

MEETING WITH THE GOVERNOR'S STAFF 1-25-1977

PURPOSE: TO SUGGEST A COMPREHENSIVE PROGRAM OF PRESERVATION AND TRANSFER OF THE PERMANENT PUBLIC RECORDS OF THE GOVERNOR AND THE GOVERNOR'S OFFICE BY PROVIDING

A SURVEY OF RECORDS CREATED

A SURVEY OF FILING TECHNIQUES

A PROGRAM OF TRANSFER

AND TO SUGGEST A COMPREHENSIVE PROGRAM OF <sup>DISPOSITION</sup> TRANSFER OF THE PRIVATE, PERSONAL RECORDS OF THE GOVERNOR AND DOCUMENTATION OF HIS ADMINISTRATION THROUGH ORAL HISTORY INTERVIEWS.

TO DO THIS JERRY AND I WISH TO SUGGEST

--THE NATURE OF RECORDS

records are the result of the decision-making process and the chief policy-maker of state must have preserved those records which document that decision-making process.

--RECORDS CAN BE

PUBLIC  
SEMI-PUBLIC  
PRIVATE

--PUBLIC RECORDS

--DOCUMENTATION OF YOUR ADMINISTRATION

--ACCOUNTABILITY TO THE PUBLIC

--CONTINUITY OF GOVERNMENT

(Transfer of Gov. Branigan's papers to Franklin college, as

--Atom file --EARTH CREEK SITE

--U. S. 52 Bi-pass around Lafayette)

EFFICIENCY IN GOVERNMENT

--loss of the State office Building contract

THE TOTALITY OF YOUR RECORDS REPRESENT YOUR ADMINISTRATION and document the basis for your policies, implementation of POLICIES AND A BASIS OF PROPER EVALUATION OF SUCH POLICIES.

RECORDS ARE NOT CULTURAL OR HISTORICAL ARTIFACTS

*John, JHE*

OFFICE OF THE GOVERNOR  
INDIANAPOLIS, INDIANA 46204

OTIS R. BOWEN, M. D.  
GOVERNOR

TO: Staff  
FROM: Otis R. Bowen, M.D.  
Governor  
SUBJECT: Records Survey  
DATE: January 25, 1977

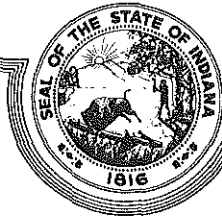
*O.R.B.*

To implement a comprehensive records program for my office, I am authorizing John J. Newman, State Archivist, Indiana State Library, and his staff, to meet with you for the purpose of making a records survey and records transfer proposal.

Mr. Newman will meet with each one to create an organizational chart, a statement of what functions you perform and what records you create, and he has the authority to examine existing files for inventorying and evaluation.

Your cooperation with Mr. Newman is appreciated.

## STATE OF INDIANA



INDIANAPOLIS, 46204

INDIANA STATE LIBRARY  
 MARCELLE K. FOOTE, *Director*

140 North Senate Avenue  
 (317) 633-5440

ARCHIVES DIVISION  
 CATALOG DIVISION  
 EXTENSION DIVISION  
 GENEALOGY DIVISION  
 INDIANA DIVISION  
 REFERENCE DIVISION  
 DIVISION FOR THE PHYSICALLY HANDICAPPED

February 4, 1977

GOVERNOR'S OFFICE  
 VIVIAN WALKER  
 EXECUTIVE CO-ORDINATOR

**FUNCTION:** to co-ordinate and supervise the governor's office staff through work assignments, programming and evaluating, and to supervise the public calendar of the governor.

This function is achieved through regulating all non-executive assistant personnel in light of the needs of the governor and his executive staff and through maintenance of the governor's appointment calendar.

Specific duties include

1. Personnel

- (a) work assignments
- (b) attendance reports
- (c) activities assignments (vacations, etc.)
- (d) review of record files (general)
- (e) general supervision
- (f) assigning questions to those most qualified to answer

2. Governor

- (a) maintains governor's appointment calendar
  - 1. detailed
  - 2. schedule for staff
  - 3. news media public appearance file
  - 4. appointment book

3. Records

(General supervisory responsibility)

(a) Master file

- 1. subject files
- 2. department file
- 3. alphabetical miscellaneous file
- 4. county file
- 5. institution file
- 6. schedule file
  - (a) white - accepted
  - (b) blue - rejected

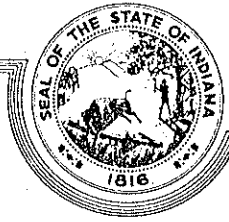
- 7. speech file
- 8. agency annual reports (if three copies)
  - (a) one to department file
  - (b) one to executive assistant
  - (c) one to separate file
- (b) Speech file
- (c) Executive orders file (assigned)
- (d) Board and Commission appointments (assigned)
- (e) proclamations (assigned)
- (f) fiscal/accounting records (assigned)
- (g) legislative bills file (assigned)

NOTES:

- (1) No political files housed in governor's office
- (2) No personal papers housed in governor's office
- (3) Each executive assistant maintains separate files for functions assigned to him.

Jerry Handfield

# STATE OF INDIANA



INDIANAPOLIS, 46204

INDIANA STATE LIBRARY  
MARCELLE K. FOOTE, *Director*

140 North Senate Avenue  
(317) 633-5440

- ARCHIVES DIVISION
- CATALOG DIVISION
- EXTENSION DIVISION
- GENEALOGY DIVISION
- INDIANA DIVISION
- REFERENCE DIVISION
- DIVISION FOR THE PHYSICALLY HANDICAPPED

November 18, 1976

Matthew E. Welsh  
One Indiana Square  
Indianapolis, Indiana 46204

Dear Governor Welsh:

I enjoyed your talk on the value of gubernatorial papers at the recent Oral History session and your agreeing to assist the Archives Division to formulate policy for systematic acquisition and identification of permanent records of the governor and his staff.

Gubernatorial papers are permanently valuable not so much as history but as documentation of policy of the state's chief executive. Your development of school re-organization, for example, continues to have far reaching impact on Hoosier society long after you left office and your files not only document justification for the program, but provide accountability to all Hoosier citizens of its need.

However, a second view also requires evaluation. Governor's papers can fall into three broad classes, each requiring a different disposal policy:

- (1) Administrative files of the governor and his staff are public and should come to the Archives Division. Confidentiality of sensitive materials can be safeguarded.
- (2) Semi-public records, as those generated as head of the political party require preservation but involve institutions outside public domain.
- (3) Private papers of the governor, reflecting his own and his family's activities.

Mr. Gerald Handfield, of the Indiana Division, should be consulted for the latter two classes. All records of a governor and his administration must be preserved if total documentation of his leadership and effect on the state are to be measured.

Thus, in relationship to your views expressed at the Oral History session, the Archives sees the following as major factors in proper preservation of governor's records:

- (1) We need an organizational structure of the office, from administrative assistants to the governor to clerical, with a brief sentence on each's duties. Such is needed to arrange files in their organizational structure.

Matthew E. Welsh  
November 18, 1976  
page two


(2) A systematic, periodic transfer of records throughout the term of office can relieve space in the governor's office as well as provide means of identifying pictures, clippings and other materials while such identification is fresh in the minds of the governor's office. This would eliminate the question you raised. Depending upon the nature of the records, transfers could occur in six month or yearly periods.

(3) A cooperative definition with each governor must be worked out to identify those records classes as public, semi-public and private with disposal policies established for each class.

(4) The Archives Division needs authorization to meet with the governor's staff, collectively or individually, as requested throughout his term, to suggest charges to improve the records-keeping efficiency and economy of the office while still adequately documenting public decision-making.

I appreciate your views on these questions, and input from a former governor in generating future archives policy on this matter can only enhance its success. Thank you for your cooperation.

Sincerely,

  
John J. Newman  
State Archivist

JJN/m

## MEMBERS OF GOVERNOR'S STAFF 12-17-76

<u>NAME AND ADDRESS</u>	<u>POSITION</u>	<u>OFFICE PHONE</u>	<u>HOME PHONE</u>
MARY ELLEN COLBERT (BILL) 6211 Park Indianapolis, IN 46220	Receptionist/ Contract Coordinator	633-4567 32	251-0850
MARY KAY DAVIS (EARL) 3805 East 62nd Street Indianapolis, IN 46220	Asst. to William Lloyd	633-5235 27	253-3812
LINDA DENNIS (MIKE) 4614 Maren Drive Indianapolis, Indiana 46222	Secretary/Asst. W.T. Ray and Judy Palmer	633-5365 20	293-4732
WILLIAM DuBOIS (TREVA) #1 Hellis Drive Muncie, IN 47304	Executive Assistant	633-4786 34	1-288-1772
CHARLES FEWELL (SHARON) 2018 Meridian Street Shelbyville, IN 46176	Security	633-5855 44	1-392-4883
B. SUE GRIFFIN (VINCE) 1905 North Bosart Indianapolis, IN 46218	Asst. to James Smith	633-5237 29	357-5720
JACKIE HENDRICKS (JACK) 708 Yosemite Drive Indianapolis, IN 46217	Residence Secretary	283-8171	783-3634
EVELYN HERBERTZ (BOB) 6429 Woodward Drive Indianapolis, IN 46217	Accountant	633-4567 30	784-1148
PATRICIA KISTLER (MIKE) 7925 Teel Way Indianapolis, Indiana 46256	Commission Secretary	633-4567 31	842-0982
WILLIAM LLOYD (PAT) Rural Route 11, Box 380C Bloomington, IN 47401	Executive Assistant	633-5235 36	1-812-876-2150
WILLARD LOWS (LINDA) 305 Baldwin Street Greenfield, IN 46140	Security	633-5855 44	462-7070
MARY L. LUNDY (ORVAL) 95 North High School Road Indianapolis, IN 46224	Secretary/Asst. to Ray Rizzo	633-5288 33	244-2248

SUSAN MAGUIRE (JIM) 402 East Kessler Boulevard Indianapolis, IN 46220	Asst. to Ray Rizzo	633-4567 38	257-7798
MARY McINTYRE (ART) 6811 Alnwick Court Indianapolis, IN 46220	Secretary/Asst. to Wm. Watt	633-4570 23	849-3714
WILLIAM MERRITT (BONNIE) 6610 Margaret Court Indianapolis, IN 46227	Security	633-5855 44	888-9360
JUDY PALMER 2235 Rome Drive, Apt. A Indianapolis, IN 46208	Executive Assistant	633-5616 42	297-3681
WILLIAM T. RAY (ALICE) 1605 Kenruth Drive Indianapolis, IN 46260	Executive Assistant	633-5365 40	251-5861
SUSAN C. RIEDY 2752 North Vinewood Dr. Speedway, IN 46224	Secretary	633-4567 41	291-4166
RAYMOND W. RIZZO (SUSIE) 6802 Crysanthemum Court Indianapolis, IN 46224	Executive Assistant	633-5288 26	291-3508
JAMES KENNER SALE (DONA) Rural Route 2, Box 13 Danville, IN 46122	Security	633-5855 44	745-4528
SUE D. SENFF 3809 North Pennsylvania, Apt. 2 Indianapolis, IN 46205	Secretary/Asst. to Vi Walker	633-4567 28	283-8102
CARLENE SHOCKLEY 451 Hawley Drive Danville, IN 46122	Mail Secretary	633-4567 43	745-2712
JAMES T. SMITH (CHAR) Rural Route 10, Box 529 Benton Court Bloomington, IN 47401	Executive Assistant	633-5237 39	1-812-336-3111
CINDY STINSON (DAVID) 4037 Bertrand Road Indianapolis, IN 46222	Secretary/Asst. to William DuBois	633-4786 45	299-5432
LINDA SWARTZ 3404 North Rybolt, Apt. A Indianapolis, IN 46222	Secretary/Asst. to James Smith	633-5237 37	299-5934



PAGE 3

VIOLA J. WALKER (JERRY) 5033 Washington Boulevard Indianapolis, IN 46205	Executive Secretary	633-4567 24	283-3753
WILLIAM J. WATT 1118 Westfield Court, West Indianapolis, IN 46220	Executive Assistant	633-4570 22	251-2423

GOVERNOR'S VOLUNTARY ACTION COMM. STAFF

JEFFREY A. EDWARDS 3680 B Glen Arms Road Indianapolis, IN 46224	Administrative Officer	4085	299-5657
LINDA KOLB (ALAN) 3029 Lehigh Court Indianapolis, IN 46268	Director	4085	293-5627
JAMES B. RUSSELL (PATTY) 7105 Shrewsbury Ln., Apt. G Indianapolis, IN 46260	Administrative Officer	4085	299-4156
CONNIE STATON SMITH (BOB) 1129 West 39th, Apt. 3 Anderson, IN 46014	Communication Officer	4085	644-2220
MICHELE SURFACE 921 Kings Mill Rd., #242 Greenwood, IN 46142	Office Manager	4085	881-0262

JAMES T. SMITH'S RESEARCH STAFF

AMANDA BEATTY 4602 N. Washington Blvd. Indianapolis, IN 46205		4087	283-1273
JOHN F. LUNDQUIST 3418 Ashley Lane, Apt. L		4613	297-2334

## GOVERNOR'S RECORD SURVEY

## EXECUTIVE ADMINISTRATIVE ASSISTANTS

How would you define your function--

- with the governor
- with the staff
  - under you
  - working with you
- with state agencies
- with the public

Is there any relationship with the Federal government?

Are there any duties or functions performed which are not on the list?

What records do you create?

What do you keep in your own files?    Volume

What records, files are kept by your secretary?

How do your records reflect policy?

Where are your records filed if not by you or your secretary?"

What records have you inherited from a predecessor?

What are the broad administrative responsibilities of each E. A.?

