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University of Oklahoma Archives
Record Group 44: Extension Division

Overview of Series in Record Group 44

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- 44/05: School and Community Services
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History of the Extension Division

Information obtained from Grace Jackson Penney, *A History of the Extension Division of the University of Oklahoma, 1892-1952*

- 1904 Beginning of Committees in University Extension, no financial support; Bulletins published by Lecture Bureau.
- 1910 Committee's work given in President's Biennial Report
- 1913 Extension Work financed with Dr. Joseph W. Scroggs and Dr. Angelo C. Scott, co-directors.

Mission: "...is an attempt to bring the university to those who cannot go to it. Its aim is to carry the university to every neighborhood and to every home in the state."

Six Departments:

Under Scroggs:

Public Discussion and Debate: developing public speakers, securing efficient and vital discussion of public questions, and adding interest to social life.

Correspondence Study

Public Information and Welfare: various bureaus carried on as at the University of Wisconsin

Under Scott:

Extension Lectures

Extension Classes
High School Debating

1923 Appropriations cut off, but funds secured and Scroggs continued as director

1926 Dr. Paul L. Vogt succeeded Scroggs; later became dean.

Seven Departments:

Extension Classes including Post-Graduate Medical Study
Correspondence Study
University Extension Publications
Education Co-operation
Public Information
Community Institutes
Town and Country Services: including Oklahoma High School Debating League,
State Extemporaneous Speaking League, Bureau of Visual Education, Extension
Radio Service, Lecture and Entertainment Service, Public Forms and Community
Singing

1931 Ten Departments:

University Extension Publications
Correspondence Study
Educational Cooperation
University Extension Institutes
Public Information including Package Libraries
Extension Classes
Town and Country Service including Radio, Visual Education, Public Speaking
League, Debating League, Lectures and Entertainments, and Dramatic
Organizations
Business Education Service
Medical and Dental Extension Service
Municipal League including Bureau of Municipal Research and publication
“Oklahoma Municipal Review”

1933 Extension Division reorganized as Division of Public Relations with Henry M.
Armstrong as director. Departments: Correspondence Study, General Community
Service, General Educational Service, Public Information

1936 Name Extension Division restored

1937 Herbert H. Scott became director

Ten Departments:

Correspondence Study
Extension Classes
Lectures and Entertainments

Public Information
Radio Station WNAD
Short Courses and conferences
Special Lectures
High School Public Speaking
Oklahoma Junior College Association
Museum Service
Visual Education

1943-45 Dr. Morris L. Wardell became acting director while Scott was in military.

1946 Scott resigned; Succeeded by R. Boyd Gunning; physical move of Division to North Campus (formerly Naval Air Training Station)

1948-50 Dr. Thurman J. White became acting director; then director; the Dean of Extension

1952 Seven Departments:
Correspondence Study
Educational Materials Services including Audio-Visual Education, Evaluation and Testing, and Public Information
Short Courses and Conferences
Family Life Institute
Radio Station WNAD
Photographic Service Department including Motion Picture Unit
School and Community Services including Adult Education, Adult Study Center, School Services (headed by Dr. Loren N. Brown), Professional Services (headed by R.L. McLean), Business Extension Service, Lecture and Entertainment Service, Oklahoma Speech and Drama, and Oklahoma Science Service

Correspondence Study

1910 Work offered through the School of Teaching (College of Education in 1929)

1913 Scroggs made Director

1917 Margaret June Mitchell became Director

1921 Eula Fullerton made Assistant Director

1932 Louis B. Fritts became Director; Lucy Tandy, Assistant Director

1942 Lucy Tandy became Director.

1944 Opal Wilson became Assistant Director; L.W. Kitchens Assistant Director in charge of high school courses

1948 Christine Virgin made Assistant Director of college work.

1952 Mission: to serve off-campus students by offering courses for college and high school credit.

School and Community Services

1950 Established July 1st under Dr. O.W. Davison, Director

Departments:

Adult Education Dr. Oscar W. Davison
Business Extension Services Franklin Williams and Marion Phillips
Adult Study Center, Oklahoma City; John F. Malone
Interscholastic Meets, Bette Yarger
Oklahoma Interscholastic Press Association, W.J. Bell
High School Science Service (renamed Oklahoma Science Service), James G. Harlow
Lecture and Entertainment Service, Brunette Shanklin
Interscholastic Speech Activities (renamed Oklahoma Speech and Drama Services), Carroll Pope

Lecture and Entertainment Service

Directors:

1913-23	Dr. Angelo C. Scott
1923-26	Henry M. Armstrong
1926-37	Ted M. Beaird
1937-40	Herbert H. Scott
1940-42	John F. Malone
1942-46	Charlotte Shepherd
1946-48	George M. Walton
1948	Clee Fitzgerald
1948-	Brunette Shanklin

Business Extension Services

1927 Established
1930 Headquarters established in Tulsa
1933 Department discontinued and not re-established in 1936
1950 Business Extension Service established in cooperation with College of Business Administration

Directors:

1927-33	John M. Watters
1950-	Franklin Williams

Oklahoma Science Service

1948 High School Science Service began under James G. Harlow
1952 Became Oklahoma Science Service

Mission: "to discover and foster the development of scientifically talented young people, to strengthen scientific educational programs..., and to develop and improve University program for the education of prospective and in-service science teachers in the public schools."

Oklahoma Interscholastic Press Association

1916 Founded by H.H. Herbert, professor of Journalism
1948 Jointly sponsored by Extension Division and Journalism

Oklahoma Speech and Drama Service

1913 Grew out of duties of working with debating groups in the department of Public Information and Welfare

Interscholastic Meets

1905 Began this relationship with high schools
1948 Extension Division assumed its direction.

Adult Education (Extension Classes)

1913 Began under direction of Dr. Angelo C. Scott
1916 Reorganized and under direction of A.C. Parsons
1922 Charles E. Benson, director of Extension Classes
1923 Margaret J. Mitchell Director of classes as well as Correspondence Study
1945 Dr. F.A. Balyeat made head of department of Adult Education
1948 Dr. Oscar W. Davison made Assistant Director
1949 Davison became Director
1950 Department incorporated into School of Community Service

Community Institutions

1920 Established as a function of the University
1933 Function ended

WNAD Radio Stations

1922 On air sponsored by Dr. O.W. Walters; managed and operated by Maurice Prescott; Walters, manager of Sports broadcasting; and Noble L. Hilsmeier, program manager
1924 Prescott succeeded by C.E. Bathe
1927 Ted M. Beaird became program director "Voice of Soonerland"
1932 Walter Emery became program director
1934 Homer R. Heck became program director succeeding Emery
1941 "Indians for Indians" program inaugurated by Don Whistler who died in 1951
1942 Heck succeeded by Virginia Hawk
1944 John W. Dunn action director
1946 Dunn became director

Short Courses and Conferences

1914 Beginning made in the holding of conferences on subjects of public interest
1937 Separate department of Short Courses and conferences organized with Dr. Leonard M. Logan as director.
1940 Dr. R. Boyd Gunning, assistant director of Extension Division was made director of Short Courses
1942 Dr. Thurman J. White was made action director of S&C and of visual education
1943 Dr. William B. Ragan succeeded White as acting director of Short Courses and Visual Education
1945 Gunning returned and made acting director of Extension; John F. Malone became Director of SC and VE

1946 John B. Freeman became Director of Short Courses

Educational Materials Services

1950 Established with William R. Fulton as director

Mission: distribution of AV materials, package printed materials, and tests.

Departments:

Public Information, Extension Specialist – Mary Ila Thurston

Audio-Visual Education, Extension Specialist – John J. Long

Evaluation and Testing, Extension Specialist – Dr. Harvey Hansen

Public Information

1913 Department began

1917 Current Events Study began as well as the preparation of Package Libraries

1942 Leona Giles director

1945 Dr. Harvey C. Hansen, director

Audio-Visual Education

1915 Visual instruction part of Public Information and Welfare activities; Philip G. Phelps – visual instruction lecturer; Louis B. Fritts as assistant

1920 Under PI and W, James W. Shepherd placed in charge of visual education

1926 Placed under Town and Country Service department with Ted M. Beaird as T&CS director

1937 Visual Education got departmental status with R. Boyd Gunning as director

1942 Thurman J. White became director

1946 White resumed his directorship

1948 William R. Fulton became head

Evaluation and Testing

1923 Educational tests became part of Extension activity when James William Shepherd was made Secretary for Rural Service

1933 Abolished

1946 Evaluation and Testing Service established with Harvey C. Hansen as director

1950 Department became part of Educational Materials Services

1951 Hansen succeeded by his son, Don

1952 Hansen succeeded by William R. Brown

Photographic Service Department

1938 Visual Education established a production unit headed by Harold Tacker, photographer

1942 Lloyd Banta succeed Tacker as chief photographer

1943 Eleanor Read replaced Banta

1944 Leonard Good in charge

1945 Tacker returned from military

1946 James H. Bragg succeeded Tacker

1947 Motion Picture Unit established with C. Ned Hockman as producer

Family Life Institute

1938 Activities began under Dr. Alice Sowers; along with the Family Life Radio Forum

Bureau of Extension Research

1951 Established with Dr. William Shanner as director

Information not taken from Penney's thesis:

Extension Division, 1959:

Three Divisions:

- Field Development Services
- Educational materials Services
- General Services

Field Development Services

Five Departments:

- Family Life Institute
- School Services includes Graduate Education, Science, Journalism, and Speech
- Community Service includes Liberal Education, Fine Arts, Discussion Leadership, Public Affairs, and PTA
- Business and Industrial Services includes Supervisory Training, Executive Program, Small Business Management, Petroleum Training, and Safety.
- Special Professional Services includes Health, Law, and Health and Welfare

Educational materials Services

Two Departments:

- Audio-Visual
- Evaluation and Testing

General Services

Six Departments:

- Central Records includes Student, Fiscal, Counselor, Classics
- Educational Broadcasting includes Program, Music, School of the Air, Lecture and Entertainment, Announcers, Engineers
- Conferences and Institutes
- Correspondence Study
- Motion Picture Production
- Post Office

University Archives Record Group 44/00
Extension Division: Publications

Location: 12869

Box 1: Bulletins, 1913-1960

Folder:

- 1 University of Oklahoma Bulletin: Department of Correspondence – Study.
University of Oklahoma Quarterly Bulletin(s):
New Series no. 75, University Extension Series no. 14, September, 1913
- 2 New Series no. 136, University Extension Series no. 33, September, 1917
- 3 New Series no. 206, Extension no. 60, August, 1920
- 4 New Series no. 291, Extension no. 74, December 1, 1922
- 5 New Series no. 295, Extension no. 80, October, 1924
- 6 New Series no. 336, July, 1926
- 7 New Series no. 380, October, 1927
- 8 New Series no. 464, February, 1938
- 9 New Series no. 507, March 1931(3 issues)
- 10 New Series no. 560, December 1932
- 11 New Series no. 335, March 1935 (Division of Public Relations)
- 12 New Series no. 357, February 1936 (Division of Public Relations)
- 13 New Series no. 393, March 1937
- 14 New Series no. 716, November 1937
- 15 New Series no. 750, October 1928
- 16 New Series no. 828, November 1940
- 17 New Series no. 866, High School Courses, February 1942
- 18 New Series no. 956, October, 1946
- 19 New Series no. 984, December 1947
- 20 New Series no. 1040, March 1950
- 21 New Series no. 1072, August 1951
- 22 New Series no. 1119, August, 1953
- 23 New Series no. 1148, October 1954
- 24 New Series no. 1149, November 1954
- 25 New Series no. 1173, November 1955
- 26 New Series no. 1199, November 1956
- 27 New Series no. 1200, November 1956
- 28 New Series no. 1240, April 1955
- 29 New Series no. 1257, December 1958
- 30 High School Courses, New Series no. 1293, April 1960

Location: 12869

Box 2: Bulletins and Announcements, 1914-1977

Folder:

- 1 New Series no. 1319, January 1961
- 2 New Series no. 1370, February 1963
- 3 New Series no. 1393, February 1963
- 4 New Series no. 1416, February 1964

- 5 New Series no. 1456, January 1965
- 6 New Series no. 1434, October 1965
- 6A New Series no. 1439, January 1966
- 7 New Series no. 1456, September 1966
- 8 High School Courses, New Series no. 1462, December, 1966
- 9 High School Courses, New Series no. 1487, August 1, 1967
- 10 New Series no. 1488, August 1967
- 11 New Series no. 1511, August 1968
- 12 New Series no. 1512, High School Courses, August 1968
- 13 New Series no. 1533, July 1969

Independent Studies. University of Oklahoma Bulletin

- 14A New Series no. 1578, May 15, 1971
- 15A New Series no. 1579, June 1, 1971
- 14 New Series no. 1601, May 1972
- 15 New Series no. 1600, High School Courses, April 1972
- 16 New Series no. 1682, July 1973
- Independent Studies Bulletin, Vol. 2, no. 4, November 1977
- 17 How Correspondence – Study in Conducted – no date
- 18 *Correspondence Study for Service Men and Women.* University of Oklahoma Bulletin, New Series no. 902, September 1943
- 19 *Correspondence Study for Service Men and Women.* University of Oklahoma Bulletin, New Series no. 908, March 1944

- 20 *Extension Division Announcing Evening Classes.* University of Oklahoma Bulletin, New Series no. 554, September 1932
Extension Division University Class Held in Oklahoma City, University of Oklahoma Bulletin, New Series no.556, October 1932
Extension Division University Classes Held in Oklahoma City. University of Oklahoma Bulletin, New Series no. 563, January 1933
- 21 *University and Normal School Extension.* University of Oklahoma Bulletin, New Series no. 85, September 1914
- 22 *Announcement of Extension Classes,* University of Oklahoma Bulletin, New Series no. 133, September 1917
- 23 *Extension Classes in Norman.* University of Oklahoma Bulletin, New Series no. 538, March 1932
- 24 Extension Classes, University of Oklahoma, offered in Oklahoma City, 1st Semester of 1927-1928 (1 brochure)
- 25 *Extension Division, University of Oklahoma, Announcing Evening Classes at Oklahoma City Center.* University of Oklahoma Bulletin, New Series no. 515, May 1931
- 26 *University Classes Held in Oklahoma City.* University of Oklahoma Bulletin, New Series no. 529, January 1932
- 27 *Extension Division Announcing Late Afternoon and Evening Classes at Oklahoma City Center.* University of Oklahoma Bulletin, New Series no. 535, February 1932

- 28 *Extension Division, University of Oklahoma Announcing Evening Classes, Tulsa, Ponca City, Bartlesville and Other Centers.* University of Oklahoma Bulletin, New Series no. 405, University Extension no. 100, 1928
- 29 *Extension Division, University of Oklahoma Announcing Evening Classes in the Tulsa Center Extension Field.* University of Oklahoma Bulletin, New Series no. 425, Extension Series no. 111, Study Series no. 34, January 1929
- 30 *Extension Division Announcing Evening Classes in Tulsa.* University of Oklahoma Bulletin, New Series no. 532, January 1932
- 31 *Extension Division Announcing Evening Classes in Tulsa.* University of Oklahoma Bulletin, New Series no. 562, January 1933
- 32 *Correspondence Courses by University of Oklahoma through Work Projects Administration, September 1940*
- 33 "A List of Correspondence Courses for College and High School Credit," 1945? (3 pamphlets)
- 34 List of College Courses offered through Correspondence Study by the University of Oklahoma Extension Division. No date.
- 35 Lessons for Correspondence Instruction on *The American Road* by James Irwin Tucker, 1916
- 36 *The Department of Latin, Service to High Schools and Teachers of Latin.* University of Oklahoma Bulletin, Volume 1, no. 1, January 1926

Location: 12869

Box 3: Educational Materials Services Department Publications, 1915-1954

Folder:

Department of Audio-Visual Education Publications:

- 1 *Visual Instruction.* University of Oklahoma Quarterly Bulletin, New Series no. 96, University Extension Series no. 25, September 1915
- 2 *University of Oklahoma Film and Slide Service.* University of Oklahoma Bulletin, New Series no. 296, Extension no. 81, October 1924
- 3 *Visual Aid Catalog Issue.* University of Oklahoma Bulletin, New Series no. 477, May 1930
- 4 *Visual Aid Catalog Issues.* University of Oklahoma Bulletin, New Series no. 648, July 1935

Visual Education, University of Oklahoma Bulletin:

- 5 New Series no. 709, July, 1937
- 6 New Series no. 720, January 1938
- 7 New Series no. 753, October 1938
- 8 New Series no. 817, July 1940
- 9 New Series no. 877, August 1942
- 10 New Series no. 904, November 1943
- 11 New Series no. 933, September 1945
- 12 New Series no. 992, April 1948
- 13 New Series no. 1018, May 1949
- 14 New Series no. 1062, March 1951
- 15 New Series no. 1103, December 1952

- 16 New Series no. 1138, May 1954
- 17 New Series no. 1161, May 1954

Location: 12869-12870

Box 4: Bulletins, 1929-1959

Folder:

- 1 Film Catalog Supplement, New Series no. 1174, November 1955
- 2 New Series no. 1182, March 1956
- 3 Film Catalog, New Series no. 1232, January 1958
- 4 Film Catalog, New Series no. 1254, November 1958
- 5 New Series no. 1274, July 1959

Department of Audio-Visual Education

- 6 "16mm Films/Moving Pictures in Education," list published as a supplement to the Bureau of Visual Education Catalog, April 1937
- 7 "Visual Aids for History," a mimeographed classified list of visual aids available for borrowing at the University of Oklahoma, September 1937
- 8 "Films for Victory," mimeographed list, December 7, 1943
- 9 "Audio-Visual Equipment and Materials for Use on the Campus," mimeographed pamphlet, 1950-1951
 "Summer Audio-Visual News," June 1, 1950 (mimeographed)
 "Audio-Visual Education Equipment and Materials for Use on the Campus," no date given (2 mimeographed copies)
- 10 Audio-Visual Education, subject lists of films, no date given
- 11 "List of Illustrated Lectures and Stereopticon Slides," no date
- 12 "Filmstrips and Sound Filmstrips for Campus Use." no date
 "Oklahoma Tapes for Teaching," 1953-54

Report by High Schools of the Oklahoma College Freshman Placement Test – Results.

- University of Oklahoma Bulletin(s):
- 13 New Series no. 427, Extension Series no. 102, January, 1929
- 14 New Series no. 463, Fall, 1929
- 15 New Series no. 491, November, 1930
- 16 New Series no. 537, March, 1932
- 17 New Series no. 565, February, 1933
- 18 Issue for the Evaluation and Testing Service, New Series no. 101, September, 1948
- 19 Issue for the Evaluation and Testing Service, New Series no. 1034, January, 1950
- 20 Issue for the Evaluation and Testing Department, New Series no. 1102, November, 1952
- 21 Issue for the Evaluation and Testing Department, New Series no.1151, December, 1954
- 22 Memo; Departmental Name Change to "Educational, Training, Evaluation, Assessment, and Measurement," 8-16-99

Location: 12870

Box 5: Educational Materials Services Department Publications, 1914-1952

Folders:

General Announcements

1. "Announcement of the Department of Public Information." University of Oklahoma Bulletin, New Series No. 315, Extension Series No. 89, August 1925
2. "Announcement of the Department of Public Information." University of Oklahoma Bulletin, New Series No. 455, Extension No. 105, November 1929
3. "Supplemental Announcement of the Department of Public Information." University of Oklahoma Bulletin, New Series No. 394, Extension No. 98, May 3, 1928
4. "Issue for the Department of Public Information." University of Oklahoma Bulletin, New Series No. 980, October 1947
5. "Issue for the Department of Public Information." University of Oklahoma Bulletin, New Series No. 1104, December 1952
"Department of Public Information and Welfare"
6. "Issue for the Department of Public Information." University of Oklahoma Bulletin, New Series No. 1145, September 1954
7. "Community Institutes." University of Oklahoma Bulletin, New Series No. 215, Extension No. 62, May 1921
"Community Institutes." University of Oklahoma Bulletin, New Series No. 233, Extension No. 69, February 1922
8. "The Current Events Study Contest." University of Oklahoma Bulletin, New Series No. 135, Extension Series No. 32, September 1917
9. "Current Events Study." University of Oklahoma Bulletin, New Series No. 139, Extension Series No. 35, November 1, 1917
10. "Current Events Study." University of Oklahoma Bulletin, New Series No. 142, Extension Series No. 36, December 15, 1917
11. "Current Events Study." University of Oklahoma Bulletin, New Series No. 148, Extension Series No. 38, February 1, 1918

Monographs

12. "Municipal Affairs." Bulletin of University of Oklahoma, New Series No. 83, Extension No. 19, June 1914
13. "The Preferential Ballet." Bulletin of University of Oklahoma, New Series No. 85, Extension No. 20, September 1914
14. "Workmen's Compensation." Bulletin of University of Oklahoma, New Series No. 95, Extension No. 24, June 1915
15. "Report of the Ten Conference at the University of Oklahoma." University of Oklahoma Bulletin, New Series No. 93, Extension No. 23, June 1915
16. "Studies on the Great War." University of Oklahoma Bulletin, New Series No. 185, Extension No. 53, September 1, 1919
17. "Universal Military Training." University of Oklahoma Bulletin, New Series No. 186, Extension No. 54, October 15, 1919
18. "Selling Munitions of War." University of Oklahoma Bulletin, New Series No. 101, Extension No. 26, December 1915

19. "Municipal Affairs." University of Oklahoma Bulletin, New Series No. 108, Extension No. 27, June 1916
20. "Living in Oklahoma." University of Oklahoma Bulletin, New Series No. 174, Extension No. 51, August 15, 1919
21. "Some Simpler Spellings." University of Oklahoma Bulletin, New Series No. 225, Extension No. 63, October 1, 1921
22. "Community Extension." University of Oklahoma Bulletin, New Series No. 229, Extension No. 67, December 1921

Location: 12870

Box 6: Short Courses and Conferences Publications, 1937-1951

Folders:

1. "Home and Community Short Courses Issue." University of Oklahoma Bulletin, New Series No. 740, May 1938
2. "Home and community Short Courses Issue." University of Oklahoma Bulletin, New Series No. 768, February 1939
3. "Home and Community Short Courses." University of Oklahoma, June 12-16, 1939
4. "Drug Merchandising Short Course" Program. January 17-18-19-20-21, 1938
5. "The Symphony Training Center and High School Orchestra Directors Short Course." University of Oklahoma Bulletin, New Series No. 728, February 1939 (3 issues)
6. Program of the Oklahoma Institute of International Relations, June 9-18, 1938
7. Program of the Oklahoma Institute of International Relations, June 12-13, 1939

"Oklahoma Institute of International Relations Issue," University of Oklahoma Bulletins:

8. New Series No. 804, February 1940
9. New Series No. 841, March 1941
10. New Series No. 867, March 1942
11. New Series No. 889, February 1943
12. New Series No. 924, April 1945
13. (no Series No.), June 9-13, 1946
(no Series No.), June 6-11, 1948
(no Series No.), June 12-17, 1949
(no Series No.), June 10-15, 1951
14. "Retail Pharmacist Issue." University of Oklahoma Bulletin, New Series No. 794, October 1939
15. Accident Prevention Training Course. U.S. Office of Education, U.S. Department of Labor, University of Oklahoma Department of Short Courses, April 12-21, 1943.
16. Proceedings of the 1949 "Conference on Airport Management and Operations," held at the Extension Study Center. Sponsored jointly by OU and "Flight Magazine" with the cooperation of the Civil Aeronautics Administration. Proceedings of 1949 Conference, October 1949.
17. Proceedings of the 1950 Conference, October 1950

18. Proceedings of the 1951 Conference, October 1951
19. "The Guidance Institute," December 9-11, 1937 – program. Sponsored by Department of Psychology and University Extension Division.
20. Proceedings of the Second Annual Oklahoma Planning Conference, April 7, 1941

Brochures

21. "Summer Session Short Course on Professional Writing," June 26-30, 1938
 "Summer Session Short Course on Professional Writing," June 19-21, 1940
 "Summer Session Short Course on Professional Writing," June 23-27, 1941

"Short Course on Professional Writing"

- 1945, 1946
 - 1949
 - 1951, 1952
 - 1955, 1956, 1957
 - 1959
 - 1966, 1967, 1968, 1969, 1970
 - 1972
 - 1974, 1975, 1976, 1977, 1978
 - 1981, 1982
22. County School Superintendents and Consolidated Village School Superintendents and Principals, February 8-12, 1926. Department of Rural Services.

Pamphlets, brochures, and booklets: programs and announcements of short courses and conferences sponsored by the Extension Division.

