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## Inventory of the Dept. of Commerce Records

### Inventory: F3698:1-534

California State Archives  
Office of the Secretary of State  
Sacramento, California

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#### Descriptive Summary

**Title:** Dept. of Commerce Records

**Inventory:** F3698:1-534

**Creator:** Dept. of Commerce

**Extent:** [See Arrangement and Description](#)

**Repository:** California State Archives

Sacramento, California

**Language:** English

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#### Preferred Citation

[Identification of item], Dept. of Commerce Records, F3698:1-534, California State Archives.

#### Agency History

The World Trade Authority is composed of three organizations: San Francisco World Trade Center Authority, ( *Stats.* 1947, ch. 1508), California World Trade Authority Coordinating Council, ( *Stats.* 1963, ch. 1770), and Southern California World Trade Center Authority, ( *Stats.* 1965, ch. 301).

From 1947 to 1965 the San Francisco World Trade Center Authority (S.F.W.T.C.A.) existed as the sole state agency involved in international development. Its objective was to foster and develop domestic and international trade by establishing world trade centers in San Francisco and Los Angeles, and specific representation in key areas of the international community.

The California World Trade Authority Coordinating Council was established to coordinate the activities of the two centers and manage overseas trade development. The council, composed of nine members, (three from S.F.W.T.C.A., three from S.C.W.T.C.A. and three at-large), became operative in 1965. It administered the foreign trade offices (i.e. Mexico, Japan and Germany), and engaged in projects to

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expand the export of California's products.

The objectives of the Southern California World Trade Center Authority were the same as the S.F.W.T.C.A. but related to Southern California specifically.

The activities of these organizations were consolidated under the California World Trade Authority in 1968 ( *Stats.* 1968, ch. 1352) and in 1969 placed under the newly established Department of Commerce within the Agriculture Services Agency, ( *Stats.* 1969, ch. 1161).

Several agencies which had conducted closely related programs of economic development were placed under the direction of this single department. The divisions of World Trade, Tourism and Visitor Services, Economic Development, and Museum of Science and Industry evolved from the defunct World Trade Center Authorities, the former Office of Tourism and Visitor Services, the Economic Development Agency, and the California Museum of Science and Industry. The objective of the department was to encourage growth in California's economy through attracting new and expanded business and industry, stimulating additional employment for Californians, and enlarging the local and state revenue base to support necessary public services.

The Department of Commerce was transferred from the Agriculture and Services Agency to the Office of the Lieutenant Governor by executive direction January 21, 1971. Many of the records reflect the Lieutenant Governor's responsibilities as liaison officer, coordinator, advisor, chairman, member or ex-officio member of such committees and commissions as aerospace re-employment; summer jobs for youth; California Chamber of Commerce; shipbuilding; CAL-JOB Program; Space Shuttle Task Force; federal contracts; economic development; industry and world trade; tourism and visitor services; Museum of Science and Industry; and those concerned with the business sector and state and local governments.

The California Commission for Economic Development was established in 1971 (Ch. 1230) to replace the Commissions of Industry and World Trade and Tourism and Visitor Services. The Commission's responsibilities were to identify weaknesses in California's economy; evaluate the extent of unemployment problems; and design realistic programs to expand the economy.

The California Council of Product Design and Marketing (Ch. 1579) was added in 1971. The purpose of the Council was to improve California's industrial base, thereby increasing employment in the State through increased utilization of design services by the State's producers.

By 1972 the Division of Business and Industry Development had replaced the Division of Economic Development. Its prime function involved balancing environmentally acceptable new businesses and industry and assisting in the expansion of established California businesses.

Funds for the Department of Commerce ceased after June 30, 1975, whereupon the department terminated operations.

Records from the former Office of Tourism ( *Stats.* 1964, 1st Ex. Session, ch. 101), 1966-68 and the Economic Development Agency ( *Stats.* 1959, ch. 1911), 1966-67 are included in this record group.

Records Relating to the World Trade Authorities

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California World Trade Authorities Coordinating Council

Folder (F3698:1)

**1. MINUTES. 1965-68.**

**Physical Description:** 1 ff.

**Scope and Content Note**

**Arrangement**

Arranged chronologically.

Minutes relate to election and appointment of council officers; budget matters; tourism promotion; protocol procedures; committee reports; foreign trade statistics; trade fairs; foreign trade representative reports; trade missions; consultant contracts; director's report; project study proposals; and adoption of resolutions.

Folder (F3698:2-5)

**2. DIRECTOR'S CORRESPONDENCE. 1965-68.**

**Physical Description:** 4 ff.

**Scope and Content Note**

**Arrangement**

Arranged chronologically.

