

A Guide to the Virginia Counselors Association records, 1930-1997

Virginia Counselors Association, 1930-1997
1930-1997

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Administrative Information

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There are no restrictions.

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Gift of the Virginia Counselors Association

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Historical Information

Founded in Richmond, Virginia, in 1930, the organization is the state branch of the American Personnel and Guidance Association, whose national headquarters are in Falls Church, Virginia. The organization was called the Virginia Association of Guidance and Personnel Workers up to 1956, and then became the Virginia Personnel and Guidance Association. In 1981, the organization changed its name to the Virginia Counselors Association. Organized to lobby the state legislature and to promote the continued elevation of the status of the counseling profession and the professional development of its members.

Scope and Content

Records, 1930-1997, of the Virginia Counselors Association concerning the organization, goals, and operations of the organization and containing agendas; annual, board, and executive meeting minutes; chapter and committee reports; correspondence; histories; membership lists; newsletters; resolutions; and miscellaneous subject files. There is also information relating to the Virginia Elementary School Guidance and Counseling Act of 1979, as well as tapes of radio public service announcements produced by the Stratford chapter.

Arrangement

This collection is arranged into the following series:

- Series I: Administrative files.
- Series II: Committee/Board Meeting minutes, 1933-1934, 1948-1997.
- Series III: Annual Conferences and Meetings, 1932-1996.
- Series IV: Reports, 1932-1994.
- Series V: Secretary's files, 1983-1996.
- Series VI: Correspondence, 1942-1987.
- Series VII: Lists and Directories of Officers and Members, 1930-1994.
- Series VIII: Elementary School Guidance and Counseling Act of 1979, 1976-1981.
- Series IX: Gertrude D. Lewis files.
- Series X: Publications, 1948-1994
- Series XI: Miscellaneous files
- Series XII: Audio Tapes, 1981-1982

Contents List

Series I: Administrative files.

Box 1

Extent

Extent: 1 box.

Scope and Content

Administrative files include articles of incorporation and related papers, constitution and by-laws, organizational handbooks and guidelines, policies, and an organization history from 1930 to 1969.

Records concerning incorporation, 1966, 1970.

Box 1

Folder 1

Articles of incorporation and related materials, 1970, 1976.

Box 1

Folder 2

Constitutions and by-laws, 1948-1972.

Box 1

Folder 3

Organizational handbook and guidelines, 1967.

Box 1

Folder 4

Organizational handbook and guidelines, 1975 (2 copies).

Box 1

Folder 5

Organizational handbook and guidelines, 1976.

Box 1

Folder 6

Handbook (draft), 1982.

Box 1

Folder 7

Handbook, 1990.

Box 1

Folder 8

Policies, 1981.

Box 1

Folder 9

Policy manual, 1994.

Box 1

Folder 10

History of the Virginia Personnel and Guidance Association 1930-1969, 1970.

Box 1

Folder 11

Certificates, 1957, 1962, 1974.

Box 1

Folder 12

Series II: Committee/Board Meeting minutes, 1933-1934, 1948-1997.

Boxes 1-3 (box)

Extent

Extent: 3 boxes.

Scope and Content

Committee/Board Meeting minutes, 1933-1934, 1948-1997, contain the minutes of the Executive Committee and the Board of Directors meetings, and related papers.

Executive Committee meeting minutes, 1933-1934, 1948-1950, 1952-1958.

Box 1

Folder 13

Executive Committee meeting minutes, 1959-1962.

Box 1

Folder 14

Executive Committee meeting minutes, 1963-1966.

Box 1

Folder 15

Executive Committee meeting minutes, 1967.

Box 2

Folder 1

Executive Committee meeting minutes, 1968.

Box 2

Folder 2

Executive Committee meeting minutes, 1969-1970.

Box 2

Folder 3

Executive Board meeting minutes, 1971.

Box 2

Folder 4

Executive Board/Committee meeting minutes, 1972.

Box 2

Folder 5

Executive Board meeting minutes, 1973.

Box 2

Folder 6

Executive Board and Board of Directors meeting minutes, 1974.

Box 2

Folder 7

Board of Directors and Executive Committee meeting minutes, 1975-1976.

Box 2

Folder 8

Executive Committee and Board of Directors meeting minutes, 1977-1978.

