

JAMES O. EASTLAND COLLECTION
FILE SERIES 1: PERSONAL/POLITICAL
SUBSERIES 10: EXECUTIVE SECRETARY/JEAN ALLEN

Employed as a secretary in the senator's congressional office, Jean Allen worked for Eastland from 1945 until his retirement in 1978. The first box contains material related to the United States Senate Administrative Assistants & Secretaries Association from 1969 through 1978, in which Allen appears to have held the office of secretary. The association sponsored a number of social events and many of these functions included the attendance of senators. These files are arranged chronologically, as are the files of Allen's personal documents contained in the second box. The exceptions to this chronological order are Folder 2-30 and the loose notebooks which contain handwritten, typed, and shorthand notes composed by or for Allen in the course of her office work.

BOX 1: UNITED STATES SENATE ADMINISTRATIVE ASSISTANTS & SECRETARIES ASSOCIATION

Folder 1-1. May 1969 Party

Folder 1-2. June 1969 Party

Folder 1-3. November 1969 Party

Folder 1-4. December 1969 Party

Folder 1-5. 1969 Miscellaneous

Folder 1-6. 1969-1970 Membership Roster

Folder 1-7. March 1970 Party

Folder 1-8. April 1970 Party

Folder 1-9. June 1970 Party

Folder 1-10. October 1970 Party

Folder 1-11. 1970 Miscellaneous

Folder 1-12. March 1971 Party

Folder 1-13. May 1971 Party

Folder 1-14. June 1971 Party

Folder 1-15. December 1971 Party

Folder 1-16. 1971 Miscellaneous
Folder 1-17. February 1972 Party
Folder 1-18. April 1972 Party
Folder 1-19. June 1972 Party
Folder 1-20. September 1972 Party
Folder 1-21. December 1972 Party
Folder 1-22. 1972 Miscellaneous
Folder 1-23. March 1973 Party
Folder 1-24. 1976 Miscellaneous
Folder 1-25. October 1977 Party
Folder 1-26. 1977 Miscellaneous
Folder 1-27. 1977 Membership Roster
Folder 1-28. June 1978 Party
Folder 1-29. No date.

BOX 2: JEAN ALLEN

Folder 2-1. 1945
Folder 2-2. 1946
Folder 2-3. 1947
Folder 2-4. 1948
Folder 2-5. 1949
Folder 2-6. 1950
Folder 2-7. 1951
Folder 2-8. 1952

Folder 2-9. 1953
Folder 2-10. 1954
Folder 2-11. 1955
Folder 2-12. 1956
Folder 2-13. 1957
Folder 2-14. 1958
Folder 2-15. 1959
Folder 2-16. 1960
Folder 2-17. 1961
Folder 2-18. 1962
Folder 2-19. 1963
Folder 2-20. 1964
Folder 2-21. 1965
Folder 2-22. 1966
Folder 2-23. 1967
Folder 2-24. 1968
Folder 2-25. 1969
Folder 2-26. 1970
Folder 2-27. 1971
Folder 2-28. 1972
Folder 2-29. 1973
Folder 2-30. 1974
Folder 2-31. 1975

Folder 2-32. 1976

Folder 2-33. 1977

Folder 2-34. 1978

Folder 2-35. No date

Folder 2-36. Handwritten, Typed, & Shorthand Notes

Folder 2-37. Recipes

Loose. Nineteen spiral notebooks with handwritten & shorthand notes