Special Collections & University Archives  
Processing Plan  
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Collection Title  
George E. Brown Jr. Papers, MS 351

Donor Information  
The collection was donated to UC Riverside by Marta Brown in 2010 in one accession. The donor placed no restrictions on the material, and gave permission to discard any unwanted items.

Current State of the Collection

The collection consists of 451.56 linear feet of materials, with 444.56 feet of documents and photos, and 7 feet of audiovisual and digital items. The collection is currently organized into folders, but no overall arrangement scheme is present at the box or series level. Items in the collection are mostly in good condition although are currently housed in poor boxes which will need replacement.

Restricted or Sensitive Content:

Personally identifiable information can be found in Brown’s office files, in the form of employee records as well as casework containing private military and health records of constituents in Brown’s district. These materials will be fully identified during processing and restricted or deaccessioned as appropriate. Congressional committee files in the collection may also contain some items that are official committee files, which are the property of the U.S House and would need to be returned to the National Archives. After arranging and determining the nature of committee materials in the collection, the project archivist will contact the Archivist of the House in order to determine what if any materials need to be returned and if any further restrictions are required on these materials.

Deaccessioned materials:

Before processing, 133 linear feet of published materials and government publications were removed from the collection. These materials will be reviewed by the library’s Collection Services Department and integrated into the general library collection or government publications collection where appropriate. During processing, an additional 14 linear feet of plaques and memorabilia will be deaccessioned, with the exception of materials with high exhibit value to be determined by the project archivist in consultation with the political papers archivist.
Preservation:
The documents in the collection are in fairly good condition, and require only new acid free folders and boxes. The audiovisual material should be digitized if possible, as many are on outdated formats and are therefore currently inaccessible.

Labor Estimate:
In addition to the project archivist, two graduate students from the UCR Public History program will be hired for paid internships assisting in processing the collection. One undergraduate student will also be hired to assist the archivist in processing and basic data entry.

Proposed Processing Level:
The collection will be processed at the folder level, maintaining existing folder titles and arrangements when possible.

Proposed Arrangement:
The arrangement of all series will be determined during processing based on the existing arrangement and type of material. For the majority of series and subseries, folders will most likely be arranged chronologically or by Congressional term.
Series 1 – Legislative Files
   Subseries 1.1 – Sponsored Bills and Cosigned Letters
   Subseries 1.2 – Voting Records and Legislative Profiles
   Subseries 1.3 – Trips
   Subseries 1.4 – Research Files
Series 2 – Committees and Other Congressional Organizations
   Subseries 2.1 – Science Committee
   Subseries 2.2 – Agricultural Committee
   Subseries 2.3 – Other Congressional Committees
      Subseries 2.3.1 – Joint Committee on Atomic Energy
      Subseries 2.3.2 – Permanent Select Committee on Intelligence
   Subseries 2.4 – Office of Technology Assessment
   Subseries 2.5 – Congressional Caucuses
Series 3 – District Files
   Subseries 3.1 – 29th District, 1964-1971
   Subseries 3.2 – 38th District, 1973-1975
   Subseries 3.3 – 36th District, 1975-1993
   Subseries 3.4 – 42nd District, 1993-1999

Series 4 – Campaign Files

Series 5 – Office and Administrative Files
   Subseries 5.1 - Press and Media
      Subseries 5.1.1 – Newsletters
      Subseries 5.1.2 – Press Releases
      Subseries 5.1.3 – Articles by Brown
      Subseries 5.1.4 – Interviews
      Subseries 5.1.5 – Speeches
   Subseries 5.2 – Calendars and Schedules
   Subseries 5.3 – Constituent Services
      Subseries 5.3.1 – Constituent Correspondence
      Subseries 5.3.2 – Casework
      Subseries 5.3.3 – Endorsements and Grants
   Subseries 5.4 – Correspondence
   Subseries 5.5 – Legislative Agendas and Planning Materials
   Subseries 5.6 – Staff Records

Series 6 – Personal Papers
   Subseries 6.1 – Personal and Family Materials
   Subseries 6.2 – Awards and Events
   Subseries 6.3 – Pre-Congressional Political Records

Series 7 – Photographs

Series 8 – Audiovisual and Digital Materials
Estimated Processing Times for Series/Subseries:

Series and subseries have been divided into three groups, based on the level of estimated difficulty and time required to arrange materials and enter descriptions into Archivist’s Toolkit. As most boxes contain folders belonging to multiple series, the extents of series and subseries are approximate. Students will be assigned to process series and subseries with minimal and moderate processing requirements, while the project archivist will lead processing efforts on series with intensive processing requirements.

**Minimal Processing** – These series/subseries are for the most part foldered and clearly labeled. Only slight rearrangement is necessary to maintain chronological order. Estimated processing times are 2 or fewer hours per linear foot.

- Subseries 1.1 – Sponsored/Co-Sponsored Bills and Cosigned Letter (15 linear ft.) = 20 hours
- Subseries 1.2 – Voting Records and Legislative Profiles (10 linear ft.) = 15 hours
- Subseries 1.4 – Trips (11 linear ft.) = 22 hours
- Subseries 2.3 – Select Intelligence Committee (2 linear ft.) = 3 hours
- Subseries 2.4 – Office of Technology Assessment (10 linear ft.) = 20 hours
- Series 4 – Campaign Files (59 linear ft.) = 118 hours
- Subseries 5.2 – Calendars and Schedules (10 linear ft.) = 15 hours
- Series 7 – Audiovisual and Digital Materials (7 linear ft.) = 8 hours

Total Minimal Processing Time = 221 hours

**Moderate Processing** – These series/subseries are less organized amongst the boxes, and will require a greater deal of time to arrange into a useable order. However, folders will be relatively easy to identify and arrange as a part of a particular series or subseries. Estimated processing time is 2.5-3 hours per linear foot.

- Subseries 2.2 – Agricultural Committee (20 linear ft.) = 50 hours
- Subseries 2.5 – Congressional Caucuses (13 linear ft.) = 33 hours
- Subseries 5.1 – Press and Media (48 linear ft.) = 144 hours
- Subseries 5.3 – Constituent Services (39 linear ft.) = 117 hours
- Subseries 5.4 – Legislative Agendas and Planning Materials (9 linear ft.) = 22 hours
- Series 6 – Personal Papers (20 linear ft.) = 60 hours

Total Moderate Processing Time = 426 hours

**Intensive Processing** – These series and subseries are spread widely amongst boxes, and can be less easy to identify within box materials. These materials will also need arrangement schemes imposed on them by the archivist. Estimated processing time is 3.5-4 hours per linear foot.

- Subseries 1.3 – Research/Subject Files (174 linear ft.) = 696 hours
- Subseries 2.1 – Science Committee (57 linear ft.) = 200 hours
- Series 3 – District Files (150 linear ft.) = 600 hours
- Subseries 5.5 – Staff Records (50 linear ft.) = 175 hours
- Series 7 – Photographs (32 linear ft.) = 128 hours

Total Intensive Processing Time = 1799 hours

**Re-Foldering Time** – There are approximately 5334 folders that need to be re-folded after being arranged by the archivist and graduate students. Estimated processing time is 2 folders per minute.

Total Re-foldering Time = 45 hours

**Total Processing Time = 2491 hours**