

History and Register of the Records of the
SPANISH MERCHANTS ASSOCIATION OF PHILADELPHIA

1970-1988

83 linear feet

MSS Group 114

Photo Group 325

by

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HISTORICAL BACKGROUND

The Spanish Merchants Association of Philadelphia (SMA) was a private, not-for-profit organization which promoted commercial and economic-development activities on behalf of Spanish-speaking in the Philadelphia area. Founded in 1969, the association began as a self-help group for Puerto Rican and Latino business owners--and prospective owners--and went on to develop a professionally-staffed Business Development Office, conducted under contracts from the U.S. Department of Commerce from 1971-81, which became a major provisioner of technical support services to the Spanish-speaking business community in Philadelphia in those years. In addition to programs aimed at the individual entrepreneur, the Spanish Merchants Association also promoted the revitalization of the North Fifth Street "El Bloque de Oro" (Golden Block) Hispanic commercial district in the mid-1970s and other community development projects in North Philadelphia including a Section 8 housing project (Dorado Village), opened in 1983; a housing rehabilitation program sponsored by the City of Philadelphia's Office of Housing and Community Development Technical Services program (1983-86); and the redevelopment of an industrial site on North Third Street, called the Somerset Industrial Center, in 1983-86. While recovering from the last venture, which was financially disastrous, the association opened a new minority business office in the Golden Block area and operated this service for two years before going out of business in 1988.

This account provides a chronological overview of the history of the Spanish Merchants Association of Philadelphia and the various activities the association engaged in. It is followed by a guide to the organization's records in the Balch Institute library.

Establishing SMA, 1969-74: The Spanish Merchants Association was founded by officers of the Council of Spanish Speaking Organizations of Philadelphia--the major federation of Puerto Rican and Latino social and civic groups representing the city's growing Spanish-speaking population. The founders saw a need for an organization which would enable Puerto Rican and Latino business owners to obtain information and technical assistance for establishing their businesses in Philadelphia. El Concilio, or El Concilio de Organizaciones Hispanas de Filadelfia, as the parent organization was called in Spanish, helped organize the SMA and provided for initial expenses. As stated in early SMA minutes, the chief motivation behind the founding of the new group was to "help eliminate the economic drawbacks that are hampering the healthy growth" of the Hispanic population of Philadelphia which then numbered at least 50,000.¹

The founders envisioned a voluntary organization which would enable Spanish-speaking businessmen to overcome barriers of language and prejudice so they could participate more fully in the city's economic mainstream. A membership promotion led by the first SMA president, furniture-store owner Candelario Lamboy, and six other Puerto Rican board members, centered around small dues payments which entitled members starting out in business to protection by a group credit fund guarantee. Another incentive for prospective members was that the organization offered access to technical services such as assistance with bookkeeping, tax returns, legal problems, and applications for mortgages and bank loans.

In 1971 the Spanish Merchants Association received its first federal funding to provide technical and administrative assistance: a grant from the Economic Development Administration of

¹ Census figures from the City of Philadelphia Mayor's Commission on Puerto Rican and Latino Affairs, October 1993; "Puerto Ricans in Philadelphia," Philadelphia Inquirer, May 6-7, 1990.

the U.S. Department of Commerce. The SMA opened an office on Kensington avenue near the heart of the city's Spanish-speaking neighborhood in North Philadelphia.

During these early years, the Spanish Merchants Association explored a variety of other avenues for strengthening the Hispanic business presence in Philadelphia. Members were particularly interested in cooperative food purchasing modeled after food cooperatives in Puerto Rico (Board of Directors Minutes, January 1972). The food cooperative did not materialize, but in 1973, SMA established the Spanish Merchants Company to distribute milk to Spanish-speaking grocers. As the first minority milk cooperative to act as a subdealer with its own license not subject to price controls of the Pennsylvania Milk Marketing Board, the Spanish Merchants Company enabled member merchants to purchase shares in the cooperative and to obtain dairy products at a lower price than that of the control prices, the difference from which was then paid out in quarterly dividends. An incorporated entity operated autonomously from SMA, the Spanish Merchants Company was still in business in 1984.

Business Development Office, 1972-81: With the beginning of the first federal contract, SMA found it necessary to develop a staff of paid professionals to conduct the work of the organization. Although responsibility for the governance of the association rested with the board of trustees, the organization came increasingly to rely on the guidance and leadership of an executive director.

Executive director César R. Miranda (1972-73) oversaw the first federal grant. His successor, attorney and minority-rights advocate Nelson A. Diaz (1973-78), the Spanish Merchants Association secured contracts from the U.S. Department of Commerce Office of Minority Business Enterprise (OMBE) to support the Business Development Office.

Diaz sought to broaden the base of support for SMA by building alliances with non-Hispanics. Interestingly enough, when the activity of the Business Development Office was at its height, Diaz moved the office to a downtown location where it shared facilities with the Philadelphia Urban Coalition, an organization aimed toward improving the economic well-being of black Philadelphians. The association between the Spanish Merchants Association and the Philadelphia Urban Coalition appeared to have been fruitful because it broadened SMA's prospects for funding and visibility. The Coalition employed SMA's half-dozen BDO staff members under funding from OMBE's successor agency, the U.S. Minority Business Development Agency, to make the Coalition's business services center bilingual. During this time, SMA also maintained an outreach office at 2825 N. Fifth Street and continued to run its own federally-contracted business service center there and at the downtown location.

In April 1981, as part of a reorganization of federal programs, the Spanish Merchants Association lost its contract with the U.S. Minority Business Development Agency when the latter established a centralized Philadelphia Business Services Center to administer agency funds in the Philadelphia area. From 1981-86, several of SMA's business development officers went to work providing minority business counseling through this umbrella organization, which was presumed to be more cost-effective from the government's standpoint than the former approach of subsidizing community-based providers.

Community Development 1977-86: Increasingly, beginning with Nelson Diaz's executive directorship, the Spanish Merchants Association broadened its programs beyond their original focus

on direct assistance to individuals and developed a dual emphasis on business development and community infrastructure. The SMA was particularly active in developing the Girard and Fifth Street "Golden Block" into a commercial district to serve Puerto Ricans and Latinos who had moved into the surrounding area.

In 1977, Nelson Diaz prepared an application for a planning grant which would enable SMA to develop major impact projects and planning strategies for the revitalization of both the commercial and residential Latino districts in Philadelphia. The study, which was funded by the U.S. Community Services Administration and the City of Philadelphia, began in May 1978. To conduct the study, SMA created an office called the SMA Community Development Corporation to explore ways to make SMA self-sufficient through the establishment and operation of specific business ventures which would be responsive not only to individual small entrepreneurs but to the needs of the community at large.

The Spanish Merchants Association subcontracted with the Philadelphia Urban Coalition to have PUC conduct and produce reports dealing with the feasibility of programs, to assess community needs, conduct surveys of prospective users of services and prospective profitability of the services, and produce proposals for implementing programs in the targeted areas. The project team was made up of professional planners, including Puerto Ricans and Latinos, who researched and produced proposals for area housing conservation, an accounting firm, a housing counseling agency, a local development company, a community center, a child care center, a health care center, a professional career training program, and a transitional employment (CETA) program.

The housing program received priority because it addressed problems created by the deterioration of an older Latino community in the Spring Garden Street area, which was being displaced by gentrification. Under the guidance of its new executive director Gualberto Medina (1980-85), SMA sought to attract persons from the Spring Garden area to the Fifth Street neighborhood by obtaining government funding to subsidize the construction of affordable housing around the Golden Block.

In 1980 the SMA formed the SMA Economic Development Corporation, Inc., in partnership with a private developer in order to apply for federal housing funds to build low- and moderate-income housing in and near Latino neighborhoods. The Economic Development Corporation obtained funding from the U.S. Department of Housing and Urban Development to construct the Dorado Village, an 81-unit Section 8 multihousing project at 7th and Lehigh, opened in 1983. Another EDC project was to obtain funds from the City of Philadelphia Office of Housing and Community Development to rehabilitate housing in the North Fifth Street neighborhood from 1983-86.

The Community Development Corporation studies provided impetus for SMA to embark on a job retention scheme to stabilize employment in the Fifth Street neighborhood. In November 1983, with loans from the Philadelphia Industrial Development Corporation and the Local Initiatives Support Corporation (LISC), and grants from LISC and the William Penn Foundation, SMA purchased a warehouse building at Third and Somerset streets with plans to renovate the structure and rent space to light manufacturers who would provide jobs and access to job skills. The Somerset Industrial Center--claimed at the time to be the only organized effort being conducted by any of the City of Philadelphia's designated Enterprise Zones to bring businesses to their area--did succeed in attracting tenants. But SMA ran into financial problems in renovating the heating system in the building and sold the property in 1986.

SMA from 1986-88: The organization then reverted to its original emphasis by focusing on direct client services to merchants in the immediate Golden Block area. A grant from the U.S. Minority Business Development Agency enabled SMA to conduct a Minority Business and Industry Association/Minority Chambers of Commerce project aimed at expanding membership of SMA, disseminating information about business opportunities through a procurement network and newsletter, and conducting educational programs to promote minority business development. Nathaniel ("Bud") Brodo headed the project as the last executive director of SMA from 1986-88, taking special interest in programs to improve small neighborhood retail operations. The businesses run by Puerto Ricans, Latinos, Asians, and African Americans. Hard-pressed to meet project objectives with available resources, the SMA disbanded in early 1988 at the conclusion of this project grant.

PROVENANCE

These records were donated to the Balch Institute for Ethnic Studies in 1988.

DESCRIPTION OF RECORDS

Scope and Content Note:

The records of the Spanish Merchants Association of Philadelphia date from 1970 to 1988. The collection contains correspondence, board minutes, financial and administrative records, applications for federal contract awards and supporting documentation, annual and other reports, newspaper clippings, project files, community surveys, planning studies, statistical information, and printed materials pertaining to SMA activities. These materials shed light on a wide range of topics of interest to students of public policy and of Puerto Rican and Latino affairs.

The SMA records are arranged in eight series. These include: Series 1, General Administrative Records (1970-88); Series 2, Spanish Merchants Company, Inc. Records (1973-84); Series 3, SMA Business Development Office Records (1970-82); Series 4, Philadelphia Business Services Center records (1981-86); Series 5, SMA Community Development Corporation Records (1977-80); Series 6, SMA Economic Development Corporation, Inc. Records (1980-87); Series 7, Somerset Industrial Center Records (1980-87); and Series 8, Minority Business and Industry Association/Chamber of Commerce Project Records (1986-88).

The arrangement reflects the project-oriented character of SMA's work. SMA administered or helped establish a variety of different projects, each with specific goals and objects, its own funding (i.e., through contract, grant, loans, or other financing arrangement), and its own personnel, operating procedures, office files, reports, and resulting proposals or research summaries and evaluations. But the organization did retain core personnel who provided continuity over time, shifting to new projects when others ended. Thus, researchers interested in a particular SMA project will find it helpful to consult records not only in the particular series of interest in Series 2-8 but also in the general administrative files in Series 1. For example, researchers interested in the history of the SMA Business Development Office will find material in the board of directors minutes and files of the executive director in Series 1 as well as in Series 3.

Individuals researching SMA's history from 1984-88 will find information in the papers of SMA's executive directors for those years, filed in Series 1, as well as in the project files in Series 7 and 8. Series 7, Somerset Industrial Center Records (1982-87) includes files of Louis E. Pasamanick dating from his term as site manager for the Somerset project, 1983-84; Series 1 contains correspondence and reports written by Pasamanick during the period in which he served as executive director of SMA (1984-86) as well as the director of the Somerset project. Series 8 also contains Pasamanick files: his grant application for the minority business assistance project conducted by SMA from 1986-1988. Similarly, persons interested in the latter project will want to consult the files of Nathaniel Brodo in Series 1 and Series 8. Brodo directed the minority business assistance project (1986-88) and served as executive director of SMA during those years.

Access Policies:

Portions of this collection including personnel records and case files have been closed for research use for periods of up to fifty (50) years to protect the privacy of individuals and to conform to agency guidelines regulating access to information about clients. For further information about materials marked "Restricted" in the container list below, please consult the Balch staff archivist.

Series Descriptions:

The following paragraphs describe the scope and content of the collection at the series and subseries levels.

Series 1: General Administrative Records, 1970-1988, Boxes 1-38: Subseries 1, General Information, 1971-86, consists of SMA's articles of incorporation and by-laws, historical sketches, annual reports, clippings, and oversize pieces such as printed and graphic items relating to the history and programs of the organization. Subseries 2 consists of minutes and correspondence of SMA's board of directors, 1970-87. The material in Subseries 2 is rich in material on the founding period in the early 1970s and is in Spanish. Subseries 3 includes correspondence, grant proposals, reports, and miscellaneous personal papers of SMA's executive directors, 1971-88. Subseries 4, Office Files, 1972-88, contains several types of records documenting the daily operation of the association. Among them are two boxes of correspondence and newsletters received from other Latino organizations in Philadelphia and elsewhere, 1972-86, arranged alphabetically by name of organization. There is also a cache of correspondence, minutes, and reports on programs of the Philadelphia Urban Coalition from the period in which PUC and SMA shared space in the same downtown office building, c. 1975-82. Subseries 4 includes development information, membership and mailing lists, and personnel files. Subseries 5, Financial Records, 1971-87, contains the organization's financial statements, ledgers, invoices, and files pertaining to individual accounts and disbursements.

Series 2: Spanish Merchants Company, Inc. Records, 1973-1984, Boxes 39-50: Subseries 1, General Administrative Records, 1973-1984, details the formation of the Spanish Merchants Company milk cooperative in 1973-76 and files of the cooperative's director, Alfredo Vaz, in the late 1970s. Most of the board minutes are in Spanish. Files of correspondence with the Pennsylvania Milk Marketing Board are also found in these files, as are certificates issued by the SMC to approximately thirty shareholders. The certificates are filed alphabetically by name of shareholder. Subseries 2, Financial Records, 1973-80, documents the business operations of the cooperative. Of special interest are accounts receivable billing registers and payment receipt registers which list the names of grocers who participated in the cooperative.

Series 3: Business Development Office Records, 1970-1982, Boxes 51-108: This series documents the work of the Business Development Office which SMA operated under contracts from the U.S. Department of Commerce Office of Minority Business Enterprise (OMBE), 1972-79, and OMBE's successor, the U.S. Department of Commerce, Minority Business Development Agency, from 1979-81. Documentation of virtually all aspects of federal minority business assistance programs during the 1970s, from their inception within the organization providing the service at the community level, through the negotiation of the contract with the federal agency, to the actual provision of service to clients, is found here.

Subseries 1, OMBE-MBDA Contracts, General Files, 1971-81, details the relationship between SMA and its funding agencies. Of substantial interest are the approximately 200 items of correspondence between SMA officers and OMBE/MBDA officials concerning grant applications, procedures for administering grants, project evaluations, and budget reviews of contracts awarded to SMA. Included are letters from Allan A. Stephenson, Regional Director of the OMBE's Washington Regional Office, and his successor in that post, Luis G. Encinias, to SMA executive directors César

R. Miranda, Nelson A. Diaz, and Guillermo Salas, concerning these matters. Also included are letters of endorsement of SMA written by a variety of individuals such as U.S. Senator Hugh Scott (Pennsylvania) for use in SMA's grant applications. There is also a file of support letters written by prominent members of Philadelphia's Latino community which SMA solicited on behalf of OMBE during a proposed federal budget cutback of the agency during the Ford administration, June 1975-January 1976. Finally, the subseries contains OMBE (later, MBDA) directives to contractors regarding guidelines, reporting procedures, and BAR (Business Assistance Report) forms; printed matter issued by the agency such as directories of minority businesses, programs, conferences, and training programs, miscellaneous pamphlets and brochures.

Subseries 2: SMA-BDO Office Files, 1973-81, is made up of files maintained by SMA officers and BDO staff concerning management of the Business Development Office under OMBE and MBDA contracts. These files consist of correspondence files of business analysts Moisés Montalvo and Emil G. Nuñez, 1980-81, procedural manuals prepared by senior business analyst Anthony J. Mina, information about services provided to SMA clients, and BDO office personnel files. Of special note is the photocopy of the office Rolladex (Box 55) listing names and telephone numbers of the BDO's contacts at banks, foundations, and public agencies. Also included is documentation generated in connection with each of the individual contracts such as quarterly and project reports and audit reports. The project reports contain a variety of information such as numbers of clients served, types of services provided, narrative accounts of assistance provided to individual clients, and analysis of work accomplished toward project goals. The project reports include various appendices such as annual reports on SMA's activities overall. Those seeking general information about the organization's work for 1975-80 will find much useful material in the contract reports.

Subseries 3: Client Case Files, c. 1972-81, are closed to research use at this time. Please see the Balch staff archivist concerning these holdings.

Subseries 4: Project Files, 1972-81, contain information on projects which BDO staff researched on behalf of the SMA--that is, business projects which the SMA was investigating as prospective undertakings for the organization to pursue. The most complete of these project files concerns the food cooperative program which was called by the project name, Delaware Valley Wholesale Grocery Company, in the marketing, pricing, site search, and other studies conducted by Angel A. Candelaria, economic development specialist for the BDO, in the mid 1970s (Boxes 103-105). The project files also contain information on the BDO's housing counseling consultant program, 1981; a proposed Philadelphia/Wilmington business development office, 1981; and materials issued by the U.S. Small Business Administration, 1976-81.

Series 4: Philadelphia Business Services Center Records, 1981-1986, Box 109:

This small lot of records pertains to activities of SMA Business Development Office staff who went to work for the Philadelphia Business Services Center from 1981-86, when SMA lost funding from MBDA to provide direct business assistance to clients. The Philadelphia Business Services Center was a non-profit corporation established under a grant from the Minority Business Development Agency of the U.S. Department of Commerce, by Leevy, Redcross & Co., a certified public accounting firm, "to focus on those minority entrepreneurs who are currently in business and those within the minority population who are potential business owners." The files contain reports, descriptions of services, and brochures concerning the Business Services Center and its programs including the Philadelphia Minority Business Development Center and the Business Planning Group.

