

Vermont State Archives  
Secretary of State Donald M. Hooper  
12 cubic ft.  
1993-1994

### **BIOGRAPHY**

Donald M. Hooper, a Democrat, was Secretary of State from 1993-1995. He was born on October 2, 1945 in Hartford, Connecticut. He received a B.A. in 1968 and a Ed.M. in 1973 from Harvard University. He was a Peace Corps teacher in Botswana, Africa, Coordinator of Instruction and Acting Director for the Central Vermont region of the Community College of Vermont and was the Operations Director of the Vermont Natural Resources Council. He served in the Vermont House from 1985-1993, where he was chair of the Committee on Government Operations and a member of the Natural Resources, and Ways and Means Committees. He was elected Secretary of State in 1992, but lost to Jim Milne in 1994.

Claudia Horack Bristow served as Deputy Secretary of State during Hooper's tenure. She was educated at the University of Colorado, Newcomb College of Tulane University (New Orleans), and Vermont Law School (J.D., 1978). She served on the Legislative Council prior to becoming Deputy and worked for the Council from December 1994 until her retirement in December 1999.

### **SCOPE AND CONTENT**

The records of Secretary of State Hooper are divided into eleven series. (See list below). Included are correspondence, memos, notes, minutes, reports, audio and videotapes.

The election files consist of material on the Australian ballot, Braille ballots, election reform, redistricting, the federal motor voter law, same day voter registration, a binding presidential primary, and absentee voting. There is a variety of material on lobbyists, including the lobbyist disclosure bill (H.306, 1993) and a lawsuit by lobbyists against the Secretary of State and the Attorney General.

Files concerning the Office of Professional Regulation include statistics on OPR disciplinary cases, material on legislation (the Mental Health Practice Act, etc.), the Medical Practice Board's autonomy, the Interboard Advisory Committee, and summaries of licensing activity by board.

Corporations files includes correspondence about reporting requirements for corporations, fees, trade name registrations and relevant legislation.

The Archives files consist of communications between the State Archivist and the Secretary of State, the Commissioner of State Buildings, the Director of the Vermont Historical Society about the Archives space needs and the proposed Center for Archives and History.

Municipal files includes correspondence between the Secretary of State's Office and local officials on issues such as

conflict of interest, delinquent taxes, selectman's powers, the Brookfield/Roxbury boundary line, and town meetings.

Correspondence files concern a range of issues such as the freeman's oath, mobile home parks, the "Democratic process", the lobbyist disclosure law, and congratulatory and thank notes to various constituents.

The General Assembly files consist of letters to and from legislators and the Secretary of State's legislative reviews of proposed laws which impact the Office.

State Government files includes Attorney General Opinions, material on the Government Information Study Group as well as the 1993 State Auditor's Report.

The Subject files include material on ethics in government, newsclippings and press releases on issues facing the Office, Hooper's speech announcing his candidacy for Secretary of State in 1994, as well as reference files on health care reform, energy issues, the Pine Street Barge canal, income tax, Karelia, copyright and the State of Vermont.

One of the more significant series within the Hooper records concerns the Vermont Commission for Democracy. There is material on the planning and organization of the Commission as well as on the various Commission activities. The Commission was appointed by Secretary of State Donald M. Hooper in June 1993. The goal of the Commission was to "take stock" of Vermont democracy and, with this goal in mind, three Task Forces were organized. The Commission consisted of twelve citizen-volunteers with an additional twelve people serving on the Task Forces. The Case Studies Task Force was formed to analyze Vermont Town Meeting and all the ways that democracy works or fails to work in our local communities. The Barriers & Reforms Task Force identified barriers that keep people from active citizenship and voting and recommended various ways to overcome these barriers. The Information & New Technologies Task Force took a close look at telecommunications and devised ways to improve public access to information from and about their government. The Commission's work is outlined in the final report "Doing Democracy".

Deputy Secretary of State Claudia Bristow's files are included within the Secretary of State's. They were originally kept separate but were integrated with Hooper's records though are identified as her files. There are some files dated before 1993. These are left over reference files and correspondence from Secretary of State Douglas' term.

All of the Hooper records are on microfilm, except for one box of audio and videotapes.

