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# Double Discovery Center Records 5410439

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## Table of Contents


Summary Information ..... 3
History ..... 4
Summary ..... 7
Arrangement ..... 7
Administrative Information ..... 7
Related Materials ..... 8
Controlled Access Headings ..... 9
Collection Inventory ..... 9
Series I: Double Discovery Center ..... 9
Subseries I.1: Office of the Director ..... 9
Subseries 1.2: Board of Friends ..... 11
Subseries 1.3: Finances ..... 12
Subseries 1.4: Scholarships ..... 16
Subseries 1.5: Students ..... 17
Subseries 1.6: Alumni ..... 17
Subseries 1.7: Academics ..... 18
Subseries 1.8: Publications ..... 19
Series II: Upward Bound ..... 20
Series III: Talent Search ..... 22
Series IV: Other Programs ..... 23
Series V: Student Files ..... 24

## Summary Information

| | |
|---|---|
| **Repository:** | Rare Book and Manuscript Library |
| **Creator:** | Columbia College (Columbia University). Double Discovery Center |
| **Creator:** | Dais, Larry |
| **Creator:** | Hopkins, Glenn |
| **Creator:** | Lehecka, Roger |
| **Creator:** | Martin, Paula |
| **Creator:** | Matthews, Kevin C |
| **Creator:** | Shenton, James P., 1925-2003 |
| **Creator:** | Twyner, Olger C., III |
| **Title:** | Double Discovery Center records |
| **ID:** | 5410439 |
| **ID:** | UA#0012 |
| **Date [inclusive]:** | 1965-2005 |
| **Date [bulk]:** | 1985-1995 |
| **Physical Description:** | 61.5 linear feet 51 record cartons, 20 archival boxes, 1 half-size archival box |
| **Language of the Material:** | English |
| **Abstract:** | Established in 1965 by Columbia University, the Double Discovery Center (DDC) provides educational programs and services to low income and first generation college-bound junior high and high school students in New York City. The DDC is one of the oldest Upward Bound programs in the United States. The collection contains the records of the DDC from 1965 to 2005, including student files and materials documenting the DDC's primary programs, Upward Bound and Talent Search. |

**Preferred Citation**

Identification of specific item; Date (if known); Double Discovery Center Records; Box and Folder; University Archives, Rare Book & Manuscript Library, Columbia University in the City of New York.

ˆ Return to Table of Contents

## History

On August 20, 1964, President Lyndon Johnson signed the Economic Opportunity Act (EOA), which was the centerpiece of his "War on Poverty" legislative agenda. This legislation created government funded programs that provided the opportunity for economically disadvantaged Americans to develop skills, continue their education, and find employment. The EOA established the Office of Economic Opportunity (OEO). Directed by Sargent Shriver, the OEO created programs such as Head Start and Job Corps. The passage of the EOA by the United States Congress marked the beginning of the "Great Society" legislation of Johnson. Based on the "New Frontier" Program of President John F. Kennedy, this legislation established Title VII of the Civil Rights Act, Medicare, and Medicaid.

ˆ Return to Table of Contents

## History

The goals of the War on Poverty inspired the Columbia College Citizenship Council to establish a summer tutoring program for low-income students who lived in neighborhoods adjacent to Columbia University. The Columbia College Citizenship Council was a student committee that directed the Columbia College Citizenship Program. Steven Weinberg (CC 1966), Chairman of the Citizenship Council, Roger Lehecka (CC 1967), Professor James P. Shenton, and Dean John W. Alexander, submitted a grant proposal in the spring of 1965 to the OEO requesting funds for this new program. With the assistance of Arnold Saltzman (CC 1936) whose contacts included Congressman Adam Clayton Powell, Jr. and Director Sargent Shriver, Columbia University was awarded an initial grant of $157,020 from the OEO to establish Project Double Discovery (PDD). The name derived from the "double discovery" that was made by both the students and staff of the students academic potential. PDD was one of seventeen pilot Upward Bound programs in the United States.

ˆ Return to Table of Contents

## History

In July of 1965, PDD initiated their first summer Upward Bound program. The program consisted of 160 high school students who were identified as having strong academic potential,

but lacked the motivation that was necessary to seek a higher education. The College Discovery and Development Program (CDD) -- established in 1965 by the City University of New York (CUNY) and the New York City Board of Education to provide tutoring and college counseling to economically disadvantaged students--selected the initial PDD participants from 600 individuals already enrolled in the CDD program. Since CDD was an academic-year program, the educational assistance during the summer from PDD served to complement the efforts of CDD.

ˆ Return to Table of Contents

## History

During the eight-week Upward Bound summer program, students lived in Columbia University campus housing and were supervised by Columbia and Barnard College student counselors. From Monday to Friday, students were expected to attend classes from 8 a.m. to 1p.m. Two hour-long afternoon study sessions followed their lunch break. One afternoon during the week, students traveled on short field trips to museums, government agencies, and important local institutions such as the United Nations. Murray Bromberg, a teacher at Thomas Jefferson High School in Brooklyn, directed this initial 1965 summer program; Dean Alexander supervised him. Weinberg was Assistant Director of PDD and Lehecka his assistant.

ˆ Return to Table of Contents

## History

In 1966, after the first summer program, the OEO increased funding to PDD to $317,000. In 1968, OEO Director Sargent Shriver expanded the Upward Bound program to provide academic assistance to over 20,000 low-income high school students nationwide. As a result of this increased funding, PDD became a year round program that provided after school and Saturday tutoring. Due to similarities between the new year-round version of PDD and the CDD, the relationship between the two programs would eventually terminate in 1973. In order to extend their services to more students, the Talent Search program was created at PDD in 1977. With the addition of the Talent Search program, PDD changed its name, in 1985, to the Double Discovery Center (DDC). Both Talent Search and Upward Bound programs provide academic classes, tutoring, college advising, personal development workshops, and counseling services. However, Upward Bound students are required to participate in all DDC activities. Students enrolled in the Talent Search program are encouraged to participate in these activities, but it is not required. Both programs receive funding from the government through the Higher Education Act of 1965--Special Programs for Students from Disadvantaged

Backgrounds (generally referred to as TRIO). Additional funding comes from both state and local grants along with private donations.

