

**Harris County Archives
Houston, Texas**

Finding Aid

**HARRIS COUNTY JUVENILE PROBATION RECORDS
CR43
(1913 – 1989)**

Acquisition: Harris County Juvenile Probation Department.

Accession Numbers: 2005.031, 2006.026, 2006.031, 2014.010

Citation: [Identification of Item], Harris County Juvenile Probation Department, Harris County Archives, Houston, Texas.

Agency History:

Traditional institutional reports date the establishment of the Harris County Juvenile Probation Department (HCJPD) to 1909, however, the first documentation of the department appears in the Auditor's records in the form of payments to three probation officers in 1915. It seems likely that the Probation Department developed from a symbiotic relationship between children's homes workers and the Houston Police Department, leading to the founding of the county department.

From its inception, the HCJPD had jurisdiction over all children engaged in delinquent acts, dependent and neglected children, adoption investigations, custody disputes, investigations of insanity (both adult and juvenile), and intake for epilepsy and tubercular state institutions. The department also administered support funds for old-age and mothers' pensions. The Chief Probation Officer, in addition to his overall administrative duties, was also head of the Delinquency sections. The Assistant Chief Probation Officer supervised the Dependency Department, which also included custody, child support, pensions, and state institution investigations.

Intake, functioning within both Dependency and Delinquency, was responsible for all initial contacts and investigations. These workers handled all nighttime emergency and weekend calls. Delinquency was divided into a Boys Section and a Girls Section, each broken down into a Case Work Department and a Supervision Department. Case workers handled a child's case while it was active, and the Supervision Department continued unofficial supervision after the child had made a good adjustment. The Dependency section divided its workers by case type – adoption, custody, dependency, and so forth. In earlier years some of these duties were combined, but children were each assigned to a worker of their own race and sex, if at all possible. It is evident that by the mid-1930s male, African American, and bilingual caseworkers were working in the

department. After 1960, a Child Support Section was established – this function had previously fallen under the purview of Dependency.

R. R. Adcock, who first appears in the Auditor's records in December of 1916, was likely the first Chief Probation Officer. By 1918, J. W. Mills had taken over as Chief, and remained in charge until 1932. R. C. Roebuck was the Department's next Chief Probation Officer, serving from 1932 until 1937. W. E. Robertson (1937 - 1952), Paul Irick (1952 – 1961), and R.O.D. Schoenbacher (1961 – ca. 1985), follow in succession.

Because of the steady increase in cases throughout agency history, HCJPD was constantly underfunded and understaffed, especially in regards to male, minority, and bilingual caseworkers. The strain becomes most noticeable during the Depression, both World Wars, and in the 1950s and 1960s, with the dramatic increase in population in Houston and Harris County.

In addition to the HCJPD proper, Probation also funded and managed several County children's homes. On May 19, 1914, Harris County Commissioners Court approved the construction of a girls' home in Bellaire, to be known as the Harris County Training School for Girls¹. Ethel Claxton and Mary Burnett were hired to be the school's Superintendent and Assistant Superintendent, respectively, on August 1, 1914. On September 26, the home was opened and ready for occupancy. The home filled rapidly. During the Twentieth Anniversary Celebration, Claxton noted that the institution cared for 200 girls in four houses. The school was originally intended to educate both dependents and delinquents, but by 1952, only delinquent girls were living at the facility.

The Bayland Orphans Home, founded as a private entity on September 24, 1866, as a home for dependent boys and girls, was turned over to county control in October, 1918. The transfer was problematic, with the original Bayland Orphan Home board members charging that the County failed to fulfill its obligations to the home. By 1922, however, settlements were reached, and the Bayland Orphans Home was fully under County control. The County transferred all the girls in the home to the Harris County Home for Girls, and the Bayland Home became a home for boys, exclusively.

The Harris County School for Boys, which served delinquent boys, was founded at Seabrook in 1910 and relocated to South Houston in 1914. In 1924, the home moved yet again, to Clear Lake on property adjacent to the county park. Beginning in 1936, Bayland and the Harris County School for Boys were consolidated into one institution at the Clear Lake location. After a small fire in 1951 which required moving the boys to the Girls School, the HCJPD realized the benefits of a co-ed home in keeping siblings together. The two homes were merged to create the Burnett-Bayland Home in 1952. The Harris County School for Boys (at Clear Lake) was refurbished and reopened in 1955. In 1972 the School was re-named the Harris County Youth Village.

Harris County provided even less accommodation for African American children. The Dorcas School, opened ca. 1915, was a training school for black delinquent girls. Space and funding

¹ The Harris County Training School for Girls is also known in these papers and elsewhere as the Bellaire Girls School and the Mary Burnett Home.

were chronically insufficient, and the school closed in early 1932. Due to constraints, the home was never able to accommodate more than forty girls, although the demand was far greater. Harris County Children's Home, an emergency home for Negro children, was opened in September of 1961.

Although founded in 1922, HCJPD took over management of the Harris County Home for the Aged in 1930. The home was located approximately 8 miles east of Houston on the Crosby Road. The home had segregated facilities for approximately one hundred white and African American residents.

Foster homes were used by Harris County to care for its dependent children from the earliest days of the county. As early as 1918, HCJPD included foster care in its budget, albeit a very small amount. Support for foster care grew, especially after World War II, so that by 1972 the budget for foster care was nearly double that for the individual institutional homes.

In 1968, the HCJPD underwent a major restructuring, streamlining to concentrate on delinquency cases only. Child Protective Services Division, a state agency, assumed the responsibility for the dependency and neglect cases. Social Services handled immediate relief cases and tuberculosis patients (who also received aid from the Health Department). The Abilene State Hospital, which had received many Harris County residents suffering from epilepsy, was converted to a mental health hospital in 1957, reflecting changing treatments of epilepsy. HCJPD no longer investigated or sent children or adults to epileptic institutions after this date. The Mental Health Department, founded in 1965, investigated insanity reports. As of 1958, the Harris County Home for the Aged closed.

Bibliography:

Harris County Auditor's Office. (1923, 1924) *Annual Reports*. Harris County Archives: Houston, Texas.

Harris County Auditor's Office. (1914 – 1915, 1915, 1916) *Auditor's Voucher Register*. Harris County Archives: Houston, Texas.

McAfee, Dennis A. "Burnett Bayland Home: An Historical Perspective." Ph.D. dissertation, Sam Houston State University, 1985.

Collection Summary:

Case files, correspondence, financial and legal records, scrapbooks, memoranda, newspaper clippings, printed materials, photographs, grant applications, and research analyses (1913 – 1989) document the development and growth of the Harris County Juvenile Probation

Department (HCJPD). The collection is divided into three record groups: Administrative Records, Case Files and Children's Homes. An outline follows.

- I. Administrative Records (pg. 5)
 - a. Correspondence / Memorandum (pg. 5)
 - b. Supervisor's Records (pg. 6)
 - c. Children's Home Reports (pg. 21)
 - d. Board Minutes (pg. 22)
 - e. Subject Files (pg. 26)
 - f. Professional Organizations (pg. 52)
 - g. Budget Records (pg. 57)
 - h. Grants (pg. 71)
 - i. Research (pg. 95)
- II. Case Files (pg. 118)
 - a. Harris County Juvenile Probation General Case Files (pg. 119)
 - b. Foster Care (pg. 130)
 - c. Adoption (pg. 130)
 - d. Mary Burnett Home (pg. 132)
 - e. Burnett-Bayland Home (pg. 134)
 - f. General Case-Related Materials (pg. 135)
- III. Children's Homes (pg. 135)
- IV. Harris County Home for the Aged (pg. 138)
- V. Appendix (pg. 140)

Archivist's Note:

Related records available in the Harris County Archives include the Bayland Orphan Home Records, Harris County Juvenile Dockets, Minutes of the Juvenile Board, and the Harris County Judges' Records. Yearly annual reports of the Harris County Juvenile Probation Department have been digitized and are online at http://www.hcjpd.org/annual_report.asp

This collection was processed using minimal processing standards. Records were reboxed and when necessary, refolded. The original order was maintained except where indicated. Little appraisal was done on the records other than removing multiple copies. Container lists (lists of folders within a box) were created for administrative records boxes, but case files boxes were merely alphabetized. While all boxes have been processed at least to the box level, researchers may find it necessary to search within several boxes for records relevant to their research question. Reference archivists will be available for assistance.

“[C]” indicates confidential material may be in the records and will be reviewed by the archivist before being given to a researcher.

Record Group: Administrative Records

Size: 74 linear ft.

Range of Dates: 1918 – 1989

Restrictions on Access: Certain folders may contain case-related material and will be subject to archival review.

Restrictions on Use: None

Processed By: Janice Carter, 2006 – 2007

Scope and Contents Note:

Correspondence and memoranda, financial records, annual reports, juvenile and children's home statistics, contemporary juvenile legislation and legal research, printed materials, grant applications and scholarly research (1918 – 1989) document the history and organization of the Harris County Juvenile Probation Department (HCJPD). Included in the records is information from Probation Departments around the nation, as well as other local agencies working with children. The record group is divided into nine series: Memoranda and Correspondence, Supervisors' Files, Children's Home Reports, Board Minutes, Subject Files, Professional Organizations, Budget Records, Grant Applications, and Research Department Records.

Series: Memoranda and Correspondence

Size: .5 linear feet

Range of Dates: 1939 - 1958

Restrictions on Access: Certain folders may contain case-related material and will be subject to archival review.

Restrictions on Use: None

Processed by: Janice Carter, 2006 - 2007

General memoranda and correspondence (1939 - 1958) reveal the work of caseworkers and supervisors of the Harris County Juvenile Probation Department. Routine concerns, such as scheduling meetings and overtime, doctor visits for juveniles, mileage and supply reimbursement, are primarily covered. Of particular interest is the correspondence from charitable organizations detailing the importance of these groups to the functions of the HCJPD. The series is arranged according to original order; no alphabetical or chronological order has been imposed. Memoranda and correspondence may also be found in the Subject Files and Supervisor's Files.

Inventory

Title	Date Range	Location
Memoranda, general [C]	1939	0532-X-01

Title	Date Range	Location
Memoranda, general [C]	1939	0532-X-02
Memoranda, general [C]	1940	0532-X-03
Memoranda, general [C]	1940	0532-X-04
Memoranda, general [C]	1941 - 1942	0532-X-05
Memoranda, general [C]	1941 - 1942	0532-X-06
Memoranda, general [C]	1941 - 1942	0532-X-07
Memoranda, general [C]	1943	0532-X-08
Memoranda, general [C]	1944	0532-X-09
Memoranda, general [C]	1945	0532-X-10
Memoranda, general [C]	1946	0532-X-11
Memoranda, general [C]	1947	0532-X-12
Memoranda, general [C]	1948	0532-X-13
Memoranda, general [C]	1949 - 1950	0532-X-14
Memoranda, general [C]	1954 - 1958	0532-X-15
Memoranda	1955 - 1958	0532-X-16
Correspondence - Government Offices	1953 - 1958	0532-X-17
Correspondence - Various Organizations	1955 - 1958	0532-X-18
Correspondence - Various Organizations	1953 - 1958	0532-X-19
Correspondence - Various Organizations	1953 - 1958	0532-X-20

Series: Supervisors' Records

Size: 7.5 linear feet

Range of Dates: 1926 - 1979

Restrictions on Access: Certain folders may contain case-related material and will be subject to archival review.

Restrictions on Use: None

Processed by: Janice Carter, 2006 – 2007

Personal correspondence, meeting notes, and collected financial, educational and HCJPD statistics comprise the records of Chief Probation Officers W. E. Robertson, Paul Irick and R. O. D. Schoenbacher and Supervisors Donna Schults and Russell Baird (1926 – 1979) and illuminate the major managerial, community and economic concerns the HCJPD faced. Each of these supervisors worked first as case workers and then moved up in the department, which is reflective of a department-wide trend. Each supervisor’s personal correspondence, some of which dates from his or her early days at the department, reflects this breadth of experience.

Of note in Robertson’s files are the records from his membership in the local chapter of the National Probation Association, and a letter regarding Mexico and Nazi propaganda dated October, 1940. Both Irick and Schoenbacher’s records contain thorough reports and statistics on Burnett-Bayland, DePelchin and several other HCJPD-funded homes, as well as statistics on Delinquency and Dependency. Of particular interest in the files of Donna Schults are the Meeting Minutes and Community Unit Probation Services (CUPS), the latter records showing the genesis of the community service program which today is vital to the HCJPD. The original order of the records has been maintained.

Inventory

Title	Date Range	Location
W. E. Robertson (1925 – 1961)		
Big Brothers and Big Sisters - Optimists' Club [C]	1940 - 1946	0539-X-23
Big Brothers Recruiting - YMCA and Optimists' Club [C]	1935 - 1940	0539-X-24
Big Brothers Recruiting - YMCA and Optimists' Club [C]	1935 - 1940	0539-X-25
General Correspondence [C]	1926 - 1940	0539-X-26
General Correspondence [C]	1941 - 1943	0539-X-27
General Correspondence [C]	1941 - 1943	0539-X-28
General Correspondence [C]	1944 - 1945	0539-X-29
General Correspondence [C]	1946	0540-X-01
General Correspondence [C]	1946	0540-X-02
Correspondence	1947	0540-X-03
Correspondence	1947	0540-X-04
Correspondence	1948	0540-X-05

Title	Date Range	Location
Correspondence	1949 - 1950	0540-X-06
Correspondence	1940, 10	0540-X-07
Legislative: H.B. 120: Adult Probation and Parole Bill	1947	0540-X-08
Legislative: H.B. 120: Adult Probation and Parole Bill	1947	0540-X-09
Legislative: Opinions	1943 - 1944	0540-X-10
Lifestyle, Housekeeping, Social Work	1946	0540-X-11
Mothers' Aid	1926 - 1933	0540-X-12
Mothers' Pension and Works Progress Administration records	1934 - 1938	0540-X-13
Narcotics Study and Correspondence	1937 - 1946	0540-X-14
National Association of County Officials	1940	0540-X-15
National Conference of Social Workers	1938 - 1945	0540-X-16
National Probation Association	n.d.	0540-X-17
National Probation Association	1927 - 1935	0540-X-18
National Probation Association: National Conferences	1933 - 1943	0540-X-19
National Probation Association	1934 - 1947	0540-X-20
National Probation Association	1934 - 1947	0540-X-21
National Probation Association	1935 - 1947	0540-X-22
National Probation Association: National Conferences	1936 - 1940	0540-X-23
National Probation Association	1942 - 1947	0540-X-24
National Probation Association	1942 - 1947	0540-X-25
National Probation Association	1943 - 1945	0540-X-26
National Probation Association	1943 - 1945	0540-X-27
National Probation Association	1946	0540-X-28
National Probation Association	1946	0540-X-29

Title	Date Range	Location
National Probation Association: National Conference	1947	0540-X-30
National Probation Association	1947 - 1949	0540-X-31
National Probation Association: National Conference	1948	0540-X-32
National Probation Association Magazine	1948 - 1949	0540-X-33
National Probation Association	1949	0540-X-34
National Probation Association	1954 - 1961	0541-X-01
National Probation Association	1954 - 1961	0541-X-02
National Youth Administration of Texas	1935 - 1947	0541-X-03
Negro Community Provision and Relations - Health and Welfare & Color Preference - Research	1925 - 1944	0541-X-04
North Carolina Probation Commission - Biennial Report	1942 - 1944	0541-X-05
Nurseries	1936 - 1947	0541-X-06
Old Age Assistance	1936 - 1941	0541-X-07
Old Negroes and Confederate Ex-Slaves Home	1926	0541-X-08
Optimists' Club	1941 - 1947	0541-X-09
Optimists' Club	1940 - 1943	0541-X-10
Optimists' Club Boys' Home	1946 - 1949	0541-X-11
Port of Houston Disaster Committee Members	1948, 09	0541-X-12
Prisons	1929 - 1935	0541-X-13
State Advisory Committee for Child Welfare	1932 - 1939	0541-X-14

Paul Irick (1934 – 1961)

Administrators Self-Improvement Association (ASIA)	1950 - 1956	0541-X-15
Administrators Self-Improvement Association (ASIA)	1950 - 1956	0541-X-16
Auditor's and Commissioners' Court	1955	0541-X-17

Title	Date Range	Location
Auditor's and Commissioners' Court	1955	0541-X-18
Auditor's and Commissioners' Court	1956 - 1957	0541-X-19
Auditor's and Commissioners' Court	1956 - 1957	0541-X-20
Auditor's Correspondence	1957	0541-X-21
Austin State and Abilene State Schools	1954 - 1957	0541-X-22
Burnett-Bayland Home	1950 - 1952	0541-X-23
Burnett-Bayland Home	1953 - 1957	0541-X-24
Burnett-Bayland Home	1954 - 1956	0541-X-25
Child Support Legislative	1953	0541-X-26
Child Welfare Unit	1951 - 1956	0541-X-27
Church Welfare Board	1955 - 1957	0541-X-28
Civil Defense	1953 - 1957	0541-X-29
Commissioners' Correspondence	1953 - 1954	0541-X-30
Community Council	1956 - 1957	0541-X-31
Community Council Board of Directors	1953 - 1957	0541-X-32
Community Council Board of Directors	1953 - 1957	0541-X-33
Community Council Board of Directors	1953 - 1957	0541-X-34
Correspondence, Personal	1954 - 1958	0542-X-01
Correspondence, Personal	1954 - 1958	0542-X-02
Memoranda, Paul Irick	1959 - 1961	0542-X-03
Memoranda, Paul Irick	1959 - 1961	0542-X-04
Memoranda, Paul Irick	1961	0542-X-05
Crime Prevention Division	1940 - 1955	0542-X-06
Crime Prevention Division	1940 - 1955	0542-X-07
Dancing Ordinance	1946, 04	0542-X-08

Title	Date Range	Location
Delinquency Monthly Reports [C]	1957	0542-X-09
Delinquent Boys Cases in Court [C]	1955 - 1956	0542-X-10
Delinquent Cases in Court [C]	1959 - 1960	0542-X-11
DePelchin Faith Home Monthly Reports	1954	0542-X-12
DePelchin Faith Home Monthly Reports	1955 - 1956	0542-X-13
DePelchin Faith Home Monthly Reports	1955 - 1956	0542-X-14
DePelchin Faith Home Monthly Reports	1957	0542-X-15
Family Services Bureau	1951, 02	0542-X-16
Florence Crittenton Home	1954, 03	0542-X-17
Foster Home Study Guidelines	1952	0542-X-18
Harris County Emergency Shelter	1960, 06 - 1960, 10	0542-X-19
Harris County Home for the Aged	1953 - 1958	0542-X-20
Inventories	1953, 1958	0542-X-21
Judge Mills Correspondence [C]	1952 - 1957	0542-X-22
Juvenile Board Agendas	1954 - 1957	0542-X-23
Legislative: Adult Probation	1957 - 1959	0542-X-24
Legislative: Attorney General Opinions	1951 - 1957	0542-X-25
Licensed Child Care Facilities in Harris County	1960, 1961	0542-X-26
Monthly Summary Reports	1954 - 1957	0542-X-27
Monthly Summary Reports	1954 - 1957	0542-X-28
National Probation Association	1953 - 1955	0542-X-29
Newsletter - "Dandy Lion"	1961	0542-X-30
Newsletter - "Re: News"	1961	0542-X-31
Newsletter - "What's New?"	1961, 06 - 1961, 10	0542-X-32
Open Cases in June of 1962 [C]	1962, 06	0542-X-33

Title	Date Range	Location
Out-of-Town Investigations	1958 - 1961	0542-X-34
Parole Section	1957	0542-X-35
Probation Progress Reports	1957, 01 - 1957, 03	0542-X-36
Texas School for the Deaf	1953 - 1955	0542-X-37