SERIES LIST

- I. ELECTION FILES
- II. OFFICE OF PROFESSIONAL REGULATION FILES
- III. CORPORATION FILES
- IV. STATE ARCHIVES FILES
- V. MUNICIPAL FILES
- VI. GENERAL CORRESPONDENCE
- VII. GENERAL ASSEMBLY FILES
- VIII. STATE GOVERNMENT CORRESPONDENCE
- IX. SUBJECT FILES
- X. ADMINISTRATIVE RECORDS
- XI. VERMONT COMMISSION FOR DEMOCRACY

SERIES I  
ELECTION FILES  
.9 cu. ft.

Box/Folder

Date

1	1	Attorney General's Office : Constitutional Authority	1994
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1	2	Ballots: Australian Ballot	1993-1994
1	3	Ballots: Machine Ballots	1993-1994
1	4	Campaign Finance	1993-1994
1	5	Center for Policy Alternatives	1992-1993
1	6	Democratic Party	1993-1994
1	7	Election Reform	1993-1994
1	8	Elections	1994
1	9	Ethics	1994
1	10	Kids Voting U.S.A.	1993
1	11	Legislation	1994
1	12	Legislation	1994
1	13	Legislation (Deputy Bristow's files)	1994
1	14	Liberty Union Party	1994
1	15	Litigation (Deputy Bristow's files)	1994
1	16	Lobbyists	1993-1994
1	17	Lobbyists	1993-1994
1	18	Lobbyists	1993-1994
1	19	Lobbyists : Disclosure Suit	1993-1994
1	20	Lobbyists (Deputy Bristow's files)	1990-1993
1	21	Nominations	1993-1994
1	22	Political Ads (Deputy Bristow's files)	1994
1	23	Press Releases	1993
1	24	Redistricting : Montgomery	1993
1	25	Statewide Voter Checklists	1993
1	26	VT League of Women Voters	1993
1	27	Voluntary Campaign Expenditures Law	1992-1994

1	28	Voter Registration : Motor Voter	1993-1994
1	29	Voter Registration : Motor Voter	1993-1994
1	30	Voter Registration : National Student/Parent Mock Election	1993
1	31	Voter Registration : Press Conference	1993
1	32	Voter Registration : Same Day Voter Registration- Hooper Position	1993

**SERIES II  
OFFICE OF PROFESSIONAL REGULATION FILES  
1.1 cu. ft.**

<u>Box/Folder</u>			<u>Date</u>
1	33	Annual Report	1994
1	34	Appellate Hearing Officer	1993
1	35	Assessment System, Inc.	1993
1	36	Board Members' Manual	1993
1	37	Correspondence/Memos	1993-1994
1	38	Disciplinary Cases	1993-1994
1	39	Interboard Advisory Committee	1993-1994
2	1	Legislation	1993-1994
2	2	Legislation : Mental Health Practice Act Act #98 (S.57)	1993-1994
2	3	Legislation : Mental Health Practice Act Act #98 (S.57)	1993-1994
2	4	Legislation : Mental Health Practice Act Act #98 (S.57)	1993-1994
2	5	Legislation : Mental Health Professionals S.350	1994
2	6	Licensing Boards	1993-1994
2	7	Licensing Boards: Accountancy Board	1994
2	8	Licensing Boards: Ad Hocs (Potential)	1994

2	9	Licensing Boards: Architects	1993
2	10	Licensing Boards: Auctioneers	1994
2	11	Licensing Boards: Barbers	1994
2	12	Licensing Boards : Cosmetology	1993
2	13	Licensing Boards: Dental	1994
2	14	Licensing Boards: Dieticians	1993
2	15	Licensing Boards: Medical Practice	1993-1994
2	16	Licensing Boards: Medical Practice	1993-1994
2	17	Licensing Boards: Medical Practice (Deputy Bristow's files)	1994
2	18	Licensing Boards: Mental Health Counselors	1994
2	19	Licensing Boards: Nursing	1994
2	20	Licensing Boards: Nutritionist	1994
2	21	Licensing Boards: Occupational Therapists	1993
2	22	Licensing Boards: Opticians	1993
2	23	Licensing Boards: Osteopaths	1993
2	24	Licensing Boards: Peddlers/Vendors	1993
2	25	Licensing Boards: Pharmacy	1994
2	26	Licensing Boards: Private Investigators	1993
2	27	Licensing Boards: Radiologic Technologists	1994
2	28	Licensing Boards: Real Estate Commission	1994
2	29	Licensing Boards: Veterinarians	1994
2	30	Management Study of Division of Licensing	1988
2	31	Prosecutors: Attorney General's Office	1994
2	32	Seminars	1993
2	33	Suggested Reading	n.d.