ˆ Return to Table of Contents

## History

Originally created by the students of the Columbia College Citizenship Program, the DDC became a separate department under the Dean of Columbia College in 1980. The Executive Director of the DDC monitors all services provided by the organization. In order to improve the DDC, the Board of Friends was organized in 1984 to monitor and evaluate the delivery of program services. The Board of Friends makes recommendations for the overall improvement of the DDC. Standing committees organized by the Board include: Fund Development, Mentoring and Volunteerism, Nominating, and Program. The Director of the DDC holds a position on the Board of Friends. Assistant directors for both Upward Bound and Talent Search provide assistance to the Director in the management of DDC.

ˆ Return to Table of Contents

## History

The DDC further expanded their organization in the 1980s and 1990s. Career Beginnings was established in the 1980s and provided career awareness to the students of the DDC. However, this program was discontinued in 1990. Other programs at the DDC include: Brothers of a New Direction (BOND), Reaching Youth Through Saturday Education (RYSE), Latino Project Discover, Sonya Kovalesvskaya High School Math Days, Young Achievers, Young Womens Alliance, and Youth Education Through Sports (YES). In an attempt to reach junior high school students prior to entering high school, DDC expanded their Talent Search program in 1991 to seventh and eighth grade students in the city. This was accomplished through the creation of the Seventh and Eight Grade Early Intervention Initiative (EII). In honor of the 30th anniversary of the program, the DDC conducted an Alumni Attainment Survey in 1995. Of the 352 responses, 98% enrolled in college and 66% graduated from college. In 1998, President Bill Clinton praised the DDC for its program designed to reduce racial disparities through education.

ˆ Return to Table of Contents

## Summary

Established in 1965 by Columbia University, the Double Discovery Center (DDC) provides educational programs and services to low income and first generation college-bound junior high and high school students in New York City. The DDC is one of the oldest Upward Bound programs in the United States. The collection contains the records of the DDC from 1965 to 2005, including student files and materials documenting the DDC's primary programs, Upward Bound and Talent Search.

ˆ Return to Table of Contents

## Arrangement

Arranged in five series.

ˆ Return to Table of Contents

## Administrative Information

### Publication Statement

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### Revision Description

xml document instance created by Carrie Hintz EAD was imported spring 2019 as part of the ArchivesSpace Phase II migration. Removed expired restrictions. Removed expired restrictions. (JR) Removed expired restrictions. (JR) Restrictions expiring in 2026 have been lifted. 2011-11-17 2019-05-20 2020-01-06 2021-01-11 2022-01-07 2026-01-05

### Restrictions on Access

All administrative records of the University are restricted for 25 years from the date of creation.

### Restrictions on Access

This collection is located off-site. You will need to request this material at least three business days in advance to use the collection in the Rare Book and Manuscript Library reading room.

### Processing Information

This collection was processed by Megan A. Hibbitts (project archivist), Jocelyn K. Wilk, Ranya Abdelsayed (GSAS 2005), Kristen Bogee, Douglas DiCarlo, and Paschal Magele. Finding aid written by Megan Hibbitts in 2005; reformatted by Carolyn Smith and Jocelyn Wilk in October 2008.

### Processing Information

Processing of the Double Discovery Center Records was made possible by a grant from the New York State Archives, Documentary Heritage Program, "Columbia University's Educational Initiatives, 1953-1983: The Emergence of Policies and Programs for K-12 Minority Education." (Project #0375-05-4133).

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ˆ Return to Table of Contents

## Related Materials

### Selected Related Material at Columbia

Office of Public Affairs, 1947-1998: Double Discovery Negatives

### Selected Related Material at Columbia

Central Files: The Administrative Records of Columbia University, 1890-1971.

ˆ Return to Table of Contents

## Controlled Access Headings

- Education -- History
- Education -- New York (State)
- Education -- United States
- Minority students -- Civil rights -- United States
- Minority students -- Civil rights -- New York Metropolitan Area
- Minority students -- Rating of
- Minority students -- United States
- Applications
- Clippings (Information Artifacts)
- Correspondence
- Forms (documents)
- Lists (document genres)
- minutes (administrative records)
- Photographs
- publications (documents)
- Press releases
- Questionnaires
- Reports
- Speeches (documents)
- Columbia College (Columbia University)
- Columbia University
- United States (Title of work: Civil Rights Act of 1964.)
- United States. Community Services Administration
- United States. Office of Economic Opportunity

## Collection Inventory

### Series I: Double Discovery Center, 1960-2007

**Scope and Contents**

This series is divided into eight subseries, which include the Office of the Director, Board of Friends, Finances, Scholarships, Students, Alumni, Academics, and Publications.