Letters received, copies of letters sent, press releases, and memoranda pertaining to such topics as freight rates; proposed contract amendments; U.S. Dept. of Commerce; service agreements; establishment of overseas trade offices; governor's trips abroad; program of World Trade Libraries; Director of Finance; California House concept; activity reports; overseas office budget allocations; history of World Trade Authorities Agency; Calif.-Japan import-export relations; trade leads; committee on Calif. Agricultural Exports; trade statistics; protocol program; trade fairs; visits of foreign trade ministers; research projects; National Symposium on Foreign Competition; dedication ceremonies; World Trade Center Building Program; S.F. Chamber of Commerce; trade patterns; overseas in-store food promotion; and trade missions.

Folder (F3698:6)

**3. CHAIRMAN'S CORRESPONDENCE. 1964-68.**

**Physical Description:** 1 ff.

**Scope and Content Note**

**Arrangement**

Arranged chronologically.

Letters received, copies of letters sent, and memoranda deals mainly with the trade mission to Japan including correspondence, Japan tour itinerary, and report; Pan American Society; budget of the World Trade Authorities; Governor's Reorganization Plan; World Trade Center Building proposals; pending legislation; appointment recommendations; and position papers on Dept. of Commerce are also covered.

Folder (F3698:7-14)

**4. GENERAL CORRESPONDENCE. 1963-69.**

**Physical Description:** 8 ff.

**Scope and Content Note**

**Arrangement**

Arranged chronologically.

Includes two groups of files: one represents correspondence of the Coordinating Council, and the other pertains to correspondence between the Council and the Japan World Trade Office.

Letters received, copies of letters sent, telegrams, rough drafts, summaries, and memoranda concerning council functions; membership appointments; attaché program; proposed trade articles; administrative services; trade leads; protocol matters; California's overseas trade offices; budget allocations; trade statistics; pending legislation; general information inquiries; L.A.W.T.C.A. organization; trade tours and missions; trade publication requests; council meetings; invitations and acknowledgments; international market; world Trade Libraries inquiries; publicity suggestions: trade organizations; and food fairs and exhibitions.

Folder (F3698:15-116)

**5. GENERAL SUBJECT FILES. 1948-69, 73, 74.**

**Physical Description:** 102 ff.

**Scope and Content Note**

**Arrangement**

Arranged alphabetically by subject title and chronologically thereunder.

Letters received, copies of letters sent, statements, notes, rough drafts, summaries, reports, hearings, testimonies, addresses, resolutions, agendas, rosters, press releases, news clippings, agreements, newsletters, publications, articles, bulletins, brochures, directories, telegrams, and memoranda regarding such subjects as Attorney General's Office; budget; trade missions; Buy America Act; Chili-California Program; Office of California Development; trade statistics; U.S. Dept. of Commerce; Consular Corps; *Directory of Exporters and Importers*; Dept. of Finance; food fairs; U.S. World Trade Fairs, 1964, 66; Governor's Advisory Committee on Foreign Trade; legislation; *Trade Currents*; meat imports; New York Trade Center; Osaka-San Francisco Town Affiliation; Port of Oakland; Pan American Airways; protocol; public relations; Dept. of Public Works; research projects; S.F. Area Trade Association; Stanford Research Institute; tourism promotion program; United Nations; University of Calif.; World Trade Center; World Trade Center Libraries; and World Trade Club.

Folder (F3698:117-118)

**6. TRADE LEADS. 1968-69.**

**Physical Description:** 2 ff.

**Scope and Content Note**

**Arrangement**

Arranged chronologically.

Trade leads are reports used to promote California trade whereby foreign companies are provided information relating to suppliers, manufacturers, and other businesses.

Reports include company name and address; telephone number; language preference; whether company is an importer, exporter, retailer, wholesaler, or manufacturer and of what product; countries company buys from now; sales territory; transactional requirements; capital investment; bank and trade references; annual volume; number of employees; name and nationality of managers or partners; capital stock controlled by whom; general reputation of company; referred to which W.T.A. office; report number and date; and approved by which W.T.A. official.

Folder (F3698:119-131)

**7. REPORTS. 1963-68.**

**Physical Description:** 13 ff.

**Scope and Content Note**

**Arrangement**

Arranged alphabetically by report title and chronologically thereunder.

Letters received, copies of letters sent, rough drafts, summaries, press releases, news clippings, and memoranda covering the California House concept; foreign trade statistics; California Trade Office in Europe; European Fact-finding Trip; Foreign Economic Developments; living standards, wages and exports; Japan and California Economic Analysis; Missions to Japan, China, and Hong Kong; Special Air Fares to Encourage Foreign Tourism to California; and California Trade Representative's Work in Mexico During the Year 1964.