2 34 VT Recovering Professionals Program, Inc. 1993

**SERIES III  
CORPORATION FILES  
.6 cu. ft.**

<u>Box/Folder</u>			<u>Date</u>
3	1	Addison County Community Action Group	1993
3	2	Banks, Foreign, as VT Trustee or Agent	1987
3	3	Correspondence	1993-1994
3	4	Correspondence (Deputy Bristow's files)	1993-1994
3	5	Forms (Deputy Bristow's files)	1993-1994
3	6	Gambling	1993
3	7	Legislation	1993-1994
3	8	Nonprofit Corporations (Deputy Bristow's files)	1993-1994
3	9	Professional Corporations (Deputy Bristow's files)	1993-1994
3	10	Silloway Septic Service	1993
3	11	Stokes Communications	1994
3	12	Tradenames - Trademarks	1994
3	13	Trademarks (Deputy Bristow's files)	1993-1994
3	14	UCC Steering Committee	1993-1994
3	15	VT Business Association Committee : Limited Liability Company Subcommittee	1993
3	16	VT Business Corporations Act	1992-1993
3	17	VT Cut Flower Exchange	1993

**SERIES IV  
STATE ARCHIVES FILES  
3 folders**

<u>Box/Folder</u>			<u>Date</u>
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3	18	State Archives	1993-1994
3	19	State Archives Research	1993
3	20	VT State Government, Centralization of (G. Sanford Project)	1993

**SERIES V  
MUNICIPAL FILES  
1.4 cu. ft.**

<u>Box/Folder</u>			<u>Date</u>
3	21	Ambulance Districts	1993
3	22	Board of Civil Authority (BCA)	1994
3	23	Cemetery Laws	1993
3	24	Charter Study	1990
3	25	Churches	1994
3	26	Conflict of Interest	1993
3	27	Conflict of Interest (Deputy Bristow's files)	1993-1994
3	28	Constables	1993
3	29	Constables (Deputy Bristow's files)	1993-1994
3	30	Death Certificates & Burial Permits	1983-1984
3	31	Delinquent Taxes	1993
3	32	Fire District	1993
3	33	High Bailiffs	1993
3	34	Legislation	1994
3	35	Listers	1994
3	36	Municipal Correspondence	1993-1994
4	1	Municipal Highways	1993-1994
4	2	Municipal Highways : Rights of Way	1993
4	3	Municipal Officers Management Seminars	1993



4	4	Municipal Volunteerism	1994
4	5	Municipal Zoning	1994
4	6	Municipal Zoning : Court Cases	c.1989
4	7	Municipal Zoning : Court Cases	c.1989
4	8	Newsletter (Paul S. Gillies)	1993
4	9	Open Meeting : Windsor (Deputy Bristow's files)	1993-1994
4	10	Ordinances	1990-1993
4	11	Personnel Policies : Municipalities (Deputy Bristow's files)	1993
4	12	Personnel Rules & Regulations	1994
4	13	Planning Commissions	1993
4	14	Property Tax Appeals	1988-1992
4	15	Property Tax Appeals	1993
4	16	Property Tax Appeals Handbook (Deputy Bristow's files)	1994
4	17	Property Taxes	1993
4	18	Property Taxes : Report of Governor's Special Committee on	1989
4	19	Property Tax Sales	1993
4	20	Regional Commissions	1989
4	21	School District Issues	1993-1994
4	22	School Funding	1993-1994
4	23	Selectmen	1994
4	24	Sewage/Sludge	1993
4	25	Solid Waste Disposal	1994
4	26	Town & County Boundary Lines	1993-1994
4	27	Town Clerks	1993-1994