### Subseries I.1: Office of the Director, 1960-2005

**Scope and Contents**

The Office of the Director subseries includes material that belonged to current and past Executive Directors of the DDC. Executive Directories have included: Larry Dais (1969-1981), Paula Martin (1981-1985), Glenn Hopkins (1985-1990), Kevin C. Matthews (1990-1998), and Olger C. Twyner, III (1998-Present). These files consist of addresses, reports, testimony to the United States Senate by Larry Dais, press releases, DDC anniversary materials, a copy of the Economic Opportunity Act of 1964, and information about TRIO. Correspondence of the Director is not located in this sub-series, but can be found throughout the rest of the collection.

| Title/Description | Instances | |
|---|---|---|
| Addresses | | |
| Devlin, Jerry, 1989 November | box 1 | folder 1 |
| Dinkins, David, 1987 April | box 1 | folder 2 |
| Frost, Richard T, 1966 October | box 1 | folder 3 |
| Glaser, Paul, 1989 November | box 1 | folder 4 |
| Greenberg, Jack, 1989 November | box 1 | folder 5 |
| Humphrey, Hubert, 1966 September | box 1 | folder 6 |
| Kershaw, Joseph A., 1965-1966 | box 1 | folder 7 |
| Shriver, Sargent, 1965 March-May | box 1 | folder 8 |
| Alianza Latino Weekend, 1989 | box 1 | folder 9 |
| Anniversary Celebrations of Double Discovery Center | | |
| 20th, 1985 April | box 1 | folder 10 |
| 30th, 1995 December | box 1 | folder 11 |
| 35th, 2000 May | box 1 | folder 12 |
| 40th, 2005 June | box 1 | folder 13 |
| *Black Heights* Literary Magazine, 1981 | box 1 | folder 14 |
| College Exploration Weekend, 1989 February | box 1 | folder 15 |
| Committee on Technology, 1996 July | box 1 | folder 16 |
| Commencement Programs, 2000-2003 | box 1 | folder 17 |
| Design of Shirts for Double Discovery Center, 1990s | box 1 | folder 18 |
| Double Discovery Center Task Force, 1994-1996 | box 1 | folder 19 |
| Economic Opportunity Act, 1964 | box 1 | folder 20 |
| Farragut Houses Summer Program, 1994 July | box 1 | folder 21 |
| Founder's Committee, 1997 | box 1 | folder 22 |
| News Clippings, 1965-1998 | box 1 | folder 23 |
| "No Time to Loose Award" Submission, 1991 August | box 1 | folder 24 |

| | | |
|---|---|---|
| Parent's Advisory Council Meeting, 1967 August | box 1 | folder 25 |
| Press Releases, 1965-1985 | box 1 | folder 26 |
| Reports | | |
| Dais, Larry, 1980 June | box 1 | folder 27 |
| Hopkins, Glenn, undated | box 1 | folder 28 |
| Kershaw, Joseph, 1966 June | box 1 | folder 29 |
| Levine, Robert A., 1963-1969 | box 1 | folder 30 |
| Mahoney, Bette and Lewis Rosen, 1968 October | box 1 | folder 31 |
| Perry, Stewart, et. al., 1968 April | box 1 | folder 32 |
| Robinson, Mary E., 1966 April | box 1 | folder 33 |
| Sutton, Gordon F., 1967 June | box 1 | folder 34 |
| Szanton, Eleanor S., 1968 May | box 1 | folder 35 |
| Watts, Harold, 1965 October | box 1 | folder 36 |
| Williams, Walter, et. al., 1965 December | box 1 | folder 37 |
| Special Events, 1960-1969 | box 1 | folder 38 |
| Statistics, 1996-1994 | box 2 | folder 1 |
| Testimony to United States Senate--Dais, Larry, 1979 October | box 2 | folder 2 |
| TRIO Program Information, 1980 | box 2 | folder 3 |
| Volunteer Information, 1988 | box 2 | folder 4 |

## Subseries 1.2: Board of Friends, 1985-1999

**Scope and Contents**

The Board of Friends subseries contains charters, correspondence, meeting minutes, and reports of The Board of Friends. This subseries also contains the records of the Fund Development Committee. Established by the Board of Friends in 1984, the Fund Development Committee organizes outreach activities for the DDC.

| Title/Description | Instances | |
|---|---|---|
| Charters, 1988, 1992, 1988, 1992<br>Physical Description: (2 Folders) | box 2 | folder 5 to 6 |
| Correspondence and Memoranda, 1989-1997 | box 2 | folder 7 |
| Executive Committee--Meeting, 1999 May | box 2 | folder 8 |
| Final Report on PSAT/National Merit Scholarship Qualifying Test Project,, 1985 November | box 2 | folder 9 |
| Fund Development | | |

| | | |
|---|---|---|
| 20th Anniversary of Double Discovery Center, 1985 | box 2 | folder 10 |
| 21st Anniversary of Double Discovery Center, 1986 | box 2 | folder 11 |
| Campaign for the Children of Promise, 1987-1988 | box 2 | folder 12 |
| Correspondence and Memoranda, 1985-1992<br>Physical Description: (2 Folders) | box 2 | folder 13 to 14 |
| Meeting, 1992 October | box 2 | folder 15 |
| Reports, 1989-1990 | box 2 | folder 16 |
| Meetings, 1989-1994<br>Physical Description: (19 Folders) | box 2 | folder 17 to 35 |
| Meetings, 1994-1999<br>Physical Description: (13 Folders) | box 3 | folder 1 to 13 |
| Member Directories and Donor Lists, 1989-1991, 1996 | box 3 | folder 14 |
| Mentoring and Volunteerism Committee | | |
| Correspondence, 1991-1992 | box 3 | folder 15 |
| Meeting, 1992 October | box 3 | folder 16 |
| Nominating Committee | | |
| Correspondence and Memoranda, 1989-1997 | box 3 | folder 17 |
| Recruitment Correspondence, 1992 | box 3 | folder 18 |
| Reports, 1989-1990 | box 3 | folder 19 |
| Retreats, 1992-1998<br>Physical Description: (6 Folders) | box 3 | folder 20 to 25 |
| Special Events Committee--Meeting, 1996 | box 3 | folder 26 |
| Statistics on Board Members, circa, 1998 | box 3 | folder 27 |

