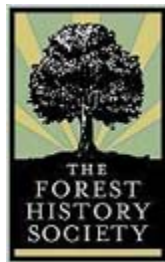


Inventory of the American Forest Institute Records, 1935 - 1975



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Descriptive Summary

Title:	American Forest Institute Records,
Dates:	1935 - 1975
Creator:	American Forest Institute
Abstract:	<p>The American Forest Institute was formerly called American Forest Products Industries, which was created in 1932 as a trade promotion subsidiary of the National Lumber Manufacturers' Association (NLMA). In 1992, the American Forest Institute merged with the American Paper Institute and the National Forest Products Association to become the American Forest & Paper Association. The American Forest Council (AFC) is an educational organization designed to supplement the lobbying activities of the National Forest Products Association.</p> <p>The records contain minutes, mailings, memoranda, and other materials of the Board of Trustees; general correspondence; reading files, press releases, mailings; and other materials of various divisions and committees; reading files of Charles Alton Gillett, Managing Director (1947-1967); publicity materials and reports of the National 4-H Forestry Program; also includes photographs, AFC publications, phonograph records, motion picture films, and miscellaneous educational and public relations material.</p>
Extent:	131.5 linear feet(81 record cartons, 2 archival boxes)
Repository:	Forest History Society Library and Archives
Call Number:	3222
Language of Material:	Material in English

Historical Note

The American Forest Institute was formerly called American Forest Products Industries, which was created in 1932 as a trade promotion subsidiary of the National Lumber Manufacturers' Association (NLMA). In 1992, the American Forest Institute merged with the American Paper Institute and the National Forest Products Association to become the American Forest & Paper Association. The American Forest Council (AFC) is an educational organization designed to supplement the lobbying activities of the National Forest Products Association.

AFPI was created in 1932 as a trade promotion subsidiary of the National Lumber Manufacturers' Association (NLMA). AFPI's trustees were a committee chosen from among NLMA's National Lumber Trade Extension campaign (NLTE) subscribers. In 1933, the Timber Engineering Company (TECO) was created as an AFPI-owned corporation for the research and development of new and improved lumber products.

Lumber associations and forest industry companies joined together to propose and fund research and promotional projects to be carried out by AFPI. In 1935, the Executive Committee of NLMA became the board of trustees for AFPI; NLTE was discontinued and the remainder of the NLTE funds were turned over to AFPI. AFPI continued to work on research and special trade promotion projects, each financed separately by project dues paid by participating associations. Administrative and operating costs were funded by general trade extension dues, payable by interested manufacturers.

Forest History Society Library and Archives

In 1941, in response to negative public opinion about the forest industries and the threat of federal regulation, the Forest Industries Public Relations Program was launched under the guidance of AFPI's Public Relations Committee, which was established for this purpose. Frederick K. Weyerhaeuser and others took responsibility for raising funds for this campaign, which expanded AFPI activities. These early public relations activities included a textbook evaluation program, a magazine and author's service providing articles and accurate, current facts about forests, publishing promotional materials detailing the role of lumber in the war effort, and producing educational materials for schools, as well as promoting the tree farm system. Because of the new emphasis on public relations in 1941, AFI considers this to be the official founding date of the organization.

In 1946, following a reorganization of NLMA, AFPI became independent, turning TECO over to NLMA and agreeing to concern itself solely with publicity and forestry matters. With this non-political stance, AFPI became a non-profit organization, serving as the public information arm of the forest industries. The members of the AFPI Public Relations Committee became its trustees.

The AFPI staff grew as the organization expanded, working with schools, libraries, publishers, writers, companies, legislators, forestry groups, and women's groups to publicize the activities and accomplishments of the forest industries. Issues and topics dealt with included government regulation, forest management, land use, fire prevention, liability laws, water quality, recreation, open space, multiple use, conservation, wildlife, and wilderness. AFPI distributed press releases, informational and promotional publications, educational aids, stories, articles, ads, radio scripts and interviews, many of which are found in this collection. The organization sponsored conferences, workshops, tours of industry facilities and tree farms, 4-H and Boy Scout awards, and programs such as "Keep Green", "Cash Crops", "Busy Acres", and tree farms.

AFPI's programs were established to address the issues and problems of the day in areas affecting the forest industries. The techniques and approaches AFPI utilized developed over the years to reflect the changing nature of technology, knowledge, and society in general. Evidence of these changes is abundant in the records and may be relevant to research in the fields of education, advertising, public relations, communications, and sociology. AFPI's organizational changes also shed light on the evolution of businesses and corporations.

AFPI's activities were coordinated and carried out by staff at the Washington office, personnel at the field offices and news bureaus, and supporters in the forest industry. Financial support was provided by annual subscription dues based upon the size and production of a company, and included pulp, paper, and plywood, as well as lumber manufacturers. In 1958, AFPI implemented a committee management plan in which divisions and departments were guided by subject-matter committees composed of member industry representatives.

Several structural reorganizations occurred as AFPI tuned its operations to meet changing needs. These changes are evident in the collection; a general idea of the structure at different time periods would be helpful to understand the materials. (Representative organization charts are found in Appendix C). A more in-depth description of these structural and functional changes is found in a short, general history of AFI and in the Encyclopedia of American Forest and Conservation History, both of which are available at the Forest History Society.

The collection has been arranged and, like this guide, is for the most part set up to reflect the structure of AFPI in 1966, before it became AFI. Early records from a division or committee that was discontinued are located either under the department or division that later had the same function, or under "AFPI General" (for example, the Advisory Committee minutes are listed under "National Council," its successor). Each heading under which items are listed includes a brief description that should be helpful in locating information.