4	28	Town Clerks Correspondence	1993-1994
4	29	Town Clerks : Fees	1993-1994
4	30	Town Clerks : Fees (Deputy Bristow's files)	1993
4	31	Town Clerks Visits (Deputy Bristow's files)	1993-1994
4	32	Town Issues	1993
4	33	Town Issues : Newsclippings	1993
4	34	Town Managers - Mayors	1994
5	1	Town Meeting	1993-1994
5	2	Town Meeting (Deputy Bristow's files)	1993-1994
5	3	Town Meeting Cases (Deputy Bristow's files)	1993
5	4	Town Meeting General Information	1992
5	5	Town Moderator's Workshops	1993-1994
5	6	Town Moderator's Workshops (Deputy Bristow's files)	1993-1994
5	7	Town Officers Duties (Deputy Bristow's files)	n.d.
5	8	Town Officers' Educational Conference & Management Seminars	1993-1994
5	9	Town Officials Duties, Bonding, & Loyalty Oath	1993
5	10	Town Reports	1993
5	11	Town Treasurers	1994
5	12	VT Association of Listers & Assessors	1992
5	13	VT Certified Public Manager Program	1993
5	14	VT League of Cities & Towns	1993-1994
5	15	VT Municipal Clerks & Treasurers Association	1993-1994

**SERIES VI  
GENERAL CORRESPONDENCE  
.8 cu. ft.**

<u>Box/Folder</u>			<u>Date</u>
5	16	General Correspondence : A	1993-1994
5	17	General Correspondence : B	1993-1994
5	18	General Correspondence : C	1993-1994
5	19	General Correspondence : D	1993-1994
5	20	General Correspondence : E-F	1993-1994
5	21	General Correspondence : G	1993-1994
5	22	General Correspondence : H	1993-1994
5	23	General Correspondence : I-J	1993-1994
5	24	General Correspondence : K	1993-1994
5	25	General Correspondence : L	1993-1994
5	26	General Correspondence : M	1993-1994
5	27	General Correspondence : N	1993-1994
5	28	General Correspondence : O-P	1993-1994
5	29	General Correspondence : Q-R	1993-1994
5	30	General Correspondence : S	1993-1994
5	31	General Correspondence : T	1993-1994
5	32	General Correspondence : U-V	1993-1994
5	33	General Correspondence : Vail, Malcolm	1993-1994
5	34	General Correspondence : W	1993-1994
5	35	General Correspondence : (Deputy Bristow's files)	1993
5	36	General Correspondence : (Deputy Bristow's files)	Jan.-June 1994
5	37	General Correspondence	July-Dec. 1994

(Deputy Bristow's files)

**SERIES VII  
GENERAL ASSEMBLY FILES  
7 folders**

<u>Box/Folder</u>			<u>Date</u>
6	1	Legislation	1994
6	2	Legislation : Conflict of Interest	1994
6	3	Legislative Ceremonies	n.d.
6	4	Legislative Directory	1991-1993
6	5	Legislative Elections	1984-1994
6	6	Legislative Reviews	1993-1994
6	7	Rules of the General Assembly/Expenses	1994

**SERIES VIII  
STATE GOVERNMENT CORRESPONDENCE  
.5 cu. ft.**

<u>Box/Folder</u>			<u>Date</u>
6	8	Administration, Secretary of	1993-1994
6	9	Attorney General	1993-1994
6	10	Attorney General's Opinions	1975-1993
6	11	Attorney General's Opinions (Deputy Bristow's files)	1993-1994
6	12	Boards & Commissions	1993-1994
6	13	Communications & Information Technology (CIT)	1993
6	14	Environmental Board	1992-1993
6	15	Geographic Information Systems (GIS)	1993-1994