## Subseries 1.3: Finances, 1971-2003

**Scope and Contents**

This series is comprised of two sub-groups: Donation and Grant Transactions, and Fundraising Activities. Arranged by account number, Donation and Grant Transaction files include receipts and correspondence that document funds received by the DDC. Fundraising files are comprised of grant proposals, correspondence, letters, and newsletters. Also in these files are quarterly and annual performance reports that were issued by the DDC in order to remain compliant with federal guidelines. Note that some grant proposals and performance reports are located in the Upward Bound and Talent Search series. Information regarding benefits and the Fun Run, created to help raise funds for the DDC, is also included in this subseries.

| Title/Description | Instances | |
|---|---|---|
| Benefits, 1997-1998 | box 3 | folder 28 |

| | | |
|---|---|---|
| Donation and Grant Transactions | | |
| Account # 0113-20223, 1976-1977 | box 3 | folder 29 |
| Account # 0113-20227, 1977-1978 | box 3 | folder 30 |
| Account # 0113-20327, 1976 June-August | box 3 | folder 31 |
| Account # 0113-26410, 1978-1979 | box 3 | folder 32 |
| Account # 0113-26415, 1977-1979 | box 3 | folder 33 |
| Account # 0113-26481, 1980 September-October | box 4 | folder 1 |
| Account # 0113-35991, 1979-1981 | box 4 | folder 2 |
| Account # 0113-36001, 1979-1980 | box 4 | folder 3 |
| Account # 0-40008-4200, 1985-1990 | box 4 | folder 4 |
| Account # 0-41866-4200, 1985-1991 | box 4 | folder 5 |
| Account # 0-43107-4200, 1986-1989 | box 4 | folder 6 |
| Account # 0-43469-4200, 1988-1989 | box 4 | folder 7 |
| Account # 2-41006 22, May 1985 | box 4 | folder 8 |
| Account # 26500, 1971-1976 | box 4 | folder 9 |
| Account #5-28513, 1988-1989 | box 4 | folder 10 |
| Account #5-28911, 1985-1988 | box 4 | folder 11 |
| Account #5-28912, 1987-1988 | box 4 | folder 12 |
| Account #5-29881, 1989 | box 4 | folder 13 |
| Account #5-35992, 1980-1982 | box 4 | folder 14 |
| Account #5-35993, 1981-1983 | box 4 | folder 15 |
| Account #5-35994, 1982-1983 | box 4 | folder 16 |
| Account #5-35995, 1983-1984 | box 4 | folder 17 |
| Account #5-35996, 1984-1985 | box 4 | folder 18 |
| Account #5-35997, 1983-1986 | box 4 | folder 19 |
| Account #5-36000, 1988-1989 | box 4 | folder 20 |
| Account #5-36001, 1988-1990 | box 4 | folder 21 |
| Account #5-36002, 1980-1983 | box 4 | folder 22 |
| Account #5-36003, 1980-1982 | box 4 | folder 23 |
| Account #5-36004, 1982-1985 | box 4 | folder 24 |
| Account #5-36005, 1983-1985 | box 4 | folder 25 |
| Account #5-36006, 1984-1985 | box 4 | folder 26 |

| | | |
|---|---|---|
| Account #5-36007, 1985-1986 | box 5 | folder 1 |
| Account #5-36008, 1986-1987 | box 5 | folder 2 |
| Account #5-36009, 1987-1988 | box 5 | folder 3 |
| Account #6-40008-2100, 1987-1988 | box 5 | folder 4 |
| Account #6-40008-3610, 1985-1987 | box 5 | folder 5 |
| Account #6-40008-4200, 1988-1989 | box 5 | folder 6 |
| Account #6-40876, 1984-1990 | box 5 | folder 7 |
| Account #6-41866-4200, 1985-1987 | box 5 | folder 8 |
| Account #6-40876, 1984-1986 | box 5 | folder 9 |
| Fun Run, 1990-1997 | box 5 | folder 10 |
| Fundraising | | |
| 100 Black Men | | |
| Donor Acknowledgement Letters, 1992 | box 5 | folder 11 |
| Newsletter, 1987 | box 5 | folder 12 |
| Black Enterprise Top 100 List--Donor Solicitation Letters, 1991 | box 5 | folder 13 |
| Corporate Grant Proposals--Status Report, 1986-1989 | box 5 | folder 14 |
| Foundation Grant Proposals--Status Report, 1986 | box 5 | folder 15 |
| Fund Solicitation Letters, 1987 | box 5 | folder 16 |
| New York City Grants | | |
| Neighborhood Youth Alliance Program--Proposal, 1993-1996 | box 5 | folder 17 |
| One City Award Program--Proposal, 1988 | box 5 | folder 18 |
| Safe Streets Intergenerational Consortium Program--Proposal, 1992-1993 | box 5 | folder 19 |
| Stop the Violence Fund--Proposal and Award, 1992-1994<br>Physical Description: (3 Folders) | box 5 | folder 20 to 23 |
| Youth Bureau Proposal, 1989-1990<br>Physical Description: (2 Folders) | box 6 | folder 1 to 2 |
| Liberty Partnership Program | | |
| Double Discovery Center Participation, 1991 | box 6 | folder 3 |
| Grant Proposal, 1988-1992 | box 6 | folder 4 |
| Guidelines for Grant Proposals, 1991-1992 | box 6 | folder 5 |