R. O. D. Schoenbacher (1934 – 1961)

Boys Delinquency - General Correspondence	1958 - 1960	0542-X-38
Casework, Delinquency [C]	1958 - 1960	0542-X-39
Casework, Delinquency [C]	1958 - 1960	0542-X-40
Community Council	1958 - 1960	0543-X-01
Correspondence	1956 - 1958	0543-X-02
Correspondence	1958 - 1960	0543-X-03
Memoranda	1959 - 1960	0543-X-04
Correspondence, Paul Irick	1957 - 1958	0543-X-05
Delinquency Section	1958, 11 - 1960, 11	0543-X-06
Delinquency Section [C]	1958 - 1960	0543-X-07
Delinquent Girls, Open Cases [C]	1958, 12 - 1959, 05	0543-X-08
Delinquent Boys, Open Cases [C]	1959, 01 - 1959, 05	0543-X-09
Dependency Section	1958, 10 - 1960, 11	0543-X-10
Dependency, General	1955 - 1960	0543-X-11
Dependency, General	1955 - 1960	0543-X-12
Detention Home, Correspondence [C]	1958 - 1959	0543-X-13
Detention Home, Staff Minutes	1959 - 1960	0543-X-14
Directory of Texas Probation Officers	n.d.	0543-X-15
Employment Memoranda	1959 - 1960	0543-X-16

Title	Date Range	Location
HCJPD Annual Report	1960	0543-X-17
Intake	1959 - 1960	0543-X-18
Juvenile Board Minutes and Agenda	1957 - 1960	0543-X-19
Maintenance Requests	1958 - 1960	0543-X-20
Medical Procedures for HCJPD	1955 - 1958	0543-X-21
Monthly Case Lists	1961	0543-X-22
Newsletter of the State Department of Public Welfare - "What's New?"	1960, 05	0543-X-23
Personnel, Employment, General	1959	0543-X-24
Probation Department Library Requests	1960	0543-X-25
Refunds	1958	0543-X-26
Requisitions for Supply	1958 - 1960	0543-X-27
Santa Fe Railroad	1959 - 1960	0543-X-28
Staff Minutes	1958, 06 - 1958, 07	0543-X-29
State Department of Public Welfare	1951 - 1960	0543-X-30
State Department of Public Welfare	1958	0543-X-31
Student Round Up	1959 - 1960	0543-X-32
Texas Institute on Children and Youth: General Correspondence	1959 - 1960	0543-X-33
Texas Probation and Parole Association: Constitution	1958	0543-X-34
General Correspondence	1955 - 1957	0543-X-35
General	1959 - 1961	0543-X-36
Northeast Region	1960 - 1961	0543-X-37
Northwest Region	1960 - 1961	0543-X-38
Southeast Region	1960, 09	0543-X-39
Southwest Region	1960 - 1961	0543-X-40

Title	Date Range	Location
R.O.D. Schoenbacher	1960 - 1962	0543-X-41
Secretary	1958 - 1959	0543-X-42
Treasurer	1958 - 1959	0543-X-43
2 nd Annual Conference in San Antonio	1959	0543-X-44
Conference Reports	1957	0543-X-45
Adult Probation Directory	1958 - 1959	0543-X-46
Nominating Committee	1959, 05 - 1959, 08	0543-X-47
Resolutions Committee	1961, 03 - 1961, 09	0543-X-48
Membership	1960 - 1961	0543-X-49
Newsletter	1958 - 1961	0543-X-50
General Correspondence	1958 - 1961	0543-X-51
Texas Social Welfare	1955 - 1960	0543-X-52
Texas Social Welfare	1955 - 1960	0543-X-53
Texas Southern University	1958	0543-X-54
Texas State Board of Control	1934, 08 - 1936, 08	0543-X-55
Texas State Board of Control	1936, 08 - 1938, 08	0543-X-56
Texas Youth Council	1954 - 1960	0543-X-57
Travel Itineraries	1959 - 1960	0543-X-58
Travel Itineraries	1959 - 1960	0543-X-59
Vacation Schedules	1960	0543-X-60

Russell Baird (1955 – 1977)

Action Cost Sharing Program	1973	0544-X-01
Assignments in Custody of Chief Juvenile Probation Officer	1976	0544-X-02

Title	Date Range	Location
Big Brothers Program	1963 - 1972	0544-X-03
Budgetary Planning	1973, 04 - 1974, 04	0544-X-04
Community Council	1955 - 1966	0544-X-05
County Contract Stations	1973, 01	0544-X-06
Court Volunteer Services	1967 - 1972	0544-X-07
CUPS Grant	1972 - 1974	0544-X-08
CUPS Memoranda	1970 - 1973	0544-X-09
Delinquency Cases, Pending [C]	1962 - 1963	0544-X-10
Departmental Monthly Reports on Active Cases	1973 - 1975	0544-X-11
Departmental Procedure	1961	0544-X-12
Dependency Notebook	1958	0544-X-13
Dictaphone, Instructions on Using	n.d., ca. 1950's	0544-X-14
Dummy Case File For the Intake Procedure	1959 - 1972	0544-X-15
Employee Evaluations of Forms	1971 - 1973	0544-X-16
Foster Parents Handbook	n.d.	0544-X-17
General Staff Committee	1971, 07	0544-X-18
Guardianship Legal Agreements [C]	1960 - 1965	0544-X-19
Gulf Coast Trades Center	1971 - 1973	0544-X-20
Harris County Youth Village	1975 - 1976	0544-X-21
HCJPD - Intake Policy	n.d., 1972	0544-X-22
Interstate Compact on Juveniles	1966 - 1967	0544-X-23
Juvenile Court Data	n.d.	0544-X-24
Legislative: Juvenile Laws	1956, n.d.	0544-X-25
Legislative: Legal Judgments	1968, 1976	0544-X-26
Medical and Psychological Services Offered	1972, 05 - 1972, 06	0544-X-27

Title	Date Range	Location
National Probation Association	1958, 09	0544-X-28
New York City, Youth Board News	1958, 09 - 1958, 10	0544-X-29
Outside Programs	1970	0544-X-30
Donna Parrish [C]	1958 - 1964	0544-X-31
Ophie Don Parrish [C]	1967	0544-X-32
Penal Code Information	1974	0544-X-33
Planning Ideas/Policy	1974 - 1975	0544-X-34
Rolodex Information	1975	0544-X-35
Rosters, Detention Home and Gatesville	1974, 1977	0544-X-36
Social Committee - Policy, Procedures	1963 - 1964	0544-X-37
Theses on Juvenile Programs	1962, 1973	0544-X-38
Truancy Centers	1971 - 1973	0544-X-39
Vocational Guidance	1958 - 1970	0544-X-40
Voluntary Workers from Sam Houston State Teachers College	1959, 01 - 1959, 07	0544-X-41
Welfare & Related Agencies	1959, 10	0544-X-42

Donna Shults (1957 – 1980)

Administrative Directives	1974 - 1975	0544-X-43
Administrative Directives	1974 - 1975	0544-X-44
American Corrections Association - Advertisement	1980	0544-X-45
Community Youth Services Newsletter	1976, 04 - 1976, 08	0544-X-46
Court Information and Program Evaluation Services	1976	0544-X-47
Court Intake Monthly Report	1976, 03 - 1976, 05	0544-X-48
Court Intake Monthly Report	1976, 06 - 1976, 08	0544-X-49

Title	Date Range	Location
Court-Related Procedures: General Guidelines, Policy and Procedure	1972 - 1978	0544-X-50
Court Volunteers Services	1976, 02 - 1976, 07	0544-X-51
Criminal Justice Newsletter	1976, 07 - 1976, 09	0544-X-52
CUPS	1974 - 1979	0544-X-53
CUPS	1974 - 1979	0544-X-54
CUPS	1974 - 1979	0544-X-55
CUPS Case Assignments	1976	0544-X-56
CUPS Case Load Review	1976, 09 - 1976, 11	0545-X-01
CUPS I [C]	1976, 02 - 1976, 08	0545-X-02
CUPS II [C]	1973, 10 - 1976, 07	0545-X-03
CUPS III [C]	1976, 02 - 1976, 06	0545-X-04
CUPS IV [C]	1976, 04 - 1976, 09	0545-X-05
CUPS V [C]	1976, 02 - 1976, 07	0545-X-06
CUPS VI [C]	1976, 02 - 1976, 06	0545-X-07
CUPS VII [C]	1976, 03 - 1976, 06	0545-X-08
CUPS Policy	n.d., ca. 1976	0545-X-09
Current Work	1972, 02 - 1975, 08	0545-X-10
Departmental Memoranda	1974 - 1976	0545-X-11
Departmental Memoranda	1972 - 1974	0545-X-12
Departmental Monthly Reports	1976	0545-X-13
Detention Home Statistics	1976	0545-X-14
Employee Procedures	1972 - 1976	0545-X-15
Facilities Development (Placement) [C]	1976	0545-X-16
Field Services	1976	0545-X-17

Title	Date Range	Location
Field Services Assignment Procedure	n.d. ca. 1976	0545-X-18
Field Services Monthly Reports	1976	0545-X-19
Field Services Monthly Reports	1976	0545-X-20
Informal Adjustments Assigned to Field Services	1978	0545-X-21
Four Day Work Week Feasibility Study	1972, 03 - 1973, 12	0545-X-22
Houston Population Estimates - 1976	1972 - 1976	0545-X-23
Human Enrichment of Life Programs (HELP)	1976, 09	0545-X-24
Intake Screening – Memoranda	1976, 03	0545-X-25
Intake Screening Guidelines & Procedures	n.d. ca. 1976	0545-X-26
Intake Screening Guidelines & Procedures	1974, 03	0545-X-27
Intake Screening Monthly Report	1976, 03 - 1976, 09	0545-X-28
Interstate Compact on Juveniles	1967, 07	0545-X-29
Juvenile Probation Memoranda, General	1978	0545-X-30
Juvenile Probation Newsletter	1975, 07	0545-X-31
Medical Division Monthly Reports	1976	0545-X-32
Meeting Minutes: Administrators/Deputy Chiefs	1976, 01	0545-X-33
Deputy Chiefs'	1976, 05 - 1976, 10	0545-X-34
Boys Delinquency Section	1960	0545-X-35
Intake Staff	1958 - 1967	0545-X-36
Court-Intake Staff	1958 - 1967	0545-X-37
Court-Intake Staff	1971 - 1973	0545-X-38
Court-Intake Staff	1970 - 1974	0545-X-39
Intake Staff	1960	0545-X-40
CUPS Supervisors	1975 - 1976	0545-X-41

Title	Date Range	Location
CUPS Supervisors	1976 - 1977	0545-X-42
Field Services	1972 - 1973	0545-X-43
Field Services Divisional	1974 - 1975	0545-X-44
Field Services Divisional	1977, 12 - 1978, 09	0545-X-45
Field Services Divisional	1978	0545-X-46
Field Services Supervisors	1978	0545-X-47
Field Services Supervisors	1978	0545-X-48
Judges	1971, 05 - 1973, 08	0545-X-49
Juvenile Division of the Houston Police Department	1963 - 1970	0546-X-01
Supervision Supervisors	1975 - 1976	0546-X-02
Supervisors	1957	0546-X-03
Supervisors	1959	0546-X-04
Supervisors	1967 - 1972	0546-X-05
Supervisors	1967 - 1972	0546-X-06
Supervisors	1967 - 1972	0546-X-07
Supervisors	1976	0546-X-08
Supervisors and Administrators	1976	0546-X-09
Supervisors and Administrators	1978, 09	0546-X-10
Supervisory Staff	1958	0546-X-11
Supervisory Staff	1958 - 1961	0546-X-12
Meetings: Superintendents	1957 - 1958	0546-X-13
Memos to Supervisors	1971 - 1976	0546-X-14
Monthly Reports - All Sections [C]	1958	0546-X-15
Open Positions	1976, 08 - 1976, 10	0546-X-16

Title	Date Range	Location
Personal - Donna Shults	1975 - 1978	0546-X-17
Personal - Donna Shults	1975 - 1978	0546-X-18
Personal - Donna Shults	1975 - 1978	0546-X-19
Personal - Donna Shults	1975 - 1978	0546-X-20
Personal - Donna Shults	1976	0546-X-21
Personnel Policy Memoranda	1975 - 1977	0546-X-22
Personnel Policy and Department Projections	1974 - 1976	0546-X-23
Personnel Reports and Department Needs	1976	0546-X-24
Personnel Reports and Department Needs	1976	0546-X-25
Qualifications and Job Descriptions	n.d.	0546-X-26
Reports, Legal, Personnel	1974 - 1978	0546-X-27
Reports, Legal, Personnel	1974 - 1978	0546-X-28
Reports, Legal, Personnel	1974 - 1978	0546-X-29
Rules of the Court - Policy	1970, 09 - 1973, 02	0546-X-30
Secretaries and Area Supervisors [C]	1976	0546-X-31
Supervisors Program Material	1975	0546-X-32
Texas Probation Association	1976, 03 - 1976, 054	0546-X-33
Texas Youth Council	1976, 01	0546-X-34
Travel and Institution Forms	n.d. ca. 1976	0546-X-35
TRIAD	1976, 07	0546-X-36
Volunteers and Interns	1976, 02 - 1975, 05	0546-X-37
Volunteers – Gerry Johnson	1976	0546-X-38

Series: Children's Homes Reports

Size: .5 linear feet

Range of Dates: 1957 - 1961

Restrictions on Access: Certain folders may contain case-related material and will be subject to archival review.

Restrictions on Use: None

Processed by: Janice Carter, 2006 - 2007

Statistical reports, minutes, annual reports, rosters, and memoranda document the activities of the institutions housing children from Harris County under jurisdiction of the HCJPD from 1957 to 1961. Records of particular interest are memoranda, policy, reports and rosters from the Harris County Boys School, and statistics from Mrs. Kelly's and Mrs. Strickland's Emergency Homes - county homes essential to the care of dependent and delinquent children in Harris County.

Inventory

Title	Date Range	Location
Harris County Boys School [C]	1957 - 1959	0532-X-30
Harris County Boys School [C]	1957 - 1959	0532-X-31
Harris County Youth Village - Memoranda [C]	1976 - 1978	0532-X-32
Ingrando Home - Statistical Reports [C]	1959 - 1960	0532-X-33
Janie Kelly's Emergency Boarding Home [C]	1959 - 1960	0532-X-34
Juvenile Detention Home Attendance Records [C]	1959 - 1960	0532-X-35
Juvenile Detention Home Attendance Records [C]	1959 - 1960	0532-X-36
Martinez Emergency Home [C]	1959 - 1960	0532-X-37
South Texas Children's Home, Beeville, Texas [C]	1959 - 1960	0532-X-38
Emma Spike's Emergency Boarding Home [C]	1959 - 1961	0532-X-39
St. Paul's Industrial School [C]	1959 - 1960	0532-X-40
Mrs. Strickland's Children's Home [C]	1959 - 1960	0533-X-01
Sunny Glenn Homes in San Benito, TX [C]	1959 - 1960	0533-X-02
Texas Baptist Children's Home [C]	1959 - 1960	0533-X-03
Texas School for the Deaf & Harris County Lighthouse [C]	1956, 02	0533-X-04

Series: Board Minutes
Size: 4 linear feet
Range of Dates: 1974 - 1979
Restrictions on Access: None
Restrictions on Use: None
Processed by: Janice Carter, 2006 - 2007

Juvenile Board Meeting Minutes (1974 – 1979) compiled by the Harris County Juvenile Protection Department document the role of the department in informing the Board. Supporting statistics, correspondence, memoranda, and printed materials provided by the staff of the Harris County Juvenile Probation Department are included in the records. Handwritten notes on the margins from the staff further illuminate the issues being discussed.

Inventory

Title	Date Range	Location
Juvenile Board Minutes	1974 - 1975	0547-X-01
Juvenile Board Minutes	1975	0547-X-02
Juvenile Board Minutes	1975	0547-X-03
Juvenile Board Minutes	1975	0547-X-04
Family Code	1975	0547-X-05
Juvenile Board Minutes	1975, 02	0547-X-06
Juvenile Board Minutes	1975, 03	0547-X-07
Juvenile Board Minutes	1975, 03	0547-X-08
Juvenile Board Minutes	1975, 04	0547-X-09
Juvenile Board Minutes	1975, 05	0547-X-10
Juvenile Board Minutes	1975, 05	0547-X-11
Juvenile Board Minutes	1975, 06	0547-X-12
Juvenile Board Minutes	1975, 07	0547-X-13
Juvenile Board Minutes	1975, 08	0547-X-14
Juvenile Board Minutes	1975, 09	0547-X-15

Title	Date Range	Location
Juvenile Board Minutes	1975, 10	0547-X-16
Juvenile Board Minutes	1975, 11	0547-X-17
Juvenile Board Minutes	1975, 12	0547-X-18
Juvenile Board Minutes	1976, 01	0547-X-19
Juvenile Board Minutes	1976, 01	0547-X-20
Juvenile Board Minutes	1976, 01	0547-X-21
Juvenile Board Minutes	1976, 02	0547-X-22
Juvenile Board Minutes	1976, 03	0547-X-23
Juvenile Board Minutes	1976, 03	0547-X-24
Juvenile Board Minutes	1976, 04	0547-X-25
Juvenile Board Minutes	1976, 04	0547-X-26
Juvenile Board Minutes	1976, 05	0547-X-27
Juvenile Board Minutes	1976, 06	0547-X-28
Juvenile Board Minutes	1976, 07	0548-X-01
Juvenile Board Minutes	1976, 07	0548-X-02
Juvenile Board Minutes	1976, 08	0548-X-03
Juvenile Board Minutes	1976, 08	0548-X-04
Juvenile Board Minutes	1976, 09	0548-X-05
Juvenile Board Minutes	1976, 10	0548-X-06
Juvenile Board Minutes	1976, 10	0548-X-07
Juvenile Board Minutes	1976, 10	0548-X-08
Juvenile Board Minutes	1976, 11	0548-X-09
Juvenile Board Minutes	1976, 11	0548-X-10
Juvenile Board Minutes	1976, 12	0548-X-11
Grant Project Notification Sheets	1977	0548-X-12

Title	Date Range	Location
Juvenile Board Minutes	1977, 01	0548-X-13
Juvenile Board Minutes	1977, 01	0548-X-14
Juvenile Board Minutes	1977, 02	0548-X-15
Juvenile Board Minutes	1977, 03	0548-X-16
Juvenile Board Minutes	1977, 04	0548-X-17
Juvenile Board Minutes	1977, 05	0548-X-18
Juvenile Board Minutes	1977, 06	0548-X-19
Juvenile Board Minutes	1977, 06	0548-X-20
Juvenile Board Minutes	1977, 06	0548-X-21
Juvenile Board Minutes	1977, 07	0548-X-22
Juvenile Board Minutes	1977, 07	0548-X-23
Juvenile Board Minutes	1977, 08	0548-X-24
Juvenile Board Minutes	1977, 08	0548-X-25
Juvenile Board Minutes	1977, 08	0548-X-26
Juvenile Board Minutes	1977, 09	0549-X-01
Juvenile Board Minutes	1977, 09	0549-X-02
Juvenile Board Minutes	1977, 11	0549-X-03
Juvenile Board Minutes	1977, 11	0549-X-04
Juvenile Board Minutes	1977, 12	0549-X-05
Juvenile Board Minutes - Chief Schoenbacher's Copies	1977	0549-X-06
Juvenile Board Minutes - Chief Schoenbacher's Copies	1977	0549-X-07
Juvenile Board Minutes	1978	0549-X-08
Juvenile Board Minutes	1978	0549-X-09
Juvenile Board Minutes	1978, 01	0549-X-10
Juvenile Board Minutes	1978, 02	0549-X-11

Title	Date Range	Location
Juvenile Board Committees - Policy	n.d., ca. 1978	0549-X-12
Juvenile Board Minutes	1978, 03	0549-X-13
Juvenile Board Minutes	1978, 03	0549-X-14
Juvenile Board Minutes	1978, 04	0549-X-15
Juvenile Board Minutes	1978, 04	0549-X-16
Juvenile Board Minutes	1978, 05	0549-X-17
Juvenile Board Minutes	1978, 05	0549-X-18
Juvenile Board Minutes	1978, 06	0549-X-19
Juvenile Board Minutes	1978, 07	0549-X-20
Juvenile Board Minutes	1978, 07	0549-X-21
Juvenile Board Minutes	1978, 08	0549-X-22
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Juvenile Board Minutes	1978, 08	0550-X-01
Juvenile Board Minutes	1978, 08	0550-X-02
Juvenile Board Minutes	1978, 10	0550-X-03
Juvenile Board Minutes	1978, 10	0550-X-04
Juvenile Board Minutes	1978, 10	0550-X-05
Juvenile Board Minutes	1978, 11	0550-X-06
Juvenile Board Minutes	1978, 11	0550-X-07
Juvenile Board Minutes	1978, 12	0550-X-08
Juvenile Board Minutes	1978, 12	0550-X-09
Grant Project Notification Sheets	1978	0550-X-10
Juvenile Board Minutes	1979, 04	0550-X-11
Juvenile Board Minutes	1979, 04	0550-X-12
Juvenile Board Minutes	1979, 05	0550-X-13

Title	Date Range	Location
Juvenile Board Minutes	1979, 05	0550-X-14
Juvenile Board Minutes	1979, 06	0550-X-15
Juvenile Board Minutes	1979, 07	0550-X-16
Juvenile Board Minutes	1979, 07	0550-X-17
Juvenile Board Minutes	1979, 08	0550-X-18
Juvenile Board Minutes	1979, 09	0550-X-19
Juvenile Board Minutes	1979, 09	0550-X-20
Juvenile Board Minutes	1979, 10	0550-X-21
Juvenile Board Minutes	1979, 10	0550-X-22
Juvenile Board Minutes	1979, 11	0550-X-23
Juvenile Board Minutes	1979, 12	0550-X-24

Series: Subject Files

Size: 16 linear feet

Range of Dates: 1914 - 1985

Restrictions on Access: Certain folders may contain case-related material and will be subject to archival review.

