

Jamie L. Whitten Collection
Series 10: Office Administration

The nine boxes in the Office Administration Series contain material related to the personnel, equipment, and management of Representative Jamie Whitten's congressional office in Washington, DC and his district offices in Mississippi. Subseries 1 contains general files organized by either year or subject. Subseries 2 documents the offices expenses and accounts and preserves the original filing system.

Subseries 1: General

BOX 1

Folder. 1950

Folder. 1951

Folder. 1952

Folder. 1953

Folder. 1956

Folder. 1961

Folder. 1962

Folder. 1963

Folder. 1964

Folder. 1965

Folder. 1966

Folder. 1967

Folder. 1968

Folder. 1969

Folder. 1970

Folder. 1971

Folder. 1972

Folder. 1973

Folder. 1974

Folder. 1975

Folder. 1976

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Folder. 1980

Folder. 1981

Folder. 1982

Folder. 1983

Folder. 1984

Folder. 1985

Folder. 1986

Folder. 1987

Folder. 1988

Folder. 1989

Folder. 1990

Folder. 1991

Folder. 1992

Folder. 1993

Folder. 1994

Folder. Undated

Folder. Business Announcements

Folder. Business Cards

Folder. Business Cards -- Whitten

Folder. Congressional Pages

BOX 2

Folder. Contact Information – Mississippi Bankers

Folder. Contact Information – Mississippi Doctors

Folder. Contact Information – Mississippi Lawyers

Folder. Contact Information – Rolodex Cards

Folder. Contact Lists/Directories

Folder. District Office -- Charleston

Folder. District Office – Charleston 1975

Folder. District Office – Charleston 1976

Folder. District Office – Charleston 1977

Folder. District Office – Charleston 1979

Folder. District Office – Charleston 1983

Folder. District Office – Charleston 1986

Folder. District Office – Charleston 1987

Folder. District Office – Charleston 1990

Folder. District Office – Charleston 1991

Folder. District Office – Oxford

BOX 3

Folder. District Office – Oxford 1974

Folder. District Office – Oxford 1975

Folder. District Office – Oxford 1976

Folder. District Office – Oxford 1977

Folder. District Office – Oxford 1979

Folder. District Office – Oxford 1982

Folder. District Office – Oxford 1983

Folder. District Office – Oxford 1984

Folder. District Office – Oxford 1986

Folder. District Office – Oxford 1987

Folder. District Office – Oxford 1990

Folder. District Office – Oxford 1991

Folder. District Office – Tupelo

Folder. District Office – Tupelo 1975

Folder. District Office – Tupelo 1976

Folder. District Office – Tupelo 1977

Folder. District Office – Tupelo 1979

Folder. District Office – Tupelo 1982

Folder. District Office – Tupelo 1983

Folder. District Office – Tupelo 1984

Folder. District Office – Tupelo 1986

Folder. District Office – Tupelo 1987

Folder. District Office – Tupelo 1990

Folder. District Office – Tupelo 1991

BOX 4

Folder. Equipment Guidelines

Folder. Form Letters from Whitten 1944-1972

Folder. House Rules

Folder. Interns

Folder. Job Applicants

Folder. Protocol

Folder. Reference Quotations

Folder. Samples of Stationery Letterhead

Folder. Samples of Manila Envelopes with Letterhead

Folder. Telephone Messages

Subseries 2: Finances

Folder: Expenses 1949

Folder: Expenses 1950

Folder: Expenses 1951

Folder: Expenses 1952

Folder: Expenses 1953

Folder. Telephone 1957

Folder. Office Equipment 1959

Folder. Stationery Account 1960

Folder. Telephone 1960

Folder. Newspaper Subscriptions 1961-1964

Folder. Office Equipment 1961

Folder. Stationery Account 1961

Folder. Expenses 1963

Folder. Stationery Account 1963

Folder. Office Equipment Expenses 1963

Folder. Expenses 1964

Folder. Office Equipment 1964

Folder. Office Equipment Expenses 1965

Folder. Telephone 1965

Folder. Office Equipment Expenses 1966

Folder. Telephone 1966

Folder. Mail 1967

Folder. Telephone 1967

Folder. Travel Expenses 1967

Folder. Office Equipment 1968

Folder. Stationery Account 1968

Folder. Telephone 1968

Folder. Mail 1969

Folder. Office Equipment 1969

Folder. Telephone 1969

Folder. Office Equipment 1970

Folder. Official Expenses 1971

