
Guide to the Bureau of Public Administration Archives, 1921-1962

Collection number: CU-46

University Archives, The Bancroft Library



University of California, Berkeley
Berkeley, California

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Collection Summary

Collection Title: Bureau of Public Administration Archives,

Date (inclusive): 1921-1962

Collection Number: CU-46

Creator: University of California (1868-1952). Bureau of Public Administration

Extent: 12 boxes

Repository: The Bancroft Library. University Archives.
Berkeley, California 94720-6000

Physical Location: For current information on the location of these materials, please consult the Library's online catalog.

Abstract: Box 1-8: Chiefly correspondence between the Bureau of Public Administration and local, state and federal organizations; private organizations; civic, statewide and regional committees and councils; legislators and other individuals with regard to matters of public administration and policy.

Box 9-10: The files express the Bureau's relationship with the Administration of the University of California, Berkeley.

Box 11-12: Personal papers of Samuel S. May, including correspondence and teaching material; his students' notebooks and research papers; and miscellaneous Bureau-directed research.

Languages Represented: English

Access

Collection is open for research.

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History

Founded by Samuel C. May, Professor of Political Science, in 1921 as an adjunct to the Political Science Dept., it became independent in the 1930s. In 1962 it became the Institute of Governmental Studies.

Scope and content

CU-46 consists of the office files from the Bureau of Public Administration accumulated during the years of Samuel C. May's direction, 1921-1955, and includes some files from the late 1950s when Milton Chernin was the Bureau's director. In 1962 the name of the Bureau was changed to the Institute of Governmental Studies.

The Bureau was founded by Samuel C. May, Professor of Political Science at UC Berkeley, as a center for research and training in the areas of public administration and public policy. The Bureau functioned as an adjunct of the Political Science department and became an independent unit in the 1930s. The Bureau functioned as a library and clearinghouse for publications, as a sponsor for original research, and as a center for training undergraduates and graduate students in public administration. In the 1920s the Bureau functioned primarily as a library, notable for its collection of fugitive publications. In the 1930s the Bureau expanded its role as a service organization by providing original studies and research papers to legislators and state officials. (This series of publications, the "Legislative Problem Series," is housed separately from the collection in the IGS library.) During the 1930s and 1940s the Bureau expanded its role in state politics by providing "legislative service" which included stationing Bureau members in Sacramento. In the 1950s the Bureau emphasized its role as a research organization rather than its role as a service organization. The change of the name to Institute of Governmental Studies reflected the change in the organization's goals. From its inception, the Bureau concerned itself with public policy and administrative matters on the local (city, county), statewide, regional (western) and federal levels.

Samuel C. May was the force behind the Bureau's inception and growth during its first thirty years. CU-46 documents May's leadership of the Bureau, not only in the files containing his personal papers, but throughout the collection as a whole. The collection traces May's memberships in professional, civic, statewide and national committees, councils and organizations (as well as functionary in such organizations on behalf of the Bureau), and his career as administrator and professor.

Box 1-8 Correspondence, Minutes, and Other Material**Scope and Content Note**

Chiefly correspondance between the Bureau of Public Administration and local, state and federal organizations; private organizations; civic, statewide and regional committees and councils; legislators and other individuals with regard to matters of public administration and public policy.

The files may also contain memoranda, minutes of meetings, newspaper clippings, papers, reports, studies, graphs, bibliographies, speeches, texts of senate bills, brochures, pamphlets, and other publications.

Each folder's title lists the subject or organization or individual with which its contents are concerned. The folders are arranged alphabetically. Some files are alphabetically subarranged under broad subject terms; this is indicated by an indentation in the typed list of folder titles.

Box 9-10 UC Berkeley Administration
Scope and Content Note

These files express the Bureau's relationship with the administration of the University of California, Berkeley. The files contain chiefly correspondence, memoranda, drafts of annual reports and budgets, and official university announcements and publications.

Box 11-12 Personal papers of Samuel C. May**Scope and Content Note**

Contains his students' notebooks and research papers, and miscellaneous Bureau-directed research. Consists chiefly of May's teaching materials: course assignments, notebooks and lecture notes, as well as students' notebooks and papers written for his classes. The files also include May's correspondence, lists of his speaking engagements, biographical information, newspaper clippings, official certificates and other personal papers. Box 12 includes manuscripts of Bureau-directed research.

