorrow's Scientists and
11	3	21	Technicians Manual Tomorrow's Scientists and Technicians 1959 - Volume II,
11	3	22	No. 1
11	3	23	Vocational Guidance (Omaha)
11	3	24	Vocational Guidance (Science)
11	3	25	Vocational Guidance: NVGA Convention Reports
11	3	26	Voc. Guidance - US News & World Report, June 15, 1956
11	3	27	Vocational Papers
11	3	28	White House Conference on Aging
11	3	29	Work Measurement
11	3	30	Yearbook, N.U.L. 1950

### **SERIES 4: PERSONAL MATERIALS OF DOUTHIT**

The fourth series consists of personal materials of William Douthit that relate directly to his work with the Urban League. These include resumes, professional appointment books, research material, photographs, correspondence with colleagues, and similar materials. Materials are described at the folder level with folder names and grouping retained to preserve context. The folders have been alphabetized to aid in navigation of the collection.

Box	Series	Folder Number	Folder Description
12	4	1	Business Contacts & Info
12	4	2	Bureau of Employment Security, Inquiry of Availability
12	4	3	Honors and Awards
12	4	4	Job Postings, Resumes, Etc.
12	4	5	Letters related to career movement within U.L.
12	4	6	Memos
12	4	7	Personal Data Sheets
12	4	8	Personal Expenses & Letters related to work
12	4	9	Photographs at U.L. Events
12	4	10	Professional Appointment Calendar 1961