Each has certain agencies he is responsible for---define these responsibilities

OFFICE OF THE GOVERNOR  
INDIANAPOLIS, INDIANA 46204

OTIS R. BOWEN, M. D.  
GOVERNOR

January 26, 1977

John Newman, Head  
Archives Division  
Indiana State Library  
Room 407  
State Library & Historical Building  
Indianapolis, Indiana

Dear Mr. Newman:

Thank you so very much for attending our staff meeting on January 25 and informing us of your function in relation to this office. We are most anxious to begin working with you and your staff in regards to our enormous amount of records. We will try to provide you with our fullest cooperation in the transference of records to the Archives.

Kindest personal regards,



Otis R. Bowen, M.D.  
Governor

ORB:ss

WILLIAM C. LLOYD  
Executive Assistant

Accounts, State Board of  
Alcoholic Beverage Commission  
Allen County Judicial Nominating Commission  
Arterial Road and Street Board  
Attorney General - Liaison  
Barber Examiners, State Board of  
Beauty Culture, State Board of  
Canvassers, State Board of - Liaison  
Certified Actuaries, State Board of  
Citizen Action, Governor's Commission for  
Depositories, Board of  
Election Board, State - Liaison  
Ethics and Conflict of Interest Commission  
Fair Board, Indiana State  
Field Examiners' Retirement Board  
Financial Institutions, Department of  
Highway Commission, Indiana State  
Insurance Department  
Interstate Cooperation Commission  
Judges' Retirement System Board of Trustees - Liaison  
Judicial Nominating Commission for Supreme and Appellate Courts  
Judicial Study Commission, State - Liaison  
Law Examiners, Board of  
Medical Advisory Commission on Drivers' Licensure  
Motor Vehicles, Bureau of  
Probate Code Study Commission  
Public Accountancy, State Board of  
Public Counselor  
Public Employees' Retirement Fund  
Public Service Commission  
Real Estate Commission, Indiana  
Secretary of State - Liaison  
Teachers' Retirement Fund  
Watch Repair Examiners, State Board of

JUDY PALMER  
Executive Assistant

Athletic Commission  
Administrative Building Council  
Architects, Board of Registration for  
Civil Rights Commission  
Clerk of Supreme and Appellate Courts - Liaison  
Corporation Survey Commission  
Engineers and Land Surveyors, State Board of Registration for  
Fire Marshall, Indiana  
Reporter of Supreme and Appellate Courts - Liaison

HEALTH

Alcoholism, Citizens' Advisory Council on  
Anatomical Board, State  
Health, State Board of  
Health Facilities Administration, Board of Registration & Education  
Hemophilia Advisory Committee  
Medical Education Board  
Medical Examination and Registration, State Board of  
Medical Malpractice Study Commission  
Nurses' Registration & Nursing Education, Board of  
Optometry, Board of Registration and Examination  
Pharmacy, State Board of  
Physical Therapy Examining Committee  
Podiatry Examiners, Board of  
Psychology, State Board of Examiners in  
Rehabilitation Services Board, Indiana

WILLIAM T. RAY  
Executive Assistant

Aging and Aged, Commission on  
Arts Commission, Indiana  
Auctioneer Commission  
Boiler and Pressure Vessel Board  
Commerce, Department of  
Community Services Administration  
Creamery Examiners' Board  
Economic Development Authority, Indiana  
Egg Board, State  
Employment Security Division, Indiana  
Industrial Board  
Labor, Division of  
Library Certification Board  
Library and Historical Board  
Lieutenant Governor - Liaison  
Little Calumet River Basin Commission  
Local Government - Liaison  
Manpower Planning Agency  
Meridian Street Preservation Commission  
Mines and Mining, Board of  
Mine Foreman, Fire Boss, Shot Firer and Hoisting  
Engineer Certification Board  
Occupational Safety Standards Commission  
Office of Manpower Development  
Planning Services Agency, State  
Plumbing Commission  
Port Commission  
Regional Planning Commissions  
Safety Review, Board of  
Veterans' Affairs, Indiana Department of

RAYMOND RIZZO  
Executive Assistant

EDUCATION

Adult Education, Advisory Committee to  
Education, State Board of  
Education Council, Indiana  
Education Employment Relations Board  
Educational Services Foundation  
Higher Education, Commission on  
Private School Accrediting Commission  
Public Instruction, Department of  
Scholarship Commission, State  
School Building Authority, State  
School Bus Committee, State  
Vocational and Technical Education, Board of

LEGISLATIVE

General Assembly  
Legislative Council  
Taxation and Financial Policy, State Commission on  
Uniform State Laws, Commission on

MENTAL HEALTH

Mental Health, Department of  
Mental Health Visitation Committee, Governor's  
Mental Retardation and Developmental Disabilities -  
Planning and Advisory Board

WELFARE

Disability Determination Advisory Commission  
Medicaid, Advisory Committee for  
Welfare, Department of Public

SPEECHES AND RESEARCH

JAMES T. SMITH  
Executive Assistant

Adjutant General, Division of  
Armory Board  
Civil Defense Advisory Council  
Correction, Department of  
Criminal Justice Data Division  
Criminal Justice Planning Division and Advisory Board  
Emergency Medical Services  
Gettysburg Memorial Commission  
Law Enforcement Training Board  
Parole Board  
Public Defender  
State Police, Indiana  
State Police Building Commission  
Toll Bridge Commission  
Toll Road Commission  
Traffic Safety and Vehicle Inspection  
Youth Council, Indiana



WILLIAM J. WATT  
Executive Assistant

NEWS SECRETARY

ENERGY

Governor's Energy Committee  
Indiana Energy Office

NATURAL RESOURCES AND ENVIRONMENT

Air Pollution Control Board  
Environmental Management Board  
Falls of the Ohio Interstate Park Commission  
Great Lakes Commission of Indiana  
Great Lakes River Basin Commission  
Harrison Trail Commission  
Health, Board of - Environmental Divisions  
Midwest Nuclear Board  
Natural Resources, Department of  
New Harmony Memorial Commission  
Ohio River Basin Commission  
Ohio River Valley Water Sanitation Commission  
Pesticide Review Board  
Recreational Development Commission  
Sanitarians, Board of Registration for Professional  
Soil and Water Conservation Committee, State  
Solid Waste Study Commission  
Stream Pollution Control Board of Indiana  
Wabash Valley Interstate Commission  
Wilbur Wright Birthplace Commission

REGULATORY

Animal Health, State Board of  
Television and Radio Examiners, Board of  
Veterinary Medical Examiners, State Board of

TRANSPORTATION

Aeronautic Commission of Indiana  
Rail Reorganization Task Force, Governor's

SPEECHES AND RESEARCH

JOHN HUIE  
Director, State Budget Agency

Auditor of State - Liaison  
State Budget Agency  
State Budget Committee  
Budget Department  
Finance, State Board of  
Treasurer of Indiana - Liaison

RAYMOND E. SANDERS  
Director of Administration

Administration, Department of  
Certification Board  
Employees' Appeals Commission, State  
Governor's Mansion Commission  
Library and Historical Building Expansion Commission  
State Office Building Commission  
State Personnel Board  
War Memorials Commission

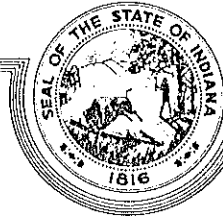
DONALD H. CLARK  
Commissioner of Revenue

Reciprocity Commission of Indiana  
Revenue, Indiana State Department of

LT. GOVERNOR ROBERT D. ORR

Agriculture, Commissioner of  
Department of Commerce - Director  
Indiana Grain Product Research Council  
Standardbred Board of Regulations

# STATE OF INDIANA



INDIANAPOLIS, 46204

INDIANA STATE LIBRARY  
MARCELLE K. FOOTE, *Director*

140 North Senate Avenue  
(317) 633-5440

ARCHIVES DIVISION  
CATALOG DIVISION  
EXTENSION DIVISION  
GENEALOGY DIVISION  
INDIANA DIVISION  
REFERENCE DIVISION  
DIVISION FOR THE PHYSICALLY HANDICAPPED

JANUARY 25, 1977

## MEETING WITH GOVERNOR AND STAFF ON POLICY AND DISPOSITION OF GOVERNOR'S OFFICE RECORDS

### OUTLINE

1. NATURE AND IMPORTANCE OF RECORDS
2. SURVEY OF GOVERNOR'S OFFICE
3. FORMATION OF RECORDS PROGRAM
  - A. TRANSFER PROCEDURE
  - B. DETERMINATION OF
    1. PUBLIC RECORDS
    2. SEMI-PUBLIC RECORDS
    3. PRIVATE RECORDS

## VALUE AND NATURE OF PUBLIC RECORDS

GOVERNMENT IN A REPRESENTATIVE DEMOCRACY:

GOVERNMENT IS KNOWN BY ITS ACTIONS (DECISIONS)

RECORDS ARE A RESULT OF THE DECISION-MAKING PROCESS

THUS, RECORDS PROVIDE:

DOCUMENTATION OF GOVERNMENT ACTIONS

ACCOUNTABILITY OF SUCH ACTIONS

EFFICIENCY OF GOVERNMENT ACTIONS

CONTINUITY OF GOVERNMENT

PROTECTION OF INDIVIDUAL RIGHTS

PROTECTION OF STATE'S RIGHTS

(NEED OF CONFIDENTIALITY VS. RIGHT TO KNOW)

LEGAL NATURE OF RECORDS

ARE RECORDS VALUABLE AS:

LEGAL ACCOUNTABILITY OF GOVERNMENT ACTIONS?

INFORMATION?

CULTURE?

HISTORICAL ARTIFACTS - DESIGNED FOR SPECIAL INTEREST GROUPS?

ARCHIVIST VIEW - PERMANENT RECORDS DOCUMENTING THE ACTIONS AND ACCOUNTABILITY OF A PARENT INSTITUTION - STATE GOVERNMENT. IF THE PARENT INSTITUTION - A BASIC HUMAN INSTITUTION - IS PERMANENT SO MUST BE ITS ACCOUNTABILITY AND THUS THOSE RECORDS WHICH PROVIDE SUCH ACCOUNTABILITY.

## NATURE OF EXECUTIVE RECORDS

- (1) GOVERNOR AS INDIVIDUAL (PRIVATE)  
VS.  
GOVERNOR AS PUBLIC OFFICIAL
- (2) GOVERNOR AS LEADER OF HIS POLITICAL PARTY (SEMI-PUBLIC)
- (3) GOVERNOR AS CHIEF EXECUTIVE, ADMINISTRATOR OF STATE (PUBLIC)

## QUESTIONS REGARDING RECORDS:

WOULD RECORDS COME TO HIM IF ONLY

- (A) INDIVIDUAL?
- (B) POLITICAL LEADER?
- (C) PUBLIC OFFICIAL?

IF (C), THEN PUBLIC RECORDS

NOT HISTORICAL, BUT VALUE IS AS GOVERNOR AS  
POLICY-MAKER -- EFFICIENCY AND CONTINUITY OF GOVERNMENT  
ACCOUNTABILITY

## QUESTION OF CONFIDENTIALITY --

NEEDED FOR CONTINUITY AND TRUST IN GOVERNMENT

ALSO PROTECT INDIVIDUAL RIGHTS

- ESPECIALLY "CONFIDENTIAL" FILE
- ESPECIALLY APPOINTMENT/RECOMMENDATION FILE

(NON-POLITICAL POLICY NEEDS TO BE ESTABLISHED FOR  
DISPOSITION)

# GOVERNOR'S RECORDS

## PROCEDURE

### (1) ADMINISTRATIVE STRUCTURE

#### ORGANIZATIONAL CHART

WHO - FUNCTION - SUPPORT STAFF

WHAT FUNCTIONS RESULT IN RECORDS?

GOVERNOR - HIS ACTIONS

- POLICY MAKING
- REPORTS FILED WITH HIM
- APPOINTMENT CALENDAR, DIARY
- SPEECHES, PROGRAMS, INVITATIONS
- RECOMMENDATIONS AND APPOINTMENTS

EXECUTIVE SECRETARY - FUNCTIONS

SUPPORTING STAFF

EXECUTIVE ASSISTANTS AND EACH'S SUPPORT STAFF

### FILES:

- (1) GENERAL CORRESPONDENCE
- (2) DEPARTMENTAL FILES
- (3) STATE AGENCY ANNUAL REPORTS
- (4) LEGISLATIVE MATERIALS
- (5) NEWS RELEASES, CLIPPING AND PHOTO FILE
- (6) SUBJECT FILES
- (7) EXTRADITIONS
- (8) PROCLAMATIONS

### WE NEED TO KNOW

WHAT RECORDS ARE/WERE CREATED?

BY WHOM?

FOR WHAT PURPOSE?

WHERE FILED?

THEIR CONFIDENTIALITY?

WEEED POLICY OF (ALL BASED ON SURVEY)

(A) RECORDS SCHEDULING

E.G., THOSE RECORDS WHICH NEED TO BE KEPT FOR ACCOUNTABILITY, CONTINUITY OF GOVERNMENT ARE ACTUALLY KEPT WHILE ALL OTHER RECORDS SHOULD BE DISPOSED OF WHEN RECORDS VALUES CEASE.

(B) RECORDS TRANSFER

E.G., FILES HAVING LIMITED ADMINISTRATIVE VALUE ARE TRANSFERRED TO THE ARCHIVES PERIODICALLY, AS

- CORRESPONDENCE (ARRANGED BY YEAR -- EVERY THIRD YEAR)
- ANNUAL REPORTS (EVERY THIRD YEAR)
- PRESS RELEASES, ETC. (EVERY SECOND YEAR)

ALL FILES COULD BE RETRIEVED IN LESS THAN ONE HOUR FOR RETURN TO THE GOVERNOR'S OFFICE IF NEEDED.

(C) RECORDS DISPOSAL

E.G., DUPLICATED FILES, NON-ESSENTIAL MATERIALS ARE WEEED AND DESTROYED TO KEEP SPACE NEEDS AT A MINIMUM IN THE GOVERNOR'S OFFICE AND IN THE ARCHIVES. SUCH DISPOSAL IS DONE ACCORDING TO PROFESSIONALLY ESTABLISHED ARCHIVAL CRITERIA.