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**San Francisco World Trade Center Authorities**

Folder (F3698:132-136)

**8. MINUTES. 1948-67.**

**Physical Description:** 5 ff.

**Scope and Content Note**

**Arrangement**

Arranged chronologically.

Minutes relate to objectives and program of California W.T.C.A.; committee reports; budget; pending legislation; W.T.C. building plan; adoption of resolutions; trade missions; election and appointment of officers; contract negotiations; conference reports; trade fairs; Foreign Trade Zone; Port of Oakland; San Francisco W.T.C.A. publications; trade leads; State Board of Harbor Commissioners; San Francisco Bay Area Council; Embarcadero Freeway; World Trade Club; San Francisco Chamber of Commerce; insurance; World Trade Libraries; Ferry Building Park Project; Covarrubias Murals; trade development projects; consular corps; award presentations, ceremonies, and dinners; consultant contracts; trade attaché program; and Bay Area Rapid Transit.

Folder (F3698:137-139)

**9. EXECUTIVE DIRECTOR'S CORRESPONDENCE. 1957-64.**

**Physical Description:** 3 ff.

**Scope and Content Note**

**Arrangement**

Arranged chronologically.

Letters received, copies of letters sent, reports, press releases, and memoranda concerned with Consular Corps recognition; Dept. of Finance conferences; legislative committee meetings; progress reports on Authority programs; contract negotiations; budget matters; organizational and operational reports (includes report on first five years of W.T.C.A., 1956-61); trade improvement recommendations; overseas trade offices' programs; Covarrubias Murals; dedication ceremonies; W.T.C.A. Project Study; U.S. Tax Haven Plans; Governor's Economic Program; and World Trade Club.

**Records Relating to the World Trade Authorities**  
**San Francisco World Trade Center Authorities**

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Folder (F3698:140-142)

**10. DEPUTY DIRECTOR'S CORRESPONDENCE. 1965-69.**

**Physical Description:** 3 ff.

**Scope and Content Note**

**Arrangement**

Arranged chronologically.

Letters received, copies of letters sent, reports, rough drafts, telegrams, and memoranda relating to international trade centers; trade fairs; World Trade Libraries; requests for trade publications, photos, and films; California Sister-State Program with Japan; Pan American Society; trade missions; world trade possibilities with Soviet Union; feasibility studies; overseas trade offices; protocol duties; California trade promotion; World Trade Center; and trade leads.

Folder (F3698:143)

**11. CHAIRMAN'S CORRESPONDENCE. 1963-65.**

**Physical Description:** 1 ff.

**Scope and Content Note**

Arranged chronologically.

Letters received, copies of letters sent, and memoranda mainly regarding economic consultant's contract and trade mission to the Orient.

Folder (F3698:144-145)

**12. GENERAL CORRESPONDENCE, JAPAN OFFICE. 1967-68.**

**Physical Description:** 2 ff.

**Scope and Content Note**

**Arrangement**

Arranged chronologically.

Letters received, copies of letters sent, newsletters and memoranda pertaining to invitations to exhibit at foreign trade fairs; requests for California trade brochures; overseas industrial development; survey of foreign trade leads; California Week promotion in Japan; Japanese trade missions to California; trade leads; tourism promotion; films on California; Korean trade mission; Tokyo Food Exhibition; Korean Trade News; import-export statistics from Taiwan Trip; and suggested trade articles.

Folder (F3698:146-148)

**13. SUBJECT FILES. 1964-68.**

**Physical Description:** 3 ff.

**Scope and Content Note**

**Arrangement**

Arranged alphabetically by subject title and chronologically thereunder.

Letters received, copies of letters sent, rough drafts, reports, summaries, agreements, resolutions, newsletters, press releases, and memoranda relating to San Francisco W.T.C.A. Building Program (includes contract negotiations, adoption of resolutions, and feasibility studies).

Records Relating to the World Trade Authorities  
San Francisco World Trade Center Authorities

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Folder (F3698:149-151)

**14. TRADE LEADS. 1967-69.**

**Physical Description:** 3 ff.

**Scope and Content Note**

**Arrangement**

Arranged chronologically.

Letters received, copies of letters sent, and form letters covering trade inquiries from foreign or out-of-state companies seeking business connections with California based companies. Includes requests for additional data on companies listed in *Trade Currents* (W.T.C.A. publication) and permission to advertise company information in future issues of *Trade Currents*.