| | | |
|---|---|---|
| Sloan Foundation Mathematics Program, 1988 | box 6 | folder 6 |
| Talent Search | | |
| Grant Proposals--Competitive, 1980-1991<br>Physical Description: (4 Folders) | box 6 | folder 7 to 10 |
| Grant Proposals--Competitive, 1988-2003<br>Conditions Governing Access:<br>**Conditions Governing Access**<br>[Restricted until 2029] | box 7 | folder 1 to 4 |
| Grant Proposals--Competitive--Special Initiative, 1989-1991 | box 7 | folder 5 |
| Grant Proposals--Continuation, 1981-1987<br>Physical Description: (4 Folders) | box 7 | folder 6 to 9 |
| Grant Proposals--Continuation, 1987-1996<br>Physical Description: (6 Folders) | box 8 | folder 1 to 6 |
| Grant Proposals--Continuation--Student Rosters, 1989-1990<br>Conditions Governing Access:<br>**Conditions Governing Access**<br>[Restricted until 2066] | box 8 | folder 7 |
| Performance Report--Annual, 1977-1997<br>Physical Description: (18 Folders) | box 8 | folder 8 to 25 |
| Performance Report--Final, 1979-1980 | box 8 | folder 26 |
| Performance Report--Interim, 1978 | box 8 | folder 27 |
| Performance Report--Notes, 1990-1994<br>Physical Description: (4 Folders) | box 8 | folder 28 to 31 |
| Performance Report--Notes, 1994-1997<br>Physical Description: (3 Folders) | box 9 | folder 1 to 3 |
| Memorandum--Impact of Budget Cuts on Project Double Discovery, 1982 | box 9 | folder 12 |
| Performance Report--Notes, 1980-1982,1989-1990<br>Physical Description: (2 Folders) | box 9 | folder 13 |
| Performance Report--Notes--Student Rosters, 1989-1990<br>Conditions Governing Access: | box 9 | folder 14 |

**Conditions Governing Access**

[Restricted until 2066]

| | | |
|---|---|---|
| Proposal--College Tour Program, 1975-1976 | box 9 | folder 15 |
| Tiger Foundation | | |
| Awards, 1995-1997 | box 10 | folder 1 |
| Grant Proposals, 1995-1999 | box 10 | folder 2 |
| Reports, 1996-1997 | box 10 | folder 3 |
| United States Department of Agriculture--Food Service Program Application,, 1987 | box 10 | folder 4 |
| Upward Bound | | |
| Correspondence--Community Support, 1994-1995 | box 10 | folder 5 |
| Grant Proposals--Budget Modifications, 1986-1987,1989-1990<br>Physical Description: (2 Folders) | box 10 | folder 6 to 7 |
| Grant Proposals--Competitive, 1989-1995<br>Physical Description: (2 Folders) | box 10 | folder 8 to 9 |
| Grant Proposals--Competitive, 1995-2000 | box 11 | folder 1 |
| Grant Proposals--Continuation, 1986-1995<br>Physical Description: (6 Folders) | box 11 | folder 2 to 7 |
| Performance Reports--Annual, 1992-1993 | box 11 | folder 8 |
| Performance Reports--Notes, 1991-1996<br>Physical Description: (5 Folders) | box 11 | folder 9 to 13 |
| Performance Reports--Notes--Student Rosters, 1992-1996<br>Physical Description: (4 Folders)<br>Conditions Governing Access:<br>**Conditions Governing Access**<br>[Restricted until 2072] | box 11 | folder 14 to 17 |

## Subseries 1.4: Scholarships, 1985-2004

**Scope and Contents**

This subseries consists of correspondence, essay and speech topics, along with applications for the Elizabeth H. Piper Scholarship. Established in 1984 by philanthropist Elizabeth H. Piper, this scholarship provides funds to a select number of DDC students for college tuition.

| Title/Description | Instances | |
|---|---|---|
| Community Education Scholarship Program, 1985 | box 12 | folder 1 |

| | | |
|---|---|---|
| Elizabeth H. Piper Scholarship | | |
| Applications, 1993-2004<br>Physical Description: (6 Folders)<br>Conditions Governing Access:<br>**Conditions Governing Access**<br>[Restricted until 2030] | box 12 | folder 2 to 7 |
| Applications, 1993-2004<br>Physical Description: (4 Folders)<br>Conditions Governing Access:<br>**Conditions Governing Access**<br>[Restricted until 2030] | box 13 | folder 1 |
| Correspondence, 1984-1988 | box 13 | folder 2 |
| Essay and Speech Topics, 1990-1997 | box 13 | folder 3 |
| Planning Meeting, 2002 October | box 13 | folder 4 |

## Subseries 1.5: Students, 1988-1991

**Scope and Contents**

This series includes college placement forms and student rosters.

| Title/Description | Instances | |
|---|---|---|
| College Placements, undated<br>Conditions Governing Access:<br>**Conditions Governing Access**<br>[Restricted until 2067] | box 13 | folder 5 |
| Student Rosters, 1988-1991<br>Physical Description: (3 Folders)<br>Conditions Governing Access:<br>**Conditions Governing Access**<br>[Restricted until 2067] | box 13 | folder 6 to 8 |

## Subseries 1.6: Alumni, 1981-1999

**Scope and Contents**

This subseries is comprised of alumni information forms, lists, newsletters, and photographs that document alumni activities of the DDC. Also included in this subseries is the Alumni Attainment Study, which was conducted by the DDC in 1995.

| Title/Description | Instances | |
|---|---|---|
| Alumni Attainment Study | | |

| | | |
|---|---|---|
| Findings, 1995 September | box 13 | folder 9 |
| Surveys, 1981-1994<br>Physical Description: (4 Folders) | box 13 | folder 10 to 13 |
| Alumni Information Forms--A-Z, undated<br>Physical Description: (3 Folders) | box 14 | folder 1 to 3 |
| Alumni Lists, 1990-1999 | box 14 | folder 4 |
| Events, 1991-1995 | box 14 | folder 5 |
| Newsletters, 1988-1989 | box 14 | folder 6 |
| Photographs, 1990-1999 | box 14 | folder 7 |
| Phifer, Mekhi--Autobiographical Essay, undated<br>Conditions Governing Access:<br>**Conditions Governing Access**<br>[Restricted until 2075] | box 73 | folder 12 |