RESULTS:

- (1) RECORDS WOULD BE AVAILABLE, WHEN NEEDED FOR EASY RETRIEVAL, FREEING THE EXECUTIVE OFFICE OF STAFF FOR PERFORMING PROFESSIONAL FUNCTIONS.
- (2) DOCUMENTATION OF POLICY AND ACCOUNTABILITY WOULD OCCUR.
- (3) A POLICY OF PUBLIC OWNERSHIP OF PUBLIC RECORDS WOULD RESULT, WITH THE STATE ARCHIVES AS PRESERVER.
- (4) CONFIDENTIALITY WOULD BE MAINTAINED OF SUCH FILES REQUIRING RESTRICTION AS A MATTER OF PROFESSIONAL STANDARDS IN AGREEMENT WITH THE GOVERNOR'S OFFICE.
- (5) GREATER EFFICIENCY IN STAFF UTILIZATION AND SPACE ALSO WOULD RESULT.

POLICY PROGRAM  
RECORDS SURVEY AND TRANSFER PROCEDURE

1. ORGANIZATIONAL CHART
2. STATEMENT OF FUNCTION FOR EACH MAJOR SECTION
3. BRIEF STATEMENT OF WHAT TYPE OF RECORDS ARE KEPT BY EACH SECTION
4. AUTHORITY TO SURVEY RECORDS IN EACH SECTION
  - (A) NATURE OF RECORDS
  - (B) VOLUME OF RECORDS
  - (C) FILE ARRANGEMENT AND PROCEDURES
  - (D) STATEMENT OF CONFIDENTIALITY
    - FOR WHOM
    - FOR WHAT TIME PERIOD
5. EVALUATION OF THE FILE EFFICIENCY AND EFFECTIVENESS
6. POLICY STATEMENT AS TO WHAT RECORDS ARE PUBLIC, SEMI-PUBLIC, PRIVATE
7. TRANSFER PROCEDURE
8. POLICY APPROVAL IN WRITING

ARCHIVES TO PROVIDE

1. INVENTORY TO THE FILE FOLDER LEVEL
2. MAINTENANCE OF FILES IN ARCHIVES EXACTLY AS SUCH IS MAINTAINED FOR CURRENT SIMILAR RECORDS IN EACH SECTION
3. IMMEDIATE REFERENCE SERVICE FOR FILES SO TRANSFERRED.



QUESTION OF CONFIDENTIALITY---FLOWS FROM SURVEY---  
REQUIRED WITH SOME RECORDS, TO PROVIDE  
--CONTINUITY OF GOVERNMENT - EXPOSURE OF INFORMATION  
IN RECORDS COULD JEPRODIZE THE OPERATIONS OF GOVERNMENT  
--PROTECTION OF INDIVIDUAL RIGHTS  
---YOURS  
--YOUR STAFF  
--PEOPLE REFERRED TO IN FILES

THE PROBLEM IS SOLVED BY SEALING THESE RECORDS FOR A TIME,  
AS 5 YEARS, 10 YEARS, 100 YEARS-----THE ARCHVES, LIKE GOVERN-  
MENT IS AN INSTITUTION AND WILL EXIST AS LONG AS THE GOVERN-  
MENT DOES.

HOW TO CONDUCT A SURVEY

--STUDY THE ADMINISTRATIVE STRUCUTURE  
--- WHO DOES WHAT  
WHAT RECORDS ARE CREATED  
--EXAMINE THE FILES

FROM SUCH COMES A TRANSFER PROCEDURE; THE LAST PAGEREFLECTS THIS  
TRANSFER PROCEDURE

WHAT WE ARE SEEKING, IS

--AUTHORITY TO PROCEED WITH THE SURVERY  
---TALK TO STAFF  
-- EXAMINE THE RECORDS  
--PROPOSE A RECORDS TRANFER PROGRAM  
--IMPLEMENT THE PROGRAM BY TRANFERRING REOORDS.

BILL DU BOIS  
Executive Assistant

Embalmers & Funeral Directors, State Board of  
Increased Productivity Program  
Local Government Tax Control Board  
Public Records, Commission on  
School Property Tax Control Board  
Tax Commissioners, State Board of

SPEECH AND RESEARCH

WILLIAM C. LLOYD  
Executive Assistant

Accounts, State Board of  
Alcoholic Beverage Commission  
Allen County Judicial Nominating Commission  
Arterial Road and Street Board  
Attorney General - Liaison  
Barber Examiners, State Board of  
Beauty Culture, State Board of  
Canvassers, State Board of - Liaison  
Certified Actuaries, State Board of  
Citizen Action, Governor's Commission for  
Depositories, Board of  
Election Board, State - Liaison  
Ethics and Conflict of Interest Commission  
Fair Board, Indiana State  
Field Examiners' Retirement Board  
Financial Institutions, Department of  
Highway Commission, Indiana State  
Insurance Department  
Interstate Cooperation Commission  
Judges' Retirement System Board of Trustees - Liaison  
Judicial Nominating Commission for Supreme and Appellate Courts  
Judicial Study Commission, State - Liaison  
Law Examiners, Board of  
Medical Advisory Commission on Drivers' Licensure  
Motor Vehicles, Bureau of  
Probate Code Study Commission  
Public Accountancy, State Board of  
Public Counselor  
Public Employees' Retirement Fund  
Public Service Commission  
Real Estate Commission, Indiana  
Secretary of State - Liaison  
Teachers' Retirement Fund  
Watch Repair Examiners, State Board of

JUDY PALMER  
Executive Assistant

Athletic Commission  
Administrative Building Council  
Architects, Board of Registration for  
Civil Rights Commission  
Clerk of Supreme and Appellate Courts - Liaison  
Corporation Survey Commission  
Engineers and Land Surveyors, State Board of Registration for  
Fire Marshall, Indiana  
Reporter of Supreme and Appellate Courts - Liaison

HEALTH

Alcoholism, Citizens' Advisory Council on  
Anatomical Board, State  
Health, State Board of  
Health Facilities Administration, Board of Registration & Education  
Hemophilia Advisory Committee  
Medical Education Board  
Medical Examination and Registration, State Board of  
Medical Malpractice Study Commission  
Nurses' Registration & Nursing Education, Board of  
Optometry, Board of Registration and Examination  
Pharmacy, State Board of  
Physical Therapy Examining Committee  
Podiatry Examiners, Board of  
Psychology, State Board of Examiners in  
Rehabilitation Services Board, Indiana

WILLIAM T. RAY  
Executive Assistant

Aging and Aged, Commission on  
Arts Commission, Indiana  
Auctioneer Commission  
Boiler and Pressure Vessel Board  
Commerce, Department of  
Community Services Administration  
Creamery Examiners' Board  
Economic Development Authority, Indiana  
Egg Board, State  
Employment Security Division, Indiana  
Industrial Board  
Labor, Division of  
Library Certification Board  
Library and Historical Board  
Lieutenant Governor - Liaison  
Little Calumet River Basin Commission  
Local Government - Liaison  
Manpower Planning Agency  
Meridian Street Preservation Commission  
Mines and Mining, Board of  
Mine Foreman, Fire Boss, Shot Firer and Hoisting  
Engineer Certification Board  
Occupational Safety Standards Commission  
Office of Manpower Development  
Planning Services Agency, State  
Plumbing Commission  
Port Commission  
Regional Planning Commissions  
Safety Review, Board of  
Veterans' Affairs, Indiana Department of

RAYMOND RIZZO  
Executive Assistant

EDUCATION

Adult Education, Advisory Committee to  
Education, State Board of  
Education Council, Indiana  
Education Employment Relations Board  
Educational Services Foundation  
Higher Education, Commission on  
Private School Accrediting Commission  
Public Instruction, Department of  
Scholarship Commission, State  
School Building Authority, State  
School Bus Committee, State  
Vocational and Technical Education, Board of

LEGISLATIVE

General Assembly  
Legislative Council  
Taxation and Financial Policy, State Commission on  
Uniform State Laws, Commission on

MENTAL HEALTH

Mental Health, Department of  
Mental Health Visitation Committee, Governor's  
Mental Retardation and Developmental Disabilities -  
Planning and Advisory Board

WELFARE

Disability Determination Advisory Commission  
Medicaid, Advisory Committee for  
Welfare, Department of Public

SPEECHES AND RESEARCH

JAMES T. SMITH  
Executive Assistant

Adjutant General, Division of  
Armory Board  
Civil Defense Advisory Council  
Correction, Department of  
Criminal Justice Data Division  
Criminal Justice Planning Division and Advisory Board  
Emergency Medical Services  
Gettysburg Memorial Commission  
Law Enforcement Training Board  
Parole Board  
Public Defender  
State Police, Indiana  
State Police Building Commission  
Toll Bridge Commission  
Toll Road Commission  
Traffic Safety and Vehicle Inspection  
Youth Council, Indiana

WILLIAM J. WATT  
Executive Assistant

NEWS SECRETARY

ENERGY

Governor's Energy Committee  
Indiana Energy Office

NATURAL RESOURCES AND ENVIRONMENT

Air Pollution Control Board  
Environmental Management Board  
Falls of the Ohio Interstate Park Commission  
Great Lakes Commission of Indiana  
Great Lakes River Basin Commission  
Harrison Trail Commission  
Health, Board of - Environmental Divisions  
Midwest Nuclear Board  
Natural Resources, Department of  
New Harmony Memorial Commission  
Ohio River Basin Commission  
Ohio River Valley Water Sanitation Commission  
Pesticide Review Board  
Recreational Development Commission  
Sanitarians, Board of Registration for Professional  
Soil and Water Conservation Committee, State  
Solid Waste Study Commission  
Stream Pollution Control Board of Indiana  
Wabash Valley Interstate Commission  
Wilbur Wright Birthplace Commission

REGULATORY

Animal Health, State Board of  
Television and Radio Examiners, Board of  
Veterinary Medical Examiners, State Board of

TRANSPORTATION

Aeronautic Commission of Indiana  
Rail Reorganization Task Force, Governor's

SPEECHES AND RESEARCH



JOHN HUIE  
Director, State Budget Agency

Auditor of State - Liaison  
State Budget Agency  
State Budget Committee  
Budget Department  
Finance, State Board of  
Treasurer of Indiana - Liaison

RAYMOND E. SANDERS  
Director of Administration

Administration, Department of  
Certification Board  
Employees' Appeals Commission, State  
Governor's Mansion Commission  
Library and Historical Building Expansion Commission  
State Office Building Commission  
State Personnel Board  
War Memorials Commission

DONALD H. CLARK  
Commissioner of Revenue

Reciprocity Commission of Indiana  
Revenue, Indiana State Department of

LT. GOVERNOR ROBERT D. ORR

Agriculture, Commissioner of  
Department of Commerce - Director  
Indiana Grain Product Research Council  
Standardbred Board of Regulations

JOSEPH W. HONAN

7150 Wharfside Lane 2B  
Indianapolis, Indiana 46224

Telephone: (317) 299-5483

Occupational  
Objective:

To develop new abilities in the area of administration by applying my varied experience and education to a position requiring a challenge to my present capabilities.

Experience  
Highlights:

STATE PLANNING SERVICES AGENCY  
143 WEST MARKET STREET  
INDIANAPOLIS, INDIANA 46204

October, 1974  
to

SENIOR PLANNER--This Indiana government agency is responsible for development and coordination of state-wide, local and regional comprehensive planning activities. My responsibilities are varied, based on my experience in state government. Beside administrative functions such as Job Classification Analysis and Affirmative Action Plans, I was responsible for preparing agency news articles, periodical newsletters, following and analyzing planning-related legislation, and preparing research reports on government activities related to planning.

INDIANA DEPARTMENT OF COMMERCE  
336 STATE HOUSE  
INDIANAPOLIS, INDIANA 46204

January, 1973-  
October, 1974

The mission of the Department of Commerce is to expand Indiana's economy by promoting the development of business and industry through various methods.

During my term of employment with the Department, I served in three distinct positions. I began as a research analyst preparing several reports on subjects such as the Energy Crisis and the Penn Central Bankruptcy as it affects Indiana. In July, 1973, I began working as an assistant to the late Robert C. Morris, Executive Director of the agency. During this period, my duties included journeyman-level

grantsmanship; administration of office layout and equipment; public and media relations; work flow; legislative research and correspondence. During this period, the Department of Commerce was given the state responsibility for dealing with the federal energy program for contending with the energy crisis of the winter of 1973-74. After several training sessions in Washington, D.C. and Chicago, I was given the responsibility of developing the state's program for administering this emergency relief. Until April, 1974, I served as the administrator of the daily activities of the Petroleum Allocation Office. From April until October of 1974, I served as the Assistant Director of the Indiana Energy Office with general responsibilities including petroleum allocation, research and office administration.

INDIANA REPUBLICAN STATE  
CENTRAL COMMITTEE  
150 W. MARKET STREET  
SUITE 200  
INDIANAPOLIS, INDIANA 46204

August, 1972- Under supervision of J. B. King and the late  
December, 1972 Robert C. Morris, I worked as an advance man  
and assisted in scheduling appearances of both  
Governor Bowen and Lieutenant Governor Orr.  
Most work consisted of coordinating efforts  
between various aspects of Bowen campaign  
(youth groups, women's groups, media speeches,  
etc.), and other statewide candidates. Devel-  
oped numerous contacts and continuing relation-  
ships with party organization leaders.

---Information regarding other employment  
available on request---

Education: BALL STATE UNIVERSITY and INDIANA STATE UNIVERSITY

Completed several hours graduate level  
training in Planning and Economic Devel-  
opment as part of in-service training in  
the State Planning Services Agency.

WITTENBERG UNIVERSITY, Springfield, Ohio

B.A. - Political Science; June, 1972  
Attended from September, 1968 through  
June, 1972.

Background: Birth: Richmond, Indiana  
September 17, 1950

Height: 5'8"

Weight: 175 lbs.

Marital  
Status: Married

References: Three business and three character refer-  
ences available on request.