In 1967, AFPI began serious discussion of a major reorganization and name change. Information in this collection concerning this name change, which took place in 1968, is limited.

Collection Overview

Forest History Society Library and Archives

The records contain minutes, mailings, memoranda, and other materials of the Board of Trustees; general correspondence; reading files, press releases, mailings; and other materials of various divisions and committees; reading files of Charles Alton Gillett, Managing Director (1947-1967); publicity materials and reports of the National 4-H Forestry Program; also includes photographs, AFC publications, phonograph records, motion picture films, and miscellaneous educational and public relations material.

Additional accessions are expected.

Collection Arrangement

1. American Forest Products Industries General Records, 1943-1968
2. Records Relating to the Trustees, 1944-1966
3. Records Relating to the Managing Director, 1943-1967
4. Records Relating to the Program and Planning Committee, 1959-1967
5. Records Relating to the Administrative Service Department, 1943-1968
6. Records Relating to the Forestry Department, 1935-1975
7. Records Relating to the Public Information Department, 1940-1968
8. Records Relating to Reports and Conferences, 1947-1968
9. National Lumber Manufacturers' Association Materials, 1950-1965
10. Tapes, Scrapbooks, and Flip Charts, 1941-1966
11. American Forest Products Industries Photographs, chiefly 1947-1951

Restrictions

Access Restrictions

No restrictions.

Copyright Notice

The nature of the Forest History Society's archival holdings means that copyright or other information about restrictions may be difficult or even impossible to determine despite reasonable efforts. The Forest History Society claims only physical ownership of most archival materials.

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Subject Headings

American Forest Council

American Forest Institute

American Forest Products Industries

Forest History Society Library and Archives

Gillett, Charles A.

Forest products industry -- 20th century

Forests and forestry -- Trade associations

Trade associations -- Wood-pulp industry -- United States

National Forest Products Association

Administrative Information

Preferred Citation

[Identification of item], American Forest Institute Records, Library and Archives, Forest History Society, Durham, NC, USA.

Processing Information

Processed by Jennifer Medlicott, 1982

Encoded by Amanda Ross, April 2009

Funding from the National Historical Publications and Records Commission supported the encoding of this finding aid. Support for digitization and outreach provided by the Alvin J. Huss Endowment.

Detailed Description of the Collection

1. American Forest Products Industries General Records, 1943-1968.

Box 1 Work Plans: Staff and Field, 1953-1967

Includes detailed work plans for the various AFPI departments, divisions, districts, and states, including objectives and monthly goals of each.

Box 2 Annual Reports, 1961-1966

Includes progress reports from the AFPI divisions, departments, field offices and state committees describing the status of the programs and activities of each.

Box 3-5, 7 Spring and Annual Meetings, 1943-1945 and 1960-1968

Includes information concerning AFPI meetings including docket books, information folders for the national committees, and Trustee, National Council and "General" folders, containing minutes, correspondence, reports, scripts, proceedings, speeches, guest and speaker lists, agendas, plans, and photos related directly to the meetings as well as informative materials such as AFPI progress reports, publicity, and other published materials; also, a binder with minutes, proceedings, and information from 1943-45 AFPI meetings.

Box 7 Meetings, 1943-1945

Box 3 Meetings, 1960-1962

Box 4 Meetings, 1963-1964

Box 5 Meetings, 1965-1966 and 1968

Box 6-7 Minute Books, 1960-1966

Includes minute books for the following national AFPI committees: Public Relations, Wildlife and Recreation, Women's Affairs, Research, and Technical Forestry, and for the Interassociation Public Relations Group, containing minutes, membership lists, notices and reports.

Box 6 National Committees

Box 7 Public Relations Groups

Box 8 Committee Folders, 1966-1967

Includes folders for each of the AFPI national committees as well as for the Program and Planning Committee, Nominating Committee, National Council, and Trustee Executive Committee, containing membership lists, agendas, drafts of publications, reports, minutes, project lists, and correspondence to and from Bernard Orell, AFPI president, and Charles Gillett, managing director, regarding meetings and appointments to committees.

Box 8 *AFPI Report, 1965-1968*

Includes copies of a monthly newsletter put out by AFPI, with information and notices about the organization's programs and activities. Also attached: monthly tree farm progress reports, several AFPI booklets, and a report concerning government land acquisition.

Box 8 American Forest Products Industries Circulars, 1945

Includes one bound volume of 1945 circulars, including form letters to lumber industry companies, memos to the AFPI Technical and Advisory committees, minutes, expenditure and receipt statements, proposed projects, lists and descriptions, and other information related to AFPI research and development programs, with financial statements for various projects.

Box 8 American Forest Products Industries Operations Manual, 1959

Includes a description of the structure and function of various components of AFPI, divided into administration, editorial, educational, and forestry sections.

2. Records Relating to the Trustees, 1944-1966.

AFPI operated under the guidance of a Board of Trustees, the governing body of the corporation, which met annually (semiannually after 1957) to consider and act upon program and policy recommendations presented by the National Council and the Trustee Executive Committee. Each trustee served for three years and was elected by the AFPI membership.

Box 7 Trustee Docket Books, 1960-1966

Includes docket books for trustee annual and spring meetings including agendas, minutes, reports, financial statements, budgets, trustee membership lists, open forum and meeting proceedings, press releases, AFPI five-year plans, and some added information.

