

## **Guide to the Ruby Duncan Papers on Operation Life**

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## Summary Information

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<b>Repository:</b>	University of Nevada, Las Vegas. University Libraries. Special Collections and Archives.
<b>Creator:</b>	Duncan, Ruby
<b>Title:</b>	Ruby Duncan Collection on Operation Life
<b>ID:</b>	MS-00367
<b>Date [inclusive]:</b>	1972-1992
<b>Physical Description:</b>	25.34 Cubic Feet (47 boxes, 1 oversized box, and 3 oversize folders)
<b>Physical Description:</b>	28.73 Linear Feet
<b>Language of the Material:</b>	English
<b>Abstract:</b>	The Ruby Duncan Papers consists of the organizational records of Operation Life Community Development Corporation (1972-1992), a non-profit organization that worked to improve living conditions in West Las Vegas, Nevada by providing a variety of community development services. Included are correspondence, agreements, accounting records, lease agreements, meeting materials, reports, speeches.

### Preferred Citation Note

Ruby Duncan Papers on Operation Life, 1972-1992. MS-00367. Special Collections, UNLV Libraries, University of Nevada, Las Vegas. Las Vegas, Nevada.

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## Biographical Note

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Political activist Ruby Duncan was born in Tallulah, Louisiana on June 7, 1932. Both of her parents died before she was four and she spent her youth living with various relatives in and around Tallulah, Louisiana. She attended school part-time from the age of eight until she was 14 and also worked chopping cotton at the Ivory Plantation. She then quit school to go to work full-time, first as a waitress and then as a barmaid. In 1953 Duncan left Louisiana for Las Vegas, Nevada. She found her aunt living near Henderson in a shack that did not have running water. Duncan found work as a maid and nanny in private homes. She later found higher paying jobs as a maid at the Stardust Hotel and then the Flamingo Hotel. It was at the Flamingo Hotel that Duncan first began to fight for better working conditions. Duncan walked off the job and the rest of the maids followed; she was fired the next day.

Because of the financial strain, Duncan reluctantly found herself on welfare struggling to support her family. She went in search of a position on the Las Vegas Strip in kitchen work that would provide her with higher wages. She worked at the Sahara Hotel until she injured herself when she slipped on cooking oil. Unable to work for nearly a year because of the injury, Duncan was forced to again utilize welfare to support her family.

In 1969 the *Las Vegas Sun* newspaper published an article based on an interview with Duncan. After that, Duncan started to speak out publicly about her situation and those of others like her. She started becoming politically active about her cause and found others who were prepared to be active as well. In 1971 Nevada cut approximately seventy-five percent of welfare aid to women with children. This act infuriated Duncan and served as the impetus for her social activism. Starting with small demonstrations that culminated into two protest marches down the Las Vegas Strip that drew some 6000 people including Jane Fonda, Sammy Davis Jr., and the Rev. Ralph Abernathy, leader of the Southern Christian Leadership Conference.

Duncan co-founded Operation Life in 1972 to promote welfare reform, and to improve the lives of those who lived in West Las Vegas, Nevada. Beginning with a library in West Las Vegas for which Operation Life provided space, their services grew to include promoting economic development, housing development and job development to operating a medical center and administering the Women, Infants, and Children (WIC) program and a Housing and Urban Development (HUD) certified home counseling program.

Duncan directed Operation Life for nearly twenty years. During her tenure, Operation Life initiated many programs designed to improve the lives of people in her community, such as a drug and alcohol abuse prevention program, a youth employment program, a low-income energy assistance program, a youth recreation program, and licensed, affordable daycare with an education component. Duncan also saw the need to educate women and children about how to find jobs, keep jobs, start businesses and run businesses. Operation Life built homes under HUD's Infill Housing Program and built "Ruby Duncan Manor" under HUD's section 202 which provided homes to 30 elderly and handicapped residents.

Ruby Duncan was the executive director of Operation Life from its inception in 1972 until 1990 when she was forced to resign due to poor health. During her time as executive director, in addition to the improvements that she and Operation Life made to West Las Vegas, Ruby Duncan was elected as a Nevada delegate to the 1980 National Democratic Convention. She also served on President Jimmy Carter's White House Conference on Families in 1980. She has received numerous awards and honors both locally and nationally; she has chaired various local and national organizations; and she has received commendations from senators, cabinet heads and presidents.

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## Scope and Content Note

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The Ruby Duncan Papers on Operation Life (1972-1992) contain the organizational records of Operation Life Community Development Corporation, a non-profit organization that worked to improve living conditions in West Las Vegas, Nevada by providing a variety of community development services. The collection also provides a partial documentation of the lives and struggles of West Las Vegans and the

improvements they endeavored to make for their community. Included are correspondence, agreements, accounting records, lease agreements, meeting materials, reports, speeches.

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## Arrangement of the Records

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The collection is divided into three series:

Series I. Administrative Files;

Series II. Community Development Services;

Series III. Personal Papers.

Material is arranged in rough alphabetical order within each sub-series.

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## Administrative Information

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### Access Note

This collection is open for research.

### Publication Rights

Materials in this collection may be protected by copyrights and other rights. See [Reproductions and Use](#) on the UNLV Special Collections website for more information about reproductions and permissions to publish.

### Acquisition Note

Collection donated in 1996 by Ruby Duncan; accession number 96-8.