## Subseries 1.7: Academics, 1981-2001

**Scope and Contents**

The Academics subseries includes memorandum, lesson plans, and college planning materials. This sub-series also contains SAT and PSAT Preparation materials, which consist of DDC prepared syllabi, instructor and student preparation manuals, practice tests, and course evaluations.

| Title/Description | Instances | |
|---|---|---|
| College Planning, 1992-1996 | box 14 | folder 8 |
| Lesson Plans and Memos, 1981 Summer, 1981 | box 15 | folder 1 |
| SAT and PSAT Preparation | | |
| Course Evaluations, 1996 Fall, 1996 | box 15 | folder 2 |
| Instructor's Manuals, 1994 Spring –1998 Summer, 1994<br>Physical Description: (7 Folders) | box 15 | folder 3 to 9 |
| Memorandum, 1995 January | box 15 | folder 10 |
| Practice Test, 1995 September | box 15 | folder 11 |
| PSAT--Instructor's Manual, 1997 Spring, 1997 | box 15 | folder 12 |
| SAT Practice Manual, undated | box 15 | folder 13 |
| Student Preparation Manuals, 1996 Spring–1997 Spring, 1996<br>Physical Description: (4 Folders) | box 15 | folder 14 to 17 |
| Syllabi, 1995 Summer, 1995 | box 15 | folder 18 |
| Teacher Meeting Notes, 1996 Spring, 1996 | box 15 | folder 19 |

| | | |
|---|---|---|
| Teacher Orientations, 1996, 1998, 1996, 1998 | box 15 | folder 20 |
| Minicourse Evaluations, 2000-2001<br>Conditions Governing Access:<br>**Conditions Governing Access**<br>[Restricted until 2027] | box 73 | folder 2 |
| 7th and 8th Grade Curricula, 1993 | box 73 | folder 3 |
| Program Descriptions, 1982-1988, undated, 1982-1988, undated | box 73 | folder 9 |
| Training Workbooks, 1990-1991 | box 73 | folder 10 |
| Calendars and Student Rosters, 1992-1999<br>Conditions Governing Access:<br>**Conditions Governing Access**<br>[Restricted until 2075] | box 73 | folder 11 |

## Subseries 1.8: Publications, 1965-2007

**Scope and Contents**

The Publications subseries contains DDC publications and includes annual, summary, and final reports, handbooks, and newsletters. This subseries also includes student publications, as well as essay and literary journals written by DDC students.

| Title/Description | Instances | |
|---|---|---|
| Reports--General, 1973-2003 | box 73 | folder 4 |
| Awards Ceremony Booklets, 2003-2007 | box 73 | folder 5 |
| Center Award Booklets, 2001, 2006, 2001, 2006 | box 73 | folder 6 |
| *Discovery* and Other Newsletters, 1980-2002 | box 73 | folder 7 |
| Annual Reports, 1984-1988, 1993-1994, 1984-1988, 1993-1994 | box 16 | folder 1 |
| *Bridge Volunteer Handbook* , undated | box 16 | folder 2 |
| Career Beginnings Program--Student Handbook, 1990 | box 16 | folder 3 |
| *Double Discovery – Since 1965* , 1995 | box 16 | folder 4 |
| Final Report of the President, 1985 October | box 16 | folder 5 |
| *The Mentoring Process* , undated | box 16 | folder 6 |
| Newsletters, 1979-1981, 1988-1989, 1979-1981, 1988-1989 | box 16 | folder 7 |
| Oakleigh L. Thorne Community Education Work Scholarship Program--Final Report | box 16 | folder 8 |
| *Project Double Discovery* circa, 1975 | box 16 | folder 9 |

| | | |
|---|---|---|
| *Project Double Discovery and Columbia-Then and Now* circa, 1981 | box 16 | folder 10 |
| PSAT/National Merit Scholarship Qualifying Test (NMSQT) Preparation Pilot Program--Final Report,, 1985 November | box 16 | folder 11 |
| Reports, 1994-1998 | box 16 | folder 12 |
| Stanley H. Kaplan Educational Center SAT Preparation Scholarship Program--Report, 1984 Spring, 1984 | box 16 | folder 13 |
| Strategic Plans, 2001 | box 16 | folder 14 |
| Summary Report, 1991-1992 | box 16 | folder 15 |
| Volunteer Handbook, 1991-1992 | box 16 | folder 16 |
| Student Publications | | |
| *A "Privileged" Magazine* , 1994 | box 16 | folder 17 |
| *Creative Compositions* , 1994 | box 16 | folder 20 |
| *The DDC Crew* , undated | box 16 | folder 21 |
| *It's All Good* , undated | box 16 | folder 27 |
| No Mask, 1968 Summer, 1968 | box 16 | folder 31 |
| *A Short Story: The Cat* circa, 1968 | box 17 | folder 1 |
| *A World of Many Things* circa, 1995 | box 17 | folder 2 |
| Writing Club, 1997 Summer, 1997 | box 17 | folder 3 |
| Where Do I Come From? 2002 Fall, 2002 | box 17 | folder 4 |
| Yearbooks, 1995, 1999, 1995, 1999<br>Physical Description: (2 Folders) | box 17 | folder 5 to 6 |
| Newsletters and Magazines, 1965-2006 | box 73 | folder 8 |