A typical trade inquiry consists of company owner's name; company name; address and phone number; product person is interested in; action to be taken (to be listed in *Trade Currents* or included on W.T.C.A. mailing list); referrals; remarks; results; and date of inquiry. See also series entry 6.

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**Southern California World Trade Center Authorities**

Folder (F3698:152-154)

**15. MINUTES. 1965-68.**

**Physical Description:** 3 ff.

**Scope and Content Note**

**Arrangement**

Arranged chronologically.

Minutes relate to election of officers; budget; pending legislation; consular corps; international trade programs; tourism; exports; trade promotion literature; committee assignments and reports; trade fairs and missions; activity reports; functions of Coordinating Council; economic development; coordination between W.T.C. and federal, state county and city trade programs; Chairman's Reports; adoption of resolutions; legislative committees; W.T.C. building plan; and feasibility studies.

Folder (F3698:155-156)

**16. CHAIRMAN'S CORRESPONDENCE. 1965-68.**

**Physical Description:** 2 ff.

**Scope and Content Note**

**Arrangement**

Arranged chronologically.

Letters received, copies of letters sent, rough drafts, press releases, and memoranda pertaining to Mexican trade relations; overseas trade offices; foreign consulate officers; exports; activity reports; export-import directory; trade leads; organization of Los Angeles W.T.C.A.; trade fairs; and world trade extension courses. See also series entry 2.

Folder (F3698:157-158)

**17. GENERAL CORRESPONDENCE. 1965-68.**

**Physical Description:** 2 ff.

**Scope and Content Note**

**Arrangement**

Arranged chronologically.

Letters received, copies of letters sent, notes, blueprints, and memoranda covering world trade building plans; feasibility studies; Board of Harbor Commissioners; trade leads; trade fairs; Expo 70; requests for trade information and publications; world trade libraries statistical reports; trade publication acknowledgments; and economic development.

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- Folder (F3698:159-162)    **18. SUBJECT FILES. 1965-68.**
- Physical Description:** 4 ff.
- Scope and Content Note**
- Arrangement**
- Arranged alphabetically by subject title and chronologically thereunder.  
Letters received, copies of letters sent, rough drafts, agreements, minutes, reports, press releases, and memoranda regarding S.C.W.T.C.A. Building Program (includes synopsis of events/history of World Trade Center, contract negotiations, site proposals, and feasibility studies).
- Folder (F3698:163-166)    **19. TRADE LEADS. 1965-69.**
- Physical Description:** 4 ff.
- Scope and Content Note**
- Arrangement**
- Arranged chronologically.  
Letters received and copies of letters sent includes trade inquiries referred by California's foreign trade offices: Mexico, Japan, and Germany, and routine inquiries from foreign and out-of-state companies seeking California business connections. For series description see also series entry 6.
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**Mexico Foreign Trade Office**

- Folder (F3698:167)    **20. TRADE REPRESENTATIVE'S CORRESPONDENCE. 1964-66, 68.**
- Physical Description:** 1 ff.
- Scope and Content Note**
- Arrangement**
- Arranged chronologically.  
Letters received, copies of letters sent, reports, news clippings, and memoranda relating to Latin American trade; U.S. Industrial Exposition; trade promotion; trade fairs; Central America Trade Mission; Mexico City office organization and procedures; trade leads; Baja California's trade potential; Mexico's private industry needs; and trade missions.
- Folder (F3698:168-169)    **21. MONTHLY ACTIVITY REPORTS. 1964-68.**
- Physical Description:** 2 ff.
- Scope and Content Note**
- Arrangement**
- Arranged chronologically.  
Reports cover establishment of Mexico Trade Representative Office; trade representative program; Mexican imports and exports; trade films; Mexico's trade potential; trade meetings and consultations; daily activity reports; number of visitors; enabling legislation; trade leads; advertising and public relations; tourist promotion; research program and planning; staff recommendations; tariff rates; industrial growth; economic missions; budget allocations; and trade fairs.

Mexico Foreign Trade Office

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Folder (F3698:170)

**22. TRADE LEADS. 1965-68.**

**Physical Description:** 1 ff.

**Scope and Content Note**

**Arrangement**

Arranged chronologically.

Letters received and copies of letters sent relating to corporations interested in establishing plant facilities in California and companies seeking California business connections to market products or purchase supplies. A typical foreign trade inquiry includes origin of trade lead; products or services needed; name and address of company; name of company manager; amount of capital investment; and production volume.