### Processing Note

Collection was processed in 2001 by Cecily Cook. In 2017 Joyce Moore revised and enhanced the collection description to bring it up to current professional standards.

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## Related Materials

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### Separated Materials

Some of the photographs in this acquisition were removed from the collection and placed in Ruby Duncan Photographs, 1972-1992. PH-00363. Special Collections, University Libraries, University of Nevada, Las Vegas. Las Vegas, Nevada.

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## Names and Subjects

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- African Americans – Nevada – Las Vegas – Biography
- Welfare rights movement -- Nevada -- Las Vegas
- Welfare recipients -- Nevada -- Las Vegas -- Political activity
- Women in community development -- Nevada -- Las Vegas
- Women social reformers -- Nevada -- Las Vegas
- Poor -- Services for -- Nevada -- Las Vegas
- Political activists--Nevada--Las Vegas
- Operation Life Community Development Corporation (Las Vegas, Nev.)

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## Collection Inventory

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### Series 1. Administrative Files, 1972-1991

Physical Description: 9 boxes

Scope and Contents: This series contains Ruby Duncan's general administrative files for Operation Life from 1972 to 1991. Included are public and private funding information and miscellaneous resource materials. The materials are organized into seven sub-series.

Arrangement: Material is arranged alphabetically in each sub-series.

#### Subseries 1.1. Office Administration

Physical Description: 1 box

Scope and Contents: General administrative files for Operation Life, including vendor files, appointment diaries, invoices, board minutes, correspondence, press releases and samples of stationary and business forms that Operation Life used under the direction of Ruby Duncan.

Title/Description	Containers
ACP "Project Vote", undated	box 1

ADT Security System, 1987-1990	box 1
Agreements, miscellaneous, 1974-1989	box 1
Alarm and sprinkler system contracts, 1981	box 1
Alson Recording Studio and Tape Center, undated	box 1
Appointment Diaries, 1988, 1990	box 1
Architects, 1981	box 1
Attorney, Anderson, Jack F., correspondence, 1989	box 1
Attorney, Brown, Mahlon B., correspondence, 1985-1992	box 1
Attorney Invoice Statements, Brown and Kane, 1988-1991	box 1
Award recipients, undated	box 1
Bids, 1986	box 1
Bills, invoices and collections, 1967-1992	box 1
Blank forms, 1976-1989	box 1
Block grant prototype, undated	box 1
Board minutes, correspondence, miscellaneous board, 1979-1991	box 2
Board of Trustees, 1981	box 2
City of Las Vegas, Notice and Order to Abate Dangerous, 1988-1999	box 2
Clark County Legal Services Program, 1980-1982	box 2
Clip art, undated	box 2
Consultant: Beasley, Ed, Statement of Corporate Capability, undated	box 2
Consultant: Gorfkle, Judith, agreement and correspondence, 1990	box 2
Contact lists, 1980-1990	box 2
Correspondence, incoming, 1979-1985	box 2
Correspondence, incoming, 1986-1992	box 3
Correspondence, outgoing, 1979-1991	box 3
Credit Application submitted, 1989 September	box 3
Desk calendars, 1982-1990	flat file
Physical Description: (see Oversize Box)	21
Executive Director and Board Evaluations, 1980	box 3
Federal Reserve Bank of San Francisco, 1984-1985	box 3
Free use of meeting room, Treasury Hotel and Casino, 1981	box 3
Housing Request, information sheet, 1978-1981	box 3

E. F. Hutton, 1982-1985	box 3
Inactive files, 1986	box 03
Inspection reports, 1981	box 3
Insurance, 1980-1991	box 3
Long distance telephone call log, 1990-1991	box 3
Memos, 1986-1991	box 3
Miscellaneous, 1979-1991	box 3
Office machines and equipment, 1989	box 3
Operation Life Relocation and Expansion Project, 1987-1988	box 3
Press releases, incoming/outgoing, 1971-1991	box 3
Promotional materials, 1984-1991	box 3
Questionnaires, 1982	box 3
Stationary, undated	box 3
Telephone, Centel, 1989-1990	box 3
Telephone, Westel, 1982-1987	box 3
Miscellaneous handwritten notes, 1985-1991	box 4
Visitors comments sheets, 1985-1986	box 4
West Las Vegas Library project, 1979-1981	box 4

## Subseries 1.2. Financial

Physical Description: 10 folders

Scope and Contents: Included are miscellaneous banking records for Operation Life, an Internal Revenue service correspondence file, purchase orders, and tax exemption information.

<b>Title/Description</b>	<b>Containers</b>
Budgets and internal audits, 1988	box 4
Clark County Assessor, Personal Property Declaration, 1980 July 1–1981 June 30	box 4
First Federal Savings banking records, 1981-1982	box 4
Internal Revenue Service, correspondence regarding non-profit status, 1972-1991	box 4
Carey Means, accountant, correspondence, 1989-1991	box 4
Purchase orders, Women, Infants and Children (WIC), 1982-1988	box 4
Purchase orders, Operation Life, 1984-1988	box 4
Return of organization exempt from Income Tax, form, 1983-1991	box 4



Sign in sheets, financial reports, correspondence, 1982-1987

box 4

### Subseries 1.3. Legal Documents

Physical Description: 15 folders

Scope and Contents: Legal materials include articles of incorporation for Operation Life, Operation Life Local Development Company, and Operation Life Enterprises, Inc. It also includes the bylaws for Operation Life CDC and Operation Life Local Development Company. Also contained are lease agreements between Operation Life and various other entities and real property, escrow and earnest money documents pertaining to property purchased by Operation Life.