23. 1914-1948
24. 1949-1962

Location: 12870

Box 7: Lecture Bureau Publications, 1904-1957

Folders:

1. "Announcements, 1904-1905." Lecture Bureau.
2. "Announcements, 1905-1906." Lecture Bureau
3. "Announcements, 1906-1907." Lecture Bureau
4. "Announcements, 1907-1908." Lecture Bureau Bulletin of the State University of Oklahoma, New Series No. 15, September 1907
5. "Announcements, 1908-1909." Lecture Bureau Bulletin of the State University of Oklahoma, New Series No. 24, September 1908
6. "Announcements, 1909-1910." Lecture Bureau Bulletin of the State University of Oklahoma, New Series No. 30, December 1909
7. "Lecture Bureau, 1910-1911." Lecture Bureau Bulletin of the State University of Oklahoma, New Series No. 41, December 1910
8. "Lecture Bureau, 1911-1912." Lecture Bureau Bulletin of the State University of Oklahoma, New Series No.52, December 1911

9. "Lecture Bureau, 1912-1913." University of Oklahoma Bulletin, New Series No. 60, December 1912
10. "Lecture Bureau." Undated pamphlets, possibly 1912. The Lecture and Entertainment Bureau continues under the Division of Public Relations.
11. "Lecture and Entertainment Bureau." University of Oklahoma Bulletin, New Series No. 619, October 25, 1934
12. "Lecture and Entertainment Bureau." University of Oklahoma Bulletin, New Series No. 636, March 30, 1935
13. "Lecture and Entertainment Bureau." University of Oklahoma Bulletin, New Series No. 674, June 15, 1936
14. "Lecture and Entertainment Bureau." University of Oklahoma Bulletin, New Series No. 706, June 1, 1937
15. "Lecture and Entertainment Bureau." University of Oklahoma Bulletin, New Series No. 754, October 25, 1938
16. "Lecture and Entertainment Bureau." University of Oklahoma Bulletin, New Series No. 779, May 15, 1939
17. "Lecture and Entertainment Bureau." University of Oklahoma Bulletin, New Series No. 826, October 7, 1940
18. "Lecture and Entertainment Bureau." University of Oklahoma Bulletin, New Series No. 857, October 6, 1941

Lecture and Entertainment Services

19. "Issue for Lecture and Entertainment Bureau." University of Oklahoma Bulletin, New Series No. 1121, September 1, 1953
20. "Issue for Lecture and Entertainment Bureau." University of Oklahoma Bulletin, New Series No. 1154, January 15, 1955
21. "Issue for Lecture and Entertainment Bureau." University of Oklahoma Bulletin, New Series No. 1180, February 15, 1956
22. "Issue for Lecture and Entertainment Bureau." University of Oklahoma Bulletin, New Series No. 1208, February 15, 1957
23. "Issue for Lecture and Entertainment Bureau." University of Oklahoma Bulletin, New Series No. 1224, October 8, 1957

Location: 12871

Box 7A: Duplicate materials of those in Box 7

Location: 12871

Box 8: Department of Public Discussion and Debate Bulletins, 1913-1925

Folders:

1. "Teachers Pensions." University of Oklahoma Bulletin, New Series No. 115, Extension Series No. 30, January 1917
2. "Extracts and Bibliography on the Income Tax." Oklahoma High School Debating League, University of Oklahoma Bulletin, New Series No. 64, March 1913

3. "The Compulsory Arbitration of Labor Disputes on Public Utilities." University of Oklahoma Bulletin, New Series No. 137, Extension Series No. 34, October 1, 1917
4. "Studies on Great Topics, Part I, the Great War." University of Oklahoma Bulletin, New Series No. 154, Extension Series No.41, May 15, 1918
5. "The City Manager Plan." University of Oklahoma Bulletin, New Series No. 156, Extension Series No. 43, October 15, 1918
6. "Social Problems." University of Oklahoma Bulletin, New Series No. 157, Extension Series No. 44, November 15, 1918
7. "Catalog of Material." University of Oklahoma Bulletin, New Series No. 158, Extension Series No. 44, November 15, 1918
8. "Problems of Personal Development." University of Oklahoma Bulletin, New Series No. 159, Extension Series No. 46, December 1, 1918
9. "Government Price Control." University of Oklahoma Bulletin, New Series No. 204, Extension Series No. 59, July 15, 1920
10. "The Open Shop." University of Oklahoma Bulletin, New Series No. 224, Extension Series No. 64, September 15, 1921
11. "Students' Manual, Public Discussion and Debate." University of Oklahoma Bulletin, New Series No. 307, Extension Series No. 88, April 15, 1925

Location: 12871

Box 9: Department of Public Discussion and Debate Bulletins, 1913-1940

Folders:

1. "Official Debate Handbook: The Chain Store Question." University of Oklahoma Bulletin, New Series No. 470, Extension Series No. 106, March 22, 1930
2. "Official Debate Handbook: Several States Should Enact Legislation Providing for Compulsory Unemployment Insurance." University of Oklahoma Bulletin, Extension Division, Undated.
3. "Official Debate Handbook: At Least One-Half of all State and Local Revenue Should be Derived from Sources Other than Tangible Property." University of Oklahoma Bulletin, Extension Division, 1933-34
4. "Official Debate Handbook: The United States Should Adopt the Essential Features of British Radio Control and Operation." University of Oklahoma Bulletin, 1933-34
5. "Official Debate Handbook: The United States Government Should Adopt the Policy of Equalizing Educational Opportunity Throughout the Nation by Means of Annual Grants to the Several States for Public Elementary Secondary Education," University of Oklahoma Bulletin, 1934-1935 (2 issues).
"Debate: That the Federal Government Should Adopt the Policy of Equalizing Educational Opportunity..." November 14, 1934. Radio broadcast published in cooperation with the National University Extension Association Debate Committee by the University of Oklahoma Press.
6. "Official Debate Handbook: That All Electric Utilities Should be Governmentally Owned and Operated." University of Oklahoma Bulletin, 1936
7. "Official Debate Handbook: That the United States Should Establish an Alliance with Great Britain," University of Oklahoma Bulletin, 1938-1939.

- “Debate: That the United States Should Establish an Alliance with Great Britain,” 1938. Radio broadcast published in cooperation with the National University Extension Association Debate Committee by the University of Oklahoma Press.
8. “Debate Institute Issue.” University of Oklahoma Bulletin, New Series No. 778, May 8, 1939
 9. “Official Debate Handbook: That the Federal Government Should Own and Operate the Railroads.” University of Oklahoma Bulletin, 1939-1940
 10. “Public Discussion and Debate.” University of Oklahoma Bulletin, New Series No. 73, Extension Series No. 12, September 1913 (4 issues – 2 of these bulletins have an incorrect date, 1914, on the cover)
 11. “The Initiative and Referendum.” University of Oklahoma Bulletin, New Series No. 74, Extension Series No. 13, September 1913
 12. “Unicameral Legislatures.” University of Oklahoma Bulletin, New Series No. 77, Extension Series No. 15, December 1913
 13. “Guaranty of Bank Deposits.” University of Oklahoma Bulletin, New Series No. 78, Extension Series No. 16, December 1913
 14. “Women’s Suffrage.” University of Oklahoma Bulletin, New Series No. 80, Extension Series No. 17, March 1914
 15. “Debate: That the Several States Should Adopt a Unicameral System of Legislation,” December 4, 1937. Published in cooperation with the National University Extension Association Debate Committee by the University of Oklahoma Press.
- “Debate: That the Power of the Federal Government Should Be Increased,” November 22, 1940. Published in cooperation with the National University Extension Association Debate Committee by the University of Oklahoma Press.

Location: 12871

Box 10: Department of Public Discussion and Debate Bulletins, 1914-1936

Folders:

1. “Consolidation of Rural Schools.” University of Oklahoma Bulletin, New Series No. 83, Extension Series No. 18, March 1914
2. “The Government Ownership of Railroads.” University of Oklahoma Bulletin, New Series No. 86, Extension Series No. 21, September 1914
3. “The Single Tax.” University of Oklahoma Bulletin, New Series No. 89, Extension Series No. 22, March 1915
4. “Government Price Control.” University of Oklahoma Bulletin, New Series No. 204, Extension Series No. 59, July 1920
5. “Monroe Doctrine.” University of Oklahoma Bulletin, New Series No. 111, Extension Series No. 28, October 1916
6. “Restriction of Immigration.” University of Oklahoma Bulletin, New Series No. 250, Extension Series No. 73, November 1922
- 6A. “The Independence of the Philippines.” University of Oklahoma Bulletin, New Series No. 274, Extension Series No. 78, November 15, 1923
7. “The Child Labor Amendment.” University of Oklahoma Bulletin, New Series No. 298, Extension Series No. 83, November 15, 1924 (2nd)

8. "Students' Manual, Public Discussion and Debate." University of Oklahoma Bulletin, New Series No. 307, Extension Series No. 88, April 15, 1925 (2nd)
9. "Cancellation of the Inter-Allied Debts." University of Oklahoma Bulletin, New Series No. 321, Extension Series No. 90, December 15, 1925
10. "Capital Punishment." University of Oklahoma Bulletin, New Series No. 345, Extension Series No. 94, November 15, 1926
11. "A Federal Department of Education." University of Oklahoma Bulletin, New Series No. 369, Extension Series No. 87, May 28, 1927
12. "Woman Suffrage." University of Oklahoma Bulletin, New Series No. 153, Extension Series No. 40, April 15, 1918
13. "The League of Nations." University of Oklahoma Bulletin, New Series No. 168, Extension Series No. 49, May 1, 1919
14. "Points on Public Discussion and Debate." (no date)
15. "Government Ownership." (Supplementary to No. 21) University of Oklahoma Bulletin, New Series No. 160, Extension Series No. 47, December 15, 1918

Oklahoma High School Debate League and High School Other Public Speaking Leagues

16. "The Constitution of the Oklahoma High School Debate League," no date.
17. "The Constitution of the Oklahoma High School Debate League," ca. 1919
18. "Constitution and By-Laws of the Oklahoma High School Debate League...." University of Oklahoma Bulletin, New Series No. 478, Extension Series No. 110, May 17, 1930
19. "Constitution and By-Laws of the Oklahoma High School Debate League...." University of Oklahoma Bulletin, New Series No. 509, April 11, 1931
20. "Constitution and By-Laws of the Oklahoma High School Debate League...." University of Oklahoma Bulletin, New Series No. 551, June 15, 1932
21. "Constitution of the Oklahoma High School Public Speaking League." University of Oklahoma Bulletin, New Series No. 577, April 29, 1933
22. "Constitution of the Oklahoma High School Public Speaking League." University of Oklahoma Bulletin, New Series No. 608, May 19, 1934
23. "Constitution of the Oklahoma High School Public Speaking League." University of Oklahoma Bulletin, New Series No. 640, April 27, 1935
24. "Constitution of the Oklahoma High School Public Speaking League." University of Oklahoma Bulletin, New Series No. 679, September 1, 1936

Location: 12872

Box 11: Oklahoma Speech and Drama Services Publications, 1916-1952

Folders:

1. Program containing the Schedule of Events, Constitution of the Oklahoma High School Speech League, and the Rules and Regulations of the Oklahoma High School Speech League – for the State Speech Tournament and Drama Festival, April 21-23, 1952.

Oklahoma Municipal League / Oklahoma Municipalities, 1916-1925

2. "Proceedings of the Third Annual Convention." New Series No. 114, Extension Series No. 29, December 15, 1916.

3. "Municipalities." New Series No. 127, Extension Series No. 31, July 1, 1917. (Vol. 1, No. 1, May 1917)
4. "Municipalities." New Series No. 145, Extension Series No. 37, January 15, 1918. (Vol. 2, No. 1, February 1918)
5. "Municipalities." New Series No. 151, Extension Series No. 39, April 1, 1918. (Vol. 2, No. 2, April 1918)
6. "Municipalities." New Series No. 155, Extension Series No. 42, November 1, 1918. (Vol. 2, No. 3, November 1918)
7. "Municipalities." New Series No. 165, Extension Series No. 48, March 15, 1919. (Vol. 4, No. 1, March 1920)
8. "Municipalities." New Series No. 169, Extension Series No. 50, May 15, 1919. (Vol. 3, No. 2, May 1919)
9. "Municipalities." New Series No. 184, Extension Series No. 52, October 1, 1919. (Vol. 3, No. 3, October 1919)
10. "Municipalities." New Series No. 194, Extension Series No. 56, March 1, 1920. (Vol. 4, No. 1, March 1920)
11. "Municipalities." New Series No. 200, Extension Series No. 58, May 15, 1920. (Vol. 4, No. 2, January 1920; Proceedings of the 7th Annual Convention)
12. "Municipalities." New Series No. 226, Extension Series No. 66, October 15, 1921. (Vol. 5, No. 1, April 1921)
13. "Municipalities." New Series No. 232, Extension Series No. 68, February 1, 1922. (Proceedings of the 8th Annual Convention)
14. "Municipalities." New Series No. 280, Extension Series No. 79, February 15, 1924. (Proceedings of the 10th Annual Convention)
15. "Municipalities." New Series No. 302, February 15, 1924 (Proceedings of the 10th Annual Convention)
16. "Some Problems in Oklahoma Finance." New Series No. 297, Extension Series No. 82, November 1, 1924.

Location: 12872

Box 12: Bulletins and Programs, 1919-1952

Folders:

Package Library Bulletins, 1919-1944

1. "Catalog of Package Libraries." University of Oklahoma Bulletins, New Series No. 188, Extension Series No. 55, November 1919
2. "Package Libraries, Plays and Readings." University of Oklahoma Bulletins, New Series No. 197, Extension Series No. 57, April 1920
3. "Package Libraries, Plays and Readings." University of Oklahoma Bulletins, New Series No. 248, Extension Series No. 71, October 1922
4. "A List of Package Library Material." University of Oklahoma Bulletins, New Series No. 484, Extension Series No. 111, July 1930
5. "A List of Package Library Material." University of Oklahoma Bulletins, New Series No. 527, November 1931
6. "A List of Package Library Material." University of Oklahoma Bulletins, New Series No. 581, May 1933

7. "A List of Package Library Material." University of Oklahoma Bulletins, New Series No. 622, December 1934
8. "A List of Package Library Material." University of Oklahoma Bulletins, New Series No. 642, May 1935
9. "A List of Package Library Material." University of Oklahoma Bulletins, New Series No. 671, May 1936
10. "A List of Package Library Material." University of Oklahoma Bulletins, New Series No. 710, August 1937
11. "Package Library Issue." University of Oklahoma Bulletins, New Series No. 783, June 1939
12. "Package Library Issue." University of Oklahoma Bulletins, New Series No. 916, November 1944

Family Life Institute Programs, 1944-1952

13. Listening and Discussion Guides, Family Life Radio Forum: 1946-1947
Listening and Discussion Guides, Family Life Radio Forum: 1947-1948
Listening and Discussion Guides, Family Life Radio Forum: 1948-1949
Listening and Discussion Guides, Family Life Radio Forum: 1949-1950
14. "A Radio Forum Group." A Play in One Act, by Ruth Lemming and Alice Sowers.
Family Life Radio Program pamphlets for 1944-1945, 1948-1949, 1949-1950
Family Life Radio Program leaflets for 1951-1952
15. Numerous pamphlets published by the Family Life Institute on topics dealing with children and the home environment.

Location: 12872

Box 13: Family Life Institute Publications, 1921-1954

Folders:

1. "Report of Oklahoma Family Life Institute." University of Oklahoma, 1938-1941.
2. "Fifteen Years of Service." A report from the Director of the Oklahoma Family Life Institute to the Trustees of the Institute and to the President of the University of Oklahoma, 1954.
3. Pamphlet pertaining to Group Discussion for Chairman of Study Groups, Radio Listening Groups, Program Committees (no date)

Reprint of articles by Alice Sowers, Director of Oklahoma Family Life Institute:

4. "Children do Grow!" Reprinted from *The Christian Home*, 1948
"Parents and Teachers as Partners." Reprinted from *The Christian Home*, 1947
"Teen Town." Reprinted from *Journal of Home Economics*, Vol. 36, No. 5, May 1944.
"What about Last Year's Graduates?" Reprinted from *The Christian Home*, May 1948
"Senior Citizens – A New Frontier." Reprinted from March 1954 issue of *Oklahoma Parent-Teacher*.
"Why Do We Have Delinquents?" Reprinted from September 1952 issue of *Oklahoma Parent-Teacher*.

“Child Protection.” Reprinted from March issue of *Oklahoma Parent-Teacher*.
(year unknown)

5. “Oklahoma Family Life Institute.” May 1, 1945. (3 pamphlets)
6. Miscellaneous pamphlets, Family Life Institute.
7. Community Institute Program, October 31 – November 1, 1921
8. Parent-Teacher Workshop Program, June 27-28, 1945.
9. “Aging in Oklahoma.” October 1961
“Let’s Talk it Over.” Oklahoma Family Life Forum
10. Supplemental Materials, 1951.

Location: 12872

Box 14: WNAD Program Schedules and Bulletins, 1939-1957

Folders:

1. March 1-31, 1945
April 1-30, 1945
May 1-31, 1945
June 1-31, 1945
July 1-31, 1945
October 1-31, 1945
November 1-30, 1945
2. February 1946, New Series No. 939
March 1946, New Series No. 941
April 1946, New Series No. 943
June 1946
July 1946, New Series No. 949
October 1946, New Series No. 955
November 1946, New Series No. 957
3. February 1947, New Series No. 963
June 1947, New Series No. 971
November 1947, New Series No. 981
December 1947, New Series No. 983
4. February 1948, New Series No. 987
March 1948, New Series No. 989
April 1948
June 1948, New Series No. 995
July 1948, New Series No. 997
October 1948, New Series No. 1003
November 1948, New Series No. 1005
December 1948, New Series No. 1007
5. February 1949, New Series No. 1011
March 1949, New Series No. 1013
April 1949, New Series No. 1015
June 1949, New Series No. 1019
July 1949, New Series No. 1021
October 1949, New Series No. 1027

- November 1949, New Series No. 1029
- December 1949, New Series No. 1031
- 6. February 1950, New Series No. 1035
- March 1950, New Series No. 1037
- April 1950, New Series No. 1039
- June 1950, New Series No. 1043
- July 1950, New Series No. 1045
- November 1950, New Series No. 1053
- December 1950, New Series No. 1055
- 7. February 1951, New Series No. 1059
- March 1951, New Series No. 1061
- April 1951, New Series No. 1063
- June 1951, New Series No. 1067
- July 1951, New Series No. 1069
- October 1951, New Series No. 1075
- November 1951, New Series No. 1077
- December 1951, New Series No. 1079
- 8. April 1952, New Series No. 1087
- June 1952, New Series No. 1091
- October 1952, New Series No. 1099
- 9. February 1953, New Series No. 1107
- 10. February 1954, New Series No. 1132
- June 1954, New Series No. 1139
- October 1954, New Series No. 1099
- 11. February 1955, New Series No. 1155

“Issue for Educational Broadcasting,” University of Oklahoma Bulletin

- 12. Fall 1955
- Spring 1956
- Spring 1957
- Summer 1957
- 13. “Radio Program: Station WNAD.” February 1-28 (no year)
- “Radio Program: Station WNAD.” April 5-30 (no year)
- “Radio Program: Station WNAD.” January 6-28 (no year)
- 14. “Education by Radio.” WNAD, Reprint from *Sooner Magazine*, March 1939
- 15. WNAD Music Hall of the Air, schedule for May 1944
- 16. Booklets advertising WNAD and WNAD-FM, 1947-1950 (6 mimeographed booklets)

Broadcasts

- 17. “Doug vs. Harry.” WNAD Broadcast by Percy Buchanan, Institute of Asiatic Affairs, April 23, 1957.
- 18. “Meet Your University.” WNAD Broadcast under the direction of Homer Heck, from an original script by Noel Kaho. Deck Carter, announcer, March 16, 1942.

Location: 12873

Box 15: Publications, 1913-1970

Folders:

1. "Extracts and Bibliographies on the Income Tax." University of Oklahoma Bulletin, New Series No. 64, March 1913
2. "The University Extension." University of Oklahoma Bulletin, New Series No. 72, Extension Series No. 11, September 1913
3. "L'Ordene de Chevaleria; An old French Poem." Roy Temple House. University of Oklahoma Bulletin, New Series No. 162, Extension Series No. 48, February 1, 1919 (2nd)
4. "The League of Nations." A. C. Scott. University of Oklahoma Bulletin, New Series No. 168, Extension Series No. 49, May 1, 1919 (2nd)
5. "Town Government in Oklahoma." Joseph E. McAfee and Maurice Hitchcock Merrill. University of Oklahoma Bulletin, New Series No. 249, Extension Series No. 72, November 1, 1922
6. "Restrictions on Immigration." University of Oklahoma Bulletin, New Series No. 250, Extension Series No. 73, November 15, 1922 (2nd)
7. "A Community House for the Oklahoma Town." University of Oklahoma Bulletin, New Series No. 255, Extension Series No. 75, February 1, 1923
8. "Home and Municipal Beautification in Oklahoma." University of Oklahoma Bulletin, New Series No. 260, Extension Series No. 76, April 1923
9. "A Handbook on Preserving Museum Specimens in the Field." Edward Drane Crabb. University of Oklahoma Bulletin, New Series No. 268, Extension Series No. 77, August 15, 1923
10. "Professional Opportunities for College Trained Men and Women." University of Oklahoma Bulletin, New Series No. 304, Extension Series No. 85, February 15, 1925
11. "Studies on Psychology and Self-Development." H. E. Bennett. University of Oklahoma Bulletin, New Series No. 305a, Extension Series No. 87, March 15, 1925
12. "Cancellation of the Inter-Allied Debts." University of Oklahoma Bulletin, New Series No. 321, Extension Series No. 90, November 15, 1925 (2nd)
13. "Catalogue of Material on: War and the Problems of Peace, General Subjects and Debate." University of Oklahoma Bulletin, New Series No. 158, Extension Series No. 45, January 1919
14. "Problems of Personal Development." Joseph W. Scroggs. University of Oklahoma Bulletin, New Series No. 333, Extension Series No. 93, May 15, 1926
15. "A Handbook on the Teaching of Reading in the First Grade." J. W. Shepherd and Eleanor M. Johnson. University of Oklahoma Bulletin, New Series No. 347, Extension Series No. 95, December 15, 1926
16. "The Organization and Work of the University Extension." University of Oklahoma Bulletin, New Series No. 353, Extension Series No. 96, February 1927
17. "A Federal Department of Education." University of Oklahoma Bulletin, New Series No. 369, Extension Series No. 97, May 28, 1927

18. "Report on Educational Facilities and Needs, Penal and Correctional Institutions, State of Oklahoma." University of Oklahoma Bulletin, New Series No. 497, Extension Series No. 115, January 17, 1931
19. "State-Wide Education Issue." University of Oklahoma Bulletin, New Series No. 755, October 1938
20. "War Information Issue." University of Oklahoma Bulletin, New Series No. 884, November 1942
21. "Education for Every Oklahoman." Published by the University of Norman: 1931

Miscellaneous

22. Magazines and newspaper articles on Oklahoma travel and sights, sent out by this division to citizens of Oklahoma, 1930-1937.
23. "Feeding the Family," by Frances Alison Starin. (No date)
24. "A History of the Extension Division," by Grace Jackson Penney, 1953.
25. "The University of Oklahoma's Adult Part Time Students in the Years Ahead (1957-1970)," by J. E. Burkett
26. "Press Seminar on Atomic Energy" sponsored by the University of Oklahoma and the Oklahoma Press Association- Atomic Energy Commission. December 9-10, 1950.

Location: 12873

Box 16: Publications

Folders:

Miscellaneous (Continued)

1. "The Extension Division, the University Serving the Entire State." (no date)
2. "A Summer in Aztecland." 5th Annual Tours of Mexico under the auspices of the Extension Division. (no date)
3. "Proposal to Establish and Operate the Southwest Alliance for Growth." February 28, 1966.
4. Report of the Oklahoma Survey of Pupils' Achievements in English Composition, 1925-1926
5. Miscellaneous general publications.
6. Scrapbook – no date (ca. late 1940's through early 1950's)

Location: 12873

Box 17: Bulletins, 1921

Folders:

1. "The Financial System of the State of Oklahoma," by F. F. Blachly. University of Oklahoma Bulletin, Bureau of Municipal Research, Extension Division, Studies on Government and Administration No. 3, New Series No. 208, Extension No. 61, January 15, 1921.

Location: 12873

Box 18: Publications, 1926-1962

Folders:

Extension News Letter, 1926-1930

1. Bound, Vol. 1-8, September 1926 – April 25, 1930
2. Vol. 2, No. 8, April 7, 1928
- Vol. 3, No. 1, September 15, 1928
- Vol. 3, No. 3, October 15, 1928
- Vol. 4, No. 5, April 25, 1930

Extension Division News, 1938-1948

3. Vol. 1, No. 1-9, October 10, 1938 – June 1939
4. Vol. 2, No. 1-4, September 1940 – May 1941
- Vol. 2, No. 7-10, March 1940 – June 1940
5. Vol. 3, No. 1-10, September 1940 – June 1941
6. Vol. 4, No. 1-10, September 1941 – June 1942
7. Vol. 5, No. 1-10, September 1942 – June 1943
8. Vol. 6, No. 1-10, September 1943 – June 1944
9. Vol. 7, No. 1-10, September 1944 – June 1945
- Vol. 8, No. 1-2, September 1945 – October 1945
10. Vol. 8, No. 3-10, November 1945 – June 1946
11. Vol. 9, No. 1-13, September 1946 – December 1947
12. Vol. 10, No. 5-10, January 1948 – June 1948
13. Vol. 11, No. 1-4, September 1948 – December 1948

Extension Review, 1949-1962

14. Vol. 1, No. 1-6, January 1949 – June 1949
15. Vol. 2, No. 1-2, September 1949 – October 1949
- Vol. 2, No. 4-6, December 1949 – June 1950
16. Vol. 3, No. 1-5, September 1950 – January 1951
- Vol. 3, No. 7-10, March 1951 – June 1951
17. Vol. 4, No. 1-10, September 1951 – June 1952
18. Vol. 5, No. 1-11, August 1952 – April 1953
19. Vol. 6, No. 1-10, August 1953 – May 1954
20. Vol. 7, No. 1-10, August 1954 – May 1955
21. Vol. 8, No. 1-10, August 1955 – August 1956
22. Vol. 9, No. 1-10, September 1956 – August 1957
23. Vol. 10, No. 1-10, September 1957 – August 1958
24. Vol. 11, No. 1-2, September 1958 – October 1958
- Vol. 11, No. 8-9, March 1959 – May 1959
25. Vol. 12, No. 1-10, August 1959 – May 1960
26. Vol. 13, No. 2, September 1960
- Vol. 13, No. 4, November 1960
- Vol. 13, No. 6-10, January 1961 – May 1961
27. Vol. 14, No. 1-6, August 1961 – January 1962
- Vol. 14, No. 9, April 1962
28. Vol. 15, No. 1-4, August 1962 – December 1962

National University Extension Association Bulletin

29. Vol. 9, No. 6-7, February 1944 – March 1944

Location: 09992 – MISSING

Box 19: “Extension Division Annual Report,” 1951-1952

Location: 9933-9952

Oversized Box 1

Scrapbook of newspaper clippings with sections on Short Courses, WNAD Radio Station, Photo Department, Visual Education, and Family Life, 1938-1942.

Location: 9933-9952

Oversized Box 2

“Scrapbook of the Community Institutes: Conducted by the Extension Division of the University of Oklahoma, 1921-1930,” compiled and edited by Duncan McRuer, organizer for the Community Institutes, 1921-1930.

University Archives Record Group 44/01
Extensions Division: Office of the Director
Thurman James White, 1940-1982

In 1937 Thurman James White began a 45-year career with the University of Oklahoma and would serve under seven presidents. White was born at Ponca City, Oklahoma on November 7, 1916. He was the son of Charles L. and Winona Fay (Enfield) White. A graduate of Blackwell High School in 1932, White received an A.B. from Phillips University in Enid, Oklahoma, in 1936. White went on to receive an M.S. in Psychology and Sociology in 1941 from the University of Oklahoma. In 1950 he obtained his Ph.D. from the University of Chicago in the field of Adult Education. White was married to Corrine Laura Hartson on June 13, 1939. Their children are Sue Ann and Charles Frank.

White joined the university staff on August 12, 1937 when he served as an instructor in the Extension Division's prison education program. Between 1940 and 1942 he served and supervisor of the Statewide Museum Service Project, a project of OU's Extension Division. He became director of the division's Short Courses and Audio-Visual Education in 1942. While serving as a training aids officer as well as overseas with the Fifth Marine Division in the U.S. Marine Corps between 1943 and 1946, he retained the director position through 1946. Starting October 1, 1947 White, as Assistant Director of the Extension Division, took a year's leave of absence to study at the University of Chicago. On September 1, 1948 White assumed his new duties as Acting Director of the Extension Division.