Schedules, Declines and Acceptances 1973-1975 <sup>Owen</sup>

SCHEDULES, DECLINES AND ACCEPTANCES 1973-1975

Box 1

Book of Appointments 1973 (2 Volumes)  
Schedule of Appointments 1974 (1 Folder)  
Daily Schedules-January 1975  
Daily Schedules-February 1975  
Daily Schedules-March 1975  
Daily Schedules-April 1975  
Daily Schedules-May 1975  
Daily Schedules-June 1975  
Daily Schedules-July 1975  
Daily Schedules-August 1975  
Daily Schedules-September 1975  
Daily Schedules-October 1975  
Daily Schedules-November 1975  
Daily Schedules-December 1975  
Acceptances-January 1975  
Acceptances-February 1975  
Acceptances-March 1975  
Acceptances-April 1975  
Acceptances-May 1975  
Acceptances-June 1975  
Acceptances-July 1975  
Acceptances-August 1975  
Acceptances-September 1975  
Acceptances-October 1975  
Acceptances-November 1975  
Acceptances-December 1975  
Declines-January 1975  
Declines-February 1975  
Declines-March 1975  
Declines-April 1975  
Declines-May 1975  
Declines-June 1975  
Declines-July 1975  
Declines-August 1975  
Declines-September 1975  
Declines-October 1975  
Declines-December 1975

Daily Schedules-Acceptances & Declines 1976

AILY SCHEDULES-ACCEPTANCES & DECLINES 1976

Box 1

Daily Schedule-January 1976  
Daily Schedule-February 1976  
Daily Schedule-March 1976  
Daily Schedule-April 1976  
Daily Schedule-May 1976  
Daily Schedule-June 1976  
Daily Schedule-July 1976  
Daily Schedule-August 1976  
Daily Schedule-September 1976  
Daily Schedule-October 1976  
Daily Schedule-November 1976  
Daily Schedule-December 1976  
Weekly Schedules-1976  
Acceptances-January 1976  
Acceptances-February 1976  
Acceptances-March 1976  
Acceptances-April 1976  
Acceptances-May 1976  
Acceptances-June 1976  
Acceptances-July 1976  
Acceptances-August 1976  
Acceptances-September 1976  
Acceptances-October 1976  
Acceptances-November 1976  
Acceptances-December 1976  
Book of Appointments 1976

Daily Schedules-Acceptances, Declines 1977

DAILY SCHEDULES-ACCEPTANCES, DECLINES 1977

Box 1

Daily Schedule-January 1977  
Daily Schedule-February 1977  
Daily Schedule-March 1977  
Daily Schedule-April 1977  
Daily Schedule-May 1977  
Daily Schedule-June 1977  
Daily Schedule-July 1977  
Daily Schedule-August 1977  
Daily Schedule-September 1977  
Daily Schedule-October 1977  
Daily Schedule-November 1977  
Daily Schedule-December 1977  
Acceptances-January 1977  
Acceptances-February 1977  
Acceptances-March 1977  
Acceptances-April 1977  
Acceptances-May 1977  
Acceptances-June 1977  
Acceptances-July 1977  
Acceptances-August 1977  
Acceptances-September 1977  
Acceptances-October 1977  
Acceptances-November 1977  
Acceptances-December 1977  
Appointment Book 1977

*Bowen*

Daily Schedules, Acceptances & Regrets  
1979

DAILY SCHEDULES, ACCEPTANCES & REGRETS 1979

Box 1

Daily Schedules, January 1979  
Daily Schedules, February 1979  
Daily Schedules, March 1979  
Daily Schedules, April 1979  
Daily Schedules, May 1979  
Daily Schedules, June 1979  
Daily Schedules, July 1979  
Daily Schedules, August 1979  
Daily Schedules, September 1979  
Daily Schedules, October 1979  
Daily Schedules, November 1979  
Acceptances, January 1979  
Acceptances, February 1979  
Acceptances, March 1979  
Acceptances, April 1979  
Acceptances, May 1979  
Acceptances, June 1979  
Acceptances, July 1979  
Acceptances, August 1979  
Acceptances, September 1979  
Acceptances, November 1979  
Acceptances, December 1979

Box 2

Declines-January 1979  
Declines-February 1979  
Declines-March 1979  
Declines-April 1979  
Declines-May 1979  
Declines-June 1979  
Declines-July 1979  
Declines-August 1979  
Declines-September 1979  
Declines-October 1979 (2 Folders)  
Declines-November 1979  
Declines-December 1979  
Declines-Lincoln Day 1979



*Down*  
Daily Schedules, Acceptances-Declines 1980

DAILY SCHEDULES, ACCEPTANCES-DECLINES 1980

Box 1

Declines January-November 1980

Box 2

Declines December 1980, Acceptances January 1980 - Daily Schedules 1980

William Lloyd  
Subject Files 1972-73

1. SUBJECT FILES 1972-73

Box 1

Attorney General  
Bureau of Motor Vehicles (General Correspondence) 1973  
Congressional Record-93rd Congress  
Correspondence, General 1972-73  
Economy Program, Governor's  
I. S. Highway Commission 1973

Box 2

Highway Commission 1973  
Highway Department 1972-73  
Judicial + Legal Matters: Correspondence 1973  
Insurance Department-General Correspondence 1973  
Press Releases 1972-73  
Public Service Commission  
Reciprocity Commission: Edgar Whitcomb Chair  
Reorganization, Staff Workshop  
Revenue Department 1972-73  
JRF 1973

William Lloyd  
Subject Files 1972-76

1. SUBJECT FILES 1972-76

Box 1

Accounts, State Board of 1973-76  
Accounts, State Board of, Audit Scretary of State long distance phones  
Accounts, State Board of Kendal Mathews Audit  
Adjutant General  
Administration, Department of 1972-75  
Administration, Department of, Personnel Division 1973-75  
Administration Personnel Department Polygraph Test  
Administrative Building Council: Mobile home insp  
Administrative Building Commissioner, Resumes of Applicant  
Affirmative Action Program  
Alcoholic Beverage Commission 1975  
Alcoholic Beverage Commission 1974  
Alcoholic Beverage Commission, Brandywine Liquors  
Alcoholic Beverage Commission, Raby Roberts Permit Application  
AMTRAK  
American Oil Co. Property  
Athletic Champions Reception  
Atty. General Opinions 1970-71  
Atty. General Opinions 1972

Box 2

Atty General: Requests for Official Opinions  
Bosnib, Louis Jr.  
Bureau of Motor Vehicles, General Correspondence 1974  
Bureau of Motor Vehicles, Litigation  
Bureau of Motor Vehicles: Emmett Sellers Employ Dispute  
Campaign Participation  
Central State Hospital: Investigation  
Department Head Meeting Oct. 31, 1973  
Five Hundred Mile Festival  
Ft. Wayne Community Hospital: Dr. Priddy  
Gallagher, John P.  
Governor's Efficiency Program  
Governor's Intern Program  
Highway Personnel 1972  
Indianapolis Sports Arena Construction Fund  
Indiana State Police: Insurance Department Invest  
Intergovernmental Personnel Act 1972 (2 folders)  
Job Corps-Atterbury  
Judge Teryy  
Lake Michigan Shoreline

✓

William Lloyd  
Subject Files 1972-76

1. SUBJECT FILES 1972-76

Box 3

Operation Life-DePauw University, 1974  
Public Employees' Retirement Fund  
Revenue Department: Marhoefer Tax Refund Case  
Rensselaer old Armory Building  
Soldiers & Sailors' Home: Malsbary Case  
State Office Building Commission  
Tax Package, 1973  
Taxpayers Lobby of Indiana  
Teachers' Retirement Fund 1974  
Whiting, Indiana Property  
Whitestown Sewage System

William Lloyd  
Departmental Correspondence 1972-78

1. DEPARTMENTAL CORRESPONDENCE 1972-78

Box 1

American Revolution Bicentennial Commission (3 folders)  
American Revolution Bicentennial Commission: Dirilyte<sup>3</sup> plate  
Arts Commission, Indiana  
Athletic Commission  
A. G. Official Opinions-1973  
A. General's Opinions-1974  
Attorney General's Opinions 1975  
Atty General, General Correspondence  
Atty General, Indianapolis School Desegregation Case  
Athletic Commission  
Bureau of Motor Vehicles-General Correspondence  
Bureau of Motor Vehicles-License Branches 1972-76  
Commissions + Boards (Miscellaneous)  
Election Board: General Correspondence 1975-1976

Box 2

Election Board, Indiana State: Minutes of Meetings 1973-1975  
Employees Appeals Commission  
Energy + Utility Regulation, Advisory Commission  
Financial Institutions, Department of 1973-1974  
Fire Marshal  
Ford's Departments, Dr.  
Haan and Purdue, Memoranda  
Highway Commission-General Correspondence 1975  
Highway Commission 1973-1975 General Correspondence -A-  
Highway Commission 1973-1975 General Correspondence -B-  
Highway Commission 1973-1975 General Correspondence -C-  
Highway Commission 1973-1975 General Correspondence -D-  
Highway Commission 1973-1975 Ray McAllister-Great Lakes  
Highway Commission 1973-1975 General Correspondence -E-  
Highway Commission 1973-1975 General Correspondence -F-  
Highway Commission 1973-1975 General Correspondence -G-  
Highway Commission 1973-1975 General Correspondence -H-  
Highway Commission 1973-1975 General Correspondence -K-  
Highway Commission 1973-1975 General Correspondence -L-

Box 3

Highway Commission 1973-1975 General Correspondence -M-  
Highway Commission 1973-1975 General Correspondence -N-  
Highway Commission 1973-1975 General Correspondence -P,Q-  
Highway Commission 1973-1975 General Correspondence -R-  
Highway Commission 1973-1975 General Correspondence -S-  
Highway Commission 1973-1975 General Correspondence -T-  
Highway Commission 1973-1975 General Correspondence -U,V-  
Highway Commission 1973-1975 General Correspondence -W-  
Highway Commission 1973-1975 General Correspondence -X,Y,Z-  
Highway Commission Patronage  
Highway Commission Patronage Personnel 1975  
Highway Commission Personnel Matters 1974  
Historical Society, Indiana 1973

William Lloyd  
Departmental Correspondence 1972-78

1. DEPARTMENTAL CORRESPONDENCE 1972-78

Box 3 (continued)

Indiana Housing Study Commission  
Insurance Advisory Committee 1974  
Insurance Commission Correspondence 1975  
Insurance Commission and Candidates' resume's  
Insurance Department General Correspondence 1976  
Insurance Patronage Committee Organization 1973

Box 4

Judicial Appointments 1973-1974  
Judicial Appointments 1975  
Judicial + Legal Correspondence 1975  
Legislation, Proposed 1975  
Litigation-receipts from Attorney General  
Litigation, Pending or threatened 1973-1974  
Local Government Tax Control Board  
Local option Tax Litigation Cooper vs Brown  
Mansion Commission, Governor's  
Natural Resources, Department of  
Natural Resources, Department of 1973-74  
Nurses' Registration + Education Board  
Office of Economic Opportunity  
Ombudsman Program  
Noble Percy, Marion Co. prosecutor  
Port Commission, Indiana 1973-1975  
Press Releases + Proclamations 1975  
Public Employees Retirement Fund  
Public Employees Retirement Fund-General Correspondence 1974  
Public Employment Program

Box 5

Public Service Commission 1974  
Public Service Commission 1975  
Real Estate Commission 1975/76  
Real Estate Commission, Indiana 1973-1974  
Revenue, Department of 1974  
Revenue, Department of 1975  
Sanitarians, Indiana Board Reg. for Prof.  
School Property Tax Control Board  
Spanish Speaking Commission  
State Governments, Council of  
S. O. B. Commission (Reg. of Historic Places)  
Tax + Financing Policy, State Commission on  
Tax Commissioners, State Board of

William Lloyd  
Departmental Correspondence 1972-78

1. DEPARTMENTAL CORRESPONDENCE 1972-78

Box 6

Teachers' Retirement Fund, Investments + Policy 1975-76  
Teachers Fund-Investment  
Teachers Retirement Fund 1975  
Toll Bridge Commission  
Toll Road Commission  
Tort Claims Act 1974-75  
U. S. District Attorney, Appointment of Replacement  
U. S. District Court Judgeship, Northern District of Indiana  
Universities, State 1973-1974  
Governor's V.I.P. Club [Volunteers Interested in people]  
Veterans Affairs, Health-Hutson  
Vocational Rehabilitation Division  
Voluntary Action  
Voluntary Action Program, Lilly Report  
War Memorial Commission, Indiana  
Welfare, Department of Public  
Women, Commission on States  
Youth Council  
Youth, Science Camp, National  
Youth Council, Linda Goheen  
Youth Council, Applications  
Youth Council, Kitchen Cabinet

Governor Otis Bowen  
Wm. Lloyd, Executive Assistant 1973-1978  
General Files - Annual Reports

1. GENERAL FILES - ANNUAL REPORTS

Box 1

Advisory Commission on intergovernmental relations 1977  
ACIR 61st Commission meeting: Forest Reserve Study 1977  
ACIR 61st Commission meeting: State man dating report 1977  
ACIR 63rd Commission meeting 1978  
Space utilization Study  
Racing Commissioners' manual  
Data Racing Mutual Folder  
Racing  
Lottery  
Real Estate Commission  
Recommendations 1974-1978

Box 2

Adjutant General 1978  
Administrative Building Council 1972-1973  
Alcoholic Beverage Commission 1972-1973  
Auditor of State 1978  
Ball State University 1976-1977  
Barber Examiners, State Board of  
Education Employment Relations Board 1978  
Employment Security in Indiana 1977  
Environmental Affairs, School of Public and 1977  
Evansville Psychiatric Children's Center 1977  
Financial Institutions, Department of 1973  
Financial Institutions, Uniform Consumer Credit Code  
Higher Education, Indiana  
Highway Commission 1972-1972  
Highway Commission 1973  
Highway Commission 1974-1977  
Madison State Hospital  
Manchester College Bulletin  
Muscatatuck State Hospital  
Natural Resources Department of 1976-1977  
New Castle State Hospital 1976-77, 77-78  
Norman Beatty Memorial Hospital 1977-1978  
Notre Dame Report 1977-1978  
Protections & Advocacy Service Commission for Developmentally disabled 1978  
Public Employees' Retirement Fund 1978  
Public Welfare 1978  
Revenue, Department of 1977  
Ricmond State Hospital 1977-1978  
T. R. F.  
Toll Bridge Commission  
Vanderburgh County: Public Welfare 1978  
Vocational Education, Advisory Council on 1978  
Vocational Technical College, Indiana 1978  
Commission on intergovernmental relations 1978