Correspondence, Minutes, and Other Material

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**UC Berkeley Administration
 University Of California**

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| folder 36 | Budget, 1933-1934 |
| folder 37 | Budget, 1934-1935 |
| folder 38 | Budget, 1935-1936 |
| folder 39 | Budget, 1936-1937 |
| folder 40 | Budget, 1937-1938 and Recommendation for Biennium 1937-1939 |
| folder 41 | Budget, 1938-1939 |

Personal Papers of Samuel C. May

Papers Of Samuel C. May

box 11, folder 1 **Certificates acknowledging May's appointments to commissions by California Governor Culbert L. Olson**

Physical Description: [Legal size folder]

- Chairman, State Planning Board, 1939**
- Member, State Planning Board, 1940**
- Member, State Conservation Committee, 1940**

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| folder 2 | Biographical Sketches |
| folder 3 | Conference in Honor of Samuel May |
| folder 4 | Clippings and Articles |
| folder 5 | Newspaper Clippings, Sept.-Oct., 1955 |
| folder 6 | Notebook |
| folder 7 | Notebook |
| folder 8 | Notebook (Japan) |

| | |
|------------------|---|
| folder 9 | Political Science 255B, 1947 |
| folder 10 | Political Science 261B |
| folder 11 | Political Science 155 |
| folder 12 | Political Science 176 |
| folder 13 | Political Science 180 |
| folder 14 | Political Science 200: Bibliography and Research Methods, Excerpts from Seminar Notebooks, Fall 1950 |
| folder 15 | Political Science 200 |
| folder 16 | Political Science 255A |
| folder 17 | Municipal Administration Seminars |
| folder 18 | Seminar, 1951 |
| folder 19 | Seminar, 1953 |
| folder 20 | [Teaching notes] 1942 |
| folder 21 | [Teaching notes] 1944 |
| folder 22 | [Teaching notes] 1948 |
| folder 23 | [Teaching notes] 1949 |
| folder 24 | Manuscript of Speech notes |
| folder 25 | Notes for Speech |
| folder 26 | W.G.R.A. Address, Oct. 20, 1947 |
| folder 27 | Requests for Articles, Reviews, Questionnaire Replies |
| | Correspondance |
| folder 28 | 1932 |
| folder 29 | 1936 |
| folder 30 | 1937 |
| folder 31 | 1938-1939 |
| folder 32 | 1940 |
| folder 33 | 1945 |
| folder 34 | 1946 |
| folder 35 | 1947 |
| folder 36 | 1948 |
| folder 37 | 1949 |
| folder 38 | 1950 |
| folder 39 | 1951 |
| folder 40 | ECA Appointment, 1951 |
| folder 41 | 1952 |
| folder 42 | 1953 |
| folder 43 | 1954 |
| folder 44 | 1955 |
| folder 45 | Personnel File |
| | Speaking Engagements |
| folder 46 | 1945 |
| folder 47 | 1946 |
| folder 48 | 1947 |
| folder 49 | 1948 |
| folder 50 | 1949 |
| folder 51 | 1950-1951 |
| folder 52 | Conference and Speaking Engagements, 1954-1955 |
| folder 53 | Material Received from Kenneth O. May [Samuel May's son], June, 1975 |
| box 12, folder 1 | Course Notebook, Political Science 252, August, 1938 |
| folder 2 | Course Notebook, Political Science 273A |
| | Student Notebooks And Research Papers |
| folder 3 | Russell Barthell, [Political Science Course Notebook]. |
| folder 4 | W.E. Parker, "Postwar Planning," Political Science Notebook |
| folder 5 | Elizabeth Ferina, Political Science 255A Notebook, 1948 |
| folder 6 | Thomas E. Jenkins, Political Science 255A Notebook, 1948 |
| folder 7 | Douglas M. Frame, "Publicity Work in the U.S. Department of Agriculture (A Speaking Outline and Bibliography)," Political Science 255A, 1947 |
| folder 8 | Harry Wolf, Notebook for Political Science 255A, 1947 |

- folder 9 **Rose M. Nonini, Notebook for Political Science 255A, 1948**
- folder 10 **Jack Birtwhistle, "The Activities of the Federal Government in Regards to Maps," Political Science 255A, Fall Semester, 1947-1948**
- folder 11 **A.J. Misner, Notebook for Political Science 261, Seminar in Municipal Administration**
- folder 12 **A. Elliott Castello, Notebook for Political Science 261, 1948**
- folder 13 **Robert B. Richert, Notebook for Political Science 261, 1948**
- Miscellaneous Manuscripts**
- folder 14 **Ralph W. Gaines, "Federal, State, and Local Planning Relationships Since 1933, with Special Reference to California," Thesis for Doctorate, [1954?]**
- folder 15 **Hugh G. Hansen, "The Central Valley Project--Federal or State."**
- folder 16 **Hugh G. Hansen, "The Roles of Federal and State Governments in Central Valley Water Resources Development."**