Series 5: SMA Community Development Corporation Records, 1977-1980, Boxes 110-126:

Holdings include correspondence between SMA executive director Guillermo Salas and CDC project director Paul C. Ferrelli; along with research data, surveys, and reports prepared by program staff on topics under consideration as major focal points for the community development program for the large portion of Philadelphia's Latino population which was concentrated in the targeted district. The files contain planning documents and proposals on the following projects: Master Plan/Housing-Commercial-Industrial (area housing conservation); accounting firm; real estate, insurance and mortgage service; housing counseling agency; local development company; community center; child care center; health care center; professional career training program; and a transitional employment (CETA) program.

Of special note are the planning studies conducted by Socorro Rivera on the child care center and health care center. Rivera was interested in expanding human services in the Latino community. Her field work produced data such as lists of Spanish-speaking health care professionals in the area. She also surveyed Puerto Rican and Latino women to evaluate their views on a prospective day care center. Tabulations of survey data are found here.

This series also includes several oversize pieces depicting aspects of the plan. Among these are an artist's rendering (color, pen and ink) of North Fifth Street looking north, showing street and building improvements and an outdoor wall mural. Also included are four printed maps detailing features of the Community Development Corporation's plans.

Series 6: SMA Economic Development Corporation, Inc. Records, 1980-1987, Boxes 127-140:

The materials in Series 6 detail SMA's efforts to implement findings of the Community Development Corporation studies particularly with respect to housing in the North Fifth Street district. Subseries 1, General Records, 1980-87, contains background materials concerning the creation of the EDC as an entity for receiving public and private development funds. Also included are correspondence between SMA officers and their partner in the development, New York realtor John Rosenthal; as well as reports, brochures, proposals, and funding guidelines which EDC's incorporators collected from agencies and organizations involved in similar ventures such as the Local Initiatives Support Corporation (LISC); the Philadelphia Community Development Project (PCDC) and the Enterprise Zone Program of the Department of Commerce, City of Philadelphia; the Philadelphia Housing Development Corporation (PHDC); and the U.S. Department of Housing and Urban Development.

Subseries 2 is made up primarily of legal documents and reports on the Dorado Village housing complex, 1981-85; correspondence concerning the management of the complex by the Dorado Neighborhood Improvement Company, 1985-87, reflecting concerns of tenants and staff, is also found here.

Subseries 3, Housing Rehabilitation Projects, 1981-87, is made up of files of two projects, Major Systems Rehabilitation (MSR) and Basic Systems Repair (BSR), which the EDC conducted under a contract between the City of Philadelphia and SMA for using U.S. Department of Housing and Urban Development Community Development Block Grant funds to rehabilitate vacant properties (MSR) and perform repairs on occupied dwellings (BSR). Correspondence between MSR/BSR project head Carlos Rodriguez and City of Philadelphia Office of Housing and Community Development officers; exchanges between Rodriguez, project architect Schlosser/Rivera/Krumholz, and building

subcontractors; and materials pertaining to selection of properties and clients assisted under the plan, offer a fascinating portrait of a housing renewal program as it was experienced by the respective groups involved in the process. Information concerning cooperation between the Spanish Merchants Association and the Hispanic Federation for Social and Economic Development's Housing Initiative Program is found here. Subseries 3 includes information on the properties and clients. Portions of the client files have been restricted.

Series 7: Somerset Industrial Center Records, 1980-1987, Boxes 141-155:

Series 7 details the attempt on the part of SMA to purchase a warehouse in a predominantly Latino neighborhood, rehabilitate the structure, and rent the space to small manufacturers in order to stabilize employment in the area. Subseries 1, General Business Records, 1983-84, includes mortgage closing and acquisition documents, correspondence between SMA officers and representatives of the Philadelphia Industrial Development Corporation, Local Initiatives Development Authority, the William Penn Foundation, and the Philadelphia Authority for Industrial Development concerning funding of the project; financial statements; and documents pertaining to the sale of the property to Die-Cut Specialty Co. in 1986. Subseries 2 is made up of correspondence between project manager Louis E. Pasaminick and SMA officers, 1983-87, concerning site operation and maintenance; interchanges between Pasaminick, tenants, and contractors regarding building repairs, utilities, and rent invoices; and bills for repairs and supplies. Subseries 3 contains personal papers of Louis E. Pasaminick, 1983-86. Among these is correspondence concerning Pasaminick's participation in other organizations such as the American Street Corridor Business Association and the Philadelphia Mayor's Anti-Graffiti Task Force. There are also four folders of correspondence between Pasaminick and Robert Wagman (1984-85) concerning the latter's interest in industrial redevelopment schemes involving prison inmate labor. Finally, the subseries contains files of correspondence and other materials concerning Pasaminick's involvement in Republican Party organizations and his participation in various election campaigns such as the [Ronald D.] Castille for District Attorney Committee, 1985-86, the Bob Rovner Campaign for Republican Candidate for Congress (1986), and the [Jack] Ortiz for State Representative committee, October-November 1984, for which Pasaminick served as business officer.

Series 8: U.S. MBDA Minority Business and Industry/Minority Business Chambers of Commerce (MBIA/MBCC) Project Records, 1984-1988, Boxes 156-165:

Subseries 1, General Files, 1984-88, contain reports, correspondence, and memoranda pertaining to the management of the project. Subseries 2, Programs, 1986-88, details the various activities which SMA conducted under the grant such as seminars, membership promotions, fundraising activities, SMA newsletter, educational programs done in connection with other organizations such as the Fifth Street Merchants Association and the Council of Spanish Speaking Organizations, and the project's efforts to gather information about procurement opportunities for neighborhood businesses. Subseries 3, Financial Records, 1986-88, details the organization's financial difficulties. Subseries 4, Client Files, 1986-87, consists of information on approximately 60 individuals who received assistance under the MBIA/MBCC project. These client files are restricted.

REFERENCE NOTES

The following is a partial name index of officers of the Spanish Merchants Association. Birth dates have been included when available.

Brodo, Nathaniel ("Bud"), (b. 1921-).

Díaz, Nelson A., Esq. (b. 1947-).

Ferrelli, Paul C. (b. 1949-).

Lamboy, Candelario (b. 1940-).

Matrullo, John, Esq. (b. 1948-).

Medina, Gualberto, Esq. (b. 1949-).

Mina, Anthony Joseph (b. 1945-).

Miranda, César R. (b. 1940-).

Mora-Rechnitz, Luis E. (b.). Acting Director of SMA, September-December 1986.

Morales, Carlos Juan (b. 1937-).

Pasamanick, Louis Edward (b. 1958-).

Rivera, Socorro (b. 1955-).

Salas, Guillermo, Jr. (b. 1947-). B.A., Business Specialist, former Executive Director, SMA.

Velazquez, Pablo S. (). Executive Director of SMA in 1971.

RELATED COLLECTIONS

Aspira of Pennsylvania Records, 1969-1990. (Unprocessed).

Council of Spanish Speaking Organizations of Philadelphia (El Concilio) Records, 1966-1990. MSS 120, Balch Institute Library.

Diaz, Nelson A., Esq. Papers. (Unprocessed).

Fifth Street Merchants Association, 1975-1987. MSS Group 118, Balch Institute Library.

Hispanic Federation for Social and Economic Development, 1973-1985. MSS 116, Balch Institute Library.

Latino Project Records, 1962-1985. MSS 117, Balch Institute Library.

Puerto Rican Week Festival Records, 1979-1987. MSS 119, Balch Institute Library.

PROCESSING NOTES

Two extraneous groups of material came to light in late 1992 when the records donated by the Spanish Merchants Association were being processed for research use. One of these was identified as the records of the Latino Project, a public-interest law center established by Luis Diaz, Esq., in 1976. The other consisted of the records of the Hispanic Federation for Social and Economic Development founded by Luis Diaz in 1981. Spanish Merchants Association officers confirmed that Luis Diaz had occupied office space at the SMA headquarters in the mid-1980s and had records stored there. The project archivist located Luis Diaz so that an appropriate transfer of these documents could be arranged. Subsequent to the transfer of the Luis Diaz holdings to the Balch Institute by deed of gift, the records of the Latino Project and those of the Hispanic Federation were processed and catalogued under the NHPRC project grant in addition to those of the Spanish Merchants Association. Guides to the records of the Latino Project and the Hispanic Federation are available in the library.

Photographs (318 items) from the SMA records were transferred to the Balch photograph collection. Five boxes of printed material was transferred to the Library. Please consult the library staff for information concerning these holdings.

CONTAINER LIST

Spanish Merchants Association of Philadelphia Records

Series 1: General Administrative Records, 1970-1988

Subseries 1: General Information, 1971-1986

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
1	1	Articles of Incorporation	March 1971
	2	By-laws	c. 1971
	3	Historical Sketch	c. 1973
	4	Historical Sketch	c. 1982
	5	Historical Sketch	1986
	6	Report on Hispanics in Philadelphia Standard Metropolitan Statistical Area (SMSA) in 1970 and 1980	c. 1981
	7	Policy Statements	1984
	8	Annual Report	1972-74
	9	SMA Economic Development Association Annual Report	1974-75
	10	SMA Economic Development Association Annual Report	Feb. 1976
	11	Brochure	c. 1975
	12	Sixth Annual Banquet Brochure	1977
	13	Seventh Annual Banquet Brochure	1978
	14	Eighth Annual Banquet Brochure	1979
	15	Ninth Annual Banquet Brochure	1980
	16	Officers--Biographical Information	c. 1975-85
	17	Newsclips	1973-75
	18	Newsclips	1975-86

Series 1: General Administrative Records, 1970-1988

Subseries 1: General Information, 1971-1986 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
1	19	Newsclips (Latino Businesses)	1977-85
	20	Newsletter (<u>La Prensa Mercantil</u>)	Ap. 1978
	21	Press Releases	1975-81
	22	Speech on Hispanics in U.S. [Unid.]	c. 1980
2		Newsclips--Originals	1973-85
3 Over-size		<u>Broadsides, Plans, other Graphic Items:</u>	
	1	1315 Walnut Street office--floor plan	c. 1975
	2	"Ataque de Corazón" [CPR Training] in cooperation with SMA	[c. 1985?]
	3	"Christmas Sales Strategies" seminar (Ad)	Nov. 1986
	4	Somerset Industrial Center--floor plans	1983-86
	5	Latino Publications-- <u>La Actualidad</u> , Vol. 7 (Special issues--Puerto Rican week parade)	Oct. 1, 8, 1981
	6	Latino Publications: SER-Jobs for Progress, Inc., "The Corporate Challenge: Investing in Hispanic America," 15th Annual Conference, Dallas, Texas, Apr. 20-23, 1981 (program and broadside)	Apr. 1981
		<u>Girard Columns</u> (Girard Bank, Philadelphia), Vol. 25, March 27, 1980. Cover story, "Girard Bank, Hispanics turn block to Gold" with color illustrations of Fifth Street Revitalization area	Mar. 1980

Spanish Merchants Association of Philadelphia Records

Series 1: General Administrative Records, 1970-1988

Subseries 2: Board of Directors Files, 1970-1987

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
4	1	Minutes	Sept. 1970-Aug. 1972
	2	Minutes	Oct. 1972-July 1975
	3	Minutes	1979-86
	4	Minutes	1984-87
	5	Notices	1979-81
	6	Correspondence--Lamboy, Candelario (Chair)	1971-73
	7	Correspondence--Morales, Carlos J. (Chair)	1987
	8	Correspondence--Board	1986-87
	9	Board Member List	1981

Spanish Merchants Association of Philadelphia Records

Series 1: General Administrative Records, 1970-1988

Subseries 3: Executive Directors Files, 1971-1988

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
5	1	Velazquez, Pablo S. Report to Economic Development Administration	Sept. 1971
	2	Miranda, César R.--Correspondence	1972-73
	3	Miranda, César R.--Proposal. OMBE. Bilingual Business Counseling	June 1972
<u>Diaz, Nelson A.:</u>			
5	4	Proposal--Economic Development Corporation	Dec. 1973
	5	Correspondence	Aug. 1973-Aug. 1974
	6	Correspondence	1976-81
	7	Proposal--City of Philadelphia--Impact Project	1975
	8	Hammer, Siler, George Association (Washington, D.C.), "Retail Analysis of the Fifth Street Business District"	Feb. 1975
	9	Temple University Law Center LEAP (Law, Education and Participation Project)	1975
	10	Legal File	1974
	11	Legal File	1975
	12	Reyes, José--Police Brutality Case	1977
	13	Muñiz/Soto Real Estate Transaction	1976-77
	14	Santiago Investigation Fund	Mar.-Apr. 1976
	15	White House Fellowship	May-Aug. 1976

Series 1: General Administrative Records, 1971-1988

Subseries 3: Executive Directors Files, 1971-1988 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Dates</u>
6		<u>Salas, Guillermo, Jr.</u>	
	1	Correspondence	1977-78
	2	Correspondence (Outgoing)	1979
	3	Correspondence (Incoming)	1977-78
	4	Correspondence (Incoming)	Jan.-Apr. 1979
	5	Correspondence (Incoming)	May-Aug. 1979
	6	Correspondence (Incoming)	Sept. 1979
	7	Correspondence (Incoming)	Oct. 1979-Feb. 1980
	8	Correspondence--Hispanics for an Accurate Survey Coalition	Feb. 1980
	9	Memoranda--Interoffice	1980
	10	Memoranda--Staff	1978-Feb. 1980
	11	Proposal--U.S. Department of Housing and Urban Development. Comprehensive Counseling Program No. H-7600	Sept. 1979
7		<u>Medina, Gualberto:</u>	
	1	Correspondence (Outgoing)	Jan.-Mar. 1980
	2	Correspondence (Outgoing)	Apr.-June 1980
	3	Correspondence (Outgoing)	July-Dec. 1980
	4	Correspondence (Outgoing)	Feb. 1980-May 1981

Series 1: General Administrative Records, 1971-1988

Subseries 3: Executive Directors Files, 1971-1988 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Dates</u>
7	5	Correspondence (Outgoing)	June 1981-Feb. 1982
	6	Correspondence (Outgoing)	1982-85
8	<u>Medina, Gualberto:</u>		
	1	Correspondence--MBDA Contract	Aug. 1981-Feb. 1982
	2	Correspondence--MBDA Contract	Sept.-Nov. 1981
	3	Correspondence (Incoming)	1980
	4	Correspondence (Incoming)	1980-82
	5	Correspondence (Incoming)	Jan.-May 1980
	6	Correspondence (Incoming)	June-Dec. 1980
	7	Correspondence (Incoming)	Jan.-July 1981
	8	Correspondence (Incoming)--U.S. Hispanic Chamber of Commerce	1986
9	<u>Medina, Gualberto:</u>		
	1	Correspondence (Incoming)	Aug.-Dec. 1981
	2	Correspondence (Incoming)	1982-86
	3	Telephone Message Log	May-Sept. 1981
	4	Memoranda--Interoffice	Feb. 1980
	5	Memoranda--Interoffice	1981

Series 1: General Administrative Records, 1971-1988

Subseries 3: Executive Directors Files, 1971-1988 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Dates</u>
9	6	Memoranda--Staff	1980
	7	Memoranda--Staff	1981
		<u>Personal Papers:</u>	
	8	Student Essay (ms.)	Dec. 1976
	9	1980 Democratic Re-election Campaign, Camden, N.J., City Council	1980
	10	Analysis of Election Results, Camden, N.J.	Nov. 1980-Apr. 1981
	11	Florio [James] for Governor [New Jersey]	1981
	12	Miscellany	1980-83
10		<u>Medina, Gualberto: Reports and Proposals</u>	
	1	Report on SMA	1980-81
	2	MBDA Funding Proposal--Endorsements of SMA	Feb.-Apr. 1981
	3	Policy Statement	1984
	4	Proposal Material	Jan.-Apr. 1981
	5	Proposal Material	c. 1981
	6	Proposals	1983-85
	7	City of Philadelphia--Office of Housing and Community Development	1981
	8	Pennsylvania. Governor's Special Grant Program	July 1980

Series 1: General Administrative Records, 1971-1988

Subseries 3: Executive Directors Files, 1971-1988 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Dates</u>
10	9-10	U.S. Department of Housing and Urban Development. Housing Counseling	Dec. 1979-Apr. 1981
11		<u>Medina, Gualberto: Reports and Proposals</u>	
	1	U.S. Department of Housing and Urban Development. Neighborhood Self-Help Development Grant Program	Sept. 1980
	2	Information Supplied to Prospective Minority Business Development Agency Project, Southeast Florida	Aug. 1980
	3	Local Initiatives Support Corporation (LISC)	Jan.-May 1981
	4	Philadelphia Citywide Development Corporation (PCDC)-- Shopsteading Revitalization	Jan. 1981
	5	W. W. Smith Foundation	Mar. 1981
	6-7	Bilingual Business Development Center	1983-84
	8	U.S. Community Services Administration Block Grant-- Somerset Industrial Center	May 1983
12		<u>Pasamanick, Louis E.</u>	
	1	Correspondence	1985
	2	Correspondence	1984-87
	3	Correspondence between Louis Pasamanick and SMA Board	Apr.-July 1986
	4	Correspondence--Fundraising	July-Aug. 1986
		<u>Proposals:</u>	
	5	General	1984-86