Between 1942 and 1952 White was an active member of both the Joint Commission to Study Adult Education and the Oklahoma Congress of Parents and Teachers State Board of Managers. He also served as secretary of the visual education section of the Oklahoma Education Association. Serving between 1949 and 1950 as Director of the Extension Division and succeeding R. Boyd Gunning, White became Dean of the Extension Division in 1950, a position in which he served until 1986. As Dean, White was responsible for the Extension Division's communication of knowledge to Oklahomans living beyond the campus. Its goals were to provide educational service to people in every Oklahoma community and in all the disciplines and professional fields of institutional responsibility. He also served on the University's Extension Council, whose purpose was to advise the Dean, Assistant Deans, and Administrative Officers of the OCCE (Oklahoma Center for Continuing Education) concerning the general operation of the Extension Division with regard to budgets, personnel, program development, administration and the submission of an annual report to the Faculty (University) Senate.

Concurrent with his Extension Dean position, White was Dean of the College of Continuing Education between 1961 and 1968. In 1966 he received for the University of Oklahoma the Distinguished Service Citation. During the fall of 1966 White was a Fellow in Residence at Rewley House, Oxford University.

White belonged to and served in several professional associations during this time. In 1960-61 he was President of the National University Extension Association (NUEA). He was Chairman of the Department of Defense Advisory Committee on Education in the Armed Forces. Following his State Chairmanship for the 1960 White House Conference on Children and Youth, he served as both the State Executive Vice Chairman of the 1961 White House Conference on Aging and the President of the State Mental Health Association. During the years 1965 through 1968 White served on the Board of Directors of the Center for the Study of Liberal Education for Adults and as Chairman of the Council on Higher Education for Adults on Southern Regional Educational Board. He was on the Board of Directors of the Great Books Foundation; a member of the UNESCO International Committee for the Advancement of Adult Education; and on the American Council on Education Commission on Academic Affairs. In 1965-66 he served as President of the Adult Education Association of U.S.A. He also served on the President's National Advisory Council on Extension and Continuing Education; the Governor's Commission on Economic Opportunity; the Advisory Committee of the Oklahoma State Plan, Title I of the Higher Education Act; and on the Board of Directors of the Oklahoma Economic Development Foundation.

Eugene F. Cates Succeeded White as Acting Dean of the College of Continuing Education and Extension Division. Cates received a B.A. from Southwestern State College in Oklahoma in 1936. In 1939 and 1958 respectively he received the M.Ed. and Ed.D. from the University of Oklahoma. Prior to his service as Action Dean between 1968 and 1970, Cates held several positions with the Extension Division's Scholl and Community Services including Extension Specialist (1958-59); Director (1959-64); and Assistant Dean (1964-68). Between 1968 and 1970 he served as Acting Dean of the College of Continuing Education and Extension Division. In 1970 Cates began service as Associate Professor and Dean of the College of Education, positions in which he served until 1977.

Meanwhile, White was appointed Vice President of University Projects under President John Herbert Holloman in 1968. The Office of University Projects, and therefore White, was assigned the responsibility for the cultivation and solicitation of major gifts, grants, endowments, and bequests to the university. The Advisory Council was used to facilitate these efforts in reviewing plans for raising funds for individuals, corporations, and foundations. Additionally, White served as Executive Secretary of the Board of Visitors, and outside committee to advise the President and Regents on all aspects of the university's current programs and future directions, including the resources to accomplish them.

White received the Distinguished Service Award from the University of Wisconsin and the Outstanding Achievement Award, Strategic Air Command, Aerospace Education, Offutt Air Force Base, Nebraska in 1969 and 1970 respectively.

White belonged to and continued to serve in several previously mentioned professional associations during this time. He was a Trustee of the Mid-Continent Regional

Educational Laboratory and a member of the American Council on Education Committee on Higher Adult Education.

Under President Paul Frederick Sharp he served as Vice President for Continuing Education and Public Service between 1971 and 1979. (University Projects became University Development in 1971) White coordinated programs for the adult part-time student body as well as public services which assist individuals, government agencies, and various organizations in the study and resolution of central problems.

In 1978 White received NUEA's Julius M. Nolte Award and the Distinguished Alumni Award from Phillips University. In 1979 he received Syracuse University's William Pearson Tolley Medal for Distinguished Leadership in Adult Education and NUEA's Division of Military and Veterans Affairs Outstanding Individual Award.

While White continued to be an active member in several aforementioned organizations, he also served on committees of the Adult Education Association; the Oklahoma Arts and Humanities Task Force; the advisory committee to the Oklahoma American Revolution Bicentennial Commission; the Navy Campus for Achievement Steering Committee; a committee and commission of the American Council on Education; and several committees of the NUEA.

On May 10, 1979 the Board of Regents conferred upon White the titles of Vice President Emeritus, Regents' Professor of Higher Education, and University Consultant effective July 1, 1979. The Regents also approved a six-month administrative sabbatical effective the same day. At the end of this leave on January 1, 1980 White retired and entered into a consulting status which continued through June 30, 1982. Serving not only as a consultant, White prepared and thought seminars in adult education and assembled, organized and catalogued archives reflective of the Extension Division, University Projects, and Continuing Education and Public Service.

As President of Lifetime Learning Associates, White served as a consultant to Dr. Joe White, President of Carl Albert Junior College, in the preparation of a comprehensive plan for professional development programs to be conducted at the Robert S. Kerr Conference Center (1980-82). He also assisted in developing public relations and information programs to acquaint educational facilities with the facility.

White belonged to and served a number of professional associations including the American Council on Education's Commission on Educational Credit, 1977-80 and the Servicemen's Opportunity College's (SOC) Advisory Board, 1975-80.

Scope and Content:

The records (1940-82) reflect in a non-comprehensive fashion the activities of Thurman James White in four positions in which he served the University of Oklahoma. These positions were Dean of the Extension Division/Dean of the College of Continuing Education (RG 44/01); Vice President for University Projects (RG 08/06); Vice President for Continuing Education and Public Service (RG 45/18); and Vice President Emeritus

for C.E.P.S. (RG 45/18). The records of the first three positions complement those records organized and described by Dorothy R. Bell with the assistance of Jack Haley and John Caldwell between 1980 and 1982 (see finding aid for RG 45/18).

The Dual Deanship (RG 44/01) records (1940-70) are organized in the following major series: Administrative Subject Files (1950-52, 1954-55) arranged alphabetically by subject or name and include annual reports, correspondence, memoranda, and minutes; Committees (1956-59) include minutes and reports including those of the Extension Council and its sub-committees, Extension Staff, and Public Lectures; Extension Council (1955-70) include minutes, annual reports, and correspondence; Annual Reports (1940-52); Semi-Annual Reports (1951-58); Departmental Annual Reports (1948-61); Budgetary and Financial Materials (1945-57); and University Council on Education for Public Responsibility (1961-66) includes by-laws, correspondence, and committee minutes.

The Vice President of University Projects (RG 08/06) records (1967-71) include Advisory Council minutes and membership rosters (1969-70); Committee reports, letters, and recommendations (1967-69); Board of Visitors meeting agendas, minutes, and correspondence (1968-72); Exemplary Programs in Residential Continuing Education (1970-71) includes completed survey questionnaires, correspondence and printed materials from surveyed institutions; and Administrative Coordinator Files of Dorothy R. Bell (1968-71) include information on meeting schedules.

The Vice President of CEPS (RG 45/18) records (1948-79) include Instructional Materials (1948-79) particularly for Education Course 6970 on Adult Education – contents include bibliographies, position papers, lessons, and class rolls; budget and related material (1965-79); miscellaneous reports, speeches, proposals (1950-76) and Preliminary Program Audits (1971).

The Vice President Emeritus of CEPS records (1966-82) include Robert S. Kerr Conference Center (1979-82) containing reports, proposals, letters, contracts/agreements, consultants and their reports, and photo prints of the Kerr Center; Professional Associations (1974-82), including Adult Education Association, American Council on Education, National Association for Land Grant Colleges and Universities, National University Extension Grant Colleges and Universities, National University Extension Association, and Servicemen's Opportunity Colleges contains letters, proposals, memoranda, and audio cassette tapes; Higher Education Miscellaneous (1970-82) includes speeches, remarks, monographs, and quarterly reports of the VP Emeritus activities to President Banowsky; Program Specialist Files of Dorothy R. Bell (1978-82) includes payroll certifications, invoices/receipts, airline travel materials, and Board of Directors minutes (1978-79) of the OU Employees Federal Credit Union; correspondence (1966-82) arranged alphabetically by last name and includes the University of Oklahoma Foundation's Alumni Development Fund Monthly Reports (1968-82); Oklahoma Center for Continuing Education Staff (1975-82) arranged alphabetically by name includes letters and memoranda; and Activities, Conferences, and Papers (1968-82) includes

writings and concept papers and letters and memoranda regarding University Projects (1968-71).

University Archives Record Group 44/01
Extension Division: Dean Thurman James White, 1940-1970

Location: 09419

Box 1: Administrative Subject Files, A-C, 1950-1952

Folder:

1. Annual Report
2. Semi-Annual Reports (Departmental)
3. Goals, Extension Division, 1950-51
4. Adult Education: Conferences
5. Adult Education: American Association for Adult Education
6. Adult Education: Joint Commission for Adult Education
7. Adult Education: Adult Study Center, 1950-61
8. American Library Association (empty folder)
9. Atomic Energy Press Seminar: Correspondence
10. Atomic Energy Press Seminar: Scrapbook with Photoprints
11. Association of University Evening Colleges
12. Cate, Roscoe
13. Chamber of Commerce, Norman
14. Correspondence Study Department
15. Cross, President George Lynn

Location: 09419

Box 2: Administrative Subject Files, D-F, 1950-1952

Folder:

1. Deans' Council
2. Distributive Education. Small Business Conferences, "This is... Anadarko; Bartlesville; Chickasha; Duncan; Ardmore; Pauls Valley; Guthrie"
3. Educational Material Services
4. Extension Division General Correspondence #1
5. Extension Division General Correspondence #2

Location: 09419

Box 3: Administrative Subject Files, E-O, 1950-1952

Folder:

1. Extension Review (copies removed)
2. Faculty Club News (copies removed)
3. Faculty Correspondence (General)
4. Family Life Institute
5. Film Council of America
6. Flower Fund
7. Football Letter

8. Form Letters
9. Franklin, Carl Mason
10. Leadership Conference
11. Motion Picture Unit
12. National Education Association
13. National University Extension Association (including bulletins)
14. Oklahoma Council of Family Relations (empty folder)
15. Oklahoma Council on Teacher Education
16. O.E.A. / N.E.A. (empty folder)
17. Oklahoma Education Association
18. Oklahoma, miscellaneous
19. Oklahoma A. & M.
20. Out of State Correspondence (general)

Location: 09420

Box 4: Administrative Subject Files, P-S, 1950-1952

Folder:

1. Parent-Teachers Association. PTA (Oklahoma Congress of Parents and Teachers & National Congress of Parents and Teachers)
2. Parent-Teachers Association. PTA Cooperation with Colleges
3. Photographic Service
4. Professional Extension (empty folder)
5. Public Lectures
6. Schnee, Verne H. – Vice President
7. School and Community Service
8. School Relations Committee
9. Science Service, High School
10. Short Courses and Conferences
11. Speech Association (OK High School Speech League)
12. Staff Meeting Minutes
13. Staff Workshop

Location: 09420

Box 5: Administrative Subject Files, S-W, 1950-1952

Folder:

1. Summer School Committee
2. Summer Session
3. Summer Session Recreation and Entertainment
4. Teaching Film Custodians (empty)
5. Vocational Education
6. War Training Program, Extension (Civilian Defense)
7. Workers' Education (empty)
8. WNAD
9. Whit, Thurman – Personal Correspondence

Location: 09420

Box 6: Administrative Subject Files, A-B, 1954-1955

Folder:

1. Administrative Staff Conferences

Adult Education Association

2. Adult Education Conferences
3. 12th Southwest Regional Conference
4. Memoranda and Correspondence
5. Membership and Public Relations Coordinator
6. Adult Education of Oklahoma – “Oklahoma Reports”

Advisory Committees (Extension Departments)

7. Minutes and Correspondence
8. Additional Copies of Minutes

9. Art Newsletter
10. Association of Land-Grant Colleges and Universities
11. Association of University Evening Colleges
12. Board of Regents (State Regents for Higher Education)
13. Brown, Horace B. – Dean of Business Administration

Location: 09420

Box 7: Administrative Subject Files, B-E, 1954-1955

Folders:

1. Budget

Business and Industrial Service

2. Correspondence
3. Weekly Reports

4. Cate, Roscoe – Vice President
5. Certificates
6. Controller’s Office
7. Correspondence Study Department
8. Cross, George L. - President
9. Deans’ Council - Minutes
10. Distributive Education
11. Education, College of
12. Education Materials Service
13. Encyclopedia Britannica Files, 1950-51
14. Executive Development Institute

Location: 09421

Box 8: Administrative Subject Files, E-G, 1954-1955

Folders:

1. Extension Committee

2. Extension Faculty Correspondence
3. Extension Movie Script, "People have Problems"
4. Extension News Service
5. Staff Workshop
6. Faculty Correspondence (General)
7. Faculty Mimeographed Materials – Reports, Announcements
8. Family Life Institute
9. Field Development Service – John Freeman
10. Film Council of America
11. General Services – Loren Brown

Location: 09421

Box 9: Administrative Subject Files, J-M, 1954-1955

Folders:

1. Journal of the University Senate
2. Ives, Frank
3. Legislature – Extension Students
4. Libraries – "Library Extension Newsletter"
5. McCarter, Pete Kyle – Vice President
6. Miscellaneous Correspondence
7. Monthly Reports and Accounting, 1956-57

Location: 09421

Box 10: Administrative Subject Files, M-O 1954-1955

Folders:

1. Motion Picture Unit
2. National Education Association

National University Extension Association

3. Correspondence
4. Bulletin & Correspondence Study Newsletter
5. Meetings – Penn State
6. Office Procedures
7. Oklahoma Advisory Health Council – "The Oklahoma Health Councilor"
8. Oklahoma Council on Economic Education
9. Oklahoma Education Association – "News-Letter" & "OEA Newsletter"
10. Oklahoma Science Service

Location: 09422

Box 11: Committees – Minutes & Reports, 1956-1959

Folders:

1. Annual Report, 1956-57

Minutes, 1957

2. Fall Extension Staff Workshop, September 2

Public Lectures Committee, November 5
Extension Council, November 15

Minutes, 1958

3. **January**
Extension Council
Extension Staff
4. **February**
Extension Council
Industrial Engineering
5. **March**
Extension Council
6. **April**
Extension Council
Extension Staff
7. **May**
Spring Extension Staff Workshop
Extension Council
8. **June**
Extension Council
9. **August:**
Extension Staff
10. **September**
Fall Extension Staff Workshop
Extension Council Report to University Senate
Extension Council
Public Lectures Committee
11. **October**
Extension Council
Extension Staff
Public Lectures Committee
12. **November**
Extension Staff
Extension Council Committee on Center Programs
Extension Council Degree Committee
Extension Council Interdisciplinary Committee
Public Lectures Committee
13. **December**
Extension Council Committee on Center Programs: "An Interdisciplinary Approach to Continuing Education," by Howard R. Neville.
Extension Council Interdisciplinary Committee
Priorities Committee

Minutes, 1959

14. **January**
Extension Council Degree Committee

- Extension Council
- Joint Meeting – Council on Instruction, Extension Council, and
Joint Meeting – Education Council Degree Committee
- 15. Joint Meeting – Air Force Personnel – Adult Study Program
- 16. **February**
Extension Council Interdisciplinary Committee
Extension Council
Special Meeting on Center
- 17. **March**
Extension Council Interdisciplinary Committee
- 18. **April**
Extension Council
Extension Council Interdisciplinary Committee
- 19. **May**
Extension Council Interdisciplinary Committee

Reports, Public Lecture Committee, 1957-59

- 20. Reports, Public Lecture Committee, 1957-58
- 21. Reports, Public Lecture Committee, 1958-59
- 22. Miscellaneous including “Salary Arrangements for Evening School Faculty,”
compiled by J. A. Bryne, ca. 1959.
- 23. Routing Procedures, ca. 1959
- 24. List – “System of Priorities in Present Study Center Activities,” ca. 1959

Location: 09422

Box 12: Reports & Budget, 1944-1947

Folders:

Annual Reports, 1941-46

- 1. Annual Reports, 1940-41
- 2. Annual Reports, 1944-45
- 3. Annual Reports, 1945-46
- 4. Audit reports – Correspondence Study, 1945-46
- 5. Air Safety Conference, 1947

Budget, 1945-47

- 6. Budget, 1945-46
- 7. Budget, Correspondence, 1945-46
- 8. Budget, Requests for, 1945-47 Biennium
- 9. Budget, 1946-47
- 10. Budget, Correspondence, 1946-47
- 11. Flying Farmers – National Flying Farmers Association, 1947
- 12. Mailing Lists, 1944-46

Location: 09422

Box 13: Annual Reports, 1946-1952

Folders:

1. Annual Reports, 1946-47
2. Annual Reports, 1947-48
3. Annual Reports, 1951-52

Location: 09423

Box 14: Reports, 1948-1961

Folders:

Semi-Annual Reports, 1951-1958

1. Semi-Annual Reports, 1951-52
2. Semi-Annual Reports, 1952-53
3. Semi-Annual Reports, 1953-54
4. Semi-Annual Reports, 1954-55
5. Semi-Annual Reports, 1955-56
6. Semi-Annual Reports, 1956-57
7. Semi-Annual Reports, 1957-58

Departmental Annual Reports, 1948-61

8. Adult Education, 1948-49
Adult Education, 1949-50
9. Audio-Visual Education, 1948-49
10. Correspondence Study, 1948-49

Educational Materials Service

11. 1953-54
12. 1954-55

13. Evaluation and Testing Services, 1948-49
14. Family Life Institute, 1948-49
15. Field Development Services, 1960-61
16. High School Science Service, 1948-49
17. Interscholastic Meets Committee, 1948-49
18. Interschool Speech Activities, 1948-49

Location: 09423

Box 15: Reports and Budget Materials, 1948-62

Folders:

Departmental Annual Reports, 1948-1956

1. Lecture and Entertainment Services, 1948-49
2. Photographic Service, 1948-49
3. Public Information, 1948-49
4. Radio Stations WNAD and WNAD-FM, 1948-49
5. School and Community Services, 1955-56
6. Short Courses and Conferences, 1948-49

Budget Materials, 1949-68

7. Budget Data, 1951-57
8. Budget Requests – Field Development Service, 1958-62
Budget Requests, 1949-53
9. Budget Requests, 1949-50
10. Budget Requests, 1950-51
11. Budget Requests, 1951-52
12. Budget Requests, 1952-53

Location: 09423

Box 16: Budget Requests and Financial Reports, 1953-1963

Folders:

Budget Requests, 1953-1963

1. 1953-54
2. 1954-55
3. 1955-56
4. 1956-57
5. 1962-63

Financial Reports, 1954-57

6. 1954-55
7. 1955-56
8. 1956-57

Location: 09424

Box 17: Progress Reports and Scrapbooks, 1947-1963

Folders:

Progress Reports, 1952-1963

1. Business and Industrial Service, 1952-53
2. Nursing Aide In-Service, 1956-57
3. Contracts, 1960-63

Scrapbooks, 1947-1950

4. Scrapbook #1
5. Scrapbook #2

Location: 09424

Box 18: Extension Council (Includes Minutes, Annual Reports, Special Reports, and Correspondence), 1955-1960

Folders:

1. 1955-56
2. 1956-57
3. 1957-58
4. 1958-59
5. 1959-60

6. Interdisciplinary and Priority Committees, 1959-60

Location: 09424

Box 19: Extension Council, 1960-1970

Folders:

1. 1960-61
2. 1961-62
3. 1962-63
4. 1963-64
5. 1969-70

Location: 09424

Box 20: Miscellaneous, 1947-1967

Folders:

1. Minutes – Field Development Directors, 1961-62
2. Continuing Education Report to President-Designate Hollomon, 1967
3. National Science Teachers Association Project – C. N. Hockman, 1961-62
4. Conference on Higher Adult Education in the South, February 22-24, 1961
5. Miscellaneous Conferences, Reports, Printed Materials, 1947-62
6. Miscellaneous Letters, Speeches, Text, 1955-65
7. National Science Foundation, 1962

Location: 09425

Box 21: University Council on Education for Public Responsibility, 1961-1966

Folders:

1. Correspondence, 1961-65
By-Laws, 1964
Income Statements, 1962-65
Roster, 1964-65
Suggested Letter Copies (for President G.L. Cross), 1962-63
“A Proposal to the Fund for Adult Education”
2. Correspondence, 1965-66
Proposal to Ford Foundation, 1966
National Education Television, 1966
“Values in Conflict: Metropolis – Creator or Destroyer” Utilization Manual, ca. 1963
“Comprehensive Programs for the Liberal Education of Adults,” report on the Terminal Grant from the Fund for Adult Education, 1964-65
Miscellaneous notes, 1965
3. Correspondence, 1962-63
Minutes of Meetings, 1962-63
Program Committee, 1962-65
Planning Committee, 1962
Continuation Committee, 1962
Report of Meeting of University Council at the University of Oklahoma, 1962

Location: 09435

Box 22: Ledger Sheets, 1956-1960

Folders:

Field Development Services, 1956-1960

1. 1956-57
2. 1957-58
3. 1958-59
1959-60

General Services, 1958-1960

4. 1958-59
1959-60

University Archives Record Group 44/01
Extension Division: Office of the Director, 1945-1947

Location: 09752

Box 1: Financial Records, 1945-1947

Folder:

1. Statements of Appropriations, July 1945-June 1946
2. Statements of Appropriations, July 1946-June 1947
3. Agency Account Statements, #91.07 – Lecture & Entertainment, 1945-46
4. Agency Account Statements, #91.08 – SHS Public Speaking, 1945-47
5. Agency Account Statements, #91.12 – Short Course Registration, 1945-47
6. Agency Account Statements, #92.09 – Correspondence Books, 1945-47
7. Account Activities, #4000-C: Director's Office, 1945-47
8. Account Activities, #4002-C: Correspondence Study, 1946-47
9. Account Activities, #4003-C: Visual Education, 1946-47
10. Account Activities, #4004-C: Evaluation & Testing, 1947

Location: 09706

Box 2: Financial Records, 1945-1947

Folder:

1. Account Activities, #4005-C: Short Courses & Conferences, 1946-47
2. Account Activities, #4008-C: Family Life Institute, 1946-47
3. Account Activities, #4009-C: Public Information, 1946-47
4. Account Activities, #4010-C: Adult Education, 1946-47
5. Account Activities, #4011-C: Lecture & Entertainment, 1946-47
6. Account Activities, #4012-C: Photographic Service, 1946-47
7. Account Activities, #4013-C: Interschool Speech, 1946-47
8. Account Activities, #4005-D: Short Courses & Conferences, 1946-47
9. Account Activities, #4010-D: Adult Education, 1947

Location: 09706

Box 3: Subject Files, 1945-1947

Folder:

1. Achievement Day Committee, 1947
2. Broadcasting Station (Proposed) North Campus, 1946
3. Education Continuation Center, circa 1945
4. Oklahoma Education Association Convention, 1946-47
5. Extension Division, other campuses, 1946-47
6. Law Banquet, Class of 1937, 1947
7. National Education Association, 1946-47
8. National University Extension Association, 1946
9. Norman Safety Council, 1946
10. Radio: Committee Minutes, 1946-47
11. Radio: Conference, 1947
12. Radio: Correspondence, 1946
13. Monthly Departmental Reports, 1946; 1947

14. Herbert H. Scott, Correspondence, 1945-47
15. Student Employees, January – May 1947
16. Surplus Property, 1945-47
17. Television, Proposed Research & Course Work, 1946
18. Textbook Conference, 1947
19. University of Oklahoma News (Proposed), 1946
20. Veterans Affairs, 1946-47
21. Veterans Education Council, 1946-47

University Archives Record Group 44/01
Extension Division: Office of the Director

Location: 09750

Box 1: Correspondence and Papers Subject File, 1937-1945

Folder:

1. A, 1942-1945.
2. Missouri Valley Sr. College Association.
3. Current outstanding accounts.
4. Adult education.
5. Adult education, 1944-1945.
6. Adult education (Hobart).
7. Agreements Music.
8. Alumni organizations, Ted Beard (general).
9. American Cancer Society.
10. Applications, current.
11. Applications file.
12. Student applications.
13. Applications (position filled or application over a year old).
14. Applications (for full time work).

Location: 09751

Box 2: Correspondence and Papers Subject File, 1937-1945

Folder:

1. B.
2. Ted Beard Veterans Training, 1944.
3. Bill # 1670.
4. Blue Key.
5. President Brandt.
6. Budget, 1937.
7. Budget, 1939.
8. Budget, 1941-1942.
9. Maintenance budget submitted by departments.
10. Family Life Institutes.
11. Be budget, 1939.
12. Bulletins lecture and entertainment.
13. Special budget.
14. Material from offices of Emil Kraettli and "J.L."
15. Budgets, 1941-1942, 1942-1943 & 1944-1945.
16. Approved budgets for Extension and WNAD, 1944-1945.
17. Rough drafts on budgets for 1944-1945.
18. Surplus copies of budget, 1944-1945.

Location: 09751

Box 3: Correspondence and Papers Subject File, 1937-1945

Folder:

1. C, 1939.
2. Campus Classes.
3. Celebrity Series.
4. Civilian Morale Service.
5. Claims, office copies, 1942.
6. Travel claims, 1940-1941.
7. Claims, 1940-1941.
8. Travel claims since 1942.

Location: 09752

Box 4: Correspondence and Papers Subject File, 1937-1945

Folder:

1. Colleges of Oklahoma.
2. Commendatory letters.
3. Committee on Communication, 1941-1942.
4. Committees.
5. Committees.
6. Committees, 1938.
7. Librarian Conference.
8. 3rd Annual Street and Highway Conference, December 1-3, 1938.
9. Confidential, 1939-1940.
10. Confirming orders, 1939-1940.
11. Announcement of OU High School Correspondence Courses.
12. Conventions, 1938.
13. Creative Writing.
14. President Cross.
15. Glenn Couch.

Location: 09752

Box 5: Correspondence and Papers Subject File, 1937-1945

Folder:

1. D.
2. Junior College Debate.
3. High School Debate.
4. Junior College Debate.
5. Permission to mimeograph Unicameral Legislature, 1937-1938.
6. Permission to mimeograph debate.
7. General Debate, Unicameral Legislation.
8. Debate material.
9. E.
10. Educational Policies Commission, 1944-1945.
11. Memo on Employment, 1944.
12. OU list of faculty and employees, 1943.
13. Full time employees.
14. Extension Class employees. 1926-1932

Location: 09752

Box 6: Correspondence and Papers Subject File, 1937-1945

Folder:

1. Extension Division.
2. Extension Division Bulletins Correspondence, 1943-1945.
3. Extension Classes, 1938-1939.
4. Extension Classes, 1925-1932.
5. Extension Division News, 1939-1940 (publications have been removed).
6. Extension Division News, 1941-1942 (publications have been removed).
7. Extension Division News, 1945 (publications have been removed).
8. Extension Division News.
9. Extension Division Social Work.
10. Extension Division News, copies to be bound (publications have been removed).
11. Extension Classes, 1937-1938.
12. Extension Classes, 2nd Semester, 1937-1938.
13. Extension Classes Reports, 1939-1940.
14. Extension Reports, 1939-1940.