Title/Description	Containers
Appraisals, 1979-1987	box 5
Articles of Incorporation, Operation Life, 1987-1980	box 5
Articles and Certificate of Incorporation, Operation Life, 1979	box 5
Articles and Certificate of Incorporation, Operation Life, 1980-1983	box 5
Bylaws, Operation Life Community Development, 1976-1980	box 5
Bylaws, Operation Life Local Development Company, undated	box 5
Court Judgment, West Side Planning Group v. Community, 1978-1980	box 5
Disposition of Assets, October 19, 1982	box 5
Lease Agreement: KRUD 91 FM, 1977	box 5
Lease Agreement: Nation of Islam, 1989, 1990	box 5
Lease Agreement: Operation Life Medical Center, 1985-1987/1987	box 5
Lease Agreement: West Las Vegas Library, 1972-1973	box 5
Operation Life corporate documents, correspondence, 1978-1980	box 5
Real property, escrow, earnest money documents, 1980-1981	box 5
Resolution, land option, 1980	box 5

### Subseries 1.4. Personnel/Staff

Physical Description: 18 folders

Scope and Contents: This material relates to the personnel administration of Operation Life, such as payroll, employee benefits, job descriptions and staff meeting minutes.

Title/Description	Containers
Corporate Procedures for Travel, undated	box 5
Employee benefits, Blue Cross/Blue Shield, 1988-1991	box 5
Employee benefits, Far West Insurance Forms, undated	box 5
Employee forms (blank), 1983	box 5
Federal Insurance Contribution Act (FICA), 1988-1992	box 5

Job descriptions, 1973-1982	box 5
Lee, Juane, introduction letter, 1980	box 5
Nevada Employment Security Department, Quarterlies, 1973-1991	box 6
Payroll, miscellaneous dates, 1992-1986	box 6
Performance Review, Tammy Bass, 1987	box 6
Introduction letters, 1984-1991	box 6
Staff/Board Retreat, 1989	box 6
Staff meeting minutes, 1981 December 15–1984 June 22September 13, 1989 – January 17, 1990	box 6
Staff Project, Community Survey, undated	box 6
State Industrial Insurance System, 1989	box 6
Trudell, Harriet, notes, correspondence	box 6
Vacation schedule, 1985-1987	box 6
Weems, Aldine correspondence and notes, 1980-1992	box 6

### Subseries 1.5. Reports

Physical Description: 2 folders

Scope and Contents: Operation Life annual and quarterly reports.

Title/Description	Containers
Annual Report, Operation Life, 1980	box 6
Quarterly Report, 1981 October-December	box 6

### Subseries 1.6. Funding

Physical Description: 2.5 boxes

Scope and Contents: Covered are grant applications and information pertaining to various grants. Grants included the Community Development Block grant and funding sources that Operation Life utilized to fund their services and projects, such as the city of Las Vegas, Clark County, the state of Nevada, the Community Services Administration, Health and Human Services, Housing and Urban Development (HUD) and various private funding sources, such as the Ford Foundation.

Title/Description	Containers
Las Vegas, Community Development Block Grant, 1985	box 6
Las Vegas, Community Development Block Grant, 1990-1991	box 6
Las Vegas, Community Development Block Grant, 1980-1991	box 7
Las Vegas, Community Development Block Grant, 1988 February-April	box 7
North Las Vegas, Community Development Block Grant, 1990-1992	box 7
Notice of meetings and agendas, forms, Funding Proposal application, correspondence, 1977-1985	box 7

Clark County, Community Development Block Grant, 1990 October 4	box 7
Clark County, Community Development Block Grant, applications, 1982	box 7
Clark County, Community Development Block Grant, application submitted to Housing and Urban Development (HUD), 1985	box 7
Clark County, Community Development Block Grant, application submitted to HUD, 1986	box 7
Clark County, Community Development Block Grant, 1987	box 8
Clark County, Community Development Block Grant, application submitted to HUD, 1988	box 8
Clark County, Community Development Block Grant, correspondence, 1986-1990	box 8
Clark County, Community Development Block Grant, Home Counseling Office Equipment, 1990	box 8
Clark County, Community Development Block Grant, 1982	box 8
Clark County, Economic Opportunity Board (EOB), grant, 1986-1990	box 8
Nevada, Community Development Block Grant, miscellaneous applications, file 1, 1985	box 8
Nevada, Community Development Block Grant, 1985 Physical Description: 2 Files	box 8
Nevada, Community Development Block Grant, 1989	box 9
Nevada, Community Development Block Grant, 1991	box 9
Nevada, Community Services Block Grant, file 1, 1981-1988	box 9
Nevada, Community Services Block Grant, file 2, 1980	box 9
Nevada, Community Services Proposal, 1985	box 9
Nevada, Department of Human Resources, 1989	box 9
Nevada, Governor's Office of Planning Coordination, 1977-1982	box 9
Federal, Community Services Administration, 1979 October–1984 June	box 9
Federal, Community Services Administration, 1982 June–1983 April	box 9
Federal, Community Services Administration, general, 1977-1978	box 9
Federal, Community Services Administration, general, 1975-1981	box 9
Federal, Community Services Administration, legislative, January 18, 1980 – May 8, 1981	box 10
Federal, Community Services Administration, 1970-1985	box 10
Federal, Community Services Administration, monitoring, 1979-1981	box 10
Federal: Community Services Administration, Proposal, 1981	box 10