Governor Otis Bowen  
Wm. Lloyd, Executive Assistant 1973-1978  
General Files:Commissions

1. GENERAL FILES:COMMISSIONS

Box 1

Alcoholic Beverage Commission: (3 folders)  
Alcoholic Beverage Commission: Governor's Employment of Counsel  
Alcoholic Beverage Commission: Brandywine Liquors Permit  
Alcoholic Beverage Commission: Proposed Regulations 1977  
Alcoholic Beverage Commission: Letters Re: A B C, Regs 16, 25  
A B C Regulations  
A B C Proposed Regulations  
A B C Proposed new Regulations, Amended Regulations & Repeal of Regulations 1978  
A B C Proposals, June 20, 1978  
A B C Regulations Still Under Consideration (October 18, Proposals)  
A B C Regulations being held pending final determination of A-1 Bev. Vs. A B C  
A B C Commission 1977-1978

Box 2

A B C Fox V.S. Jim Beam, A B C Et Al 1973-75 (3 folders)  
Advisory Commission on Intergovernmental relations (2 folders)  
Attorney General 1976-1977 General Matters  
Beauty Culturist, Board of 1976-1978  
Bureau of Motor Vehicles, General Correspondence 1978  
Criminal Law Study Commission  
General Election Certifications, Governor 1978  
Election Board - Minutes  
Financial Institutions  
Governor's Office Budget

Box 3

Health, State Board of  
Highway Commission, Indiana State: Personnel Matters  
Highway Commission, Alphabetical General Correspondence A-C  
Highway Commission, Alphabetical General Correspondence D-E  
Highway Commission, Alphabetical General Correspondence F-I  
Highway Commission, Alphabetical General Correspondence J-L  
Highway Commission, Alphabetical General Correspondence M  
Highway Commission, Alphabetical General Correspondence N-R  
Highway Commission, Alphabetical General Correspondence S  
Highway Commission, Alphabetical General Correspondence T-Z  
Insurance, Mutual Medical  
Mutual Medical Insurance Inc.: Report of Examine

Box 4

Insurance, State No-Fault Automobile 1971-1974  
Litigation-Receipts ofr Summons 1976-1978  
Judicial and Legal Correspondence 1979  
Medical Legistration & Examination, Board of  
Medical Distribution Loan Fund, Indiana  
Medical Malpractice Insurance  
Midwestern Governors' Conference 1976 Correspondence  
Midwest National Bank (Deposit of Public Funds)  
Monroe Co. PCB Environmental matters  
PERF 1976-1977  
Public Service Commission  
Public Service Commission (General Correspondence)

Lloyd's Staff

- Series: 1. Citizens Action Volunteer Program  
2. PEP: Bill Hoyd Staff  
3. State Government Organization  
4. Unofficial Commissions

Box 1 Project request preparation 1973-1980

1. Citizens Action Volunteer Program

Carpool Study  
Work Study

2. PEP: Bill Lloyd's Staff

Science + Technology Office  
Governmental reorganization ↙ Sunset Legislation

3. State Government organization

Agencies ↙ Quasi-Agencies of State Government

4. Unofficial Commissions

Susan Davis  
Subject Correspondence 1973-80

1. SUBJECT CORRESPONDENCE 1973-80

Box 1

Affirmative Action Program 1977-1979 (2 folders)  
Contract Bidding  
Advisory Group to the Black Community  
Bremen Germany Ice Cream, customs clearance  
Energy Crisis  
G. E. P. [governor's economy program]  
Inter-office memoranda  
Judicial appointments 1976-1977  
Legal Services corp. Advisory Council  
Legislation, 1980 (2 folders)

Box 2

Legislation 1979  
Litigation 1975-1976  
Lobby Act  
Notary Bonds  
Ethics Commission-ISEa Complaint  
Political Patronage Federal Legislation  
Property Tax Law-Notice  
Property Tax Relief  
Protocol  
Recommendations 1979  
Real Estate Transactions  
Confederacy of Indiana Sachems  
Sagamores of the Wabash  
Social Security  
Suggestions from public RE: Administering State Government  
Tort Claim Settlements 1978-79  
Tort Claim Settlements 1980  
Tort Claims Act-State immunity

Box 3

U. S. Civil Service Commission  
U. S. Congressional Legislation  
U. S. Department of Labor  
U. S. Department of State: Liaison Office with State Governments  
Revenue Sharing: Treasury Department  
Universal Voter's Registration Act 1977  
Universities, State 1976-77  
Voluntary Action Program  
Wabash Valley Interstate Commission  
Washington Liaison Office

Judy Palmer  
Departmental Files December 1977-November 78

1. DEPARTMENTAL FILES DECEMBER 1977-NOVEMBER 78

Box 1

Health, Board of (Health Facilities)  
Health, Board of (Health News)  
Health, Board of (Responses to Governor's Letters)  
Health, Board of (Health System Agencies)  
Health, Board of H. S. A. Emergency Medical Services  
Health, Board of P. S. R. O.  
Health, Board of Sanitary Engineering  
Health, Board of Statewide Health Coordinating Council  
Health, Board of Veterans Home  
Insurance-General Matters  
Insurance Department General Matters 1977

Box 2

Medical Licensing Board  
Nurses' Board of Registration + Education  
Optometry Board  
Problems Involving more than one State Agency  
Protection + Advocacy of the Rights of Developmentally disabled  
Rehabilitation Services  
Speech Pathology and Audiology, Ind. Board of Examiners on

Judy Palmer  
Administrative Assistant to Governor  
Subject Files-Departmental Files 1978-1979

1. SUBJECT FILES-DEPARTMENTAL FILES 1978-1979

Box 1

American Medical Association  
Greater Indianapolis Progress Committee  
Health Cost Containment  
Health Insurance (statistical info.)  
NAIC State Alternative to NHI  
National Health Insurance, Federal Information  
National Health Insurance, General Information (2 folders)  
Health Planning, Rules + Regulations  
Health Council, Indiana Family  
Hospital Association, Indiana  
Indiana State Medical Association  
Indiana Voluntary Effort  
Medical Malpractice  
Memos to Governor Bowen  
MWGC-Preventive Health  
National Governors' Association  
NGA Health Consortium

Box 2

NGA Governor's Bulletins  
NGA Information Letters  
NGA Program for the Handicapped  
Speeches  
Governor's Comments on Health  
Womens Affairs, General  
Women's Health, Indiana Task Force on  
Women's Affairs, Political

Box 2 (continued new subject) DEPARTMENT FILES

Administration  
Administrative Building Council  
Administrative Building Council, Section 504, Handicapped  
Administrative Building Code  
Affirmative Action  
Architects Board of  
Athletic Commission  
Budget Agency  
Chemist, State  
Civil Rights Commission (2 folders)  
Commerce, Department of  
Community Services + Advisory Board  
Dental Examiners  
Emergency Medical Services  
Employment Security  
Engineers and Land Surveyor's  
Fire Marshal

Judy Palmer  
Administrative Assistant to Governor  
Departmental Files 1978-1979

1. DEPARTMENTAL FILES

Box 3

General Assembly, 1978  
General Assembly: Budget Requests  
General Assembly: Administration Bills 1979  
General Assembly, 1979  
General Assembly 1979, Certificate of need Legislation  
Governors Office, Miscellaneous  
Health, Board of [Administration]  
Health, Board of, Communicable Disease Control  
Health, Board of, Dairy Products Division  
Health, Board of, Environmental Health  
Health, Board of, Family Planning  
Health, Board of, Food + Drugs  
Health, Board of, Handicapped  
Health, Board of, Hazardous Substances  
Health, Board of, Health Facilities

Box 4

Health, Board of, Health facilities Administrators  
Health, Board of, Health Systems Agency  
Health, Board of, Immunization Project  
Health, Board of, Soldiers + Sailors Children's Home  
Health, Board of, Maternal + Child Health  
Health, Board of, Sanitary Engineering  
Health, Board of, Section 1122 Review  
Health, Board of, Silvercrest Development Center  
Health, Board of, PSRO 1978  
Health, Board of, Public Health Records  
Health, Board of, Nitrate + Meat Products  
Health, Board of, Metric System Activities  
Health, Board of, Statewide Health Coordinating Council  
Health, Board of, Statewide Health Coordinating Council  
Health, Board of, Veteran's Home  
Health, Board of, Water  
Health, Board of, WIC  
Hospital Rate Review Committee  
Insurance, Department of General Matters  
Insurance Committee  
Insurance Department, Disaster Relief Act  
Insurance Department, no Fault Insurance  
Insurance Department, no Fault Insurance

Box 5

Insurance Department (Naomi Spears Employment Matter)  
Insurance Advisory Committee 1975-1976  
Insurance Department: Legal Ads 1976  
Insurance Department: Legal Ads 1977  
Insurance Department: Product Liability Insurance  
Insurance Commission: Underwriters National Assurance Co.

Judy Palmer  
Administrative Assistant to Governor  
Departmental Files 1978-1979

1. DEPARTMENTAL FILES 1978-1979

Box 5 (continued)

Medical Licensing Board  
Mental Health, Department of  
Nurses Registration + Nursing Education  
Optometry Board  
Personnel Division  
Pharmacy Board  
Pharmacy Board, Generic Drugs  
Problems involving more than one agency  
Protection + Advocacy Service Commission for Dev. Disabled  
Psychology, Board of Examiners in  
Rehabilitation Services Board  
School for the Blind  
School for the Deaf

Box 6

Rehabilitation Services (continued)  
Rehabilitation Services (continued)  
Washington Offices  
Title XX Program  
Interdepartmental Board for the Coordination of human Service Program (2 folders)  
Title XX  
Title XX, Citizens Advisory Committee  
Title XX: HEW  
Title XX: (I-D Board)  
Title XX

Box 7

Inter-Departmental Board for the Coordination of human Service Programs (6 folders)  
Developmental Disabilities Council

James T. Smith  
Miscellaneous Subjects

1. MISCELLANEOUS SUBJECTS

Box 1

Affirmative Action  
Alcoholism (ABC)  
Amnesty  
Board of Fundamental Education  
Bonser, Chuck  
Budget Agency  
Correction, Juvenile Justice: General  
Citizens for better Government  
Clemency Program at Camp Atterbury  
Commendations  
Conklin, Phil  
Consulting Contracts  
Correspondence, General  
Data Processing Requests  
Data Processing Committee  
Governor's Conference on Judicial Selection  
Governor's Conference on Assessment of Tornado Disaster Activities  
EMS-Emergency Medical Services  
Indiana State Highway Commission  
Intergovernmental Personnel Act  
Indiana Lawyers Commission: Minutes  
Institutional Security, Governor's Task Force on  
Judicial Education, Center for  
Information Back & Around  
National Governors' Conference  
Mansion Security  
Mental Health Studies, Steering Committee  
Operation Manual 1974 Repl. Governors' Conference  
Task Force Study, Job Classification Specs

Box 2

Occupational Licensing  
Pornography  
Privacy  
Public Service Commission  
Recommendations-Reduced Speed Limits  
State Training  
SPEA-IPA Task  
State Board of Health  
State Prison Task Force  
Students as Citizens  
Truck Weighmasters  
Youth Council  
Miscellaneous  
Lilly Foundation  
Adjutant General, Military Department  
Adjutant General



James T. Smith  
Extraditions 1973-80

1. EXTRADITIONS 1973-80

Box 1

January-July	1974
August-December	1974
January-August	1975
September-December	1975
January-March	1976
April-June	1976
July-September	1976
October-December	1976
January-March	1977
April-June	1977
July-September	1977
October-December	1977
January-April	1978
May-July	1978
September-October	1978
November-December	1978
January-March	1979
April-May	1979
June-July	1979
August-October	1979
November-December	1979
January-February	1980
March-April	1980
May-July	1980
August-November	1980

Extradition Hearing Requests 1973-75

Remission of Bond Forfeiture: Gary S. Riddle 1973-79

Governor Otis R. Bowen MD.  
James T. Smith, Executive Assistant  
Departmental Correspondence 1973-1977

1. DEPARTMENTAL CORRESPONDENCE 1973-1977

Box 1

Adjutant General  
Budget  
Clemency  
Correction, Department of  
Correction: Correspondence  
Correction: (Ombudsman)  
Correction: Criminal Ct.  
Correction: Construction  
Correction: Community  
Correction, new Commission of (correspondence)  
Correction: Community Correction Center/Ft. Wayne  
Correction: Good Time  
Correction: Margerum Correspondence  
Correction: Reformatory  
Criminal Justice Commission Hales Correspondence (1 folder)

Box 2

Criminal Justice Commission (1 folder)  
Data Processing (Department of Administration)  
Dissemination of information Committee  
Emergency Medical Services Commission  
Health, Board of  
Ivy Tech & EMS  
Juvenile Justice Advisory  
Juvenile Justice (General)  
Juvenile Justice Task Force  
Legal Services Advisory Council  
Lundquist, John F.  
Mental Health  
Miscellaneous Correspondence  
Pension Funds  
Police, Department of State  
Privacy, Individual  
Privacy & Secretary Reports: Minutes

Box 3

Security Task Force - Upgrading  
Security Task Force - Custody  
Security Task Force - Training  
T F on job classification & Salary Administration  
Toll Bridge Commission  
Toll Bridge Commission (2 folders)  
Traffic & Safety  
Youth Council