Location: 09722

Box 7: Correspondence and Papers Subject File, 1937-1945

Folder:

1. ESMDT.
2. ESMDT.
3. ESMDT.

Location: 09722

Box 8: Correspondence and Papers Subject File, 1937-1945

Folder:

1. F.
2. Faculty Club, 1937-1939.
3. Federal Reports, 1939-1940.
4. State Folk Festival.
5. List of Foreign Students, 1941.
6. Form Letters, 1935-1938.
7. Foreign Students, 1941.
8. Four Freedoms.
9. Four Minute Men, speeches.

Location: 09723

Box 9: Correspondence and Papers Subject File, 1937-1945

Folder:

1. Faculty Exchange, A-F.
2. Faculty Exchange, G-M.
3. Faculty Exchange, N-Z, 1940-1941.
4. Faculty Exchange, N-Z.

Location: 09723

Box 10: Correspondence and Papers Subject File, 1937-1945

Folder:

1. Faculty.
2. Faculty Exchange, 1937-1938.
3. Faculty Exchange, 1938-1939.
4. Faculty Exchange, 1939-1940.
5. Faculty Exchange General.

Location: 09723

Box 11: Correspondence and Papers Subject File, 1937-1945

Folder:

1. G.
2. H.
3. Hanson-Bennett Agency, 1941.
4. Hanson-Bennett Agency, 1942-1945.
5. High School Debate, 1945.
6. Homecoming Registration Committee, November 9, 1942.
7. I.
8. Intercollegiate Press Bulletins, 1944.
9. J.
10. K.

Location: 09724

Box 12: Correspondence and Papers Subject File, 1937-1945

Folder:

1. L.
2. Lecture and Entertainment.
3. Previous Month's Long Distance Calls and Telegrams.
4. M.
5. Extension Division Miscellaneous, 1940-1942.
6. Miscellaneous, 1940-1941.
7. Miscellaneous, 1941.
8. Municipal Project Traveling Exhibits.
11. Museum Reports, 1939-1940.
12. Museum Reports, 1940-1941.

Location: 09724

Box 13: Correspondence and Papers Subject File, 1937-1945

Folder:

1. Mailing Lists.
2. Mailing Lists, 1936-1938.
3. Mailing Lists, 1938-1939.
4. Mailing Lists, 1939-1940.
5. Mailing Lists, Original Copies, 1939-1940.

6. Mailing Lists, 1940-1941.
7. Mailing Lists, Letters Requests, 1940-1941.
8. Mailing Lists, 1940-1941.
9. Mailing Lists, 1940-1941.

Location: 09724

Box 14: Correspondence and Papers Subject File, 1937-1945

Folder:

1. National University Extension Association, 1938-1939.
2. NUEA.
3. NUEA.
4. NUEA, 1939-1940.
5. NUEA, 1940.
6. NUEA Convention, 1940-1941.
7. NUEA Film Reports, 1940-1941.
8. NUEA Extension Division Bulletin, 1941-1942.
9. NUEA Government Film Questionnaire, 1942.
10. NUEA.

Location: 09725

Box 15: Correspondence and Papers Subject File, 1937-1945

Folder:

1. Agenda, NUEA Executive Committee Meeting, November 7-8, 1941.
2. NUEA Bulletins.
3. NUEA Bulletins.
4. NUEA Bulletins.

Location: 09725

Box 16: Correspondence and Papers Subject File, 1937-1945

Folder:

1. N.
2. National Safety Council.
3. Navy Relief Fund.
4. Navy Classes.
5. "Notices" from the Comptroller's Office.
6. National Youth Administration.
7. National Youth Administration Assignments, 1941.
8. National Youth Administration Students, Fall 1942.
9. O.
10. Oklahoma Educational Association, 1941.
11. Oklahoma Educational Association, 1941.
12. Oklahoma Educational Association, 1942.

Location: 09725

Box 17: Correspondence and Papers Subject File, 1937-1945

Folder:

1. P.
2. Pamphlets.
3. Depositions Pending.
4. Pending.
5. Penitentiary.
6. Personnel Applications, 1941.
7. Personnel Schedules, Correspondence, etc., 1941-1942.
8. Personnel, 1942.
9. Photography.
10. Pioneer Mission Agency Institute, 1940-1941.
11. Program, 1941.
12. Pictures.
13. Prison Education.
14. Prison Education.
15. Planning, 1938-1939.
16. Parent Teacher Association.
17. P.E. Conference list of names.
18. Public Information, 1943.
19. Public Information Department.
20. Public Speaking League.
21. Public Relations.
22. Public Speaking League Reports, 1939-1940.
23. Quartette, Men's to July 31.

Location: 09726

Box 18: Correspondence and Papers Subject File, 1937-1945

Folder:

1. R.
2. Radio WNAD.
3. Radio Programs WNAD.
4. WNAD.

5. WNAD.
6. Radio, 1938-1939.
7. Radio, 1939-1940.
8. Radio Committee, 1940.
9. Radio, 1940-1941.
10. Radio Programs, 1940-1941.
11. Radio Council, 1940-1941.
12. Radio, School of.

Location: 09726

Box 19: Correspondence and Papers Subject File, 1937-1945

Folder:

1. Reports, 1938.
2. Annual Reports for 1940-1941.

3. Extension Division Reports, 1940-1941.
4. Correspondence Study Department Statistical Report, 1940-1941.
5. Departmental Reports, 1941-1942.
6. Extension Reports, 1941-1942.
7. Monthly Reports for Extension Division Departments, 1944-1945.
8. Annual Report, 1944.
9. Monthly Reports for Extension Division Departments, 1944-1945.

Location: 09726

Box 20: Correspondence and Papers Subject File, 1937-1945

Folder:

1. Red Red Rose, 1940.
2. Registration Lists.
3. Reports Ed. 1938.
4. Red Red Rose, 1938.
5. Replies on Extension Division Questionnaire, 1943.
6. Reports.
7. Committee Reports.
8. Reports to Dr. Logan.
9. Requisitions and Confirming Orders, 1939-1940.
10. Requests for Speakers.
11. Rinsland, Mrs. H.D.
12. S, 1942-1945.
13. Smay, Joe E., to July 31.
14. Sowers Family Life, Radio Forum.
15. Dr. Alice Sowers.
16. Duplicate Receipts.
17. School Administrators Annual Conference, University of Oklahoma, 1945.

Location: 09727

Box 21: Correspondence and Papers Subject File, 1937-1945

Folder:

1. Speeches, 1939-1940.
2. Speakers, 1941-1942.
3. Stephenson.
4. Study Clubs.
5. Summer Session, 1938-1939.
6. Summer Session Program, 1939.
7. Summer Session, 1942.
8. Surveys.

Location: 09727

Box 22: Correspondence and Papers Subject Files, 1937-1945

Folder:

1. Safety, 1938.
2. Safety, 1938.

3. Safety, 1939-1940.
4. Safety Councils Community, 1941.
5. State Safety Council Education Committee, 1941-1942.
6. State Safety Council.
7. Manual of Instruction for Police Officers of the Cities, Towns and Villages of Oklahoma, not dated.
8. Manual of Instruction for Police Officers of the Cities, Towns and Villages of Oklahoma, 2 copies, not dated.

Location: 09727

Box 23: Correspondence and Papers Subject File, 1937-1945

Folder:

1. Nursery School, August 8-12, 1938.
2. Oklahoma Motor Club, 1938.
3. Older Boys' Conference.
4. Professional Relations, Institute of.
5. Short Courses Council.
6. Telephone Short Course.
7. Short Courses & Institute Training, R. Boyd Gunning.
8. Parent Teacher Seminar.
9. Social Welfare Institute.
10. Letters on Short Course Work, 1937.
11. Short Course Information, 1937-1938.
12. Short Course Reports, 1939-1940.
13. Short Courses, 1940-1941.

Location: 09728

Box 24: Correspondence and Papers Subject Files, 1938-1945

Folder:

1. Students, 1937-1938.
2. Students, 1939.
3. Students, 1939-1940.
4. Students, 1941.
5. Students' Schedules, Second Semester, 1940-1941 (end).
6. Student Records, 1940-1941 (end).
7. Students, Second Semester, 1941-1942.
8. Students, Second Semester, 1941-1942.
9. Students, Summer Semester, 1942.
10. Work Schedules, 1943.
11. Supervised Correspondence Study Statistics.
12. Students, Summer 1942.

Location: 09728

Box 25: Correspondence and Papers Subject Files, 1937-1945

Folder:

1. T, 1942-1945.

2. Tandy, Lucy, to July 31.
3. Telegrams, office copies, 1941.
4. Mrs. Scott's Texaco Station.
5. Travel Claims, 1939-1940 (copy).
6. Travel Claims, 1940-1941.
7. University Budget.
8. U-V.
9. U-V.
10. Visual Education.
11. Visual Education Reports, 1939-1940.
12. Visual Education Government Films, 1942-1945.
13. Visual Education, 1942-1945.

Location: 09728

Box 26: Correspondence and Papers Subject Files, 1937-1945

Folder:

1. WPA Nursery School Workers Conference, October 6-17, 1941.
2. WPA enrolment forms, blank.
3. WPA University Sponsors Projects Conference, 1941-1942.
4. War Council, 1942.
5. WPA, 1939.
6. WPA Project, 1939-1940.
7. WPA & OU sponsored correspondence courses, 1940-1941.

Location: 09729

Box 27: Correspondence and Papers Subject Files, 1937-1945

Folder:

1. 6th War Loan Drive, New Orleans.
2. Reports, 6th War Loan Drive.
3. National 16mm. War Loan Committee, Sixth.
4. Sixth War Loan Drive.

Location: 09729

Box 28: Correspondence and Papers Subject Files, 1937-1945

Folder:

1. Available dates for showing.
2. Seventh War Loan Drive, Film Requests.
3. Seventh War Loan Drive, Literature.
4. Seventh War Loan Drive, Reports.
5. Seventh War Loan Drive, Miscellaneous Bulletins.
6. Seventh War Loan Drive, Correspondence.
7. Seventh War Loan Drive, Photography Stills.
8. Publicity and Exploitation Manual, 7th War Loan Films.

Location: 09729

Box 29: Correspondence and Papers Subject Files, 1937-1945

Folder:

1. Claims paid prior to July 1946.
2. Requisitions prior to July 1, 1942.
3. Victory Bond Drive motion picture and special events.
4. Victory Loan Drive publicity (8th).
5. Victory Bond Drive correspondence.

Location: 09730

Box 30: Correspondence and Papers Subject Files, 1937-1945

Folder:

1. W, 1942-1945.
2. University War Council, general correspondence.
3. War Research Council.
4. War information.
5. Warrants, 1943.
6. Mr. White, personal.
7. Thurman White, miscellaneous.
8. WNAD Orchestra, to July 31.
9. WNAD reports, 1939-1940.
10. WNAD, 1940-1941.
11. WNAD schedules, 1940-1941.
12. Womack, M.
13. YMCA, 1937-1938.

14. YMCA, 1939.
15. Youth Conference, 1939.
16. Y, 1942-1945.

Location: 09730

Box 31: Account Books

Folder:

1. General Educational Service: Charge Accounts, 1935-1936.
2. Journal of expenses/cash book, 1940-1941.
3. Check/voucher register, 1933-1941.
4. Departmental accounts with record of photo service, general publicity, 1937.
5. Ledger book, tests and measures, 1925-1926.

Location: 09730

Box 32: Bank Statements and Cancelled Checks

Folder:

1. Receipts.
2. Deposit slips, July 1, 1937-June 30, 1938.
3. Deposit slips, July 1, 1937-June 30, 1938.
4. Cancelled checks.
5. Receipt book.
6. Account book.

Location: 09731

Box 33: Desk Calendar Pads

Folder:

1. Calendars, 1938-1940.
2. Calendars.

Location: 09731

Box 34: Interdepartmental Invoices

Folder:

1. Book exchange.
2. Communications, 1938-1939.
3. Faculty exchange.

Location: 09731

Box 35: Interdepartmental Invoices

Folder:

1. General Service Department.
2. Lecture and entertainment.
3. Miscellaneous.
4. Miscellaneous.
5. Texaco, 1938-1939.

Location: 09732

Box 36: Interdepartmental Invoices

Folder:

1. University Press.
2. University Press.
3. University Utilities Department.

Location: 09732

Box 37: Office Supply Accounts

Folder:

1. Adding machine tape.
2. Authorization slips.
3. Mimeograph paper used.

Location: 09732

Box 38: Requisitions

Folder:

1. Family Life.
2. Photo Service.
3. Visual Education.
4. General.
5. Public Information.
6. Correspondence.

7. Elinor.
8. Account #4004 Confirming Orders since July, 1942.
9. Requisitions pending.
10. Account #4000 Confirming Orders since July, 1942.
11. Visual Education Confirming Orders.
12. Office supplies, lists and prices.
13. Photographic Department Confirming Orders.
14. Requisitions (material received).
15. Confirming Orders.
16. WNAD Radio.

Location: 09733

Box 39: Requisitions

Folder:

1. Photographic Department invoices, #4012.
2. WNAD invoices.
3. Visual Education invoices, #4003.
4. Correspondence Study invoices, #4002.
5. General Extension invoices, #4000.
6. Family Life Institute invoices, #4008.
7. Public Information invoices, #4009.
8. Requisitions approved.
9. Requisitions placed.
10. Requisitions paid.
11. Office supplies ordered, 1945-1946.
12. Photo cash accounts.

Location: 09733

Box 40: Printed and Processed Material

Folder:

1. *A.L.A. Bulletin*, October 15, 1939.
2. Adult Education 3rd Annual Southwest Regional Conference.
3. *Adult Education Journal*.
4. American Association for Adult Education.
5. *America's Free Schools*.
6. *Annual High School Bulletin*, 1940.
7. Annual Report of the University of Oklahoma.
8. Association of School Film Libraries Conference on Distribution of Motion Picture to Schools and Colleges, October 5-6, 1939.
9. Black Mountain College, November 1941.
10. *Book Selection Aids OU Library*.
11. Columbia University.
12. Extension Division newspapers from other schools.
13. *A Fair Deal for Radio*.
14. FREC, service bulletin.
15. *A Gateway to New Opportunity, OU 50th Celebration*.

16. *A Guide to the Study of Curriculum.*
17. Harvard University.
18. Indiana University.
19. *Journal of the University Senate.*
20. Kansas State Teachers College.
21. Louisiana State University.
22. Map of Australia and Singapore.
23. *Motive* magazine, p. 10.
24. Crime Reports FBI.

Location: 09733

Box 41: Printed and Processed Material

Folder:

1. National School Music Festivals, Oklahoma A & M.
2. NUEA Bulletin.
3. Needs of education in Oklahoma.
4. New York University.
5. *The News Letter*, Bureau of Educational Research, Columbus, Ohio.
6. *Norman Welcomes You in Wartime.*
7. *OPA What Wartime Price Control Means to You.*
8. OU Defense Training Unit Activities.
9. Ohio University.
10. Oklahoma A & M Catalog, 1938-1939.
11. Oklahoma Bookmen's Club Directory.
12. Oklahoma Educational Directory, 1939-1940, 1940-1941.
13. Oklahoma Merit System Council Report.
14. Oklahoma Merit System Council Report, 1940-1941.
15. Oklahoma State Penitentiary Annual Report to Educational Department.
16. Oklahoma Tax Commission 4th Biennial Report.
17. Parent-Teacher Manual.
18. Pennsylvania State College.
19. Portland Extension Center.
20. *Radio in the Classroom.*
21. Two Tales.
22. Safety Bulletins.
23. Selective Service Occupational Bulletin.
24. Senate Bill No. 126.
25. The S.P. &A. Grade Curve System.
26. Southern Conference for Human Liberties.
27. *Take Your Professional Temperature.*
28. Teacher Retirement.
29. *The "V" Song.*
30. PTA Program Planning.
31. North Carolina Association of Extension Representatives.
32. Press releases.

Location: 09734

Box 42: Correspondence and Paper Cities and Towns, 1937-1945

Folder:

1. L.
2. Li, 1938.
3. L, 1939-1940.
4. L, 1940-1941.
5. L, 1940-1941.
6. L, 1941-1942.
7. Department of Labor (Commercial L).
8. Mo, 1937.
9. Mc, 1937-1938.
10. M, 1937-1938.
11. Mo, 1938.
12. M, 1938-1939.
13. Mc, 1938-1939.
14. M, 1939-1940.
15. M, 1940-1942.
16. M, 1940-1941.
17. M, 1941-1942.

Location: 09735

Box 43: Correspondence Cities and Towns, 1937-1945

Folder:

1. A.
2. A.
3. A, 1939-1940.
4. A.
5. B, 1937.
6. B, 1939-1940.
7. B, 1938-1939.
8. B, 1942.
9. Phillip's Men's Club, Bartlesville, 1938.
10. Be, 1937.
11. B, 1941.
12. St. Louis Button Company, 1941.
13. Comptroller, Vouchers, etc.
14. C, 1939-1940.
15. C, 1942.
16. C, 1939.
17. C, 1938.
18. Correspondence Study, 1942-1945.
19. Correspondence Study Statistical Reports.
20. Correspondence Study, 1943-1944.
21. Correspondence Study.
22. Correspondence, 1941.

23. D, 1938.
24. Di, 1938.
25. D, 1938.
26. D, 1939-1940.
27. D, 1941.
28. Dale, Dr. Edgar.
29. E.
30. E.
31. E, 1939-1940.
32. E, 1941.

Location: 09735

Box 44: Correspondence Cities and Towns, 1937-1945

Folder:

1. F, 1937.
2. F, 1938-1939.
3. F, 1939-1940.
4. F, 1941-1942.
5. G, 1937-1938.
6. G, 1938.
7. G, 1938.
8. G, 1938-1939.
9. G, 1939-1940.
10. G, 1940-1941.
11. G, 1941-1942.
12. H, 1937.
13. He, 1938.
14. H, 1938.
15. H, 1938.
16. He, 1938.
17. Ho, 1938.
18. H, 1939-1940.
19. H, 1940.
20. H, 1941-1942.
21. I, 1937-1938.
22. I, 1938-1939.
23. I, 1939-1940.
24. I, 1940-1941.
25. J Commercial File, 1939-1940.
26. I, 1941-1942.
27. J, 1940.
28. K, 1937-1938.
29. K, 1938-1939.
30. K, 1939-1940.
31. K, 1940-1941.
32. K, 1941-1942.

Location: 09735

Box 45: Printed and Processed Material

Folder:

1. Printed and Processed Material Safety Education.
2. Foreman's Conference.

Location: 09736

Box 46: Correspondence Cities and Towns, 1937-1945

Folder:

1. N, 1937-1938.
2. N, 1938-1939.
3. N, 1939-1940.
4. N, 1940-1941.
5. N, 1941-1942.

Location: 09736

Box 47: Correspondence Cities and Towns, 1937-1945

Folder:

1. O, 1937-1938.
2. O, 1938-1939.
3. O, 1939-1940.
4. O, 1940-1941.
5. O, 1941-1942.

Location: 09736

Box 48: Correspondence Cities and Towns, 1937-1945

Folder:

1. P, 1937-1938.
2. P, 1938-1939.
3. P, 1939-1940.
4. P, 1940-1941.
5. P, 1941-1942.
6. R, 1938.
7. Se, 1937.
8. S, 1937-1938.
9. Sm, 1937-1938.
10. St, 1938.
11. Se, 1938.
12. St, 1938.
13. Sm, 1938-1939.
14. S, 1939.
15. S, 1939-1940.
16. S, 1940-1941.
17. S.
18. T, 1937-1938.

19. T, 1938-1939.
20. T, 1939-1940.
21. T, 1940-1941.
22. U-V, 1939-1940.
23. Fall 1941.
24. U, 1941.
25. Virginia Intermont College.

Location: 09705

Box 49: Correspondence Cities and Towns, 1937-1945

Folder:

1. Wh, 1936-1939.
2. W, 1936-1938.
3. Wh, 1938.
4. W, 1938-1939.
5. W, 1939-1940.
6. W, 1940-1941.
7. W, 1941-1942.
8. X, Y, Z.

University Archives Record Group 44/03
Extension Division: Educational Materials Services

Location: 09705

Box 50: Audio-Visual Education and Correspondence Commercial, 1927-1939

Folder:

1. Department of Agriculture.
2. "A" commercial file, 1938-1939.
3. U.S. Department of Agriculture.
4. Appollo Film and Associated Film Brokers.
5. Atlas Educational Film Co.
6. "B" commercial file, 1938-1939.
7. "C" commercial file, 1938-1939.
8. Cinegraphic Corporation, "Wee Ann."
9. Department of Commerce.
10. Coronet.

Location: 09705

Box 51: Audio-Visual Education and Correspondence Commercial, 1927-1939

Folder:

1. Davis, H.D.
2. "D" commercial file, 1938-1939.
3. DeVry, January-June 1928.
4. DeVry Corporation, 1927.
5. The DeVry Corporation.
6. Erpi Classroom Films.
7. Enterprise Motion Picture Company.

Location: 09706

Box 52: Audio-Visual Education and Correspondence Commercial, 1927-1939

Folder:

1. Film for Fred Miller's programs.
2. "F" commercial file, 1938-1939.
3. "G" commercial file, 1938-1939.
4. "H" commercial file, 1938-1939.
5. Herman Ross Enterprises.
6. "I" commercial file, 1938-1939.
7. "J" commercial file, 1938-1939.
8. "K" commercial file, 1938-1939.
9. "K" commercial file, 1939-1940.
10. Keystone.
11. Klein, George.

Location: 09706

Box 53: Audio-Visual Education and Correspondence Commercial, 1927-1939

Folder:

1. "L" commercial file, 1938-1939.
2. "M" commercial file, 1938-1939.
3. "Mc" commercial file, 1938-1939.
4. Bureau of Mines.
5. Metro-Goldwyn-Mayer.
6. "N" commercial file, 1938-1939.
7. "O" commercial file, 1938-1939.

Location: 09706

Box 54: Audio-Visual Education and Commercial Correspondence, 1927-1939

Folder:

1. "P" commercial file.
2. Path Exchange, Oklahoma City, Oklahoma.
3. Pilgrim Photo Play Exchange.
4. Plymouth Film Corp.
5. P.T.A.
6. Bureau of Public Health.
7. "R" commercial file, 1938-1939.

Location: 09707

Box 55: Audio-Visual Education and Commercial Correspondence, 1927-1939

Folder:

1. Cutting, N.F., 1927 Spencer Lens.
2. Helenore, J.C. Spencer Lens.
3. Kehe, Loretta Spencer Lens.
4. Miscellaneous Spencer Lens.
5. Mueller, T.R. Spencer Lens.
6. Noeske, Walter Spencer Lens.
7. Ott, H.N. Spencer Lens.
8. Pease, P.L. Spencer Lens.
9. Potter, A.O. Spencer Lens.
10. Invoices.

Location: 09707

Box 56: Audio-Visual Education and Commercial Correspondence, 1927-1939

Folder:

1. "S" commercial file, 1938-1939.
2. Acknowledgements Spencer Lens.
3. Blaisdell, R.E. Spencer Lens.
4. Contracts, Spencer Lens Company Salesmen.
5. Credit memoranda Spencer Lens.
6. Cutting, N.F., July-December, 1928.
7. Cutting, N.F., January-July, 1928.

Location: 09707

Box 57: Audio-Visual Education Commercial Correspondence, 1927-1939

Folder:

1. Reynolds, W.L. Spencer Lens.
2. Ryan, M.J. Spencer Lens.
3. Ryan, M.J., 1927.
4. Ryan, M.J., January-July, 1928.
5. Schweir, E. Spencer Lens.
6. Telegrams from Spencer Lens.
7. "T" commercial file, 1938-1939.
8. "U-V" commercial file, 1938-1939.
9. "W" general file.
10. Young American Films.

Location: 09708

Box 58: Audio-Visual Education and General Correspondence, 1935-1947

Folder:

1. A, 1935-1936.
2. A, 1945.
3. A, 1941-1942.
4. A, 1943-1944.
5. A, 1946.
6. A, 1947.
7. General file, 1938-1939.
8. Ada, 1938-1939.
9. Association of School Film Libraries Newsletter.

Location: 09708

Box 59: Audio-Visual Education and General Correspondence, 1935-1947

Folder:

1. B, 1935-1936.
2. General file, 1938-1939.
3. B, 1943-1944.
4. B, 1946-1947.
5. C, 1935-1936.
6. General file, 1938-1939.
7. C, 1941-1942.

Location: 09708

Box 60: Audio-Visual Education and General Correspondence, 1935-1947

Folder:

1. C, 1942.
2. C, 1943.
3. C, 1944-1946.
4. C, 1946-1948.
5. Visual Education Conference, 1945.
6. California Visual Education Program.

7. Chicago, 1935.
8. Claims sent prior to July 1, 1942.
9. Visual Education Conferences pending.
10. Visual Education Conferences past.
11. Southern Conference on Audio-Visual Education.
12. County Superintendent's letter.

Location: 09709

Box 61: Audio-Visual Education and General Correspondence, 1935-1947

Folder:

1. D, 1935-1936.
2. General file, 1938-1939.
3. D, 1941-1942.
4. D, 1943-1947.
5. Davis, H.O., 1938-1939.

Location: 09709

Box 62: Audio-Visual Education and General Correspondence, 1935-1947

Folder:

1. E, 1935-1936.
2. General file, 1938-1939.
3. E, 1942-1944.
4. E, 1946-1947.
5. Education 409.
6. White, E.B.
7. Educational Film Lending Library.
8. Edmond.

Location: 09709

Box 63: Audio-Visual Education and General Correspondence, 1935-1947

Folder:

1. General file, 1938-1939.
2. F, 1942-1943.
3. F, 1946-1947.
4. Faculty Exchange, 1938-1939.
5. Film Tests.
6. G, 1935.
7. General file, 1938-1939.
8. G, 1942-1944.
9. G, 1946-1947.
10. Glass slides.
11. Gunning Hold, 1941.

Location: 09710

Box 64: Audio-Visual Education and General Correspondence, 1935-1947

Folder:

1. H, 1935-1936.
2. General file, 1938-1939.
3. H, 1942-1943.
4. H, 1946-1947.
5. I, 1935-1936.
6. General file, 1938-1939.
7. I, 1941-1942.
8. I, 1942-1943.
9. I, 1946-1947.
10. Audio-Visual Instruction Conference, April 16-20, 1945.
11. Inventories film.