Series 1: General Administrative Records, 1971-1988

Subseries 3: Executive Directors Files, 1971-1988 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Dates</u>
12	6	Philadelphia Bar Association	July 1985
	7	City of Philadelphia--Support for Non-Profit Institutions	c. Jan. 1986
	8	Private Industry Council of Philadelphia, Creative Training Concepts	May 1986
13		<u>Mora-Rechnitz, Luis</u> (Acting Director):	
	1	Commercial Development Center plan	Sept. 1986
		<u>Brodo, Nathaniel</u> :	
	2	Correspondence	Oct. 1986-Jan. 1988
	3	Correspondence--Fundraising	June-Sept. 1987
	4	Correspondence--Local Initiatives Support Corporation	Sept. 1986-Jan. 1988
	5	Proposal--City of Philadelphia Department of Recreation Grant	July 1987
	6	Proposal--City of Philadelphia FY 1987 Grant Request	c. March 1986
	7	Proposal--Commercial Development Center	1987
	8	Proposal--U.S. Small Business Administration, Technical Proposal	June 1987

Spanish Merchants Association of Philadelphia Records

Series 1: General Administrative Records, 1970-1988

Subseries 4: Office Files, 1972-1988

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
<u>Organizations (Alpha A-N):</u>			
14	1	Acción Puertorriqueña	1979-80
	2	Aspira, Inc. of Pennsylvania	c. 1970
	3	Aspira, Inc. of Pennsylvania	1979
	4	Asociacion Nacional Pro Personas Mayores (National Association for Hispanic Elderly)	c. 1975
	5	Association for Promoting Minority Enterprises (Washington, DC)	1972
	6	Borinquen Federal Credit Union of Philadelphia	1974
	7	City of Philadelphia. One-Stop Business Services Program (brochure)	c. 1975
	8	<u>La Comunidad Hispana</u> (Kennett Square, Pa.)-newspaper	1979
	9	Community Accountants (Philadelphia)	1976
	10	Community Legal Services, Inc. (Philadelphia)	1979
	11	Community Reinvestment Act of 1977 (Guide)	1977
	12	Congreso de Latinos Unidos, Inc. (Philadelphia)	1979
	13	Fifth Street Merchants Association (Philadelphia)	1979-81
	14	Hispanic Churches in the Delaware Valley (list)	c. 1980
	15	Hispanic Organizations in Pennsylvania--Statewide (list)	c. 1980
	16	Housing Association of Delaware Valley (Philadelphia)	1980
	17	Inquilinos Boricuas en Acción (Boston)	1980
	18	"Intercultural Studies" course readings	c. 1975

Series 1: General Administrative Records, 1970-1988

Subseries 4: Office Files, 1972-1988 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
14	19	Latin American Manufacturers Association (Washington, DC)	1979
	20	Latino Project (Philadelphia)	Jan. 1980
	21	Mayor's Commission on Women--100 Day Report	Apr. 1980
	22	Minority Business Opportunity Committee of Philadelphia	1979
	23	National Puerto Rican Forum (New York, NY)	1978
15	<u>Office Files--Organizations (Alpha N-Z):</u>		
	1	Nationalities Service Center (Philadelphia)	Jan. 1981
	2	Oral Cancer Screening (Philadelphia)	1980-81
	3	Pennsylvania Minority Business Development Authority (Harrisburg, Pa.)	1978-80
	4	Philadelphia Bar Association (newsletters)	1979
	5	Philadelphia Citywide Development Corporation (brochures)	1978-80
	6	Philadelphia Citywide Development Corporation--Shopsteading Program	1980-81
	7	Philadelphia Hispanic Community Organizations and Government Agencies (lists)	1980-81
	8	Philadelphia Vieques Committee	1978
	9	Primer Congreso Hemisférico de Cámaras de Comercio e Industria Latinas en los Estados Unidos de America (Miami)	1980
	10	Puerto Rican Development Corporation (Philadelphia)	[c. 1972?]
	11	Puerto Rican Political Forum (Philadelphia)	1981

Series 1: General Administrative Records, 1970-1988

Subseries 4: Office Files, 1972-1988 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
15	12	"Resource Guide for Puerto Ricans in Philadelphia and Vicinity" (brochure)	c. 1979
	13	<u>Tele Visual</u> (Philadelphia), weekly magazine	c. 1979
	14	U.S. Department of Commerce. Economic Development Administration. Report	Aug. 1972
	15	U.S. Department of Housing and Urban Development. "Equal Housing Opportunities for Spanish Origin People in the United States"	Oct. 1974
	16	U.S. Department of Housing and Urban Development. <u>HUD News</u>	1978-80
	17	U.S. Department of HUD. Housing Counseling Grantee Forms	1979
	18	U.S. Department of HUD. Office of Housing and Community Development. Financial Management Guidelines	c. 1980
	19	Urban League of Philadelphia	1979
	20	The White House Conference on Small Business	1979
	21	The White House, Washington, DC. Publications Concerning Hispanics in the United States	1978-80
	22	Latino Organizations--Miscellaneous Brochures	1975-81
16		<u>Organizations: Philadelphia Urban Coalition</u>	
	1	Consulting agreement	Sept. 1977-Aug. 1978
	1a	Executive Committee Minutes	Dec. 1979-Feb. 1981

Series 1: General Administrative Records, 1970-1988

Subseries 4: Office Files, 1972-1988 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
16	2	Leadership Committee Minutes	July 1978-May 1980
	3	Minority Business Opportunity Committee Minutes	1979-80
	4	Memoes	1980-85
	5	"Girard Bank and the Small Business Administration"	March 19, 1979
	6	Corporation for Public/Private Ventures	1978-79
	7	House Bill 2044--Elimination of General Assistance for Employables	1979-80
	8	Concept Papers on Technical Assistance Needs	July 1978
	9	Community Development Intern Program	1978-79
	10	Corporation for Public/Private Ventures (Philadelphia)--Youth Entrepreneurship Initiative	Aug. 1979
	11	Emergency Fuel Program	Nov. 1979
	12	Inner City Voter Registration Project (brochures)	1980-81
	13	"We Care" Christmas Program	1979-80
	14	PUC/SMA Office Lease Agreement	1980-81
17	<u>Organizations: Philadelphia Urban Coalition:</u>		
	1	Business Development Center, "Directory of Minority Businesses"	Nov. 1976
	2	Urban Local Development Corporation	1977
	3	Brochures	1980
	4	Reports	1979-80

Series 1: General Administrative Records, 1970-1988

Subseries 4: Office Files, 1972-1988 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
18		<u>Membership and Fundraising:</u>	
	1	Client Mailing Lists	c. June 1980
	2	Mailing List--Spanish Speaking Businessmen	c. 1975-80
	3	Membership Applications	1978
	4	Christmas Card Mailing	1979-80
	5	Annual Banquet	June 1974
	6	Diaz, Nelson A., Dinner Dance Invitations	Oct. 1977
	7	Diaz, Nelson A., Dinner Dance Tickets	Oct. 1977
	8	Open House Guest Register	Sept.-Nov. 1978
	9	Annual Banquet 1977--Tickets	Feb. 1977
	10	Annual Banquet 1978	1977-78
	11	Annual Banquet 1978--Ads	1977-78
	12	Annual Banquet 1978--Tickets	Feb. 1978
19		<u>Membership and Fundraising:</u>	
	1	Annual Banquet 1979--Correspondence	1978-79
	2	Annual Banquet 1979--Contributions	1978-79
	3	Annual Banquet 1979--Invitations	1978-79
	4	Annual Banquet 1979--Entertainment	1978-79
	5	Corporate Social Responsibility Association (mail list)	1976

Series 1: General Administrative Records, 1970-1988

Subseries 4: Office Files, 1972-1988 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
19	6	Hispanic American Democrats of Pennsylvania (mail list)	1979
	7	Hispanics for an Accurate Survey Coalition, Philadelphia (mail list)	1979
	8	Puerto Rican Tri-State Congress (mail list)	c. 1975-80
	9	Press Contacts (mail list)	1975-79
	10	Annual Banquet 1980--Correspondence	1979-80
	11	Annual Banquet 1980--Contributions	1980
	12-13	Annual Banquet 1980--Tickets	1980
	14	Annual Banquet 1980--Ads	1980
	15	Annual Banquet 1981	1980-81
	16	Annual Banquet	1982-83
20		<u>Mailing Lists:</u>	
	1	Foundations (list)	c. 1981
	2	Foundation Directory (grant search)	c. 1984
	3	Subscriptions	1972-73
	4	Mailing lists	c. 1982-85
21		<u>Outreach Office, 2825 N. 5th Street (1975-81):</u>	
	1	Renovation	1975-79
	2	Building Fund Account	1977-79

Series 1: General Administrative Records, 1970-1988

Subseries 4: Office Files, 1972-1988 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
21	3	Renovation--City of Philadelphia. Office of Housing and Community Development (Contract #2-77028)	1978
	4	Renovation--Contractor	1978
	5	Renovation--Furniture	1978
	6	Renovation--Estimates	1977
22	<u>Outreach Office, 2825 N. 5th Street (1975-81):</u>		
	1	City of Philadelphia Real Estate Taxes	1976-81
	2	Electric Expenses	1978-81
	3	Electric Expenses	1980
	4	Gas Expenses	1980
	5	Gas Expenses	1980-81
	6	Insurance	1978-81
	7	Maintenance Expenses	1978-80
	8	Petty Cash Vouchers	1978-79
	9	Property	1975-80
	10	Rent due--Spanish Merchants Co. (Tenant)	1980-81
	11	Telephone	1979
	12	Telephone, Rent	1980
	13	Water/Sewer	1976-81

Series 1: General Administrative Records, 1970-1988

Subseries 4: Office Files, 1972-1988 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
23		<u>Personnel:</u>	
	1	Correspondence	1980
	2	Resumes (A-G)	1977-81
	3	Resumes (H-R)	1977-81
	4	Resumes (S-Z)	1977-81
	5	Resumes--Bilingual Secretary	1977-79
	6	Materials for Interviewing Secretaries	c. 1971
	7	Business Analyst Search	1979-80
	8	Community Development Analyst Search	May 1978
	9	Resumes--Housing	1979
	10	Penn Ser-Jobs for Progress, Inc. Youth Program	1979-81
	11	Philadelphia Urban Coalition Summer Intern Program	1979-80
	12	Negro Trade Union Leadership Council Work Internship Program	1978-79
	13	Philadelphia School District Neighborhood Youth Corps School Work Training Program	1979
	14	Philadelphia Health Plan	1985-86
	15	U.S. MBDA/CDC Project Personnel	1979-80
	16	Personnel Procedures	1979
	17	Personnel Procedures Manuals	1979-85
	18	Personnel Procedures--Memoranda	1977-79

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Personnel:

Series 1: General Administrative Records, 1970-1988

Subseries 4: Office Files, 1972-1988 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
24	1	Employee Benefits--Blue Cross	1984
	2-3	Employee Benefits--New York Life policy	1977-80
	4-5	Employee Benefits--Prudential	1974
	6	Employee Benefits--Tax Shelter Annuity Plan	1978
	7	Employee Benefits--Workmen's Compensation	1980-81
25		<u>Personnel:</u>	
	1	Bonding	1979-81
	2	CETA	1978-79
	3	MBDA timesheets	Jan.-Apr. 1981
	4	MBDA timesheets	May-June 1981
	5	OMBE timesheets	Jan.-July 1980
	6	OMBE timesheets	Aug.-Dec. 1980
26-27		<u>Personnel--Employee Files, 1972-85:</u> Restricted material.	

Spanish Merchants Association of Philadelphia Records

Series 1: General Administrative Records, 1970-1988

Subseries 5: Financial Records, 1971-1987

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
		<u>Statements</u>	
28	1	Financial Statement(s)	1976
	2	Financial Statement(s)	Nov. 1978
	3	Financial Statement(s)	June 1979
	4	Financial Statement(s)	Dec. 1979
	5	Financial Statement(s)--Correspondence	Dec. 1979
	6	Financial Statement(s)	Dec. 1981
	7	Financial Statement(s)	Dec. 1982
	8	Financial Statement(s)--Tax Return	1983
	9	Financial Statement(s)	June 1984
	10	Financial Statement(s)--Draft	Dec. 1984
	11	Financial Statement(s)	Dec. 1984
	12	Financial Statement(s)	1985
	13	Financial Statement(s)	1986
	14	Wayne O. Leevy & Company--Audit Payments	1973-75
29		<u>Accounts:</u>	
	1-2	General Fund	1982-83
	3	General Operating Fund	1985
	4	Escrow Account	1978-80
	5	Special FICA Account	1976

Series 1: General Administrative Records, 1971-1988

Subseries 5: Financial Records, 1971-1987 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
30		<u>Accounts:</u>	
	1-6	Activity Account	1975-81
31	1	Activity Account	1984
	2	<u>La Prensa Mercantil</u> Account--Bills Paid	1975-80
32	1-7	Payroll Account	1984-87
33 Over size	1-3	Payroll Account	Feb. 1984-Jan. 1987
34	1	Billings--Hispanic Federation	1982-83
	2	Invoices	1980-81
	3	Invoices	1985-86
		<u>Banks:</u>	
	4	Fidelity Bank--Checking Account	1985-87
	5	Fidelity Bank--Money Market Account	1985-86
	6	Girard Bank	1980
	7-8	Industrial Valley Bank--General Money Market Account	1985
	9	Philadelphia National Bank	Oct. 1971-July 1974

Series 1: General Administrative Records, 1971-1988

Subseries 5: Financial Records, 1971-1987 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
35		<u>Disbursements:</u>	
	1	Cash Disbursement Journal	Nov. 1971-Feb. 1972
	2	Disbursements	April 1985
	3-8	Disbursements	June-Dec. 1985
	9	Cash Disbursements Journal	1986
36	1-14	Disbursements	Jan. 1986-Feb. 1987
37		<u>Taxes</u>	
	1	City of Philadelphia--Business Use Tax	1983-87
	2	City of Philadelphia--Employer Withholding Tax	1984
	3	City of Philadelphia--Real Estate Tax	1986-87
	4	Federal--Social Security Exemption	1975
	5	Federal--501(c)(3) Status	1973-74
	6	Federal--501(c)(3) Status	1974-81
	7	Pennsylvania. Department of Labor and Industry--Unemployment Compensation	1984-86
	8	Pennsylvania. Employee Withholding Tax	1986
	9	Pennsylvania. Sales Tax	1981
	10	Pennsylvania. Sales Tax. Blanket Exemption Certificate	1981
	11	Pennsylvania. State Withholding Tax	1984
	12	Payroll Taxes	1987

Series 1: General Administrative Records, 1971-1988

Subseries 5: Financial Records, 1971-1987 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
37	13	Tax Returns	1972; 1979-80
	14	Tax Return	1980
	15	Tax Return	1984
	16	Tax Return	1985
	17	Tax Return	1987
38	<u>General Business Files:</u>		
	1	Bernstein Office Machine Company	1973-76
	2	Contributions	1981
	3	Contributions	1984-85
	4	Hecker Company, Inc. (office furniture)	1972-75
	5	Hispanic Scholarship Foundation	1978-80
	6	Housing Technical Service Program	1984
	7	IBM Typewriter Rental	1972-73
	8	Insurance Policies	1984-85
	9	Internal Revenue Service--501(c)(3) Status	1974
	10	Office Equipment--OMBE Project	1972-77
	11	Office Lease--Kensington Avenue	1972-74
	12	Office Lease--1315 Walnut	Mar. 1975
	13	Office Lease--1315 Walnut	1975-78
	14	Office Supplies	1979
	15	Photocopier--Reimbursement	1975-79

Series 1: General Administrative Records, 1971-1988

Subseries 5: Financial Records, 1971-1987 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
38	16	Photocopier--Rental	1979
	17	Pennsylvania Employer Identification Number	1979
	18	Pennsylvania. Department of State. Commission on Charitable Organizations	1980-83
	19	Pennsylvania. Department of State. Commission on Charitable Organizations	1984-86
	20	Pitney-Bowes, Inc.	1971-75
	21	Postage Meter Readings	1971-79
	22	3M Company (Copier)	1972-73
	23	Radio Broadcasting Co.	1985-86
	24	Unifund Leasing Inc. (Car)	1984-86

Spanish Merchants Association of Philadelphia Records

Series 2: Spanish Merchants Company Records, 1973-1984

Subseries 1: General Administrative Records, 1973-1984

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
39	1	Historical Background	1973-76
	2	Milk Cooperative Minutes	Apr. 1973-June 1975
	3	Correspondence--General	1973-76
	4	Correspondence--General	1976-79
	5	Correspondence--General	1978-81
	6	Mailing List	c. 1975
	7	Correspondence--Forms	1973-75
	8	Correspondence--IRS	1973-75
	9	Correspondence--SMA/SMC Lawsuit	1984
	10-12	<u>SMC vs. Rivera & Blanco</u> (Lawsuit)	1974-77
	13	Negro Trade Union Leadership Council--Work Internship Program	1979
	14	Personnel--Bonding	1974-81
	15	Personnel--Vaz, Alfredo	1977-78
	16	Mural and Banner Project	Aug. 1979
	17	U.S. OMBE BAR Reports	1977-78
	18	Sub-dealers License	July 1975-June 1976
40	1	Dairy Industry Union Health and Welfare Plan--Correspondence	1973-75
	2	Pennsylvania Grocers Association--Correspondence	1979

Series 2: Spanish Merchants Company Records, 1973-1984

Subseries 1: General Administrative Records, 1973-1984

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
40	3	Pennsylvania Milk Marketing Board--Correspondence	1973-75
	4	Pennsylvania Milk Marketing Board--Newsletters	1974-75
	5	Pennsylvania Milk Marketing Board--Bulletins	1976-79
	6	Pennsylvania Milk Marketing Board--Price Standards	1976-79
	7	Santos, Miguel (Mike's Hauling), Distributor-- Correspondence	June 1975-Jan. 1976
	8	Santos, Miguel--Payments	1976-78
41	1	Cooperative Meeting Attendance Lists	1973-75
	2	Certificates of Ownership Interest	Jan.-July 1974
	3	Shareholders (lists)	1973-75
	4	Shareholders--Stock Redistribution	1975
	5-33	Shareholders' Certificates	1973-76