6	16	Government Information Study Group	1991-1993
6	17	Governor's Commission on Dispute Resolutions	1993
6	18	Governor's Commission on Women	1993
6	19	Governor's Office	1993
6	20	Public Records Advisory Board	1993-1994
6	21	Sheriffs & State's Attorneys	1992-1993
6	22	State Auditor	1993-1994
6	23	VT Agency of Development & Community Affairs	1993
6	24	VT Agency of Natural Resources	1993
6	25	VT Department of General Services	1993-1994
6	26	VT Department of Health	1993
6	27	VT Department of Libraries	1993
6	28	VT Department of Motor Vehicles	1994
6	29	VT Department of Taxes	1994
6	30	VT Department of Taxes : Earned Income Credit	1993
6	31	VT Health Care Authority	1993
6	32	VT Health Care Association	1993
6	33	VT Labor Relations Board	1993
6	34	VT Learning Center	1994
6	35	VT Parole Board	n.d.
6	36	VT Public Service Board	1993-1994
6	37	VT State Employees Credit Union	1993
6	38	VT State Treasurer	1994

**SERIES IX  
SUBJECT FILES  
1.4 cu. ft.**

<u>Box/Folder</u>		<u>Date</u>	
6	39	American Legion Debate Contest	1994
6	40	Americans with Disabilities Act	1993
6	41	Bauman Foundation	1994
6	42	Beattie, Mollie	1993
6	43	Cigarette/Tobacco Sales	1990
6	44	C.L.E.A.R. (Clearinghouse on Licensure, Enforcement & Regulation)	1993-1994
6	45	Coat of Arms & State Seal of Vermont	1993-1994
6	46	Common Cause/Vermont	1993
6	47	Congress, U.S.	1993
6	48	Conservation Districts, VT Association of	1994
6	49	Constitution, VT & U.S.	1993-1994
6	50	Constitutional Amendments	1994
6	51	Constitutional Amendments (Deputy Bristow files)	1993-1994
6	52	Consulates	1993-1994
6	53	Coordination Council for North American Affairs	1993
6	54	Copyrighting	1990
6	55	Council of State Governments (CSG)	1993
6	56	Council of State Governments (CSG)	1994
6	57	Council on Governmental Ethics Laws (COGEL)	1993
6	58	Education, Adult Basic	1994
7	1	Energy Issues	1993

7	2	Environmental Protection: Pine Street Barge Canal	1993
7	3	Ethics	1993
7	4	Ethics	1993
7	5	Federal Communications Fairness Doctrine	n.d.
7	6	Flag Requests	1994
7	7	Foreign Aid	1993
7	8	Girls & Boys State	1993-1994
7	9	Good Samaritan Act	1994
7	10	Health Care Reform	1993
7	11	Hen in the Foxhouse	1994
7	12	Holidays : Martin Luther King, Jr.	1993-1994
7	13	Income Tax	1993
7	14	Institute for Government	1993-1994
7	15	Institute for Government : Newsletters	1990-1992
7	16	International Trade Initiative	1993
7	17	Invitations & Appearances	1993-1994
7	18	Invitations & Appearances	1994
7	19	Justices of the Peace	1993
7	20	Karelia	1993-1994
7	21	Karelia	1993-1994
7	22	Land Trust	1994
7	23	Marriage Solemnization	1993-1994
7	24	Media	1993-1994
7	25	National Association of Government Archives & Records Administration (NAGARA)	1993
7	26	National Association of Secretaries of State	1993

		(NASS)	
7	27	National Association of Secretaries of State (NASS) Annual Meeting	1993
7	28	National Association of Secretaries of State (NASS) Committee Assignments	1993
7	29	National Association of Secretaries of State (NASS) Project Democracy	1993
7	30	National Association of Secretaries of State (NASS) Winter Conference	1993
7	31	National Association of Secretaries of State (NASS) Taiwan Trip	1994
7	32	National Association of Secretaries of State (NASS) Winter Conference	1994
7	33	National Notary Association	1993-1994
7	34	New England State Legislatures	1992
7	35	Newsclippings	1993-1994
7	36	Northeastern Regional Conference on Lobbying (NORCOL)	1991-1993
7	37	Northeast Citizen Action Resource Center	1993
7	38	Norwich University	1993-1994
7	39	Open Meeting - Right to Know	1993
7	40	Open Meeting - Right to Know (Deputy Bristow's files)	1993-1994
7	41	Open Meeting - Right to Know : Correspondence	1993
7	42	Open Meeting - Right to Know : Law	1993
7	43	Open Meeting - Right to Know : Newsclippings	1993
7	44	Partners of the Americas	1993
7	45	Patriotic Customs	n.d.
7	46	Population of Vermont : Public Health Statistics Bulletin	n.d.
7	47	Press Releases	1993-1994