Restrictions on Use: None

Processed by: Janice Carter, 2006 - 2007

Meeting minutes, juvenile legislation and legal research, financial reports, policy and annual reports, newsletters, printed materials, and correspondence (1914 – 1988) document over seventy years of the Harris County Juvenile Probation Department’s activities and interests. Of note is the large amount of data gathered from other sources: newsletters, research, annual reports and policy manuals from other organizations are plentiful, as is evidence of a healthy correspondence and inter-cooperation between many agencies, such as the Community Council and the Council of Churches. Particularly noteworthy is the intensive research and lobbying on juvenile legislation evident the early case files, and also the documentation of the rapid expansion of the HCJPD during the 1970’s.

The Subject Files were divided into two subseries by the HCJPD: Early (1914 – 1960) and Late (1960 – 1985).

Inventory

Title	Date Range	Location
Early Subject Files (1914 – 1960)		
American Red Cross	1960, 02	0533-X-05
Budget & Salaries	1956 - 1958	0533-X-06
Christmas Fund Accounts	1954 - 1959	0533-X-07
Christmas Fund Accounts	1954 - 1959	0533-X-08
Cisneros Children [C]	1960	0533-X-09
Clippings and Studies on Juvenile Delinquency	1955 - 1958	0533-X-10
Community Council	1958 - 1960	0533-X-11
Community Council	1958 - 1959	0533-X-12
Community Council	1954 - 1959	0533-X-13
Community Council	1954 - 1959	0533-X-14
Council of Churches	1958 - 1960	0533-X-15
Crime Prevention Division	1943 - 1958	0533-X-16
Dedication Services	1958, 10	0533-X-17
Delinquency Section	n.d., ca. 1950's	0533-X-18
Dependency Section	n.d.	0533-X-19
Drivers Licenses	n.d.; 1941	0533-X-20
Educational TV Program Script	1959, 10	0533-X-21
Emergency Medical Drills	1942, 05	0533-X-22
Employee Insurance	1943 - 1946	0533-X-23
Employee Insurance	1947 - 1949	0533-X-24
Employee Insurance Forms	n.d. ca. 1945	0533-X-25
Family and Child Welfare Section	1956 - 1957	0533-X-26

Title	Date Range	Location
"The Shelter Care of Children. . ." by Shelwood Norman	1958, 11	0533-X-27
HCJPD - Policy and Procedures Manual	n.d., ca. 1950's	0533-X-28
Harris County Boys School - Dandy Lion Newsletter	1959 - 1960	0533-X-29
Houston Police Department [C]	1929 - 1935	0533-X-30
Houston Police Department	1944 - 1946	0533-X-31
Houston Settlement Association Annual Report	1936	0533-X-32
Houston Social Hygiene Association	1939 - 1945	0533-X-33
Houston - Wagner Kriss Kross Directory	1952, 05	0533-X-34
Houston Winter Baseball League	1933 - 1934	0533-X-35
Indecent Literature Sales Reports	1941	0533-X-36
In-Service Training	1953 - 1958	0533-X-37
In-Service Training	1953 - 1958	0533-X-38
In-Service Training	1953 - 1958	0533-X-39
In-Service Training	1959 - 1960	0533-X-40
Intake Policy	1954, 05	0533-X-41
Jefferson County Juvenile Probation Department Survey	1946	0533-X-42
Jefferson Davis Hospital	1942 - 1943	0533-X-43
Judge Mills Correspondence [C]	1954 - 1958	0534-X-01
Judge Mills, General [C]	1958 - 1960	0534-X-02
Judge Mills, Conferences	1956	0534-X-03
Juvenile Board	1950	0534-X-04
Juvenile Board Minutes - Stripped	1941 - 1942	0534-X-05
Juvenile Court: Judge Compton [C]	1960	0534-X-06
Juvenile Court: Judge Woodall [C]	1960 - 1961	0534-X-07

Title	Date Range	Location
Juvenile Court Referee [C]	1959	0534-X-08
Juvenile Detention Ward	1934 - 1948	0534-X-09
Juvenile Detention Home	n.d., ca. 1950's	0534-X-10
Kiwanis Club Bicycle Fund	1936 - 1937	0534-X-11
Kiwanis Club Newsletters	1949	0534-X-12
Latin American Study	1956	0534-X-13
Legislative:		
Labor, Child and Adult	1937 - 1945	0534-X-14
General Juvenile	1934 - 1946	0534-X-15
General Juvenile	1934 - 1946	0534-X-16
General Juvenile	1940 - 1946	0534-X-17
General Juvenile	1940 - 1946	0534-X-18
General Juvenile	1940 - 1946	0534-X-19
City of Houston	1941	0534-X-20
H.B. 120 as Passed	n.d.	0534-X-21
H.B. 126 - Insane Persons Bill	1937	0534-X-22
Suggestive Compulsory Law for the Houston Independent School District	n.d.; ca. 1940's	0534-X-23
Juvenile Courts and Adult Probation	1940 - 1941	0534-X-24
Juvenile Courts and Adult Probation	1940 - 1941	0534-X-25
Juvenile Courts and Adult Probation	1940 - 1941	0534-X-26
Major Statutes and Research	1940 - 1946	0534-X-27
Major Statutes and Summary Reports	1940 - 1946	0534-X-28
Pending Bills, Correspondence, and Research	1940 - 1945	0534-X-29
Pending Bills, Correspondence, and Research	1940 - 1945	0534-X-30
Printed Bills on Various Juvenile Justice and Welfare Subjects	1934 - 1947	0534-X-31

Title	Date Range	Location
Printed Bills on Various Juvenile Justice and Welfare Subjects	1934 - 1947	0534-X-32
Printed Bills on Various Juvenile Justice and Welfare Subjects	1934 - 1947	0534-X-33
Support of Dependents Law	1947 - 1949	0534-X-34
Liquor Licenses	1935	0535-X-01
Local Social Organizations	1957	0535-X-02
Local Social Organizations	1957	0535-X-03
Lunacy Cases [C]	1937	0535-X-04
Mary Burnett Home - Correspondence	1938 - 1947	0535-X-05
Mary Burnett School for Girls - Annual Reports	1938, 1945, 1950	0535-X-06
Mary Burnett School for Girls - Home Investigations File	1929 - 1938	0535-X-07
Medical Program - Meeting Minutes	1951 - 1952	0535-X-08
Medical Record and Annals - Publication	1943, 10	0535-X-09
Mental Health Pamphlets	1925 - 1947	0535-X-10
National Association of Social Workers	1954 - 1960	0535-X-11
National Association of Social Workers	1954 - 1960	0535-X-12
National Association of Social Workers	1954 - 1960	0535-X-13
"Naval Facts Worth Knowing"	1938	0535-X-14
Negro Delinquency, Education, and Family Environment Research	1936 - 1947	0535-X-15
Newsletters, Printed Materials	1954 - 1961	0535-X-16
Newsletters, Printed Materials	1954 - 1961	0535-X-17
Newsletters, Printed Materials	1954 - 1961	0535-X-18
Parole Section	1958	0535-X-19
Personal Evaluations [of Departmental Programs]	1956, 12	0535-X-20
Police Department	1936 - 1938	0535-X-21

Title	Date Range	Location
Law and Order Magazine	1939, 02	0535-X-22
Printed Materials	1928, n.d.	0535-X-23
Recreational Calendar - Houston Parks and Recreation Department	1948, 10	0535-X-24
Social Services Bureau	1914 - 1936	0535-X-25
Social Services Bureau	1914 - 1936	0535-X-26
Social Services Bureau	1914 - 1936	0535-X-27
Syphilis Printed Materials	1935 - 1947	0535-X-28
Syphilis Printed Materials	1935 - 1947	0535-X-29
Texas Parole & Probation Association	1956	0535-X-30
Texas Probation and Parole Association	1958 - 1959	0535-X-31
Texas Social Welfare Association	1949, 01 - 1949, 03	0535-X-32
Texas Social Welfare Association Joint Committee	1942 - 1943	0535-X-33
Texas Social Welfare Association Joint Committee	1944	0535-X-34
Texas Social Welfare Association Joint Committee	1945	0535-X-35
Texas Youth Council	1957 - 1958	0535-X-36
Traffic Tickets	1956 - 1959	0535-X-37
Tuberculosis	1956, 01	0535-X-38
Underprivileged Children	1953 - 1958	0535-X-39
Urban League Study		
"Economic and Cultural Problems . . . in the Negro Population"	1945, 04 - 1945, 05	0536-X-01
"Economic and Cultural Problems . . . in the Negro Population"	1945, 04 - 1945, 05	0536-X-02
"Economic and Cultural Problems . . . in the Negro Population"	1945, 04 - 1945, 05	0536-X-03
US Department of Commerce "A Community Plan for Service to Transients"	1931	0536-X-04

Title	Date Range	Location
US Department of Labor "Memorandum on the Transient Boy"	1932	0536-X-05
Veteran's Placement - US Civil Service Commission	n.d.	0536-X-06
Work Permit Applications	1944	0536-X-07
YMCA	1933 - 1947	0536-X-08
YMCA	1947, 03	0536-X-09
YMCA Pamphlets	1940 - 1948	0536-X-10
Young Women's Cooperative Home	1936 - 1967, n.d.	0536-X-11
Youth Correction Authority Act	1941 - 1947	0536-X-12
Youth Survey	1947, 02 - 1947, 04	0536-X-13

Late Subject Files (1960 – 1985)

Absenteeism Committee Report	1980, 03-06	1433-X-01
Affirmative Action Policy Statement	n.d.	1433-X-02
Agreement for Justice Transportation Services	1980	1433-X-03
Alcoholism Project	1980	1433-X-04
Amendment to Detention Hearing Guidelines	1979, 04/03	1433-X-05
American Corrections Association	1972, 08; 1979, 01	0536-X-14
American Federation of State, County and Municipal Employees	1979-1980	1433-X-06
American Journal of Corrections (incomplete run)	1972 - 1978	0536-X-15
Annual Reports	1975 - 1976	0553-X-02

Annual Reports	1975 - 1976	0553-X-01
Annual Reports (3)	1979	1433-X-07
Article 5139	1978-1979	1433-X-08
Associates for Youth Development Inc	1980, 07-08	1433-X-09
Baird, Russell	1980	1433-X-10
Ben Taub Hospital - Correspondence	1980, 03-06	1433-X-11
Ben Taub Hospital - Secure Facility	1980, 06/18	1433-X-12
Bolch, Jennifer	1980, 01/14	1433-X-13
Bond Fund	1973	1433-X-14
Bond Funds -sale report	1974, 10	0536-X-16
Bond Issue	1979	1433-X-15
Boy Scouts	1980, 10.14	1433-X-16
Brochures, various	n.d.	0536-X-17
Brooks, Chet	1979	1433-X-17
Brooks, Jack	1980, 06/26	1433 X-18
Broussard, Donna	1980, 07/30	1433-X-19
Brown, Mel	1980, 01/05	1433-X-20
Budget	1980-1981	1433-X-21
Budget Format	1974-1976	1433-X-22
Building Superintendent - J. E. McCain	1978, 02 - 1978, 03	0536-X-18
Burnett-Bayland Home - Fire	1978, 07	0536-X-19
Burnett-Bayland Home - Folders for meeting	1979	1433-X-23

Burnett-Bayland Home - Gazebo Design	1980-1982	1433-X-24
Burnett-Bayland Home - Juvenile Information	1982	1433-X-25
Burnett-Bayland Home - Memoranda	1977, 01 - 1977, 12	0536-X-21
Burnett-Bayland Home - Memoranda	1977, 04 - 1977, 11	0536-X-20
Burnett-Bayland Home - program proposals	1978, 01 - 1978, 07	0536-X-22
Burnett-Bayland Home - Property Renovation	1976, 10 - 1977, 12	0536-X-23
Burnett-Bayland Home - Property Renovation	1976, 10 - 1977, 12	0536-X-24
Burnett-Bayland Home - Recommendations	1980, 08/22	1433-X-26
Burnett-Bayland Home 1 of 2	1979	1433-X-27
Burnett-Bayland Home 1 of 2	1980	1433-X-28
Burnett-Bayland Home 2 of 2	1979	1433-X-29
Burnett-Bayland Home 2 of 2	1980	1433-X-30
Burnett-Bayland Home Investigation	1979	1433-X-31
Calendar of Events	1980, 01-05	1433-X-32
Capacity Building et al	1977, 02-06	1433-X-33
Casa de Amigos Inhalent Drug Abuse Program	1980, 02/15	1433-X-34
Catalogues - Government Supplies, Film	1972 - 1973	0536-X-25
Chief Probation Officers - Workshop	1980, 09/22	1433-X-35
Child Support	1979-1980	1433-X-36
Child Support [1 of 2]	1974 - 1978	0536-X-26
Child Support [2 of 2]	1974 - 1978	0536-X-27
Child Support Division	1978-1979	1433-X-37

Child Support Enforcement	1977, 06 - 1978, 09	0536-X-29
Child Support Enforcement	1979-1980	1433-X-38
Child Support Enforcement	1980, 02-11	1433-X-39
Child Support Enforcement - Program Proposals	1981 - 1983	0536-X-30
Child Support Enforcement Legal and Budget	1984 - 1985	0536-X-31
Child Support Enforcement Legislative, bill drafts	1977, n.d.	0536-X-32
Child Support Enforcement Memoranda	1977	0536-X-33
Child Support Enforcement Monthly Collection Reports	1977	0536-X-34
Child Support Enforcement Monthly Collection Reports	1978	0536-X-35
Child Support Enforcement Success Rates	1982	0537-X-01
Child Support Enforcement Weekly Activity Reviews	1978	0537-X-02
Child Support Enforcement Weekly Activity Reviews/Letters	1977	0537-X-03
Child Support Enforcement Weekly/Monthly Activity Reports	1977	0537-X-04
Child Welfare Unit	1979-1980	1433-X-40
Child Welfare Unit - Gene Lege	1978, 03 - 1978, 11	0537-X-05
Child Welfare Unit: Response to Judge Jon Lindsey	1980,01/01	1433-X-41
Child Welfare Unit: TRIAD Response	1980,01/12	1433-X-42
Chimney Rock Center	1977-1979	1434-X-01

Chimney Rock Center	1978-1980	1434-X-02
Chimney Rock Center - Status [1 of 2]	1977 - 1979	0537-X-06
Chimney Rock Center - Status [1 of 2]	1977 - 1979	0537-X-07
Chimney Rock Center Study	n.d.	1434-X-03
Chins Material	1978, 06-12	1434-X-04
Chronological Correspondence	1976	0553-X-03
Church Women United	1979	1434-X-05
Clements, Honorable William	1980, 05/12	1434-X-06
CoCo, Mrs. David	1980, 03/31	1434-X-07
Cocorus, John: Correspondence	1979-1982	1434-X-08
Commissioners' Correspondence	1977 - 1979	0537-X-09
Commissioners' Correspondence	1977 - 1979	0537-X-08
Commissioners Court Actions	1980, 07-12	1434-X-09
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Committee on Absenteeism and Disciplinary Action	1980, 10/20	1434-X-12
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Community Assistance Program - Contracts, correspondence	1973 - 1977	0553-X-20
Community Assistance Program - Contracts,	1975	0553-X-21

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Community Assistance Program - Correspondence	1976	0553-X-17
Community Assistance Program - Correspondence	1976	0553-X-18
Community Assistance Program - Correspondence	1976	0553-X-16
Community Development Grant Program	1980, 01-09	1434-X-14
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B's -	1980	0551-X-03
C's -	1980	0551-X-04
D's -	1980	0551-X-05
E's -	1980	0551-X-06
F's -	1980	0551-X-07
G's -	1980	0551-X-08
H's -	1980	0551-X-09
I's -	1980	0551-X-10
J's -	1980	0551-X-11
K's -	1980	0551-X-12
L's -	1980	0551-X-13
M's -	1980	0551-X-14

N's -	1980	0551-X-15
O's -	1980	0551-X-16
P's -	1980	0551-X-17
Q's -	1980	0551-X-18
R's -	1980	0551-X-19
S's -	1980	0551-X-20
T's -	1980	0551-X-21
U's -	1980	0551-X-22
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Community Youth Services	1980, 02-04	1434-X-15
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Contracts, Correspondence, Reports	1976, 07 - 1976, 08	0553-X-05
Contracts, Correspondence, Reports	1976, 07 - 1976, 08	0553-X-06
Contracts, Correspondence, Reports	1976, 07 - 1976, 08	0553-X-07
Contracts, Correspondence, Reports	1976, 09 - 1976, 12	0553-X-08
Contracts, Correspondence, Reports	1976, 09 - 1976, 12	0553-X-09

Contracts, reports	1974 - 1977	0552-X-05
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County Attorney, Joe Resweber - Legal opinion and rulings, contracts	1978, 01 - 1978, 12	0537-X-12
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County Engineer	1978	0537-X-14
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Criminal Justice Council - Grant studies	1974 - 1978	0537-X-19
Criminal Justice Council - Grant studies	1974 - 1978	0537-X-20

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Criminal Justice Plan for Texas - 1974	1974	0537-X-16
Crown - Central Petroleum Corporation	1980, 06/11	1434-X-24
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Deposition of Samuel J Van Rheen [c]	1975-1978	1434-X-30
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Deputy Chiefs Memorandums	1978	1434-X-31
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Donations and Thank-you letters	1978	0537-X-24

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Family Court Services - Correspondence	1979	1434-X-42
Family Court Services - Emily Charney	1979-1980	1434-X-43
Family Court Services - Emily Charney [c]	1978	1434-X-44
Family Court Services - Operation Manual	1972-1973	1434-X-45
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Fire Marshal's City of Houston Occupancy Report	1978	1434-X-49