Federal, Community Services Administration, 1980-1986	box 11	
Federal, Community Services Administration, refunding, 1979	box 11	
Federal, Community Services Administration, memoranda, 1976 - 1982	box 11	
Federal, Health and Human Services, proposal, 1982	box 11	
Federal, Health and Human Services, Discretionary Block, 1984	box 11	
Federal, Health and Human Services, Discretionary Block Grant Program, 1984-1985	box 11	
Federal, HUD Proposal, Elderly Housing, June 17, 1983	box 5	folder 1
Federal, HUD Proposal, Infill Housing, July 1980	box 12	
Federal, HUD Urban Development Action Grant, 1981	box 12	
Private, Arco Foundation, 1981-1987	box 12	
Private, Bonner Foundation, 1989	box 12	
Private, Campaign for Human Development, file 1, 1979-1987	box 12	
Private, Campaign for Human Development, file 2, 1981-1986	box 13	
Private, Carnegie Corporation, 1981-1983	box 13	
Private, Ford Foundation correspondence, outgoing, 1982-1990	box 13	
Private, Ford Foundation, correspondence, incoming, miscellaneous, 1980 – 1990	box 13	
Private, Ford Foundation, newsletters and publications, 1980-1991	box 13	
Private, The Foundation, 1982	box 13	
Private, Hartford Foundation, 1982	box 13	
Private, Hunt Alternatives Fund, 1986	box 13	
Private, Joint Foundation, 1987	box 13	
Private, Levi-Strauss Foundation, 1983-1985	box 14	
Private, miscellaneous, 1981-1986	box 14	
Private, Mobil Foundation, Incorporated, 1982	box 14	
Private, National Committee on Self-Development, 1983	box 14	
Private, Normand Foundation, 1982	box 14	
Private, Request for Proposals, 1989-1991	box 14	
Private, Rockefeller Foundation, 1982	box 14	
Private, Vegasworld, 1972-1989	box 14	
Private, Women's Giving Fund, 1982	box 14	
Private, Windom Foundation, 1981-1983	box 14	

Private, Wynn, Elaine, 1983	box 14
Fundraising information, 1982-1985	box 14
Grantsmanship literature, file 1, 1981-1989	box 14
Grantsmanship literature, file 2, 1978-1991	box 14
Grantsmanship literature, file 3, 1980-1991	box 14

## Subseries 1.7. Resources

Physical Description: (3.5 boxes)

Scope and Contents: Included are Ruby Duncan's materials from organizations such as the Las Vegas Chamber of Commerce and the Economic Opportunity Board of Clark County and federal entities such as Federal Emergency Management Agency (FEMA).

Title/Description	Containers
American Association of Retired Persons (AARP), 1989-1991	box 15
Afro-American Cultural Services, 1983	box 15
American Legion, 1986	box 15
American Society for Public Administration, newsletters, 1986-1990	box 15
American Society for Public Administration, conferences, 1986-1991	box 15
American Society for Public Administration, 1986 July–1988 April	box 15
American Society for Public Administration, 1988 April 29–December 16	box 15
Building Service Contractors Association International, 1980-1981	box 15
Campaign For Community-Based Economic Development, 1981-1985	box 15
Campaign For Community-Based Economic Development, 1981-1990	box 16
Campaign for Housing, 1980	box 16
Catholic Community Services, 1987	box 16
Census Bureau, 1980-1991	box 16
Center for Community Change, correspondence,, 1980-1987	box 16
Center for Community Change, correspondence, file 2, 1979-1990	box 16
Center for Community Change, newsletters, file 3, 1981-1991	box 16
Citizens Advisory Committee on Downtown Development, 1987-1989	box 16
Citizens Budget Advisory Committee, 1980	box 16
City of Las Vegas, 1982-1991	box 16
City of North Las Vegas, 1981	box 16
Clark County Commission, 1980-1986	box 17
Clark County Counseling, Personnel and Guidance, 1980	box 17

Clark County Library District, 1980-1990	box 17
Clark County School District, 1979-1986	box 17
Coalition on Block Grants and Human Needs, 1984-1988	box 17
Community Development Advisory Committee, 1984	box 17
Community Information Exchange, "Knowledge Bits", 1984-1991	box 17
Community Information Exchange, "Alert," technical, 1989-1991	box 17
Community Information Exchange, miscellaneous	box 17
Community Programs Advisory Committee	box 17
Complete Count Committee, 1980	box 18
Democratic Party, 1984-1990	box 18
Economic Development Administration, 1980	box 18
Economic Opportunity Board of Clark County, 1978	box 18
Economic Opportunity Report, file 1, 1981	box 18
Economic Opportunity Report, file 2, 1982	box 18
Federal Emergency Management Agency, 1983	box 18
Federal Reserve Bank of San Francisco, 1983-1988	box 18
Food Research and Action Center, Incorporated, 1980-1988	box 18
Frontier Girl Scout Council, 1982-1987	box 18
German Democratic Republic, 1981-1990	box 19
Green Valley, undated	box 19
Housing Now, 1989	box 19
Jackson Avenue Merchants Association, 1980-1984	box 19
Junior League of Las Vegas, 1983	box 19
Las Vegas Chamber of Commerce, file 1, 1980-1990	box 19
Las Vegas Chamber of Commerce, file 2, 1988-1991	box 19
Las Vegas Chamber of Commerce, file 3, 1988-1991	box 19
Las Vegas/Clark County Consortium, 1980	box 20
Latin Chamber of Commerce, 1984-1991	box 20
League of Women Voters of Nevada, 1983	box 20
Legal Services Corporation, 1977-1984	box 20
The Lowry Group, 1983	box 20
Miscellaneous souvenir pamphlets, 1981-1986	box 20