T. J. Smith  
Correction-1973

R  
1. CORECTION-1973

Box 1

Community Correctional Plan  
Youth Center (Plnflld)  
Ombudsman  
Boys School (Plnflld)  
O. S. D. Inmate Council, Reformatory  
Camps  
Indiana Reformatory  
Indiana State Prison (Michigan City)  
Recep, Diag. Center (Plnflld)  
State Farm, Putnamville  
C-Pact  
Parole Board, Women-Applicants  
Holiday Parole Dates  
Inmate Council  
PACE  
Indiana Correctional Assn.  
Indeterminate Sentences  
Prisoner Alliance Council  
Jaycees  
Lifers for Penal Progress  
Legislation  
Howard Wilcox  
Parole Revocation  
Commission on Accreditation for Corrections  
Death Penalty  
Hashfield, Emmett O.  
Michael Callahan  
George Rolart Brown  
Charles Wayne Adams  
Varderman Shack  
James Theodore Pruett  
L. Monserrate

Box 2

Office of Information, Department of Correction (2 folders)  
Ombudsmen Applications  
Ombudsmen, Voluntary  
Work Release Center  
Work Release Center, Gary  
Meyer Chapel  
Work Release Center (Indpls)  
Work Release Program  
Parole Board Applications  
Reformatory, Indiana  
MEAD  
Parole Board, Department of Correction

James T. Smith  
Departmental Correspondence

1. DEPARTMENTAL CORRESPONDENCE

Box 1

LEAA [Law Enforcement Assistance Administration]  
Juvenile Justice Commission  
Juvenile Study Commission  
Organized Crime Prev. Council  
Improving Criminal Justice Planning + Coordination  
Report of Indiana Criminal Procedure Law Study Comm. 1978  
State Police  
Fifty Five Mile per hour speed limit: Correspondence  
State Police, 500 mile race  
Local Police  
Police, State  
Police Superintendent, State  
Police, Indiana Excise Police  
Police, State Incert.  
Incert  
State Police: Wives of State Police RE: Salaries Being Raised  
State Police Board  
State Police (2 folders)  
State Police Superintendent Apps.  
Civil Defense  
Federal Disaster  
Floods 1978  
Blizzard 1978  
Drought Disaster: Civil Defense  
Blizzard, January 1977  
Flood Disaster 1977  
Coal Strike 1978  
Correspondence  
Port Commission  
Security Detail  
Law Enforce Building Commission

Box 2

Youth Science Camp 1977  
Youth Council, Indiana 1975: Operation Peace of Mind  
Toll Bridges 1980  
Toll Road Commission  
Traffic Safety Incentive  
Traffic Safety Advisory Council;  
INTRACS  
Governor's Traffic Safety Prog. [Tape Included]  
LEAA 1973-75  
Touche Ross-LEAA

James T. Smith  
Miscellaneous-Correction 1976

1. MISCELLANEOUS-CORRECTION 1976

Box 1

Adjutant General  
Criminal Justice  
Data Processing  
Martin, Jim  
Manpower Development  
Policy, State Labor  
Interdepartmental Memos  
Indiana Academy for Public Service Training  
Gulling-Investigations  
Civil Rights Commission  
COPE [Comprehensive Offender Program Effort]  
Correction: Miscellaneous: Corrections  
Correction: Michigan City Trial  
Correction: Inmates  
Correction: Inmate Deaths  
Correction: Food Services Department of Correction  
Ed Marske Project  
Correction: Corrections: Construction  
Department of Correction: Press Releases  
Correction: Women's Prison, Indiana  
Correction: Sue Griffin  
Correction: State Bill 158  
ABE [Abraham, James]  
Criminal Justice [Lake Co.]  
Crime Prevention Program  
Criminal Justice Planning Agency  
Law Enforcement Emergency Network, Indiana  
Criminal Justice Data Division Advisory Comm.  
Police, State  
Correction: Training + Staff Development  
Natural Resources, Department of  
National Governors' Conference

Box 2

National Securities Co.  
Pride, Energy  
Public Welfare  
Sue [Governor's Photo]  
Staff Notes  
Memos from R.L. Debard  
Proclamations + Executive Orders 1973-75  
Corrections, Grants  
Excel Program  
COPE  
Coalition on Justice  
Articles  
Correction, Department of  
Press Release  
Program Descriptions  
Parole-Clemency-Pardons

James T. Smith  
Miscellaneous-Correction 1976

1. MISCELLANEOUS-CORRECTION 1976

Box 2 (continued)

Students as Citizens: A Study 1974  
Self Dev. Progr. for Ex-Offenders  
Prison Industries  
Indiana Correction Information System  
Corrections

Box 3

Correction: Bail Bond  
Correction: Warden Lash  
American Arbitration Assn  
American Legion  
Old Appointments  
Bull Island  
BMV Certifications  
Federal Legislation  
Fire Marshal  
Fuel Emergency  
Financial Improvement Systems  
Emergency Medical Services [EMS]

James T. Smith  
Miscellaneous-Correction 1976

1. MSICELLANEOUS-CORRECTION 1976

Box 4

Correction: Indiana Youth Authority: a Study 1974  
Correction: Medical Corrections 1975-76  
Correction: Ex Offender Programs  
Corrections: Medical Corrections 1973-75  
Inmate Claims  
PACE  
Interstate Compact  
Women's Work Release Center  
Personnel Matters  
Corrections, Board of  
Correspondence  
Criminal Code Interim Study Commission  
Correction, Department of  
Clemency-Parole Board  
Corrections Commissioner: Falkner, Gordon  
Correctional Code Commission  
Clemencies (Pardons Granted) 1973-80  
Clemency Press Releases  
Executive Agreements  
Pardons  
Interstate Agreement on Detainers

Box 5

Industries and Farms [Sample Place 1776-1976]  
Statistical Studies  
Study Release  
Security  
United Nations Standards  
Dr. Lovko  
Report on Reformatory  
Pardon's Denied (2 folders)  
Dundas, Edward  
Ombudsmen  
Girls School, Indiana  
Women's Prison, Indiana  
Camps  
Work Release  
Penal Code  
Death Penalty  
Youth Authority  
Youth Council: Operation Peace of Mind 1975  
A.D.A.P.T.A.

J. T. Smith  
Miscellaneous Departmental Files

1. MISCELLANEOUS DEPARTMENTAL FILES

Box 1

Action  
Adoption  
Affirmative Action Plan  
Alcoholic Beverage Commission  
Alcoholism  
Appeals Commission  
Battleground IN  
Birch Bayh  
Bayh Bill (Juvenile Just. + Delinquency Prevent Act)  
Bereman Case  
Boring, Val  
Capital Improvement Program  
Child Abuse  
Children in Trouble  
Compensation, Victims  
Correction Code, Amendments  
E. M. S. (Emergency Medical Services Commission)  
Data Processing Committee  
EMS  
Council of Juvenile Court, Judges  
Council of State Governments  
Crime  
Crime Prevention program, New  
Criminal History Information  
Criminal Law Study Commission (2 folders)  
Drug Abuse  
Highway Commission  
Ethics Commission  
Indiana Judges Association  
Intergovernmental Personnel Act  
Insurance, Department of  
Lawyers' Commission  
Marijuana  
Legislation  
Midwest Governors' Conference  
Mental Health, Department of  
Motor Vehicles, Bureau of  
N. G. C. (National Governor's Conference)  
N. G. C: Crime Reduction 1976  
N. G. C: Judicial Planning  
N. G. C: February, 1977

Box 2

National Governors Conference  
Natural Resources  
Personnel  
Privacy - Secrecy Comm.  
Public Employment Program  
Rail Road  
Security Task Force-Miscellaneous



J. T. Smith  
Miscellaneous Departmental Files

1. MISCELLANEOUS DEPARTMENTAL FILES

Box 2 (Continued)

Sheriffs' Association  
Tippecanoe County Prosecutor  
Task Force-State Employee Compensation  
Task Force on Security  
Veterans Administration  
Victim Advocate Groups  
Youth Council, Indiana (2 folders)  
Miscellaneous  
Miscellaneous Legal or Criminal  
Mis. Legislative

J. T. Smith  
County Jails Correspondence  
Alphabetically Arranged  
1974-1980

1. COUNTY JAILS CORRESPONDENCE ALPHABETICALLY ARRANGED 1974-80

Box 1

A-B Prisoners in County Jails  
C-F Prisoners in County Jails  
G-H Prisoners in County Jails  
I-M Prisoners in County Jails  
N-S Prisoners in County Jails  
T-W Prisoners in County Jails

J. T. Smith  
Annual Reports 1976-80

1. ANNUAL REPORTS 1976-80

Box 1

Corrections

Voir Dive: the jury selection process trial tactics 1976

Annual Reports 1976-77

Boys School, Indiana	1976-77
Compact Services	1976-77
Diagnostic Center	1976-77
Education Division	1976-77
Girls' School	1976-77
Parole Board, Indiana	1976-77
Parole Division: Adult Community Services	1976-77
Prison, Indiana State	1976-77
Probation Division	1976-77
Records Management Division	1976-77
Recreation Division	1976-77
Research and Statistics	1976-77
Training & Staff Development	1976-77
Women's Prison	1976-77
Work Release	1976-77
Youth Authority: Community Services	1976-77
Youth Authority: Region II Juvenile Facility	1976-77

Annual Reports 1977-78

Adult Subcontracted Services	1977-78
Boys School	1977-78
Classification & Treatment	1977-78
Education Report	1977-78
Field Services Division	1977-78
Financial Data	1977-78
Girls' School	1977-78
Health Care Services	1977-78
Parole Division: Adult Community Services	1977-78
Parole Board	1977-78
Probation, Division of	1977-78
Prison, State	1977-78
Recreation Report	1977-78
Research and Statistics	1977-78
Training and Staff Development	1977-78
Work Release	1977-78
Youth Authority	1977-78
Youth Authority	1977-78

Annual Reports 1978-79

Parole Board, Indiana	1978-79
-----------------------	---------

Annual Reports 1979-80

Parole Board, Indiana	1979-80
Youth Council: Youth Education Programs	1979-80

Governor Otis Bowen 1974-1979  
Susan M. Maquire Administrative Officer

1. Project 21 - Governor's Conference on occupational Education
2. Childrens Correspondence
3. Special Olympics

Box 1

Childrens Correspondence (2 folders)  
Project 21 materials 1974 slights

Box 2

Special Olympics  
Special Olympics II  
White House Conference on handicapped individuals: Grant proposal 1976  
White House Conference II  
White House Conference on handicapped  
Midsummer festival Committee  
Retrain Nurses program  
Mayor's Task Force on handicapped  
Learning in the city  
Inaugural Ball 1977  
Hilton Contract  
MGC - General  
State Dinner  
Thank you letters  
Items for next meeting  
Decorations  
Invitations/attendance  
Printing  
Expenses 1976  
Planning Meetings 1976  
Reservations/attendance 1975 + 1976  
Gifts - Governors  
Media Coverage 1976  
Entertainment 1976  
Business meetings 1976  
Lobby Groups - Indiana Industry  
Insurance - Taxes  
Security Arrangments  
Office Supplies 1976  
Conner Prairie Farm  
Newspaper Clippings 1975  
Entertainment 1975  
Business meetings 1975  
Gifts - Thank yous 1975  
Programs - Badges - 1975  
Financial Statements (post conferences)  
Invitations - 1975  
National Governors Conference, 1975

Susan M. Maquire  
Administrative Office 1974-1979

1. Childrens Correspondence (2 Folders)
2. Project 21-Governor's Conference on occupational Education
3. Special Olympics
4. National Governor's Conference 1975

Box 1

Childrens Correspondence (2 folders)  
Project 21, 1974

Box 2

National Governor's Conference 1975  
Invitations 1975  
Financial Statements (post conferences)  
Program - Badges 1975  
Gifts - Thank yous 1975  
Business Meetings 1975  
Entertainment 1975  
News paper Clippings 1975  
Conner Prairie Farm  
Supplies, Office 1976  
Security Arrangements  
Insurance - Taxes  
Lobby Groups - Indiana History  
Business Meetings 1976  
Entertainment 1976  
Media Coverage 1976  
Gifts - Governors  
Reservations/attendance 1975-1976  
Planning Meetings 1976  
Expenses 1976  
Printing  
Invitations/attendance  
Decorations  
Items for next meeting  
Thank you Letters  
State Dinner  
MGC - General  
Hilton Contract  
Inaugural Ball 1977  
Learning in city  
Mayor's Task Force on Handicapped  
Retrain nurses program  
Midsummer Festival Committee  
White House Conference on Handicapped  
White House Conference II  
Grant Proposal 1976  
White House Conference on Handicapped individuals  
Special Olympics

Governor Bowen  
Project 21  
Susan Maquire 1974

1. SUSAN MAQUIRE 1974 (PROJECT 21)

Box 1

National Advisory Council on Adult Education:Publication  
Account Book:1974-1976 project 21  
Report of membership in National organization (5 folders)  
Training policies of various states:Publications, brochures  
Florida  
Iowa  
Kentucky  
Louisiana  
Massachusetts  
Michigan-Missouri  
New Yourk  
Ohio  
Rhode Island

Box 2

Texas  
Utah  
Washington  
Correspondence Re: Training policies of various states  
Project 21: Check Book  
Project 21: Committee  
Project 21: Correspondence  
Project 21: Exhibits  
Project 21: Follow up  
Project 21: Management development Institute  
Project 21: Handbook-bills  
Project 21: Program  
Project 21:  
Project 21: Publicity  
Project 21: Reservations  
Project 21: Registration forms sent  
Project 21: Slides \* Extra  
Reel Procity Committee: Handbook  
Project 21: Publicity  
Project 21: Reservations