Box 10 Trustee Mail Books, 1944-1965

Includes memorandum and correspondence to the trustees, primarily from Charles Gillett, managing director, usually with attached material such as a booklet, brochure, agenda, report, script, ad mat proof book, program, notice, minutes, annual report, survey, budget, publicity material, or other information and program materials.

Box 11 Trustee Correspondence, 1945-1966

Includes correspondence to and from trustees and AFPI administrative personnel, mainly concerning meetings and other matters such as solicitation. Separate file for each trustee (* denotes year elected).

Allin, William M., *1966

Bailey, W. J.

Birmingham, Earl

Brandis, John S.

Brown, C. O., *1947

Brown, J. M.

Calder, Alexander

Carpenter, Leonard G.

Conklin, Robert P., *1956

Damtoft, Walter J.

Denman, D. S.

DeWeese, Tom, *1961
Dierks, Fred H., *1949
Dixon, Wesley M., *1950
Dixon, Willard J.
Evans, Robert H.
Ferguson, Sydney, *1947
Frampton, D. B., *1949
Glatfelter, P. H., III
Greeley, W. B.
Hilton, William, *1949
Hines, Charles M., 1953
Hinman, John H.
Hult, Nils B., *1966
Huss, Alvin, *1958
Johnson, C. Russell, *1957
Kimberly, J. R.
Koenig, Paul
Kurth, Ernest L.
Laughlin, H. C., *1959
Luke, David L., Jr., *1957
Martin, Clyde S.
McGowin, N. F.
Meyer, A. B., *1961
Morgan, Clyde B.
Morriss, D. F., *1956
Nicholson, G. W. E.
Paine, Peter S., *1961
Rettig, Edwin C., *1959
Robertson, Rueben B., Jr., *1959
Sage, Charles H., *1949

Schoenhofen, Leo M.
 Sheehy, James T., *1958
 Sinclair, Peter T., *1960
 Stauffacher, C.B., *1961
 Temple, Arthur, Jr., *1959
 Wagner, Corydon
 Watzek, Peter F., *1957
 Welsh, W. D.
 Werling, F. H.
 Weyerhaeuser, J. P., Jr., *1954
 Weyerhaeuser, F. K., *1957
 Winton, R. C.
 Wortham, R. W., Jr.
 Young, Vertress

3. Records Relating to the Managing Director, 1943-1967.

Appointed by the Board of Trustees to take responsibility for the planning, implementation, and management of the day-to-day activities at headquarters and in the field. The Managing Director was head of the Washington staff and served as executive secretary of the Program and Planning Committee.

Box 12-13 Gillett Reading Files, 1960-1967

Includes outgoing correspondence from Charles Gillett, managing director, regarding financial support for AFPI, meetings, publications, committee appointments, budget/finance matters, and other topics. Some form letters to state forest industry committees from John Hinman (AFPI president 1959-1961), or Bernard Orell (president 1964-1967), concerning committee appointments, and from James Madden (president 1951-1953) or James Bronson (president 1961-1964) to industry regarding solicitation. Most binders are indexed.

Box 12 1960-1965

Box 13 1966-1967

Box 13 Gillett Talks, 1957-1963

Includes text of talks, which are indexed with title of talk, date, and place talk was delivered. Topics vary.

Box 13 Gillett Correspondence, 1960s, chiefly 1964-1967

Includes correspondence files, A-N (O-Z missing), regarding requests for information or advice, employment inquiries, hotel locations for AFPI meetings, and other matters. Filed by last name or company name. A folder containing letters from companies requesting AFPI literature, with replies from Charles Gillett.

Box 76

Correspondence with Organizations, chiefly 1948-1952 and 1961-1967

Includes correspondence and information files for various associations, councils, bureaus, and other groups. Includes correspondence with Charles Gillett, managing director, along with memos, clippings, press releases, articles and other items concerning the group. Also includes some prospect lists and solicitation dealing with the Southern Pine Association and the American Plywood Association. The files of the Forest Industries Council, the Forest Industries committee on Timber Valuation and Taxation, and the Forest Industries Information committee also contain minutes, reports, and other information.

Box 14

Wood Exhibit, Science Service Kit, and Other Projects, 1943-1957

Includes correspondence of AFPI managing directors Chapin Collins (1946-1948) and Charles Gillett (1948-67) with people interested in the AFPI wood exhibit, including press releases, a description of the exhibit, and articles about it; correspondence with industry and AFPI personnel concerning the AFPI publication "The Nation's Wood Supply," including several hand-corrected revisions of the manuscript; correspondence with industry concerning obtaining samples for the Science Service Wood Sample Kit.

Box 14

General Miscellaneous Memos and Form Letters, 1946-1948

Includes memoranda and form letters from the managing directors Chapin Collins (1946-1948) and Charles Gillett (1948) to AFPI trustees and committees, industry, schools, publishers, foresters, and subscribers regarding AFPI materials, activities, and projects.

4. Records Relating to the Program and Planning Committee, 1959-1967.

The Program and Planning Committee was made up primarily of members from each of the AFPI national committees, including the chairmen, which met quarterly to consider, set priorities, and consolidate the recommendations of the national committees for a report to the Trustee Executive Committee. Responsible for advising the Executive Committee on current AFPI activities and for reviewing general program results. Created in 1958.

Box 6

Program and Planning Committee Docket Book, 1966

Includes docket book for the 1966 Program and Planning Committee annual meeting, which contains agenda, membership list, AFPI progress report, and reports from the national committees and the state forest industry committees.