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**Japan Foreign Trade Office**

Folder (F3698:171)

**23. TRADE REPRESENTATIVE'S CORRESPONDENCE. 1966-68.**

**Physical Description:** 1 ff.

**Scope and Content Note**

**Arrangement**

Arranged chronologically.

Letters received, copies of letters sent, notes, reports, and memoranda covering such topics as international trade fairs; Far East Trade Conferences; trade leads; imports and exports; Expo 70; trade missions; sister-state affiliations; Japanese Information Center; trade advertising; budget allocations; and coordinating council.

Folder (F3698:172-175)

**24. MONTHLY ACTIVITY REPORTS. 1965-69.**

**Physical Description:** 4 ff.

**Scope and Content Note**

**Arrangement**

Arranged chronologically.

Letters received, copies of letters sent, summaries, lists, notes, news clippings, and memoranda relating to establishing a Tokyo World Trade Office; trade fairs; foreign trade missions; trade leads; public relations and advertising, tourism promotion; Taiwan and Hong Kong exports; trade meetings and conferences; foreign imports; Japan's political and economic climate; industrial progress; foreign visitors; California-Japan Association; U.S. Department of Agriculture; staff recommendations; import tariffs and quotas; and closure of Tokyo World Trade Office.

Folder (F3698:176-179)

**25. TRADE LEADS. 1966-69.**

**Physical Description:** 4 ff.

**Scope and Content Note**

**Arrangement**

Arranged chronologically.

Consists of two groups of files: one represents Japanese Trade Leads and the other relates to Taiwanese. For series description see series entries 6 and 22.

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**Germany Foreign Trade Office**

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- Folder (F3698:180)      **26. TRADE REPRESENTATIVE'S CORRESPONDENCE. 1967-69.**
- Physical Description:** 1 ff.
- Scope and Content Note**
- Arrangement**
- Arranged chronologically.  
Letters received, copies of letters sent, and memoranda pertaining to export promotion program; opening of Frankfurt World Trade Office; commercial and agricultural attaches; labeling California food products; economic trends; German trade surpluses; trade leads; German food fairs; foreign investment in the U.S.; trade fairs; creating California Dept. of Commerce; and California Week promotion.
- Folder (F3698:181)      **27. GENERAL CORRESPONDENCE. 1966-69.**
- Physical Description:** 1 ff.
- Scope and Content Note**
- Arrangement**
- Arranged chronologically.  
Letters received, copies of letters sent, rough drafts, reports, press releases and memoranda concerned with U.S. Trade Promotion Services; California W.T.A. Program; location for European Trade Office; establishment of German W.T. Office; trade fairs and exhibitions; trade missions; foreign investments; trade leads; publicity; budget allocations; and termination of San Francisco W.T.C.A. and California's overseas world trade offices.
- Folder (F3698:182-183)      **28. MONTHLY ACTIVITY REPORTS. 1967-69.**
- Physical Description:** 2 ff.
- Scope and Content Note**
- Arrangement**
- Arranged chronologically.  
Letters received, copies of letters sent, and memoranda cover such subjects as trade meetings; Frankfurt W.T. Office; trade leads; pending U.S. legislation; German taxation; foreign investment incentives; trade promotion and advertising; California agriculture; trade missions; U.S. Trade Center; food and trade fairs; exporter incentives; Germany's meat regulations; closure of European Trade Office.
- Folder (F3698:184-187)      **29. TRADE LEADS. 1968-1969.**
- Physical Description:** 4 ff.
- Scope and Content Note**
- Arrangement**
- Arranged chronologically.  
Letters received, copies of letters sent, and memoranda pertaining to trade inquiries from various companies interested in establishing California business connections.  
For series description see series entries 6 and 22.

**Records Relating to Division of Tourism & Visitor Services**

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Folder (F3698:188-190)**30. DIRECTOR'S CORRESPONDENCE. 1967-71.**

**Physical Description:** 3 ff.

**Scope and Content Note**

**Arrangement**

Arranged chronologically.

Letters received and copies of letters sent pertaining to services offered by various companies; publications of other tourist agencies; requests for photos and slides; program suggestions; requests for brochures, maps and travel posters; establishing tourist information centers; invitations to conferences, conventions, and travel shows; inquiries relating to budget; travel regulations; advertising solicitations; and general inquiries concerning tourist information.

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Folder (F3698:191) **31. INFORMATION OFFICER CORRESPONDENCE. 1973-74.**

**Physical Description:** 1 ff.

**Scope and Content Note**

**Arrangement**

Arranged chronologically.

Letters received and copies of letters sent relating to subjects such as requests for photos, slides and movies; subscriptions to California Traveler (Div. of Tourism's Newsletter); inquiries regarding general tourist information for publication; and requests for information pertaining to industrial plant tours.