Box 2

Folder 9

Board of Directors meeting minutes, 1979-1981 (for 19 September meeting, see next folder).

Box 2

Folder 10

Board of Directors meeting minutes, 19 September 1980.

Box 2

Folder 11

Board of Directors and Executive Committee meeting minutes, 1981-1984.

Box 3

Folder 1

Board of Directors and Executive Board meeting minutes, 1985-1986.

Box 3

Folder 2

Board of Directors meeting minutes, 1987.

Box 3

Folder 3

Board of Directors meeting minutes, 1988.

Box 3

Folder 4

Board of Directors and Executive Committee meeting minutes, April-May 1989.

Box 3

Folder 5

Executive Committee and Board of Directors meeting minutes, July-October 1989.

Box 3

Folder 6

Board of Directors and Executive Committee meeting minutes, November 1989-1990.

Box 3

Folder 7

Board of Directors and Executive Committee meeting minutes, 1993.

Box 3

Folder 8

Board of Directors and Executive Committee meeting minutes, 1994.

Box 3

Folder 9

Board of Directors and Executive Committee meeting minutes, 1996.

Box 3

Folder 10

Board of Directors and Executive Committee meeting minutes, 1997.

Box 3

Folder 11

Series III: Annual Conferences and Meetings, 1932-1996.

Boxes 3-5 (box)

Extent

Extent: 3 boxes.

Scope and Content

Annual Conferences, Conventions, and Meetings, 1932-1996, contain articles, brochures, correspondence, minutes, programs, registration forms, reports, speeches, surveys, and other papers relating to annual meetings, conferences, and conventions.

Annual meetings, 1932-1939.

Box 3

Folder 12

Annual meetings, 1940-1949.

Box 3

Folder 13

Annual conference, 1950-1951.

Box 4

Folder 1

Annual conference, 1952.

Box 4

Folder 2

Annual conference and meeting, 1953.

Box 4

Folder 3

Annual meetings and conferences, 1954-1956.

Box 4

Folder 4

Annual conference and meeting, 1957.

Box 4

Folder 5

Annual conferences and meetings, 1958-1959.

Box 4

Folder 6

Annual convention, 1960-1961.

Box 4

Folder 7

Annual conferences, 1962-1964.

Box 4

Folder 8

Annual conferences and meetings, 1965-1966.

Box 4

Folder 9

Annual convention and meeting, 1967.

Box 4

Folder 10

Annual convention and meeting, 1968.

Box 4

Folder 11

Annual conference and meeting, 1969.

Box 4

Folder 12

Annual convention and meeting, 1970.

Box 4

Folder 13

Annual convention and meeting--papers, 1970.

Box 4

Folder 14

Annual convention and meeting--study, 1970.

Box 4

Folder 15

Annual conference/convention and meeting, 1971.

Box 4

Folder 16

Annual conference/convention and meeting, 1972.

Box 4

Folder 17

Annual convention and meeting, 1973.

Box 4

Folder 18

Annual convention and meeting, 1974.

Box 5

Folder 1

Annual convention and meeting, 1975.

Box 5

Folder 2

Annual convention and meeting, 1976.

Box 5

Folder 3

Annual convention and meeting, 1977.

Box 5

Folder 4

Annual conventions and meetings, 1978-1979.

Box 5

Folder 5

Annual conventions and meetings, 1981-1983, 1986-1988.

Box 5

Folder 6

Annual convention, 1989.

Box 5

Folder 7

Annual conventions, 1990, 1992-1993.

Box 5

Folder 8

Annual conventions and meetings, 1995-1996.

Box 5

Folder 9

VCA Convention Task Force, 1991.

Box 5

Folder 10

Series IV: Reports, 1932-1994.

Boxes 5-7 (box)

Extent

Extent: 3 boxes.

Scope and Content

Reports, 1932-1994, contain the reports of chapters, committees, divisions, and treasurers of the organization detailing its operations and goals. Papers also include budgets, by-laws, correspondence, minutes, and resolutions.

Committee reports and resolutions, 1950, 1952-1953, 1955, 1960-1963, 1965-1968.

Box 5

Folder 11

Committee reports and resolutions, 1969-1970.

Box 5

Folder 12

Committee reports and resolutions, 1971-1974.