Box 6

Program and Planning Committee Minute Books, 1959-1967

Includes committee notices and minutes for spring, annual, and other meetings, including reports from the national committees and from the state forest industry committees.

Box 15

Program and Planning Committee Mail Books, 1959-1967

Includes memos and letters to the Program and Planning Committee, from Charles Gillett in many cases, usually with materials attached such as minutes, meeting and conference proceedings, reports, brochures, booklets, speech summaries, editorial cartoons, a Boy Scout forestry kit, and other information.

5. Records Relating to the Administrative Service Department, 1943-1968.

Until 1959, the Administrative Services Division Responsibilities included: 1) providing office services such as purchasing, printing, and maintenance, 2) fiscal affairs such as subscriber relations, payroll, and financial statements, and 3) library services such as filing and filling requests for information. Included the research division, established in 1961.

5.1. General, 1943-1966.

Box 16

Administrative Guidebooks, 1954-1958

Includes binders containing policies and procedures for the organization and administration of AFPI including by-laws, a description of the structure of AFPI, procedures for fiscal and personnel matters, for subscription rates and agreements, for distribution of AFPI materials, and for other details concerning the editorial and forestry divisions.

Box 16

Includes outgoing memos and correspondence to companies and individuals from Stanley Jepsen, AFPI executive assistant, managing Director Charles Gillett, and from others, regarding requests for AFPI materials, support for AFPI, acknowledgements of contributions, meetings, certificates and awards, and employment inquiries. Includes form letters to state forest industry committees and others from James Bronson (president).

Box 16

Wilson B. Sayers Reading Files, 1960

Includes outgoing letters and memos from the director of administrative services, concerning subscribers, dues, solicitation, information requests, employee insurance and retirement plans, and other administrative matters.

Box 16-17

Staff Meeting Minutes, 1949-1963

Includes minutes of weekly and monthly meetings involving Managing Director Charles Gillett and the various department and division heads; minutes for the annual meetings of staff and field officers from 1950-1961.

Box 16

Meetings, 1951-1961

Box 17

Meetings, 1949-1963

Box 17

1958 Depth Audit and 1958 Depth Survey, 1957-1958

Includes correspondence to and from Charles Gillett, managing director, with Walter DeLong, with the Public Relations Consultant Committee (which at this time was an advisory body for the managing director), with Bert C. Goss and others, regarding the survey conducted by AFPI personnel, and a report done for AFPI by Hill and Knowlton, Inc. Memorandum from Wilson B. Sayers to AFPI staff concerning the type, purpose, and procedures for the survey, along with recommendations, interview lists, and results from the depth audit. The survey and the Depth Audit Report concerned a long-term public relations program for AFPI.

Box 17

"Analysis of AFPI" by W. J. Bailey, 1962

Includes memos and letters from Charles Gillett, managing director, to Bailey and others regarding the analysis report. Bailey was a trustee and past president of AFPI.

Box 17

Administrative Reports, 1943-1966

Includes AFPI monthly financial reports for 1943-1961; 1953-1959 reports from the assistant treasurer which include lists of lumber and paper company subscriptions and brief monthly reports on Western Pine Association dues; "Organization Improvement Reports" from the directors of AFPI divisions and departments for 1963-1966, involving a statistical breakdown of the number of days spent on various activities.

Box 18

Subscription and Solicitation Materials, 1944-1958 and 1961-1964

Includes lists of AFPI subscribers and prospective supporters, letters to companies and individuals from William Edwards, AFPI industry division director (this division existed from 1948-1954), from D.B. Frampton, trustee, and from managing Director Charles Gillett, seeking financial support; correspondence from Gillett and from Ben Rhodes, administrative assistant, with subscribers and AFPI personnel discussing prospective companies; reports on subscribers, cancellations, amount of dues, renewals, and other matters.

Box 67

Industry Mailings, 1953-1955 and 1958-1963

Includes mailings to AFPI subscribers and prospects primarily from William Edwards, industry division director, and later, administrative personnel, including form letters with attached promotional information, such as directories, press releases, booklets, ads and information sheets, and proceedings, regarding meetings, programs, and activities of AFPI.

Box 20-30

Industry Files, 1949-1965

Includes company general correspondence and information files including letters regarding financial support for AFPI, requests for AFPI materials, meetings, and other topics; also includes fee statements, company publications, press clippings, articles, and other information about the company.>

Box 20

A-BOS

Box 21

BOW-CH

Box 22

CL-DOW

Box 23

DR-FRU

Box 24

GA-HOR

Box 25

HOS-KOP

Box 26

KOP-MAY

Box 27

MEA-QUI

Box 28

RA-SAI

Box 29

SAL-VZ

Box 30

W-Z

5.2. Research Division, 1961-1968.

Established in 1961 to aid in gathering facts and information needed by AFPI, by the forest industry and for dissemination to the public, to revise and update AFPI materials as needed, and to conduct studies in areas such as communications, program effectiveness, and public opinion. Guided by the Research Committee, which was originally a subcommittee of the Program and Planning Committee.

Box 18

Research Division Mail Books, 1961-1968

Includes letters, memos, and information received by the Research Committee and the research division, including minutes, publication updates, manuscript drafts for review by the committee, reports, scripts, brochures, booklets, and other materials, mainly from W. B. Sayers, director of research.

Box 19

Research Division Reading Files, 1961-1967

Includes outgoing letters and memos from W. B. Sayers, director of research, seeking information for AFPI publications, answering requests for information and AFPI materials, and discussing technical issues within the research division. Included are copies of minutes, manuscripts, meeting remarks, and other materials.