7	48	Public Records : Access to	1993-1994
7	49	Public Records : Executive Privilege (Deputy Bristow's files)	1994
7	50	Public Service Recognition Week	1994
7	51	Quasi-Judicial Determinations	1989
7	52	Records Retention (Seven Year Pitch)	1994
8	1	Redstone History	1993
8	2	Secretary of State's Office: Fees	1994
8	3	Snelling Center	1994
8	4	Speeches	1994
8	5	State Employees' Combined Charitable Appeal (SECCA)	1993
8	6	Tall Timbers Mobile Home Park	1993
8	7	U.S. Census	1990-1992
8	8	U.S. Postal Service	1993
8	9	University of Vermont	1994
8	10	VT Bankers Association	1993
8	11	VT Chamber of Commerce	1994
8	12	VT Citizen Bee	1993-1994
8	13	VT Food Bank	1994
8	14	VT Historical Society	1992-1994
8	15	VT Interactive Television	1993
8	16	VT Law School	1993
8	17	VT Public Interest Research Group (VPIRG)	1993
8	18	VT State Employees Association (VSEA)	1993
8	19	VT Trivia	1994
8	20	Veterans Affairs	1994

8 21 Youth Court (Windsor High School) 1993

**SERIES X  
ADMINISTRATIVE RECORDS  
.8 cu. ft.**

<u>Box/Folder</u>	<u>Date</u>
8 22 Appropriations Bill	1993-1994
8 23 Audit	1994
8 24 Bristow, Claudia : Biography & Oaths	1993
8 25 Budget	1993-1994
8 26 Budget	1993-1994
8 27 Budget (Deputy Bristow's files)	1993-1994
8 28 Budget Worksheets : FY '94	1993
8 29 Capital Construction	1993-1994
8 30 Grants (Deputy Bristow's files)	1993-1994
8 31 Internships	1993-1994
8 32 Inter-Office Memoranda	1993-1994
8 33 Labor Management Committee	1993
8 34 Management Goals	1993-1994
8 35 Personnel	1993-1994
8 36 Personnel Policies	1993-1994
8 37 Private Investigators	1993-1994
8 38 Redstone : Air Quality	1993
8 39 Redstone : Space	1993
8 40 Redstone : Space	1994
8 41 Redstone : Telephone System	1993
8 42 Redstone : VOSHA Inspection	1994
8 43 Staff Meetings	1993-1994

8 44 Total Quality Management 1993-1994

**SERIES XI  
VERMONT COMMISSION ON DEMOCRACY  
3.3 cubic ft.**

<u>Box/Folder</u>	<u>Date</u>
9 1 Access to the Ballot Box	n.d.
9 2 Access - Information	n.d.
9 3 Acknowledgements	1993-1994
9 4 Athenian Democracy (article)	1993
9 5 Barriers & Reforms Task Force	1993-1994
9 6 Beyond the Ballot Box	n.d.
9 7 Bidding Process	1993
9 8 Boke, Nick : Study of High School Democracy	1993
9 9 Case Studies Task Force	1993-1994
9 10 Center for Living Democracy (Frances Moore Lappe and Paul Martin DuBois)	n.d.
9 11 Center for Policy Alternatives	1993
9 12 Certificates of Appreciation	1993
9 13 Citizen Education	1993
9 14 Commission and Task Force Members	1993-1994
9 15 Compulsory Vermont Voting	1993
9 16 Correspondence	March-April 1993
9 17 Correspondence	May-July 1993
9 18 Correspondence	August 1993
9 19 Correspondence	September 1993
9 20 Correspondence	October 1993
9 21 Correspondence	November-December 1993