Box 5

Folder 13

Committee reports and resolutions, 1975-1979.

Box 5

Folder 14

Treasurer's and membership reports, 1932-1941, 1944, 1946, 1948-1949, 1952-1953, 1957-1967.

Box 6

Folder 1

Treasurer's and membership reports, 1967-1978.

Box 6

Folder 2

Chapter annual reports, minutes, and correspondence, 1949-1950, 1958-1963, 1965-1966, 1968, 1972-1976.

Box 6

Folder 3

Chapter annual reports, minutes, and correspondence, 1976-1979.

Box 6

Folder 4

Division annual reports, by-laws, and correspondence, 1970-1979.

Box 6

Folder 5

Reports, 1980.

Box 6

Folder 6

Reports, 1981-1982.

Box 6

Folder 7

Report and recommendations for Action Retrenchment Advisory Committee, 1982.

Box 6

Folder 8

Reports, 1983-1984.

Box 6

Folder 9

Reports, 1988.

Box 6

Folder 10

Reports, 1989.

Box 7

Folder 1

Reports, 1990.

Box 7

Folder 2

Reports, 1993-1994.

Box 7

Folder 3

Series V: Secretary's files, 1983-1996.

Boxes 7-9 (box)

Extent

Extent: 3 boxes.

Scope and Content

Secretary's files, 1983-1996, include agendas, brochures, budgets, calendars, correspondence, directories, handbooks, journals, lists, manuals, minutes, newsletters, notebooks, photographs, plans, programs, reports, and schedules.

Handbook and ethics committee manual, 1983, 1990.

Box 7

Folder 4

Papers, March-June 1990.

Box 7

Folder 5

State Special Education Advisory Report, May 1990.

Box 7

Folder 6

Papers, July-December 1990.

Box 7

Folder 7

Papers, January-July 1991.

Box 7

Folder 8

Papers, August-October 1991.

Box 7

Folder 9

Papers, November 1991-March 1992.

Box 7

Folder 10

Secretary's notebook--all-member business meetings, 1995-1996.

Box 8

Folder 1

Secretary's notebook--Board of Directors meetings, 1995.

Box 8

Folder 2

Secretary's notebook--Board of Directors meetings, 1996.

Box 8

Folder 3

Secretary's notebook--calendar and Board of Directors membership list, 1995-1996.

Box 8

Folder 4

Secretary's notebook--correspondence, 1995-1996.

Box 8

Folder 5

Secretary's notebook--Executive Committee meetings, 1995-1996.

Box 8

Folder 6

Secretary's notebook--miscellaneous, 1995-1996.

Box 8

Folder 7

Printed materials--journals and newsletters, 1990-1991.

Box 8

Folder 8

Membership directory and brochures, 1991, no date.

Box 8

Folder 9

Photographs, no date.

Box 9

Folder 1

Series VI: Correspondence, 1942-1987.

Box 9

Extent

Extent: 1 box.

Scope and Content

Correspondence, 1942-1987, contains correspondence to and from the Virginia Counselors Association (Virginia Personnel and Guidance Association) concerning the goals and operations of the organization. Papers include correspondence from its parent organization, the American Personnel and Guidance Association, and a note from Lyndon B. Johnson (1908-1973).

Correspondence, 1942, 1950-1954.

Box 9

Folder 2

Correspondence, 1955-1958.

Box 9

Folder 3

Correspondence, 1959-1966.

Box 9

Folder 4

Correspondence, 1967-1969.

Box 9

Folder 5

Correspondence, 1970-1978.

Box 9

Folder 6

Correspondence, 1987.

Box 9

Folder 7

american Personnel and Guidance Association correspondence and memoranda, 1956-1972.

Box 9

Folder 8

Lyndon B. Johnson note, 1972.

Box 9

Folder 9

Series VII: Lists and Directories of Officers and Members, 1930-1994.

Boxes 10-11 (box)

Extent

Extent: 2 boxes.

Scope and Content

Lists and Directories of Officers and Members, 1930-1994, contain membership rosters, lists of officers, and organization and member directories.

Lists of officers, 1930-1950, 1953-1962, 1964-1974, 1977-1979.

Box 10

Folder 1

Officers list, 1979-1982.

Box 10

Folder 2

Board of Directors list, 1985-1986.