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Folder (F3698:192-198)**32. GENERAL CORRESPONDENCE. 1969-71.**

**Physical Description:** 7 ff.

**Scope and Content Note**

**Arrangement**

Arranged chronologically.

Primarily copies of letters sent and memoranda from the Director of Tourism and Information Officer to heads of local Chambers of Commerce and tourist attractions throughout California regarding exhibits at travel shows; requests for travel literature; program suggestions; dedication ceremonies; Tourism and Visitor Services Meeting minutes; speaking engagements; magazine articles; personnel matters; requests for photos; Western American Convention Travel Institute, and general inquiries on travel in California.

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**33. GENERAL SUBJECT FILES. 1966-75.**

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Folder (F3698:199-290) **33. GENERAL SUBJECT FILES. 1966-75.**

**Physical Description:** 2 cf., 4 rolls.

**Scope and Content Note**

**Arrangement**

Arranged alphabetically by subject title and chronologically thereunder.

Letters received, copies of letters sent, reports, schedules, publications, newsletters, maps, bulletins, surveys, summaries, lists, rosters, charts, studies, agenda, minutes, questionnaires, applications, press releases, news clippings, telegrams, film, rough drafts and memoranda embracing such subjects as American Society of Travel Agents; Auto Tour Booklet; budget; Wally Byam Unit Rallies; California Job Development Corporation Law; State Chamber of Commerce; Tourism and Visitor Services Commission minutes, committee reports, and correspondence; Discover America Travel Organization (D.A.T.O.); energy crisis, under (Energy Crisis); environment; ethnic group celebrations; federal grants; highway signs; tourism research; movies on California; National Association of Travel Organizations (N.A.T.O.); plant tours; California Traveler Newsletter; Council of Product Design and Marketing; 19 Driving Tours brochure; public information and service announcements; Tourism Employment Study; Western America Convention and Travel Institute (W.A.C.T.I.); Western Governor's Conference; and Public Service Campaign Films.

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Folder (F3698:291) **34. PHOTOGRAPHS. n.d.**

**Physical Description:** 58 prints.

**Scope and Content Note**

Arranged alphabetically by geographic area or by name of tourist attraction.

Black and white prints, 8 x 10, depict many of California's main tourist attractions such as Anza-Borrego Desert State Park; Carmel; Carson Mansion; Columbia; Fort Bragg; Fort Ross; Jack London State Park; Kings Canyon National Park; La Purisima Mission; Lassen Volcano National Park; Lava Beds National Monument; Dodger Stadium, Los Angeles; Luther Burbank Gardens, Santa Rosa; Mono Lake; Christian Brothers Wineries, Napa; San Diego; Mission San Luis Rey; San Francisco; San Juan Capistrano; Santa Barbara; Sequoia National Park; Mt. Whitney; Sonoma; Weaverville Joss House; and Yosemite National Park.

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Folder (F3698:292) **35. NEWSPAPER CLIPPINGS. 1965-70.**

**Physical Description:** 1 vol.

**Scope and Content Note**

**Arrangement**

Arranged chronologically.

Clippings, identified by name and date, of newspaper mounted in a scrapbook relating to the opening of the Office of Tourism; Tourism's first director; tourist attractions; travel literature; legislators' comments about tourism; tourism organizations; tourist director's speaking engagements; trade shows and conventions; pending legislation; tourist business climate and potential; governor's appointments to Tourism Commission; dedications of historic sites; problems confronting state parks; special exhibits; tourism's revenues; and recreation sites.

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**Records Relating to Division of Economic Development**

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Folder (F3698:293) **36. DIRECTOR'S SPEECHES. 1969.**

**Physical Description:** 1 ff.

**Scope and Content Note**

**Arrangement**

Arranged chronologically.

Typescript relating to economic development and the role of governments; and the problems and progress of economic development.

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Folder (F3698:294-298) **37. GENERAL CORRESPONDENCE. 1967-71.**

**Physical Description:** 5 ff.

**Scope and Content Note**

**Arrangement**

Arranged chronologically.

Letters received, copies of letters sent, and memoranda covering subjects such as population data; opportunities for business investments; financial aid for businesses; requests for brochures on economic development; expansion and relocation of industrial plants; industrial tax exemptions; state business laws; and closing of businesses.

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Folder (F3698:299-302) **38. GENERAL BUSINESS INQUIRIES. 1968-71.**

**Physical Description:** 4 ff.

**Scope and Content Note**

**Arrangement**

Arranged chronologically.

