Box 1:

Letters to and from Verner W. Clapp and Fred C. Cole, presidents of CLR concerning application, progress, expenditures, publication funds and extension of research grant CLR-348, "Evaluation and Processing Scientific and Technological Records for Archival Preservation and Use in Universities", under direction of Maynard Brichford, including draft application for research grant, 12/6/65, formal application, 4/7/66, progress report, 6/20/67, and financial reports 9/26/69, 10/28/69

National Science Foundation Proposal, Bibliography Publication, 1968-1969
 correspondence with National Science Foundation concerning publication of the bibliography compiled by the CLR-348 study, including applications

University of Illinois Research Board Request, Bibliography Publication, 1968

Press Releases, 1966, 1969
 Correspondence, draft press releases, and final press releases concerning public announcement of the research grant (1966) and publication of manual (1969)

Staff Recruitment, 1966-1967
 Correspondence and flyers concerning recruitment of graduate assistants

Staff Records: 1966-68
 Blehm, Barbara J., 1967
 materials including recommendation for interview slip, student employment record, daily time cards, work assignment memos and resignation
 Fara, Harry, 1966-1967
 materials including list of publications, supervisor evaluation, correspondence relating to absences, and recommendations for appointment and resignation
 Hryszczuk, Olga, 1967
 Saunders, Richard, 1967-68
 Tuckey, Marcia, 1967-68
 Vallianatos, Evaggelos, 1966-67

Financial Reports and Requests, 1966-68
 including requisition forms, work order-receipts, monthly statements of account, stores vouchers, invoices, travel orders

Travel Expenses, 1966-68
 travel vouchers, expense book, travel tickets, expense summaries, and list of trips

Monthly Expense Summaries, October 1966 - December 1967

Circular Letters of Inquiry and Literature Specialists List 1966

Field Notes and Interviews, 1967-68
 summary of meeting with Professor Derek Price (Yale) and John Hielbron (University of California), 11/30/67, concerning bibliography of proposed publication, including an explanation of the bibliography
summary of meeting with Verner Clapp, president of CLR, 2/13/68

Federal Grant Records Procedures, 1960-1968

notes on records procedures of specified institutions concerning federal grants-in-aid to
universities, including National Bureau of Standards, ca. 3/23/60
National Science Foundation 11/62
HEW, Office of Education, 10/30/63
University, Bursar's Office, 6/26/64
OSU (Bruce Harding), 3/27/66, 10/5/66
National Archives and Records Service 3/30/67, 2/15/68 VI, preservation of
university contract records, 1/68, Office of Naval Research, 2/7/68
University of Nebraska, 10/23/67
University of Iowa, 10/24/67

general notes on General Schedule 19 records categories, and Federal Agency Retention Policies

Article reprints:
"Program Records Control Schedule," (National Institute of Health), Records Management, 8/28/51
"Disposal of Navy and Marine Corps Records", DOD, SEC NAVINST, P5212.5B, Part II, Chapter 3, 6/21/61
"Research and Development Case Files", DOD, AR345-210 C1, 10/4/63

Subsidiary Reports, 1966-1967
Brichford, "History of Science and Technology Project Procedure Used in Processing Archival Materials Received from an Academic Department", 12/1/66

Other Programs in Scientific and Technological Documentation, 1964-1967
Alan Jeffreys, "Locating the Manuscript Sources of Science", British Journal for the History of Science, 12/64; including correspondence with Jeffreys
"British Records Association, Annual Conference, 1966", Archives, 4/67 including summary of article by Brichford
Zoltan Tar, "Science in Hungary", Science, 7/1/66
Ann Mozley, "The History of Australian Science", Australia and New Zealand Historical Studies, 4/64

MS Criticisms: Reingold and Weiner, 1968
notes on distribution of draft bibliographies: list of reviewers
correspondence with Dr. Nathan Reingold and Dr. Charles Weiner concerning criticisms of the rough copy of the study

Publication Inquiries, 1968-1969
correspondence with Ohio Press, Ohio State University Press, Purdue University Press, and Southern Illinois University Press concerning possible publication of the complete study


correspondence with University of Illinois Press requesting publication of complete study, 4/1/68
cost estimates, correspondence, requisition forms and interview summaries relating to publication of smaller manual

Distribution, 1969-1970

correspondence relating to distribution of sample copies of manual lists of recipients of sample copies


Sales, 1969-1970

lists of sales by institution and location, 6/69 - 9/70

Reviews of Manual

Wesley C. Williams, Technology and Culture
Roy S. Dunn, American Archivist, 4/70
Scientific Information Notes, 1970

Acknowledgements, 1969

congratulatory letters from Dean Robert Downs and Verner Clapp

Box 2:

Manuscript Draft, ca. 5/68
typewritten draft with penciled marginal notes, handwritten inserts; draft project reports

Archival Bibliography, Drafts and Notes, ca., 1967-1968
drafts of Archival Bibliography (appendix A)
samples of appendix B (Mathematics and Chemistry)
sample draft of inventory of collected manuscripts (appendix C)
sample of appendix C (Botany)

Manuscript Lists, 1967-1968

lists of scientists papers arranged by scientific field, giving name of scientist, dates, location, and volume for: Aeronautical and Astronautical Engineering, Agricultural Engineering, Agronomy, Animal Science, Anthropology, Astronomy, Botany, Chemistry, Civil Engineering, Dentistry, Ecology, Electrical Engineering, Forestry, Geography, Geology, Horticulture, Mathematics, Mechanics, Mechanical Engineering, Medicine, Metallurgical and Mining Engineering, Microbiology, Pharmacy, Physics, Physiology, Plant Science, Psychology, Veterinary Medicine, Zoology

Manuscript List Summary, ca. 1968

project report summarizing above lists
Box 3 - 6: include Science and Technology Bibliographies
   General Animal Science
   Anthropology - Forestry
   Geography - Medicine
   Metallurgy - Zoology