Box 10

Folder 3

Chapter presidents, 1988-1989.

Box 10

Folder 4

Board of Directors list, 1993-1994.

Box 10

Folder 5

Membership lists, 1934-1936, 1939-1942, 1946, 1949-1950.

Box 10

Folder 6

Membership lists, 1950-1953.

Box 10

Folder 7

Membership lists, 1953-1958.

Box 10

Folder 8

Membership lists, 1960-1964, 1966-1967.

Box 10

Folder 9

Membership lists, 1967-1969.

Box 10

Folder 10

Membership lists, 1970-1973.

Box 10

Folder 11

Membership lists, 1977.

Box 10

Folder 12

Directories, 1961-1962.

Box 11

Folder 1

Directories, 1964.

Box 11

Folder 2

Directory, 1966-1967 (2 copies).

Box 11

Folder 3

Directory, 1971-1972 (2 copies).

Box 11

Folder 4

Directory, 1972-1973 (2 copies).

Box 11

Folder 5

Directory, 1978.

Box 11

Folder 6

Directory, 1980.

Box 11

Folder 7

Directory, 1981.

Box 11

Folder 8

Directory, 1988.

Box 11

Folder 9

Directory, 1994.

Box 11

Folder 10

Directory--Richmond Personnel and Guidance Association, 1961.

Box 11

Folder 11

Directory--Richmond Personnel and Guidance Association, 1963.

Box 11

Folder 12

Directory--Richmond Personnel and Guidance Association, 1964-1965.

Box 11

Folder 13

Directory--Roanoke Area Counselors Association, .

Box 11

Folder 14

Series VIII: Elementary School Guidance and Counseling Act of 1979, 1976-1981.

Boxes 3 (box)

Extent

Extent: 11-13.

Scope and Content

Elementary School Guidance and Counseling Act of 1979, 1976-1981, contains articles, awards, budgets, bulletins, correspondence, labels, legislation, lists, plans, programs, statements, surveys, and other papers concerning the Elementary School Guidance and Counseling Act of 1979.

ACES (Association for Counselor Education) and ASCA (American School Counselor Association) joint statement on elementary school counselor, .

Box 11

Folder 15

APGA program at Las Vegas, Nevada, 2-5 April 1979.

Box 11

Folder 16

Survey forms and original covering letter, 1980.

Box 11

Folder 17

List of state divisions--ASCA, 1978-1979.

Box 11

Folder 18

National Elementary Guidance--labels.

Box 12

Folder 1

Letters responding to proposal for legislation, 1978-1980.

Box 12

Folder 2

Survey #1--National Elementary Guidance legislation, November 1979.

Box 12

Folder 3

Survey #2--National Elementary School Guidance legislation, 1979-1980.

Box 12

Folder 4

Budgets and plans of action, mission statement for elementary guidance, 1978-1979.

Box 12

Folder 5

Record of Virginia Personnel and Guidance Association funds spent, 1978.

Box 12

Folder 6

Report from Borwn and Cook to APGA and ASCA, 18 July 1978.

Box 12

Folder 7

Birth of a Bill--first draft, correspondence, etc., 1978-1979.

Box 12

Folder 8

Copies of bulletins to the nation and copies of form letter to those offering help, 1978-1980.

Box 12

Folder 9

Article published in The School Psychologist, 1979.

Box 12

Folder 10

Letter of approval to Dr. Riehm and letters to state department personnel and to local supervisor of guidance, 1978-1979.

Box 12

Folder 11

Co-sponsors of HR 5477, 1980.

Box 12

Folder 12

Letters from Pat Hooper, J. Thompson, Billie Jackson, 1979-1981.

Box 12

Folder 13

Letters received and answered--general information and statements made Augusta County project, 1977-1981.

Box 13

Folder 1

Letters received and sent, 1977-1978.

Box 13

Folder 2

Letters received and sent, 1979.

Box 13

Folder 3

Letters received and sent, 1980.

Box 13

Folder 4

News releases (ASCA) and congratulatory letters, 1978-1980.

Box 13

Folder 5

Printed material.

Box 13

Folder 6

State Senate resolution #132: state elementary guidance bill, 1979-1980.

Box 13

Folder 7

Letters of recommendations--awards--J. R. Cook, 1976-1978.