6. Records Relating to the Forestry Department, 1935-1975.

The Forestry Department, known until November 1959 as the Forestry Division, was responsible for 1) overseeing programs such as tree farm, Keep Green, 4-H forestry awards, and Boy Scout conservation awards, 2) providing liaison with state, national, and professional forest groups and associations, 3) providing editorial assistance in the area of forestry, and 4) for conducting forest management and recreation surveys. Issues included open space and liability laws, recreation, fire prevention, and multiple use. Information and guidance was provided by the Technical Forestry, Wildlife and Recreation, and Tree Farm committees, established in 1958. Worked with state forest industry committees, which carried out the programs at the local level.

Box 31

Forestry Department Administrative Materials, 1935, 1947-1953, and 1963

Includes monthly reports concerning departmental programs and activities, along with reports of meetings and conferences attended; reports and information of interest to the forestry department including a 1935 Acquisition handbook, state forester's manual, AFA 1945 Forest Appraisal supplemental reports, folders on forest fire protection (1947-51), and on the capital gains timber issue (1963), including articles, bulletins, memos, press releases, reports, statements, minutes, and other information. Also, a folder on "Project 8-A" (1963), involving timber capital gains, including background information, a position paper form AFPI, and news articles.

Box 32

Special Forestry Letters, 1946-1962

Includes numbered special "letters" on forest-related topics from the AFPI forestry department, primarily James C. McClellan, Chief Forester, and John C. Witherspoon, to companies and individuals on AFPI mailing lists. Usually includes attached informative material such as reports, legislation, brochures, posters, tree farm progress reports, newsletters, announcements, talks, and other items from sources such as AFPI, state forestry departments, and other forest industry companies or associations.

Box 31, 33

Forestry Department Committee Folders, 1958-1975

Includes correspondence, minutes, manuscripts, notices, reports, surveys, agendas, membership lists, talks, project recommendations, brochures, studies, pamphlets, and other information dealing with water quality, recreation, tree farms, Boy Scouts, forest management, and other topics of interest to the Technical Forestry, Wildlife and Recreation, and Tree Farm committees.

Box 31	Technical Forestry Committee
Box 33	Wildlife/Recreation and Tree Farm Committees
Box 33-34	Recreation, 1957 and 1960-1970
	Includes information files on topics such as liability laws, roadside beautification, recreational use of forest land, recreation policies, water quality, forest fire insurance, recreation surveys, forest management surveys, and state game surveys. Items include reports, policy statements, briefs, booklets, maps, bulletins, articles, press releases, surveys, newspaper clippings, survey results state by state, and other materials.
Box 33	Liability Policies and Information
Box 34	Recreation Surveys, General Information
Box 35	Forestry Department Programs, 1950-1960
	Includes materials related to programs designed for owners of forest property too small for tree farm certification, including Busy Acres, More Trees, and Small Woodlands. The Keep Green program was to promote fire prevention. (The 4-H and tree farm programs are listed separately below). Materials include correspondence, articles, press clippings, reports, illustrations, questionnaires, photos, surveys, comic books, publicity materials, program outlines, state folders, minutes, and certificates.
Box 36-39	4-H Program, 1948-1964
	Includes 4-H program annual reports, annual report summaries, and publicity or press, T.V. and radio summaries; includes lists and photos of forestry award winners, essays, reports, leaflets, press clippings, news releases, statistical summaries, financial materials, handbooks, and other information. Includes the 4-H Donors' Conferences for 1961-1963.
Box 36	Annual Reports, 1948-1953
Box 37	Annual Reports, 1954-1956
Box 38	Annual Reports, 1957-1960
Box 39	Annual Reports, 1961-1964, and Donors' Conferences, 1961-1963
Box 40-45	Tree Farm Program, 1942, 1950, and 1972
	Includes correspondence and information regarding the Western Pine Association, West Coast, Canadian, and foreign tree farm programs; general materials such as manuals, regulations, inspection forms, publicity materials, maps, and magazines; progress reports listing the number and total acreage of tree farms in each state; tree farm planting handbooks, U.S. Forest Service reports on forests and on shelterbelt planting. State folders containing correspondence, booklets, minutes, inspection and certification records, policy statements, publicity, reports, and notices; general information folders containing story outlines, photos, cancellation lists, charts, an operations book, and other materials relating to the management and promotion of the tree farm system.
Box 40	Program Materials
Box 41	State Reports, 1949-1970, and Planting Handbooks, 1950-1962
Box 42	A-S, 1961-1969

- Box 43 T-Z, 1961-1969
- Box 44 A-M, 1970-1972
- Box 45 Tree Farm Information: Canada, Foreign, 1953-1967

7. Records Relating to the Public Information Department, 1940-1968.

The Public Information Department was created in 1959 to supervise and coordinate the public relations activities of the editorial, education, and women's affairs divisions, and of field managers. Provided information and materials to the National Council, state committees, industry public relations personnel, legislators, and other officials. Responsible for the flow of information about the forest industry to the public. Guided by the Public Relations Committee, established in 1957, which also counsels the AFPI staff in designing publications, techniques, and materials and with the Program and Planning and the national committees on public relations aspects of their programs.

7.1. General, 1940-1966.

- Box 46 Public Information Reading Files, 1959-1963 and 1965

Includes outgoing correspondence and materials from Ben Rhodes, public information director, and Charles Gillett, managing director, to AFPI committees and trustees, industry, and others. Includes manuscripts, work plans, reports, minutes, form letters, slide scripts, conference proceedings, and policy statements, all dealing with the programs and operations of the editorial, education, and women's affairs divisions, and of the field staff.