William T. Ray  
Subject files

1. SUBJECT FILES

Box 1

Bi-State Commission  
Commission for Downtown  
COSCAA  
GIPC  
Indiana Association of Cities + Towns  
Indiana Association of Counties  
IMTIP  
"Sunset" Mass Transportation  
Northeast-Midwest Economic Advancement  
Ohio-Kentucky-Indiana Regional Council of Governments  
Public Employees Credit Union  
Reg. 1A-NW, Indiana Regional Planning Comm.  
Reg. 3B-NE, Indiana Coordinating Council  
Reg. 4 Develop Comm.  
Reg. 8 Indiana Heartland Coordinating Comm.  
Reg. 12 Development Comm.  
Reg. 15 Patoka Lake Reg. Planning Comm.  
Reg. 14 River Hills Reg. Planning Comm.  
Dates  
Federal-State-Local Relations

Box 2

Local Government  
Recommendations  
Thank yous  
Transportation  
U. S. Department of Energy  
Federal Regional council I  
H. U. D.  
U. S. Department of labor  
U. S. DOL-Employ + Training  
U. S. Senators-Indiana  
U. S. , SBA  
DOT-UMTA  
U. S.-EDA

William T. Ray  
Departmental Files 1977-1980

1. DEPARTMENTAL FILES 1977-1980

Box 1

Administration  
Aging & Aged  
Arts Commission  
Attorney General  
Auctioneers Commission  
Task Force Minority Contracts  
OMBE  
Department of Commerce  
Community Services  
Employment Security  
General Assembly  
Governor's Office  
Industrial Board  
Labor, Division of  
Library, State

Box 2

Indiana Office of Occupational Development  
Manpower Development Council  
CETA Rewrite 1978  
CETA  
Task Force on Migrant Affairs  
Port Commission  
State Planning Services Agency  
Plumbing Commission  
Public Transportation Advisory  
Rural Policy Commission  
Veterans Affairs



Wm. T. Ray  
Correspondence Arranged Chronologically

1. CORRESPONDENCE ARRANGED CHRONOLOGICALLY

Box 1

January-December 1973

Governor Bowen  
W. T. Ray  
Association, Subject 1976-1977 Correspondence  
A-L + U. S. Government Departs

1. ASSOCIATIONS, SUBJECT 1976-1977 CORRESPONDENCE

4 boxes

Box 1

Indiana Mass. Transportation improvement project  
U. S. Community Services Administration  
Environmental Protection Agency  
U. S. Office of Foreign Disaster Assistance  
U. S. Department of Housing + Urban Development  
HUD 701  
U. S. Commission on Intergovernmental Relations  
U. S. Department of Labor - Employment + Train  
President  
Small Business Administration  
U. S. Department of Transportation-UMTA  
ARA-Southern Mayors' Association  
Bi-State Commission  
COSCAA  
Commission for Downtown  
Council of State Governments  
GIPC  
Indiana Association of Cities + Towns  
Indiana Association of Counties

Box 2

Indiana Association of Regional Councils  
Association of Indiana County Commissioners  
Indiana Regional Council of Governments  
Indiana Republican Mayors' Association  
Midwest Governor's Conference 1976  
Midwestern Governor's Conference  
National Governor's Conference  
Northwest Indiana Association of Small Cities + Towns  
Public Sector Labor Relations  
Region 1 A:Northwest Indiana Regional Planning Commission  
Region 1  
Region 1 B:Kankakee-Iroquois Regional Planning commission  
Region 2 - Michiana Area Council of Government  
Region 4 - Region 4 Development Commission  
Region 5 - Quabache Regional Development Commission  
Region 6 - Development Commission  
Region 7 - West Central Indiana Economic Development Distribute  
Region 8 - Indiana Heartland Coordinating Council  
Region 9 - Development Commission  
Region 10 - Development Commission  
Region 11 - Development Commission  
Region 13 B Southern Indiana + Kentucky Regional Council  
Region 14 - River Hills Regional Planning Commission  
Region 15 - Lake Patoka Regional Planning Commission  
Division of Public Service - SPEA  
United Way  
Urban Affairs Council of Indianapolis  
Appointments

*WMT Ray*  
~~Governor Bowen~~  
Executive Assistant  
Subject Correspondence L-Z  
Jan 1976 - Nov 1977

1. SUBJECT CORRESPONDENCE L-Z

Box 3

Local Public Works Employment Act  
Local Government Liaison  
Memos to Governor's  
Minority Information  
National Transportation Study  
Political Problems  
Personal  
Program of projects - 1976  
Proposed Legislation 1976  
Proposed Legislation 1977  
Questionnaires and Questions  
RR Transportation

Box 4

Affirmative Action  
Aging + Aged, Commission on  
Arts Commission  
Attorney General  
Auctioneers Commission  
Personnel  
Recommendations  
Republican Information  
Speech Materials  
Speeches  
Staff Memos  
Thank yous  
Title V Regional Economic Development Division  
Tax Package  
Transportation

*4 all together*

Governor Bowen  
WT Ray Executive Assistant  
Departmental Correspondence Jan. 1976-Nov. 1977

1. DEPARTMENTAL CORRESPONDENCE JAN. 1976-NOV. 1977

Box 1

Boiler & Pressure Vessel Board  
Commerce Department  
Economic Development Division  
Evansville, Community Action Program of (Local initiation)  
Egg Board  
Governor's Office Miscellaneous  
Highway Commission  
Industrial Board  
Labor, Department of  
Labor, Indiana Division of (3rd semi-annual Evaluation, vols 1,2)  
Labor, U. S. Department of  
Labor, OSHA, Division of  
Little Calumet River Basin Commission  
Library, Indiana State  
Planning, Advisory Committee of State  
Planning, Executive Council State,

Box 2

State Planning Services Agency  
Lieutenant Governor  
Costal Zone Management  
C. E. T. A.  
Manpower Development, State Office of  
Manpower Development Council, State  
Manpower Governor's Prime Sponsors  
Manpower: Title I  
Manpower: Special projects-Title I  
Manpower: III: Migrant program  
Manpower: Title IV  
Manpower: Facts  
Manpower: Governor's Task Force for Migrant Affairs  
Board of Mines + Mining  
Plumbing Commission  
Port Commission

Box 3

Public Transportation Advisory Commission  
Safety Review, Board of  
Small Business Set-Adise program, Advisory Commission of  
Veteran Affairs, Directorship Applications  
Veteran Affairs  
Vocational Education Board  
Vocational + Technical Educaiton: Occupation Information Coordinating Commission  
Washington Office  
Welfare Department

Governor Bowen  
WT Ray Executive Assistant  
Departmental Correspondence Jan. 1976-Nov. 1977

1. DEPARTMENTAL CORRESPONDENCE JAN. 1976-NOV. 1977

Box 3 (continued)

Union, Indiana State Credit  
National Advisory Council on Economic Opportunity  
Civil Rights Commission (Pat Connors Employment)

Box 4

Civil Rights Commission 1973-1974 (2 folders)

Ray Rizzo's Files 1972-1976  
General Files

1. GENERAL FILES

Box 1

Affirmative Action Plan  
Campaign communicators  
Correspondence 1975 (all)  
Correspondence 1974 (all)  
Community Education Journal  
Defective Legislation 1973  
Education 1972-1976  
Educational Accountability  
Education, Consortium For Urban  
Elkhart County Home  
Hospital, Central State  
Health, Department of Mental [Division of Addiction Services]

Box 2

1973-1975

Privacy Commission, Right to (cassette)  
Privacy Commission  
Privacy, Seminar on 1974  
Purdue University  
Indiana University  
I. U. P. U. I. Master Plan  
Public Welfare

Governor Bowen  
Ray Rizzo, Executive Assistant  
1973-1975

RAY RIZZO, EXECUTIVE ASSISTANT

Box 1

Education Commission of State Materials

Ray Rizzo's Files  
1973-1976

1. RAY RIZZO'S FILES

Title XX of Social Security Act 1973-1975  
Health, Indiana State Board of: 1975 Guidelines for  
designation, Health Service Areas.  
Health Service Area Designation Plan 1975  
Campaign 1975-:Republican municipal campaign seminar  
1975-1976 Republican Precinct manual  
President Ford 1976 Foutgook



Ray Rizzo, Executive Assistant  
Miscellaneous 1975

1. MISCELLANEOUS

Space Utilization Study. State of Indiana  
Government Offices

Privacy Manual

Final Reports of the Task Force on Position Classification + Salary Administration  
3 Volumes

Ray Rizzo's Files 1976

IEERB Board  
Mental Health  
Welfare

2 boxes

Box 1

Mental Health-Tone System  
MR/DD Letters + Petitions  
State Board of Health  
Education Employment Relations Board, Indiana  
Arthur J. Little information  
Grant in Aid  
Welfare

Box 2

Child Support Enforce  
Welfare: Food Stamps  
Welfare: Medicaid  
Welfare: Residential Care  
Welfare: Personnel  
Public Law 92  
Purchase of Social Services  
Welfare H. R. I.  
Welfare-Legal  
Welfare, Department of

Governor's Office 1973-1978  
Executive Assistant  
Rizzo's Departmental Files A-Z

1. RIZZO'S DEPARTMENTAL FILES A-Z

Box 1

Administration, Department of  
Aging ♡ Aged, Commission on  
Aeronautics Commission  
Alcoholic Beverage Commission  
Adjutant General  
Animal Health, Board of  
Architects, Board of Registration of  
Attorney General  
Auctioneering License Law  
Barber, Beauty, Boards etc.  
Boiler ♣ Pressure Vessel Board  
Budget Agency  
Civil Defense, Department of  
Civil Rights Commission  
Commerce, Department of (internal Trade)  
Correction, Department of  
Deaf School  
Enterprise, Minority Business 1975  
EMS  
Embalmers ♣ Funeral Directors, State Board  
Employment Security Division  
Energy ♡ Utility Regulation Advisory Commission, Governor's  
Fire Marshal, State  
Highway Commission  
Insurance  
Labor Division  
Library ♡ Historical Board  
Lieutenant Governor  
Mental Health  
Mental Health: Central State Hospital (Annual report)  
Mental Health Center, Wabash Valley  
Peonage  
Northern Indiana Childrens Hospital  
Motor Vehicles, Bureau of  
Natural Resources, Department of

Governor's Office 1973-1978  
Executive Assistant  
Rizzo's Departmental Files A-Z

1. RIZZO'S DEPARTMENTAL FILES A-Z

Box 2

Plumbing Commission 1975  
Port Commission 1975  
Psychology Board  
Public Employees' Retirement  
Public Counselor  
Postsecondary Proprietary Education, Commission for  
P. I. General Education  
Public Service Commission  
Revenue, Department of  
State Police  
Scholarship Commission (Official Opinion)  
State Student Assistance Commission  
State Tax & Financing Policy Commission  
Tax Commissioners, Board of  
Television & Radio Service Examiners, Board of 1975  
Spanish Heritage Commission  
Toll Road Commission  
Traffic Safety & Vehicle Inspection

Universities:

Ball State University  
Indiana University  
Universities, General  
I. S. University at Evansville  
Independent Colleges  
I. V. Tech College  
I. S. University Terre Haute  
I. U. Associates Committee  
I. U. P. U. I.  
Purdue University

Governor's Office 1973-1978  
Executive Assistant  
Rizzo's Departmental Files A-Z

1. RIZZO'S DEPARTMENTAL FILES A-Z

Box 3

Vincennes University  
Vocational Education, State Advisory Council for  
Voluntary Action Commission, Governor's State  
V. T. E, I. S. B.  
Veterans' Affairs, Department of  
Veterinary, State Board of Medical Examiners  
Vocational & Technical Education  
Vocational Education  
Welfare  
Women, Status of Commission  
Welfare Reform  
Welfare (Medicaid)  
Welfare (care Complaints)  
Welfare (E. P. S. D. T.)  
Welfare-Vietnamese Refugees  
Welfare-Ratable Reduction  
Welfare-Conklin Study-1973

Box 4

Department of Mental Health, 1974  
Department of Mental Health, 1974-1976  
Mental Health: Report to Governor, 11/19/1974  
Mental Health  
Mental Health, Rizzo's Files  
Mental Health, Steering Commission  
Wabash Valley Mental Health Center  
Community Services Division on other Development  
Northern Indiana Childrens Hospital

Governor's Office 1973-1978  
Executive Assistant  
Rizzo's Subject Files, A-G

1. RIZZO'S SUBJECT FILES A-G

6 boxes

Box 1

Action, Committee Inc.  
AFSCME, Council 62, Indiana  
Age of Majority  
Airports (Jetports)  
Alcohol Safety Action Program (Indpls.)  
Applications (personnel)  
Applications: State-Merit ✦ Patronage form  
Banking  
Beth's Speeches  
Bicentennial  
Blind ✦ Deaf School, Indiana  
Black Lung  
Blitz, James  
Boards ✦ Commissions  
Bottle Bill  
Biographical Data: Governor's  
Building Code Authority (proposed Legislation 1974)  
Busing  
Campaign Practices Etc.  
Campaign Information: General 1974, 1974, 1976, 1978  
Candidates 1976  
Capital Commentary  
Capital Punishment  
CARTE (Devey Lou)  
Chamber of Commerce  
Central State Hospital  
Child Care  
Child ✦ Indiana, Intragency Panel on  
Child Abuse  
Cities ✦ Towns, Indiana Association  
Civil Service Commission, U. s.  
Community Affairs 1974  
Collective Bargaining  
Congressional Offices D. C. (Indiana)  
Consumer Affairs  
Courts  
Crime  
Criminal Code (Penal Code)  
C-Selm  
Democratic Platform-1978  
Disasters  
Drug Product Selection  
Drugs

Governor's Office 1973-1978  
Executive Assistant  
Rizzo's Subject Files A-G

1. RIZZO'S SUBJECT FILES E-G

Box 2

Educational Finance  
Education Newsletters Misc.  
Election 1974-Precinct Records  
Ecology  
Election Laws  
Education Compact, Midwestern  
Employees Assn., Indiana State  
Employees Appeals Commission, State  
Energy Crisis  
Energy & Military Regulation Advisory Commission  
Environmental Protection Agency  
Exception, Inc.  
Ethics Legislation  
Executive Orders  
Family Physicians, Indiana Academy of  
Family Planning  
Farmers  
Federal Trade Commission  
Federal Aid  
Feds  
Firearms  
Firemen  
Fiscal Analysis Reports  
Franklin College  
Freedom of Information Act "How to"  
Freeport 1975  
Gary X  
General Assembly 1975  
General Assembly 1974  
General Assembly  
General Assembly Summaries 1973  
Governmental Reorganization Committee infor. 1976  
General Assembly (procedure)  
GIRDER  
G. A.: SCR 22 Correspondence (2 folders)