Location: 09710

Box 65: Audio-Visual Education and General Correspondence, 1935-1947

Folder:

1. J, 1935-1936.
2. General file, 1938-1939.
3. J.
4. High, J.E., 1938-1939.
5. K, 1935-1936.
6. General file, 1938-1939.
7. K.
8. L, 1935-1936.
9. General file, 1938-1939.
10. L.
11. Luncheon for Daleboudt.
12. M, 1935-1936.
13. General file, 1938-1939.
14. M.
15. Master list of motion picture projectors in Oklahoma.
16. Miscellaneous notes.
17. Miscellaneous reports.

Location: 09710

Box 66: Audio-Visual Education and General Correspondence, 1935-1947

Folder:

1. N, 1935-1936.
2. General file, 1938-1939.
3. N, 1941-1942.
4. N, 1943-1945.
5. N, 1946.
6. Visual Education newsletters.
7. New film Films for preview.

Location: 09711

Box 67: Audio-Visual Education and General Correspondence, 1935-1947

Folder:

1. New York, Iowa, Kansas.
2. Notes.
3. NUEA Visual Aids Section.
4. Extension newsletters and NUEA literature.
5. NUEA Visual Education Department.
6. NUEA visual aids material mailed to members.

Location: 09711

Box 68: Audio-Visual Education and General Correspondence, 1935-1947

Folder:

1. O, 1935-1936.
2. General file, 1938-1939.
3. O, 1942.
4. O, 1943-1945.
5. O, 1946-1947.
6. Oklahoma state slides.
7. Oklahoma A & M.
8. Oklahoma City, 1938-1939.
9. Oklahoma Photo Supply Company, 1939-1939.
10. Out of state, 1935-1936.

Location: 09711

Box 69: Audio-Visual Education and General Correspondence, 1935-1947

Folder:

1. P, 1935-1936.
2. General file, 1938-1939.
3. P.
4. Bills paid Visual Education, 1940-1941.
5. Personal, 1938-1939.
6. Photography.
7. Production of objective teaching materials.
8. R.
9. General file, 1938-1939.
10. S, 1935-1936.
11. General file, 1938-1939.
12. S, 1942-1945.
13. S, 1946-1947.
14. Slidefilm inventory.
15. Slidefilm.

Location: 09712

Box 70: Audio-Visual Education and General Correspondence, 1935-1947

Folder:

1. T, 1935-1936.
2. General file, 1938-1939.

3. T, 1941-1943.
4. T, 1946-1947.
5. Tahlequah, 1938-1939.
6. U, 1942-1946.
7. Visual Aids Conference, 1946.
8. General file, 1938-1939.
9. V, 1941-1947.

Location: 09712

Box 71: Audio-Visual Education and General Correspondence, 1935-1947

Folder:

1. Visual education, X-Y.
2. Visual education short courses.
3. V. short course, 1937-1938.
4. Suggestions for visual aids records filing.
5. Visual Aids Conference, 1938-1939.
6. W, 1935-1936.
7. General file, 1938-1939.
8. W, 1941-1947.
9. Washington, D.C.
10. Weatherford, 1938-1939.
11. Y.
12. Z, general file, 1938-1939.

Location: 09712

Box 72: Audio-Visual Education Bookkeeping Statements, 1940-1942

Folder:

1. Bookkeeping statements, 1940-1942.

Location: 09713

Box 73: Audio-Visual Education Bulletins

Folder:

1. Brochures for film equipment.
2. Bulletins Visual Education, August 3, 1942.
3. Bulletins Visual Education, July 22, 1940.
4. Bulletins Visual Education, September 15, 1945.
5. Excerpts from the 3rd Annual Conference on Visual Aids in Education, July 9-10, 1940.
6. Bureau of Visual Education general catalog.
7. Directory of 16mm film sources, 1939.
8. "100 Years of Recreation, 1945-1945."
9. "New Ways of Learning" and "Survey on the Utilization of Visual Aids."
10. "Encyclopedia Britannica Films," October 1945.
11. "The Story of AGFA ANSCO" and "Midwestern Forum on Visual Teaching Aids, May 12-13, 1939."

Location: 09713

Box 74: Audio-Visual Education Claims

Folder:

1. Claims.
2. Claims.
3. Claims.
4. Student workers.
5. Claims to 1906.
6. Visual Education Claims.
7. Horm, Jacob Claim No. 73-182.
8. Claims.

Location: 09713

Box 75: Audio-Visual Education Description of Films

Folder:

1. Air College Film No. L-8.
2. Cutting a Taper Film No. R-5.
3. Drilling, Boring and Reaming.
4. Fashions for War Film No. Z-189.
5. Fashions for War.
6. Fighting the Fire Bomb.
7. Fighting the Fire Bomb Film No. C-17.
8. The Fixed Gages Film No. R-11.
9. Height Gages and Test Indicators.
10. Height Gages and Test Indicators Film No. R-13.
11. The Micrometer Film No. R-10.
12. The Milling Machine.
13. The Steel Rule.
14. The Steel Rule Film No. R-9.
15. Turning Work of Two Diameters Film No. R-6.
16. Vernier Scales Film No. R-11.
17. Visual Education Lists.

Location: 09714

Box 76: Audio-Visual Education Film Circulation Data

Folder:

1. Circulation data.
2. Film report blanks.
3. Mailing list.

Location: 09714

Box 77: Audio-Visual Education Printed Materials

Folder:

1. Department of Correspondence Study, August 15, 1920.
2. Correspondence Study, 1929-1930.
3. Correspondence Study, November 1, 1937.

4. Correspondence Study, 1926.
5. Correspondence Study.
6. Correspondence Study, March 1935.
7. Correspondence Study, 1922.
8. Supervised Correspondence Study for High Schools, February 21, 1942.
9. Research Bulletin of NEA, November 1938.
10. Correspondence Study, September 15, 1917.
11. Correspondence Study, October 1, 1927.
12. WPA Correspondence Study Project.

Location: 09714

Box 78: Audio-Visual Education Printed Materials

Folder:

1. Photoplay studies.
2. Group discussion guide.
3. Study guides.
4. Excerpts from Conference on Visual Aids in Education.
5. Sources of materials.

Location: 09715

Box 79: Audio-Visual Education Printed Materials

Folder:

1. Unprocessed material.
2. Maps.

Location: 09715

Box 80: Audio-Visual Education Safety Education

Folder:

1. Safety replies.
2. Safety.
3. Unlabeled safety.
4. Unlabeled safety.
5. Unlabeled safety.
6. Unlabeled safety.

University Archives Record Group 44/03
Extension Division: Educational Materials Services
Public Information and Welfare

Location: 09691

Box 104: General Correspondence, 1939-1940

Folder:

1. A.
2. A.
3. B.
4. B.

Location: 09691

Box 105: General Correspondence, 1939-1940

Folder:

1. B.
2. C.
3. C.

Location: 09692

Box 106: General Correspondence, 1939-1940

Folder:

1. D.
2. D.
3. E.
4. F.
5. F.

Location: 09692

Box 107: General Correspondence, 1939-1940

Folder:

1. G.
2. G.
3. G.
4. H.
5. H.
6. I.
7. I.
8. J.

Location: 09692

Box 108: General Correspondence, 1939-1940

Folder:

1. K.
2. L.
3. M.

4. M.
5. M.
6. M.

Location: 09693

Box 109: General Correspondence, 1939-1940

Folder:

1. N.
2. O.
3. P.
4. Q.

Location: 09693

Box 110: General Correspondence, 1939-1940

Folder:

1. R.
2. R.
3. S.
4. S.
5. S.

Location: 09693

Box 111: General Correspondence, 1939-1940

Folder:

1. T.
2. U.
3. V.
4. W.
5. X, Y, Z.

University Archives Record Group 44/04
Extension Division: Short Courses and Conferences

Location: 09694

Box 112: General Correspondence, 1938-1946

Folder:

1. A Capella Choir.
2. A Capella Choir short course.
3. Accident Prevention Industrial Safety short course.
4. Adult Religious Leaders Conference, Stillwater, 1946.
5. Aerial Photographic Mapping short course.
6. Alumni Awards Committee.
7. Association of School Administrators.
8. Auditorium Activities.
9. Audio-Visual Education Workshop.
10. Automobile Association.
11. B.
12. Badges.
13. Band Directors.
14. Short Course, bills paid, 1940-1941.
15. Short Course, bills paid, 1941-1942.
16. Boy's State.
17. The Book Fair.
18. Boy Scout short course.

Location: 09694

Box 113: General Correspondence, 1938-1946

Folder:

1. C.
2. Cafeteria Manager's short course.
3. Howard Jensen, Civilian Camouflage short course.
4. First Industrial Camouflage short course.
5. Second Industrial Camouflage short course.
6. Second Industrial Camouflage short course.
7. Industrial Camouflage short course.
8. Camouflage Institute.

Location: 09694

Box 114: General Correspondence, 1938-1946

Folder:

1. Childhood Education Workshop, 1943.
2. Childhood Education Workshop, 1943.
3. Childhood Education Workshop, 1945.
4. Childhood Education Workshop, 1945.
5. Children's Arithmetic Workshop.
6. Children's Movie Institute Observer's Report.

7. Children's Movie Institute.
8. Children's Reading.
9. Choir.

Location: 09695

Box 115: General Correspondence, 1938-1946

Folder:

1. Clippings on short courses, conventions and conferences.
2. Construction Industries short courses, February 22-24, 1939.
3. County Superintendent's Conference, 1944.
4. County Superintendent's Conference, 1944.
5. Curriculum Leadership Conference, September 17-18, 1945.
6. Curriculum Workshop.
7. D.
8. Debate and Discussion Institute short courses, 1939.
9. Debate Tournament.
10. Drum Majors short course.
11. E.
12. Engineering Defense Training Courses, Enrollment Applications.
13. Effective Leadership for Youth.
14. E.S.M.W.T., 1944-1945.
15. Family Life.
16. Football Luncheon.
17. Four-Minute Man.
18. Future Teachers of America.
19. G.
20. Short Courses Department, general data.
21. Conference on Local Government.
22. Graduate Nurses short courses.

Location: 09695

Box 116: General Correspondence, 1938-1946

Folder:

1. H.
2. Josselyn Hennessy.
3. Highway and Street Conference.
4. Home and Community, P.T.H. Training School.
5. Home and Community S.C. Recreation.
6. Home and Community Group Relations.
7. Home and Community mailing lists.
8. Home and Community Catalogs.
9. Home Economics Conference.
10. Hotel proposed.
11. Housekeeping Aide Supervisors short course, November 1-3, 1938.
12. Housing for short courses.

Location: 09695

Box 117: General Correspondence, 1938-1946

Folder:

1. I.
2. Interscholastic Music Contest.
3. Institute of International Relations.
4. Institute of International Relations.
5. J.
6. First Judging School.
7. Second Judging School and Flower Arrangement S.C.
8. Junior Chamber of Commerce short course, January 1945.
9. L.
10. Legislative Procedures, 1940.
11. Legislative Procedures short course cancelled.
12. Linotype Mechanical Clinic short course.
13. Local Food Handlers short course cancelled.

Location: 09696

Box 118: General Correspondence, 1938-1946

Folder:

1. M.
2. Machinists' short course.
3. Magazine Editor's Short Course.
4. J.F. Malone.
5. Mimeo Outline of Units Section Ed. 409.
6. Ministers short course.
7. Mailing list general.
8. Mailing list miscellaneous.
9. Mailing lists, 1941-1943.

Location: 09696

Box 119: General Correspondence, 1938-1946

Folder:

1. Nursery School Workshop.
2. Nutrition short course.
3. O.
4. O.P.A. short course.
5. Orchestra Directors short course and clinic, February 11-13.
6. Short courses and extension division correspondence and programs.

Location: 09696

Box 120: General Correspondence 1938-1946

Folder:

1. P.
2. Parent Teacher Workshop, June 15-18, 1942.
3. Photography short course.

4. Physical Fitness short course.
5. Police Training.
6. Professional Writing.
7. Professional Writers short course.
8. Professional Writers short course cancelled.
9. Foreign Programs, 1938-1939.
10. Discussion Leaders, Institute of Public Affairs.
11. Public Affairs Institute mailing lists.
12. Institute of Public Affairs, January 7-9, 1942.
13. Public Relations Committee.
14. Institute of Public Affairs, publicity.
15. University publicity.
16. Purchases after July 1.

Location: 09697

Box 121: General Correspondence, 1938-1946

Folder:

1. R.
2. Radio short courses.
3. Conference on reading.
4. Short courses.
5. Recreation short courses.
6. Recreation short courses.
7. Refresher Nutrition short course cancelled.
8. Registration Lists for short courses and conferences, 1938-1939.
9. Reports.
10. Reservations.
11. Retail Pharmacists and Sales Personnel.
12. Room reservations Vets Guidance Conference, November 28-December 18, 1945.

Location: 09697

Box 122: General Correspondence, 1938-1946

Folder:

1. S.
2. Safety short course, 1944.
3. Oklahoma Safety Council Program.
4. Traffic Safety Education for High School Teachers.
5. School Administrators and Teachers Conference and Schools at War, 1944-1945.
6. School Administrators Conference, July 9-12, 1945.
7. School Records and Reports Workshop, 1944.
8. Short courses, Summer 1939.
9. Short course registrants, Summer 1944.
10. Short Courses, 1941-1942.
11. Short courses held in Oklahoma City, August 1944.
12. Summer activities, 1944.
13. Short courses, Summer 1946.

14. Sewing Room Supervisors short course, January 17-19, 1938.
15. Social Ethics Conference.
16. Speech Teachers in Oklahoma mailing lists.

Location: 09697

Box 123: General Correspondence, 1938-1946

Folder:

1. T.
2. Teacher Marketing Short Course.
3. U.
4. Union Vesper Service, Summer 1946.
5. Veterans Guidance Conference, November 8-December 18, 1945.
6. Annual reports for visual education and short courses.
7. Visual Aids.
8. Visual Education Conference.
9. Visual Aids Workshop, June 1945.
10. W.
11. War Labor Management Conference, 1942.
12. Second War Labor Management Conference, March 4-5, 1943.
13. Welding conference and short course.
14. WNAD Radio.
15. Work pending.
16. Youth.

University Archives Record Group 44/04
Extension Division: Short Courses and Conferences

Location: 09719

Box 93: Post Graduate Medical Study

Folder:

1. Doctors' correspondence and miscellaneous.
2. Tuberculosis Sulphur, Clinton and Talihina, Spring 1927.
3. Circuit medical courses, 1927.
4. Physical therapy courses, 1927.
5. O.B. lectures Tallant and Bolt, 1927-1928.
6. Internal Medicine short courses, November 1928.
7. Surgical Diagnosis, December 1928.
8. Nose and Throat Dr. Waldephel (Vienna), Fall 1928.
9. Internal Medicine short courses, November 1928.
10. Surgical Diagnosis, December 1928.
11. Courses printed programs, 1928-1929.
12. O.B.-GYN short courses, January 1929.
13. Pediatric short courses, February 1929.
14. Human Anatomy, March 1929.
15. Internal Medicine short courses, December 1929.
16. Dentistry Northwestern Course, Fall 1929.
17. Dental McCrum outlines, 1929-1930.
18. Medical courses general programs, 1929-1930.
19. O.B.-GYN and Pediatric, February 1930.
20. Eye Dr. Pillet (Vienna), February 1930.
21. Nose and Sinuses Haslinger (Vienna), February 1930.
22. Dr. Rupe.
23. Traumatic Surgery Circuit, Fall 1930.
24. Internal Medicine Circuit, Thompson and Lawrence.
25. O.B.-GYN Circuit Plass and King, September 1930.
26. Urology outlines, January 1930.
27. P.G. Medical Study leaflet.
28. Dental course X-Ray and Inlay Technic, October 1930.
29. Eye, Ear, Nose and Throat for general practice, 1930.
30. Dental Economics, 1931.
31. Surgical Diagnosis, February 1931.
32. Traumatic Surgery, Fall 1931.
33. O.B.-GYN, January 1932.
34. Ear Dr. Ruttin (Vienna), Spring 1932.
35. Surgical Diagnosis, March 1932.
36. Degenerative Diseases, 1932.
37. South East Circuit, Winter 1933.
38. Traumatic Surgery Circuit, Fall 1932.
39. Surgical Diagnosis Association, February 1933.
40. Internal Medicine Circuit, Spring 1933.

Location: 09720

Box 94: Post Graduate Medical Studies

Folder:

1. Adult Education.
2. Air Transportation.
3. A.M.A. Portland.
4. Appreciation letters.
5. Bizzell, Dr. William Bennett.
6. Books.
7. Dr. Brooks.
8. Dr. A. Lewis Bute.
9. Cancer.
10. Cancer surgery.
11. Dr. Fremont A. Chandler.
12. Clinical Society.
13. Dr. R.C. Coffey.
14. Dr. John S. Coulter.
15. County medical programs.
16. Cox, Dr. J.W., American Society for the Control of Cancer.

Location: 09720

Box 95: Post Graduate Medical Studies

Folder:

1. Dental.
2. Dental Economics.
3. Dental Economics.
4. District dentistry meeting.
5. Dental notes.
6. Dental reports by Mrs. Welch.
7. Ediphone.
8. Eyes, Ears, Nose and Throat for Practitioners.
9. Eyes, Ears, Nose and Throat, Spring 1934.
10. Dr. Daniel N. Eisendrath.
11. Eli Lillie and Co.
12. Elsching, Professor G.
13. Dr. Roy Ellis.
14. Dr. William Engelrach.

Location: 09720

Box 96: Post Graduate Medical Studies

Folder:

1. Field lists.
2. Film services.
3. Finances.
4. Financial statements.

5. Financial statements, Dentistry Economics.
6. Dr. Fishbein.
7. Form letters.
8. Form letters.
9. Form letters.
10. Dr. Franz Fremel.
11. Dr. Glenn Frank.
12. University of Georgia.
13. M.B. Glissman, Okmulgee.
14. M.B. Glissman.
15. Dr. F.B. Granger.
16. Dr. Clifford G. Grulle.
17. Dr. Carl A. Hamman.
18. Dr. G.L. Hammington.
19. Dr. Henry F. Helmholtz.
20. Dr. Julius H. Hess.
21. Dr. L.J. Hirschman.
22. Oklahoma hospitals.
23. Human anatomy.
24. Human anatomy.

Location: 09689

Box 97: Post Graduate Medical Studies

Folder:

1. H.G. Ingham.
2. H.G. Ingham.
3. Instructors, 1929.
4. Instructors who declined.
5. Instructors, prospective.
6. Internal Medicine, Southwestern Circuit.
7. Internal Medicine, 1928-1929.
8. Internal Medicine, 1930.
9. General.
10. Iowa.

Location: 09689

Box 98: Post Graduate Medical Study

Folder:

1. Kansas.
2. Kansas, 1929-1930.
3. L.W. Kibler, personal.
4. L.W. Kibler, 1928-1929.
5. Kibler.
6. L.W. Kibler.
7. Vouchers for Kibler.
8. W.W. Kraft, OU.

Location: 09689

Box 99: Post Graduate Medical Study

Folder:

1. Dr. J.B. Lawrence.
2. Lecture abstract, Medicine and Pediatrics, 1933-1934.
3. J.L. Lindsey.
4. Dr. J.L. Litzenberg.
5. Dr. Leroy Long.
6. Dr. J.R. Manley.
7. Dr. E.G. Martin.
8. Dr. McKim Marriot.
9. Dr. C.A. McKinlay.
10. Dr. Thomas B. Moorum.
11. Medical films.
12. Medical lists.
13. Medical meetings.
14. Medicine and Pediatrics General, October and November 1933.
15. Medicine and Pediatrics East, December 4-8, 1933.
16. Medicine and Pediatrics West, February 26-March 2.
17. Medical societies, 1929-1930.

Location: 09690

Box 100: Post Graduate Medical Study

Folder:

1. Milwaukee.
2. University of Minnesota.
3. Miscellaneous.
4. Miscellaneous, 1928-1929.
5. Dean L.J. Moorman, School of Medicine.
6. University of North Carolina.
7. Dr. Emil Novak.
8. Obstetrics circuit.
9. Obstetrics, 1930-1931.
10. Obstetrics and Pediatrics short course, 1929-1930.

Location: 09690

Box 101: Post Graduate Medical Study

Folder:

1. Pediatrics, 1930-1931.
2. Russell Pigford, Tulsa Center.
3. E.D. Plass.
4. Dr. John L. Porter.
5. Post graduate, other states.
6. Medical Program, 1928-1929.
7. Medical Program, 1929-1930.

8. Prospective instructors, 1930-1931.
9. Prospective instructors, lists.
10. Publicity.
11. Publicity.
12. Oklahoma Public Health Association.
13. Public Relations Organization.
14. Rockefeller Foundation.
15. Rosenwald Fund.
16. Dr. Louis Rudolph, Chicago.
17. Charles A. Ruhling, Cushing.
18. Dr. W.A. Rupe.

Location: 09690

Box 102: Post Graduate Medical Study

Folder:

1. Dr. Ernest Sachs.
2. Oswald Schwarz.
3. Dr. Otto Schwarz.
4. Ralph Smith.
5. P.
6. Ingaz Sommer.
7. Dr. T.W. Sorrels.
8. E.A. Spiegel.
9. Supplies, 1929-1930.
10. Surgery, 1930-1931.
11. Surgical Diagnosis, 1928-1929.
12. Surgical Diagnosis, 1929-1930.
13. Surgical Diagnosis.

Location: 09691

Box 103: Post Graduate Medical Study

Folder:

1. Dr. Phillip R. Thomas.
2. Dr. L.D. Thompson.
3. Tri-State Medical Meeting, Memphis.
4. Tuberculosis.
5. Tuberculosis, 1928-1929.
6. Dr. Henry H. Turner, Oklahoma City.
7. Dr. Henry H. Turner, Oklahoma City.
8. Urology, 1929-1930.
9. Urology.
10. Vouchers, Kansas University.
11. Dr. H.R. Wahl.
12. Dr. H.R. Wahl.
13. Dr. J.R. Walker, Enid.
14. Emory O. West, D.D.S.

15. White House Conference.
16. Miss Pearl Wilson.
17. Orr H. Ninnet, Lincoln, Nebraska.
18. University of Wisconsin.

University Archives Record Group 44/05
Extension Division: School and Community Services
Inter-School Speech Activities

Location: 09698

Box 124: Director's Correspondence, 1936-1937

Folder:

1. Correspondence, faculty exchange.
2. Armstrong.
3. J.F. Malone.
4. Newsome.
5. Scott.
6. Thomas, treasurer.
7. Treasurer's Office.
8. Bills.

Location: 09698

Box 125: Correspondence: High Schools, 1935-1938

Folder:

1. A, 1935.
2. A, 1936.
3. A, speech, 1939.
4. A, speech, 1938.
5. A, speech, 1938.
6. B, 1936.
7. B, speech, 1937.
8. B, 1938.
9. C, 1935.
10. C, speech, 1936.
11. C, 1937.
12. Chickasha, O.C.W.
13. C, speech, 1937-1938.
14. D, speech, 1937-1938.
15. D, speech, 1936-1937.
16. Durant-S.E.S.T.C., 1936-1937.
17. D.

Location: 09698

Box 126: Correspondence: High Schools, 1935-1938

Folder:

1. E, 1935.
2. E, speech, 1936.
3. E, speech, 1937.
4. Edmond, C.T.S.C., 1935-1938.
5. E, 1938.
6. Enid, Phillips.

7. F, speech, 1935.
8. F, speech, 1936.
9. F, 1937.
10. F, 1938.
11. G, 1938.
12. G, speech, 1938.
13. G, 1938.
14. G, speech, 1937.
15. H, 1935.
16. H, 1936.
17. H, speech, 1937.
18. H, 1938.
19. I, 1935.
20. I, 1936.
21. I, 1937.
22. I, speech, 1938.
23. I, out-of-state.
24. J, speech, 1935-1936.
25. J, speech, 1937-1938.
26. Junior College Correspondence, 1937-1938.
27. Junior College Correspondence, 1938.
28. K, 1937-1938.
29. K, out-of-state, 1936-1937.
30. University of Kansas speech, 1936.
31. L, speech, 1936-1938.
32. L, out-of-state, 1936.

Location: 09699

Box 127: Correspondence: High Schools, 1935-1938

Folder:

1. I.
2. L.
3. N.
4. P.
5. Q.
6. R.
7. S.
8. T.
9. W.
10. V.
11. X, Y, Z.
12. Tournament reports.

Location: 09699

Box 128: Correspondence: High Schools, 1935-1938

Folder:

1. P.
2. P, speech, 1936.
3. P, speech, out-of-state, 1936.
4. P, speech, 1937.
5. P, speech, 1938.
6. Q, speech, 1938.
7. R, 1935.
8. R, speech, 1937.
9. S, 1936.
10. S, 1937.
11. S, speech, 1938.
12. T, 1935.
13. T, 1936.
14. T, 1937.
15. T, speech, 1938.
16. Tahlequah, N.E.S.T.C., 1936-1938.
17. U, speech, 1936.
18. V, 1936.
19. V, speech, 1937-1938.
20. W, 1935.
21. W, speech, 1936.
22. W, 1937.
23. W, speech, 1938.
24. Weatherford S.W.S.T.C., 1936-1937.
25. X, Y, Z speech, 1936-1938.

Location: 09699

Box 129: Correspondence: High Schools, 1935-1938

Folder:

1. M, 1935.
2. M, 1936.
3. M, speech, 1937.
4. M, speech, 1938.
5. N, 1936.
6. N, speech, 1936-1938.
7. O, 1935.
8. O, 1936.
9. O, speech, 1937.
10. O, speech, 1938.

Location: 09700

Box 130: Correspondence: Junior Colleges, 1936

Folder:

1. A.
2. B.
3. C.

4. G.
5. H.
6. M.
7. N.
8. O.
9. Oklahoma A&M College, 1937.
10. Oklahoma Baptist University, Shawnee, 1937.
11. S.
12. T.
13. V.
14. W.
15. Jr. College mimeographed, 1936-1937.
16. Junior College, joint letters, 1936-1937.
17. Junior College Tournament information.
18. Oklahoma Colleges, 1936.
19. Junior College form letters.

Location: 09700

Box 131: Correspondence: Junior Colleges, 1939

Folder:

1. A.
2. Ada, E.C.S.C.
3. B.
4. C.
5. D.
6. Durant, E.C.S.C.
7. E.
8. F.
9. G.
10. Goodwell, Panhandle A&M.
11. H.
12. I.
13. J.
14. L.
15. M.
16. Miami, Northeastern Oklahoma Junior College.
17. O.
18. P.
19. S.
20. T.
21. Tahlequah, N.E.S.C.
22. Tonkawa, University Preparatory School and Junior College.
23. W.
24. Junior College form letters.