Muscular Distrophy (MS) Foundation, 1990	box 20
National Association for the Advancement of Colored (NAACP), 1980-1985	box 20
National Association of Community Health Centers, Incorporated, 1987	box 20
National Association of Home Builders, correspondence, 1982-1991	box 20
National Association of Home Builders, file 2, 1981-1990	box 20
National Association of Home Builders, file 3, 1981-1984	box 21
National Association of Home Builders Report, 1986	box 21
National Association of Real Estate Brokers, 1980-1985	box 21
National Association of Social Workers, 1990-1991	box 21
National Association of Women Government Contractors, 1983	box 21
National Center for Urban Ethnic Affairs, 1981-1983	box 21
National Community Action Agency, 1980-1982	box 21
National Congress of Neighborhood Women, 1983	box 21
National Economic Development and Law Center, 1979-1991	box 21
National Economic Development and Law Center, 1979-1989	box 21
National Economic Development and Law Center, 1982-1987	box 21
National Economic Development and Law Center, 1983 May 10–1984 September 3	box 22
National Economic Development and Law Center, 1984 October 23–1985 July 19	box 22
National Economic Development and Law Center, 1980-1990	box 22
National Leased Housing Association, 1984-1986	box 22
National Low Income Housing Coalition, 1981-1987	box 22
Nevada Black Chamber of Commerce, 1983-1991	box 22
Nevada Humanities Committee, 1983-1993	box 22
Nevada Legislature, 1983-1986	box 22
North Las Vegas Chamber of Commerce, 1988-1990	box 22
Pro-Choice Advocacy, Incorporated, 1989	box 22
Southern Nevada Chapter of the Southern Christian Leadership Conference, 1977	box 22
Southern Nevada Homebuilders Association, "Bulletin", 1981 September–1986 January	box 23
Southern Nevada Homebuilders Association, 1981-1991	box 23
Southern Nevada Homebuilders Association, 1985 May–1991 May	box 23

Southern Nevada Homebuilders Association, 1982 February–1984 November	box 23
Southern Nevada Homebuilders Association, 1987 April–1989 November	box 23
Southern Nevada Homebuilders Association, 1990 January–1991 June	box 23
Southern Nevada Link, 1990	box 23
Southern Nevada Youth Programs, 1988-1990	box 23
Spanish Speaking Unity Council, 1979-1984	box 24
Unibex Global Corporation, 1988	box 24
United Church Board for Homeland Ministries correspondence, 1983	box 24
University of Nevada, Las Vegas (UNLV), 1987	box 24
United Way, 1980-1991	box 24
United Way Services, Incorporated, 1972-1989	box 24
Workshops and seminars, file 1, 1980-1993	box 24
Workshops and seminars, file 2, 1976-1991	box 24
Publications, local and Nevada, file 1, 1981-1989	box 24
Publications, local and Nevada, file 2, 1987-1991	box 24
Publications about minorities, 1982-1991	box 24
Publications, miscellaneous, 1980-1991 incomplete	box 24
Publications about women, 1985-1991	box 25

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## Series 2. Community Development Services, 1982-1992

Physical Description: 9 boxes

Scope and Contents: Included are Ruby Duncan materials relating to the Operation Life home counseling program, housing development, economic development, job development, and the various services that Operation Life provided to the community from 1982 to 1992.

Arrangement: Material is arranged in rough alphabetical order in each sub-series.

### SubSeries 2.1. Housing – Home Counseling/Housing Development

Physical Description: approximately 5 boxes

Scope and Contents: There are housing and Urban Development (HUD) home-counseling operational files from 1982 through 1992. Also includes are various HUD handbooks and information, as well as home counseling operational files for North Las Vegas dated from 1986 to 1991, miscellaneous files pertaining to housing development, files documenting Ruby Duncan Manor and the Cove Hotel.

Title/Description	Containers
Housing and Urban Development (HUD), 1982-1984	box 25



HUD, 1985-1988	box 25
HUD, 1986-1987	box 25
HUD, 1987-1988	box 25
HUD, 1987-1988	box 25
HUD, 1988-1989	box 25
HUD, 1989-1990	box 26
HUD, 1989-1990	box 26
HUD, 1990-1991	box 26
HUD, 1990-1991	box 26
HUD, 1991-1992	box 26
HUD Counseling Agency Activity Checklist, 1976	box 26
HUD Fax documents, 1990	box 26
HUD Forms, 1987	box 27
HUD Grants, 1983-1990	box 27
HUD Grants, 1983-1990	box 27
HUD, guidelines and information, 1983-1990	box 27
HUD Handbook, 1976	box 27
HUD Handbook, 1979	box 27
HUD Handbook, 1990	box 27
HUD Information Kit, file 1, 1989	box 27
HUD Information Kit, file 2, 1989	box 27
HUD Logbooks, 1985-1991	box 27
HUD, miscellaneous, 1981-1991	box 27
HUD, misplaced client letters, 1990	box 27
HUD Monthly Reports, 1990	box 28
HUD Monthly Reports, 1991	box 28
HUD Proposal, 1989-1990	box 28
HUD Requests for Reimbursements, July 1987 - July 1990	box 28
HUD Training sample file file 1, 1979-1991	box 28
HUD Training sample file, file 2, 1984-1990	box 28
HUD Training, sample, file 3, 1990	box 28
HUD Unit Report, 1989	box 28