Spanish Merchants Association of Philadelphia Records

Series 2: Spanish Merchants Company Records, 1973-84

Subseries 2: Financial Records, 1973-1980

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
42	1	Statements	Oct. 1976
	2	Accounts--Bad Checks Returned	1976
	3	Accounts--Akbar's Food Market	1979
	4	Accounts--Miscellaneous	1979
	5	Bills Paid	July-Sept. 1974
	6	Bills Paid	Jan.-Dec. 1975
	7	Deposits and Breakdowns	1975
	8	Income Statements	1973-75
	9	IRS Return	1973
	10	Quarterly Discount Report	1975
	11	Sales versus Deposits	1976
	12	Financial Records	1981
	13	Brind Leasing Corporation (truck)	1977-78
	14	Phone bills	1977-79
	15	Miscellaneous Operating Expenses	1976-78
	16	Taxes--Federal	1975
	17	Taxes--Pennsylvania State Income	1973-76
	18	Taxes--Philadelphia City Wage	1975
	19	Taxes--Pennsylvania Corporate	1975
	20	Taxes--Pennsylvania State Unemployment	1975
	21	Route Distribution (Sales)	Feb-June 1975

Series 2: Spanish Merchants Company Records, 1973-84

Subseries 2: Financial Records, 1973-1980 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
43	1	Daily Report Sheets	1976-78
	2	Accounts Receivable	1976-79
	3	Collection Reports	1977-80
	4-7	Chestnut Hill Dairy--Invoices	1977-79
44	1	Johanna Farms	1973-76
	2	Johanna Farms--Accounts Receivable	May-Dec. 1976
	3	Johanna Farms--Accounts Receivable	Feb.-Dec. 1977
	4	Johanna Farms--Monthly Sales	1976
	5	Johanna Farms--Invoices	1977-79
	6	Richman's Ice Cream	1974-75
45		Aged Trial Balances	Jan.-Aug. 1977
46		Aged Trial Balances	Oct.-Dec. 1978; Oct. 1979
47		Aged Trial Balances	Jan.-May 1979
48		Aged Trial Balances	Jan.-June 1980
49		Aged Trial Balances	June-Dec. 1980

Series 2: Spanish Merchants Company Records, 1973-84

Subseries 2: Financial Records, 1973-1980 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
50 Over size	1	Accounts Receivable Billing Register	July-Dec. 1975
	2	Accounts Receivable Billing Register	Jan. 1977-Nov. 1978
	3	Payment Receipt Register	Oct.-Dec. 1975
	4	Payment Receipt Register	Jan.-Mar. 1977
	5	Payment Receipt Register	Mar.-Dec. 1977
	6	Payment Receipt Register	Oct.-Nov. 1979

Spanish Merchants Association of Philadelphia Records

Series 3: Business Development Office Records, 1970-1982

Subseries 1: Office of Minority Business Enterprise/Minority Business Development
Agency Contracts: General Files, 1971-1981

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
<u>Office of Minority Business Enterprise (OMBE)/Minority Business Development Agency (MBDA) Contracts--General Files:</u>			
51	1	Office of Minority Business Enterprise (Historical Background). "The New Panacea." Remarks prepared by Ragan A. Henry, Minority Economic Development Conference, Philadelphia	April 1972
	2	Philadelphia Minority Business Opportunity Seminar	October 1972
<u>SMA/Business Development Office:</u>			
	3-6	Proposals Submitted to Office of Minority Business Enterprise (Drafts)	1972-74
<u>Correspondence:</u>			
	7	OMBE-Washington (Outgoing)	Aug. 1974-Dec. 1976
	8	OMBE-Washington (Outgoing)	Sept. 1977-Aug. 1978
	9	OMBE-Washington (Incoming)	Nov. 1971-June 1973
	10	OMBE-Washington (Incoming)	July 1973-Dec. 1974
	11	OMBE-Washington (Incoming)	1975
	12	OMBE-Washington (Incoming)	Jan. 1976-Dec. 1978
52	<u>OMBE-MBDA Contracts--General Files:</u>		
	1	U.S. MBDA-Washington (Incoming)	Feb. 1979-Mar.

Series 3: Business Development Office Records, 1970-1982

Subseries 1: OMBE-MBDA Contracts--General Files, 1971-1981 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
			1980
52	2	U.S. MBDA-Washington (Incoming)	Sept. 1981
	3	OMBE-Philadelphia Field Office (Outgoing)	Aug. 1972-June 1974
	4	OMBE-Philadelphia Field Office (Incoming)	Oct. 1972-Oct. 1976
	5	OMBE. Excerpts from Congressional Hearings Concerning	1975
	6	OMBE. Support Letters on Behalf of	1975-76
	7	OMBE--Correspondence--Girard Bank	1979
	8	OMBE--Correspondence--Project Staff	1979-80
	9	OMBE--Meetings	1973-76
	10	OMBE--Business Resource Center Conference	Feb. 1973
	11	OMBE--National Spanish-Speaking Business Development Conference--Report	Mar. 1973
	12	OMBE--Instructions for Completing BAR Forms	1975
	13	OMBE--Instructions for BAR Forms (Revised)	1978
	14	OMBE--Instructions for Narrative Reports	1977-78
	15	OMBE--Instructions for Quarterly and Annual Reports	1978

53 OMBE-MBDA Contracts--General Files:

Series 3: Business Development Office Records, 1970-1982

Subseries 1: OMBE-MBDA Contracts--General Files, 1971-1981 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
53	1	OMBE--Loan Packaging Format Guidelines	c. 1972
	2	OMBE--Contract Renewal Guidelines	1976
	3	OMBE--Scope of Work Guidelines	c. 1972-76
	4	OMBE--Newsletters	1972-73
	5	OMBE--Policies for FY 1979	c. 1979
		<u>MBDA Contracts--General Files:</u>	
	6	Scope of Work	1979-81
	7	Scope of Work Guidelines	1979-81
	8	Annual Reports	1980
	9	Pamphlets	1981-86
	10	Policies for FY 1980	c. 1980
	11	"Profile" (Minority Business Locator Service)	Sept. 1981
	12	OMBE Washington DC Region 6 Economic Indicators Reports	Sept.-Dec. 1979
	13	U.S. Small Business Administration, Loan Package Information	1980-81

Spanish Merchants Association of Philadelphia Records

Series 3: Business Development Office Records, 1970-1982

Subseries 2: SMA-BDO Office Files, 1973-1981

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
54	1	Correspondence (Outgoing): Montalvo, Moisés (Business Analyst)	1980
	2	Correspondence (Outgoing): Nuñez, Emil G. (Business Analyst)	1981
	3	Accounting Manuals	c. 1975
	4	Application Forms for clients	c. 1975
	5	Business Packaging Procedures	1973-75
	6	Case Information Checklist	c. 1980
	7	Sample Leases and Business Agreements	c. 1976-80
	8	Vacancy Announcements--Incoming	1980
	9	Government Procurement Opportunities	c. 1980
55	1	Client Application forms	c. 1980
	2	Client Prospects	1975-80

Client Services:

3	Alliance Enterprise Corporation	1975
4	Controller Services Inc.	1981
5	Insurance--Fair Plan	1978-81
6	Import-Export Information	c. 1980
7	MBA Systems	c. 1980
8	News Releases--Businesses for Sale	1981

Series 3: Business Development Office Records, 1970-1982

Subseries 2: SMA-BDO Office Files, 1973-1981 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
55	9	Pennsylvania Business Corporations. Fictitious Name Registrations	1970-79
	10	Pennsylvania Minority Business Authority	1975-78
	11	Real Estate Sales	1980
	<u>Consultants:</u>		
	12	Boone, Young & Associates	1975-78
	13	Inventory Control Systems	c. 1978
	<u>Directories:</u>		
	14	Business--Miscellaneous	1976
	15	Fifth Street ("Golden Block") Merchants	c. 1981
	16	Spanish-Speaking Contractors	c. 1976
	<u>Directories--General:</u>		
56	17	Office Rolladex (phone list)	c. 1980
	18	American Certified Public Accountants guide (bilingual)	1972
	1	Client Review Summary	1979-80
	2	McDonald's Management Positions for Hispanics	1981
	3	Pennsylvania. Department of Commerce--Pennsylvania Minority Business Authority	1978
	4	U.S. Federal Housing Administration (Lender)	1974

Series 3: Business Development Office Records, 1970-1982

Subseries 2: SMA-BDO Office Files, 1973-1981 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
<u>Personnel:</u>			
56	5	General Personnel Information	1974-81
	6	Personnel Procedures	c. 1981
	7	Report Forms	c. 1975-80
	8	Local Travel Vouchers	1978-78
	9	Time Sheets	1978-79
	10	Time Sheets	1979
<u>Contracts and Supporting Documentation:</u>			
57	<u>OMBE Contract #03-100-81-8000:</u>		
	1	Quarterly Report	Nov. 1972-Feb. 1973
	2	Quarterly Report	Feb.-Apr. 1973
	3	Quarterly Report	May-July 1973
	4	Quarterly Report	Aug.-Oct. 1973
	5	Quarterly Report	Nov. 1973-Mar. 1974
	6	Contract Report	June 1974
	7	Contract Report	
	<u>OMBE Contract #031-100-81-8200:</u>		
	8	Quarterly Report	Oct.-Dec. 1974

Series 3: Business Development Office Records, 1970-1982

Subseries 2: SMA-BDO Office Files, 1973-1981 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
57	9	Quarterly Report	Jan.-Mar. 1975
	10	Quarterly Report	Apr.-June 1975
	11	Quarterly Report	Sept.-Nov. 1975
		<u>OMBE Contract #031-100-81-8300:</u>	
	12	Quarterly Report	Dec. 1975-Feb. 1976
	13	Quarterly Report	Mar.-May 1976
		<u>OMBE Contract #4-36463:</u>	
	14	Modification	Apr.-Dec. 1974
	15	Audit	1974-75
	16	Final Audit	Apr.-Dec. 1974
		<u>OMBE Contract #5-36453:</u>	
	17	Report (Annual)	Apr.-Dec. 1974
	18	Budget	Jan.-Aug. 1975
	19	Modification	June 1975
	20	Report (Annual)	Jan.-Aug. 1975
	21	Audit	Jan.-Aug. 1975
		<u>OMBE Contract #3-36508:</u>	
	22	Final Audit	Nov. 1972-Mar. 1974

Series 3: Business Development Office Records, 1970-1982

Subseries 2: SMA-BDO Office Files, 1973-1981 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
57	23	Audit Report	Aug. 1973
	24	Audit Survey	Sept. 1973-Mar. 1974
58		<u>OMBE Contract #6-36406:</u>	
	1	Modification	Aug. 1975
	2	Contract (Fully Executed)	c. Aug. 1975
	3	Proposal for Renewal	June 1976
	4	Contract (Fully Executed)	Aug. 1977
	5	Modification	Aug. 1977
	6	Audit Report	Sept. 1975-Aug. 1976
	7	Audit Report	Sept. 1976-Aug. 1976
	8	Report (Annual)	Sept. 1975-Aug. 1976
	9	Report (Quarterly)	June-Aug. 1976
	10	Technical Information	1975-76
	11	Report (Quarterly)	Sept.-Nov. 1976
59		<u>OMBE Contract #6-36406:</u>	
	1	Quarterly Report	Dec. 1976-Feb. 1977

Series 3: Business Development Office Records, 1970-1982

Subseries 2: SMA-BDO Office Files, 1973-1981 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
59	2	Quarterly Report	Dec. 1976-Feb. 1977
	3	Quarterly Report	Mar.-May 1977
	4	Quarterly Report	June-Aug. 1977
	5	Quarterly Report	June-Aug. 1977
	6	Quarterly Report	Sept.-Nov. 1977
	7	Quarterly Report	Sept.-Nov. 1977
	8	Quarterly Report	Dec. 1977-Feb. 1978
	9	Quarterly Report	Dec. 1977-Feb. 1978
	10	Quarterly Report	Mar.-May 1978
	11	Quarterly Report	June-Aug. 1978
	12	Quarterly Report--Monthly Budget & Operations Expenses	Sept. 1975-Aug. 1978
	13	Report--Quarterly/Annual	Sept. 1977-Aug. 1978
	14	Report--Quarterly/Annual	Sept. 1977-Aug. 1978
	15	Final Audit	Aug.-Dec. 1978
60	<u>OMBE Contract RO-A01-78-00-5165:</u>		
	1	Proposal for Renewal	Sept. 1978-Jan. 1979
	2	Modification	Aug. 1978

Series 3: Business Development Office Records, 1970-1982

Subseries 2: SMA-BDO Office Files, 1973-1981 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
60	3	Proposal for Renewal	Sept. 1978-June 1979
	4	Contract--Fully Executed	Sept. 1978-June 1979
	5	Quarterly Report	Sept.-Nov. 1978
	6	Quarterly Report	Dec. 1978-Jan. 1979
	7	Report--5 month	Sept. 1978-Jan. 1979
	8	Report--5 month	Dec. 1978-Jan. 1979
	9	Audit	Sept. 1978-Jan. 1979
61		<u>Philadelphia Urban Coalition/SMA Contracts</u>	
	1	Background	
	2	Contract #1056	Sept. 1976-May 1977
	3	Contract #1057 (loan)	Sept. 1976
	4	Contract #1283	Sept. 1978-Aug. 1979
		<u>Philadelphia Business Development Center:</u>	
	5	Scope of Work	Feb. 1980-Jan. 1981
		<u>MBDA Contract #03-10-55-110-00:</u>	
	6	Proposal for Subcontract to PUC Business Development Center	Feb. 1980-Jan. 1981

Series 3: Business Development Office Records, 1970-1982

Subseries 2: SMA-BDO Office Files, 1973-1981 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
61	7	Contract for period Feb. 1980-Jan. 1981	Jan. 1981
	8	Correspondence	1980-81
	9	Report	Feb.-Apr. 1980
	10	Quarterly Report	Feb.-Apr. 1980
	11	Quarterly Report	May-July 1980
	12	Quarterly Report	May-July 1980
	13	Quarterly Report	Aug.-Oct. 1980
62		<u>MBDA Contract #03-10-55-110-00:</u>	
	1	Quarterly Report	Nov. 1980-Jan. 1981
	2	Quarterly Report	Aug.-Oct. 1980
	3	Project Report	Feb. 1980-Apr. 1981
	4	Report--Extension Period	Feb.-Apr. 1981
	5	Statement of Operations and Expenses	Feb. 1980-Apr. 1981
		<u>PUC/SMA Independent Subcontract #BE-79-SAC-C-WA-006):</u>	
	6	Contract	Feb. 1979-Jan. 1980
	7	Contract	Feb. 1979-Jan. 1980
	8	Guidelines for Contractors	1979-81

Series 3: Business Development Office Records, 1970-1982

Subseries 2: SMA-BDO Office Files, 1973-1981 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
62	9	Contract	Feb.-Apr. 1979
	10	Quarterly Report	May-July 1979
	11	Quarterly Report	Aug.-Oct. 1979
	12	Quarterly Report	Nov. 1979-Jan. 1980
63	<u>PUC/SMA Contracts--Financial Records:</u>		
	<u>MBDA Contract BE-79-SA-C-WA-006:</u>		
	1	Reports: Annual and Quarterly	Feb. 1979-Jan. 1980; Nov. 1979-Jan. 1980
	2	Special Reports Submitted	Feb. 1979
	<u>Subcontract 03-10-55110-00:</u>		
	3	Requests for Reimbursements	Apr.-Dec. 1980
	<u>Subcontract 79-SA-C-G1703:</u>		
	4	Requests for Reimbursements	Feb. 1979-Jan. 1981
	<u>BAR Forms:</u>		
	5	Contract 03-10-08186-00	Sept. 1978-Jan. 1979
	6-9	Contract BE-79-SA-C-WA-006	Feb. 1979-Jan. 1980

Series 3: Business Development Office Records, 1970-1982

Subseries 2: SMA-BDO Office Files, 1973-1981 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
63	10-12	Contract 03-10-55110-00	Feb. 1980-Apr. 1981
	13	BAR Summary	Oct. 1980-Mar. 1981
64	<u>Contracts--Financial Records:</u>		
	<u>79-SAC-G1703-Sub:</u>		
	1	Summary of Operations Budget and Expenses	Feb. 1979-Jan. 1980
	<u>BE-79-SA-C-WA-006:</u>		
	2	Quarterly Report	Feb.-Apr. 1979
	3	Report--Consultant Services	May-July 1979
	4	Quarterly Report	May-July 1979
	5	Quarterly Report	Aug.-Oct. 1979
	6	Quarterly Report	Nov. 1979-Jan. 1980
	7	Quarterly Report	Feb.-Apr. 1980
65	<u>Contracts:</u>		
	<u>#03-10-55110-00:</u>		
	1	Quarterly Report	Aug.-Oct. 1980
	<u>#BE-79-SA-C-WA-006:</u>		
	2	Proposal	Nov. 1978
	3	PUC/SMA Contract--MBDA Performance Evaluation (BAR printouts)	Oct. 1979-Sept. 1980

Spanish Merchants Association of Philadelphia Records

Series 3: Business Development Office Records, 1970-1982

Subseries 3: Client Case Files, c. 1972-1981

Box <u>No.</u>	Folder <u>No.</u>	<u>Identification</u>	<u>Date(s)</u>
66-102		Closed to researchers until the year 2044.	