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Fort Bend County - Juvenile Probation Department	1980, 06/17	1434-X-51
Friel, Charles M	1980	1434-X-52
General Correspondence	1977-1978	1434-X-53
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Geraldine Tennant, Referee - Correspondence	1973 - 1976	0537-X-28
Gerson, David	1980, 05/08	1434-X-54
Goleman & Rolfe - Architects	1980, 02/15	1435-X-01
Gossett, Thomas J.	1980, 04/08	1435-X-02
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Greater Houston Advisory Council	1980, 02/08	1435-X-09
Greater Houston Youth Council	1980, 04/15	1435-X-10
Guidelines Separating Chins from Delinquent Conduct Offenders in City Facilities	1978, 06/05	1435-X-11
Gulf Coast Community Services Association	1980, 07/16	1435-X-12
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Harris County and Family Service Center of Houston - Agreement	1973 - 1977	0538-X-08
Harris County Child Welfare Unit	1966-1979	1435-X-15
Harris County Commissioners Court - Meeting Agendas	1975	0537-X-10
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HCJPD Policy and Procedures Manual	1974, 10	0538-X-07
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Johnson, Gerald	1980, 04/14	1435-X-40
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Judge Robert Lowry	1978, 01 - 1978, 12	0538-X-21
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Judge Robert Lowry - Memoranda	1976, 03 - 1977, 12	0538-X-22
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Junior League	1980	1435-X-53
Justice Information Management System	1979-1980	1435-X-54
Juvenile and Family Court Newsletter (incomplete run)	1978, 08 - 1979, 08	0538-X-25
Juvenile Bureau of The District Court, Tulsa, Oklahoma	1980, 07/08	1435-X-55
Juvenile Delinquency in Texas: A Survey of the Problem"	1967, 01	0538-X-24

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Law Enforcement and Judicial System Questionnaire	1979-1991	1435-X-59
Law Enforcement Assistance Administration	1979, 06-10	1435-X-60
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Legislative: H.B. 120 as passed	n.d.	0534-X-21
Lesco, Carla [c]	1977	1436-X-02
Levi-Strauss Foundation	1978, 05	0538-X-30
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Little, Arthur D. Inc	1980, 02-04	1436-X-03
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Texas Department of Corrections - Statistical Report	1971	0539-X-08

Texas Judicial Council	1977-1978	1436-X-19
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Texas Juvenile Probation Report	1976	0539-X-10
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Texas Youth Council	1979	1436-X-22
Texas Youth Council - Annual Report and Statistics	1974	0539-X-11
Texas Youth Council - Community Assistance Program 1 of 2	1976-1978	1436-X-24
Texas Youth Council - Community Assistance Program 2 of 2	1976-1978	1436-X-25
Transactional Statistical System - Procedures Manual	1971	0539-X-12
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TRIAD - Contracts, policy	1974 - 1978	0539-X-14
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TRIAD - Funding requests, legal contracts	1974 - 1977	0539-X-16
TRIAD - Funding requests, legal contracts	1974 - 1977	0539-X-17
TYC/HGAC - Funding Requests	1975	0553-X-15
TYC: Community Assistance Program	1975	0552-X-16

TYC: Community Assistance Program	1976	0552-X-18
TYC: Community Assistance Program - Contracts	1975, 09	0552-X-17
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TYC: Triad Residential Care Contracts	1976, 05 - 1976, 11	0552-X-19
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University of Sidney, Institute of Criminology - Seminar Memoranda	1978	0539-X-19
University of Texas, Child Welfare Research Panel	1978, 08	0539-X-20
US News and World Report - Crime in the US	1963, 08	0539-X-21
Veteran's Placement - US Civil Service Commission	n.d.	0536-X-06
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Washington Representative - McNutt, D Gayle	1980	1436-X-33
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Youth Services Task Force - Department of
Human Resources

1980, 06/25

1436-X-37

Series: Professional Organizations
Size: 5 linear feet
Range of Dates: 1928 - 1980
Restrictions on Access: None
Restrictions on Use: None
Processed by: Janice Carter, 2006 - 2007

Correspondence, meeting minutes, and printed materials (1928 – 1980) document the national, state and local activities of professional organizations concerned with Juvenile Probation and Social Welfare and the participation by the staff of the HCJPD in these organizations. Of particular interest is the Directory of Community Services which documents the resources available to youth in 1980. The two largest organizations included here are the National Association of Social Workers (1928 – 1957), of which Chief Probation Officers Mills and Robertson were local board members, and the Texas Youth Council (1973 – 1978).

Inventory

Title	Date Range	Location
Community Services Available To Youth		
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B's	1980	0551-X-03
C's	1980	0551-X-04
D's	1980	0551-X-05
E's	1980	0551-X-06
F's	1980	0551-X-07
G's	1980	0551-X-08
H's	1980	0551-X-09

Title	Date Range	Location
I's	1980	0551-X-10
J's	1980	0551-X-11
K's	1980	0551-X-12
L's	1980	0551-X-13
M's	1980	0551-X-14
N's	1980	0551-X-15
O's	1980	0551-X-16
P's	1980	0551-X-17
Q's	1980	0551-X-18
R's	1980	0551-X-19
S's	1980	0551-X-20
T's	1980	0551-X-21
U's	1980	0551-X-22
V's	1980	0551-X-23
W's	1980	0551-X-24
X's	1980	0551-X-25
Y's	1980	0551-X-26
Z's	1980	0551-X-27

Texas Youth Council

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Contracts, Reports	1977	0552-X-02
Contracts, Reports	1977	0552-X-03
Contracts, Reports	1977	0552-X-04
Contracts, Reports	1974 - 1977	0552-X-05

Title	Date Range	Location
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Grant Applications	1975 - 1975	0552-X-08
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Grant Requests, Extensions	1976	0552-X-10
Grant Requests, Extensions	1976	0552-X-11
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TYC: Community Assistance Program - Contracts	1975, 09	0552-X-17
TYC: Community Assistance Program	1976	0552-X-18
TYC: Triad Residential Care Contracts	1976, 05 - 1976, 11	0552-X-19
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Contracts, Correspondence, Reports	1976, 07 - 1976, 08	0553-X-05
Contracts, Correspondence, Reports	1976, 07 - 1976, 08	0553-X-06
Contracts, Correspondence, Reports	1976, 07 - 1976, 08	0553-X-07
Contracts, Correspondence, Reports	1976, 09 - 1976, 12	0553-X-08
Contracts, Correspondence, Reports	1976, 09 - 1976, 12	0553-X-09
Correspondence, Reports	1975	0553-X-10

Title	Date Range	Location
File Copies of Contracts, Correspondence	1973 - 1977	0553-X-11
File Copies of Contracts, Correspondence	1973 - 1977	0553-X-12
File Copies of Contracts, Correspondence	1973 - 1977	0553-X-13
File Copies of Contracts, Correspondence	1973 - 1977	0553-X-14
TYC/HGAC - Funding Requests	1975	0553-X-15
Community Assistance Program	1976	0553-X-16
Community Assistance Program	1976	0553-X-17
Community Assistance Program	1976	0553-X-18
Community Assistance Program	1973 - 1977	0553-X-19
Community Assistance Program	1973 - 1977	0553-X-20
Community Assistance Program	1975	0553-X-21

American Association Of Social Workers

General	1928 - 1929	0554-X-01
General	1928 - 1929	0554-X-02
General	1930	0554-X-03
General	1930	0554-X-04
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General	1930	0554-X-06
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Title	Date Range	Location
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General	1937	0554-X-18
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General	1939	0554-X-21
General	1940	0554-X-22
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Research	1940 - 1941	0555-X-02
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Material from the National Conference	1945 - 1946	0555-X-12
Inter-Chapter Communication	1946	0555-X-13
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Title	Date Range	Location
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General	1947	0555-X-17
Treasurer's Report	1947	0555-X-18
General	1957	0555-X-19

Series: Budget

Size: 11 linear feet

Range of Dates: 1918 - 1989

Restrictions on Access: None

Restrictions on Use: None

Processed by: Janice Carter, 2006 - 2007

Cost sheets, acquisitions lists, inventories, employee data, juvenile statistics and correspondence (1918 – 1989) illuminate the workings of the Harris County Juvenile Probation Department. Fundamental to an understanding of HCJPD, the budget records are an excellent source of information as to how the agency was structured and worked, who was employed, and an explanation of jobs. Earlier records are primarily narrative and provide great insight into the extreme difficulties in obtaining adequate funding, especially during the Depression. Also of interest are the efforts to acquire funds for a new building (1955 – 1958), and the push to obtain several grants for new programs in the early 1970's. Within each year the budget is divided into a series of structured accounts: General Expenses, Harris County Boys School, the Home for the Aged, and so forth, with the number for each account recorded in parenthesis. The early accounts are arranged by account number. After 1954 they are arranged chronologically.

Inventory

Title	Date Range	Location
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Grant proposals, legal agreements with local charitable organizations, and financial and statistical data (1961 - 1989) detail the operations of the Harris County Juvenile Probation Department's very active grant division during the 1970's and 1980's. The records are divided into three sub-series: Legal Agreements, Grant Applications, and Policy Manuals and Government Reports.

Legal agreements were formed between HCJPD and individuals or charitable organizations, and show evidence of the great variety of community involvement and programs in Juvenile welfare.

Grant applications (1974 – 1989), which form the core of this series, reveal the Department's exploration of new rehabilitative methods to decrease the number of repeat offenders, and diversion programs that worked through community outreach, in addition to the HCJPD's increasing reliance on federal funding and national programs. Many programs, most notably the CUPS program and Employee Training, which are now established departments in HCJPD,

began as grants during these years. The Grant Applications sub-series is divided in two: multi-year grants, and one time grants, and are in both paper and microfilm formats.

Policy and employee manuals, studies and academic research comprise the final sub-series, Policy Manuals and Government Reports (1961 – 1983). These records were frequently included as supplementary material in grant applications. Noteworthy here are Burnett-Bayland, Juvenile Detention Home and Youth Village staff manuals, as well as general HCJPD staff manuals.

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Harris County and Christian Child Help Foundation, Inc.	1976	0567-X-04
Harris County and Dr. Tomas G. Soto - Comprehensive Health Care Services	1978, 09	0567-X-05
Harris County and Ms. Joanne Tangedahl, M.S.W. - Comprehensive Health Care Services	1978, 08	0567-X-06
Harris County and Texas Research Institute of Mental Sciences - Comprehensive Health Care Services	1978, 08	0567-X-07
HCJPD and Concerned Teens/Diversion Impact	1977, 09	0567-X-08
Harris County and Court Volunteer Services of Harris County, Inc.	1974 - 1978	0567-X-09
Delinquency Prevention Training	1977, 12 - 1978, 02	0567-X-10
Diversion Impact Project	1977	0567-X-11
Diversion Impact Project	1977	0567-X-12
HCJPD and the Harris County Department of Education	1973 - 1976	0567-X-13
Harris County and Family Service Center, Inc.	1977	0567-X-14
Harris County and Family Service Center, Inc.	1967 - 1977	0567-X-15

Title	Date Range	Location
Harris County and the Foundation of Language and Learning Opportunities (FOLLO) - Diversion Impact Project	1978, 09	0567-X-16
Harris County and Gulf Coast Trades Center, Inc.	1975 - 1976	0567-X-17
Harris County and Hope Center For Youth, Inc.	1975 - 1976	0567-X-18
Harris County and Houston Achievement Place, Inc.	1976, 05 - 1976, 06	0567-X-19
Harris County and Houston Metropolitan Ministries: Houston Youth Alternatives	1976, 04	0567-X-20
Harris County and Houston Metropolitan Ministries, Inc. Phase II	1977, 04	0567-X-21
Harris County and the Learning Development Center	1976	0567-X-22
Harris County and Meadowbriar Home for Children, Inc.	1972, 10	0567-X-23
Mental Health/Mental Retardation Association of Harris County and Hope Center for Youth	n.d.	0567-X-24
Harris County and Mrs. Merrily W. Neill, M.S.W.	1977, 03	0567-X-25
Harris County and New Beginnings, Inc.	1977, 05 - 1977, 06	0567-X-26
Harris County and the Palmer Drug Abuse Program, Central - Various Grants	1978, 12 - 1979, 01	0567-X-27
Harris County and the Palmer Drug Abuse Program, Central	1977, 08 - 1977, 09	0567-X-28
Harris County and the Palmer Drug Abuse Program: CYS	1977, 08 - 1977, 09	0567-X-29
Harris County and the PDAP	1977, 10	0567-X-30
Harris County and the PDAP	1978 - 1979	0567-X-31
Harris County and the Progressive Amateur Boxing Association - Deinstitutionalization of Status Offenders	1977, 11	0567-X-32
Harris County and the Sand Dollar, Inc	1977, 05	0567-X-33
Harris County and Sam Houston State University	1977, 12	0567-X-34
State Department of Public Welfare and the Criminal Justice Division of the Governor's Office	1975 - 1976	0567-X-35
Harris County Commissioners' Court and the Texas Department of Human Resources	n.d.	0567-X-36
Harris County and Texas Youth Council: Community Assistance Program	1978, 10	0567-X-37

Title	Date Range	Location
Harris County and TRIAD	n.d.	0567-X-38
Harris County and the Yorkline Community Center, Inc.	1974	0567-X-39

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Community Unit Probation Services (1 st yr)	1971 - 1975	0567-X-40
(1 st yr)	1971 - 1975	0567-X-41
(1 st yr)	1972 - 1973	0567-X-42
(1 st yr)	1972 - 1973	0567-X-43
Evaluation	1973, 01 - 1973, 02	0567-X-44
(2 nd yr)	1973 - 1974	0567-X-45
(2 nd yr)	1973 - 1974	0567-X-46
Purchase Orders (2 nd yr)	1973 - 1974	0567-X-47
Purchase Orders (2 nd yr)	1973 - 1974	0567-X-48
Purchase Orders (2 nd yr)	1973 - 1974	0567-X-49
Evaluations (3 rd yr)	1974 - 1975	0568-X-01
Evaluations (3 rd yr)	1974 - 1975	0568-X-02
Evaluations (3 rd yr)	1974 - 1975	0568-X-03
Purchase Orders (3 rd & 4 th yrs)	1974 - 1977	0568-X-04
Purchase Orders and Leases (3 rd & 4 th yrs)	1974 - 1977	0568-X-05
Purchase Orders and Leases (3 rd & 4 th yrs)	1974 - 1977	0568-X-06
Grant Adjustment Notices	1972	0568-X-07
Grant Adjustment Notices	1973	0568-X-08
Grant Adjustment Notices	1974	0568-X-09
Grant Adjustment Notices	1975	0568-X-10

Title	Date Range	Location
Community Youth Services	1971 - 1975	0568-X-11
(1 st yr)	1972 - 1973	0568-X-12
(2 nd yr)	1973 - 1974	0568-X-13
(2 nd yr)	1973 - 1974	0568-X-14
(3 rd yr)	1974 - 1975	0568-X-15
(3 rd yr) 75-C1	1973 - 1974	0910-X-01
Memoranda	1979, 09 - 1979, 08	0568-X-16
Budget for 1980	1979, 11	0568-X-17
Phase II		
(1 st yr)	1976, 11	0568-X-18
(1 st yr)	1977	0910-X-02
(2 nd yr)	1977 - 1979	0568-X-19
(2 nd yr)	1978	0910-X-03
(2 nd yr)	1979 - 1980	0910-X-04
A-95 Comment and Correspondence	1978	0910-X-05
Application and Copies	1978 - 1979	0910-X-06
Commissioners' Court Correspondence	1978	0910-X-07
Contracts (2 nd yr)	1977 - 1979	0568-X-20
Progress Reports and Purchase Orders (2 nd yr)	1977 - 1979	0568-X-21
Financial Memoranda and Purchase Orders (2 nd yr)	1977 - 1979	0568-X-22
Quarterly and Final Progress Reports	1978 - 1979	0910-X-08
Quarterly and Final Reports (4 th yr)	1981, 03 - 1981, 05	0568-X-23
Quarterly Reports	1977, 01 - 1977, 12	0568-X-24
Statement of Grant Award	1977, 03	0568-X-25
Statement of Grant Award	1978	0910-X-09

Title	Date Range	Location
Grant Adjustment	1977, 01 - 1977, 07	0568-X-26
Grant Adjustment Requests and Notices	1978	0910-X-10
Correspondence	1975, 12 - 1978, 01	0568-X-27
General Correspondence (Incoming)	1977 - 1978	0910-X-11
General Correspondence (Outgoing)	1978 - 1979	0910-X-12
Interdepartmental Memorandum	1978	0910-X-13
Deinstitutionalization of Status Offenders	1976, 07	0568-X-28
Initial Application - 1 of 2	1975	0914-X-02
Initial Application - 2 of 2	1975	0914-X-03
Phase I & II	1974 - 1978	0910-X-14
(1 st yr)	1975 - 1976	0569-X-01
(1 st yr)	1975 - 1976	0569-X-02
(2 nd yr)	1976 - 1977	0569-X-03
(2 nd yr)	1977 - 1978	0569-X-04
(3 rd yr)	1977 - 1979	0569-X-05
(3 rd yr)	1978, 02 - 1979, 02	0569-X-06
(3 rd yr)	1977 - 1979	0569-X-07
Response to Grant Questions	1975	0914-X-04
Correspondence	1976	0569-X-08
Correspondence	1976, 12 - 1978, 10	0569-X-09
Correspondence	1974, 08 - 1976, 09	0569-X-10
Quarterly Reports	1976 - 1979	0569-X-11
Grant Adjustments	1975 - 1978	0569-X-12
Budget Adjustments	1977, 03 - 1978, 03	0569-X-13
Project Notification Sheets	1977 - 1978	0914-X-05

Title	Date Range	Location
Houston Metropolitan Ministries and Palmer Drug Abuse Program	1977 - 1978	0569-X-14
Sand Dollar and Palmer Drug Abuse Program	1977 - 1978	0569-X-15
Sand Dollar and Palmer Drug Abuse Program	1979	0569-X-16
Sand Dollar and Palmer Drug Abuse Program	1979	0569-X-17
Comprehensive Child Care Services for Juveniles Grant (2nd yr)	1976 - 1978	0914-X-25
Comprehensive Diagnosis, Evaluation and Treatment (1 st yr)	1979, 03 - 1980, 02	0569-X-18
(1 st yr)	1979, 03 - 1980, 02	0569-X-19
(1 st yr)	1979	0910-X-15
(3 rd yr)	1981, 3 - 1982, 02	0569-X-20
(3 rd yr)	1981	0910-X-16
Budget and Purchase Orders (3 rd yr)	1981, 3 - 1982, 02	0569-X-21
Adjustments to Awards	1979, 05 - 1979, 12	0569-X-22
Program Notification Sheet	1981	0910-X-17
URSA Institute Study on Reducing Disparity in Juvenile Justice	1982	0910-X-18
Comprehensive Health Care Services for Juveniles	1975 - 1976	0914-X-26
(1 st yr)	1976 - 1978	0914-X-27
(2 nd yr)	1977 - 1978	0915-X-01
(3rd yr) - 1 of 2	1978 - 1979	0915-X-02
(3rd yr) - 1 of 2	1978 - 1979	0915-X-03
Applications and Copies	1976 - 1978	0915-X-04
Commissioners' Court Correspondence	1978	0915-X-05
A-95 Comment and Correspondence	1978	0915-X-06
Interdepartmental Memorandums	1977 - 1979	0915-X-07
General Correspondence (Incoming)	1978	0915-X-08

Title	Date Range	Location
General Correspondence (Outgoing)	1978	0915-X-09
Grant Adjustment Request and Notices	1978	0915-X-10
Quarterly and Final Progress Reports	1978 - 1979	0915-X-11
Statement of Grant Award	1978	0915-X-12
Comprehensive Intake and Pre-Detention Diversion (1 st yr)	1979, 10	0569-X-23
(1 st yr)	1979, 11 - 1980, 10	0569-X-24
(1 st yr)	1979, 11 - 1980, 10	0569-X-25
Court Volunteer Services	1975, 07 - 1978, 07	0570-X-01
Court Volunteer Services	1975, 07 - 1978, 07	0570-X-02
Court Volunteer Services	1975, 07 - 1978, 07	0570-X-03
Court Volunteer Services	1975 - 1976	0570-X-04
Purchase Orders (1 st yr)		
Purchase Orders (5 th yr)	1981, 01 - 1981, 12	0570-X-05
Purchase Orders (5 th yr)	1981, 01 - 1981, 12	0570-X-06
Award Notifications	1977, 12 - 1978, 01	0570-X-07
Quarterly Reports, Grant Adjustments	1976, 08 - 1978, 07	0570-X-08
Budget Revisions and Contract	1979, 05 - 1979, 10	0570-X-09
Correspondence	1977, 09 - 1978, 05	0570-X-10
Criminal Justice Division		
Advisory Board Meeting – Memo, Grants Agenda	1979, 04 - 1979, 07	0570-X-11
Advisory Committee – Grant Reviews	1983	0910-X-19
Project Notification Sheets	1977, 11 - 1977, 12	0570-X-12
Project Notification Sheets	1978, 09 - 1979, 12	0570-X-13
1985 Program Descriptions and Various Grant Materials	1984 - 1985	0570-X-14
1985 Planning Cycle	1984 - 1985	0570-X-15
Criminal Justice Plan	1984	0910-X-20