HUD Veterans Administration, 1990	box 28
Las Vegas Agreement, 1983-1984	box 28
North Las Vegas, 1986-1987	box 28
North Las Vegas, 1987-1988	box 28
North Las Vegas, 1988	box 28
North Las Vegas, 1988-1989	box 29
North Las Vegas, 1988-1990	box 29
North Las Vegas, fiscal year, 1989-1990	box 29
North Las Vegas, fiscal year, 1990-1991	box 29
North Las Vegas, Community Development Block Grant, 1989	box 29
North Las Vegas, reports, 1988-1989	box 29
Consumer Credit Counseling, 1990	box 29
Grant for Fax machine, 1990-1991	box 29
Housing Request, information sheet, 1980-1981	box 29
Intake Sheets (walk-ins), 1989-1998	box 29
National Federation of Housing Counselors, undated	box 29
Centennial Park Arms, applications, undated	box 29
Clark County Assessors Office, 1989-1992	box 29
Community Development Credit Union, 1979-1980	box 29
Community Housing Resource Board, correspondence, 1984-1991	box 29
Community Housing Resource Board, miscellaneous, 1981-1990	box 30
Contacts, small construction, 1970	box 30
Contractors, estimating service, 1980	box 30
Copies of Proposals, 1981-1982	box 30
Economic Opportunity Board, "Project Home", 1988-1991	box 30
Emay Consulting Company, Commercial Market Analysis, 1980	box 30
The Enterprise Foundation, 1984-1988	box 30
The Enterprise Foundation, 1989-1991	box 30
Fair Housing Strategies Task Force, 1981-1982	box 30
Fair Housing, information, 1985-1986	box 30
Housing Authority of Las Vegas, 1984-1992	box 30
Housing brochures and miscellaneous materials, file 1, 1980-1991	box 30

Housing brochures and miscellaneous materials, file 2, 1981-1991	box 31
Infill Housing, 1981-1986	box 31
Housing Law Bulletin, 1979-1980	box 31
Industrial Market Analysis, 1980	box 31
Jagco Development and Construction, 1987	box 31
Miscellaneous, 1981-1991	box 31
Nevada Equal Rights Commission, 1978-1989	box 31
Nevada Housing Division, information, 1980-1984	box 31
Philadelphia Freedom, 1989	box 31
Twin Lakes Terrace, 1988	box 31
Urban Reinvestment Task Force, 1975	box 31
HUD Bankruptcy Cases, 1987-1991	box 31
HUD, circular letters, 1981-1991	box 31
HUD Community Development Block Grant, 1980-1983	box 31
HUD, Correspondence, 1981-1988	box 31
HUD Cove Hotel, file 1, 1979-1989	box 31
HUD Cove Hotel, file 2, 1978-1981	box 32
HUD Cove Hotel, file 3, 1979-1988	box 32
HUD Cove Hotel, HGB Corporation, 1982-1984	box 32
HUD Cove Hotel, Knight, Grover, 1986	box 32
HUD Cove Hotel, Pre-Bid Conference, 1981 April 25	box 32
HUD Cove Hotel, Securing the Cove Hotel, 1977-1989	box 32
HUD Duncan Manor, Minority Business Enterprises proposal for Duncan Manor, 1981	box 32
HUD Duncan Manor, Preliminary Proposal to HUD, December 1980	box 32
HUD Duncan Manor Apartments, 1981-1988	box 32
HUD Duncan Manor Apartments, Application to HUD, 1981 July	box 33
HUD, forms, 1986	box 33
HUD Guidebook, Homebuyers Information Package, undated	box 33
HUD Handbook for Elderly and Handicapped Housing, 1983	box 33
HUD Handbook, Minimum Property Standards, 1982	box 33
HUD Housing site photographs, 1987	box 33
HUD, joint ventures, 1980	

	box 33
HUD miscellaneous, 1976-1990	box 33
HUD, Notice to Contractors, file 1, 1981-1983	box 33
HUD, Notice to Contractors, file 2, 1982-1987	box 34
HUD, publications and Information, file 1, 1977-1991	box 34
HUD, publications and Information, file 2, 1974-1990	box 34
HUD, public auction homes, 1983	box 34
HUD, Ruby Duncan Manor, file 1, 1975-1992	box 34
HUD, Ruby Duncan Manor, file 2, 1983-1990	box 34
HUD, Ruby Duncan Manor, file 3, 1979-1985	box 34
HUD, Ruby Duncan Manor, Section 202, proposal, 1983	box 34
HUD, Ruby Duncan Manor, blueprints Physical Description: (oversized)	flat file 22
HUD, Section 8, miscellaneous, 1980-1988	box 34
HUD, Section 202, handicapped housing, 1982	box 34
HUD, Section 235, miscellaneous, 1979	box 34
HUD, Section 236, Handbook, 1985	box 35
HUD, Section 312, miscellaneous, 1980	box 35

## SubSeries 2.2. Economic Development – Business Development/Job Development

Physical Description: approximately 2 boxes

Scope and Contents: There are materials pertaining to specific Operation Life projects including the Overall Economic Development Plans and miscellaneous material relating to governmental agencies and economic development and job development organizations.