Location: 09700

Box 132: Correspondence: Junior Colleges, 1940

Folder:

1. A.
2. Alva, N.W.S.C.
3. Altus Junior College.
4. B.
5. C.
6. D.
7. E.
8. F.
9. G.
10. H.
11. Hobart, Kiowa County Junior College.
12. K.
13. L.
14. J.
15. Lawton, Cameron State School of Agriculture.
16. M.
17. Mangum Junior College.
18. Muskogee Junior College.
19. N.
20. Oklahoma City.
21. Okmulgee Junior College.
22. O.
23. P, R, S.
24. Seminole Junior College.
25. O.B.U., Shawnee.
26. T.
27. N.E.S.C.
28. V.
29. W.
30. S.W.S.C. Weatherford.
31. X, Y, Z.
32. Form letters.

Location: 09701

Box 133: Correspondence: Junior Colleges, 1941

Folder:

1. A.
2. E.C.S.T.C. Ada.
3. Altus Junior College.
4. N.W.S.T.C.
5. B.
6. C.
7. D.
8. S.E.T.C., Durant.

9. E.
10. C.S.T.C., Edmond.
11. F.
12. G.
13. Panhandle A&M College, Goodwell.
14. H.
15. Hobart Junior College.
16. Cameron, Lawton.
17. M.
18. Mangum Junior College.
19. Northeastern Junior College, Miami.
20. Muskogee Junior College.
21. O.
22. Capitol Hill Junior College, Oklahoma City.
23. Okmulgee Junior College.
24. Tonkawa Junior College.
25. Wilburton Eastern Oklahoma College.

Location: 09701

Box 134: Junior College: Miscellaneous Activities

Folder:

1. Humorous Readings.
2. Bulletin Package Library Issues.
3. Boys Extemporaneous Speaking.
4. Junior College One Act Play Contest.
5. Original Oratory.
6. Dramatic Reading.
7. Humorous Reading.
8. Girls Extemporaneous Speaking.
9. After Dinner Speaking.
10. Standard Oratory.
11. Junior Colleges, March 9-11, 1939.
12. Radio Play.
13. Debate.
14. Radio Play.
15. Women's Debate.
16. Oratory, Men's Division.
17. Interpretative Reading.
18. Men's Extemporaneous Speaking.
19. Oral Interpretation of Poetry, Class B.
20. Dramatic Reading Men's Junior College.
21. Humorous Reading Women's.
22. Debate Men's.
23. Debate Class A.
24. Dramatic Reading Women's.
25. After Dinner Speaking Men's.

26. Oratory Women's Division.
27. One Act Play.
28. One Act Play Class A.
29. Boy's Extemporaneous Speaking Class B.
30. Debate Class A.
31. Original Oratory Class A.
32. Original Oratory Class B.
33. Girl's Extemporaneous Speaking Class A.
34. Girl's Extemporaneous Speaking Class B.
35. Standard Oratory Class B.
36. Dramatic Declamation Class A.
37. Dramatic Declamation Class B.
38. Humorous Declamation Class B.
39. Humorous Declamation Class A.
40. Oral Interpretation of Poetry Class A.
41. Boy's Extemporaneous Speaking Class A.
42. Standard Oratory Class A.
43. Radio Speech Men's Division.
44. After Dinner Speaking Women's.
45. Radio Speech Girl's Division.

Location: 09701

Box 135: Junior Colleges: Bills and Receipts

Folder:

1. Revised Constitution for 1939-1940.
2. Bills, receipts, etc., 1939-1940.
3. Bills, receipts, etc., 1940-1941.
4. Program suggestions.

Location: 09702

Box 136: Bulletins, Awards, and Certificates, 1935-1936

Folder:

1. Bulletin of the Oklahoma Association of Teachers of Speech, miscellaneous publications and reports.
2. B.O.A.T.S. March.
3. B.O.A.T.S. April.
4. B.O.A.T.S. May.
5. B.O.A.T.S. Correspondence.
6. B.O.A.T.S. October.

Location: 09702

Box 137: Judges Decisions, 1937-1940

Folder:

1. Radio Play, scripts and decisions, 1940.
2. Activities, schedules, and judging blanks, 1940.
3. League awards, 1940.

4. One Act Plays Class B, 1940.
5. High School form letters.
6. Conference winners.
7. Radio scripts, 1937-1938.
8. School enrollments radio.

Location: 09702

Box 138: Tournaments and Awards

Folder:

1. Lists and letters, 1935-1936.
2. Speech tournament entries, 1935.
3. Miscellaneous lists, 1935-1936.
4. Mimeographed releases, 1935-1936.
5. Tournament reports, 1936-1937.
6. League awards and winners, 1936.
7. Correspondence, 1936.
8. Speech questionnaire.
9. Bills paid, 1935-1936.

Location: 09703

Box 139: Handbooks and Miscellaneous

Folder:

1. Forensic Association Constitution and Bylaws.
2. Debate handbooks.
3. Blank award certificates.

Location: 09703

Box 140: Speech League Regulations, 1941-1942

Folder:

1. Sooner Speech News.
2. Miscellaneous speech publications.
3. Oklahoma High School Public Speaking League Constitution and Bylaws, 1939-1942.
4. Speech League certificates, 1938 and 1941.
5. Speech and Drama Institute, 1942.
6. Quarterly Journal of Speech, December 1941.

Location: 09703

Box 141: Subject Files

Folder:

1. League newsletters.
2. League awards and winners, 1937.
3. Winners of state finals.
4. League enrollment lists, 1937.
5. Conference lists and correspondence, 1936-1937.
6. League enrollment lists, 1937-1938 and 1940-1941.

7. Joint letters, 1936.
8. League directives, 1937.
9. Mimeograph releases, 1936.
10. League directives, 1937.
11. Reports on rebroadcast of MBC debate.
12. Oklahoma High School Public Speaking League constitution, 1936-1937.

Location: 09704

Box 142: Conference Correspondence: High Schools, 1935-1936

Folder:

1. Tournament reports.
2. Conference correspondence, 1935-1936.
3. Conferences, 1936.
4. Conferences, 1941.
5. Mimeographed releases, 1935-1936.
6. League winners.
7. Tournament reports, 1939-1940.
8. High School, 1939-1940.
9. High School form letters.
10. Schedule of events.

University Archives Record Group 44/05
Extension Division: School and Community Services
Lecture and Entertainment Bureau

Location: 09717

Box 85: General Correspondence, 1936-1937

Folder:

1. General, 1936-1937.
2. General, 1936-1937.

Location: 09717

Box 86: General Correspondence

Folder:

1. General, 1937-1938.
2. General, 1938-1939.
3. General, 1939-1940.
4. General, 1944-1945.
5. General, 1945-1946.

Location: 09717

Box 87: Special Correspondence, 1936-1939

Folder:

1. Men's Glee Club.
2. Men's Glee Club.
3. Men's Glee Club.
4. Men's Quartet.

Location: 09718

Box 88: Special Correspondence, 1936-1939

Folder:

1. Band.
2. Orchestra.
3. String Groups.
4. Women's Choral Club.
5. Women's Choral Club.
6. Women's Quartet and Trio.

Location: 09718

Box 89: Special Correspondence, 1936-1939

Folder:

1. A.
2. B.
3. C.
4. D.

Location: 09718

Box 90: Special Correspondence, 1936-1939

Folder:

1. E.
2. F.
3. G.
4. H, 1936-1938.
5. H, 1938-1939.

Location: 09719

Box 91: Special Correspondence, 1936-1939

Folder:

1. J.
2. K.
3. L.
4. M.
5. N.
6. O.
7. P.
8. R.

Location: 09719

Box 92: Special Correspondence, 1936-1939

Folder:

1. S.
2. T.
3. U-V.
4. W-Z.

University Archives Record Group 44/06
Extension Division: Family Life Institute

Location: 09715

Box 81: Bulletins, 1938-1944

Folder:

1. Report of Oklahoma Family Life Institute, 1938-1941.
2. Family Life Institute.
3. Family Life Institute.
4. Report of the Family Life Institute, 1938-1941.

Location: 09716

Box 82: General Correspondence, 1942-1943

Folder:

1. Family Life Institute, P.T.A.
2. P.T.A. material.
3. Material prepared for National Congress.
4. N.
5. Oklahoma Bill of Rights for Children and Adults.
6. Physical Fitness Bulletin.
7. Parent-Teacher Office State.
8. Q.
9. R.
10. Radio program correspondence.
11. Individual listeners Family Life Radio Forum.
12. Group listeners.
13. Radio program announcements.
14. Radio station managers.
15. Radio stations.
16. Forum participants.
17. Comments on radio program.
18. Question for radio program.
19. President's Annual Report.
20. Requests refused.
21. Fall radio programs Oklahoma stations.
22. Responses to letter about radio program for Rural Association.
23. Radio Council Chicago Public Schools, WBEZ.
24. Receipts.

Location: 09716

Box 83: General Correspondence, 1942-1943

Folder:

1. Statistical report.
2. Sowers personal.
3. S.
4. Herbert H. Scott.

5. Social Welfare Association.
6. Study group reports other than radio.
7. Social Hygiene Association.
8. National Safety Council.
9. T.
10. Tulsa Council Bulletin.
11. Telegrams and telephone calls.
12. Travel.
13. W.
14. Wilber Morse, Vinita Community plan.
15. Thurman White.
16. Mrs. John A. Wadlin.

Location: 09716

Box 84: Reports, 1938-1942

Folder:

1. Family Relations Reports, 1938-1939.
2. Family Life Institute, 1938-1940.
3. Family Life Institute Reports, 1939-1940.
4. Family Life Institute, 1939-1940.
5. Family Life Institute, 1941-1942.
6. Family Life Institute.

**University Archives Record Group 44/08
Extension Division: Radio Station WNAD**

Location: 09704

Box 143: Radio Scripts, 1933-1946

Location: 09704

Box 144: Sooner News, April-May 1946

Folder:

1. Saturdays.
2. Fridays.
3. Thursdays.
4. Wednesdays.
5. Tuesdays.

Location: 09673

Box 145: Sooner News, April-May 1946

Folder:

1. Mondays.
2. May programs, 1946.

Location: 09673

Box 146: Sooner News, July 1945-January 1946

Folder:

1. Special newscasts, Summer 1945.
2. Thursdays, First Semester, 1945.
3. October 1945 news.
4. Broadcasts during Christmas vacation, 1945.
5. Tuesdays, December 1945-January 1946.
6. Wednesdays, December-January, First Semester.
7. Fridays, First Semester.
8. January 1946 news.
9. Mondays, December 1945-January 1946, First Semester.

University Archives Record Group 44/08
Extension Division: Radio Station WNAD

Location: 09174

Box 1: Station Expansion and Addition of Transmitter, 1944-1949

Folder:

1 Proposed Expansion of WNAD, 1944-1948

Correspondence to/from John Dunn and:

George Lynn Cross (1944-48)

Roscoe Cate (March 19, 1946, Nov. 16, 1948)

Walter B. Emery (1944)

E. Edison Anderson (2/9/44)

Re: proposed transmitter addition to station

Memo Roscoe Cate to George Lyn Cross (2/26/48) re: emergency needs of WNAD

D.F. O'Conner to Pauline Poe (7/18/46) re: transmitter

Roscoe Cate to/from Walter Kraft (2/9/48, 9/24/48) re: building of transmitter station

Requisition forms (March 1946)

"Plan Opposing Merger with A&M Broadcast Station" (n.d., 1946)

"Minutes of Meeting between Dean Meacham, Dr. C.P. Green, Don Clark, Frank Morris, and John Dunn" re: proposed inclusion of WNAD facilities in third floor of new classroom building (n.d. June 24)

"WNAD and WNAD-FM" re: discussion and analysis of stations' problems

"Proposed New Location for Transmitter... Antennas... Transmitter House WNAD... KOKU" (n.d.)

"Argument: For the Proposed Expansion of WNAD" (n.d.)

2 Tower Construction for Transmitter of WNAD; WNAD-FM

Correspondence re: construction of transmitter to Clyde L. Farrar from:

Blax-Knox Division (2/28/46, 7/25/46) including tower blueprint

Clay Plymate and Co. (3/5/46, 2/9/48)

Andrew Co. (1/4/48)

John F. Beasley Construction Co. (2/13/48)

John Dunn to Roscoe Cate (5/3/49, 5/20/49) re: payment of account to Clay Plymate and Co. and lists of expenditures on transmitter

3 Transmitter: WNAD 5kW

Correspondence to/from Graybar Electric Co., Inc. (August 28, 1947 to April 29, 1948) re: electric transmitter equipment and installation

"Order from Western Electric" (item list and prices, n.d.)

"5-kW AM Broadcast Transmitter Type BT-22-A" by General Electric

"Standard Transmitter for Broadcasting: 5kW Type BT-22-I" by General Electric
Requisition Order for transmitter (January 30, 1948)

4 Transmitter: Purchase of Land

Correspondence re: purchase of land for transmitter site:

John Dunn to/from W.R. Curry (June 10, 1947 to August 1, 1947)

John Dunn to Roscoe Cate (September 17, 1947)

George L. Cross to John Dunn (July 31, 1947)

Roscoe Cate to/from Olin L. Browder, Jr. (August 3, 1948, August 5, 1948)

Roscoe Cate to W.R. Curry (October 18, 1947, November 12, 1947)

George L. Cross to Mac Q. Williamson (November 12, 1947)

“Data Pertinent to Transmitter Location Radio Station WNAD and KOKU”
(rough and final draft, n.d.)

“Legal Description of Land for WNAD’s Transmitter” (n.d.)

5 Transmitter: Telephone Loops

C.R. Barnes to John Dunn (December 4, 1946) re: costs of providing studio transmitter channels

John Dun to R.E. Harris (February 16, 1948) re: allowing Southwestern Bell to transmit in place of Southwestern States Telephone Co.

“Legal Description of Land Owned by the University of Oklahoma for WNAD Transmitter Site” and “Diagram of Plot with Relation to Transmitter Building” (n.d.)

“Report from Southwestern Bell Telephone” re: charges for transmittal

6 Transmitter: Water Well Details

Stuart L. Schoff to John Dunn (September 13, 1947, September 19, 1947) re: ground-water possibilities near proposed transmitter

“Water for New Transmitter, 5 Miles Northwest of Norman, Cleveland County, Oklahoma” by Stuart L. Schoff (December 1947 – 2 copies)

“The Transmitter Site” re: explanation of proposed site (1948?)

7 Transmitter Division: General Electric

Blueprint for transmitter station

“Western Electric: 405A-2 and 405B-2 Radio Transmitting Equipment:”

(Instructions Bulletin No. 1024 and Supplement, Issue No. 3, n.d.)

“Instructions: CR105 Magnetic Contractors and CR106 Magnetic Starters”

8 Application for 5 kW

“From the Minutes of the Board of Regents of the University of Oklahoma Held Wednesday, August 9, 1944” re: approval of application for 5kW

“FCC Application for Modification of License” re: construction permit to increase power, install new transmitter and change transmitter and studio location (February 18, 1947)

Correspondence re: KFI, Los Angeles petition to block WNAD’s increase in power:

T.J. Slowie to WNAD (February 26, 1947)

Roscoe Cate to John Dunn (April 30, 1947)

John Dunn to Roscoe Cate (May 7, 1947)

John Dunn to George L. Cross (May 7, 1947)
Petition for Hearing” before the F.C.C. to block the increase of WNAD along
with affidavit and chart showing calculated interference of WNAD and KFI
(April 24, 1947)
“Issue” (notes on the petition and description of the case, n.d.)
John Dunn to T.J. Slowie (July 8, 1948) re: request for extension for construction
permit to November 1, 1948
“Application for New Broadcast License” October 19, 1949) includes Exhibits A
thru F and Ariel photos of transmitter site
Blank “Application for New Broadcast Station License”

9 Application for WNAD Transmitter

Correspondence re: application for transmitter power increase:
T.J. Slowie to John Dunn (8/14/46, 1/12/49)
K.M. Hollingsworth to John Dunn (7/22/46, 7/25/46)
John Dunn to K.M. Hollingsworth (7/22/46)
Correspondence re: FCC policy on transmitter sites:
T.J. Slowie to/from John Dunn (March 26, 1947 to February 7, 1949)
John Dunn to Paul Walker (4/19/47, 6/6/47)
Paul Walker to John Dunn (6/6/47, 6/6/47)
Guy C. Hutcheson to John Dunn (7/3/47) re: possible interference of new
transmitter
“FCC Regular Broadcast Station Construction Permit” (10/7/47, 3/22/48, 7/27/48,
10/19/48, 1/19/49)
“Application for an Existing Standard Broadcast Station” (5/19/47)
Correspondence re: hearing concerning KFI petition to stop WNAD power
increase:
John Dunn to/from Paul Walker (8/1/47)
John Dunn to/from T.J. Slowie (July 28, 1948 to March 10, 1949)
John Dunn to/from William A. Arthur (1/25/49, 2/9/49)
W.L. Brown to John Dunn (2/3/49)
“Proposed New Location for Transmitter... Antennas... Transmitter House...
WNAD... KOKU”
For eventual results of FCC hearing on KFI petition see Box 2 folder 7

10 Application and Exhibits – KOKU

Correspondence re: moving of transmitter of KOKU to site used by WNAD:
T.J. Slowie to/from John Dunn (February 18, 1947 to October 10, 1948)
FCC “Non-Commercial Educational FM Broadcast Station Construction Permit”
(9/10/46, 5/14/47, 6/11/47, 9/2/47, 1/23/48, 7/27/48)
“Application for New Non-Commercial Educational Broadcast Station
Construction Permit: (5/19/47, 3/2/46)
“Obstruction Marking Antenna Towers on Supporting Structures.” (5/14/47,
1/23/48)
“Frequency Assignments of FM Broadcast Stations: (6/12/47)

“Before the FCC, Docket No. 6768” re: proposed amendment to rules governing standard and FM broadcast stations (6/12/47)
“FCC Public Notice 8176 June 13m 1947” re: amendments adopted to rules governing standard and FM broadcast station
“FCC Public Notice 2194 Interim Operation of New FM Broadcast Stations”
Jim Douglas to John Dunn (7/28/47) re: transmitter building
T.J. Slowie to John Dunn (5/25/48) re: changing of call letter KOKU to WNAD-FM
“Application for Broadcast Station License” (6/11/49)

Location: 09174

Box 2: Correspondence of the Director: Budget, Time Sharing, Studio Development, 1936-1965

Folder:

1 Budget Increases Requisition

“Request for Budget Revision” (12/19/47, 5/21/49, 5/21/49, 5/24/49)
“Requisition Forms” (2/6/48, 2/7/48, 2/16/48)
Purchase Orders (2/25/48, 2/27/48)
John Dunn to D.R. Kimrey (8/20/48) re: payment for transmitter
D.R. Kimrey to Graybar Electric Co. (8/21/48) re: transmitter payment

2 Correspondence with the FCC

Correspondence dealing with construction of radio tower and new transmitter station:
T.J. Slowie to John Dunn (November 7, 1944 to January 7, 1949)
John Dunn to T.J. Slowie (December 8, 1942 to February 5, 1947)
Walter Emory to John Dunn (9/2/44, 2/3/47)
Carl H. Menzer to Virginia Hawk (6/9/44)
George L. Cross to Paul A. Walker (10/24/44)
Paul A. Walker to John Dunn (2/3/47, 10/15/47)

3 KGGF

Correspondence re: time sharing with KGGF, Coffeyville, Kansas:
Harold McCollum and H.J. Powell to Herbert L. Pettey 1936
T.M. Beaird and H.J. Powell to Herbert L. Pettey 1935-37
T.M. Beaird to/from H.J. Powell 1936-37
“Special Temporary Authorization to Broadcast Station” (6/30/36, 12/15/36, 1/19/37, 4/27/39)
“List of Special Time Granted to Date by KGGF” (10/27/36)
.R. Heck to Mildred Buckwalter (3/18/37) re: Anadarko Music Club broadcast

4 Station Profile Material

“Recommendation Concerning Advertising Revenues on WNAD” (1/5/62)
“Inventory of WNAD” (n.d.)
“Theft of Radio Time Reported by Cityan” letter to the editor of the *Oklahoma City Times*, March 30, 1962

Correspondence re: forty years of WNAD congratulations:
William A. Schudt to Don Webb (7/25/62)
J. Howard Edmondson to George L. Cross (9/28/62)

5 **Studio Development I**

Correspondence re: new studio equipment:
John F. Pamquist to John Dunn (6/21/49)
John Dunn to Tom Sorey (11/14/49)
Roscoe Cate to/from John Dunn (1/10/50 – 8/31/51)
Thurman White to/from John Dunn (1/16/50, 1/19/50)
John Dunn to George L. Cross (7/27/50, 12/13/50)
Correspondence re: furniture for studio:
Bid for “Furniture Requirements for Radio Station WNAD” from Robert D. Harrell, Inc. (10/16/50)
John Dunn to/from Robert D. Harrell (10/30/50, 11/2/50, 11/9/50, 11/22/50)
Walter Kraft to John Dunn (7/13/51, 7/20/51, 7/23/51)
Roy J. Thompson to Sorey, Hill and Sorey (1/11/50) re: electrical wiring of WNAD
E.D. Meacham to John Dunn (1/6/49) re: building committee’s decision not to approve changes
John Dunn to Hillyer Freeland (8/9/51) re: inspection of Union for WNAD

6 **Studio Development II**

“Suggested Bidders for Broadcast Studios Control Rooms and Associated Equipment for WNAD and WNAD-FM
“Specification for Broadcast Studio Equipment for Radio Station WNAD and WNAD-FM
List of “Furniture Requirements” (5/25/50) draft also includes “Original Specifications”
“Addenda to Specifications for Broadcast Studios WNAD and WNAD-FM”
Advertisements and photographs of furniture

7 **Studio Power Increase to 5kW**

William J. Beaton to Don E. Webb (1/4/63) re: request to increase daytime facilities to I-A frequencies, includes petition to FCC
FCC “Petition to Dismiss” WNAD application for increase from 1 to 5kW by KFI, Los Angeles (8/3/65)
Ben F. Waple to WNAD (5/19/65) re: original WNAD application in 1948 to increase power to 5kW
Ben F. Waple to WNAD (11/8/65) re: dismissal of application for 5kW due to failure to reply
FCC “Application for Construction Permit” for Stokes Graham, Jr. (6/18/65 – copy)
See Box 1, esp. folder 9, for original application and correspondence regarding increasing WNAD power to 5kW—

Location: 09174

Box 3: Contracts – Sale of WNAD Station, 1962-1973

Folder:

1 WNAD Contract

Memo: Jack Cochran to President Paul Sharp (6/15/72) re: procedure of bidding on WNAD

Final Executed Contract to Sell WNAD (July 13, 1972) – copy

“Sale of Radio Station WNAD” (6/23/72) re: list of bids and recommendations to the regents

Resumes and reports on Don H. McLeland, John M. Borders, and Gene Craft (Ashcraft)

2 WNAD Radio Contracts

Contracts with:

Broadcast Music, Inc (2/19/62, 12/5/68)

American Society of Composers, Authors and Publishers (5/11/67)

CBS Radio (1/19/62)

SESAC, Inc. (5/18/62)

The Associated Press (1/27/62)

“Contracts” re: lists terms of contracts and effect on the sale of WNAD (n.d.)

“Net Revenue from the sale of time during 1971” (March 9, 1972)

Gerald Johnson to William Boren (8/2/72) re: transfer of Metro Opera to KCSU

3 WNAD Bill of Sale

“Bill of Sale” January 29, 1973 of WNAD – original

4 WNAD Contract File

“Appraisal of Market Value of Radio Station WNAD, Norman, Oklahoma” by A.H. Christensen (4/4/72)

“Appraisal of Radio Tower and Transmission Building: (3/31/72)

Correspondence re: sale:

Thomas Tucker to Jack Cochran (8/29/72)

Jack Cochran to John Borders (1/27/72)\

Barbara James to John M. Borders, Gene Ashcraft, and Don McLeland (9/7/72)

William H. Jordan to Gene M. Nordby (12/8/72) re: audit report of WNAD

Gene Craft to Jack Cochran (1/18/73) re: material from FCC, copies enclosed

Emma Crockett to Jack Cochran (2/2/73) re: WNAD abstract

“AM and FM Program Log Analysis” also logs of WNAD from 9/20/70,

10/17/70, 1/7/71, 3/9/71, 4/23/71, 5/19/71, 6/21/71 programs

5 Progress Reports, 1971-72

Weekly reports from June 28, 1971 to May 2, 1972 of the Media Information

Office that reviews all activities of the print and electronic media that concerns or deals with the University of Oklahoma

6 WNAD Sales Reports

“Annual Financial Report of Networks and Licenses of Broadcast Stations 1969”
“WNAD Sales Report” (February 1970 to July 1972)
“WNAD Accounts Receivable” (3/1/70, 8/1/70, 6/71, 6/72)
“WNAD Sales Activity December 1 through January 1” (1971)
“WNAD Sales Report” re: comparison of sales 1969 to 1971
“WNAD Summary of Sales Report” (1969-72)
Correspondence re: advertising sales:
Greg Clarbourn to Sharon Blevins (1/12/71)
John Dean to Bill Boren (2/8/71)
Sharon Blevins to Bill Boren (2/5/71, 3/3/71)
Ledger sheet showing WNAD Sales Record, July 1969 to September 1970
Jack Cochran to Paul Sharp via John O. Dean (1/20/73) re: closing of the sale of
WNAD

7 **WNAD Sale File**

Correspondence re: sale of WNAD, Jack Cochran to:
Ron Siegal (1972 to 1973)
John Dean (4/3/72, 1/11/73)
John Borders (7/28/72, 10/26/72, 1/15/73)
Purchasing (4/18/72)
Sarah Edwards (6/23/72)
Linda Durbin (9/16/72)
Steve Garman (9/16/72)
John Borders and Gene Ashcraft (9/19/72)
Paul Sharp via John Dean (8/28/72, 1/20/73)
Fred Ruth (1/10/73, 1/15/73, 1/18/73)
Jack Guthrie (1/18/73)
Correspondence re: sale of WNAD, Ron Siegal to:
Jack Cochran (1972)
John Borders (12/8/72)
Bill Boren (10/18/72)
Ben F. Waple (10/16/72, 10/17/72, 10/20/72)
Steve Garman (10/16/72, 10/20/72)
Correspondence re: sale of WNAD, Steve Garman to:
Ron Siegal (10/17/72)
Ben F. Waple (10/17/72)
Robert Eunson (12/8/72)
John Dean (12/8/72)
American Society of Composers, Authors, and Publishers (1/28/73)
John Dean to John Doremus (3/19/72)
John Dean to President Paul Sharp (9/4/72 – draft with correction, also original
dated 9/13/72)
Paul Sharp to/from LaDonna Harris (4/27/72, 9/20/72)
Paul Dobin to Jack Cochran (7/31/72)
Gene Levy to Jack Cochran (6/19/72)

George L. Noah to John Dean (3/31/72) re: appraisal of WNAD radio tower and transmitter
"Appraisal of Market Value of Radio Station WNAD Norman, Oklahoma: by A.H. Christensen (4/4/72)
"Analysis of WNAD Operations" July 17, 1970
 "Analysis of WNAD Operations – Report II" October 23, 1970
"WNAD Inventory" (July 1971)
"WNAD Inventory" computer printout (July 1971)
"Standard Broadcast License" (5/28/68)
"Annual Financial Report of Networks and Licenses of Broadcast Stations 1971"
"\$225,010 Offered for WNAD" *Oklahoma Daily*, June 24, 1972
"Bids WNAD, Friday, June 23, 1972" re: list of bidders
FCC "Public Notice December 26, 1972 Report No. 11204" re: announcement of sale of WNAD
"WNAD Schedule of Aging Accounts Receivable 1/26/73"
List of projects to be complete for sale
"Warranty Deed" blank copy
"Agreement" blank copy

Location: 09175

Box 4: Sale of WNAD Station – General Files, 1968-1972

Folder:

1 **WNAD Special File**

Correspondence re: proposed sale of WNAD
Jack Cochran to/from Ron Siegel (3/16/72, 3/22/72, 4/26/72)
Jack Cochran to Paul Sharp (6/15/72)
Harris Kerr to/from John Borders (7/14/72, 7/17/72)
Linda Durbin to Paul Sharp (4/11/72)
Jack Cochran to Bill Boren (5/3/72)
Jack Cochran to D.R. Kimrey (6/2/72)
Jack Cochran to John Dean (4/13/72) re: status report of sale, includes attachments of appraisals, FCC Broadcast License, and FCC Financial Report for WNAD (1971)
Correspondence re: regretting the loss of WNAD, Paul Sharp to:
Boyce D. Timmons (6/9/72)
Donald W. Dillon (6/9/72)
George M. Sutton (6/9/72)
"Recommendation from Sharp to Regents" re: recommendation to sale WNAD
Official bids for the station:
George F. Buck, Jr. (6/20/72)
Harold S. Schwartz (6/23/72)
"WNAD Daily Program Log" (2/3/72 – 3 copies)
"Analysis of WNAD Operations" (July 17, 1970)
"Analysis of WNAD Operations – Report II" (October 23, 1970)
"General Public Survey" (blank form)

“Albuquerque Broadcasting Co. vs. Regents of New Mexico College of Agriculture and Mechanic Arts, December 7, 1945” *US Code* pp. 181-207
“Sale of Radio Station WNAD Sale #401, Capsule Information” re: invitations and information for bids (first and final drafts)
“WNAD Bidding Slated” news clipping
“Fuss Looms Over WNAD’s Future” *Oklahoma City Journal*, July 12, 1972

2 **WNAD Reports – Original**

“Analysis of WNAD Operations: July 17, 1970
“Analysis of WNAD Operations – Report II” October 23, 1970

3 **WNAD – General Files**

“The News Paradox on the Potomac” *Broadcast* February 10, 1964
“9th Annual TV News film Workshop April 21-25, 1969” – pamphlet
“AM’s Seek Post-Sunset Service” *Broadcast* April 30, 1969
“To J. Herbert Holloman” re: survey of WNAD programs
Ernest T. Ankele, Jr. to J.H. Holloman (11/1/68) re: advertising
Sherman P. Lawton to David Burr, Pete Kyle McCarter, and John Dean re: meeting between students and includes comparison of station facilities for the training of students between various universities.
“Radio Audience Questionnaire” (clank form)
“Minimal Equipment WNAD Needs Now to Function Properly” report by Joe Binns (n.d., December 2, 1968?)