Title	Date Range	Location
Overview of 1987 Program Descriptions	1985, 11	0570-X-16
Deinstitutionalization of Status Offenders - Grant Memoranda	1981 - 1984	0570-X-17
Delinquency Prevention Training Act Approvals and Applications	1975, 10 - 1978, 2	0570-X-18
Grant Applications	1977, 03 - 1978, 02	0570-X-19
Grant	1978	0910-X-21
Grant	1978	0910-X-22
Grant – 1 st yr Evaluation	1978	0910-X-23
Original 2 nd yr. Training Grant Evaluation	1974 - 1978	0570-X-20
(3 rd yr)	1978, 05	0570-X-21
(4 th yr)	1979 - 1980	0570-X-22
(5 th yr)	1980 - 1981	0570-X-23
Project Notification Sheets	1975	0910-X-24
Project Notification Sheets	1977 - 1978	0570-X-24
A-95 Comment and Correspondence	1978	0910-X-25
Correspondence	1975 - 1977	0910-X-26
Commissioner's Court Correspondence	1977 - 1979	0910-X-27
General Correspondence (Incoming)	1977 - 1978	0910-X-28
Interdepartmental Memorandums	1978	0910-X-29
County Debtor Forms for Payment to Workshops Consultants	1978, 04 - 1978, 10	0570-X-25
David Y. Allen & Associates Service Contract & Correspondence File	1977, 10 - 1978, 05	0570-X-26
Grant Adjustment Requests and Notices	1977 - 1979	0910-X-30
Originals (Training handouts)	1979, 03 - 1979, 05	0570-X-27
Project Review by Ken Booth	1978, 03	0570-X-28
Program Guidelines	n.d.	0570-X-29

Title	Date Range	Location
Quarterly and Final Progress Reports	1978	0910-X-31
Requests for Payment	1978 - 1979	0570-X-30
Requests for Payment	1978 - 1979	0570-X-31
Contracts, Requests for Payment	1978 - 1979	0570-X-32
Statement of Grant Award	1975 - 1978	0910-X-32
Statement of Grant Award	1978	0910-X-33
District Attorney Juvenile Case Screening	1979 - 1984	0571-X-01
District Attorney Juvenile Case Screening	1979 - 1984	0571-X-02
District Attorney Juvenile Case Screening	1979 - 1984	0571-X-03
District Attorney Juvenile Case Screening 1983 Quarterly and Final Progress Reports	1983, 11 - 1984, 10	0571-X-04
1984 Final Progress Reports	1984, 11	0571-X-05
D.A. Carol S. Vance's Endorsement	1979, 06	0571-X-06
Diversion Impact Project (1 st yr)	1977, 07 - 1978, 06	0571-X-07
(1 st yr)	1977, 07 - 1978, 06	0571-X-08
(1 st yr)	1977, 06 - 1978, 05	0571-X-09
(1 st yr)	1977, 02 - 1978, 07	0910-X-34
(2 nd yr)	1978, 09 - 1979, 09	0571-X-10
(2 nd yr)	1978, 09 - 1979, 09	0571-X-11
(2 nd yr)	1978, 09 - 1979, 09	0571-X-12
(2nd yr) – 1 of 4	1978, 08 - 1979, 10	0911-X-01
(2nd yr) – 2 of 4	1977, 09 - 1979, 08	0911-X-02
(2nd yr) – 3 of 4	1979, 05 - 1979, 06	0911-X-03
(2nd yr) – 4 of 4	1978, 06 - 1979, 08	0911-X-04
(2nd yr) – 1 of 2	1979 - 1980	0911-X-05

Title	Date Range	Location
(2nd yr) – 2 of 2	1979 - 1980	0911-X-06
Quarterly and Final Reports (4 th yr)	1980 - 1981	0571-X-13
Quarterly and Final Reports (4 th yr)	1980 - 1981	0571-X-14
Quarterly Reports	1977, 07	0571-X-15
Statement of Grant Awards	1977, 07 - 1978, 05	0571-X-16
Family Service Center	1978	0911-X-07
Grant Adjustments	1977 - 1978	0571-X-17
Correspondence	1975 - 1978	0571-X-18
Correspondence	1974 - 1975	0571-X-19
Contracts and Requests for Payment	1979	0571-X-20
Contracts and Requests for Payment	1979	0571-X-21
Contracts and Requests for Payment	1979	0571-X-22
Contracts and Requests for Payment	1979	0571-X-23
Contracts and Requests for Payment	1979	0571-X-24
Contracts and Requests for Payment	1979	0571-X-25
Diversion Screening and Crisis Counseling Project	1978 - 1980	0571-X-26
Diversion Screening and Crisis Counseling Project	1978 - 1980	0571-X-27
Diversion Screening and Crisis Counseling Project	1978 - 1980	0571-X-28
Foster Home Grant (Recruitment)	1976 - 1977	0915-X-13
Gulf Coast Regional In-Service Training Project	1973 - 1975	0915-X-14
Juvenile Alcohol Identification and Treatment Project	1978 - 1979	0915-X-15
Grant	1979 - 1980	0915-X-16
Juvenile Alcohol Awareness Program Planning Committee	1983	0915-X-17
Grant	1983	0915-X-18
Juvenile Case Screening Project	1979 - 1980	0915-X-19

Title	Date Range	Location
Juvenile Detention Home Staffing	1983 - 1984	0915-X-20
Juvenile Detention Home Staffing	1984 - 1985	0915-X-21
Juvenile Detention Home Staffing	1985 - 1986	0915-X-22
Juvenile Justice Program Advisory Board Committee	1983 - 1984	0915-X-23
Juvenile Justice Project, Harris County Department of Education	1978	0572-X-01
(1 st yr)		
(1 st , 2 nd yrs)	1977 - 1979	0572-X-02
Commissioners' Court Correspondence (1 st , 2 nd yrs)	1978, 07 - 1978, 10	0572-X-03
Interdepartmental Memoranda	1978, 01 - 1978, 12	0572-X-04
Contract and Memoranda	1978, 10 - 1979, 05	0572-X-05
General Correspondence (Incoming)	1978, 01 - 1978, 09	0572-X-06
General Correspondence (Outgoing)	1978, 05 - 1978, 01	0572-X-07
Grant Adjustment Requests & Notices	1978, 07 - 1979, 04	0572-X-08
Statement of Grant Award	1978, 03	0572-X-09
Juvenile Justice Mock Trial Program		
(1 of 2)	1978 - 1979	0911-X-08
(2 of 2)	1978 - 1979	0911-X-09
Requests for Priority Setting	1977	0572-X-10
Requests for Payment	1978	0572-X-11
Juvenile Probation Department - Study of all Phases of Juvenile Probation and Institutions		
(1 of 2)	1979 - 1980	0915-X-24
(2 of 2)	1979 - 1980	0915-X-25
Juvenile Prosecutor's Assistant Program	1973 - 1976	0915-X-26
LEAA Surplus Fund Grant Applications	1978	0915-X-27
LEAA Surplus Funds	1979	0915-X-28
1980 Planning Process for LEAA Funds	1980	0915-X-29

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New Beginnings, Inc.	1975 - 1977	0915-X-30
Grant	1976	0915-X-31
Purchases of Services for Juveniles		
Grants, Contracts	1981, 10 - 1982, 10	0572-X-12
Grants, Contracts	1982, 08	0572-X-13
Grant Applications	1981 - 1983	0572-X-14
Grants, Applications	1983, 04 - 1984, 03	0572-X-15
Contracts, Grants, Applications	1983, 11 - 1984, 10	0572-X-16
Grant Contract Counseling, Automated Report	1985, 05 - 1985, 08	0572-X-17
Project Summary/Goals	n.d.	0572-X-18
Progress Reports	1983	0572-X-19
Progress Reports	1984	0572-X-20
Correspondence	1983, 11 - 1984, 10	0572-X-21
Counseling Forms/Procedures	1981 - 1983	0572-X-22
Phase II	1983 - 1984	0911-X-10
Phase II	1984 - 1985	0911-X-11
Purchase of Services for Status Offenders	1981	0911-X-12
Specialized Foster Care		
(1 of 2)	1977 - 1979	0914-X-06
(2 of 2)	1977 - 1979	0914-X-07
(2 nd yr)	1978 - 1979	0572-X-23
(2 nd yr)	1978 - 1979	0572-X-24
(2 nd yr)	1978 - 1979	0572-X-25
(2 nd yr)	1979 - 1980	0911-X-13
(2 nd yr) - Grants, Applications, and Correspondence	1977 - 1979	0911-X-14
Specialized Foster Care	1978 - 1979	0911-X-15

Title	Date Range	Location
(3rd yr)	1978 - 1980	0911-X-16
(3rd yr)	1979	0911-X-17
Commissioners' Court Correspondence	1978, 10	0572-X-26
Interdepartmental Memoranda	1977, 10 - 1978, 09	0572-X-27
General Correspondence (Incoming)	1977, 12 - 1978, 09	0572-X-28
General Correspondence (Outgoing)	1977, 10 - 1979, 04	0572-X-29
Grant Adjustment Requests & Notices	1978, 10	0572-X-30
Project Notification Sheets	1977 - 1979	0911-X-18
Quarterly And Final Progress Reports	1978, 10 - 1979, 04	0572-X-31
Project Notification Sheets	1981 - 1982	0914-X-08
"Request to C.C. for Authorization to Apply for Grant"	1977, 10	0572-X-32
James Neill Contract	1978, 08	0572-X-33
Merrilly Neill Contract	1978, 08	0572-X-34
Supportive Treatment Plan	1979	0915-X-32
Grant	1979	0915-X-33
Supportive Treatment Program (1 of 2)	1980 - 1981	0912-X-01
(2 of 2)	1980 - 1981	0912-X-02
Contracts	1981	0915-X-34
Quarterly and Final Progress Reports	1980 - 1981	0572-X-35
Quarterly and Final Progress Reports	1980 - 1981	0572-X-36
Quarterly and Final Progress Reports	1980 - 1981	0572-X-37
Quarterly and Final Progress Reports	1980 - 1981	0572-X-38
Quarterly and Final Progress Reports	1980 - 1981	0572-X-39
Quarterly and Final Progress Reports	1980 - 1981	0572-X-40

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Project Proposal	1980 - 1981	0572-X-41
Project Notification Sheet		
1976	1976	0916-X-01
1977	1977	0916-X-02
January	1978	0916-X-03
July	1978	0916-X-04
Aug-Sept	1978	0916-X-05
Nov-Dec	1978	0916-X-06
1980	1980	0916-X-07
Grant Application microfilm	1988 - 1989	0009-F-00

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Administrator Meeting Minutes	1978	0916-X-08
(ABA) American Bar Association Standards - Newsletter, Resolution on Juvenile Justice Standards, Delegates	1978 - 1979	0573-X-01
(AAMA) Association for the Advancement of Mexican Americans - Program Proposals	1979, 11	0573-X-02
(AAMA) Association for the Advancement of Mexican Americans - Contracts, Memoranda	1978 - 1979	0573-X-03
AIDS Prevention Grant	1987 - 1988	0573-X-04
Alcohol Related Offenses - Memoranda on Alcohol Abuse Project	1979	0573-X-05
All Staff Memoranda	1978	0912-X-03
All Staff Memoranda	1979	0573-X-06
Appreciation Dinner for R.O.D. Schoenbacher	1979	0573-X-07
Appreciation Dinner for R.O.D. Schoenbacher	1979	0573-X-08
Arson Statistics	1979, 12	0573-X-09
Arthur D. Little, Technical Assistance	1975 - 1979	0573-X-10

Title	Date Range	Location
Auditor's Monthly Report - Expenditures and Condition of Budget	1979, 08	0573-X-11
Auditor's Monthly Report - Expenditures and Condition of Budget	1983, 08	0573-X-12
Automated Juvenile Information System	1979	0573-X-13
Automated Juvenile Information System, Phase II	1980	0912-X-04
Budget Analysis	1979 - 1980	0573-X-14
Budget Committee Memoranda	1979, 08	0573-X-15
Budget for Grants	1979, 08	0573-X-16
1980 Budget Timetable	1979, 06	0573-X-17
1981 Budget Request	1980, 07	0573-X-18
Budget Request Forms	1980	0573-X-19
1980 Census - Marketing Report	1980, 04	0573-X-20
Certified Mail Returned - Receipts	1979	0573-X-21
Child Support Employee Retention and Turnover	1979, 10	0573-X-22
Child Support Enforcement	1979, 07	0573-X-23
Child Welfare Unit	1979, 06	0573-X-24
(CRIS) Children's Resources and Information Services	1979, 05 - 1979, 09	0573-X-25
Chimney Rock Center Project	1977, 10 - 1977, 11	0573-X-26
Discretionary Grant Application		
Project	1979, 01 - 1979, 07	0573-X-27
Information and Referral Service	1979, 05	0573-X-28
Support Equipment	1979, 03 - 1980, 02	0573-X-29
Support Equipment	1979 - 1981	0573-X-30
"Citizen Me Project" Grant Application and Memoranda	1977 - 1978	0573-X-31
"Citizen Involvement in Criminal Justice" - Multiple Grants' Reports on Goal Achievement	1979, 07	0573-X-32
Commissioners' Court Letters (Prior to Approval)	1979	0573-X-33

Title	Date Range	Location
(Prior to Approval)	1979	0573-X-34
(Approved)	1979	0573-X-35
(Approved)	1979	0573-X-36
Commissioners' Court Resolutions	1979	0573-X-37
Community Assistance Program: Texas Youth Council Contract amendment	1977 - 1978	0573-X-38
Plans and Proposals	1975	0912-X-05
Grants and Correspondence	1976	0912-X-06
Correspondence File	1977	0912-X-07
1978	1978	0912-X-08
1979	1979	0912-X-09
Correspondence	1979	0912-X-10
Sub-Contracts - 1 of 2	1978 - 1979	0912-X-11
Sub-Contracts - 2 of 2	1978 - 1979	0912-X-12
Diversion Contracts Manual	1978	0912-X-13
Comprehensive Family Services Project Notifications	1979, 03 - 1980, 02	0573-X-39
Quarterly Reports	1977, 09 - 1978, 05	0573-X-40
Grant Awards	1978, 03 - 1979, 02	0573-X-41
Correspondence	1977, 12 - 1978, 03	0573-X-42
Quarterly and Final Progress Reports	1976, 03 - 1978, 01	0573-X-43
Quarterly and Final Progress Reports	1979	0573-X-44
Quarterly and Final Progress Reports	1979	0573-X-45
Correspondence	1976, 13 - 1977, 10	0573-X-46
Grant and Agreements	1976 - 1978	0573-X-47
Invoices from Texas Research Institute of Mental Sciences	1976 - 1978	0573-X-48

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Various Purchase Orders	1976 - 1978	0573-X-49
Concerned Teens	1982 - 1983	0916-X-09
Consultants' File - Workshop Descriptions, Contracts	1979	0574-X-01
Contacts for RFP Funding	1979, 05	0574-X-02
Contract Procedures – Memoranda	1979, 05	0574-X-03
Contractee Payment Form for Diversion Contracts	1978, 09 - 1979, 08	0574-X-04
Counseling Services Contracts, Grant Proposals	1983	0574-X-05
Court Decisions which Affect Interpretation of the 1973 Family Code	1979, 09	0574-X-06
Data/File Access Guidelines	1979, 06	0574-X-07
Data Processing Memoranda	1978 - 1979	0574-X-08
Detention Home Staffing Program	1982 - 1984	0574-X-09
Correspondence, Criminal Justice Division		
1984 Progress Reports, Quarterly and Final	1983 - 1984	0574-X-10
Detention Home Coding - Statistical Reports	1981	0574-X-11
Detention of Non-Harris County Residents	1979, 08	0574-X-12
Detention of Non-Offenders	1976 - 1978	0574-X-13
Drug Abuse Prevention Memoranda	1979	0574-X-14
La Esquina / Runaway Youth Program – Proposal	1983	0916-X-10
"Evaluation Coordination File" - Process for Evaluation of Programs & Hope Center's Evaluation	1978 - 1979	0574-X-15
Family Services to the Juvenile Justice System (Incomplete)	1975 - 1977	0916-X-11
Family Therapist Project – Grant	1982	0916-X-12
Federal Assistance Applications	1984	0574-X-16
Fire Retardant Mattresses Cover Units Surplus (LEAA)	1979, 03 - 1979, 07	0574-X-17
Supplemental	1980	0916-X-13
Foster Homes for Delinquent Children	1972 - 1976	0574-X-18

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Foster Homes for Delinquent Children	1972 - 1976	0574-X-19
Foster Home Recruitment and Development	1976	0574-X-20
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The Harris County Juvenile Probation Department's Research Division compiled all department statistics, conducted juvenile and employee surveys, collected outside research, clipped newspaper articles, and approved all academic research using HCJPD records from 1971 – 1987. This series is divided into six sub-series: Data Processing, Grants Support, Internal Reports/Studies, Policy and Administrative Research, Outside Requests and Proposals, and Statistical Reports.

Staff memoranda, corporate brochures and catalogues (1976 – 1984) document the department's efforts to build their core juvenile databases and data entry codes in the Data Processing sub-series. Also included are memoranda on the HCJPD's plans to acquire new computing equipment and research into the potential benefits of computing in juvenile probation.

Grant Support (1976 – 1985) includes research, newspaper clippings, printed materials, and statistics compiled in support for grant applications. Particularly noteworthy are the Chimney Rock Center grants (1978 - 1979), a major refurbishing project, and the Law Enforcement Assistance Act (LEAA) grant policy research (1978 - 1981). The Research Department's library also kept copies of grant manuals and newspaper clippings regarding grants awarded to HCJPD and related agencies.

Internal Reports and Studies (1976 – 1985) document the research conducted for the department in the areas of staff operations, juvenile outreach, rehabilitation and casework. Of note are the Comprehensive Services Study (1981), an overall department audit, and the research of G.L. Webb, who did several studies for the department from 1979 - 1981, focusing mostly around repeat offenders.

Meeting minutes, correspondence, policy reports, and printed materials detail the administrative and policy-making functions of the Research Department (1973 – 1985). Noteworthy records include the civic group Houston-Galveston Area Council's meeting minutes and correspondence (1978 – 1981).

Proposals and final papers (1973 – 1984) in the Requests and Proposals subseries are written by scholars from universities or institutions and focus on psychological, sociological, or demographic questions. In some instances only the student's initial proposal was preserved by the Research Department; this has been indicated in the finding aid.

Yearly and monthly statistics on all juvenile departments, and occasionally related agencies in Harris County (1938 – 1985), were compiled by the Research Department and arranged

chronologically. Before 1958, statistics are less comprehensive, and data were kept irregularly. Department-wide yearly and monthly summaries are complete after 1958. Individual department's reports are incomplete. After 1981, reports were computer-generated, and the amount of data collected drops dramatically from the monthly and yearly statistical reports.