Title/Description	Containers
Beauty Salon, 1980	box 35
Center for Community Economic Development, 1979-1980	box 35
Clark County Office of Employee Performance and Development (OEDP) Committee	box 35
Commercial Market Analysis, 1975	box 35
Community Development Strategy	box 35
Concept paper and double social utility	box 35
Conference for Nevada Small Businesses	box 35
Corporation for Enterprise Development	box 35
Corporation for Public and Private Ventures	box 35

Department of the Army	box 35
Eastside Community Investments, Incorporated	box 35
"Economic Development"	box 35
Economic Development Citizens Committee	box 35
Economic Justice for Women Who Are Poor	box 35
Institute for Economic Development	box 36
Light Industry, Kasta Corporation	box 36
Listing of Economic and Business Development Programs	box 36
Local Development Company, information	box 36
Minority Business Enterprise Commission	box 36
Miscellaneous	box 36
MX Missile Program, 1981	box 36
National Advisory Council on Economic Opportunity	box 36
National Center for Economic Alternatives	box 36
National Congress for Community Economic Development	box 36
National Congress for Community Economic Opportunity	box 36
National Development Council, Operations Manual	box 36
National Endowment for Democracy (NED) and Lending Club (LC) Conference, 1985	box 36
Nevada Black Chamber of Commerce, OEDP Committee	box 37
Nevada Black Chamber of Commerce	box 37
Nevada Department of Economic Development	box 37
New Dawn Technical Institute	box 37
Nucleus Plaza	box 37
Overall Economic Development Plan, 1978	box 37
Economic Development Plan, Nevada Black Chamber of Commerce, 1985	box 37
Overall Economic Development Plan, Nevada Black, 1986	box 37
Overall Economic Development Plan, Nevada Black, 1987	box 37
Overall Economic Development Plan, Clark County, draft, 1986	box 37
Overall Economic Development Plan, Clark County, 1981-1986	box 38
Regency Carwash, 1981	box 38
Request for Proposals, 1987	box 38
Small Business Administration, 1973-1981	

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Small Business Assistance Center, 1984-1987	box 38
Small Business Investment Companies, 1975-1979	box 38
Southern Nevada Economic Development Council, 1980	box 38
Summa Corporation, 1981	box 38
Survey Training Report, 1978	box 38
United States Department of Commerce, 1983-1988	box 38
United States Office of Consumer Affairs, 1981-1984	box 38
Westside Community Development Commission, file 1, 1980-1985	box 38
Westside Community Development Commission, file 2, 1980-1983	box 38
Jobs Watch newsletter, 1983 December	box 39
Job Training Partnership, 1983	box 39
Miscellaneous materials, 1979-1991	box 39
Nevada Business Service, file 1, 1987-1989	box 39
Nevada Business Services, File 2, 1987-1991	box 39
Southern Nevada Employment and Training Program, 1984-1987	box 39
Southern Nevada Employment and Training Program, 1986-1988	box 39
United States Department of Labor, 1980-1984	box 39

### Subseries 2.3. Health and Human Services

Physical Description: approximately 2 boxes

Scope and Contents: Included are miscellaneous informational materials, a working file for the Committee of Low Income Women, working files for the Alcohol and Drug Abuse program for 1986–1988, food bank client forms, applications and submission logs for the Low Income Home Energy Assistance Program, material specific to the operations of the medical center, program applications for Women, Infants, and Children (WIC) from 1983 to 1987, and miscellaneous files pertaining to youth employment, Carey Arms Daycare and general youth issues.

Title/Description	Containers
Committee for Low Income Women, 1980-1986	box 39
Committee for Low Income Women, 1982	box 39
Committee for Low Income Women, 1983	box 39
Committee for Low Income Women, 1986	box 39
Alcohol and Drug Abuse Program, 1986-1987	box 39
Alcohol and Drug Prevention Services, 1982-1990	box 40
Drug and Alcohol Prevention Program, 1987-1988	box 40
Food Bank, Emergency Food Assistance Program, 1987	box 40