ˆ Return to Table of Contents

## Series II: Upward Bound, 1965-1996

**Scope and Contents**

This series holds information on the Upward Bound program and the College Discovery and Development Program at City University of New York (CUNY). These files include parent and student information, Upward Bound staff and student handbooks, correspondence and memorandum, "director lists" (honor roll), program objectives, grant proposals, quarterly reports, and academic programming materials. Additional Upward Bound files can be found in Series I: Double Discovery Center, 1960-2007.

| Title/Description | Instances | |
|---|---|---|
| General, undated | box 17 | folder 7 |

| | | |
|---|---|---|
| Academic Program Materials, 1980-1984, 1992-1996, 1980-1984, 1992-1996<br>Physical Description: (8 Folders) | box 17 | folder 8 to 15 |
| College Discovery and Development Program at City University of New York,, 1965 | box 17 | folder 16 |
| Correspondence and Memorandum, 1981-1994 | box 17 | folder 17 |
| Director's Lists, 1991, 1993, 1991, 1993 | box 17 | folder 18 |
| Final Report, 1984 October | box 17 | folder 19 |
| *The Keys to Learning-A Learning Skills Handbook* | box 17 | folder 20 |
| Organizational Structure of Upward Bound, 1995 Summer, 1995 | box 17 | folder 22 |
| Parent and Student Information, undated | box 17 | folder 23 |
| Performance Report, 1977-1981<br>Physical Description: (4 Folders) | box 17 | folder 24 to 27 |
| Performance Report, 1981-1992<br>Physical Description: (8 Folders) | box 18 | folder 1 to 8 |
| Pilot Program at Columbia University, 1965-1967 | box 18 | folder 9 |
| Proposals, 1966, 1975-1976, 1980-1983, 1966, 1975-1976, 1980-1983<br>Physical Description: (5 Folders) | box 18 | folder 10 to 14 |
| Proposals, 1983-1987<br>Physical Description: (6 Folders) | box 19 | folder 1 to 6 |
| Quarterly Reports, 1975, 1977, 1975, 1977<br>Physical Description: (3 Folders) | box 19 | folder 7 to 9 |
| Review of Upward Bound Program, 1987 July | box 19 | folder 10 |
| Student Action Forms, 1987-1990 | box 19 | folder 11 |
| Staff Handbooks, undated | box 19 | folder 12 |
| Student Handbooks, undated | box 19 | folder 13 |
| Summer Residential Program Handbook, undated | box 20 | folder 1 |
| USDOE Grant Application Guidelines, 1983 | box 20 | folder 2 |
| Work Plans, 1978-1980<br>Physical Description: (2 Folders) | box 20 | folder 3 to 4 |
| Year-End Reports, 1974-1977, 1985, 1974-1977, 1985<br>Physical Description: (3 Folders) | box 20 | folder 5 to 7 |
| Counselor and Teaching Assistant Lists, 1991 | box 73 | folder 1 |

ˆ Return to Table of Contents

## Series III: Talent Search, 1976-1998

### Scope and Contents

Files in this series contain information on the Talent Search program. Documents include class notes, conference and workshop materials, "director's and honors lists," exams, grant proposals, final reports, quarterly reports, and the text of the Seventh and Eighth Grade Early Intervention Initiative. Additional Talent Search files can be found in Series I: Double Discovery Center, 1960-2007.

| Title/Description | Instances | |
|---|---|---|
| General, undated | box 20 | folder 8 |
| Activities and Clubs, 1994, 1995-1996, 1994, 1995-1996 | box 20 | folder 9 |
| Class Notes, 1993 Summer, 1993 | box 20 | folder 10 |
| College Exploration, 1995 Summer, 1995 | box 20 | folder 11 |
| College Program Review, 1993-1996 | box 20 | folder 12 |
| Conferences and Workshops, 1993, 1995, 1993, 1995 | box 20 | folder 13 |
| Correspondence and Memorandum, 1993-1998 | box 20 | folder 14 |
| Directors and Honors Lists, 1993, 1998, 1993, 1998 | box 20 | folder 15 |
| Early Childhood Internship Program, 1998 Summer, 1998 | box 20 | folder 16 |
| Exams, 1992, 1996, 1998, 1992, 1996, 1998 | box 20 | folder 17 |
| Federal Program Proposal, 1977 | box 20 | folder 18 |
| Final Reports, 1984-1985<br>Physical Description: (2 Folders) | box 20 | folder 19 to 20 |
| Grade Sheets, 1995 Summer, 1995<br>Conditions Governing Access:<br>**Conditions Governing Access**<br>[Restricted until 2071] | box 20 | folder 21 |
| Mini Course Series, 1991, 1993, 1991, 1993 | box 20 | folder 22 |
| Newsletter, 1989 July-August | box 20 | folder 23 |
| Operations Report--Registration Procedures, 1996 January | box 20 | folder 24 |
| Policy Manual, 1981 October | box 20 | folder 25 |
| Pre-Ninth Grade High School Preparation, 1996 July | box 20 | folder 26 |
| Progress Report, 1976 December-February | box 20 | folder 27 |
| Quarterly Reports, 1977-1978 | box 20 | folder 28 to 29 |

Physical Description: (2 Folders)

| | | |
|---|---|---|
| Schedules, 1994, 1996, 1994, 1996 | box 20 | folder 30 |
| Seventh and Eight Grade Early Intervention Initiative (EII), 1993 | box 20 | folder 31 |
| Staff Biographies, 1994, 1996, 1994, 1996 | box 21 | folder 1 |
| Staff Handbooks, circa, 1998 | box 21 | folder 2 |
| Staff Orientation, 1994 Summer, 1994 | box 21 | folder 3 |
| Student Council Elections, 1994-1995 | box 21 | folder 4 |
| Student Handbooks, undated | box 21 | folder 5 |
| Student Survival Guides, 1997 Summer, 1997 | box 21 | folder 6 |
| Syllabi, 1994, 1996-1998, 1994, 1996-1998 | box 21 | folder 7 |
| Yearly Review, 1992-1993 | box 21 | folder 8 |