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HCJPD - Training & Program Development Opportunities	1978, 07	0580-X-52
HCJPD Guidelines for the Mentally Retarded	1982, 08	0580-X-53
H-GAC Entitlement - Criminal Justice Action Funding Priorities	1981	0580-X-54
Houston-Galveston Area Council - Projects Review	1979, 02	0580-X-55
Houston-Galveston Area Council - Projects Review	1979, 04	0580-X-56
Houston-Galveston Area Council - Projects Review	1979, 06	0580-X-57
Houston-Galveston Area Council - Proxy Designation	1979	0580-X-58
Houston-Galveston Area Council Meeting	1978, 08	0580-X-59
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Houston-Galveston Area Council Meeting	1979, 02	0581-X-04
Houston-Galveston Area Council Meeting	1979, 03	0581-X-05
Houston-Galveston Area Council Meeting	1979, 03	0581-X-06
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Houston-Galveston Area Council Opinion Survey	1979, 04	0581-X-08
Houston-Galveston Area Council Entitlements	1981	0581-X-09
Intake Memoranda	1983, 05	0581-X-10
Intake Screening Flowchart, Policies and administrative	1974	0581-X-11
Jeanne Cyraique's Personal File	1984 - 1985	0581-X-12
Job Training Partnership Act	1982, 10 - 1983, 03	0581-X-13
Juvenile Aliens	1984, 08	0581-X-14
Juvenile Board Correspondence	1978, 10 - 1978, 12	0581-X-15
Juvenile Court Guidelines	1978 - 1980	0581-X-16
Juvenile Court Policy on Deinstitutionalization	1978, 08	0581-X-17
Legislation Summary - 1979 General Session	1979, 04 - 1979, 05	0581-X-18
Legislation - Proposed	1979	0581-X-19
Library Requests - 1984	1984	0581-X-20
Magnet School for Law Enforcement and Criminal Justice Careers	ca. 1981	0581-X-21
Meeting Notes	1983, 05	0581-X-22
Memoranda - 1981	1981	0581-X-23
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Memoranda Regarding the Expenditure of CETA Funds	1978, 06	0581-X-26
Minutes of the Tri-Board Committee	1979, 02	0581-X-27
National School Lunch Program	1978, 10	0581-X-28
Placement of Juveniles - Guidelines	1979, 02	0581-X-29
Poverty Guidelines	1981, 06	0581-X-30
Pregnancy Benefits Law	ca. 1979	0581-X-31
Priority List - Memoranda, Meeting Notes, etc	1982 - 1983	0581-X-32

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Priority List - Memoranda, Meeting Notes, etc	1982 - 1983	0581-X-33
Public Relations Activity Summary	1979, 08	0581-X-34
Relating to Juveniles (guidelines) - Bellaire Police Department	1973, 11	0581-X-35
Research & Training Policy, Guidelines	1976 - 1979	0581-X-36
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Summary of Proposed Title XX Social Services	1976 - 1978	0581-X-39
Texas Department of Corrections - Records Conversion	1980, 05	0581-X-40
Texas Probation Association - By-Laws and Memoranda	1978 - 1980	0581-X-41
Texas Research League - Memoranda	1980, 04	0581-X-42
Texas Youth Council Guidelines	1975 - 1976	0581-X-43
TRIAD - Policy and Agreements with HCJPD	1979, 03	0581-X-44
Use of Human Subjects – Policy	1976, 02 - 1976, 03	0581-X-45
Veterans Affairs Information	1980, 01 - 1980, 02	0581-X-46

Requests/Proposals

Abstracts – HCJPD	1979, 07	0582-X-01
Child Development Office & University of Houston information	1975 - 1976	0582-X-02
Child Development Office & University of Houston information	1975 - 1976	0582-X-03
Criminal Justice Research Solicitation	1981, 09	0582-X-04
Intern Projects for HCJPD	1973 - 1976	0582-X-05
"Needs Assessment on the Early Adolescent" Questionnaire	1977, 05	0582-X-06
New Mexico Supreme Court Research	n.d.	0582-X-07
Research Projects – Listings	1975, 12	0582-X-08

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Correspondence - University of Texas Law School	1977, 05	0582-X-09
Various Theses and Proposals [A-F]	1981 - 1985	0582-X-10
Various Theses and Proposals [G-L]	1977, 1983 - 1984	0582-X-11
Various Theses and Proposals [M-Z]	1977, 1983 - 1984	0582-X-12
"Comparative Dispositions: A Study of Dangerous Juvenile Offenders" Academy Research Group - Research Proposal	1982	0582-X-13
"The Certification of Juveniles in Harris County" Intern S. Adams - Research Paper and Recommendations	1975	0582-X-14
Austin Juvenile Court Delinquency Study (Office of Mental Health Planning Questionnaire)	n.d.	0582-X-15
"A Study of the Characteristics of Inhalant Offenders" C. Barton - Research Request	1974, 10	0582-X-16
Research Proposal - E. Bradley	1977, 12	0582-X-17
Steve Braun: Research Proposal	1983, 11 - 1983, 12	0582-X-18
"Recidivism, Violence and Brain Dysfunction in Juveniles" N. R. Burch - Research Proposal	1980, 11	0582-X-19
"Social and Psychological Correlation in Foster Placement" M. Burgoyne - Research Guidelines and Survey	1978, 07	0582-X-20
Alicia Carpenter: Research Proposal	1984, 12	0582-X-21
"Aggressive Juveniles" P. A. Carroll - Research Proposal	1981, 07	0582-X-22
"Psychological Test Patterns of Adolescent Sex Offenders" L. Champion, etc - Abstract & Research Request	1977 - 1978	0582-X-23
Effect of Assertiveness among Female Social Administrators" B. Cigainero - Research Proposal and Survey	1978, 11	0582-X-24
"What Teenagers Have to Say" D. G. Cole - Research Proposal and Survey	1978	0582-X-25
Treatment - M.P. Cone	n.d.	0582-X-26
"Troubled Youth: A Systematic Study" R. L. Curtis & S. Sheinberg - Research Proposal	1975, 01	0582-X-27
"Consumer Attitudes Regarding the Harris County Youth Village" Drescher, Lerner, Trusch, & Dowell -	1975 - 1976	0582-X-28

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Research Proposal		
Evaluation Research Group - Eugene, OR	1975 - 1979	0582-X-29
Evaluation Research Group - Eugene, OR	1975 - 1979	0582-X-30
Evaluation Research Group - Teaching Family Evaluation Project	1980, 08	0582-X-31
Evaluation Research Group - Teaching Family Evaluation Project	1980, 08	0582-X-32
"Census Tracts vs. Violent Crimes" J. Freeman & S. Tannenbaum - Research Proposal	1975, 05 - 1976, 12	0582-X-33
"Juvenile Transactional Statistical System: Requirements for a Demonstration Study" C. Friel	1971, 07	0582-X-34
"Runaways From Homes in Harris County" T. Greenan, T. Matranga, etc. - Research Guidelines and Survey	1973, 12	0582-X-35
"Adolescents in Residential Care: A Study of the Effect of Parental Care" R. W. Greenwich - Research Proposal and Final Paper	1981, 05	0582-X-36
"Adolescents in Residential Care: A Study of the Effect of Parental Care" R. W. Greenwich - Research Proposal and Final Paper	1981, 05	0582-X-37
"Community Restitution: A Proposal" J. Grubb	ca. 1977	0582-X-38
"Worker Satisfaction Assessment" R. Hall - Questionnaire Only	1976, 08	0582-X-39
Certification Research Proposal - B. Johnson	1979, 08 - 1980, 12	0582-X-40
"The Relationship Between Fear of Success and Aspirations for Career Mobility" V. Jones - Research Request	1978 - 1980	0582-X-41
John Kandeh: Research Proposal	1984, 02	0582-X-42
"Computerized Assessment of Hard-to-Place Children" J. Kao - Research Guidelines	1976, 02	0582-X-43
"Child Sexual Abuse History Among Juveniles Detained in County-run Facilities" G. Kircher - Research Proposal	1980, 07	0582-X-44
"Expanded Intake Screening Project: A Clinical Study" by Susan Landry and Kay R. Lewis	1978 - 1980	0582-X-45
"Defense Counsel in the Harris County Juvenile Justice System" L. Lopez	1976, 09	0582-X-46
MHMRA - Proposed Research on the Mentally Retarded	1978, 11	0582-X-47

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Offender - Residential Treatment Program		
"A Comparative Study of Mexican-Americans Non-Delinquents vs. Mexican-Americans Delinquents" M. H. Martinez - Research Proposal and Final Paper	1976, 02 - 1976, 05	0583-X-01
Thesis Research Request - M. B. Moss	1978, 01	0583-X-02
Thesis Research Request - M. K. Myers	1975, 04	0583-X-03
"Correlation Between Reciprocal Compatibility and Illegal Behavior in Adolescents" M. Neill - Research Proposal	Ca. 1976	0583-X-04
Deloris Nelson: Research Proposal	1983 - 1984	0583-X-05
"Application of the MEGAREE MMPI Offender Classification System . . ." by Ronald J. Niksich	1983, 09	0583-X-06
"Rationale for NM Probation Department Data Collection Form Questions" S. Olsen	1976, 08	0583-X-07
"Child Sexual Abuse and Child Pornography" G. Riede - Research Proposal	1978, 07	0583-X-08
William Rochelle - Texas Youth Council Recidivism	1980, 07	0583-X-09
"Study in the Applicability of the Heimler Theory . . ." N. Shumake, T. Call, etc. Questionnaire and paper	1975, 11	0583-X-10
"Delinquency Patterns of Immigrants and Refugee Youth in Harris Co." R.J. Simon - Research Request	1981, 05	0583-X-11
Materials given D. Sorenson for Masters Thesis	1981	0583-X-12
"Psycho-Social Differences Among Probationers . . ." J. L. Terry - Research Proposal	n.d.	0583-X-13
Texas Research Institute of Mental Sciences (TRIMS) - Request for Research [C]	1978	0583-X-14
TRIMS - "A Comparison of the WISC-R and Culture Fair in Three Groups of Juvenile Offenders" A. Smith, etc - Research Summary	n.d.	0583-X-15
TRIMS - "Adolescent Murders" K. Solway - Rough Draft	1978, 10	0583-X-16
TRIMS - "Intellectual and Personality Characteristics of Juvenile Murderers" L. Carson and K. Solway, etc. - Research Summary	1978, 03	0583-X-17

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TRIMS - "Clinical Assessment of Psychopathology in Violent Juvenile Offenders" K. Solway & V. Elion - Research Proposal and Final Paper	1977, 06 - 1981, 09	0583-X-18
TRIMS - "WISC Subtext Patterns of Delinquent Female Retardates" K. Solway & J.R. Hays - Final Paper	1975, 12	0583-X-19
TRIMS - "WISC Subtext Patterns of Delinquent Male Retardates" K. Solway & T.H. Cook - Final Paper	1974	0583-X-20
TRIMS - "The Role of Psychological Evaluation in Certification of Juveniles for Trial as Adults" J.R. Hays and K. Solway - Final Paper and Research Request	1972 - 1977	0583-X-21
TRIMS - Summary of Research on Certification - K. Solway	1979, 12	0583-X-22
TRIMS - "Relationship Between Moral Development, Socialization, and Delinquent Behavior" Solway, Elion and Smith - Request, Proposal, and Survey	1979	0583-X-23
TRIMS - "Clinical Study of Youth Petitioned for Certification as Adults" K. Solway, etc. - Research Proposal and Final Paper	1978	0583-X-24
TRIMS - "Personality Characteristics of Juvenile Probation Officers" K. Solway & M. Ellis - Final Paper	1972 - 1975, 12	0583-X-25
TRIMS - "Performance of Juvenile Murderers on Visual Motor Tests" K. Solway, etc - Final Paper	1978, 03	0583-X-26
TRIMS - "Comparison of Alleged Juvenile Delinquents Living at Home vs. Those Incarcerated" K. Solway - Final Paper	1975	0583-X-27
"Causes and Prevention of Criminal Violence" TRIMS Research request	1979, 07	0583-X-28
Violent Offenders Proposal - URSA Institute	1981, 09	0583-X-29
Vernon Project for Drug-Dependent Youth - Research Proposal and Questionnaires	1976	0583-X-30
"The Relationship Between Type of Juvenile Disposition and Rate of Recidivism Among Girls" C. Zapata - Full Study	1979, 09	0583-X-31
Alcohol Study - Phyllis Kisor (3 boxes, all survey material)	1979 - 1982	0584-X-00
Alcohol Study - Phyllis Kisor (3 boxes, all survey material)	1979 - 1982	0585-X-00
Alcohol Study - Phyllis Kisor (3 boxes, all survey material)	1979 - 1982	0586-X-00

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Statistical Reports		
Houston Police Department - Accident Reports	1936 - 1938	0587-X-01
Social Workers Report	1938	0587-X-02
Houston Police Department - Accident Reports	1939	0587-X-03
Houston Police Department - Accident Reports	1940	0587-X-04
Houston Police Department - Accident Reports	1941 - 1944	0587-X-05
Houston Police Department - Accident Reports	1941 - 1944	0587-X-06
Survey of Services and Accounts	1950 - 1961	0587-X-07
1952 Budget Recommendations	1952	0587-X-08
Statistics - Foster Care and Delinquency	1953, 1963	0587-X-09
HCJPD Summary Reports - Monthly & Annual	1958	0587-X-10
HCJPD Monthly Reports, Dependency and Neglect Division Reports	1958	0587-X-11
Regional Statistical Map	1958	0587-X-12
HCJPD Summary Reports - Monthly & Annual	1959	0587-X-13
HCJPD Summary and Parole Reports - Monthly & Annual	1959	0587-X-14
Dependency and Neglect Reports	1959	0587-X-15
Annual and Monthly Reports - Department-wide	1960	0587-X-16
Annual and Monthly Reports - Department-wide	1960	0587-X-17
HCJPD 1960 Annual Report - Delinquency	1960	0587-X-18
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Statistical Survey for the Boys Delinquency Section	1961	0587-X-21
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Statistics – Children’s Homes and Monthly Summaries	1964	0587-X-26
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Summary Reports - Monthly & Annual	1966	0587-X-28
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Summary Reports - Monthly & Annual	1968	0587-X-30
Summary Reports - Monthly & Annual	1968	0587-X-31
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Summary Reports - Monthly & Annual	1971	0587-X-36
Referral Statistics	1971	0587-X-37
HCJPD Annual Report	1972	0588-X-01
Monthly Summary Reports	1972	0588-X-02
Monthly Summary Reports (incomplete), Memoranda	1973	0588-X-03
Monthly Summary Reports	1974	0588-X-04
Analysis of Summary Data	1974 - 1976	0588-X-05
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Delinquency Statistics - Boys and Girls	1975, 05 - 1975, 07	0588-X-10

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Placement Trends Report	1976 - 1979	0588-X-15
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TJPC - Monthly Referral Activity	1982, 01 - 1982, 12	0589-X-11
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Summary Reports, All Departments	1984, 02	0590-X-20
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TJPC - Detention Activity Reports	1984, 05 - 1984, 12	0591-X-03
TJPC Monthly Activity Summary	1985, 01 - 1985, 03	0591-X-04
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TJPC Monthly Activity Summary	1985, 01 - 1985, 03	0591-X-06
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Record Group: Case Files

Size: 316 linear ft. of paper records, 32 rolls of microfilm

Range of Dates: 1913 – 1968

Restrictions on Access: Archival review is required on all case files. The majority of these case files are CONFIDENTIAL (court order required for access) - refer to the Series notes and the Access Policy for further details.

Restrictions on Use: None

Processed By: Janice Carter, 2006 – 2007

Scope and Contents Note:

The Case Files detail the experiences of families and individuals, employees, charitable resources, children's home workers and foster care parents within the Harris County Juvenile Probation system. The series is divided into five sub-series: HCJPD General Case Files (which comprise Delinquency, Dependency & Neglect, Immediate Relief, Mothers' Pension, and Insanity, Tubercular, and Epilepsy Investigations), Mary Burnett Home Case Files, the Burnett-Bayland Case Files, the Foster Care Files, and Adoption Files. The HCJPD General Case Files are in both paper and microfilm formats.

The Case Files were stored in sub-standard conditions for several decades, and many were lost to water damage or destroyed. A best estimate is that at most, only 50 percent of the records survived.

Series: Harris County Juvenile Probation Department General Case Files

Size: 246 linear feet

Range of Dates: 1915 - 1967

Restrictions on Access: CONFIDENTIAL. Refer to the Access Policy (Appendix) for further details.

Restrictions on Use: None

Processed by: Janice Carter, 2006 - 2007

The HCJPD General Case Files may include correspondence, photographs, family and case histories, financial records, crime reports, confessions and witness statements, medical records, and caseworker investigations (1915 – 1967). Social (family) history reports include significant information about the family background and case history reports frequently include witness statements, complaint reports from police officers and confessions from offenders. Earlier case files tend to have more narrative description, correspondence and caseworker opinion although their coverage is erratic. Later case files are commonly more comprehensive in nature, with a more formalized approach to case work, therefore the likelihood of a later file covering the entire course of a case is higher.

The files are in both paper and microfilm formats. The microfilm was filmed and indexed by HCJPD employees, and the index contains multiple inaccuracies. The original files were divided chronologically into two groups: 1915 – 1949 and 1950 – 1967. They have been sorted alphabetically by family surname within each group. The files, both in microfilm and in paper, were filed by family name, and frequently multiple siblings (or even multiple generations) may appear in one file. The microfilm may also have been indexed by individual subject's names in addition to the natural parent's names.

Access to these files is restricted. Guidelines differ between microfilm and paper formats – see the Access Policy (Appendix) for more specific instructions.