Spanish Merchants Association of Philadelphia Records

Series 3: Business Development Office Records, 1970-1982

Subseries 4: Project Files, 1972-1981

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
103		<u>Delaware Valley Wholesale Grocery Co.</u>	
	1	"Food Coop" Plan (Miranda, César)	1974-75
	2	Delaware Valley Grocery Co. Correspondence	1975
	3	Delaware Valley Grocery Co. Correspondence	1976
	4	Market Analysis	1975
	5	Feasibility Study	1975
	6	Inventory Information	1975
	7	Suppliers	1975
	8	Price Lists	1975-76
	9	Space Allocation Studies	c. 1975
	10	Pennsylvania Merchants Association	1973
	11	"Retail Analysis of 5th street Business District" (Golden Block area)	Feb. 1975
	12	"Management of Cooperatives" article (photocopy)	c. 1970s
104		<u>Delaware Valley Wholesale Grocery Co.</u>	
	1	Proposal (Binder)	1978
	2	Prospectus (Binder)	1978
	3	Prospectus (Copy 2), Loose pages	1978
	4	Budget Estimates	1976
	5	Financial Management	1976

Series 3: Business Development Office Records, 1970-1982

Subseries 4: Project Files, 1972-1981 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
104	6	Properties	1975-76
	7	"Ease Study" For Wholesale Outlet	Feb.-June 1972
	8	Plans	c. 1976
105		<u>Delaware Valley Wholesale Grocery Co.</u>	
	1	Assessments	1976
	2-4	Proposal To Funding Agencies	1976-78
	5	Wholesale Food Distribution Center Records (Local Initiatives Support Corporation)	1980-81
106		<u>Housing Counseling Consultant</u>	
	1	Housing Counseling Service (Grant Application, HUD Grant #SPG - 0001)	Oct.-Sept. 1981
	2	Roman, Roberto (Consultant)--Correspondence	1981
	3	Consultant: Time Sheets	Jan.-Jun. 1981
	4	Consultants (Incoming Correspondence)	Mar.-Sept. 1981
	5	Expenses	Jan.-Jun. 1981
	6	Forms	April 1981
	7	Consultant Checking Account Stubs	1981
	8	Grantee Invoices	Oct. 1980-June 1981
	9	National Hispanic Coalition (Washington, DC)--Brochures	1981

Series 3: Business Development Office Records, 1970-1982

Subseries 4: Project Files, 1972-1981 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
106			
	10	News Releases	May 1980-Sept. 1981
	11	Referrals From Philadelphia Urban League	1981
	12-16	Client Case Files	1981
107		<u>Philadelphia/Wilmington Business Development Center:</u>	
	1	Proposal Guidelines	1981
	2	Correspondence	Feb.-Mar. 1981
	3	Proposal (Vol. 1)	Feb. 1981
	4	Proposal (Vol. 2)	Feb. 1981
	5	Proposal (Vol. 3)	Feb. 1981
108		<u>U.S. Small Business Administration:</u>	
	1	Correspondence	1978-80
	2	Brochures	c. 1976-80
	3	Business Counseling Aide	1985
	4	Directory of Minority Firms	c. 1981
	5	Directory of Small Business Investing Companies	June 1976
	6	Forms	c. 1978-80
	7	Instructions for Form 4	1978
	8	Workshops	1979

Spanish Merchants Association of Philadelphia Records

Series 4: Philadelphia Business Services Center Records, 1981-1986

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
109	1	Minority Business Development Agency Grant Application Data	1981
	2	Program Requirements	1981
	3	Philadelphia Business Services Center Prospectus	June 1981
		<u>Business Planning Group:</u>	
	4	Correspondence	May 1981-84
	5	Forms	1981-84
	6	Seminar, "Entrepreneurial Training"	Oct. 1986
	7	Seminar, "Finding Cash"	June 1986
	8	Casinos and Minority Vendors (memoranda)	1981
	9	Forms	c. 1981-85
	10	Invoices for Professional Services	1981-86
	11	Brochures	1981-86
	12	Marketing	1985

109
A

Client Files 1983-86
(This material is closed to researchers until the year 2044)

Spanish Merchants Association of Philadelphia Records

Series 5: SMA Community Development Corporation Records, 1975-1980

Subseries 1: General Information, 1977-1980

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
<u>General Information:</u>			
110	1	Planning Grant Application to U.S. Community Services Administration	1977
	2	Correspondence concerning proposal to CSA	Mar.-Dec. 1977
	3	Community Federal Savings and Loan	1979
	4	U.S. Community Services Administration--Philadelphia Regional Office--Correspondence	
	5	U.S. Community Services Administration--Correspondence	Jan.-Sept. 1978
	6	City of Philadelphia. Office of Housing and Community Development (Contract #3-78060)--Correspondence	July 1977-Apr. 1980
	7	U.S. Department of Housing and Urban Development. Neighborhood Self Help Development Program--Grant Applications	Dec. 1979
	8	Community Development Proposals--Correspondence	1978-81
	9	Delaware Valley Regional Planning Commission--Proposals	1980
<u>Community Development Corporation Report to Community Services Administration and City of Philadelphia:</u>			
	10	Report--1st Quarter	May-July 1978
	11	Report--2d Quarter	Aug.-Oct. 1978
	12	Report--3d Quarter	Nov. 1977-Apr. 1979

Series 5: SMA Community Development Corporation Records, 1975-1980

Subseries 1: General Information, 1977-1980 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
110			
	13	Report--4th Quarter	Feb.-Apr. 1979
	14	Report--5th Quarter	May-July 1979
	15	Report--6th Quarter	Aug.-Oct. 1979
	16	Report--7th & Final Quarter	Nov. 1979-Jan. 1980
	17	Report to City of Philadelphia. Housing and Community Development Program. Financial Statements	Mar. 1978-Jan. 1980
	18	Philadelphia Urban Coalition: CDC Monthly Bank Reconciliation Statement	May 1978-Oct. 1979
	19	Philadelphia Urban Coalition: 52nd Street Mall Project-- plan segment	c. 1975

Spanish Merchants Association of Philadelphia Records

Series 5: Community Development Corporation Records, 1975-1980

Subseries 2: Office Files, 1978-1980

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
111	1	Directory--American Street Industrial Directory (City of Philadelphia)	1980
	2	Directory--Minority Business Directory (Pennsylvania Department of Transportation)	c. 1979
	3	Forms	1978-79
	4	Office Furniture	May-Oct. 1978
	5	Mailing Lists	c. 1978-80
		<u>Personnel Files:</u>	
	6	Personnel Authorization on Payroll Changes	May 1978-Oct. 1979
	7	Employee Bonding	1978-79
	8	General Information	1978-80
	9	Equipment Lists	1978-79
	10	U.S. Community Services Administration--Standards for Grantees	Apr. 1979
111 A		Employee Personnel Files, 1978-79. Restricted Material.	

Spanish Merchants Association of Philadelphia Records

Series 5: SMA Community Development Corporation Records, 1975-1980

Subseries 3: Project Files, 1978-1979

- 112 Fifth Street Area Conservation Plan, City of Philadelphia (Master Plan):
- | | | |
|---|---|----------|
| 1 | Manuscript Draft | 1978 |
| 2 | Home Ownership Survey | 1978 |
| 3 | Community Development Block Grant Program Notes | 1978 |
| 4 | Community Development Block Grant Program--Housing
Occupancy Listing--Fifth Street Area | 1978 |
| 5 | Environmental Heating | 1979 |
| 6 | U.S. Department of Housing and Urban Development--
Section 8 Housing Assistance Guidelines | c. 1978 |
| 7 | Housing Conservation, Housing Association, Energy
Conservation Systems, Home Ownership Counseling.
Report | 1980 |
| 8 | U.S. Department of Energy. Grant Application--Energy
Conservation Demonstration in Rehab Housing | Ap. 1979 |
- 113 Fifth Street Area Conservation Plan, City of Philadelphia (Master Plan):
- | | | |
|---|------------------|---------|
| 1 | Plan (duplicate) | 1978-79 |
| 2 | Plan (duplicate) | 1978-79 |
- 114 Accounting, Real Estate and Insurance Firm:
- | | | |
|---|--------------------------|---------|
| 1 | Proposal (copy 1) | 1978-79 |
| 2 | Proposal (copy 2) | 1978-79 |
| 3 | Project Correspondence | 1978-79 |
| 4 | Malave, Nelson (Analyst) | 1979 |

Series 5: SMA Community Development Corporation Records, 1975-1980

Subseries 3: Project Files, 1978-79 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
114	5	Hatton, Eugene O. (Consultant Agreement)	
	6	Budget Estimates	1978
	7	Proposal (Section 1)	Dec. 1978
	8	Proposal (Section 2--Accounting Firm)	Dec. 1978
	9	Proposal (Section 3--Real Estate & Insurance Firm)	Dec. 1978
115		<u>Accounting, Real Estate and Insurance Firm:</u>	
	1	Proposal (Section 2--Accounting Firm)--Manuscript draft and Notes	1978
	2	Proposal (Section 3--Real Estate and Insurance)--Manuscript draft and notes	1978
	3	Proposal Draft (Misc.)	1978
	4	Real Estate--National Federation of Housing Counselors	
	5	Phase 1 Submission (Consultant, E. O. Hatton)	Oct. 1978
	6	Phase 2 Submission (Consultant, E. O. Hatton)	1978
	7	Phase 1-2, Real Estate Handbook (ABM Systems)	1978
116		<u>Housing Counseling Agency:</u>	
	1	Proposal (Bound Copy #1)	Sept. 1979
	2	Proposal (Bound Copy #2)	Sept. 1979
	3	Proposal (Original)	Sept. 1979
	4	Proposal--Manuscript Draft	1979

Series 5: SMA Community Development Corporation Records, 1975-1980

Subseries 3: Project Files, 1978-79 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
116	5	Application to United Way to Fund	Oct. 1979
	6	U.S. Department of Housing and Urban Development. Economic Development Program--Proposal to Fund (No. H-7600)	Sept. 1979
	7	U.S. Department of Housing and Urban Development. Economic Development Program--Notes	1979
117		<u>Housing Counseling Agency:</u>	
	1	Correspondence	Nov. 1978-Oct. 1979
	2	Correspondence--U.S. Department of Housing and Urban Development	Dec. 1979-Jan. 1980
	3	Germantown Homes--Proposal for Non-Profit Housing/Development Company	June 1978
	4	St. Edward's Church (Philadelphia)--Housing Association--Philadelphia Architects Workshop Planning Report	Dec. 1976
	5	St. Edward's Church (Philadelphia)--Housing Coalition--Correspondence	Jan.-Apr. 1978
	6	Institute of Puerto Rican Studies (New York City). "Application for the Operation of a Non-Profit Housing Development and Management Company"	c. 1976
	7	Miscellaneous Leaflets and Brochures	1978-79
		<u>Local Development Company Plan:</u>	
	8	Proposal (Master)	Jan. 1979
	9	Proposal (copy 1)	Jan. 1979

Series 5: SMA Community Development Corporation Records, 1975-1980

Subseries 3: Project Files, 1978-79 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
117	10	Proposal (copy 2)	Jan. 1979
	11	Research Notes	1978-79
		<u>Savings and Loan Association Plan:</u>	
	12	Proposal	1978-79
	13	Correspondence	May 1976-Jan. 1977
118		<u>Community Center Plan:</u>	
	1	Proposal (Bound)--Copy 1	1979
	2	Proposal (Bound)--Copy 2	1979
	3	Proposal (Original)	1979
	4	Philadelphia Architects Workshop Preliminary Project Report	1978-79
	5	Proposal--Manuscript Draft--by Socorro Rivera	1977-79
	6	Budget Projection	1978-79
	7	Philadelphia Company (Theater Group)	1978-79
119		<u>Community Center Plan:</u>	
	1	Correspondence	1978-79
	2	Proposal	1978-79
	3	Reichert-Facilides Associates (Architect/Planners)--Proposal	Jan. 1980

Series 5: SMA Community Development Corporation Records, 1975-1980

Subseries 3: Project Files, 1978-79 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
119	4	Information on Funding Sources	1978-79
	5	Performers (Brochures)	1978-79
	6	Performers--Ballet Hispanica of New York (Brochures)	1978-79
120		<u>Child Care Center Plan:</u>	
	1	Proposal (Bound, Copy 1)	1979
	2	Proposal (Bound, Copy 2)	1979
	3	Proposal (Original)	1979
	4	Proposal (Notes)	1978-79
	5	Health Screening Notes	1979
	6	Rivera, Socorro	1978-79
121		<u>Child Care Center Plan:</u>	
	1	Questionnaire Analysis	1979
	2	Questionnaires--Completed (Part A)	1979
	3	Questionnaires--Completed (Part B)	1979
	4	Letters of Support Signed by Area Residents	1979
	5	CDA Competency Areas	c. 1979
	6	California Day Care Report	c. 1979
	7	Camden (N.J.) County Office for Children. Proposal for a Pilot Fee Program for Children	c. 1977

Series 5: SMA Community Development Corporation Records, 1975-1980

Subseries 3: Project Files, 1978-79 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
121	8	El Centro Comunal Borincano Day Care (Camden, N.J.), Brochure	c. 1979
	9	Pennsylvania Department of Public Welfare--Children's Services Division	Mar. 1979
	10	Pennsylvania Department of Public Welfare--Children's Services Division Guidelines	1978-79
	11	Philadelphia Urban Coalition. Business Development Center. Heritage Pre-School Learning Center (Plan)	c. 1976
	12	Wee Day Care Center, Inc. (Plan)	c. 1977
122		<u>Child Care Center Plan:</u>	
	1	Puerto Rican Congress of New Jersey. Bilingual Day Care Study	Mar. 1977
	2	Puerto Rican Congress of New Jersey. "'Aprenderemos Juntos': The Involvement of Hispanic Parents in the Bilingual/Bicultural Day Care Centers" (presentation)	May 1977
	3	U.S. Department of Health, Education, and Welfare--Head Start (brochures)	1978-79
	4	Miscellaneous Printed Material	1978-79
	5	Sample textbooks (bilingual)	1978-79
	6	Equipment--Montessori School or Program	1978-79
123		<u>Health Care Center Plan:</u>	
	1	Survey of Health Needs, Summary	1979

Series 5: SMA Community Development Corporation Records, 1975-1980

Subseries 3: Project Files, 1978-79 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
122	2	Proposal Report (Manuscript) by Socorro Rivera, Community Development Analyst	1978
	3	Research Notes, by Socorro Rivera	1978-79
	4	Correspondence	1978-79
	5	Funding Information	1978
	6	Lists of Spanish-Speaking Hospital Medical Staff members and other care providers	1978-79
	7	Survey of M.D.s., D.D.s., and D.M.D.s in Target Areas	1978
	8	Survey of Health Needs--Questionnaire Forms (Blank)	1978-79
	9	Survey of Health Needs--Questionnaires (Responses)	1978-79
	10	"Manual for Instituting a Health Care Facility with Federal Funding" by Luis P. Diaz, Latino Project (Philadelphia)	c. 1977
	11	Satchen, David, M.D. "A Needs Assessment Study for Family Practice in an Inner City Community" (Los Angeles), manuscript	c. 1976
	12	Hospitals Authority of Philadelphia--Annual Report	1976
	13	Kensington Hospital (Philadelphia)--Reports	1977-78
	14	Southern New Jersey Health Systems Agency, Inc. "PL93-641" (brochure)	1976
		<u>Professional Career Training Program:</u>	
124	1	Proposal (Bound)	Jan. 1979
	2	Proposal (Bound)--Copy 2	Jan. 1979
	3	Proposal (Original)	Jan. 1979

Series 5: SMA Community Development Corporation Records, 1975-1980

Subseries 3: Project Files, 1978-79 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
124	4	Correspondence--Foundations	Jan.-Feb. 1979
	5	Temple University. MERIT (Multilingual Education Research Information and Training) Center	1979
125		<u>Hispanic Transitional Business Employment (CETA) Project:</u>	
	1	Proposal (Bound)--Copy 1	May 1979
	2	Proposal (Bound)--Copy 2	May 1979
	3	Proposal for CETA Title IID Funding (Original)	May 1979
	4	Project Summary and Financial Proposal for Resource Mobilization--Submitted to the U.S. Community Services Administration (Original)	June 1979
	5	Project Summary and Financial Proposal (Bound)--Copy 1	June 1979
	6	Project Summary and Financial Proposal (Bound)--Copy 2	June 1979
	7	CETA Plan--Consulting Agreement with Edwin Scully	May 1979
126		<u>Racquet Club Facility Plan:</u>	
	1	Philadelphia Urban Coalition Business Development Office Demographic Survey	1977-78
	2	Market Value Analysis Data	c. 1977-78
	3	Survey Questionnaire (Howard Cherry)	1977-78
	4	Court Sports, Inc.	c. 1977
	5	Site Plans	c. 1978

Series 5: SMA Community Development Corporation Records, 1975-1980

Subseries 3: Project Files, 1978-79 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
<u>Drawings and Maps of Community Development Target Area:</u> *			
Over-size			
Area 5-19/G6	1	Fifth Street looking north. Artist's rendering, color, pen and ink. Shows street and building improvements, outdoor building mural.	c. 1979
	2	Fifth Street Area Conservation Plan. Proposal maps (printed): New construction proposal map Land use map Housing proposal map	c. 1979 c. 1979 c. 1979
	3	Spanish Merchants Association Housing Development proposal. Detail map of North Philadelphia showing location of Section 8 site "Rental Housing." Indicates location of vacant housing in the area.	c. 1979
		City of Philadelphia. Office of Housing and Community Development. Neighborhood Strategy Area printed maps:	
	3	St. Edwards/Hartranft	c. 1979
	3	West Kensington/St. Christopher	c. 1979