ˆ Return to Table of Contents

## Series IV: Other Programs, 1988-1996

### Scope and Contents

Series IV contains information on the other programs at DDC, including Brother's of New Direction (BOND), Latino Project Discover, Reaching Youth Through Saturday Education Alliance, and Youth Education Through Sports. Two other programs at DDC were the Bridge Volunteer Program and Career Beginnings. While there are no specific files on these programs, information on the Bridge Volunteer Program and Career Beginnings can be found in Series I: Double Discovery Center Series, 1960-2007.

| Title/Description | Instances | |
|---|---|---|
| Brothers of a New Direction (BOND) | box 21 | folder 9 |
| General, 1989-1994 | box 21 | folder 10 |
| Student Rosters, 1991,1993 | box 21 | folder 10 |
| Conditions Governing Access:<br>**Conditions Governing Access**<br>[Restricted until 2069] | | |
| Reaching Youth through Saturday Education (RYSE) | box 21 | folder 11 |
| General, undated | box 21 | folder 12 |
| Student Rosters and Attendance Sheets, 1996 Spring, 1996 | box 21 | folder 13 |
| Conditions Governing Access: | | |

**Conditions Governing Access**

[Restricted until 2072]

| | | |
|---|---|---|
| Latino Project Discover, 1988 | box 21 | folder 14 |
| Sonya Kovalevskaya High School Math Days, 1994 | box 21 | folder 15 |
| Young Achievers, 1996 Summer, 1996 | box 21 | folder 16 |
| Young Women's Alliance, 1994 | box 21 | folder 17 |
| Youth Education through Sports, 1990 | box 21 | folder 17 |

ˆ Return to Table of Contents

## Series V: Student Files, 1990-2003

**Scope and Contents**

This series comprises individual student files for those enrolled in both Upward Bound and Talent Search programs. Documents include applications, household tax information, test results, health forms, worksheets, student art, some correspondence, student evaluation forms, and "bowl scores". Students that were in the Upward Bound program earned "bowl score" numbers, which are used by the DDC staff to measure student participation and overall success in the program. This series was originally organized by the program and year. However, for access purposes, the files have been rearranged in alphabetical order by the student's last name. Files for a student from multiple years have been combined into one file per name.

| Title/Description | Instances |
|---|---|
| Aba-Jabel-Alleyne<br>Conditions Governing Access:<br>**Conditions Governing Access**<br>[Restricted until 2079] | box 22 |
| Almanzar-Arnold, Andrew<br>Conditions Governing Access:<br>**Conditions Governing Access**<br>[Restricted until 2079] | box 23 |
| Arnold, Dwayne-Barker<br>Conditions Governing Access:<br>**Conditions Governing Access**<br>[Restricted until 2079] | box 24 |
| Barksdale-Beraud<br>Conditions Governing Access: | box 25 |

**Conditions Governing Access**

[Restricted until 2079]

Bereyah-Briceno box 26

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

Briggs-Burke box 27

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

Burnett-Capel box 28

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

Capellan-Chase box 29

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

Chau-Coleman box 30

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

Coles-Crittenden box 31

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

Crockett-Darien box 32

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

Darlington-Deleon box 33

Conditions Governing Access:

**Conditions Governing Access**

[Restricted until 2079]

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De Los Santos-Dormeus — box 34

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

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Dorns-English — box 35

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

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Enoch-Feliz — box 36

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

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Ferdinand-Franks — box 37

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

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Fraser-Garcia — box 38

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

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Garib-Gonzalez, A. — box 39

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

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Gonzalez, C.-Guerrero — box 40

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

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Guevara-Hart — box 41

Conditions Governing Access:

**Conditions Governing Access**

[Restricted until 2079]

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Harvey-Hickson box 42

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

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Hidalgo-Irizarry, A. box 43

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

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Irizarry, V.-Jervey box 44

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

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Jeter-Jones, J. box 45

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

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Jones, K.-Kirton box 46

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

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Knight-Lee box 47

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

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Leeper-Lopez box 48

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

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Lora-Marte box 49

Conditions Governing Access:

**Conditions Governing Access**

[Restricted until 2079]

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Martin-McField box 50

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

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McGarrell-Meskina box 51

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

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Metagr-Monxhwedey box 52

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

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Moon-Myvett box 53

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

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Nager-Ofori box 54

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

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Ogando-Parker box 55

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

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Parrales-Pereyra box 56

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

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Perez-Piney box 57

Conditions Governing Access:

**Conditions Governing Access**

[Restricted until 2079]

Pinkney-Quinn box 58

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

Quinones-Restrepo box 59

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

Retif-Roberts box 60

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

Robinson-Rogers box 61

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

Rojas-Sampson box 62

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

Samuel-Scott box 63

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

Scutchins-Simon box 64

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

Simpkins-Soriano box 65

Conditions Governing Access:

**Conditions Governing Access**

[Restricted until 2079]

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Sornoza-Sylvestre — box 66

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

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Tague-Thompson — box 67

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

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Thornhill-Valcourt — box 68

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

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Valdes-Wafula — box 69

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

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Wagner-Whyte — box 70

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

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Wickham-Wong, K. — box 71

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

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Wong, L.-Zuluaga — box 72

Conditions Governing Access:
**Conditions Governing Access**

[Restricted until 2079]

ˆ Return to Table of Contents