- Box 47 Public Relations Committee Mail Books, 1957-1960 and 1962-1966

Includes indexed binders of memos, notices, and materials sent to the Public Relations Committee for review, including advertising aids, editorial cartoons, reprints of articles, a Boy Scout forestry kit, booklets, manuscripts, minutes, annual reports, proceedings, talks, work plans, and membership lists. Mainly from Ben Rhodes, public information director, and Charles Gillett, managing director.

- Box 47-49 Promotional Materials, 1940-1957

Includes AFPI "Memos to Administrative and Technical Committees," "Publicity," "Industry and General Promotion," "Mailings," and "What's Going On" binders, all containing memos or letters explaining attached Public Relations Program materials. Also, an "Oddments" file containing articles, news clippings, and booklets on specific forest-related topics and activities in different geographical areas.

- Box 47 Public Relations Reports, Industry and General Promotion, AFPI Mailings
- Box 48 "What's Going On," Public Relations News, "Oddments"
- Box 49 Publicity

7.2. Women's Affairs Division, 1960-1962.

The Women's Affairs Division was established in 1959. Serves as a liaison with women leaders and services information such as booklets, exhibits, and scripts to women's clubs, coordinates club tours of tree farms and industry facilities, works with girls' organizations and provides support for related activities of the state forest industry committees. Guided by the Women's Affairs Committee, established in 1960.

Box 49

Women's Affairs Reading Files, 1960-1962

Includes outgoing correspondence and memos from Rosalie Koch, division director, to state conservation organizations, women's groups, and the Women's Affairs Committee concerning division activities and requests for materials.

7.3. Education Division, 1942-1968.

The Education Division was responsible for 1) writing, testing, and distributing teaching aids such as booklets, posters, and manuals, 2) working with editors and publishers of textbooks and encyclopedias in reviewing/revising factual information concerning the forest industry and forests, 3) providing speeches and articles for teacher groups and for magazines, 4) coordinating field calls on authors, and 5) liaison with educational organizations such as schools and libraries and with other industry school programs. Guided by the Education Committee, established in 1958.

Box 50

Program and Project History Files, 1942-1967

Includes records pertaining to the Education Division's textbook and encyclopedia projects, school programs, and summer workshops. Includes education historical files with examples of program materials as well as memos, letters, reports, outlines, texts, booklets, stories, discussion scripts, school material bibliographies, teaching aids, newsletters, and reprints.

Box 50

Education Department Reports, 1947-1959

Includes state by state lists of monthly requests for AFPI school materials; status reports for projects such as textbook review; progress reports, notes, and other memoranda concerning the school program.

Box 51-55

Education Division Reading Files, 1950-1968

Includes letters from Alma Deane Fuller (married name: Mrs. Edward MacConomy), education director, answering requests from authors, publishers, librarians, and school teachers for educational materials such as booklets, fact sheets, posters, and films. Letters and memos from Fuller to industry and to AFPI personnel regarding the school program and other matters. Included are some materials such as reports, minutes, meeting summaries, article drafts, scripts, and other materials relating to production, costs, distribution, and requests for educational materials. Also, lists of workshops, of distribution of school aids, and of committee membership.

Box 51

1950-1953

Box 52

1954-1957

Box 53

1957-1960

Box 54

1960-1963

Box 55

1964-1968

7.4. Editorial Division, 1942-1964.

The Editorial Division was responsible for 1) producing and distributing public relations materials such as press releases, articles, stories, advertising mats, leaflets, booklets, films, T.V. and radio spots, tape recordings, interviews, and other AFPI publications, 2) maintaining a photograph loan library, 3) operating AFPI's news syndicate and wire service, and providing materials for other syndicates, and 4) other activities related to the promotion, dispersal, and preparation of AFPI materials. Advised by the Public Relations Committee, which was established in 1957.

Box 56-59

Editorial Division Reading Files, 1948-1964

Includes outgoing correspondence, mainly from editorial directors, William Jibb (1948-1950), Ron Richardson (1950-1955), and Franklin Bradford (1955-1965) concerning supplies, printing costs, contributions, requests for materials advertising and information on AFPI programs and publications. Includes some materials such as bulletins, speeches, press releases, reports, newsletters, lists, and work plans.

Box 56

1948-1951

Box 57

1952, 1957, 1960

Box 58

1961-1964

Box 59

Editorial Division Reports, 1947-1966

Includes activity reports, including records of the number of press releases, telephone calls to editors, and other editorial activities along with lists of the titles and release locations of news items. Includes some editorial bulletins, scripts, memoranda, and press releases.

Box 59

Publication Inventory, 1964-1966

Includes statistical reports of the production, distribution, and inventory of AFPI publications.

Box 59

American Forest Products Industries Cooperative Projects, 1942-1956

Includes examples of brochures, booklets, pamphlets, and other materials put out in conjunction with such organizations as the Appalachian hardwood Manufacturers, state forestry departments, forest industry corporations, and various associations. On topics such as tree farms, fire prevention, forestry, "Cash Crops," forest management, and wartime use of timber.

Box 59

Editorial Division Materials, 1951-1958

Includes a binder containing examples of items such as forestry and "Keep Green" ad mats, editorial aid books, and "Photos for Editors" booklets.

Box 59

American Forest Products Industries' "Our Great America" Clippings, 1946-1956

Includes a scrapbook of clipped informational cartoons, with some memoranda relating to comic strip ideas and production.