* see also Addendum 2/12/04

Spanish Merchants Association of Philadelphia Records

Series 6: SMA Economic Development Corporation, Inc. Records, 1980-1987

Subseries 1: General Records, 1980-1987

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
127	1	Articles of Incorporation and By-laws	June 1980
	2	Constitution	June 1980
	3	Correspondence	May 1980-Nov. 1981
	4	Correspondence	1982-85
	5	Joint Venture Agreement & SMA Certification	July 1980
	6	City of Philadelphia. Minority-Owned Business Ordinance	1980
	7	Pennsylvania Department of State. Application for Incorporation	June 1980
	8	U.S. Internal Revenue Service	1980-81
	9	U.S. Internal Revenue Service--Application for Tax Exemption 501 (c)(3)	Oct. 1980
	10	Board of Directors--Directory	
	11	Board of Directors--Minutes	1984-85
	12	Financial Statements	1982-85
	13	Forms	c. 1981-82
	14	Proposal, "Program for Economic and Social Revitalization"	June 1981
	15	Proposal, "Program for Economic and Social Revitalization"	June 1981
	16	Housing Revitalization Plans--Strawberry Square	1981
	17	Proposal to Glenmede Trust Co., "Program for Economic and Social Revitalization"	Sept. 1981
	18	Financial Report to Glenmede Trust Co.	Aug. 1983

Series 6: SMA Economic Development Corporation Records

Subseries 1: General Records, 1980-1987 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
127	19	Leevy, Redcross & Co. Business Planning Group	July 1982
	20	City of Philadelphia. Department of Commerce. Neighborhood Economic Development Corporation (CDC)-Community Development Corporation (CEDC) Project	1984
	21	City of Philadelphia. Department of Commerce. Neighborhood Economic Development Strategy Demonstration Project	Oct. 1985
	22	City of Philadelphia. Department of Commerce. Enterprise Development Area Program	c. 1985
	23	City of Philadelphia. Department of Commerce. Enterprise Zone Program	Sept. 1985
	24	John Milligan & Associates, CPA (Lansdale, Pa.)	1985-86
	25	Local Initiatives Support Corporation (LISC)--Community Development Program--Gran Enterprises (proposal)	Feb.-Sept. 1983
	26	Local Initiatives Support Corporation (LISC)--Brochures	1980-84
	27	Fifth Street Merchants Association (Philadelphia)-- Storefront Design Criteria	c. 1980
	28	Philadelphia Housing Development Corporation--Technical Assistance Grant Proposal	Nov. 1984
128	1	Pennsylvania Housing Finance Agency--Programs	1981
	2	Pennsylvania Bureau of Human Resources. Community Conservation and Development Program--Application Package	1985-86
	3	Philadelphia Citywide Development Corporation--Fifth Street Minimal--Proposal	1982

Series 6: SMA Economic Development Corporation Records

Subseries 1: General Records, 1980-1987 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
128	4	Philadelphia Citywide Development Corporation--Survey	1981
	5	Construyendo con Orgullo (Miller Brewing Company Construction Seminar)	Aug. 1981
	6	Philadelphia Citywide Development Corporation--Brochures	1978-81
	7	Golden Block Mall	1982
	8	City of Philadelphia. Philadelphia Housing Development Corporation. Leveraged Vacant Rehabilitation (LVR) Proposal	1984
	9	Parking Lot--Orkney Street	1982
	10	Urban Enterprise Zone--Printed Materials	1980-82
	11	U.S. Department of Housing and Urban Development. Section 8 Housing (brochures)	c. 1975
	12	Fundraising Proposal	July 1984
	13	Fundraising Proposal--Correspondence	1984
	14	Fundraising Proposal--Urban Partners (Consultant)	July 1984
129	<u>Financial Records:</u>		
	1	Financial Statements	1983-87
	2	Financial Statement	1986
	3	Housing Technical Services Program	1984-86
	4	Bank Statements	Jan. 1983-June 1986
	5	Industrial Valley Bank Checking Account	1986

Spanish Merchants Association of Philadelphia Records

Series 6: SMA Economic Development Corporation Records, 1980-1987

Subseries 2: Dorado Village, 1981-1987

130	1	Pennsylvania Housing Finance Agency--Correspondence	June 1981
	2	Pennsylvania Housing Finance Agency--Affirmative Action Division	July 1981
	3	Department of State. Certificate of Fictitious Name	Jan. 1982
	4	City of Philadelphia. Vacant Property Committee Proposal. 7th & Lehigh	Mar. 1981
	5	City of Philadelphia. Office of Housing and Community Development	Mar.-June 1981
	6	City of Philadelphia. Office of Housing and Community Development--Proposal	June 1981
	7	Philadelphia City Planning Commission	1981
	8	Mortgage Documents (#1-7)	Sept. 1982
	9	Mortgage Documents (#8-25)	Sept. 1982
	10	Mortgage Documents (#26-43)	Sept. 1982
	11	Mortgage Documents (#44-47)	Sept. 1982
	12	Limited Partnership Interests Offering	Mar. 1983
131	1	U.S. Federal Housing Administration--Final Endorsement of Mortgage Note	Feb. 1985
	2	Annual Report	1984
	3	Annual Report	1984, Dec. 1985
	4	Annual Report	1985, Dec. 1986
	5	Annual Report	1986, Dec. 1987
	6	Financial Statement	1983

Series 6: SMA Economic Development Corporation Records, 1980-1987

Subseries 2: Dorado Venture, 1981-1987 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
(31	7	Income Tax Returns	1984-87
	8	Monthly Income/Expense Reports	Mar. 1985-Oct. 1987
	9	Dorado Neighborhood Improvement Company-- Statements	Mar. 1985-May 1987
	10	Dorado Neighborhood Improvement Company-- Philadelphia Housing Development Corporation Vacant Rehabilitation Program Proposal	Sept. 1985
	11	Correspondence with John Rosenthal	Feb. 1985-Mar. 1986
	12	Income Determination	June 1985

Spanish Merchants Association of Philadelphia Records

Series 6: SMA Economic Development Corporation Records, 1980-1987

Subseries 3: Housing Rehabilitation Projects, 1981-1987

Major Systems Rehabilitation (MSR)/Basic Systems Repair (BSR) Projects:

132	1	Contract between City of Philadelphia and SMA for Use of U.S. Department of Housing and Urban Development Community Development Block Grant Funds (#7-82161)	Sept. 1982-Aug. 1983
	2	Major Systems Rehabilitation. Contract with City of Philadelphia (#7-82161)	1985-86
	3	City of Philadelphia. Office of Housing and Community Development Home Improvement Program. Guidelines	Feb.-Nov. 1981
	4	City of Philadelphia. Office of Housing and Community Development. Major Systems Rehabilitation of Vacant Properties (MSA). Proposal	Dec. 1981
	5	City of Philadelphia. Office of Housing and Community Development. Strawberry Square	Apr. 1981
	6	City of Philadelphia. Office of Housing and Community Development. Vacant Properties Licenses	Sept.-Dec. 1982
	7	City of Philadelphia. Office of Housing and Community Development. Redevelopment Authority of Deeds (6 properties)	1983

Major/Basic Systems Repair:

8	Solicitation of Proposals for Professional Architectural Services	Jan. 1983
9	Schlosser/Rivera/Krumholz (architect)	May 1983-Aug. 1985
10	Leevy, Redcross & Co. Business Planning Group. Rodriguez, Carlos--Timesheets	July 1982-Aug. 1983
11	Hispanic Federation for Social and Economic Development	Dec. 1982

Series 6: SMA Economic Development Corporation Records, 1980-1987

Subseries 3: Housing Rehabilitation Projects, 1981-1987 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
132	12	Personnel: Mora-Rechnitz, Luis. Consulting Agreement	Sept. 1984
	13	Personnel: Mora-Rechnitz, Luis. Time Sheets	Aug. 1985-Mar. 1986
	<u>Major Systems Rehabilitation (MSR):</u>		
	14	Mora Construction Co. (Contractor)	July-Dec. 1985
	15	Schlosser/Rivera/Krumholz Architects--Change Orders	Aug.-Nov. 1985
	16	Schlosser/Rivera/Krumholz Architects--Change Orders	Dec. 1985-Mar. 1986
	17	Philadelphia Gas Works	Sept. 1985
	18	Philadelphia National Bank	
	19	Properties Evaluations	Aug.-Oct. 1982
	20	Financing	Feb.-May 1985
	21	Gray Smith's Office (Architect)--Proposal	Feb. 1983
	22	Insurance	Oct. 1982
	23	Invoices	Aug. 1985-May 1986
133	<u>Major Systems Rehabilitation (MSR):</u>		
	1	Monthly Property Tracking Record	1985
	2	Statements	Nov. 1984-Aug. 1986
	3	Payment Vouchers	Sept.-Oct. 1985

Series 6: SMA Economic Development Corporation Records, 1980-1987

Subseries 3: Housing Rehabilitation Projects, 1981-1987 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
133	4	U.S. Department of Housing and Urban Development. Office of Community Planning. Uniform Requirement for Assistance to State and Local Government	Mar. 1982
	5	City of Philadelphia. Department of Licenses and Inspection	July-Oct. 1985
	6	Major Systems Rehabilitation/Basic Systems Repair (MSR/BSR). City of Philadelphia. Philadelphia Housing Development Corporation (Contract #7-82161)	
	7	Correspondence (General)	1982-85
	8	Correspondence: City of Philadelphia. Office of Housing and Community Development	1982
	9	Correspondence: Rodriguez, Carlos (Project Staff) and City of Philadelphia. Office of Housing and Community Development	Jan.-June 1985
	10	Correspondence: Mora-Rechnitz, Luis E. (Project Consultant) and City of Philadelphia. Office of Housing and Community Development	July-Dec. 1985
	11	Properties--Appraisal	1985-86
	12	Properties--Certificates of Completion	1986
	13	Properties--Titles	Jan. 1986
	14	Properties--3323 N. 5th Street	1985
	15	Properties--2954 N. Reese	1985
	16	Properties--2914 N. Reese	1985
	17	Properties--2634 N. Fifth	1985
	18	Properties--3026 N. Fifth	1985

Series 6: SMA Economic Development Corporation Records, 1980-1987

Subseries 3: Housing Rehabilitation Projects, 1981-1987 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
133			
	19	Properties--2835 N. Sixth	1985
	20	Home Series Applications--Advertisements	Oct.-Dec. 1985
	21	Marketing Plan	Aug.-Sept. 1985
133a	22-24	Home Sales Applications (#1-21)	1985
	25	Home Sales Applications	Oct. 1985
	26	Home Sales Applications (Rejects)	Oct. 1985
	27	Home Sales Applications	Dec. 1985
	28	Home Rentals Applications	1985-86
	29	Home Sales Agreements	Feb. 1986
	30	Major Systems Rehabilitation/City of Philadelphia. Philadelphia Housing Development Corporation--Monthly Housing Beneficiary Reports	1986-87
134		<u>Major Systems Rehabilitation:</u>	
		<u>Schlosser/Rivera/Krumholz Architects:</u>	
	1	Project Prospectus	1983
	2	Project Manual--Bid Package (Vol. 1)	Feb. 1985
	3	Project Manual--Bid Package (Vol. 2)	Feb. 1985
	4	Project Manual--Bid Package (Vol. 3)	May 1985
	5	Plans	1985

Series 6: SMA Economic Development Corporation Records, 1980-1987

Subseries 3: Housing Rehabilitation Projects, 1981-1987 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
135		<u>Basic Systems Repair:</u>	
	1	City of Philadelphia. Office of Housing and Community Development. Basic Systems Repair. Program Guidelines	Oct. 1982
	2	Correspondence (Contract #7-82161)	Dec. 1982-Aug. 1984
	3	Correspondence	Sept.-Dec. 1984
	4	Correspondence	Jan.-July 1985
	5	Correspondence	Aug.-Dec. 1985
	6	Correspondence (Bid Packages)	Mar. 1985
	7	Reports	1984-86
	8	Bid Approvals	May 1985
	9	Status Reports	Apr.-July 1985
	10	Monthly Housing Beneficiary Reports	Jan.-Dec. 1985
	11	Monthly Housing Beneficiary Reports	1986-87
	12	Basic Systems Repair/Hispanic Federation Housing Initiative Program (HIP)	Mar.-May 1984
136		<u>Basic Systems Repair (BSR):</u>	
	1	Applicant Lists	1984-85
	2	Grant Application Forms (Client)	c. 1982-85
	3	Bid Advertisements/Transmittals	Feb. 1985
	4	Bid Guidelines	1982-84

Series 6: SMA Economic Development Corporation Records, 1980-1987

Subseries 3: Housing Rehabilitation Projects, 1981-1987 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
136			
	5	Bids Received (#1-5)	Sept. 1984-Apr. 1985
	6	Bids Received (#6-8)	Sept. 1984-Apr. 1985
	7	Bids Received (#9)	Feb.-Apr. 1985
	8	Notice of Award; Notice to Proceed (#1-11, 13)	Sept. 1984-June 1985
	9	Certificates of Insurance	1985
	10	Certificates of Completion	1985-86
	11	Work Write-ups (Models, drafts, grant agency reviews)	1983-85
	12	Contractors	1984
	13	Contractors--Cook's Electric	1985-86
	14	Properties/Lead-Based Paint	1984
	15	Supplies Price List	1985
137-138	<u>Basic Systems Repair (BSR):</u> Client Files, 1984-1987 (Restricted Material).		
139	<u>Major Systems Rehabilitation (MSR)/Basic Systems Repair (BSR):</u>		
	1	Correspondence	Jan.-July 1986
	2	Correspondence	Aug.-Dec. 1986
	3	Correspondence	Jan.-July 1987

Series 6: SMA Economic Development Corporation Records, 1980-1987

Subseries 3: Housing Rehabilitation Projects, 1981-1987 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
139	4	Financial Statements Submitted to Philadelphia Housing Development Corporation	1986-87
	5	Philadelphia Housing Development Corporation--Projects Audit	1986
	6	MSR/BSR Financial--Invoices & Check Stubs	1983-86
140	1	Urban Partners. 50th & Baltimore Fire House Food Market Plan	1985
	2	City of Philadelphia. Office of Housing and Community Development. Application for Year VIII	1982
	3	City of Philadelphia. Office of Housing and Community Development. An Evaluation of the Management and Operation of Selected Manufacturing Firms in the American Street Corridor	June 1980
	4	City of Philadelphia. Office of Housing and Community Development. Major Systems Rehabilitation--May Street Development (SW Philadelphia)--Plan	Oct. 1983
	5	City of Philadelphia. Office of Housing and Community Development. Preliminary Plan for Year X	1984
	6	City of Philadelphia. Philadelphia City Planning Commission. Capital Program 1983-1988	c. 1982
	7	City of Philadelphia. Philadelphia City Planning Commission. Center City Housing Market Study	Nov. 1983
	8	City of Philadelphia. Philadelphia City Planning Commission. "Eastern North Philadelphia" (typescript)	1978
	9	Pennsylvania Department of Community Affairs. Regulations for Pennsylvania's Neighborhood Assistance Program	1980-81

Spanish Merchants Association of Philadelphia Records

Series 7: Somerset Industrial Center Records, 1980-1987

Subseries 1: General Business Records, 1983-1984

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
141	1	General Information	
	2	Purchase Option	Feb. 1983
	3	Philadelphia Industrial Development Corporation (PIDC) Business Development Loan (Community Development Block Grant Program)	June 1983-Oct. 1984
<u>Correspondence:</u>			
	4	General	Mar. 1983-Sept. 1986
	5	Philadelphia Industrial Development Corporation	Mar. 1983-Dec. 1985
	6	Philadelphia Industrial Development Corporation	Jan. 1986-Aug. 1987
	7	Meltzer & Schiffrin (attorney)	Oct. 1983-Oct. 1985
<u>General Business Records:</u>			
	8	Mortgage Restructure	June-July 1985
	9	Die-Cut Specialty Co. (concerning sale of Somerset property)	1986-87
	10	Real Estate Appraisal (2 copies)	1980
	11	Real Estate Appraisal	June 1983
	12	Proposal Draft	[1983?]
	13	Proposal Draft	1983

Series 7: Somerset Industrial Center Records, 1900-1987

Subseries 1: General Business Records, 1983-1984 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
141			
	14	Equity Venture Co.	c. 1984
	15	Economic Redevelopment Plan--American Street Corridor (proposal)	c. 1984
142		<u>Loan Documents:</u>	
	1	Industrial Valley Bank	Oct. 1984
	2	Local Initiatives Support Corporation	June 1983-Jan. 1985
	3	Philadelphia Industrial Development Corporation	Oct.-Nov. 1983
	4	Philadelphia Industrial Development Corporation--Heating Conversion Project	Oct. 1983-Dec. 1984
	5	U.S. Department of Commerce. Minority Business Development Agency	Mar.-Oct. 1983
	6	Mortgage Agreements	Jan. 1985
		<u>Materials Concerning Sale of Somerset Property:</u>	
	7	Bill of Sale/Die-Cut & Somerset	June-Aug. 1986
	8	Legal Documents concerning sale of Somerset property	1986
		<u>Financial Records:</u>	
	9	Statement	1983
	10	Statements	1984
	11	Statements--Worksheets	1984

Series 7: Somerset Industrial Center Records, 1900-1987

Subseries 1: General Business Records, 1983-1984 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
142	12	Statements	1985
	13	Statements--Worksheets	1985
	14	Statements	1985
	15	Statements--Worksheets	1985-86
142A		Personnel Records, 1983-1986 (Restricted Material)	
143		<u>Closing and Acquisition Documents:</u>	
	1	Legal Papers	Nov. 1983
	2	Philadelphia Authority for Industrial Development and PRAP Associates	Feb.-Nov. 1983
	3	Local Initiatives Support Corporation	Nov. 1983
	4	Philadelphia Industrial Development Corporation	Aug.-Nov. 1983
	5	Philadelphia Authority for Industrial Development--Indenture	Nov. 1983
		<u>Financing:</u>	
	6	Local Initiatives Support Corporation-Printed items	1984-86
	7	Philadelphia City Planning Commission--North Philadelphia Plan	Nov. 1986