Box 13

Folder 8

APGA Distinguished Legislative Service Award for Jeanette Brown and John R. Cook, 1979.

Box 13

Folder 9

SACES (Southern Association for Counselor Education and Supervision) Award, 1979.

Box 13

Folder 10

Series IX: Gertrude D. Lewis files.

Boxes 14-15 (box)

Extent

Extent: 2 boxes.

Scope and Content

Gertrude D. Lewis files contain papers of Gertrude D. Lewis (1916-2000) of Culpeper, Virginia, who worked as a high school guidance counselor supervisor for the state department of education. Papers are related to the projects, organizations, and other matters with which she was involved.

ACES, 1976-1977.

Box 14

Folder 1

CACO (Clusters Approach to Career Orientation) project, 1975-1978.

Box 14

Folder 2

Career decision-making, 1977.

Box 14

Folder 3

Carroll County career development project, 1975.

Box 14

Folder 4

Career development--curriculum guides, 1974.

Box 14

Folder 5

Career Development--NVGA position paper and ACES position paper, 1975-1978.

Box 14

Folder 6

Career guidance--activities (folder 1 of 3).

Box 14

Folder 7

Career guidance--activities (folder 2 of 3).

Box 14

Folder 8

Career guidance--activities (folder 3 of 3).

Box 14

Folder 9

Career information center, 1974-1976.

Box 14

Folder 10

College day program, 1978.

Box 14

Folder 11

College scholarships and financing, 1977.

Box 14

Folder 12

Computer assisted guidance, 1974-1977.

Box 14

Folder 13

Counselor image, 1975.

Box 15

Folder 1

Disruptive student, 1971-1978.

Box 15

Folder 2

Drugs--counselors' responsibilities, 1973.

Box 15

Folder 3

Elementary guidance (folder 1 of 2).

Box 15

Folder 4

Elementary guidance (folder 2 of 2).

Box 15

Folder 5

ESEA Title IV, 1977-1978.

Box 15

Folder 6

Films, filmstrips, 1976-1978.

Box 15

Folder 7

Gifted, 1977.

Box 15

Folder 8

Handicapped, 1977.

Box 15

Folder 9

Objectives--guidance, 1973-1978.

Box 15

Folder 10

Guidance objectives--mangement.

Box 15

Folder 11

Para-professionals in guidance, 1974.

Box 15

Folder 12

Senior survey and ninth grade survey, 1976-1977.

Box 15

Folder 13

Sex education, 1977.

Box 15

Folder 14

Special education, 1977.

Box 15

Folder 15

Value clarification.

Box 15

Folder 16

Series X: Publications, 1948-1994.

Box 16

Extent

Extent: 1 box.

Scope and Content

Publications, 1948-1994, includes the newsletters of the Virginia Personnel and Guidance Association and the Virginia Counselors Association, including the titles "The Relator" and "The Virginia Counselor;" VPGA and VCA journals; organization brochures; other publications; and newspaper clippings.

Newsletters, 1948, 1950.

Box 16

Folder 1

Newsletters, 1956-1959.

Box 16

Folder 2

Newsletters, 1960-1962.

Box 16

Folder 3

Newsletters, 1963-1967.

Box 16

Folder 4

Newsletters, 1968-1970.

Box 16

Folder 5

Newsletters, 1971-1973.

Box 16

Folder 6

The Relator,1973-1974.

Box 16

Folder 7

The Relator,1975-1978.

Box 16

Folder 8

The Relator,1978-1979.

Box 16

Folder 9

The Relator,1984-1988.

Box 16

Folder 10

The Relator,1989.

Box 16

Folder 11

The Virginia Counselor,1993-1994.

Box 16

Folder 12

Work and Training,1950-1951.

Box 16

Folder 13

Virginia Personnel and Guidance Journal,1973.

Box 16

Folder 14

Virginia Personnel and Guidance Journal,1974.

Box 16

Folder 15

Virginia Personnel and Guidance Journal,1975-1976.

Box 16

Folder 16

Virginia Counselors Journal,1987.

Box 16

Folder 17

Virginia Counsors Journal,1994.

Box 16

Folder 18

Reach Out.

Box 16

Folder 19

Brochures: state organization.

Box 16

Folder 20

Brochures: local chapters.