Box 59

Radio and Television Files, chiefly 1950-1952

Includes Empire School of the Air bulletins, program schedules, news clippings, interview and program scripts, and other information relating to AFPI's promotional radio programs. Scripts for "Adventure on Thunder Hill," with related work schedules, ideas, ads, and correspondence.

Box 60-63

Press Releases, 1940-1942 and 1946-1952

Includes binders, some indexed, containing press releases, either organized by state or a "master file," including releases to newspapers, radio, women editors, and television. Included are radio spots, scripts, fillers, editorials, articles, and other releases on topics such as tree farms, AFPI personnel in the news, forest fires, multiple use, forestry, wilderness, conservation, recreation, wartime use of lumber and other issues.

Box 60

1943-1949

Box 61

1950-1951, 1955-1957

Box 62

1957 A-W, 1958, 1960-1962

Box 63

1962-1964

Box 64-65

American Forest Products Industries, 1940-1942 and 1946-1952

Includes binders, some indexed, containing informative and promotional articles and stories written by many people, including Stewart Holbrook, Elrick Davis, Richard Tryon, Charles Gillett, William B. Greeley, and others. Topics addressed include timber famine, tree farming, forest fires, wartime wood production, forestry schools, forest economy, and the lumber industry's contribution to national defense. Also included are 1940-41 NLMA informational service articles, press releases, and radio scripts, as well as copies of the "National Lumber Barometer."

Box 64

1940-1942, 1946-1948

Box 65

1949-1952

7.5. National Council, 1949-1966.

The National Council was the successor to the National Advisory Committee. Made up of the chairmen of AFPI state forest industry committees and members-at-large appointed by the president. (The Advisory Committee was made up of chairmen of the regional advisory committees, which preceded state committees). Met prior to the trustee meetings to consider the ideas and recommendations of the state committees before submitting them to the trustees in summarized form. Delivered national projects to the state committees for local implementation. The director of public information was the committee's executive secretary.

Box 65-66

National Council and National Advisory Committee Mail, 1949-1961 and 1964-1965

Includes indexed binders and two "General" folders containing information, memos, and letters received by the National Council or the National Advisory Committee from AFPI administrators such as Charles Gillett, managing director, and Ben Rhodes, public information director. Includes minutes, booklets, reports, notices, survey results, publicity materials, handbooks, review manuscripts, directories, school materials, and other items produced by the various AFPI divisions. Also includes state forest industry committee reports.

Box 66

1949-1954

Box 65

1955-1961, 1964-1965

Box 6-7

National/Regional Advisory Committee and National Council Minutes, 1951-1966

Includes binders containing the minutes of regional and national advisory committees and National Council meetings, including membership lists, and reports from state forest industry committees.

- Box 7 Minute Book, 1951-1959
- Box 6 Annual Meeting Minutes, 1955-1956
- Box 6 National Council Minutes, 1960-1966

7.6. Regional Advisory Committees, 1949-1953.

Regional advisory committees were organized beginning in 1948 to advise the trustees and AFPI personnel concerning programs, publications, and activities. This was done through representatives on the national Advisory Committee. Both committees were made up of industry representatives. In this way, AFPI kept in touch with its membership and learned of the effectiveness of its programs at the local level, as well as needs for improvement. Most advisory committees were replaced by state forest industry committees after 1952, with the last advisory committee dissolving by 1958.

- Box 67 Regional Advisory Committee Folders, 1949-1953

Includes general correspondence folders for the regional advisory committees containing letters to and from Charles Gillett, managing director, concerning meetings, appointments to committees, and other matters. Includes reports, membership lists, and other information.

- Box 67 Regional Advisory Committee Minutes, 1949-1952

Includes membership lists and minutes for the regional advisory committees: lake states, new England, Southeastern, Southwestern, and Western (1950-1957) regions.

7.7. State Forest Industry Committees, 1950-1964.

Successors to regional and state advisory committees, state forest industry committees were comprised of industry representatives. Their purpose was to make AFPI programs, services, and materials more effective at the local level and better fitted to local needs; these committees assumed local sponsorship and direction of AFPI programs, to identify them more closely with local industries, and served as industry spokesmen for AFPI news releases and publicity issued in the state. Reported activities and recommendations to the National Council, to be passed on to the trustees. State subcommittees were created, which were similar in subject matter to the national committees.

- Box 67-69 State Forest Industry Committee Minute Books, 1950-1964

Includes minutes for the various state forest industry committee meetings, with other information, and some minutes of regional advisory committee meetings.

- Box 69 1950-1961, A-Z
- Box 67 1963-1964, A-G
- Box 68 1963-1964, H-W
- Box 69-72 State Forest Industry Committee Mail Books, circa 1952-1966

Includes correspondence with attached minutes, manuscripts for review, guidelines, or promotional material, notices, and memos concerning state and national AFPI activities and programs.

Box 69

A-COL

Box 70

CON-MIC

Box 71

MIN-PEN

Box 72

RH-WY

Box 67

State Finance Committee Folders, 1963

Includes letters between Charles Gillett, managing director, and William Stauffacher, national finance chairman, concerning the appointment of state finance committee chairmen. Form letters and memos from Stauffacher to state finance committee chairmen and lists of acceptances.

7.8. Field Managers, 1955-1965.

Field managers help prepare local press releases, provide liaison with local forest industry, forestry groups, and the Washington office; oversee operations of AFPI activities in manager's district or region, serve as secretary of state forest industry committees in their jurisdiction, collect and report forestry news of their region, and provide assistance and advice on public relations problems to member industries and associations. Prepare progress reports for the activities and programs in their area.