3 **WNAD – General Files**

Marcus Cohn to Joseph Binns (12/3/68) re: prior coverage of WNAD
John O. Dean to WNAD Radio Station (1/28/69) re: noncommercial FM stations
“Report Summary of Radio Station Information as of March 19, 1969 Submitted by Jack Cochran”
“Results of WNAD Questionnaire as of October 10, 1966”
“KUVY Radio Survey Results” (June 15, 1966)
Bill Boren to John Dean (6/5/69) re: Strauss Editor’s Report.
Leland Gourley to/from John Dean (7/28/69, 8/11/69, 8/22/69) re: public service spots
“Preliminary Frequency Search for a Class C FM Station for Norman, Oklahoma” by I.V. McDaniel
John Dean to/from Gene M. Nordby (9/30/69, 10/9/69) re: supplemental payments for employees over 1.00 FTE
Jim Swain to Bill Boren (10/8/69) re: George L. Cress Merit Awards
Ron Siegel to Jim Swain (10/27/69) re: ownership report
“WNAD Comparative Income Statements” (1968-70)
Ron Siegel to Bill Boren (1/26/70) re: filed agreement with FCC on May 22, 1970
J. Herbert Holloman to David Burr (3/23/70) re: Regent’s meeting that approved contract with Network Services Co. for broadcast of football and basketball games.
John Dean to Boyd Gunning (7/16/70) re: possibility of selling WNAD

Bob Carrell to J.H. Holloman (6/26/70) re: advising against the sale of WNAD
 John Dean to J.H. Holloman (7/21/70) re: meeting with Bob Carrell
 Dud Giezentanner to Auxiliary Enterprises (7/29/70) re: overhead Budget for 1970-71
 Jack Cochran to Boyd Gunning (8/12/70) re: intention to sell WNAD
 Joseph I. Ray to Dean F. Donald Clark (8/18/70) re: Don Mills
 Stephen A. Cister to Business Manager, WNAD (9/15/70) re: proposed sale of WNAD and his bid for it
 "From *Oklahoma Today*, Autumn '70" re: WNAD
 John Dean to Bill Boren (10/23/70) re: transfer of Sharon Blevins to WNAD
 John Dean to/from Leonard Harper (10/27/70) re: commission and overtime payments
 Bill Boren to John Dean (11/5/70) re: advising against the sale of WNAD
 Bill Boren to John Dean (10/7/70) re: proposed WNAD budget
 List of "WNAD Accounts for October 27-29, 1970" (November 1970)
 John Dean to Pete Kyle McCarter (11/21/70) re: Cohn's comments concerning WNAD
 Jack Cochran to/from Russell R. Myers (11/23/70, 11/30/70) re: the playing of rock and roll music on WNAD
 Marcus Cohn to John Dean (12/1/70, 12/3/70) re: proposed sale of WNAD and advising not to sell the station
 John Dean to Bill Boren and Linda Durbin (12/4/70) re: WNAD-KOGU advertising sales policy

3 **WNAD – General Files**

John Dean to Pete Kyle McCarter (12/23/70) re: background on President Holloman's decisions to sell WNAD
 Ron Siegel to William C. Boren (2/3/71 to 9/21/71) re: ownership reports to FCC "WNAD Radio Sales Report" (1969-70)
 John Dean to Gene Nordby (2/12/70) re: budget revisions
 Jack Cochran to Dud Giezentanner (2/22/71) re: budget revisions
 "Inquiry, New Rules for Radio Stations on Campus Set by FCC; Protests Likely" *Wall Street Journal* April 12, 1971
 Jim Blue to/from John Dean (3/25/71, 4/26/71) re: university program development
 "WNAD Defended" Norman Transcript (n.d. received 4/30/70)
 John Dean to/from John Dean (5/18/71, 5/24/71) re: broadcast of baseball
 Sharon Blevins to Bill Boren (6/1/71) re: WNAD Sales Activity Report
 Jack Cochran to Leonard Harper and Dud Giezentanner (6/21/71) re: WNAD employees
 Jack Cochran to Dud Giezentanner (10/14/71) re: WNAD overhead budget
 Jack Cochran to John Dean (7/29/71) re: WNAD advertising
 "Estimated Time Schedule for Proposed Sale of WNAD" (3/16/72 – 2 copies)
 Sherrill W. Taylor to John Dean (7/10/72) re: CBS radio affiliates convention

4 **WNAD 1971-1972 (Financing and Budget)**

“Summary of Recommendations” for sale of WNAD (June 1971)
 John Dean to Pete Kyle McCarter (6/11/71) re: WNAD Financing
 “Questions on WNAD Engineering Status from Jack and Jim”
 Jim Bethel to Jim Blue (7/2/71) re: use of production facility
 “Discussion between John Dean, Bill Boren, Jim Blue, and Ira McDaniel, July 2, 1971”
 Paul Massad to/from John Dean (7/5/71, 7/8/71) re: WNAD High School Senior Series
 Correspondence re: CBS affiliation:
 Sherrill W. Taylor to Sharon L Hardin (7/13/71)
 Sharon L. Hardin to Sam Cooke Diggs (7/6/71)
 Sam Cooke Diggs to Jim Swain (7/16/71)
 Jack Cochran to/from Bill Boren (7/14/71, 7/19/71) re: equipment needs
 Jack Cochran to Bill Boren (7/15/71) re: auditing of WNAD
 Jack Cochran to Glen Justice (7/20/71) re: WNAD “C” Budget
 Jack Cochran to/from Bill Boren (2/17/72) re: production studio policy
 Jim Blue to Jack Cochran (8/12/71) re: WNAD operating and safety hazards
 Sharon Blevins to Bill Boren re: summer sales as of August 1971
 Ron Siegel to Bill Boren re: FCC ownership reports (9/9/71, 3/27/72, 5/6/72)
 Ron Siegel to Linda Durbin re: FCC ownership reports (3/22/72, 3/23/72, 5/1/72)
 Bob Carrell to Pete Kyle McCarter (9/15/71) re: ARB radio ratings
 Bill Boren to Paul Sharp (9/8/71) re: possible presidential talk show
 Jack Cochran to John Dean (12/10/71) re: financial situation of WNAD
 “Summary of Budget Report Submitted by Bill Boren for WNAD Radio FY 71-72”

4 **WNAD 1971-1972 (Financing and Budget)**

Dud Giezentanner to Jack Cochran (1/13/72) re: appointing Bill Boren
 Jack Cochran to Dud Giezentanner (1/25/72) re: WNAD Financing
 John Dean to Paul Sharp (1/29/72) re: WNAD Budget
 Glen Justice to John dean (2/1/72) re: budget accounts for 127-710, 127-176, and 127-173
 Dud Giezentanner to Gene Nordby (2/4/72) re: WNAD budget
 I.V. McDaniel to Phil Howard (2/17/72) re: telephone line failure
 Jon Dean to/from Bill Boren (2/4/72, 2/29/72, 2/16/72, 2/29/72) re: hiring of sales and station manager
 Jack Cochran to Ronald Siegel (3/16/71) re: possibility of selling WNAD
 Paul Sharp to John Dean (4/14/72) re: recommendation to sell WNAD
 Jack Cochran to Physical Plant (4/18/72) re: work order for station
 William R. Carmack to Ben F. Waple (4/24/72) re: KGOU format
 “Appraisal of Market Value of Radio Station WNAD Norman: by A.H. Christensen, Appraiser (4/4/72)
 Steve Garman to Jack Cochran (9/14/72) re: job description of station manager

5 **WNAD Pamphlets**

1966 to 1970

Location: 09175

Box 5: "The Orient in the News," 1950-1952

Folder:

1 WNAD Advertising

"Around the Campus" part of the OU Staff Reporter (n.d.)

"WNAD and WNAD-FM" guide to the station (n.d.)

"WNAD – 640 Kilocycles.....90.9 megacycles – WNAD-FM"

2 "The Orient in the News" – Vol. I-1 to 12

"Korean Backdrop I" (October 2, 1950)

"Korean Backdrop II" (October 9, 1950)

"Korean Backdrop III" (October 16, 1950)

"No Time for Truce" (October 13, 1950)

"Tibet and Politics" (November 3, 1950)

"Viet Minh: Hot Spot No. 3 (I)" (November 6, 1950)

"Viet Minh: Hot Spot No. 3 (II)" (November 13, 1950)

"Viet Minh: Hot Spot No. 3 (III)" (November 20, 1950)

"Nepal – Unknown" (November 27, 1950)

"Korean Dilemma" (December 4, 1950)

"Asia: Questions" (December 11, 1950)

"Japan, Christmas 1945" (December 18, 1950)

3 "The Orient in the News" – Vol. II-1, 3 to 14, 16

"Review of 1950" (January 8, 1951)

"Korean Pause" (January 26, 1951)

"Shifting Scene" (February 2, 1951)

"The Other Way" (February 6, 1951)

"The Aggressor" (February 16, 1951)

"The Orient in the News" – Vol. II-1, 3 to 14, 16

"The Forgotten" (February 23, 1951)

"No Change" (March 2, 1951)

"Famine Aid" (March 9, 1951)

"Review" (March 12, 1951)

"Stalemate" (March 28, 1951)

"MacArthur Muzzle" (April 6, 1951)

"City of Peace" (April 13, 1951)

"Doug's Recall" (April 20, 1951)

"Asian Review" (May 11, 1951)

4 "The Orient in the News" – Vol. III-1 to 12, 21 to 29

"Korean Report" (October 5, 1951)

"Behind Kaesong" (October 13, 1951)

"Beyond Kaesong" (October 22, 1951)

"Revolt of Asia" (October 26, 1951)

"Egypt – I" (November 2, 1951)

- “Egypt – II” (November 9, 1951)
 - “Cease-fire” (November 9, 1951)
 - “Now is the Time” (November 19, 1951)
 - “Let’s Wave Our Flag” (December 3, 1951)
 - “Prisoners of War” (December 17, 1951)
 - “Asia-Prospect for 1952” (January 7, 1952)
 - “Asia-Prospect for 1952 II” (January 14, 1952)
 - “Peace for Japan” (March 24, 1952)
 - “Military China” (March 31, 1952)
 - “Mao Tse-Ung” (April 7, 1952)
 - “Easter” (April 12, 1952)
 - “New Wine in Old Skins” (April 21, 1952)
 - “Attitudes on China No. 1” (April 28, 1952)
 - “Attitudes on China No. 2” (May 5, 1952)
 - “The Philippines” (May 12, 1952)
 - “Kojedo Prison Riots” (May 19, 1952)
- 5 **“The Orient in the News” Vol. IV-1 to 2, 11, 16**
 “Korea Today” (October 6, 1952)
 “Russia in Manchuria” (October 13, 1952)
 “Background of Communist China” (n.d)
 “Quirino Speaks to American Youth” (n.d)
- 6 **Annual Radio Conference Programs, 1946-1947**
 Tentative Program, “Radio in Transition,” March 7-10, 1946.

 “Programming to Meet Current Needs” February 27-28 and March 1-2, 1947.
- 7 **Annual Radio Conference Programs, 1947-1949**
 “Programming to Meet Current Needs,” held at the University of Oklahoma in Norman and at Oklahoma City, February 27-28, March 1-2, 1947.

 “The New Look in Radio,” February 26-28, 1948 combined with Radio Sales Training Seminar February 29, March 1, 2 and District Meeting of the Association of Women Broadcasters.

 “Annual Radio Conference on Station Problems,” March 3-5, 1949.

Location: 09175

Box 6: Newspaper Clippings and Publications, 1932-1958

Album 1: Newspaper Clippings pertaining to the activities of WNAD from September, 1932 to May, 1936 (43 pages). Most of this material was obtained from the Oklahoma Daily, the remainder from Oklahoma paper. Much of material is concerned with the lecture programs, and discussion broadcast by the OU radio station

Folder:

- 1 Fifty-nine loose sheets of papers with clippings pasted to them. These Clippings concern the broadcast activities of WNAD, from 1944 through 1948.
- 2 Loose clippings from Oklahoma newspapers concerning WNAD during the year 1946.
- 3 Loose clippings from Oklahoma newspapers concerning WNAD during 1947.
- 4 Loose clippings from Oklahoma newspaper concerning WNAD during the latter part of 1947, and through 1948.
- 5 Loose clippings from Oklahoma newspapers concerning broadcasts by WNAD during 1949.
- 6 Loose clippings from Oklahoma newspapers concerning WNAD during 1950.
- 7 Miscellaneous newspapers clippings not directly pertaining to WNAD 1948-1953.
- 8 1948 WNAD program schedule
 University of Oklahoma News of the Month, January, 1949
 OU News of the Month, February, 1949
 OU News of the Month, May, 1949
 OU News of the Month, November, 1949
 OU News of the Month, January, 1950
 Article entitled: "President Cross Salutes." December 1947. (*Sooner Magazine*)
 Copy of the *Jaycee Builder*, December 1949
 Copy of the *Extension Review*, March 1952
 Two postcards inviting recipient to attend a broadcast of WNAD entitled "How to Conduct a Film Forum".
 Handout concerning various topics
 1951 bulletin for the College of Unionology
 Pages 3 through 6 of OU News of the Month, February 1949
- 9 Booklet entitled "Fifteen Years of Service", published by the Family Life Institute 1954
 WNAD program schedule for Fall of 1956
 Proclamation of the State of Oklahoma designating May 5-11, 1957 as Tribute of WNAD Week, February 1957
 Bulletin of the College of Unionology
 January, 1950 copy of Y LIFE
 Guest list 1958
 Copy of the March, 1949 issue of *Sooner Magazine*
 "Six Months Report", published by the OU Extension Division, Feb, 1953
 Copy of the OU Mathematics Letter, September, 1953
 Four handouts relating news of interest concerning the OU campus

- 10 Sunday supplement from the Daily Oklahoma newspaper, May 7, 1950
Portion of the Norman Transcript (Oklahoma), Sunday, September 17, 1950
Portion of the Norman Transcript (Oklahoma), Sunday, September 14, 1952
Three copies of the Oklahoma Daily, June 19, 1954
Portion of the Oklahoma Daily, September 28, 1954
Portion of the Oklahoma Daily, December 6, 1955
Copy of the Oklahoma Daily, June 12, 1956

Location: 09173

Box 7: Scrapbook of newspaper clippings, 1939-1952

Location: 09176

Box 8

Folder:

- 1 WNAD/American Indian Institute "Indians for Indians" program 1941-73
- 2 University of Oklahoma Bulletin – WNAD and WNAD-FM. "Issue for February", February 1, 1951.

University Archives Record Group 44/09
Extension Division: Financial Records

The Extension Financial Records department was established and removed from the Student Record's office in September 1961. According to its 1961-62 Annual Report, "the objective for this change was to establish a central accounting and financial reporting office which would serve the Extension Division and become a liaison office for financial matters between the University administrative offices and the many departments in the Division."

While their unprocessed box was labeled "Sherbon's Office," the files were primarily those of David A. Randall, who was accountant and office manager for the department. Between September 1959 and June 1962, Randall was Assistant Bursar. Between September 1962 and 1966, Randall was responsible for the maintenance and monitoring of all financial accounting records in the Extension Division including those dealing with the Peace Corps training Projects in Bolivia, El Salvador, Costa Rica, Brazil, Tunisia and Ghana. Jack W. Sherbon inherited the bulk of these files during 1965 and 1966 as Accountant in the Financial Records Department.

The files span the years between 1957 and 1968 with the bulk between 1962 and 1966. The majority of the files were not housed in titled folders, but were grouped together by rubber bands with filing orders in the upper right hand corner. Publications were removed. Duplicate records were discarded. Metal paper clips and staples were removed. Since there was no discernible original order, the files are arranged alphabetically by subject with folder contents arranged chronologically.

[Provenance: associated with Thurman J. White files (see 44/01, 45/18, 08/06)]

Location: 09440

Box 1: Subject Files, A-S, 1960-1968

Folders:

1. Addressing Charges, 1962-66
2. Adult Admission and Records, 1962-64
3. Air Conditioners, 1965-66
4. Annual Reports, 1961-62
5. Annual Reports, 1962-63
6. Annual Reports, 1963-64
7. Annual Reports, 1964-65

- Internal Auditing
8. Gifts and Grant Reports, 1963-65
9. Miscellaneous, 1963-66
10. Statements of Income, 1962-67

11. Special Billings and Reporting Forms on grants, 1962

Budgets

12. Budget A, 1962-63, Savings
13. 1961-62; 1962-63
14. 1963-64
15. 1964-65

16. Budget Revisions, 127-402, 1966-67
17. Electronic Business Machines, Inc. 1960-64
18. Business and Industrial, 1962-66
19. C. L. U., 1961-65
20. Civil Defense, 1962-63
21. Classes, 1961-63
22. College Representatives, 1960-62
23. Controller/Bursar, 1963-66
24. Correspondence Study, 1963-65
25. Extension Council, 1964-65
26. Data-Phone, 1965
27. Dean White, 1961-65

Employee Policies/Services, 1960-67

28. Policies, 1964-67
29. Position Description (Staff), 1962-67
30. Position Description (Student), 1960-66

31. Family Life, 1963
32. Fees, 1962-65
33. Field Development Services, 1961-63
34. Furniture Inventories, 1960-65; Typewriter Items, 1963
35. Furniture Requests, 1965-66
36. General Services, 1962-65
37. Health and Welfare, 1961-64

OCCE Housing, 1961-66

38. Miscellaneous, 1961-66
39. Reports, July 1962 – October 1963
Statements, July 1964 – May 1965
40. Short Courses and Conference Schedules, November 1962 – October 1963 (with revisions)
41. Short Courses and conference Schedules, April 1963 – April 1965 (with revisions)

42. Liberal Studies, 1962-65
43. Loyalty Oaths and Affirmations, ca. 1966
44. Medical Center, 1961-63
45. Organizational Charts, ca. 1966

46. Payroll, 1962-67
47. Procedures (Payroll), 1962-67
48. Personal (Randall), 1960-66

Personal, 1960-68

49. Appointments/Status changes, 1960-67
50. Policies, 1962-68

51. Physical Plant, 1963-68

Policy and Procedures, 1957-68

52. 1957-68
53. (Travel and Purchasing), 1961-67
54. (Enrollment), 1960-65
55. Procedures (Financial), 1962-66

56. Special Reports, 1965-66

Student Reports, 1962-64

57. 1962-63
58. 1963-64

59. Requisition for Receipts, 1964
60. Research Institute, 1965-66

Location: 09440

Box 2: Subject Files, F-S, 1961-1967

Folders:

1. Field Development, Budget, 1961-62
2. Kellogg Center, 1962
3. Posting Reference, 1964-65
4. Posted Not Paid, August..., September..., and November, 1966
5. Post Office Boxes, 1963-67
6. Special Reports, 1961-64

School and Community Monthly Financial Reports, 1966-67

7. September 30, 1966
8. October 31, 1966
9. November 30, 1966
10. December 31, 1966
11. January 31, 1967
12. February 28, 1967

13. National Science Foundation Grants, 1961-67

Location: 09441

Box 3: Subject Files, S-W, 1962-1968

Folders:

1. School and Community, 1962-66
2. Oklahoma Science Service, 1962-64
3. Short Courses, 1962-64

Telephone Courses, 1962-68

4. Memos, 1962-65
5. Fixed Charges, 1962-65
6. (Working Papers), 1963-68
7. PBX List Punch Cards, 1965

8. University of Chicago, 1962-63
9. University Press, 1963-64
10. WNAD, 1963-65
11. Miscellaneous Unclassified, 1962-68

Location: 09441

Box 4: Peace Corps, 1961-1966

Folders:

General Correspondence, 1962-66

1. 1962
2. 1963
3. 1964
4. 1965
5. 1966

6. Correspondence: Randall and Moore, 1962-64
7. Budget and Correspondence – Account #427 739, 1963-64
8. Overhead Proposal Rate, 1961, 1963-64
9. Miscellaneous Notes, Rosters, and Ledger Sheets, 1962-65
10. Miscellaneous, 1961-64
11. Short Courses and Conferences – Tunisia and Ghana Project, 1963

Location: 09441

Box 5: Peace Corps Training Publications, 1962-1966

Folders:

1. Bolivia III, 1962
2. Bolivia Alto Beni II, 1964
3. Brazil II, 1962
4. El Salvador / Costa Rica, 1963
5. Tunisia II / Ghana III, 1963

Location: 09179

Box 6: Financial Records, 1961-1973

Folder:

- 1 Ledger Book, July 1970 – June 1971
- 2 Ledger Book, July 1972 – June 1973
- 3 WNAD Accounts Receivable Notebook, July 1972 – June 1973
- 4 Ledger Sheets, 127-710 AB&C, July 1971 – June 1972
- 5 Ledger Sheets, 327-112 Disbursement Ledger, July 1971 – June 1972
- 6 Federal Communication Commission Annual Financial Reports, 1961-1972
- 7 FCC Report, 1971
- 8 Interoffice Communications and Requisitions, 1973
- 9 Invoices, 327-112, July – September 1972
- 10 Invoices, 327-112, October – December 1972
- 11 Invoices, 327-112, January – March 1973
- 12 Invoices WNAD, 1972-1973
- 13 Payroll Records and Certification, June 1972 – June 1973
- 14 Statement of Account 327-112, 1972-1973
- 15 Miscellaneous Packing Slips, Receipts, and Receiving Reports, 1970-1973

University Archives Record Group 44/10
Extension Division: Field Development Services, 1953 - 1958

These files contain the administrative records of John B. Freeman in his capacity as coordinating Director of the department of Field Development Services. Freeman became director in 1954 leaving his position as Director of Short Courses and Conferences. In 1958 he became assistant controller and R. L. McLean became Coordinating Director.

From orientation literature circa 1956, the activities of Field Development Services is summarized in the following: "The University of Oklahoma brings educational programs to its alumni and to the general public of the state through the media provided by the four units of the General Services Department: Short Courses and Conferences, Evening Classes, radio and Television and Correspondence Study. Programs for these media should be developed through the four units of Field Development Services." These units are Business and Industrial Services, Family Life Institute, Professional Services, and School and Community Services.

The original order of these records has been retained and reflect a chronological arrangement by fiscal years with non-alphabetized topical groupings.