9	22	Correspondence	1994
9	23	Democracy Commission Resources	1993-1994
9	24	Doing Democracy : Report	1993-1994
9	25	Doing Democracy : Distribution	1993-1994
9	26	Doing Democracy Spin-off	1994
9	27	Editorial Committee Meeting	February 9, 1994
9	28	Education in Vermont, The Condition of	1993
9	29	Evaluation of Commission	1994
9	30	Excerpts from "Opinions"; "Revolutionary Outlaws"	n.d.
9	31	Finances/Director Info	1993
9	32	Fundraising	1993
9	33	Fundraising : Benton Foundation	1993
9	34	Fundraising : Blue Cross/Blue Shield of VT	1993
9	35	Fundraising : Environmental Programs in	1993-1994
9	36	Fundraising : Florence & John Schumann Foundation	1993
9	37	Fundraising : Free Press Foundation, Inc.	1993
9	38	Fundraising : Green Mountain Power Corp.	1993
9	39	Fundraising : Howfirma Foundation	1993
9	40	Fundraising : Lintilhac Foundation, Inc.	1993
9	41	Fundraising : Markle Foundation	1991-1993
9	42	Fundraising : McLane-Bradley Friendship Fund	1993
9	43	Fundraising : Memos	1993
9	44	Fundraising : National Foundations	1992-1993
9	45	Fundraising : National Life Insurance Co.	1993

9	46	Fundraising : People for the American Way	1993
9	47	Fundraising : Upjohn Company	1992
9	48	Fundraising : VEATCH Program, North Shore	1993
9	49	Fundraising : Vermont Community Foundation	1993
9	50	Fundraising : Vermont Council on the Humanities	1992-1993
10	1	Fundraising : Windham Foundation	1992-1993
10	2	Fundraising Prospects	1993
10	3	Fundraising Resources in Vermont	n.d.
10	4	Graphics Proposals/Analysis	1994
10	5	Honduras Trip	1993
10	6	Information & New Technologies Task Force	1993-1994
10	7	Interns	1993
10	8	Legislation	1993
10	9	Legislation	1994
10	10	Literacy Issues	1993
10	11	Mail Ballots	n.d.
10	12	Mallary Analysis	n.d.
10	13	Minutes/Agenda	January 23, 1993
10	14	Minutes/Agenda	July 21, 1993
10	15	Minutes/Agenda	August 18, 1993
10	16	Minutes/Agenda	September 8, 1993
10	17	Minutes/Agenda	September 22, 1993
10	18	Minutes/Agenda	October 6, 1993
10	19	Minutes/Agenda	October 20, 1993
10	20	Minutes/Agenda	November 3, 1993

10 21	Minutes/Agenda	November 7, 1993
10 22	Minutes/Agenda	December 1, 1993
10 23	Minutes/Agenda	December 15, 1993
10 24	Minutes/Agenda	January 18, 1994
10 25	Motor Voter	1990-1993
10 26	National Voter Registration Act : Implementation Manual	1993
10 27	Notes : Misc.	1993-1994
10 28	People for the American Way: First Vote	1991-1993
10 29	Planning Advisory Group	1993
10 30	Planning and Organization	1993
10 31	Polling Places/Hours	1992
10 32	Press Clippings	1992-1994
10 33	Press Releases	1993
10 34	Project Democracy Material	1993
10 35	Public Hearing	January 18, 1993
10 36	Quality of Citizen Participation	n.d.
10 37	Questionnaires : Commission Members	1993
11 1	Questionnaires : Town Clerks	1993
11 2	Quotes/Personal Remarks	1993
11 3	Rader, Jim : Report Critique	1993
11 4	Radio broadcast	1993
11 5	Reading List	n.d.
11 6	Recommendations Checklist	n.d.
11 7	Reports : Messages from Don Hooper	1993
11 8	Reports : Messages to Hooper from Nat Frothingham	1993

11 9	Research Questions	1993
11 10	Respect & Empowerment	n.d.
11 11	Sanford, D. Gregory : Memos to Hooper	1993
11 12	Selected Town Clerks	1993
11 13	Sidebars	1993
11 14	Structuring the Task Force Team (Bob Rusten)	1993
11 15	Ten Arts of Democracy	1992
11 16	Ten Most Important Issues	1993
11 17	Timetable	n.d.
11 18	Traditions Worth Preserving	n.d.
11 19	Vermont Businesses for Social Responsibility	1993-1994
11 20	Vermont Facts	1992-1994
11 21	Voter Registration & Turnout	1992-1994
11 22	What We Can Do Now	1993
11 23	Work, Makeup, Agenda	1993-1994