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Barber, E - Bailor, W	1913 - 1949	0594-X-00
Beaird, C - Bennett, F	1913 - 1949	0595-X-00
Bennett, J - Bowen, L	1913 - 1949	0596-X-00
Bowen, W - Brimberry, E	1913 - 1949	0597-X-00
Brooks, J - Chavez, C	1913 - 1949	0598-X-00
Chavez, J - Dear, W	1913 - 1949	0599-X-00
Dearson, J - Dibrell, J	1913 - 1949	0600-X-00
Dick, O - Dreese, A	1913 - 1949	0601-X-00
Drennan, H - Eason, M	1913 - 1949	0602-X-00
Eason, V - Endicott, F	1913 - 1949	0603-X-00
Eng, J - Fisher, J	1913 - 1949	0604-X-00
Flint, P - Gianelloni, D	1913 - 1949	0605-X-00
Gibbons, J - Gooday, A	1913 - 1949	0606-X-00
Goode, E - Green, R	1913 - 1949	0607-X-00
Green, S - Moreno, S	1913 - 1949	0608-X-00
Morris, J - Pate, W	1913 - 1949	0609-X-00
Patino, P - Persons, W	1913 - 1949	0610-X-00
Pesses, P - Ponthier, A	1913 - 1949	0611-X-00
Poole, A - Pruitt, R	1913 - 1949	0612-X-00
Pryor, E - Ratcliff, E	1913 - 1949	0613-X-00

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Ratcliff, G - Reynolds, I	1913 - 1949	0614-X-00
Reynolds, L - Smith, O	1913 - 1949	0615-X-00
Smith, P - Sparks, C	1913 - 1949	0616-X-00
Sparks, E - Stevenson, J	1913 - 1949	0617-X-00
Steward, C - Sullivan, G	1913 - 1949	0618-X-00
Sullivan, H - Taylor, S	1913 - 1949	0619-X-00
Taylor, W - Thompson, J	1913 - 1949	0620-X-00
Thompson, L - Trevino, E	1913 - 1949	0621-X-00
Trevino, F - Uzzle, J	1913 - 1949	0622-X-00
Valentine, J - Washington, R	1913 - 1949	0623-X-00
Washington, S - West, J	1913 - 1949	0624-X-00
West, W - Williams, C	1913 - 1949	0625-X-00
Williams, D - Willis, J	1913 - 1949	0626-X-00
Willis, K - Wolfe, L	1913 - 1949	0627-X-00
Wolf, P - Wyatt, M	1913 - 1949	0628-X-00
Wyatt, Q - Zwiener, J	1913 - 1949	0629-X-00

Later Case Files (1950 – 1967)

Abadie, J - Adams, S	1950 - 1967	0630-X-00
Adams, T - Alexander, J	1950 - 1967	0631-X-00
Alexander, L - Alsobrook, H	1950 - 1967	0632-X-00
Alumbaugh, J - Andrews, E	1950 - 1967	0633-X-00
Andrews, J - Arthur, L	1950 - 1967	0634-X-00
Asberry, M - Bagwell, W	1950 - 1967	0635-X-00
Bailey, D - Baker, W	1950 - 1967	0636-X-00

Title	Date Range	Location
Bala, T - Barboza, F	1950 - 1967	0637-X-00
Barbre, A - Barrett, A	1950 - 1967	0638-X-00
Barrett, C - Batiste, W	1950 - 1967	0639-X-00
Battle, E - Beck, R	1950 - 1967	0640-X-00
Becker, C - Belmarez, S	1950 - 1967	0641-X-00
Bello, R - Berg, M	1950 - 1967	0642-X-00
Berger, J - Billey, S	1950 - 1967	0643-X-00
Billingsley, E - Black, M	1950 - 1967	0644-X-00
Black, P - Blouin, C	1950 - 1967	0645-X-00
Blount, W - Boone, B	1950 - 1967	0646-X-00
Boone, E - Bowersox, P	1950 - 1967	0647-X-00
Bowie, C - Bradley, J	1950 - 1967	0648-X-00
Bradley, L - Breaux, E	1950 - 1967	0649-X-00
Bredehoeft, R - Brooks, E	1950 - 1967	0650-X-00
Brooks, F - Brown, Jess	1950 - 1967	0651-X-00
Brown, Jodie - Brummer, R	1950 - 1967	0652-X-00
Bruner, J - Bullock, J	1950 - 1967	0653-X-00
Bullocks, H - Burton, E	1950 - 1967	0654-X-00
Burton, H - Byars, J	1950 - 1967	0655-X-00
Byers, K - Caldwell, L	1950 - 1967	0656-X-00
Caldwell, R - Cantu, P	1950 - 1967	0657-X-00
Cantu, R - Carroway, O	1950 - 1967	0658-X-00
Carrico, H - Carter, T	1950 - 1967	0659-X-00
Carter, W - Cates, R	1950 - 1967	0660-X-00
Catron, J - Channey, J	1950 - 1967	0661-X-00

Title	Date Range	Location
Chapman, C - Chenoweth, J	1950 - 1967	0662-X-00
Cherry, A - Clarkson, L	1950 - 1967	0663-X-00
Clary, D - Cloud, T	1950 - 1967	0664-X-00
Clough, C - Coleman, Jack	1950 - 1967	0665-X-00
Coleman, Jerry - Cone, H	1950 - 1967	0666-X-00
Conerly, F - Cooksey, J	1950 - 1967	0667-X-00
Cooner, J - Cornett, W	1950 - 1967	0668-X-00
Corona, R - Cowman, R	1950 - 1967	0669-X-00
Cox, A - Craw, M	1950 - 1967	0670-X-00
Crawford, E - Crowe, J	1950 - 1967	0671-X-00
Crowley, J - Currie, C	1950 - 1967	0672-X-00
Curry, A - Daniels, M	1950 - 1967	0673-X-00
Darick, J - Davis, James	1950 - 1967	0674-X-00
Davis, Jessie - Deandra, D	1950 - 1967	0675-X-00
Dearing, G - Dempsey, J	1950 - 1967	0676-X-00
Denby, E - Diaz, V	1950 - 1967	0677-X-00
Dibler, R - Dodson, D	1950 - 1967	0678-X-00
Dodson, H - Dow, C	1950 - 1967	0679-X-00
Dow, J - Duke, A	1950 - 1967	0680-X-00
Duke, E - Duve, R	1950 - 1967	0681-X-00
Dwyer, J - Efferson, L	1950 - 1967	0682-X-00
Effinger, P - Esman, E	1950 - 1967	0683-X-00
Esparza, J - Farres, T	1950 - 1967	0684-X-00
Farrell, F - Ferry, F	1950 - 1967	0685-X-00
Few, H - Fitze, H	1950 - 1967	0686-X-00

Title	Date Range	Location
Fitzhugh, E - Flowers, J	1950 - 1967	0687-X-00
Flowers, R - Foster, M	1950 - 1967	0688-X-00
Foster, R - Franklin, G	1950 - 1967	0689-X-00
Franklin, H - Fregia, W	1950 - 1967	0690-X-00
Freiling, M - Furlow, W	1950 - 1967	0691-X-00
Gabler, B - Gammage, T	1950 - 1967	0692-X-00
Gammons, C - Garcia, Simon	1950 - 1967	0693-X-00
Garcia, Steve - Garza, J	1950 - 1967	0694-X-00
Garza, L - Geiken, N	1950 - 1967	0695-X-00
Gent, T - Gideon, Q	1950 - 1967	0696-X-00
Gideon, W - Gilmore, R	1950 - 1967	0697-X-00
Gilmore, S - Glover, W	1950 - 1967	0698-X-00
Glowski, B - Gonzales, Arturo	1950 - 1967	0699-X-00
Gonzales, August - Gonzales, L	1950 - 1967	0700-X-00
Gonzales, M - Goodwin, R	1950 - 1967	0701-X-00
Goodwin, W - Grant, W	1950 - 1967	0702-X-00
Grauman, J - Greenwood, E	1950 - 1967	0703-X-00
Greer, C - Gruen, E	1950 - 1967	0704-X-00
Guerrero, B - Guzman, R	1950 - 1967	0705-X-00
Hackett, C - Hancock, K	1950 - 1967	0706-X-00
Handy, E - Harkless, A	1950 - 1967	0707-X-00
Harlan, E - Harris, Ernest	1950 - 1967	0708-X-00
Harris, Eugene - Hathaway, A	1950 - 1967	0709-X-00
Hathorn, W - Heinrich, L	1950 - 1967	0710-X-00
Hejl, W - Herzog, G	1950 - 1967	0711-X-00

Title	Date Range	Location
Hess, D - Hinson, L	1950 - 1967	0712-X-00
Hinton, E - Holmes, E	1950 - 1967	0713-X-00
Holmes, J - Howard, J	1950 - 1967	0714-X-00
Howard, R - Hughes, L	1950 - 1967	0715-X-00
Hughes, R - Hykkonen, H	1950 - 1967	0716-X-00
Ibison, J - Jackson, J	1950 - 1967	0717-X-00
Jackson, L - Jennesche, A	1950 - 1967	0718-X-00
Jergins, B - Johnson, M	1950 - 1967	0719-X-00
Johnson, N - Jones, Jasper	1950 - 1967	0720-X-00
Jones, Jesse - Joplin, T	1950 - 1967	0721-X-00
Jordan, C - Kaufman, B	1950 - 1967	0722-X-00
Kaufman, R - Kelly, K	1950 - 1967	0723-X-00
Kelso, E - Kimich, M	1950 - 1967	0724-X-00
Kincaid, A - Knapp, W	1950 - 1967	0725-X-00
Knight, A - Kvarme, J	1950 - 1967	0726-X-00
Kwiatkowski, C - Landry, A	1950 - 1967	0727-X-00
Landry, L - Lathrop, O	1950 - 1967	0728-X-00
Latson, E - Lazarene, A	1950 - 1967	0729-X-00
Leach, O - Lee, J	1950 - 1967	0730-X-00
Lee, L - Lerma, T	1950 - 1967	0731-X-00
Lesak, R - Lewis, N	1950 - 1967	0732-X-00
Lewis, O - Lindsay, J	1950 - 1967	0733-X-00
Lindsey, J - Lockhart, C	1950 - 1967	0734-X-00
Lockhart, R - Lopez, G	1950 - 1967	0735-X-00
Lopez, J - Lozella, E	1950 - 1967	0736-X-00

Title	Date Range	Location
Lucas, E - Lytton, A	1950 - 1967	0737-X-00
Maas, L - Marler, L	1950 - 1967	0738-X-00
Marquess, J - Martinez, H	1950 - 1967	0739-X-00
Martinez, J - Matthews, D	1950 - 1967	0740-X-00
Matthews, J - McClamon, L	1950 - 1967	0741-X-00
McClelland, R - McDonald, A	1950 - 1967	0742-X-00
McDonald, H - McGuffey, C	1950 - 1967	0743-X-00
McHugh, M - McMillian, C	1950 - 1967	0744-X-00
McMillian, G - Mendez, J	1950 - 1967	0745-X-00
Mendez, M - Miller, N	1950 - 1967	0746-X-00
Miller, R - Molina, J	1950 - 1967	0747-X-00
Molo, S - Moore, C	1950 - 1967	0748-X-00
Moore, D - Morgan, C	1950 - 1967	0749-X-00
Morgan, R - Murphy, C	1950 - 1967	0750-X-00
Murphy, E - Neeley, G	1950 - 1967	0751-X-00
Neeley, W - Nickson, S	1950 - 1967	0752-X-00
Nielson, P - Odom, M	1950 - 1967	0753-X-00
O'Donnell, A - Orta, C	1950 - 1967	0754-X-00
Ortega, A - Owens, O	1950 - 1967	0755-X-00
Owens, R - Palmer, R	1950 - 1967	0756-X-00
Palmer, V - Parrish, M	1950 - 1967	0757-X-00
Parrott, D - Peck, J	1950 - 1967	0758-X-00
Pedigo, J - Perez, L	1950 - 1967	0759-X-00
Perez, R - Peters, W	1950 - 1967	0760-X-00
Peterson, A - Phillips, J	1950 - 1967	0761-X-00

Title	Date Range	Location
Phillips, L - Prikle, P	1950 - 1967	0762-X-00
Pitner, J - Pool, P	1950 - 1967	0763-X-00
Poole, R - Power, S	1950 - 1967	0764-X-00
Powers, A - Prinzel, A	1950 - 1967	0765-X-00
Pritchard, H - Pyle, W	1950 - 1967	0766-X-00
Quarles, G - Ramirez, E	1950 - 1967	0767-X-00
Ramirez, F - Randall, B	1950 - 1967	0768-X-00
Randall, E - Rawls, P	1950 - 1967	0769-X-00
Rawls, W - Reed, L	1950 - 1967	0770-X-00
Reed, R - Reyes, R	1950 - 1967	0771-X-00
Reyna, A - Rice, F	1950 - 1967	0772-X-00
Rice, J - Richmond, F	1950 - 1967	0773-X-00
Riddle, A - Rivera, R	1950 - 1967	0774-X-00
Rivers, E - Robertson, H	1950 - 1967	0775-X-00
Robertson, J - Robson, M	1950 - 1967	0776-X-00
Roch, E - Rodriguez, M	1950 - 1967	0777-X-00
Rodriguez, N - Rogers, W	1950 - 1967	0778-X-00
Rohden, D - Rossman, C	1950 - 1967	0779-X-00
Rosson, I - Rushing, M	1950 - 1967	0780-X-00
Rushing, P - Salas, C	1950 - 1967	0781-X-00
Salazar, A - Sanchez, V	1950 - 1967	0782-X-00
Sandefor, T - Sargent, A	1950 - 1967	0783-X-00
Sargent, J - Schneider, L	1950 - 1967	0784-X-00
Scheisser, W - Scroggins, O	1950 - 1967	0785-X-00
Scroggs, L - Serrano, A	1950 - 1967	0786-X-00

Title	Date Range	Location
Serrano, C - Shied, R	1950 - 1967	0787-X-00
Shelby, J - Sherrod, R	1950 - 1967	0788-X-00
Shields, E - Silva, D	1950 - 1967	0789-X-00
Silva, F - Sims, F	1950 - 1967	0790-X-00
Sims, R - Slussler, D	1950 - 1967	0791-X-00
Small, S - Smith, E	1950 - 1967	0792-X-00
Smith, F - Smith, John H.	1950 - 1967	0793-X-00
Smith, John M. - Smith, William	1950 - 1967	0794-X-00
Smith, William H. - Soliz, M	1950 - 1967	0795-X-00
Solomon, A - Spell, R	1950 - 1967	0796-X-00
Spence, J - Stamps, K	1950 - 1967	0797-X-00
Stancieh, W - Seltzer, G	1950 - 1967	0798-X-00
Stepanski, L - Stiefel, F	1950 - 1967	0799-X-00
Stillby, P - Stowers, W	1950 - 1967	0800-X-00
Strait, E - Stubbs, R	1950 - 1967	0801-X-00
Stucey, R - Sutton, R	1950 - 1967	0802-X-00
Svec, J - Tamborello, C	1950 - 1967	0803-X-00
Tankersley, H - Taylor, Henry	1950 - 1967	0804-X-00
Taylor, Herman - Teamer, J	1950 - 1967	0805-X-00
Teel, A - Thomas, D	1950 - 1967	0806-X-00
Thomas, E - Thomas, W	1950 - 1967	0807-X-00
Thomason, J - Thompson, William	1950 - 1967	0808-X-00
Thompson, Willie - Tillman, C	1950 - 1967	0809-X-00
Tillman, E - Toronjo, R	1950 - 1967	0810-X-00
Torres, B - Trice, J	1950 - 1967	0811-X-00

Title	Date Range	Location
Tristan, B - Turnbull, C	1950 - 1967	0812-X-00
Turner, A - Tylick, J	1950 - 1967	0813-X-00
Ududack, D - Vallier, P	1950 - 1967	0814-X-00
Vance, L - Vickers, A	1950 - 1967	0815-X-00
Victorian, L - Waldrep, A	1950 - 1967	0816-X-00
Walea, J - Walker, W	1950 - 1967	0817-X-00
Wall, B - Walton, L	1950 - 1967	0818-X-00
Waneck, F - Washington, B	1950 - 1967	0819-X-00
Washington, C - Watson, J	1950 - 1967	0820-X-00
Watson, L - Weidner, W	1950 - 1967	0821-X-00
Wiegand, E - Weprek, C	1950 - 1967	0822-X-00
Weschnewsky, J - Whitaker, R	1950 - 1967	0823-X-00
White, A - White, R	1950 - 1967	0824-X-00
White, S - Whorton, John	1950 - 1967	0825-X-00
Whorton, Joseph - Wilfong, C	1950 - 1967	0826-X-00
Wilhelm, E - Williams, Elmore	1950 - 1967	0827-X-00
Williams, Ennis - Williams, Johnnie	1950 - 1967	0828-X-00
Williams, Joseph - Williams, Robert	1950 - 1967	0829-X-00
Williams, Robert L. - Williamson, J	1950 - 1967	0830-X-00
Williamson, L - Wilson, H	1950 - 1967	0831-X-00
Wilson, J - Windham, J	1950 - 1967	0832-X-00
Windish, M - Woo, L	1950 - 1967	0833-X-00
Wood, A - Wooster, R	1950 - 1967	0834-X-00
Wooten, J - Wunderlich, W	1950 - 1967	0835-X-00
Wurz, P - Young, C	1950 - 1967	0836-X-00

Title	Date Range	Location
Young, E - Zwerneman, W	1950 - 1967	0837-X-00
Case Files Microfilm (listed in Microfilm database)	1914 - 1967	0009-F-00

Series: Foster Care Case Files

Size: 4 linear feet

Range of Dates: 1920 – 1967

Restrictions on Access: Archival review required. Refer to the Access Policy (Appendix) for further details.

Restrictions on Use: None

Processed by: Janice Carter, 2006 - 2007

Correspondence, family and case histories, medical records, and home investigations (1920 – 1967) record the experiences of individual foster care parents, from the initial request for a child placement through the entirety of the juveniles’ stay. The files also document the development of the foster care system in Harris County, and the growing positive attitude toward foster care in general in probation programs all over the country. Of particular interest are files from emergency foster care homes partially funded by the County – Mrs. Catherine Strickland’s Home and Mrs. Janie Kennedy’s Home. Foster care became more widely used after 1950. The files are arranged alphabetically by foster family name.

Inventory

Title	Date Range	Location
Acevedo, L - Cook, A	1920 - 1967	0897-X-00
Cornelson, F - Lucas, J	1920 - 1967	0898-X-00
McGarr, R - Warren, F	1920 - 1967	0899-X-00
Weaver, S - Youngblood, J	1920 - 1967	0900-X-00

Series: Adoption Case Files

Size: 29 linear feet

Range of Dates: 1934 - 1968

Restrictions on Access: CLOSED. Refer to the Access Policy (Appendix) for further details.

Restrictions on Use: None

Processed by: Janice Carter, 2006 - 2007

The Harris County Juvenile Probation Department adoption case files may include correspondence, photographs, family and case histories, medical records, crime reports, confessions and witness statements, and home and caseworker investigations (1920 – 1967). HCJPD forms and information, as well as home investigations can be found here, as well as legal forms consenting to adoptive proceedings.

In the original order, most adoption case files were separate from the HCJPD General Case Files, yet some were integrated into the general files. Because of legal restrictions (see the Access Policy) all HCJPD Adoption Files were separated by the archivist. The files are arranged alphabetically either by name of the couple requesting a child or by the biological family name. This inconsistency exists because files listed by biological family name began as dependency or delinquency, yet ended in adoption.

Inventory

Title	Date Range	Location
Agnew, R - Gunter, L	1945 - 1967	0864-X-00
Haughton, R - Hoelscher, A	1945 - 1967	0865-X-00
Juren, T - Kirkham, C	1944 - 1965	0866-X-00
Kirkland, C - Kuharski, L	1955 - 1968	0867-X-00
Kullin, R - Lasche, R	1945 - 1962	0868-X-00
Lascher, J - Leonard, W	1946 - 1965	0869-X-00
Lepow, M - Littrell, R	1944 - 1962	0870-X-00
Lively, T - Ludlam, F	1948 - 1963	0871-X-00
Ludwick, J - Pesz, S	1934 - 1967	0872-X-00
Peters, B - Prados, B	1934 - 1967	0873-X-00
Prater, R - Renick, J	1945 - 1967	0874-X-00
Reno, M - Rincker, I	1940 - 1965	0875-X-00
Rincon, C - Smith, J	1934 - 1960	0876-X-00
Smith, L - Spates, C	1945 - 1967	0877-X-00
Spaulding, F - Steed, D	1936 - 1964	0878-X-00

Title	Date Range	Location
Steed, N - Stokes, A	1937 - 1963	0879-X-00
Stolte, J - Swank, P	1947 - 1964	0880-X-00
Swasey, R - Thomas, M	1940 - 1965	0881-X-00
Thomas, O - Tolly, M	1940 - 1965	0882-X-00
Tolopka, J - Turpin, P	1945 - 1965	0883-X-00
Tutor, J - Vasquez, V	1944 - 1963	0884-X-00
Vaughan, A - Walker, James	1934 - 1967	0885-X-00
Walker, John - Watkins, W	1930 - 1968	0886-X-00
Watts, A - White, J	1945 - 1965	0887-X-00
White, K - Williams, Dana	1939 - 1968	0888-X-00
Williams, David - Wilson, Dennis	1939 - 1968	0889-X-00
Wilson, Donald - Wood, R	1942 - 1965	0890-X-00
Wood, V - Young, Earl	1947 - 1967	0891-X-00
Young, Elvis - Zwink, W	1949 - 1962	0892-X-00

Series: Mary Burnett Home Case Files

Size: 26 linear feet

Range of Dates: 1913 - 1952

Restrictions on Access: CONFIDENTIAL. Refer to the Access Policy (Appendix) for further details.

Restrictions on Use: None

Processed by: Janice Carter, 2006 - 2007

Correspondence, family and case histories, medical records, photographs, and caseworker investigations (1913 – 1952) document the experiences of delinquent juvenile girls committed to the Mary Burnett Home and those who provided for them during their stay. Correspondence in many of these files reveals the voices of the girls and their families. These case files (and the Burnett-Bayland files) are of particular interest as they frequently follow the resident’s progress, even into early adulthood.

The files are arranged alphabetically, by individual juvenile name. There are no chronological divisions. Many procedural forms found in these files originated at HCJPD, and there is some overlap between the two organizations in practice. The Mary Burnett Home was funded by Harris County, and delinquent girls sent to the home may *possibly* have files in both HCJPD files and in the Mary Burnett records.