Copies of letters sent concerned with plant location requirements; marketing prospects; real estate loans; construction financing; cost of utilities; business expansion; economic development literature; hourly wages of manufacturing production workers; real estate investments; and exporting information.

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Folder (F3698:303-343)39. INDUSTRIAL DEVELOPMENT INQUIRIES. 1961, 63, 64, 66-67.

**Physical Description:** 41 ff.

**Scope and Content Note**

**Arrangement**

Arranged alphabetically by company name and chronologically thereunder.

Samples of letters received, copies of letters sent, press releases, telegrams, news clippings, notes and memoranda are retained. Each file represents an inquiry from a specific company requesting site location information such as utility rates; average labor costs; labor climate; property and state tax rates; land availability and cost; business tax incentives; building availability and cost; freight rates; and includes comments on where the company finally decided to locate and why.

**Records Relating to Division of Business and Industry Development**

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Folder (F3698:344-351)**40. DIRECTOR'S CORRESPONDENCE. 1972-74.**

**Physical Description:** 8 ff.

**Scope and Content Note**

**Arrangement**

Arranged chronologically.

Letters and postcards received, copies of letters sent, and memoranda include requests for information pertaining to business tax concessions; industrial development publications; names and addresses of state industries; industrial growth patterns; business investment opportunities; import-export data; National Association of State Development Agencies; population data; average wages; economic profiles for certain counties; state corporation laws; regulations regarding foreign companies; zoning of industrial property; state maps; business loans; marketing data; and plant site and facility planning.

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Folder (F3698:352-371)**41. GENERAL SUBJECT FILES. 1972-74.**

**Physical Description:** 20 ff.

**Scope and Content Note**

**Arrangement**

Arranged alphabetically by subject title and chronologically thereunder.

Letters received, copies of letters sent, rough drafts, reports, announcements, newsletters, agendas, minutes, press releases, telegrams, summaries, and memoranda concerning budget; Council for Urban Economic Development (C.U.E.D.); deepwater ports; U.S. Economic Development Administration (E.D.A.); community economic development plans; energy crisis (under Energy Crisis); Japanese investment; League of California Cities; pollution control financing; regional economic development meetings; and reverse investment.

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Folder (F3698:372-395)**42. COMMUNITY ECONOMIC PROFILES. 1971-75.**

**Physical Description:** 24 ff.

**Scope and Content Note**

**Arrangement**

Arranged alphabetically by county name and chronologically thereunder.

Each file contains one or more profiles of certain cities within the county. A profile, prepared by the local chamber of commerce, covers such topics as geographic location; economic growth and trends; climate; transportation; industrial sites; water supply; sewer service; storm drains and flood control; street improvements; natural gas; electric power; telephone; government facilities, tax and insurance rates; labor market, population and employment; characteristics of labor force; manuscript facturing and non-manufacturing employment; community facilities, health, education, and cultural; and housing availability, prices and rentals.

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43. PUBLICATIONS. 1972, 74-75.

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Folder (F3698:396-400)43. PUBLICATIONS. 1972, 74-75.

**Physical Description:** 5 ff.

**Scope and Content Note**

**Arrangement**

Arranged alphabetically by title of publication and chronologically thereunder.

Series includes published guides and reports relating to state government programs for economic development; establishing a business; principal business taxes; labor laws affecting business; air and water quality; growth industries for California; and opportunities for economic development in California communities.

**Records Relating to the Museum of Science and Industry**

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Folder (F3698:401) **44. BOARD MEETING MINUTES. 1971-72.**

**Physical Description:** 1 ff.

**Scope and Content Note**

**Arrangement**

Arranged chronologically.

Letters received, copies of letters sent, notes and memoranda pertaining to list of accomplishments; reports; legislation; budget; exhibits; maintenance; and personnel. Also includes rules of procedure of the California Museum Foundation Advisory Board and procedure of operation of the California Museum Foundation Associate Board.

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Folder (F3698:402-411) **45. SUBJECT FILES. 1968-76.**

**Physical Description:** 10 ff.

**Scope and Content Note**

**Arrangement**

Arranged alphabetically by subject title and chronologically thereunder.

Letters received, copies of letters sent, notes, rough drafts, schedules, reports, rosters, charts, telegrams, publications, and memoranda covering subjects such as budget, program objectives; conferences, banquets, exhibits, and special projects; legal agreements and contracts; legislation; committees; publicity; and miscellaneous correspondence contains a history of California Museum of Science and Industry.

**Records Relating to Administration**

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Folder (F3698:412) **46. LT. GOVERNOR'S CORRESPONDENCE. 1971-73.**

**Physical Description:** 1 ff.

**Scope and Content Note**

**Arrangement**

Arranged chronologically.