**BOX 12: AUDIO & VIDEO TAPE LIST** (Stored in State Archives vault)

**Video Tapes**

"VOTE '92" Ad Council TV Spots (4 Tapes)

Video Store Voter Registration Drive (1 Tape)  
Public Service Announcement

"First Vote" People for the American Way (1 Tape)

U.S. Army Audio Visual Center TV Spots (1 Tape)

"Is This Land Your Land?" (1 Tape)

VT Commission on Democracy New Technologies Conference  
September 8, 1993, VT Technical College, Randolph Center, VT  
(Parts I & II) (2 Tapes)

VT Commission on Democracy, Presentation to by Rutland High School Students, September 22, 1993, Rutland Superior Court House (2 Tapes)

VT Commission on Democracy, June 23, 1993 Meeting (Parts I & II) (2 Tapes)

VT Commission on Democracy, July 21, 1993 Meeting (Parts I & II) (2 Tapes)

VT Commission on Democracy, October 6, 1993 Meeting (Parts I & II) (2 Tapes)

VT Commission on Democracy, October 20, 1993 Meeting (Parts I, II & III) (3 Tapes)

VT Commission on Democracy, Information & New Technologies Task Force Meeting November 3, 1993 (2 Tapes)

VT Commission on Democracy, November 17, 1993 Meeting (1 Tape)

VT Commission on Democracy, December 1, 1993 Meeting (Parts I & II) (2 Tapes)

VT Commission on Democracy, January 18, 1994 Hearing (1 Tape)

VT Commission on Democracy, "Brief Video w/Jean Shiner and Annie Holmblad" undated (1 Tape)

#### Audio Tapes

VT Commission on Democracy, Planning & Organizational Meeting June 23, 1993, VT State House (1 Cassette)

VT Commission on Democracy Meeting July 21, 1993, Brattleboro Senior Center (2 Cassettes)

VT Commission on Democracy, Barriers & Reforms Task Force Meeting August 4, 1993, South Royalton (2 Cassettes)

VT Commission on Democracy Meeting August 18, 1993, Island Pond (3 Cassettes)

VT Commission on Democracy Conference on Information & Technology September 8, 1993, VT Technical College, Randolph (3 Cassettes)

VT Commission on Democracy, Selectman's Meeting to Discuss Solid Waste Issues September 9, 1993 (1 Cassette) (town and



identity of individuals unknown)

VT Commission on Democracy Meeting September 22, 1993, Rutland  
County Superior Court, Rutland (3 Cassettes)

VT Commission on Democracy Meeting October 6, 1993, Community  
College of Vermont and NW Regional Correctional Center  
(5 Tapes)

VT Commission on Democracy Planning Meeting October 18, 1993,  
VT Secretary of State's Office, Montpelier (1 Cassette)

VT Commission on Democracy Meeting October 20, 1993, Springfield  
(1 Cassette and 4 Mini-cassettes)

VT Commission on Democracy Meeting November 3, 1993, Johnson  
State College, Johnson (3 Cassettes)

VT Commission on Democracy Meeting November 17, 1993, Pavilion  
Building, Montpelier (2 Cassettes)

VT Commission on Democracy Project Editorial Advisory Committee  
Meeting November 23, 1993, VT Technical College, Randolph  
Center (to discuss shape of report) (1 Cassette)

VT Commission on Democracy Project Editorial Advisory Committee  
Meeting December 1, 1993, VT Technical College, Randolph Center  
(1 Cassette)

VT Commission on Democracy Meeting December 15, 1993, Fletcher  
Free Library, Burlington (3 Cassettes)

VT Commission on Democracy Project Editorial Advisory Committee  
Meeting January 7, 1994 (no place noted) (1 Cassette)

VT Commission on Democracy Project Editorial Advisory Committee  
Meeting January 10, 1994, VT Secretary of State's Office,  
Montpelier (1 Cassette)

VT Commission on Democracy Public Hearing January 18, 1994,  
VT State House, Montpelier (1 Cassette)

VT Commission on Democracy Project Editorial Advisory Committee  
Meeting February 1, 1994, Laughing Bear Associates, Montpelier  
(1 Cassette)