Box 73

Field Reports and Minutes, 1955-1965

Includes progress reports from AFPI district offices for 1956, 1962-1963; 1955-1958 minutes of district managers' meetings; and 1965 semimonthly field manager report forms for Project 64.

Box 73

Staff and Field Conferences, 1958-1959

Includes summary of the 1959 meeting including reports from the AFPI divisions and from field managers; a notebook from the 1958 meeting containing agenda, descriptions of the purpose, organization, and function of the national committees (first established in 1958), discussion of the objectives of the new "Busy Acres" program, policy guidelines, and other information pertaining to administration.

8. Records Relating to Reports and Conferences, 1947-1968.

Box 67

American Forest Products Industries and Other Reports, 1966-1968

Includes AFPI reports and information including a 1966 task committee report on reapportionment, a task committee report on the 1961-65 AFPI Five-Year Plan, the 1967 "Challenge of the Seventies" report done for AFPI by Lincoln Research Center, 1967-68 reports to the Chairman's Administrative Advisory Committee (established to take charge of reorganizing AFPI) containing recommendations of AFPI members and committees in response to the "Challenge of the Seventies" report, including discussion concerning a name for the new organization. Non-AFPI reports include the "Annual Meeting of the Wood Council" and a 1966 report and other information concerning the north Cascades controversy.

Box 74-75

American Forest Products Industries and Non-AFPI Conferences, 1947-1967

Includes correspondence, workbooks, agendas, booklets, reports, directories, lists of participants, bulletins, programs, proceedings, minutes, and other information concerning conferences.

Box 74 1953, 1961 AFPI Farm Woodlot Conferences; 1954 Alabama Woodlot Conference; 1961 AFPI Land Use Conservation Conference; and 1965 Wisconsin Land Use Conference

Box 75 1947 American Lumber Congress; 1953 Intermountain Logging Conference; 1957 Yale Industrial Forestry Seminar; Missouri Forest Resource Conference of 1958; Southern Governor's Conference 1959; Fifth and Sixth World Forestry Congresses; AFPI conferences with the Wildlife Federation 1964, with the Sierra Club in 1966, and with the Wildlife Management Institute in 1966; AFPI joint luncheons; 1965 Fontana Conservation Round-Up; President's Conferences on Fire Prevention (1947) and Beauty (1965); Pennsylvania Beauty Conference of 1966; and the 1967 Southeastern Natural Resources Conference

9. National Lumber Manufacturers' Association Materials, 1950-1965.

Box 73 National Lumber Manufacturers' Association Conservation Reports, 1951-1953

Includes National Lumber Manufacturers' Association Forest Conservation (FC) reports including memos, letters, and attached information sent to the NLMA FC Committee dealing with conservation activities and legislation.

Box 74 National Lumber Manufacturers' Association Meeting Information, 1950-1965

Includes NLMA "Meeting Information" books for the NLMA Board of Directors 1961 and 1964 annual meetings; for the Forest Management and Forest Advisory committees 1961, 1965; for the Industry Relations Subcommittee of the National Wood Promotion Committee 1961, 1963; for the Committee on Public Relations 1961; and for the National Wood Promotion Committee 1961. Includes membership lists, minutes, reports, and reference information. Also, a report of the Executive Council on Federal Timber Supply 1962, and a workbook for the May 1950 meeting of the Public Information Committee.

10. Tapes, Scrapbooks, and Flip Charts, 1941-1966.

Box 77 American Forest Products Industries Tapes, 1951-1966

Includes AFPI reel-to-reel tapes, some labeled and some not. Materials recorded include tree farm dedications (with several copies of the tenth anniversary dedication in Washington state), film narratives, sound effects, speeches, AFPI radio series, interviews, AFPI 1963 annual and 1960, 1962, and 1966 spring meetings, T.V. radio shows, some produced by AFPI, and other topics related to or mentioning AFPI.

Box 70 American Forest Products Industries Scrapbooks, 1941-1953

Includes clippings from newspapers and magazines in all areas of the nation, dealing with the forest industry, including AFPI programs or personnel, fire prevention, forest management, and other topics. Also, a similar scrapbook labeled "Forest Service and Derogatory" with articles on the U.S. Forest Service and the forest industries; and a smaller scrapbook containing information on fire prevention, particularly the AFPI "Keep Green" program, including materials such as bumper stickers, posters, signs, brochures, photos, radio scripts, publicity, minutes, committee lists, directories, and other materials.

American Forest Products Industries Flip Charts

One concerns the tabulated results of the AFPI 1965 Public Opinion Survey, with a special poll of teachers, done by Opinion Research Corporation. The other two are similar, but different drafts, of a description of the objectives, structure, and functions of AFPI, with structural charts, a narrative describing key components and activities, and illustrations of AFPI materials for each division; also contains a section on the "Busy Acres" program with information on the Northeast district states.

11. American Forest Products Industries Photographs, chiefly 1947-1951.

The Forest History Society received several thousand photographs from AFPI in 1970. Many of the photos were taken between 1947 and 1951 and have an accompanying AFPI description. Most of these pictures were used in AFPI publications or were available to editors and writers as part of AFPI's photo loan library. Subjects include sawmill and logging activities in the forest regions of the country as well as scenic pictures, and photos concerning reforestation, forest management techniques, fire prevention, tree types, wood uses, and forest products. The photos have been added to the [Forest History Society Photo Collection](#) and are accessible by subject.