Letters received and copies of letters sent relating to small business contributions; establishment of a World Trade Library; creation of a Professional Resources Development Agency; industrial plant expansion; Lockheed Loan (national) legislation; economic development legislation; and public speeches.

See also Lt. Governor's Record Group, Press Secretary Series, Press Releases, 1969-74, 12 ff. (F3724:1262-1273).

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Folder (F3698:413) **47. DIRECTOR'S WEEKLY ACTIVITY REPORTS. 1971-72.**

**Physical Description:** 1 ff.

**Scope and Content Note**

**Arrangement**

Arranged chronologically.

Copies of reports pertain to such activities as company relocation in California; new and expanding businesses; Space Shuttle Task Force meetings; hiring under the Emergency Employment Assistance Act (federal); progress of Lockheed Aircraft Corp.; awarding of federal contracts; operations of the California Professional Resources Development Center; local economic development problems; creation of a Council of Product Design and Marketing; State Chamber of Commerce meetings; budget preparations; Aerojet-General's Nerva Program briefings; final meetings of the Industry and World Trade Commission and Tourism and Visitors Services; and meetings between U.S. Dept. of Commerce and Lt. Governor's Office.

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Folder (F3698:414) **48. QUARTERLY REPORTS 1973-74.**

**Physical Description:** 1 ff.

**Scope and Content Note**

**Arrangement**

Arranged chronologically.

This series of reports includes information regarding department history and organization; personnel realignment; budget analysis; objectives and programs of each division and an organizational chart.

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49. GENERAL CORRESPONDENCE. 1971-75.

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Folder (F3698:415-428)49. GENERAL CORRESPONDENCE. 1971-75.

**Physical Description:** 14 ff.

**Scope and Content Note**

**Arrangement**

Arranged chronologically.

Letters received and copies of letters sent cover such subjects as solicitations for employment; requests for slides or transparencies; inquiries pertaining to the number of tourists visiting certain scenic areas in California; requests for department publications; inquiries concerning legislation; program suggestions; requests for information on plant site locations; anti-business sentiment; budget plans; and providing names of companies which supply requested products.

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Folder (F3698:429-533)50. GENERAL SUBJECT FILES. 1961-75.

**Physical Description:** 2½ cf.

**Scope and Content Note**

**Arrangement**

Arranged alphabetically by subject title and chronologically thereunder.

Letters received, copies of letters sent, reports, contract agreements, transcripts, published articles, newspaper clippings, publications, newsletters, press releases, telegrams, issue papers, drawings, blueprints, phone messages, questionnaires, schedules, inventories, studies, charts, summaries, applications, bulletins, surveys, notices, agendas, rough drafts, and memoranda relating to such topics as aerospace industry includes a statewide list of aerospace projects, Lt. Governor's report before the House Subcommittee on Science Research and Development, and two reports dealing with the reemployment of California's aerospace workers; American Industrial Development Council; anti-business sentiment; Minority Enterprise Small Business Investment Corporation (under CAL-JOB); Inter-governmental Management-Model Cities Liaison; Governor's Office of Planning and Research: Department of Commerce functions, objectives, and programs, organization charts, general activity reports, budgets and lists of accomplishments; Commission for Economic Development; tourism; Kilmer and Spencer, consultants; dredging regulations contains San Francisco Bay Area In-Depth Study (under dredging regulations and San Francisco Bay Area In-Depth Study); U.S. Economic Development Administration; Office of Emergency Services; atomic energy; environment; Expo '74; federal contracts; Inventors Council; Japan promotional trip; Maritime and Ship-building; National Association of State Development Agencies; Oil; new industrial plants; science and technology; Space Shuttle Task Force; state taxes; U.S. Dept. of Commerce; and World Trade includes a history of state's role in World Trade Development. See also series 47.

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Folder (F3698:534) 51. HEARING, ASSEMBLY COMMITTEE ON EFFICIENCY AND COST CONTROL. 1971-72.

**Physical Description:** 1 ff.

**Scope and Content Note**

**Arrangement**

Arranged chronologically.

Letters received, copies of letters sent and memoranda relating to the efficiency of the Dept. of Commerce includes correspondence between the chairman of the Assembly Committee on Efficiency and Cost Control and the director of Commerce regarding the functions, objectives and programs of the department. Also includes excerpt from Governor's Press Conference pertaining to Lt. Governor Reinecke and Commerce Director Gillenwaters connection with the International Telephone and Telegraph Corp. (I.T.T.) role in the Republican convention.

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