Spanish Merchants Association of Philadelphia Records

Series 7: Somerset Industrial Center Records, 1980-1987

Subseries 2: Site Manager (Louis E. Pasamanick) Files, 1983-1987

144	1	Correspondence	Oct. 1983-Oct. 1985
	2	Correspondence	1983-86
	3	Progress Report	Ap.-June 1985
	4	Memoranda	Oct. 1985
	5	SMA-Economic Development Corporation/Bills and Invoices	1983-84
	6	Banks--Fidelity Bank	Jan.-Oct. 1986
	7	Banks--Industrial Valley Bank	1984
	8	Banks--Industrial Valley Bank	1985-86
	9	Banks--Industrial Valley Title Insurance Co.	1983
	10	Banks--Industrial Valley Bank--Mortgage Papers and Business Loan	1984
	11	Banks--Peoples Bank	1984
	12	Citi-Lease Co. (Typewriter)	1984-86
	13	Contractors--Broudy Supply Co., Inc.	1984-87
	14	Contractors--Elevator Construction and Repair Co.	1986
	15	Contractors--Elwell, Richard G. Electrical Measurements (Invoices)	Jan. 1985-Oct. 1986
	16	Contractors--Elwell, Richard G. Measurements of Tenant Electrical Usage (Monthly Summaries)	1983-86
145	1	Contractors--Elwell, Richard G. Measurements of Tenant Electrical Usage	Dec. 1985-May 1986

Series 7: Somerset Industrial Center Records, 1980-1987

Subseries 2: Site Manager (Louis W. Pasamanick) Files, 1983-1987 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
145	2	Contractors--Elwell, Richard G. Measurements of Tenant Electrical Usage	June-Dec. 1986
	3	Contractors--McJames Roofing Co.	Dec. 1983-Jan. 1984
	4	Contractors--Paris Elevator Co., Inc.	1984-86
	5	Contractors--Robinson Alarm Co.	1984
	6	Contractors--Weber, John, Inc. (cement work)	1984
	7	Elevator Inspection	1985-86
	8	Employees--International Brotherhood of Firemen and Oilers--Contract	1984-86
	9	Heating Conversion Project--Correspondence	Mar. 1983-Dec. 1984
	10	Heating Conversion Project--Invoices	1984
	11	Heating--Temperature & Meter Readings	1985
	12	Insurance Policies	1983-86
	13	Insurance--BCA Corporation	Oct. 1983-Aug. 1985
	14	Insurance--BCA Corporation	Sept. 1984-Oct. 1986
	15	Insurance--BCA Corporation	June 1985-Oct. 1986
146	1	Insurance--BCA Corporation	June 1986-Feb. 1987
	2	Insurance--Blue Cross	1985
	3	Insurance Policies	1985-86

Series 7: Somerset Industrial Center Records, 1980-1987

Subseries 2: Site Manager (Louis W. Pasamanick) Files, 1983-1987 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
146	4	Licenses--Operating	1985
	5	Licenses--Zoning	1983
	6	Office Equipment	1984
	7	Office Forms	1984-86
	8	Suppliers--Buten Paint & Wallpaper	1985-86
	9	Suppliers--Martin, J. F. (compressed gas)	1984-86
	10	Suppliers--Mollen Chemical Co. (cleaning supplies)	1985-87
	11	Taxes--City of Philadelphia--Business Use Tax	1983-84
	12	Taxes--City of Philadelphia--Real Estate	1985-86
	13	Taxes--State of Pennsylvania	1984-87
	14	Utilities--City of Philadelphia--Water & Sewer	1984-86
	15	Utilities--Philadelphia Electric Co.	1983-86
	16	Utilities--Philadelphia Electric Co.	1985-87
	17	Utilities--Philadelphia Electric Co.--Legal Action	Apr.-June 1986
	18	Utilities--Philadelphia Gas Works	1984-85
	19	Utilities--Philadelphia Gas Works	1985-86
	20	Utilities--Philadelphia Gas Works--Legal Action	1985-86
	21	Utilities--Philadelphia Gas Works--Invoices	1985-87
	22	Invoices (Miscellaneous)	1983-86

Series 7: Somerset Industrial Center Records, 1980-1987

Subseries 2: Site Manager (Louis W. Pasamanick) Files, 1983-1987 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
147	<u>Tenants:</u>		
	1	Lease Agreements with Tenants	1975-83
	2	Landlord's Waivers	1980-82
	3	Tenants (Prospective)	1984-85
	4	Tenant Billing and Collections	Jan.-June 1984
	5	Tenant Billing and Collections	July-Dec. 1984
	6	Tenant Billing and Collections	1985
	7	Tenant Rents	1985-86
	8	Tenant Rents	1986-87
	9-10	Fibre Yarns and Filler, Inc.	1983-86
148	<u>Tenants:</u>		
	1-2	First Choice Bindery	1984-86
	3	Maid Rite	1983-84
	4-5	Medical-Surgical Equipment Co.	1983-86
	6-7	Philadelphia Wax Paper Co.	1983-85
	8	Instrutek Corp.	1981-85
	9	Instrutek Corp.--Settlement	Nov. 1983
	10	Instrutek Corp.--Legal Action	1983-85
	11	Instrutek Corp.--Bankruptcy Case	1987
149	<u>Tenants:</u>		

Series 7: Somerset Industrial Center Records, 1980-1987

Subseries 2: Site Manager (Louis W. Pasamanick) Files, 1983-1987 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
149	1	Modular Built Refrigeration	1982-85
	2	Modular Built Refrigeration--Legal Action	1983-85
	3	Modular Built Refrigeration--Legal Action--Judgment	Feb. 1985
	4-5	St. Christopher's Hospital for Children	1984-86
	6	Tenant Employees	1983-84
150		<u>Financial Records</u>	
	1	Disbursements	Jan.-Apr. 1984
	2	Disbursements	May-June 1984
	3	Disbursements	July-Aug. 1984
	4	Disbursements	Oct.-Nov. 1984
	5	Disbursements	Dec. 1984
	6	Operating Account	1984
151		<u>Financial Records:</u>	
	1	Disbursements	Jan.-Feb. 1985
	2	Disbursements	Mar. 1985
	3	Disbursements	Apr. 1985
	4	Expenses	1985
	5	Income	1985
	6	Bell of Pennsylvania--Bills	1985-86

Series 7: Somerset Industrial Center Records, 1980-1987

Subseries 2: Site Manager (Louis W. Pasamanick) Files, 1983-1987 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
152		Industrial Redevelopment Programs:	
	1	Advanced Technology Center of Southeastern Pennsylvania (Philadelphia)	c. 1984
	2	City Venture Corporation (Philadelphia). "Draft Proposal for a Job Creation and Community Development Strategy for North Central Philadelphia" (proposal)	[1984]
	3	Ford Foundation (New York, NY)-- <u>Current Interests</u> (brochure)	June 1984
	4	National Council for Urban Economic Development (Washington, DC). <u>The Industrial Incubator</u> (newsletter)--Proposal guidelines.	Feb. 1984
	5	Olde Kensington Redevelopment Corporation (Philadelphia)	1983-86
	6	Pennsylvania Small Business Incubator Program--Policies and application form	1982
	7	U.S. Department of Housing and Urban Development. Community Planning and Development grant guidelines	Aug. 1983
		<u>Site Manager (Louis E. Pasamanick)--Personal Papers:</u>	
	8-12	Correspondence--Wagman, Robert--concerning Prison Inmate Labor	1984-85

Spanish Merchants Association of Philadelphia Records

Series 7: Somerset Industrial Center Records, 1980-1987

Subseries 3: Site Manager (Louis E. Pasamanick) Personal Papers, 1983-1986

153	1	American Street Corridor Business Association (Philadelphia)	Oct. 1984-Aug. 1985
	2	Boy Scouts of America--Philadelphia Council--Hispanic Outreach	1985
	3	City of Philadelphia--American Street Crime Prevention Program	1980-81
	4	City of Philadelphia Enterprise Zone Program	1985-86
	5-6	Council of Spanish Speaking Organizations of Philadelphia (<u>El Concilio</u>)	1983-85
	7	Congreso de Latinos Unidos, Inc. Centro de Trabajos Project	1982-85
	8	Fifth Street Merchants Association (Philadelphia)	1985-87
	9	Greater Philadelphia Chamber of Commerce	1986
	10	Hispanic Customer Council	1985
	11	Hispanic Federation for Social and Economic Development (Philadelphia)	1984-85
	12	John's Hof-Brau	1986
	13	Main Line Jaycees	1986
	14	Minority Business Enterprise Organizations	1987
	15	National Black Caucus of State Legislators (Washington, DC)	1985
	16	Pennsylvania. Department of Commerce. Seed Capital Fund Grant	c. 1986
	17	Pennsylvania Foundation Directory	1983
	18	Philadelphia. Mayor's Anti-Graffiti Task Force. Wipeout Anti-Graffiti Products	July-Nov. 1985

Series 7: Somerset Industrial Center Records, 1980-1987

Subseries 3: Site Manager, Personal Papers, 1983-1986 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
153	19	Philadelphia. Mayor's Spanish-Speaking Advisory Council	April 1986
154	1	Becker [Flora L.] for Congress Campaign	1983-84
	2	Castille [Ronald D.] for District Attorney Committee	1985-86
	3	Coughlin [Lawrence] for Congress Finance Committee	1985
	4	Dougherty [Charles] for Mayor Campaign	1983
	5	Egan [John] for Mayor	Oct. 1983
	6	Fumo for Senate Committee	1985
	7	Hahnemann University Hospital--Department of Surgery (Consulting Project)	1985-86
	8	New Jersey Republican Party	1983-84
	9	Ortiz [Ovidio "Jack"] for State Representative [Committee]	Oct.-Nov. 1984
	10	Ortiz [Ovidio "Jack"] for State Representative [Committee]	Oct.-Nov. 1984
	11	Pennsylvania Republican Jewish Coalition	1984
	12	Pennsylvanians for Effective Government (directory)	1983
	13	Political Telemarketing Plan	c. 1983
	14	Primas [Melvin R.] dinner	1981
155	1	Republican City Committee of Philadelphia	1984
	2	Republican National Finance Committee--George Bush Account	July 1986
	3	Republican State Committee	1984

Series 7: Somerset Industrial Center Records, 1980-1987

Subseries 3: Site Manager, Personal Papers, 1983-1986 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
155	4	Rovner, Bob--Campaign for Republican Candidate for Congress	Apr.-May 1986
	5	University of Pennsylvania--Class of 1980 Reunion Fund	1980
	6	University of Pennsylvania--Faculty Club	1985-86
	7	Appointment Books	1983, 1985
	8	Miscellaneous Personal Papers	[1986]

Spanish Merchants Association of Philadelphia Records

Series 8: U.S. MBDA Minority Business and Industry Association/Minority Business Chambers of Commerce (MBIA/MBCC) Project Records, 1984-1988

Subseries 1: General Files, 1984-1988

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
156	1	U.S. Minority Business Development Agency--Program Guidelines	1984
	2	SMA Grant Application to U.S. Minority Business Development Agency (Contract #03-20-86002-01)	June 1985
	3	Proposal--Supplemental Materials	Oct. 1985
	4	Minority Business Development Agency Financial Assistance Award Notification	Jan. 1986
	5	Project Work Plan	June 1986
	6	Application for Renewal	Oct. 1986
	7	Application for Renewal	Dec. 1987
	8	Extension of Award to Jan. 31, 1988	Mar. 1987
	9	Quarterly Report (1st)	Feb.-Mar. 1986
	10	Quarterly Report (2nd)	Apr.-June 1986
	11	Quarterly Report (3rd)	June-Sept. 1986
	12	Quarterly Report (4th)	Oct. 1986-Jan. 1987
	13	Quarterly Employee Report (Fay, David)	Oct.-Dec. 1986
	14	Quarterly Report (5th)	Feb.-Apr. 1987
	15	Quarterly Report	Apr.-June 1987
	16	Quarterly Report	July-Sept. 1987
	17	Quarterly Report	Oct.-Dec. 1987

Series 8: U.S. MBDA Minority Business and Industry/Minority Business Chambers of Commerce (MBIA/MBCC) Project Records, 1984-1988

Subseries 1: General Files, 1984-1988 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
156	18	Final Narrative Report	Jan. 1988
	19	Final Report--Financial	Jan.-Mar. 1988
	20	Contract Advance Reimbursement	Dec. 1987
	21	Project Staff Vitae	Sept. 1985
	22	Personnel	1987
157	1	Correspondence--General	July 1985-Mar. 1986
	2	Correspondence--General	Apr.-Dec. 1986
	3	Correspondence--Mora-Rechnitz, Luis (Acting Director)	Sept.-Dec. 1986
	4	Correspondence--General	Jan.-June 1987
	5	Correspondence--General	July 1987-Mar. 1988
	6	Memoranda (Brodo, Nathaniel, to Mora-Rechnitz, Luis)	Jan. 1986-Jan. 1987
	7	Correspondence--Bell of Pennsylvania	Sept. 1986
	8	Correspondence--City of Philadelphia. Office of Housing and Community Development	1987
	9	Correspondence--Henderson Moll Associates, Inc.	1984-86
	10	Memoranda	Jan. 1986
	11	Program Planning Notes (Brodo, Nathaniel)	Sept.-Oct. 1986

Series 8: U.S. MBDA Minority Business and Industry/Minority Business Chambers of
Commerce (MBIA/MBCC) Project Records, 1984-1988

Subseries 1: General Files, 1984-1988 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
157	12	Program Planning Notes (Brodo, Nathaniel)	Apr.-July 1987
	13	Post-Award Conference	Feb. 1986
	14	Project Inspection Report	Mar. 1986
	15	Project Inspection Report	Apr.-June 1986
	16	Project Inspection Report	Apr.-June 1987
	17	Project Inspection Report	July-Sept. 1987
	18	Project Inspection Report	Oct.-Dec. 1987
	19	Financial Status Reports	Feb. 1986-Jan. 1988
	20	Financial Recap	1986-88
	21	Federal Cash Transaction Reports	Feb. 1986-Jan. 1988
	22	Appraisal of SMA Office Building	Feb. 1988
	23	Conferences--MBDA Washington Regional Office Conference	Aug. 1987
	24	Conferences--Sixth National MBDA Conference	Sept. 1987

Spanish Merchants Association of Philadelphia Records

Series 8: MBIA/MBCC Project Records, 1984-1988

Subseries 2: Programs, 1986-1988

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
158	1	Mailing List	c. Jan. 1987
	2	MBDA--Reports	1986
	3	Members (New/Prospective)	1986
	4	Merchants' Names	c. 1986-87
	5	Retailers' Opinion Poll	c. 1986
	5a	Store Survey	Sept. 1986
	6	Client Application Forms	1986
	7	Client Application for Help in Renting	c. 1986-87
	8	Client Small Business Assistance Forms	1986-87
	9	Client Assistance Forms (Cash Flow)	1986-87
	10	Information about Banking Services	1986
	11	Information about Employment Opportunities	1986-87
	12	Information about Housing	1986-87
	13	Insurance Marketing	Oct. 1986
	14	Public Service Announcements	Mar. 1986-
	15	Seminar I--"Finding Cash"	June 1986
	16	Seminar I: "Finding Cash" (Seed Money)	June 1986
	17	Seminar I: "Finding Cash"--Participant Information Packet	June 1986
	18	Seminar II: "Christmas Sales Strategies"	Nov. 1986
	19	Seminar: Marketing Mix	Dec. 1986

Series 8: MBIA/MBDA Project Records, 1984-1988

Subseries 2: Programs, 1986-1988 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
158	20	Seminar III: Golden Block/Store Front Improvements	Dec. 1986
	21	Seminar: Advertising and Promotion	Jan. 1987
	22	Conference: Golden Block Merchants	Jan. 1987
	23	Sales Event Promotion	Aug. 1987
	24	Seminar--Organization for Big Sale in October	July 1987
	25	Seminar--Christmas Readiness	Oct. 1987
	26	Seminar--"Pricing and Making Money"	Nov. 1987
	27	Social Work	1986-87
	28	Technical Assistance--Community Accountants	[1986]
	29	Technical Assistance--"Consulting Approach" Memo Form	1987
	30	Technical Assistance--Contractors	1987
	31	Technical Assistance--Profit/Loss Sheet	1986
	32	Technical Assistance--Leaflet	1986-87
	33	Fifth Street Paving	Jan. 1987
	34	Philadelphia Prison Correctional Industries	Nov.-Dec. 1987
	35	Misc. Program Notes	[1986?]
159	1	Employee Time Sheets	1986-87
	2	Fundraising Lists	1986
	3	Fundraising Proposal	Oct. 1986
	4	Fundraising Letters	June 1987
	5	Membership Promotion	1987

Series 8: MBIA/MBDA Project Records, 1984-1988

Subseries 2: Programs, 1986-1988 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
159	6	<u>SMA News</u> (Newsletter)	June 1986-Jan. 1988
	7	Newsletter: Correspondence with Myles, Margo & Associates, Consultant	Mar. 1986-Jan. 1987
	8	Newsletter Distribution List	c. 1987
	9	Office Policies and Procedures	1986-87
<u>Organizations:</u>			
	10	American Street Corridor Business Association	Sept. 1986
	11	City of Philadelphia. Department of Recreation	1986-87
	12	City of Philadelphia. Office of Housing and Community Development	Sept. 1987
	13	City of Philadelphia. Office of Housing and Community Development. Residential Sales in Philadelphia	1981-86
	14	Community College of Philadelphia. Minority Business Enterprise Project	1987
	15	Concilio (Council of Spanish Speaking Organizations)	1986
	16	Eastern Northern Philadelphia Initiative Coalition (ENPIC)	1986-87
	17	Fifth and Boulevard Business Association	c. 1987
	18	Fifth Street Merchants Association	1986-87
	19	Hunting Park Economic Development Corporation	1986
	20	Instituto De Y Educacion Comercial (Philadelphia)	1988
	21	International Visitors Center of Philadelphia. Bolivian Women's Group--Weavers and Knitters (tour)	Oct. 1987