Governor's Office 1973-1978  
Executive Assistant  
Rizzo's Subject Files A-G

1. RIZZO's SUBJECT FILES A-G

Box 3

Governors Association, Republican  
General Assembly 1976  
Great Lakes States Organization  
Handicapped (White House Conference on the 1977)  
Hale's Case  
Hardy, Michael  
Hatch Act  
Head Start  
Health Insurance, National  
Health Professions Education Asst.  
Health Care, Task Force  
Health Care  
Health Planning, Comprehensive  
H. E. W. (general)  
Higher Education-Federal  
Higher Education  
Highways  
Highland School  
Historic Preservation  
Historical Bureau  
Homemakers Home + Health Care Services  
Hospitals (Accreditation)  
Hospital Cost Containment  
Housing Development  
Housing Coalition, Indiana 1975  
HUD Project  
HUD Experimental Housing Project S-Bend  
Human Relations Commission  
Human Services Institute  
Indiana Committee for Humanities  
Indiana Academy of Science + Technology  
Indianapolis Bus Company  
Indianapolis Sewer Project  
Institutional Teachers (Department of Mental Health)  
Inheritance Tax 1974 Legislation)  
Intergovernmental Relations  
Judges  
Justice Department

Box 4

Klanenberg, John  
Lake County Children's Home  
ISTA  
Internal Revenue Service Inc.  
Invitations  
Judicial Study Commission  
Kewanna High School  
Laporte Co. Therapy Center dis.  
Learning Disabilities, Children with  
Greater Indianapolis Progress Committee



Governor's Office 1973-1978  
Executive Assistant  
Rizzo's Subject files A-G

1. RIZZO'S SUBJECT FILES A-G

Box 4 (continued)

Legislative Council General Information  
Legislative Procedure  
Legislation 1975  
Legislation 1976  
National Legislative Conference  
Legislatures, Other  
L. E. A. A. (provide accuracy + privacy to criminal records etc.)  
Legislative Council-General  
Legal Education, Continuing  
Labor Relations  
Lobbyists  
Libraries  
Lifelong Learning Project (report to Congress)  
Lite Breeze-Water Pollution  
Lilly's, Eli, MAC Regulations  
Local Government Finance  
Management, Indiana Public  
MAC, Lilly's  
E. P. A. Marion Co. Trans. Plan  
Mal Practice Legislation

Box 5

Med. Malpractice HEA 1460  
Manpower Planning, Office of  
Marijuana  
Murphy, Charles Michael (Alias Smith)  
Memos  
Mining, Strip  
Miscellaneous 1974  
Midwestern Governors' Conference  
Monroe Co. Schools  
Motorcycles  
Multiply Handicapped  
Newsletters Congressmen  
News Media  
News Releases  
No-Fault Insurance  
North Lawrence Schools  
Nurses Association  
Nursing Home Ass., Indiana  
Nursing Home Statement  
Obscenity  
Open Door Law-SEA 83-1977  
Optimist International  
OSHA  
Penn Central  
Pensions: Police & Firemen's  
Pensions Study  
Phosphates  
Physicians, Licensing of  
Task Force on Position: Classification & Salary

Governor's Office 1973-1978  
Executive Assistant  
Rizzo's Subject Files, A-G

1. RIZZO'S SUBJECT FILES, A-G

Box 5 (continued)

Primary Winners 1974  
Prisons  
Probate  
Proclamations (funny)  
Project Head Start  
Project 21  
Public ✦ Enviromental Affairs of School  
P. L. 95 1 thru 12 u. S 95 Congress  
Public Appearance Reports  
Public Defender Council  
PL 254 - Public Employee Bargaining  
Public Service Training, Indiana Academy for  
Rape 1974  
Rail Reorganization  
REMC  
Reapportionment  
Reassessment 1976  
Recommendations  
Religion  
Retarded Children  
Retarded Citizens, Indiana Ass. For  
Retired Federal Employees NARFE  
Retirement Study  
Revenue Sharing  
Rights of Children  
Right to Life Committee  
Rural Development  
School Collective Bargaining Board  
Science Technology, Indiana Council on  
Science And Society, Indiana Academy of Science  
Security  
Sellers, Semett  
Sensey, Dr.  
Snyder, Leon  
Senior Citizens 1974  
Social Justice Poetry  
Social Security  
Social Services

Governor's Office 1973-1978  
Executive Assistant  
Rizzo's Subject Files, A-G

1. RIZZO'S SUBJECT FILES, A-G

Box 6

State Government News (Council of State Governor)  
Special Education Cooperative, Northwest Indiana  
Staff  
State Fairgrounds Memorial Study Committee  
Steel, U. S. Corporation  
Sunset Law  
Sunday Liquor  
Schmidt, Dorothy M. H  
Tax, Indiana Local Option Income  
Tax Package, 1973  
Tax Program Property  
Tax Information  
Tax  
Tax Sales  
Teachers' Fund, Retired  
Teachers' Negotiation Board  
Teachers  
Teachers-Indiana Federation of  
Telecommunications  
Teletalk  
Theatres  
Trauma Society, American  
Tort Claim, (Soc. Immunity)  
T. V. Documents  
Traffic Safety  
Transportation  
Transportation, Department of  
Township Trustee's, All  
Tsimouris, Antonios, D.  
Uniform Laws  
Urban League  
Veterans Administration  
Violence  
Vocational Education, Governor's Conference of  
Washington Liaison  
Water Pollution  
Women  
Whitcomb  
Workshop: I. U.

Bryan Bosworth (replaces Rizzo)  
Education Comm. of the States 1977-79

1. EDUCATION COMMITTEE OF THE STATES 1977-79

Box 1

- Education Committee of States (2 folders)
- Education comm. of States: Policy issues + alternatives 1977
- Education Comm. of States: Policy recomm. correction education project 1977
- E. C. S. Nominating Comm. Meeting 1977
- E. C. S. State Postsecondary Education, Profiles Handbook
- E. C. S. 1979 Spring steering committee, agenda
- E. C. S. 1978
- E. C. S. Correspondence-out over Govs. signature
- E. C. S. Correspondence out over Ray's signature
- E. C. S. 1977
- E. C. S. Annual meeting 1978 in INDY.
- E. C. S. Priorities Comm.
- E. C. S. State Policy + Private Higher Education + Task Force

B. Busworth

Student Trustees Files 1974-79

1. STUDENT TRUSTEES FILES 1974-79

Box 1

Student Trustees 1974-79  
Student Trustees  
Student Trustees  
Ball State University  
Ball State University  
Ball State University 1979  
State University, Indiana  
State University, Indiana  
State University, Indiana  
Indiana University (3 folders)  
Purdue University (3 folders)  
Vincennes University

## Legislative Files

### 1. LEGISLATIVE FILES

#### Box 1

H. B.	1001
H. B.	1002
H. B.	1003
H. B.	1004
H. B.	1006
H. B.	1008
H. B.	1015
H. B.	1016
H. B.	1017
H. B.	1030
H. B.	1050
H. B.	1057
H. B.	1059
H. B.	1060
H. B.	1061
H. B.	1069
H. B.	1072
H. B.	1074
H. B.	1075
H. B.	1081
H. B.	1101
H. B.	1104
H. B.	1106
H. B.	1109
H. B.	1110
H. B.	1123
H. B.	1143
H. B.	1146
H. B.	1167
H. B.	1168
H. B.	1183
H. B.	1188
H. B.	1192
H. B.	1194
H. B.	1200
H. B.	1205
H. B.	1209
H. B.	1216
H. B.	1222
H. B.	1236
H. B.	1245
H. B.	1272
H. B.	1277
H. B.	1291
H. B.	1296
H. B.	1297
H. B.	1300
H. B.	1301
H. B.	1302
H. B.	1312

## Legislative Files

### 1. LEGISLATIVE FILES

#### Box 1 (continued)

H. B.	1315
H. B.	1320
H. B.	1337
H. B.	1339
H. B.	1340
H. B.	1347
H. B.	1350
H. B.	1364
H. B.	1367
H. B.	1372
H. B.	1386
H. B.	1393
H. B.	1400
H. B.	1407
H. B.	1414
H. B.	1418
H. B.	1423
H. B.	1424
H. B.	1428
H. B.	1431
H. B.	1434
H. B.	1435
H. B.	1438
H. B.	1447
H. B.	1448
H. B.	1449
H. B.	1452

## Legislative Files

### 1. LEGISLATIVE FILES

#### Box 2

H. B.	1459
H. B.	1460
H. B.	1461
H. B.	1466
H. B.	1469
H. B.	1472
H. B.	1479
H. B.	1482
H. B.	1486
H. B.	1487
H. B.	1490
H. B.	1493
H. B.	1498
H. B.	1511
H. B.	1513
H. B.	1514
H. B.	1516
H. B.	1518
H. B.	1521
H. B.	1530
H. B.	1547
H. B.	1551
H. B.	1556
H. B.	1560
H. B.	1561
H. B.	1562
H. B.	1566
H. B.	1574
H. B.	1577
H. B.	1582
H. B.	1585
H. B.	1589
H. B.	1591
H. B.	1596
H. B.	1611
H. B.	1613
H. B.	1620
H. B.	1635
H. B.	1642
H. B.	1654
H. B.	1656
H. B.	1672
H. B.	1681
H. B.	1682
H. B.	1683
H. B.	1689
H. B.	1696
H. B.	1706
H. B.	1711
H. B.	1715



## Legislative Files

### 1. LEGISLATIVE FILES

#### Box 2

H. B.	1719
H. B.	1722
H. B.	1736
H. B.	1737
H. B.	1743
H. B.	1744
H. B.	1752
H. B.	1756
H. B.	1758
H. B.	1763
H. B.	1768
H. B.	1769
H. B.	1770
H. B.	1776
H. B.	1788
H. B.	1801
H. B.	1808
H. B.	1813
H. B.	1815
H. B.	1816
H. B.	1817
H. B.	1821
H. B.	1823
H. B.	1824
H. B.	1830
H. B.	1845
H. B.	1847
H. B.	1852
H. B.	1874
H. B.	1881
H. B.	1893
H. B.	1900
H. B.	1901
H. B.	1906
H. B.	1925
H. B.	1928

## Legislative Files

### 1. LEGISLATIVE FILES

#### Box 3

H. B.	1933	S. B.	328
H. B.	1939	S. B.	361
H. B.	1940	S. B.	393
H. B.	1959		
H. B.	1977		
H. B.	1989		
H. B.	1996		
H. B.	1997		
H. B.	2005		
H. B.	2026		
H. B.	2028		
H. B.	2035		
H. B.	2044		
H. B.	2045		
H. B.	2049		
H. B.	2050		
H. B.	2070		
H. B.	2071		
H. B.	2075		
H. B.	2078		
H. B.	2081		
H. B.	2085		
H. B.	2099		
H. B.	2107		
H. B.	2117		
H. B.	2118		
H. B.	2119		
H. B.	2121		
H. B.	2134		
H. B.	2142		

#### Vetoed Bills (same box)

H. B.	1849
H. B.	1010
H. B.	1019
H. B.	1071
H. B.	1225
H. B.	1310
H. B.	1483
H. B.	1617
H. B.	1699
H. B.	1712
H. B.	1762
H. B.	1924
H. B.	1968
H. B.	2102

#### Senate Bills (same box)

S. B.	162
S. B.	303

# Legislative Files

## 1. LEGISLATIVE FILES

### Box 3 (continued) Senate Bills

SEJR	8
S. B.	12
S. B.	19
S. B.	22
S. B.	31
S. B.	35
S. B.	39
S. B.	42
S. B.	47
S. B.	49
S. B.	50
S. B.	51
S. B.	52
S. B.	53
S. B.	55
S. B.	56
S. B.	59
S. B.	60
S. B.	62
S. B.	67
S. B.	68
S. B.	79
S. B.	81
S. B.	82
S. B.	84

### Box 4

S. B.	86
S. B.	87
S. B.	88
S. B.	97
S. B.	104
S. B.	110
S. B.	117
S. B.	118
S. B.	149
S. B.	153
S. B.	156
S. B.	160
S. B.	165
S. B.	168
S. B.	169
S. B.	174
S. B.	197
S. B.	198
S. B.	212
S. B.	214
S. B.	215
S. B.	218
S. B.	231
S. B.	232
S. B.	233
S. B.	234

# Legislative Files

## 1. LEGISLATIVE FILES

### Box 4 (continued)

S. B.	237	S. B.	371
S. B.	238	S. B.	378
S. B.	242	S. B.	383
S. B.	243	S. B.	391
S. B.	246	S. B.	394
S. B.	247	S. B.	395
S. B.	252	S. B.	407
S. B.	254	S. B.	411
S. B.	260	S. B.	418
S. B.	263	S. B.	428
S. B.	264	S. B.	429
S. B.	265	S. B.	439
S. B.	269	S. B.	440
S. B.	271	S. B.	442
S. B.	279	S. B.	443
S. B.	281	S. B.	445
S. B.	286	S. B.	448
S. B.	287	S. B.	455
S. B.	292	S. B.	457
S. B.	293	S. B.	463
S. B.	300	S. B.	464
S. B.	302	S. B.	466
S. B.	305	S. B.	469
S. B.	307	S. B.	470
S. B.	308	S. B.	471
S. B.	309	S. B.	474
S. B.	319	S. B.	477
S. B.	323	S. B.	478
S. B.	329	S. B.	480
S. B.	330	S. B.	484
S. B.	341	S. B.	485
S. B.	343	S. B.	513
S. B.	345	S. B.	529
S. B.	352	S. B.	534
S. B.	356	S. B.	535
S. B.	357		
S. B.	359		
S. B.	360		