[Provenance: associated with Thurman J. White files (44/01, 45/18, 08/06)]

Location: 09443

Box 1: Administrative Files, John B. Freeman, 1953-55

Folders:

1. Extension Division Advisory Council: Meeting Minutes, Letters, Memos, 1954
2. Appointments and Change in Status and Budget Revisions, July 1954 – June 1955
3. Family Life Institute: reports, letters, memos, (Alice Sowers), 1954-55
4. Professional Services: Semi-Annual Report, letters, memos, (R. L. McLean), 1954-55
5. Business and Industrial Services: Memos, letters, travel applications, (M. L. Powers), 1954-55
6. School and Community Services: Memos, letters, payrolls, semi-annual report (James Robinson), 1954-55
7. Field Development Services: Correspondence, memos, budget information, 1954-55
8. Correspondence, Oklahoma Safety Council, 1953-5
9. Letters and memos, 1954-55

10. Honorariums: Letters, memos, payroll register, 1954-55
11. Group Insurance: Correspondence, accident insurance proposal, travel records, 1955
12. Check Sheets, #118-572: Statements of Account, 1954-55
13. Deposits – disbursements, #118-572: Slips and memos, 1954-55

Monthly Reports (Financial), 1954-55

14. July – December, 1954
15. January – June 1955

Requisitions / Travel Reimbursement Requests, 1954-55

16. #1-52, July – September 1954
17. #53-100, October – November 1954
18. #101-132, December 1954 – January 1955
19. #133-192, February – March 1955
20. #193-219, April 1955
21. #217-234, May 1955
22. #235-243, June 1955

Administrative Files, John B. Freeman, 1955-56

23. Budget: Miscellaneous Worksheets, 1955-56
24. National University Extension Association, 1955-56
25. Annual Reports (Departmental), 1955-56
26. Evaluations: Self-evaluation sheets and report, 1956
27. Oklahoma industrial Arts Clinic, 1956
28. Extension Potential of Departments: Report, 1955-56
29. Family Life Institute: Memos, Reports, (Alice Sowers), 1955-56
30. Professional Services: Letters, Memos, (R. L. McLean), 1955-56

Location: 09444

Box 2: Administrative Files, John B. Freeman, 1954-56

Folders:

1. Business and Industrial Services: Memos, (M. L. Powers), 1955-56
2. School and Community Services: Memos, letters, (O. W. Davison), 1955-56

Requisitions / Travel Reimbursements Requests, 1955-56

3. #1-41, July – August 1955
4. #42-69, September 1955
5. #70-100, October 1955
6. #101-125, November 1955
7. #126-140, December 1955
8. #141-167, January 1956
9. #168-197, February 1956
10. #198-233, March 1956
11. #234-262, April 1956
12. #263-291, May 1956
13. #292-306, June 1956

14. Control Sheets, #118-572: Statements of Account, 1955-56
15. Deposits - #118-572, 1955-56
16. Field Development – General: Reports, memos, letters, budget information, 1955-56
17. Budget Revisions: Appointment and Change of Status, 1955-56

18. John B. Freeman: Letters and Memos, 1955-56

Monthly Reports (Financial), 1955-56

19. July – December 1955

20. January – June 1956

21. Restricted Account #427-138 (B&I): Statements of Account, 1955-56

22. Travel Records (Departmental), 1955-56

23. Honorariums: Requests, 1955-56

Ledger Sheets (Accounts), 1954-56

24. #127-402C, 1954-55

25. #127-402C, 1955-56

26. #127-402B, 1954-55

27. #127-402B, 1955-56

28. #118-572, 1954-55

29. #118-572, 1955-56

Short Courses and Conferences Financial Reports

30. 1955-56

31. 1955-56

32. Lake Central Airlines & Sharon Products Company: Prospectus, c. 1955

Location: 09444

Box 3: Administrative Files, John B. Freeman, 1956-58

Folders:

1. Semi-Annual Report, 1956-57

Budget, 1956-57

2. Papers, 1956-57

3. "A" Budget, Payroll Certifications, 1956-57

4. Revisions and Change of Status, 1956-57

5. Center for the Study of Liberal Education for Adults (CSLEA): Letters, 1957

6. Project Proposals, 1956-57

7. General: Letters, Booklets, memos, 1956-57

8. John B. Freeman: Correspondence, letters, memos, 1956-57

9. Sibyl Weaver, 1957

10. Miscellaneous: Letters, memos, 1957-58

11. Family Life Institute, Alice Sowers, 1956-57

12. Equipment – Inventory, 1957

13. Christmas Card List, 1957

Location: 09445

Box 4: Administrative Files, John B. Freeman, 1956-57

Folders:

1. East Lansing NUEA Meeting, 1957
2. Request for Revision of Hourly Wages or Maintenance Budget, 1957
3. Salt Lake City, NUEA Meeting, 1957
4. Short Course Transfer to 118-572, 1957
5. Statement of Estimated and Realized Income, 1956-57
6. Dean White's: Orientation Literature, 1956-57

University Archives Record Group 44/10 & 44/11
Extension Division: Professional Services (1954-1958) and
Field Development Services (1958-1960)

These records are the files of R. L. McLean, who between 1953 and 1958 was the Director of Professional Services of the Extension Division. Between 1958 and 1959 he served in the additional capacity of Coordinating Director of the Field Development Services. His sole position between 1959 and 1961 was the Coordinating Director. In 1961 McLean was made Assistant to the Dean of the Extension Division.

From orientation literature circa 1957, the activities of Professional Services included “services to such professions as nurses, Certified Public Accountants, Certified Property and Casualty Underwriters, Certified Life Underwriters, librarians, journalists, social workers, pharmacists, engineers, lawyers, and physicians.”

Additionally from the same literature, the activities of Field Development Services is summarized in the following: “The University of Oklahoma brings educational programs to its alumni and to the general public of the state through the media provided by the four units of the General Services Department: Short Courses and Conferences, Evening Classes, Radio and Television and Correspondence Study, Programs for these media should be developed through the four units of Field Development Services.” These units are Business and Industrial Services, Family Life Institute, Professional Services, and School and Community Services.

The files were folded and arranged alphabetically by subject with folder contents arranged chronologically. The bulk of the records reflect the activities of McLean’s role as Director of Professional Services. Course announcements, registration forms, enrollment forms, and correspondence; requisitions, warrants, and purchase orders; and class lists represent the majority of these records.

Provenance: associated with Thurman J. White files, (see 44/01, 45/18, 08/06)

Location: 09442

Box 1: Subject Files, A-O, 1955-1960

Folders:

1. Accounting 51, 1955-56
2. Accounts Receivable Statements, 1958-59
3. A.C.E. Workshop, 1957-60
4. Adult Books, 1957-60
5. Adult Education, 1957-59

Alcoholism Workshop, 1956-57

6. 1956
7. 1956-57

8. Annual Report (Data), 1956-57

9. Armed Forces Education & Aviation Workshop, 1958-59
10. Association for Field Services in Teacher Education, 1958
11. Bethany Reading Class, 1957-58

Dr. H. H. Bliss, 1959-60

12. (Pending Bills), 1959
13. 1959-60

14. R. Brightwell, 1955-60

Budget, 1955-59

15. 127 402, 1955-56
16. Budget B, 1955-56
17. Budget C, 1955-56
18. Budget C, Schaefer, 1956
19. Books (427 216), 1955-57
20. Books, 1958
21. Income (118 572), 1955-57
22. New Budget, 1957-58
23. Forms, c. 1958
24. Biennial Budget, 1957-59

25. William R. Carmack, Jr., Speech and Extension Division, 1958
26. Central Records, 1960
27. C.P.A., Oklahoma City, 1955

Chartered Life Underwriter (C.L.U.), 1954-58

28. Oklahoma City and Tulsa, 1955-56
29. Oklahoma City and Tulsa, 1958-59
30. Oklahoma City and Tulsa, 1959-60
31. Examinations, 1954-56
32. Examinations, 1956-58
33. Insurance Contracts, 1955-56

Chartered Property Casualty Underwriter (C.P.C.U.)

34. Part I, Oklahoma City, 1955
35. Oklahoma City, 1955-56
36. Oklahoma City, 1958-60
37. Topical Outlines, 1954-55
38. Part I, Tulsa, 1955
39. Tulsa, 1955-56
40. Tulsa, 1957-58
41. Tulsa, 1959-60

Classes, 1955-56

42. Extension Classes, 1955-56

- 43. Schedules, 1955-56
- 44. Grade Sheets, 1955-56

- 45. Clearing Account, 1957-59
- 46. Commencement Address, 1952-57
- 47. Communications, Control Sheets, 1959-60
- 48. Committee on Community Development, 1958
- 49. Conference Planning, 1959
- 50. Course Inquiries, 1958-59
- 51. Al Croft, 1959-60
- 52. Extension Council Meeting, 1959
- 53. Extension Staff Meeting, 1958-59
- 54. Faculty-Rate of Pay for Extension Work, c. 1959
- 55. Faculty Seminar General Meeting – Residential, 1958
- 56. Family Life, 1958-59
- 57. Financial Records, 1956
- 58. Foreign Study, 1958
- 59. Great Books, 1958-59
- 60. High School Student Program, 1959
- 61. In-Service Institute, Mathematics, 1958-59
- 62. Institute for General Science Teachers in Geology, 1959
- 63. Insurance Contracts, 1956-58

Insurance Seminars, 1955-56 & 1959

- 64. Insurance School, 1955
- 65. Agency Management and Supervision, 1955
- 66. Marketing, 1955
- 67. Spring, 1956
- 68. Life Insurance Seminar, Letter Copies, c. 1959

- 69. Committee on Inter-Campus Activities, 1958
- 70. Interdepartmental Invoices, 1959
- 71. Inventory – Office, 1955-58
- 72. Legislative Procedures Conference, 1958
- 73. McLean, Miscellaneous, 1955-59
- 74. Mental Retardation, Contract, 1958
- 75. Municipal Clerks, Workshop, 1957
- 76. National Science Foundation Reports, 1959
- 77. National University Extension Association, 1956-58
- 78. Norman Evening Classes, 1957-59
- 79. Nurses Technical Aid Program – Central State, 1955-56
- 80. Oklahoma City Graduate Center, 1958

Location: 09442

Box 2: Subject Files, P-T, 1954-1960

Folders:

1. Parasitology 265, 1954-56
2. Photo-Journalism Short Course, 1954-55
3. Police School, 1959
4. Professional Writers, 1958
5. Project Proposals, 1956-57
6. Reference Material – General, 1957-58
7. Conference for Research Institute Directors, 1958 & 1960
8. Research Participation Program, 1959
9. Rotary, c. 1958
10. School Administrators, 1952; 1957-58
11. Science Service, 1958-59

Science Teachers Institute, 1958-59

12. 1958
13. Applications Approved, 1958
14. Elementary Teachers, 1958
15. Memos, May – June 1958
16. 1958-59
17. Cosmogony-Evolution Unit, 1958-59
18. Proposal for Summer Institute, 1958-59
19. 1959
20. Mathematics Unit, 1959
21. Nutrition-Metabolism Unit, 1959
22. Short Course Schedule, 1959-60

Sociology

23. 51, 1955
24. 107, The Family, 1956
25. Bruce Thomson, 1959
26. out of State Travel, Reports & Applications for, 1958-60

Location: 09443

Box 3: Subject Files, U-Misc., 1956-1960

Folders:

1. University Senate, 1958-60
2. Veterans Administration, 1956-59

Miscellaneous, 1957-59

3. 1957-58
4. 1958
5. 1958-59

University Archives Record Group 44/12
Extension Division: General Services, 1945-1960

From 1957 orientation literature, “the activism included in General Services are Evening Classes, Educational Broadcasting Services, Lecture and Entertainment Services, Correspondence Study, Short Courses and Conferences, and Motion Picture Production. It is the work of this unit to coordinate these several activities and make them available for the servicing of any group that Field Development Services may organize in any area in which they operate. The central record system is also in this department.”

These files contain the administrative records maintained by Loren N. Brown, who served as Coordinating Director of General Services between 1954 and 1962. In 1962 Brown became Assistant to the Dean of the Extension Division. Prior to his directorship with General Services, he was a specialist in school services and acting director of School and Community Services.

Apparently, Brown included in these files two sets of files maintained by units under his administrative control. One set are the Motion Picture Unit subject files of James H. Bragg, Director of Photographic Services between 1946 and 1956, containing shoot scripts, contractual agreements, release forms, correspondence, letters, and travel reimbursement requests. The other set are the subject files of William R. Fulton, who between 1950 and 1955 was either the Head or Coordinating Director of Educational Materials Services, containing ostensibly the same types of material. Between 1947 and 1950 Fulton was director of Audio-Visual Education. When Fulton became Associate Professor of Education in 1956, John J. Long assumed the director position. The folders are filed alphabetically by subject. Bragg’s folders are denoted by a pink folder label, Fulton’s by a blue one.

For the most part, the files have not been refolded and their original order has been retained.

Provenance: associated with Thurman J. White files (see 44/01, 45/18, and 08/06)

Location: 09445

Box 1: Subject Files, A-S, 1945-1960

Folders:

Accounts

1. Paid Accounts Receivable, 1958-59
2. Paid Accounts Payable, 1958
3. Paid Accounts Payable, 1959
4. Paid Accounts Receivable, 1957-58
5. Monthly Statements of Account, 1958-59
6. 957-264, Miscellaneous, 1957-58
7. Paid Accounts Payable, 1957
8. Paid Accounts Payable, 1958
9. Deposit Slips, 957-264, 1957-58

10. Accounts Receivable Paid, 1956-57
11. Accounts Payable Paid, 1956-57
12. 957-264, Miscellaneous, 1956-57
13. Deposit Slips, 957-264, c. 1956
14. Travel, 1950-55
15. Annual Reports, 1954-55
16. Faculty Club Invoices, 1956
17. Producers 16mm and 35mm Laboratory and Editorial Services, 1954
18. Acidizing File, 1954; 1956
19. Acidizing and Credit Files, c. 1956
20. Acidizing File, 1954
21. Advance Thinking in Aircraft Maintenance, 1953 and 1956
22. All University Movie, 1951-52
23. American Oil Well Drillers' Association, 1954-55
24. American Petroleum Institute File, 1953-55
25. API Agreement, 1954; 1956
26. Associated Press, 1957
27. Beaver, 1953-54
28. James E. Berryman, South American File, 1958-59
29. Cerebral Palsy Institute, 1960
30. Community Development File, 1956
31. Deer File, 1951-53
32. Dry Paper Modeling, 1954
33. Educational TV Programs, 1953
34. Extension Division, Script for proposed file, 1956
35. Film Producers Workshop, 1949
36. File Production, General, 1955-56
37. Formation Fracturing File, 1954-55
38. Fulton Research, 1958
39. W. P. Fulton, 1950 and 1955
40. Game and Fish Department, 1950-51 and 1954
41. Higher Education Report on Tomorrow, 1958
42. The Hugo Story, 1956-60
43. Inauguration Film, 1955
44. Indian TV Programs, John Dunn, 1953 and 1956
45. Journalism Film, 1954
46. The Laubins, Pictures and Information, 1945-56
47. Growth of Oklahoma Library, 1958-60
48. Library Film, C. 1947
49. Measurement: A Boon to Good Management, Tinker Air Force base Filmstrip, 1953-55
50. Merle Montgomery, 1955-56
51. Miscellaneous Completed Pictures, Final Reports, 1959
52. Music Education, Oklahoma City University, 1956-57
53. Music with Geoffrey O'Hara, 1954
54. National Retail Credit Association, 1953-55

55. National retail Credit Association, 1954-55
56. Script file on Retail Credit Association Film, 1954
57. Oklahoma College for Women Film, 1950-54
58. Oklahoma Game and Fish Department File, 1950-54
59. Oklahoma Planning and Resources film, 1950-53
60. Oklahoma State Board of Chiropody, 1954 and 1956
61. Publicity on Movies, 1950-55
62. Ranger Film, 1952-54
63. Rheumatic Fever, Oklahoma State Heart Association, 1960
64. R. S. Russ Film, Kansas State College of Pittsburgh, 1960
65. Series Old Chief's Dance, 1951-55
66. Talking Hands, 1954
67. The Old Chief's Dance made by the Laubins, 1951-55
68. The Saxophone, Oklahoma City University, 1957-59

Location: 09446

Box 2: Subject Files, W-General, 1949-1956

Folders:

1. War Dance, 1954-55
2. Water Flooding Film, 1956
3. Water Pollution, 1954-55
4. Charles Banks Wilson, 1956
5. Wire Rope Film, 1954

General Movies, 1950-56

6. 1950
7. 1951
8. 1952
9. 1953
10. 1954
11. 1955
12. 1956

13. Material on Films handled by the Educational Materials of Oklahoma Bulletin, 1951-53
14. General "G", 1950 and 1953
15. General "J", 1951
16. General "L", 1951-52
17. Eastman Processing Labs, 1957 and 1951-52
18. Calvin Company, Kansas City, MO., 1950-55
19. Clarence Burch, Chairman, Oklahoma Planning and Resources Board, 1950

University Archives Record Group 44/13
Extension Division: Statewide Museum Service

Location: 09673

Box 147: Correspondence, Directors (Powell Boyd, Boyd Gunning, & Thurman White), 1939-1940

Folder:

1. 1939, August-September.
2. October.
3. November.
4. December.
5. 1940, January.
6. January.
7. February.
8. March.
9. April.
10. May.
11. June.

Location: 09674

Box 148: Correspondence, Director (Thurman White), 1940

Folder:

1. July.
2. August.
3. September.
4. October.
5. November.
6. December.

Location: 09674

Box 149: Correspondence, Director (Thurman White), 1941

Folder:

1. Application museum assistance activities and teaching of tribal and sign language.
2. January.
3. February.
4. March-April 14.
5. April 15-30.
6. May.

Location: 09674

Box 150: Correspondence, Director (Thurman White), 1941-1942

Folder:

1. 1941, June.
2. July.
3. September.
4. October.

5. November-December.
6. 1942, January-April 13.
7. Notice of project suspension.
8. April.

Location: 09675

Box 151: Reports, 1939-1942

Folder:

1. Accomplishment report, 1939.
2. Financial reports, 1939.
3. Composite report of museum service, 1940.
4. Service report, 1940.
5. Report of WPA projects sponsored by the University of Oklahoma, 1940.
6. Monthly reports, July and September 1940.
7. Notebook: SMS-43, items to be listed on Fiscal Accomplishment Report, 1941.
8. Miscellaneous reports, 1940-1942.
9. Travel vouchers.
10. Travel unit exhibits/items.
11. Report of WPA projects sponsored by the University of Oklahoma, 1942.
12. Supervisor's daily report form, blanks, 1940.
13. Manuscript: *Museum in America*, L.V. Coleman, 1940.

Location: 09675

Box 152: Personal Records

Folder:

1. *Leisure Activities for Oklahoma*, 1939.
2. E-93 off project, unmailed occupational information, 1940-1941.
3. E-93 off project, unmailed occupational information, 1940-1941.
4. E-93 off project, mailed occupational information, 1940.
5. E-93 off project, mailed occupational information, 1940-1941.
6. List of museum units, 1940, 1942.
7. Lists (co-sponsors, personnel, wage list), 1941-1942.

Location: 09675

Box 153: Workers' Manual

Item:

1. *Workers' Manual for the Statewide Museum Service, Works Progress Administration, April 1940*, sponsored by the Extension Division, 5 copies.
2. Definition of terms in Accomplishment Report SMS-40.

Location: 09676

Box 154: Workers' Manuals

Folder:

1. Paleontology Oklahoma, 1928, 1936, 1940.
2. "Introduction to Plasta-Pak Process of Moulding," 1940.
3. "Introduction to Plasta-Pak Process of Moulding," 1940.

4. Leaf forms, 1940.
5. "Preserving and Treating Hides and Leather Costumes," 1940.
6. Miscellaneous.
7. Ada Museum, 1940.
8. "Home Defense Report of the Statewide Museum Service Project for the Year," 1941.
9. Sources of materials for teaching science, 1941.
10. "Information for WPA Workers," 1940.
11. Citizenship Club, 1941.
12. "Origin of the Modern Museum," manuscript by Walton, 1940.
13. Newspaper clippings, glue-mounted and photo prints, 1940.
14. Clipped pages from "Motion Picture Herald," 1945.

Location: 09676

Box 155: Workers' Manual, Unbound, 1940

Folder:

1. Beginning Lettering.
2. A Definition of Terms in Accomplishment Report SMS-40.
3. A Brief Statement on the Statewide Museum Service.
4. Flat Pictures.
5. Formulae for Preserving Color in Fruits and Flowers.
6. Homemade Lantern Slides.
7. Increasing Interest in Museums.
8. Report of Museum Employees Training Conference, October 14-15, 1940.
9. Museum Exhibits.
10. National Defense Exhibits.
11. Old Expressions.
12. Package Library.
13. Industrial Exhibits.
14. Operating Procedure No. G-5, Section 25, January 10, 1940.
15. Technique of Designing Museum Exhibits.
16. Workers Institutes, April 15-22, 1940.
17. Miscellaneous (policies, etc).

Location: 09676

Box 156: Occupational Manual

Folder:

1. *Occupational specification Manual, Community Service Projects*, revised May 20, 1940.
2. *Information for Museum Workers*, 1940.
3. *Information for WPA Museum Workers*, 1938-1940.
4. *Information for WPA Museum Workers*, 1938-1940.
5. Worker's Manual for the Statewide Museum Service, April 1940.

Location: 09677

Box 157: Catalogue Manual

Folder:

1. *Statewide Museum Service Catalogue System Revised and Enlarged*, 6 copies.
2. *Catalogue Supplement No. 2*, 1938.
3. *Milwaukee Public Museum Statewide Department Descriptive Catalog and Price List*, 1941.

Location: 09677

Box 158: Plays

Folder:

1. A suggested production list of non-royalty full-length plays, October 1936, 2 copies.
2. A suggested production list of non-royalty Christmas plays, November 1936.
3. 90 new plays, December 1936.
4. A series of children's non-royalty plays, December 1936.
5. 34 old and new Spanish plays, January 1937.
6. Jewish non-royalty plays and pageants, January 1937.
7. Patriotic holiday plays, January 1937.
8. Easter play, March 1937.
9. Rural plays, part I, March 1937.
10. Rural plays, part II, March 1937.
11. Rural plays, part III, June 1937.

Location: 09677

Box 159: Studies of Oklahoma Indians

Folder:

1. "Oklahoma Indians" by Zaidee B. Bland, new corrected copy and old original copy.
2. "Oklahoma Indians," original copy.

Location: 09678

Box 160: Data on Oklahoma Counties and Various Picture Books

Folder:

1. Oklahoma counties.
2. *Art*.
3. *Simon Lake and the Submarine*.
4. *Her Majesty the Queen: The Queen's Character*.
5. *Belgian Congo*.
6. *Queen Mary*.
7. *War Map of the Far East*.
8. *Hungary*.
9. *The Key Nazi Map of a Greater Germany*.
10. *Inside France's Maginot Line: The Steel and Concrete Frontier of France*.
11. *Europe: Christmas 1938*.
12. Unidentified, Pacific islands.
13. *America's Defense in the Pacific*.
14. *King Carol II is Head Man of Rumania*.

Location: 09678

Box 161: Radio Scripts

Folder:

1. Statehood Day script, 1939.
2. WNAD, "Museum of the Air," 1940-1947.
3. January-March 1940.
4. March-May 1940.
5. May-July 1940.
6. Miscellaneous WNAD schedules, and scripts from "Museum of the Air," 1940.
7. Newsletter: *The WNAD Tower*, October 1959.

Location: 09678

Box 162: Charts, Stencils, Signs

Item:

1. Wagon stencil.
2. Generalized stratigraphic outline of the rocks in Central Oklahoma.
3. Two exhibit signs ("Museum Visitors Please Register" and "Visit the School Museum").

[Box 163 does not exist]

Location: 09679

Box 164: Newspaper Cuts (Linotype Engraving Blocks)

Item:

1. Bulletin cuts 23 subjects, 21 identified, 1938-1939 Sooner Men's Quartet.
2. Newspaper cuts.
3. Newspaper mats.

Location: 09679

Box 165: Newspaper Cuts (Linotype Engraving Blocks)

Item:

1. Bulletin cuts 9 envelopes, 1938-1939 Men's Glee Club.
2. Dr. Bizzell.
3. Dr. Paul L. Vogt.
4. Others.

Location: 09679

Box 166: Newspaper Cuts (Linotype Engraving Blocks)

Item:

1. Bulletin cuts 18 envelopes (most identified).
2. Newspaper mats.

Location: 09680

Box 167: Newspaper Cuts (Linotype Engraving Blocks)

Item:

1. Bulletin cuts 14 envelopes (most identified)
2. Newspaper mats.

Location: 09680

Box 168: Newspaper Cuts (Linotype Engraving Blocks)

Item:

1. 70, not identified and not dated.

Location: 09680

Box 169: Newspaper Cuts (Linotype Engraving Blocks)

Item:

1. Bulletin cuts 26 (most identified).

Location: 09681

Box 170: Personal, Thurman White

Folder:

1. Speeches not dated.
2. Stutterers, 1941.
3. Short course certificate "Museum Training Conference," 1940.
4. Biographical data, up to 1947.
5. Miscellaneous cards.
6. Personal correspondence and letters, 1940-1942.
7. Travel claims, 1940-1941.
8. Announcements, letters and memoranda, 1938-1941.

Location: 09681

Box 171: Statewide Museum Service

Folder:

1. Worker's Manual, 1941.
2. Copy #1.
3. Copy #2.
4. Copy #3.
5. Copy #4.
6. Manual on *Museum Project*.

Location: 09681

Box 172: Statewide Museum Service

Folder:

1. Worker's manual, supplement #15.
2. Museum Service's Winter Program.
3. Catalogue System, Revised and Enlarged.
4. Industrial Exhibits.
5. Museum Club Charters, blanks.
6. "Our Museum," by Myrtle Jean Landram.
7. Statement by Senator Thomas of Oklahoma to the People of His State, February 2, 1944.

8. Worker's Manual for Statewide Museum Service, April 1940.
9. General information on paleontology, March 1940.
10. Introduction to Plasta-Plak Process of Plaster Molding, October 14, 1940.
11. Preserving and Treating Hides and Leather Costumes.
12. Museum Project.
13. Catalogue supplement #2.
14. Oklahoma State Safety Department suggestions on organizing November traffic safety drive.
15. Report of Museum Employees' Training Conference.
16. Headlines from *The Daily Oklahoman* and *The Norman Transcript*.
17. Worker's Manual, April 1940.

Location: 09682

Box 173: OU Medical School

Folder:

1. Post Graduate Dentistry lecture by Dean and member of the Dental College of Northwestern University, 1930.
2. Obstetrics and Gynecology lecture, 1929.
3. Traumatic and Orthopedic Surgery, April 1933.
4. Pediatrics lecture, 1929.

Location: 09682

Box 174: Material/Publications

Folder:

1. *High School Science Service*, April 1948-March 1950.
2. *Science Fair*, April 28-29, 1949.
3. *Reading with a Purpose*.
4. *Southwestern Conference on Higher Education*.
5. *Listening & Discussion Guide Family Life Radio Forum*, 1946-1949.
6. Proceedings Annual Radio Conference, 1946 & 1947.
7. Proceedings of the Institute of Community Planning, March 26-27, 1947.
8. Municipal Government Conference, 1946.
9. *Oklahoma Institute of International Relations*, 1940.
10. Summary and proceedings of the School Administrators, 1944.
11. Program of the First Annual Short Course in Landscape Gardening, April 20-21, 1934.
12. *Designs in Landscaping Home Grounds*, April 1934.

Location: 09682

Box 175: Miscellaneous Files, 1941-1949

Folder:

1. "A Review of the Summer Session Activities and Entertainment," Summer 1942.
2. "Yearbook 1941," Herbert H. Scott.
3. *University Extension in Adult Education* by Clem O. Thompson, 1943.
4. "Manual of Instruction for Police Officers of the Cities, Towns, and Villages of Oklahoma," by Captain R.C. Bradford, not dated.

5. Miscellaneous papers.