Food Bank, Emergency Food Assistance Program, Completed Client, 1988	box 40
Food Bank, Emergency Food Assistance Program, Completed Client Forms, 1989	box 40
Food Bank, Salvation Army, 1983-1986	box 40
Low Income Home Energy Assistance Program, applications, submission logs, 1983	box 40
Low Income Home Energy Assistance Program, correspondence, 1983-1992	box 40
Low Income Home Energy Assistance Program, miscellaneous, 1983-1991	box 40
Low Income Home Energy Assistance Program, training packages, 1987-1990	box 40
Medical Center Abstract, 1976	box 40
Medical Center, Administrative Plan, 1974-1982	box 40
Medical Center, Architect File, file 1, 1977-1988	box 40
Medical Center, Architect File, file 2, 1977-1988	box 41
Medical Center, blank forms, undated	box 41
Medical Center, board meeting agendas, minutes, correspondence, 1981-1986	box 41
Medical Center, Bylaws, undated	box 41
Medical Center, City of Las Vegas Community Development Block Grant (CDBG) Program, Proposal for Medical Center, 1988-1989	box 41
Medical Center, Clark County Health District, 1977-1981	box 41
Medical Center, CDBG Agreement, 1989	box 41
Medical Center, construction, 1982	box 41
Medical Center, corporate documents, 1973-1980	box 41
Medical Center, correspondence–incoming, 1980 – 1989	box 41
Medical Center, correspondence–outgoing, 1987 – 1988	box 41
Medical Center, Discretionary Grants Program, 1984-1987	box 41
Medical Center, Discretionary Grants Program, Expansion Program, 1984-1987	box 41
Medical Center, DYNA Alarm System, 1982	box 41
Medical Center, job descriptions and resume forms, 1970-1984	box 41
Medical Center, general, file 1, 1982-1989	box 41
Medical Center, general, file 2, 1982-1988	box 41
Medical Center, Medicare Physician and Supplier Directory, 1990 May	box 42
Medical Center, miscellaneous, 1982-1990	box 42
Medical Center, Office Management Handbook, 1986	box 42

Medical Center, Notice of Grant Award, 1979	box 42
Medical Center, Personnel Manual, undated	box 42
Medical Center, printed materials, undated	box 42
Medical Center, publications, 1973-1992	box 42
Medical Center, Public Health Service Grants Administration Manual, 1986	box 42
Medical Center, Ranch Market Health Clinic, 1979-1984	box 42
Medical Center, Urban Health Institute (UHI) Master File, 1981 February	box 42
Medical Center, Urban Health Initiative Renewal Application, 1985	box 42
Women, Infants, and Children (WIC) Application, 1986 – 1987	box 42
WIC, Fortune, LaShell, 1987	box 43
WIC, miscellaneous, 1985-1992	box 43
WIC, Nevada State Welfare Division, 1990	box 43
WIC, Program Applications, 1983–1987	box 43
WIC, Proposal, 1988–1989	box 43
Youth Services, Carey Arms Daycare Proposal, 1982	box 43
Youth Services, child abuse, 1972-1991	box 43
Youth Services, Children's Defense Fund, 1980-1989	box 43
Youth Services, miscellaneous, 1983-1990	box 43
Youth Services, National Black Child Development Institute, 1982-1991	box 43
Youth Services, Aid for Dependent Children Needs Standards, 1974-1986	box 43
Youth Services, summer employment, 1987	box 43
Youth Services, youth employment, 1979	box 43
Youth Services, youth information, file 1, 1986-1991	box 43
Youth Services, youth information, file 2, 1979-1991	box 43
Youth Services, Youth Policy Institute, 1987	box 43

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### Series 3. Personal, c.1980-1989

Physical Description: 2 boxes

Scope and Contents: This series is comprised of material from 1980 to 1991 pertaining directly to Ruby Duncan. It includes a Bannerman Award application from 1989, miscellaneous correspondence, including a letter from B.B. King, files relating to Jesse Jackson and the Rainbow Coalition and the National Organization for Women (NOW). There is also a file that contains speeches delivered by Ruby Duncan and material relating to the "White House Conference on American Families," which Duncan served on in 1980.



Arrangement: Material is arranged in alphabetical order in each box.

Title/Description	Containers
Bannerman Award Application, 1989	box 44
Correspondence, 1986-1989	box 44
Correspondence, B.B. King, 1990 July 4	box 44
Jesse Jackson for President Committee, 1987-1988	box 44
Jesse Jackson for President Committee, Clark County Voter Registration List, 1988	box 44
Jesse Jackson for President, campaign poster, 1988 Physical Description: (oversized- see OS box)	flat file 21
Miscellaneous clippings, correspondence, and recognitions, 1980s	box 44
National Organization of Women (NOW), file 1, 1986-1990	box 44
NOW, file 2, 1986-1987	box 44
NOW, file 3, 1986-1988	box 44
NOW, file 4, 1989	box 45
Rainbow Coalition, 1987-1989	box 45
Speeches, 1980	box 45
White House Conference on American Families, 1980	box 45
German Democratic Republic, newsletters, 1981-1990	box 46
Green Valley brochure, undated	box 46
Jackson Avenue Merchants Association, 1980-1986	box 46
Junior League of Las Vegas, correspondence, 1983	box 46
Housing Now, information, 1989	box 46
Las Vegas Chamber of Commerce, booklets, correspondence, clippings, and newsletters, 1980-1991 Physical Description: 3 Files	box 46
Las Vegas/Clark County Consortium, 1980	box 47
Latin Chamber of Commerce, newsletters and clippings, 1984-1991	box 47
League of Women Voters of Nevada, correspondence, 1983	box 47
Legal Services Corporation information, 1977-1984	box 47
The Lowry Group newsletter, 1983	box 47
Miscellaneous souvenir pamphlets, 1981-1986	box 47
Ms. Foundation for Women correspondence, 1990	box 47

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National Association for the Advancement of Colored People (NAACP), newsletters and training information, 1982-1991	box 47
National Association of Home Builders, brochures and newsletters, 1981-1991 Physical Description: 2 Files	box 47
Newspaper clippings, 1975-1991	oversized box 48

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