Inventory

Title	Date Range	Location
Abbot, B - Ashen, F	1913 - 1951	0838-X-00
Avery, R - Bell, Martha	1913 - 1951	0839-X-00
Bell, M - Boren, F	1913 - 1951	0840-X-00
Boren, V - Burchfield, M	1913 - 1951	0841-X-00
Burdett, V - Chavers, K	1913 - 1951	0842-X-00
Chavez, A - Cross, D	1913 - 1951	0843-X-00
Crossland, L - Denson, E	1913 - 1951	0844-X-00
DeShae, M - Evans, J	1913 - 1951	0845-X-00
Evans, M - George, M	1913 - 1951	0846-X-00
Ghaster, L - Griffith, G	1913 - 1951	0847-X-00
Hancock, T - Harris, W	1913 - 1951	0848-X-00
Harriss, F - Hollan, B	1913 - 1951	0849-X-00
Hollingsworth, B - Jackson, P	1913 - 1951	0850-X-00
Jackson, R - Kimball, L	1913 - 1951	0851-X-00
Kimmey, E - Lewman, M	1913 - 1951	0852-X-00
Liles, L - Mason, C	1913 - 1951	0853-X-00
Mason, E - Miller, J	1913 - 1951	0854-X-00
Miller, M - O'Dell, M	1913 - 1951	0855-X-00
Oliver, E - Pinkston, M	1913 - 1951	0856-X-00

Title	Date Range	Location
Pittman, D - Roberts, L	1913 - 1951	0857-X-00
Roberts, W - Serio, C	1913 - 1951	0858-X-00
Shane, C - Sparks, M	1913 - 1951	0859-X-00
Speck, S - Tarpy, R	1913 - 1951	0860-X-00
Tate, R - Wallace, D	1913 - 1951	0861-X-00
Wallace, E - Williams, B	1913 - 1951	0862-X-00
Williams, C - Zarr, R	1913 - 1951	0863-X-00

Series: Burnett-Bayland Home Case Files

Size: 4 linear feet

Range of Dates: 1952 - 1967

Restrictions on Access: CONFIDENTIAL. Refer to Access Policy (Appendix) for further details.

Restrictions on Use: None

Processed by: Janice Carter, 2006 - 2007

Correspondence, family and case histories, medical records, photographs and caseworker investigations (1952 - 1967) document the experiences of dependent juvenile girls and boys who lived at the Burnett-Bayland Home and workers who provided for them during their stay. The files are arranged alphabetically by individual juvenile, yet at times siblings are grouped together in a single file. There are no divisions chronologically. Only 4 cubic feet of these files have survived, yet like the Mary Burnett Home files before them, the informational value of these files is extremely high.

Inventory

Title	Date Range	Location
Gonzales, J - Hernandez, G	1952 - 1967	0893-X-00
Hernandez, M - Johnson, T	1952 - 1967	0894-X-00
Johnston, L - Thomson, C	1952 - 1967	0895-X-00
Thompson, E - Williams, R	1952 - 1967	0896-X-00

Series: General Case-Related Materials
Size: 76 linear feet
Range of Dates: 1913 - 1967
Restrictions on Access:
Restrictions on Use: None
Processed by: Janice Carter, 2006 - 2007

Pension reports, case worker logs, probation reports, unfiled "Minor Service" materials, and county court juvenile case files document the varied work of the Harris County Juvenile Probation Department (1913 – 1967). Mother's pension reports (1913 – 1928) provide financial information to the Commissioners' Court concerning those needing public assistance in Harris County. The case worker log (1955 – 1956) documents a daily casework load for the Delinquency Department. Probation Reports (1928 – 1935) were originally created by the Intake Division, but frequently include later notes on a case's progression. "Minor Service" cases (1950 – 1967) could be handled quickly and with no court visit, and therefore had no case file created. County Court Case Files (1920 – 1925) contain depositions, subpoenas, warrants and any other legal documents that the court issued in juvenile cases.

Inventory

Title	Date Range	Location
Pension Reports, Case Logs	1913 - 1958	0901-X-00
Case Logs, Probation Reports	1935 - 1956	0902-X-00
Probation Reports	1930 - 1935	0903-X-00
Probation Reports	1929 - 1930	0904-X-00
Probation Reports	1928 - 1930	0905-X-00
Unfiled "Minor Service" Case Materials	1950 - 1967	0906-X-00
County Court Case Files	1920 - 1925	0907-X-00

Records Group: Children's Homes
Size: 1.5 linear feet
Range of Dates: 1914 - 1966
Restrictions on Access: None
Restrictions on Use: Some materials are extremely brittle and use may be restricted.
Processed by: Sarah Canby Jackson, 2007

Scope and Contents Note:

Administrative logs, scrapbooks, photograph albums, a Bible and a commemorative silver plate document delinquent and dependent children's daily lives in Harris County funded homes from 1914 – 1966. Two volumes of administrative logs record the female residents in the Harris County Training School for Girls (1914 – 1943). The records complement one another and provide the names, the date entered, the date of commitment, court commitment, date of discharge and placement.

Only three contemporary scrapbooks from the county homes survive. Newspaper clippings, invitations, programs, awards, wedding and birth announcements in two scrapbooks (1914 – 1939) created by Ethel A. Claxton, long-time superintendent of the Harris County Training School for Girls (later Mary Burnett Home), reveal the growth of the school, activities of its residents, community support, and Claxton's relationship with the girls. Photographs, newspaper clippings, and programs in the *Dandy Lion – 1962* record the activities of the boys in the Harris County School for Boys, with many of the photographs taken by staff members. Subjects covered include sporting events, plays, holiday parties, livestock shows, and special events such as Old Boys Day and visits from NASA astronauts. Informal photographs of the boys, staff members, and the buildings and grounds are also included. Eighty-five loose photographs were found in the scrapbook and have been separated to photograph storage. An additional 39 photographs of the Boys Home ca. 1960 – 1970 were donated in 2009. A 1990's photograph album created using found photographs depicts the buildings, activities, and people of the Mary Burnett Home and later the Burnett-Bayland Home 1927 – ca. 1965. Of particular interest is a group photograph of the 1927 Mary Burnett Home seventh grade class with the individuals identified, an undated photograph of Mary Guthrie – teacher, Christmas dinners and pageants, and exterior and interior photographs of the Mary Martha Chapel.

Inventory

Title	Date Range	Location
Girls Committed, Harris County Training School for Girls, (Mary Burnett Home) Vol. 1	1914 - 1918, 1929 - 1943	1008-E-05
[Girls Committed] Harris County Training School for Girls, (Mary Burnett Home) Vol. 2	1914 - 1943	1008-E-05
Ethel Claxton Scrapbook, Vol. 1, Part 1	1914 – 1922	1008-E-05
Ethel Claxton Scrapbook, Vol. 1, Part 2	1922 – 1935	1008-E-05
Ethel Claxton Scrapbook, Vol. 2	1934 - 1939	
pp. 1 – 12	1934 – 1935	0908-X-01

Title	Date Range	Location
pp. 13 – 30	1934 – 1936	0908-X-02
pp. 31 – 50	1936 – 1937	0908-X-03
pp. 51 – 70	1936 – 1937	0908-X-04
pp. 71 – 98	1937 – 1939	0908-X-05
Scrapbook, Burnett-Bayland – newspaper clippings	1948 - 1966	0908-X-06
Scrapbook, Burnett-Bayland – Historical Sketches	n.d.	0908-X-07
Scrapbook, Loose Printed Materials	1948 – 1949, n.d.	0908-X-08
<i>Dandy Lion</i> - 1962, Harris County Boys Home	1956 - 1962, n.d.	1008-E-05
Photographs – Harris County Boys Home – Facilities	ca. 1960	0018-P-09
Photographs – Harris County Boys Home – Staff	ca. 1960	0011-P-12
Photographs – Harris County Boys Home – Activities	ca. 1970	0011-P-13
Photographs – Harris County Boys Home – Athletics	ca. 1960 - 1970	0011-P-14
Photographs – Harris County Boys Home – Stock Show	1957 – ca. 1960	0011-P-15
Photograph Album, Mary Burnett / Burnett Bayland Home	1927 - 1965, n.d.	
Buildings – Mary Martha Chapel, Mary Burnett Home	1945 – ca. 1965	0011-P-06
Buildings – Cottages, Mary Burnett Home	ca. 1940	0011-P-07
People – Mary Burnett Home, Burnett-Bayland Home	1927 – ca. 1960	0011-P-08
People – Rotarian Christmas Banquets	1937 – ca. 1965	0011-P-09
Bible - Ethel A. Claxton	1873	0043-K-00
Silver Plate presented to Mrs. Carl E. Sundberg, Founder of Troop 1116	n.d.	

Records Group: Harris County Home for the Aged

Size: 1 item

Range of Dates: 1922 – 1955, bulk 1922 - 1929

Restrictions on Access: None

Restrictions on Use: Some materials are extremely brittle and use may be restricted. To obtain the entire digitized scrapbook, please contact the [Harris County Archives](#).

Acquisition: Freda Dyer and the Heritage Society

Processed by: Sarah Canby Jackson, 2014

Agency History:

In September 1882 Harris County bought 33 4/10 acres on White Oak Bayou just outside the Houston city limits. Using the existing buildings, the county intended to locate a poor house, county hospital, and convict camp on the property. By November all paupers were removed to the poor house and their county stipends ended. Doctors were engaged to care for the county indigent and a camp was built for the convicts. An 1888 report to Commissioners Court recorded the horrendous conditions in the hospital. Two hundred acres of land were purchased on Westheimer Road and the Poor House moved to this new location in 1893. In 1917 the name was changed to the Harris County Home although it was continued to be known as the Poor Farm.

In 1921 Harris County received a judgment in District Court of \$80,000 from excess collections of fees by county officers. Led by County Judge Chester Bryan, the Commissioners Court used these funds to purchase approximately 100 acres on the Crosby Road seven miles east of Houston and to build facilities for white and African American indigent seniors. Seventy-five eligible residents from the County Home were transferred to the new facility in March 1922 and the name was changed to the Harris County Home for the Aged.

The new home was a vast improvement over the shacks that comprised the housing at the 1893 Poor Farm. The home had facilities for 100 white and African American residents. The Probation Department took over the administration of the home in 1930 due to an abuse of the intake policy by county commissioners and county officials. “As a result there were chronic alcoholics, persons suffering from mental illnesses, and younger individuals who had resources or could take care of themselves outside the Home.” (1939 Annual Probation Report)

The population remained near 100 until after World War II when old age assistance and social security reduced the number of destitute seniors. After almost a decade with the resident population hovering around fifty inmates, the Commissioners Court ordered the home closed in August 1958 and the last residents were transferred to private nursing homes by December 1st of that year. The land was divided and sold in 1960. The superintendents of the home were T. W. Harral (1922 – 1932), J. G. Mason (1932 – 1936), and G. B. Green (1937 – 1958).

Bibliography:

Annual Report of Harris County Probation Department, 1939, Miscellaneous Records and Indexes, Harris County Clerk, Houston, Texas.

Commissioners Court Minutes, Harris County Clerk, Houston, Texas.

Harris County Home for the Aged Financial Records, 1953 – 1958, Folder 20, Box 542, Harris County Juvenile Probation Records, Harris County Archives, Houston, Texas.

Harris County Home for the Aged, Budget Records, 1957, Folder 23, Box 577, Harris County Juvenile Probation Records, Harris County Archives, Houston, Texas.

Old Folks Home Scrapbook, Harris County Archives, Houston, Texas.

Scope and Contents Note:

Newspaper clippings, photographs, cards, and programs collected in the Old Folks Home Scrapbook record the people and functions of the Harris County Home for the Aged 1922 – 1929. The scrapbook also includes newspaper articles related to Lydia Harral, daughter of the first superintendent, T. W. Harral, and J. W. Mills, District Court Judge who also served as the head of the Probation Department and District Clerk, and husband of Lydia Harral.

Archivist's Note:

Although there is no recorded compiler of the scrapbook, it was likely created by a member of the Harral family who lived at the home while T. W. Harral was superintendent.

Inventory

Title	Date Range	Location
Old Folks Scrapbook	1922 – 1955	0122-V-00

APPENDIX

Juvenile Probation Records (1913 – 1987): Access Policy

The purpose of this access policy is to facilitate access to the historic juvenile case files and administrative records. Since 1931, juvenile case files have been closed to public examination, requiring a court order for access for all parties save the individual juveniles cited in the files and Harris County Juvenile Probation Department (HCJPD) employees - with the exception of adoptions, which have further limits that will be described below. Due to changes in the laws in the 1980's, current files are destroyed after retention is met. Although there are tight restrictions on accessibility, early case files are a critical information source for the history of the HCJPD, and to individuals and family members researching their own history. Harris County is fortunate to have them. Through these access policies, the Harris County Archives has endeavored to strike a balance between protecting the privacy of the individuals listed in these files, and helping researchers and families find the information they need.

There are four different types of records, in regards to access:

- **Administrative** – open access, except for those containing children's names.
- **Foster care case files** - contains only information regarding the foster parents, and will be open access except for limited exceptions where specific children's names are mentioned. The archivist will review all files before they are given to a researcher.
- **Case files** (HCJPD, Mary Burnett Home, and Burnett-Bayland Home) – Includes delinquency, dependency, custody; insanity, epilepsy and tubercular investigations; and pension records (see chart).
- **Adoptions** – These files have the tightest restrictions under the law. In the case of family members' access, all arguments will be evaluated on a case-by-case by the Juvenile District Judge. Family members from both from the adoptive and the natural family may petition for access.

The **Case Files** have a number of confidentiality issues:

- **Family Name** - The HCJPD files that remain in paper format are arranged by family name, and a single file frequently contains multiple siblings or even multiple generations. Because of this arrangement, files with multiple juveniles will automatically require a court order for *anyone* to see the material, even one of the juveniles mentioned.
- **Differing Record Types** - Because multiple family members can be the subject of a single file, different records types may appear in a single file – tuberculosis, delinquency and pension records in one folder, for example (see chart in appendix).
- **Records Requiring Archival Review** – Within the Case File series, there are records which may be open, but will require archival review before they can be viewed. These include epilepsy and tubercular investigations, custody arguments, and pension records.

These records are often found within family case files which cover many different family issues and may include other confidential information.

- **HCJPD Employee Access** – according to current law, HCJPD employees are allowed unrestricted access to the files. However, as current employees of the HCJPD had no direct involvement with these historic files, only authorized employees will be allowed access. All employees, needing access in the course of their work, should apply for access through the HCJPD research office. All employees requesting access on a personal matter should follow procedures set up for outside requestors.
- **Microfilm** - There are 32 rolls of microfilmed Case Files in this collection. The index created when the records were filmed has been entered into a database. Unfortunately, there is no consistency in the index. For example, some were indexed according to the individual's name, some according to the parent's name. Until the film can be re-indexed, access will be tenuous. For requestors wanting to see only one case file, the Archives will print out or digitize a copy of the file – the requestor will not be granted access to the entire roll of film. Scholarly researchers will be allowed access to both the microfilm and the database, depending on the restrictions in their court order.

The Archives requires a signed Research Agreement from each person to gain access to the files. The Research Agreement stipulates that all persons respect the privacy of individuals mentioned in the case files, and places the burden of compliance on the researcher. In signing the form, the researcher agrees not to disseminate any harmful or embarrassing information, nor to pursue any intrusive course of action regarding the persons mentioned in the files. A researcher may be held in contempt of court if he or she is found to have violated the Research Agreement and his or her specific court order.

Accessing the Records

The first step for any person interested in historic juvenile records will be to contact the Harris County Archives. HCJPD employees receiving inquiries should direct people to the Archives. An archivist will conduct a research interview, determine the person's interest in the records, and then determine whether or not the Archives has the records. If the records are located, the archivist will instruct the person in filling out the necessary paperwork. This includes the Request for Access to Juvenile Records, and supporting documentation. (See Appendix: Checklist).

A. Individual (Subject of Case File)

1. Proof of identity must be produced, preferably through a birth certificate. If this document cannot be produced (if it has been lost, or if the person is not a resident of the United States), the archivist may accept other documentation, determined on a case-by-case basis.

B. Family Members

1. For a family member directly related to a specific case – proof of identity and a legal recognition of relationship must be established, preferably through a birth certificate(s). Other documents may be accepted, in lieu of birth certificates.
2. Definition of “Family”- there are generally many family members mentioned in each case file – and any person who can establish a **direct relationship** (mother, father, child, sibling, spouse, and, for our purposes, direct descendent) to a person mentioned in the Social History Report or in the Case History.
3. Proof of Death – When a family member is requesting access to a file in the case of a known deceased person, a death certificate must be provided. If the individual in the case file is not deceased, or their whereabouts are unknown, the family member must write an explanation, justifying the reasons why they require access. Decisions will be made on a case-by-case basis by the judge.

C. Genealogists/Private Investigators/Other Professional Researchers

1. Any persons wishing to gain access to the files on behalf of another person must provide the proper documentation proving their client’s direct relationship with individuals listed in the files. In addition, they must provide proof that they are working on behalf of their client, through a letter or other documentation.
2. The court order obtained must be obtained in the name of the *client* and in the name of the *professional researcher*. If the researcher is hired to look at different files, a new order must be obtained for each file.

D. Scholarly Researchers

1. All students must provide a signed statement from their professor, attesting to the class assignment or the description of their research.
2. Researchers will provide a research proposal that adequately answers questions regarding research objective, data management and subject protection.
3. If applicable, researchers will be asked to provide credentials or proof of claimed affiliations with organizations.
4. Scholarly researchers must maintain all data in such a manner that ensures the security and confidentiality of all research participants.
5. Only aggregate data may be taken from the case histories. Individual juvenile records must remain unidentifiable.

Policy on Offsite Research

- **Individual Case Files** - if the requestor cannot reasonably come into the Archives, he or she must mail notarized copies of all necessary documentation to the Harris County Archives. Once all the requirements for access have been met, the HCA will mail copies of the case files to the requestor.
- **Students and other scholarly researchers** - all research into confidential records must be done at the Archives.

Copy and Citation Regulations

Photocopies (Administrative and Foster Care Records):

- Photocopies will be allowed, according to the standard policies of the archives.
- If any confidential information is discovered, it must be redacted before copies can be made.

Photocopies (All confidential case materials):

- Family members and professional researchers acting on behalf of family member clients will be allowed copies of those files listed on their court order.
- The archivist reserves the right to redact any information which may appear in the case file that infringes on the privacy of another unrelated person (for example, witness names, etc).
- For scholarly researchers, copies will not be allowed. All research on the case files must be done in the Archives.
- Redacted photocopies may be given to researchers on a *very* limited basis, for purposes of illustrating the work of the department.

Citations:

Organizational files can be cited in the usual manner - folder number, box number, collection title. The case files must be cited only by collection title and box number. Case file numbers and names may be kept by a researcher only for reference purposes. They may not, under any circumstances be included in a citation or report.

The Review Process

After a requestor has been fully vetted by the Harris County Archivist, the request will be submitted for approval by the Juvenile District Court. HCJPD will be copied on all family and professional researcher requests. For scholarly research projects, a Research Review Committee will convene, composed of a representative from the Harris County Archives, the HCJPD and the Juvenile District Judge's office. This committee will guide the researcher in insuring that his or her project meets all applicable legal guidelines.

Although it is not required, the Archives would greatly value having a copy of all scholarly research done using this collection, both from the organizational records and the case files. Each new portion of research will aid in building a more complete picture of the work of Juvenile Probation in Harris County.

Chart 1: Record Series and Access

Series / Sub-series	Access			
	<i>HCJPD employees</i>	<i>Individual involved</i>	<i>Family Members</i>	<i>Public</i>
Dependency/Delinquency – single juvenile involved	JR	Y	CO	CO
Dependency/Delinquency – multiple juveniles involved	JR	CO	CO	CO
Insanity	JR	Y	CO	CO
Pension records	Y	Y	AR	AR
Foster care - no juveniles listed	Y	Y	Y	Y
Foster care - juveniles listed	JR	AR	CO	CO
Tubercular/epilepsy records	Y	Y	AR	AR
Administrative records – no juveniles listed	Y	N/A	N/A	Y
Administrative records – juveniles listed	Y	AR	AR	AR
Custody Investigations	Y	Y	CO	CO
Adoption	JR	CO	CO	No

Chart notes:

- Y = the record series is open, no court order required.
- CO = Court order required
- AR = Archival review, with recommendation to the court if warranted
- JR = Juvenile review