Box 16

Folder 21

News clippings, 1948-1973.

Box 16

Folder 22

Series XI: Miscellaneous files.

Boxes 17-18 (box)

Extent

Extent: 2 boxes.

Scope and Content

Miscellaneous files contain papers relating to VPGA and VCA goals and operations, including committees, workshops, awards, public relations and other subjects. Also contain publications, directories, and papers of other organizations that the VCA often worked with or had the same interests. Also contain the VPGA seal and the VPGA career service award plaque.

Ethics committee responsibilities and procedures, 1982-1983.

Box 17

Folder 1

Implementing ethical standards: development of a model program for state branches of APGA, 1981.

Box 17

Folder 2

A Guide for public relations personnel, 1979.

Box 17

Folder 3

Career service award, 1969-1975.

Box 17

Folder 4

The counselor and the law workshop, 1970.

Box 17

Folder 5

Government relations workshop.

Box 17

Folder 6

Virginia Association for Non-white Concerns in Personnel and Guidance of the Virginia Counselors Association, 1981.

Box 17

Folder 7

Richmond Personnel and Guidance Association minutes, 17 February 1972.

Box 17

Folder 8

Lynchburg Area Counselors Association, 1990.

Box 17

Folder 9

The Accrediting Commission for Business Schools: Directory of Accredited Institutions and Operating Criteria, 1966-1967.

Box 17

Folder 10

American Association for Counseling and Development papers, 1988, 1991.

Box 17

Folder 11

American School Counselors Association professional recognition award for John R. Cook, 1979 (folder 1 of 2).

Box 17

Folder 12

American School Counselors Association professional recognition award for John R. Cook, 1979 (folder 2 of 2).

Box 17

Folder 13

The Bookmen's Association of Virginia directory, 1962-1963.

Box 17

Folder 14

Charter Westbrook Hospital Horizons, 1984.

Box 17

Folder 15

House of Representatives The Working Congress, 1976.

Box 17

Folder 16

Juvenile Delinquency Prevention Program, Division of Youth Services-- Virginia Department of Corrections Prevention Profiles,.

Box 17

Folder 17

National Vocational Guidance Association papers, 1950, 1962-1963, 1969.

Box 17

Folder 18

State Board of Vocational Education: Vocational Education in Virginia,.

Box 17

Folder 19

Virginia Association for Counselor Education and Supervision certificate, 7 April 1971.

Box 17

Folder 20

Address to Virginia Association of Vocational Guidance, 23 October 1952.

Box 17

Folder 21

Virginia College Personnel Association papers, 1981, 1989.

Box 17

Folder 22

Virginia Elementary School Counselors Association papers, 1979-1980.

Box 17

Folder 23

Virginia Mental Health Counselors Association conference, 15 July 1983.

Box 17

Folder 24

Virginia Psychological Association directory, 1962-1963.

Box 17

Folder 25

Virginia School Counselors Association newsletter, 1974.

Box 17

Folder 26

Virginia School Mental Health Coalition papers, 1992.

Box 17

Folder 27

Virginia State Advisory Council on Vocational Education: 14th annual evaluation report, 1983.

Box 17

Folder 28

Virginia State Board of Education guidance newsletter, 1952, 1956, 1965-1966.

Box 17

Folder 29

Miscellaneous papers, 1965, 1970, 197[-].

Box 17

Folder 30

Miscellaneous papers, 1979-1982, 198[-].

Box 17

Folder 31

Miscellaneous papers, 1989.

Box 18

Folder 1

Miscellaneous papers, 1990-1992.

Box 18

Folder 2

Miscellaneous papers, 1993, 199[-].

Box 18

Folder 3

VPGA seal.

Box 18

Folder 4

VPGA career service award, 1964-1974.

Box 18

Folder 5

Series XII: Audio tapes, 1981-1982.

Boxes 19-20 (box)

Extent

Extent: 2 boxes.

Scope and Content

Audio tapes, 1981-1982, contain copies of four different public service announcements concerning counselors. PSAs were made by the Stratford chapter of the VPGA/VCA. A digital copy of these recordings was made in January 2015, and a CD-R containing all four was added to Box 20.

Audio tapes #1-#3, 1981.

Box 19

Audio tapes #4, 1982.

Box 20