Folder. Stationery Account 1971

Folder. Mail 1972

Folder. Office Equipment Expenses 1972

Folder. Stationery Account 1972

Folder. Telephone 1972

Folder. Official Expenses 1973

BOX 5

Folder. Telephone 1973

Folder. Travel Expenses 1973

Folder. Office Equipment 1974

Folder. Official Expenses 1974

Folder. Telephone 1974-1977

Folder. Travel Expenses 1974

Folder. Expenses 1975

Folder. Mail 1975

Folder. Office Equipment Expenses 1975

Folder. Travel Expenses 1975

Folder. Mail 1976

Folder. Office Equipment Expenses 1976

Folder. Communications 1977

Folder. District Offices 1977

Folder. Office Equipment Expenses 1977

Folder. Stationery Account 1977w

Folder. Telephone 1977

Folder. Travel Expenses 1977

Folder. Newspaper Subscriptions 1978-1981

Folder. District Offices 1978

Folder. Office Equipment Expenses 1978

Folder. Official Expenses January – June 1978

Folder. Official Expenses July – December 1978

Folder. Stationery Account 1978

Folder. Office Equipment Expenses 1979

Folder. Official Expenses January – June 1979

Folder. Official Expenses July – December 1979

BOX 6

Folder. Stationery Account 1979

Folder. Travel Expenses 1979

Folder. Office Equipment Expenses 1980

Folder. Official Expenses January – June 1980

Folder. Official Expenses July – December 1980

Folder. Stationery Account 1980

Folder. Travel Expenses 1980

Folder. Voucher Information 1980-1985

Folder. Newspaper Subscriptions 1981

Folder. Official Expenses January – June 1981

Folder. Official Expenses July – December 1981

Folder. Office Equipment Expenses 1981

Folder. Stationery Account 1981

Folder. Travel Expenses 1981

Folder. Official Expenses Journal 1982-1987

Folder. Newspaper Subscriptions 1982

Folder. Official Expenses January – June 1982

Folder. Official Expenses July – December 1982

Folder. Office Equipment Expenses 1982

BOX 7

Folder. Stationery Account 1982

Folder. Travel Expenses 1982

Folder. Office Equipment Expenses 1983

Folder. Official Expenses January – June 1983

Folder. Official Expenses July – December 1983

Folder. Stationery Account 1983

Folder. Travel Expenses 1983

Folder. Office Equipment Expenses 1984

Folder. Official Expenses January – June 1984

Folder. Official Expenses July – December 1984

Folder. Stationery Account 1984

Folder. Travel Expenses 1984

Folder. Office Equipment Expenses 1985

Folder. Office Financial Information 1985

Folder. Official Expenses January – June 1985

Folder. Official Expenses July – December 1985

Folder. Stationery Account 1985

Folder. Travel Expenses 1985

Folder. General Financial Information 1986

Folder. Office Equipment Expenses 1986

Folder. Official Expenses January – June 1986

BOX 8

Folder. Official Expenses July – December 1986

Folder. Stationery Account 1986

Folder. Telephones 1986

Folder. Travel Expenses 1986

Folder. District Offices 1987

Folder. Office Equipment Expenses 1987

Folder. Official Expenses January – June 1987

Folder. Official Expenses July – December 1987

Folder. Stationery Account 1987

Folder. Telephones 1987

Folder. Travel Expenses 1987

Folder. District Offices 1988

Folder. Office Equipment Expenses 1988

Folder. Official Expenses January – June 1988

Folder. Official Expenses July – December 1988

Folder. Stationery Account 1988

Folder. Telephone 1988

Folder. Travel Expenses 1988

Folder. Expenses 1989

Folder. Telephone 1989

Folder. Telephone 1990-1991

Folder. District Offices 1990

Folder. Office Equipment Expenses 1990

Folder. Official Expenses January – June 1990

BOX 9

Folder. Official Expenses July – December 1990

Folder. Stationery Account 1990

Folder. Travel Expenses 1990

Folder. District Offices 1991

Folder. Mail Count 1991

Folder. Office Equipment Expenses 1991

Folder. Official Expenses January – June 1991

Folder. Official Expenses July – December 1991

Folder. Stationery Account 1991

Folder. Telephone 1991

Folder. Travel Expenses 1991

Folder. Mail Count 1992

Folder. Office Equipment Expenses 1993

Folder. Telephone 1993

Folder. Mail Count 1994

Folder. Undated Finances