Series 8: MBIA/MBDA Project Records, 1984-1988

Subseries 2: Programs, 1986-1988 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
159	22	<u>Hispanic Philadelphia</u> (newspaper)	June 1987
	23	Hispanics in Politics (Las Vegas, Nevada)	1986-87
	24	Lighthouse Economic Development Project (Philadelphia)	Nov. 1986
	25	Low Income Home Energy Assistance Program (Pennsylvania Utility Law Project, Harrisburg, Pa.)	1986
	26	Mayor's Commission on Puerto Rican/Latino Affairs	1986
	27	National Bankers Association (Washington, DC)	1987
	28	National Business League (Washington, DC)	1987
	29	National Hispanic Association Construction Enterprises (Washington, DC)	1985
	30	Pennsylvania Housing Finance Agency--Homeless Housing Demonstration Program	Dec. 1987
160		<u>Procurement:</u>	
	1	Correspondence	Oct. 1986-Jan. 1988
	2	SMA <u>Procurement Bulletin</u> (weekly)	Nov. 14, 1986- Dec. 21, 1987
	3	Federal Handbook	1982
	4	Federal Offices	1987
	5	Forms	[1986?]
	6	Minority Business Programs	[1986?]
		<u>Sources for Procurement:</u>	
	7	Amtrak	1986

Series 8: MBIA/MBDA Project Records, 1984-1988

Subseries 2: Programs, 1986-1988 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
160	8	City of Philadelphia--Minority Business Enterprise Council (MBEC)	[1986?]
	9	City of Philadelphia--Procurement Department	Dec. 1986
	10	Conrail	1986
	11	Defense Personnel Support Center	1983-86
	12	Delaware Valley Regional Minority Purchasing Council, Inc. (Directory)	1987
	13	Latin American Manufacturers Association (Washington, DC)	1986
	14	Los Alamos National Laboratory	1987
	15	District of Columbia	1987
	16	Pennsylvania. Department of General Services (Bidding List)	Nov. 1986
	17	Pennsylvania. Department of Public Welfare	1985-86
	18	Philadelphia Commercial Development Corporation (PCDC)	[1986?]
	19	Philadelphia Electric Co.	1986
	20	Philadelphia--School District of Philadelphia	1986
	21	SEPTA--Purchase of Property	Mar. 1987
	22	Temple University Seminar	Nov. 1987
	23	U.S. Department of Justice	1987
	24	U.S. General Services Administration (Bidders Mailing Lists)	1986-87

Series 8: MBIA/MBDA Project Records, 1984-1988

Subseries 2: Programs, 1986-1988 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
161		<u>Office Files:</u>	
	1	Brodo, Nathaniel. Development Proposals. "Professional Services Center ... Ogontz between 71st and 72nd Streets"	1982
	2	Brodo, Nathaniel. Development Proposals. "Retail Business Incubator" (Philadelphia Citywide Development Corporation)	1981
	3	Philadelphia Industrial Development Corporation	[1986-87]
	4	United Farm Workers of America, AFL-CIO	1986
	5	U.S. Department of Commerce. Information concerning Wilmington, Delaware	1987
	6	U.S. Department of Commerce. Bureau of the Census. Pamphlets	c. 1987
	7	U.S. Department of HUD	June 1987
	8	U.S. MBDA. Directories	1987
	9	U.S. MBDA. Goals Statement	1986
	10	U.S. MBDA. Interagency Agreements	1986
	11	U.S. MBDA. Organization--Statement	c. 1986
	12	U.S. MBDA. Printed Materials	1987
	13	U.S. MBDA. Project Monitoring Procedures	1986

Spanish Merchants Association of Philadelphia Records

Series 8: MBIA/MBCC Project Records, 1984-1988

Subseries 3: Financial Records, 1986-1988

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
		<u>Accounts:</u>	
161	14	A.B.M. Electric Corporation	1987
	15	Accounting Procedures Manual	1986
	16	Aratex Services, Inc.	1986
	17	AT & T	1986-88
	18	Bank Accounts	Sept. 1986-1987
	19	Banks--Fidelity Bank	Sept. 1986-Jan. 1988
	20	Banks--Mid Atlantic Bank	1986-88
	21	Banks--Philadelphia National Bank	1987
162		<u>Financial Records:</u>	
		<u>Accounts:</u>	
	1	BCA Corporation	1987
	2	Bell of Pennsylvania	1986-88
	3	Blue Cross	Mar. 1987-Feb. 1988
	4	City of Philadelphia--Water & Sewer	1986-87
	5	Consultant Payments	1986
	6	Dun & Bradstreet	1987
	7	Duplifax	1986-87

Series 8: MBIA/MBDA Project Records, 1984-1988

Subseries 3: Financial Records, 1986-88 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
162	8	Federal Express	1986-87
	9	Gran Enterprises	1987
	10	Hunt & Fineman, P.C. (attorney)	1986
	11	Integrity Credit Corporation	1986-87
	12	MCI Mail	1985-87
	13	Philadelphia Electric Co. (for 2825 N. Fifth St.)	1987-88
	14	Philadelphia Gas Works	1986-87
	15	Pomerantz	1985-86
	16	Savin Corp. (Photocopier)--Invoices	1985-87
	17	Snyder-Moore (I.C. System)	July-Oct. 1987
	18	Unemployment Compensation	1986-87
	19	U.S. Sprint	1987
163	<u>Financial Records:</u>		
	1	MBDA Checks Received	1986-87
	2	Statements	1985
	3	Statements	1986
	4	Balance Sheets	1985-87
	5	Income Journals	1986-88
	6	Ledgers	1987
	7	Expense Journal	1986

Series 8: MBIA/MBDA Project Records, 1984-1988

Subseries 3: Financial Records, 1986-88 (Continued)

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
163	10	Requests for Reimbursements	1985-87
	11	Requests for Reimbursements	1987-88
164	1	Payments	Mar.-July 1986
	2	Payments	Oct. 1986
	3	Payments	Dec. 1986
	4	Payments	1987
	5	MBDA Conference Receipts	1987
	6	Disbursements--Monthly Summaries	1986-87
	7	Grant Payment Deposit Slips	Feb. 1987-Jan. 1988
	8	Account Statements	1986-87

MATERIALS LEFT OUT OF ORIGINAL PROCESSING, AND ADDED 7/1/98 (svd)

9-10	American Cancer Society materials	1970-81
11	Three metal political buttons from Louis Pasamanick (returned from museum)	1970s?

Spanish Merchants Association of Philadelphia Records

Series 8: MBIA/MBCC Project Records, 1984-1988

Subseries 4: Client Files, 1986-1987

<u>Box No.</u>	<u>Folder No.</u>	<u>Identification</u>	<u>Date(s)</u>
165		Client Files, 1986-87. (Restricted material.)	

Spanish Merchants Association of Philadelphia, Inc. Records

Photo Group 325

Puerto Rican
Latino

Photoprints. Philadelphia, c. 1971-86. Some negatives.

Unrestricted. Gift of Spanish Merchants Association of Philadelphia, 1988.

For further information: See Manuscript Group 114.

<u>Box #</u>	<u>Folder #</u>	<u>Item #</u>	<u>Identification</u>	<u>Date(s)</u>
1	1	1-7	SMA Staff	c. 1971-72
	2	8-12	SMA Staff and Clients	1972
	3	13-25	SMA Event (meeting)	c. 1971
	4	26-33	SMA/Philadelphia Urban Coalition Lunch	c. 1976
	4a	34	Puerto Rican Week Festival (float)	1976
	5	35-37	Philadelphia Urban Coalition Award	c. 1976
	6	38-42	Client Properties	c. 1977
	7	43-46	Street Fair	c. 1976
	7a	47 (Over-size)	Cookie's Shoes (Client): See Box 3	
	8	48-60	Pupo's Thriftway Opening	1976
	9	60-62	Golden Block Mall Groundbreaking	1977
	10	63-65	Annual Banquet	1977
	11	66-79	SMA Staff and Clients	c. 1978
	12	80-89	Clients	c. 1978
	13	90-125	8th Annual Banquet	1979
	14	126-71	8th Annual Banquet	1979

Spanish Merchants Association of Philadelphia

Photo Group 325

<u>Box #</u>	<u>Folder #</u>	<u>Item #</u>	<u>Identification</u>	<u>Date(s)</u>
2	15	172-181	SMA Staff	c. 1978-9
	16	179-80	SMA Officers	1979-80
	17	185-6	SMA Staff	1979
	18	187-9	SMA Staff	c. 1981
	19	190-4	SMA/Philadelphia Urban Coalition Lunch	1981
	20	195-202	Business Exteriors: North Fifth Street North Sixth Street	1980
	21	203-7	Delaware Valley Wholesale Grocery Warehouse Plan	c. 1976
	22	208-14	SMA Community Development Corporation Project	1978-79
	23	215-20	Basic Systems Rehabilitation Program	1982-85
	24	221	Site of Dorado Village (6th & Lehigh)	1978
	25	222-32	Major Systems Rehabilitation Properties	c. 1986
	26	233-56	SMA Business Development Office Clients (property improvements)	1986
	27	257-59	Banner and Mural Project	1980
	28	260-74	Banner and Mural Project	1982-85
	29	275-97	North Philadelphia Rehabilitation Properties	1982-85
	30	298-309	Miscellaneous	1975-82

Spanish Merchants Association of Philadelphia

Photo Group 325

<u>Box</u> <u>#</u>	<u>Folder</u> <u>#</u>	<u>Item</u> <u>#</u>	<u>Identification</u>	<u>Date(s)</u>
	Neg Files	310- 318	Fifth Street Businesses	c. 1980
3	7a	47 (Over- size)	Cookie's Shoes (client)	c. 1977

APPENDIX: Materials Transferred to the Balch Institute Library (Separation and Transfer Sheets)

The Balch Institute for Ethnic Studies
SEPARATION AND TRANSFER RECORD

The following non-manuscript items were removed from the Spanish Merchants Association of Philadelphia Records, accession number/MSS. number 114

and have been transferred to the division or the section indicated.

LIBRARY:

La Ciudad a su servicio (City of Philadelphia, 1980).

Expressions '80, A festival of Black & Hispanic Arts (June 27, 28, 29, 1980). Afro-American Historical & Cultural Museum. Brochure.

American Street Industrial Directory (Office of Housing and Community Development, City of Philadelphia, Nov. 1980).

City of Philadelphia. Minority Business Enterprise Council. Addendum to the Minority and Women's Business Enterprises Directory March Thru August 1985. Office of the Director of Finance, 1985.

Citizens Crime Commission [Philadelphia]. Annual Report 1983-84.

Greater Philadelphia Chamber of Commerce. Program of Work 1986.

Greater Philadelphia Chamber of Commerce. Small Business Council. A Guide to Business Assistance in Philadelphia.

Pennsylvania. Department of Transportation. Minority Business Directory. (c. 1980??)

Jewish Community Relations Council. Annual Report 1979-80.

Supervising processor's signature:

Date:

1 March 1993

Gail E. Farr
Gail E. Farr

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MSS 114

Spanish Merchants Association Records

Addendum

These materials were part of accession 1988-017 but were not included in MSS 114 when the collection was processed in 1992-1993. They have now been integrated into MSS 114.

All of the following items were in a single folder that was labeled "SMA [Spanish Merchants Association], 1988-017." Like accession 1988-017 as a whole, this folder was found to contain materials from the Hispanic Federation for Social and Economic Development mixed in with those from the Spanish Merchants Association. The Hispanic Federation items have been removed and integrated into MSS 116.

The remaining items fall into two categories. Folder 4 contains items that could be clearly identified as Spanish Merchants Association records. Folder 5 contains items that could not be clearly identified as either Spanish Merchants Association or Hispanic Federation materials.

Flat Files:

Folder 4

- SMA Economic Development Corporation/John Rosenthal Joint Venture; Stephen Mark Goldner Associates, architects - Dorado Village site plan (Seventh Street and Lehigh Avenue), 1981 (4 sheets)
- SMA proposed commercial center construction map, Somerset Street between America and Third streets, 1985 (2 sheets)

Folder 5

- Housing unit floor plans (5 sheets)
- Restaurant floor plan
- Sullivan Associates, architects - new construction proposal map for several buildings in 2600 block of North 6th Street, 1987 (7 sheets)
- Drawing of proposed storefront renovations
- Hispanic Housing and Social Service Agencies - land use map, hand drawn
- Delaware Valley Regional Planning Commission - Year 2000 Land Use & Open Space Plan, 1979
- Orkney Street site plans (9 sheets)
- U.S. Department of Health, Education and Welfare - Blood pressure poster (2 copies)
- Eastern North Philadelphia/West Kensington - new construction proposal map
- Philadelphia map, with unspecified boundary lines drawn by hand

MSS 114: SPANISH MERCHANTS ASSOCIATION

ADDENDUM: RESTRICTED MATERIALS

HSP staff reviewed this collection in 2005 to identify sensitive materials that should be restricted for legal reasons and to protect privacy. Based on this review, **the following materials are closed to researchers until January 1, 2063.**

Box 23

- Folders 2-5: resumes 1977-1981
- Folder 9: resumes 1977-1981
- Folders 10-12: internship program 1978-1980
- Folder 15: personnel 1979-1980

Box 24

- Folders 1-5: employee benefits 1974-1984

Boxes 26 – 27

- All Folders: personnel 1970-1988

Box 32

- Folders 1-7: payroll 1984-1986

Box 33 (Oversize)

- Folders 1-3: payroll 1984-1987

Box 34

- Folders 4-9: bank accounts 1971-1987

Box 39

- Folder 13: internship program 1979
- Folders 14-15: personnel 1974-1978

Box 41

- Folders 5-33: shareholders' certificates 1973-1984

Box 42

- Folder 2: bank accounts 1976-1979
- Folder 4: bank accounts 1976-1979

Box 56

- Folder 5: personnel 1974-1981

Boxes 66 – 102

- All Folders: client case files 1971-1981

Box 106

- Folders 12-16: client case files 1981

Box 109A

- Folders 1-5: client case files 1981-1986

Box 111A

- Folders 1-5: personnel 1975-1980

Box 129

- Folders 3-5: financial materials 1984-1986

Box 133A

- Folders 1-8: home sales 1981-1987

Boxes 137 – 138

- All Folders: housing rehabilitation, client files 1981-1987

Box 139

- Folder 6: check stubs 1983-1986

Box 142A

- Folders 1-5: personnel 1983-1986

Box 144

- Folders 6-8: banking 1984-1986

Box 156

- Folder 21: personnel 1985

Box 161

- Folders 18-21: banking 1986-1988

Box 165

- Folders 1-51: client files 1986-1987

MSS 114: SPANISH MERCHANTS ASSOCIATION

HSP staff reviewed this collection in 2005, taking measures to black out individuals' social security numbers wherever and whenever possible in order to protect privacy. Due to the amount of restricted information, it proved impractical to attempt to delete all of the numbers. **The following materials contain UNBLOCKED SS#s:**

Boxes 26 - 27

Spanish Merchants Association of Philadelphia, Inc. Records

Photo Group 325

Puerto Rican Latino

Photoprints. Philadelphia, c. 1971-86. Some negatives.

Unrestricted. Gift of Spanish Merchants Association of Philadelphia, 1988.

For further information: See Manuscript Group 114.

<u>Box #</u>	<u>Folder #</u>	<u>Item #</u>	<u>Identification</u>	<u>Date(s)</u>
1	1	1-7	SMA Staff	c. 1971-72
	2	8-12	SMA Staff and Clients	1972
	3	13-25	SMA Event (meeting)	c. 1971
	4	26-33	SMA/Philadelphia Urban Coalition Lunch	c. 1976
	4a	34	Puerto Rican Week Festival (float)	1976
	5	35-37	Philadelphia Urban Coalition Award	c. 1976
	6	38-42	Client Properties	c. 1977
	7	43-46	Street Fair	c. 1976
	7a	47 (Over-size)	Cookie's Shoes (Client): See Box 3	
	8	48-60	Pupo's Thriftway Opening	1976
	9	60-62	Golden Block Mall Groundbreaking	1977
	10	63-65	Annual Banquet	1977
	11	66-79	SMA Staff and Clients	c. 1978
	12	80-89	Clients	c. 1978
	13	90-125	8th Annual Banquet	1979
	14	126-71	8th Annual Banquet	1979

Spanish Merchants Association of Philadelphia

Photo Group 325

<u>Box #</u>	<u>Folder #</u>	<u>Item #</u>	<u>Identification</u>	<u>Date(s)</u>
2	15	172-181	SMA Staff	c. 1978-9
	16	179-80	SMA Officers	1979-80
	17	185-6	SMA Staff	1979
	18	187-9	SMA Staff	c. 1981
	19	190-4	SMA/Philadelphia Urban Coalition Lunch	1981
	20	195-202	Business Exteriors: North Fifth Street North Sixth Street	1980
	21	203-7	Delaware Valley Wholesale Grocery Warehouse Plan	c. 1976
	22	208-14	SMA Community Development Corporation Project	1978-79
	23	215-20	Basic Systems Rehabilitation Program	1982-85
	24	221	Site of Dorado Village (6th & Lehigh)	1978
	25	222-32	Major Systems Rehabilitation Properties	c. 1986
	26	233-56	SMA Business Development Office Clients (property improvements)	1986
	27	257-59	Banner and Mural Project	1980
	28	260-74	Banner and Mural Project	1982-85
	29	275-97	North Philadelphia Rehabilitation Properties	1982-85
	30	298-309	Miscellaneous	1975-82

Spanish Merchants Association of Philadelphia

Photo Group 325

<u>Box</u> <u>#</u>	<u>Folder</u> <u>#</u>	<u>Item</u> <u>#</u>	<u>Identification</u>	<u>Date(s)</u>
	Neg Files	310- 318	Fifth Street Businesses	c. 1980
3	7a	47 (Over- size)	Cookie's Shoes (client)	c. 1977