Finding aid to the California Botanic Garden records, 1818-2018, undated

California Botanic Garden
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Finding aid by Rachel Poutasse
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Descriptive Summary

Title: California Botanic Garden records


Collection Identifier: IR.1

Creator: California Botanic Garden

Extent: 22.3 linear feet (38 boxes)

Abstract: The California Botanic Garden records document the history and activities of the garden from its founding in Orange County in 1927 as Rancho Santa Ana Botanic Garden by Susanna Bixby Bryant. The collection includes historical information about the Bixby Bryant family; departmental records, including the library and archives, herbarium, nursery and horticulture, visitor services, and research and the botany graduate program; correspondence and the files of Susanna Bixby Bryant, trustees, and staff; financial and legal records; garden publications and articles about the garden or by garden staff; meeting minutes and reports; facilities and utilities management records; and biographical files on prominent 19th and 20th century botanists and horticulturalists.

Finding Aid Author: Rachel Poutasse

Languages: Collection material is in English.

Administrative Information

Access Restrictions: The collection is open to research, except for the meeting minutes and reports of the Board of Trustees and Advisory Council (Series IX) and some legal, financial, and personnel records (Series III.B. and Series IV), which require special approval. Contact the repository for access.

Acquisition Information: The materials in this collection were transferred by their respective departments or contributed by individual staff and members of garden leadership.

Preferred Citation: California Botanic Garden records, 1818-2018, IR.1, California Botanic Garden, Claremont, California, 91711.

Publication Rights: Copyright of most materials in this collection is held by California Botanic Garden or by the creator. Consult the Librarian for details.

Processing Information: The collection was initially processed by Janet Taylor, and continued by John Bradley and Ryan Tickle. Rachel Poutasse completed processing with assistance from John Bradley and wrote the finding aid in 2021. Gary Wallace assisted with the historical note. Further accruals are expected.

Related Material: Some items from this collection have been digitized by California Revealed and the images are available online. For images of the garden and staff, see the California Botanic Garden photograph collection (P.1). Other garden publications can be found in the California Botanic Garden publications collection (IR.8). For additional department records, see the California Botanic Garden Herbarium (RSA-POM) records (IR.4), California Botanic Garden library accession records (IR.9), and California Botanic Garden Horticulture Department records (IR.10). For additional records of the trustees, see the Ernest A. Bryant III and Ernest A. Bryant Jr. papers (MS.13).
Indexing Terms

Contributors
California Botanic Garden
Bryant, Ernest A., Jr.
Bryant, Ernest A., III
Bryant, Susanna Bixby
Chickering, Allen Lawrence, 1877-1958
Lenz, Lee W.
Munz, Philip A. (Philip Alexander), 1892-1974
Rancho Santa Ana Botanic Garden

Subjects - Topics
Botanical gardens--California
Native plant gardens

Genres and Forms of Materials
Administrative records
Correspondence
Inventories
Publications (documents)
Reports
California Botanic Garden was founded as Rancho Santa Ana Botanic Garden in 1927 by Susanna Bixby Bryant (1880-1946) in memory of her father, John W. Bixby. Born in Long Beach and educated in Berkeley and Boston, Susanna Bixby married a physician, Ernest A. Bryant (1869-1933), in 1904. They had two children: a daughter, Susanna Bryant (Dakin), and a son, Ernest A. Bryant Jr. She inherited a portion of Rancho Santa Ana in northern Orange County in 1912 and eventually became sole owner of the 6000-acre ranch in 1925. During this period, she became interested in the conservation and promotion of native California plants. With the advice and support of notable California botanists and horticulturalists, including Theodore Payne, Willis Jepson, and Ernest Braunt, she established a 200-acre native plant garden on her property. The stated primary objective for the garden was “to preserve our native California flora, try to replenish the depleted supply of some of our rarest plants, and bring together in a comparatively small space as complete a collection of our rich store of native California plants as can be made to grow in this southern section of the State.” In addition to the garden itself, Susanna Bixby Bryant began a botanical library and herbarium to support scientific research.

Early garden leadership consisted of a Board of Trustees under Chairman Allen Chickering and members Ernest A. Bryant Jr., Roy Lacy, and Stuart O’Melveny. A Board of Councilors provided additional expertise and guidance in the areas of botany, biology, plant propagation, and publications, and included individuals such as Alice Eastwood, Willis Jepson, LeRoy Abrams, and Philip Munz. The garden staff consisted of Susanna Bixby Bryant, Business Director; E. R. Johnson, Superintendent; John Thomas Howell, Botanist; B. D. Stark, Nurseryman; and R. V. Cavers, Secretary. Carl B. Wolf replaced John Thomas Howell as Botanist in 1930. Percy Everett was hired in 1934 as Corresponding Secretary and Keeper of the Herbarium and later became Superintendent.

Susanna Bixby Bryant served as director until her sudden death in 1946. Dr. Philip A. Munz (1892-1974), who had been hired to replace Carl Wolf as Botanist in 1946, was subsequently appointed Managing Director. Munz had previously been a professor of botany at Pomona College. Under Munz’s leadership, the garden was moved in 1950 from Orange County to its current 86-acre site in Claremont in Los Angeles County in order to improve accessibility and strengthen ties to the academic community through a new affiliation with the Claremont Colleges. During this period, the garden reached an agreement with Pomona College to house their herbarium collections at the garden, the scientific journal Aliso (initially titled El Aliso) was launched, and superintendent Percy C. Everett began the garden’s first official native plant seed list. The new graduate program in botany was cosponsored by the garden and Pomona College and administered through Claremont Graduate School. The garden made significant new hires in the research department, including Dr. Richard K. Benjamin, Dr. Sherwin Carlquist, and Dr. Verne Grant. The Board of Councilors disbanded shortly after the move to Claremont, concluding that it had fulfilled its mission. After the death of Allen Chickering in 1958, Ernest Bryant Jr. became the new chairman of the Board of Trustees.

Munz retired in 1960 and was succeeded as director by Dr. Lee W. Lenz (1915-2019), who had been hired by Munz as Assistant Botanist in 1948. Lee Lenz served as director from 1960 until
1983. Under Lenz, visitation rates increased significantly after the expansion of public hours and the opening of the plant communities section of the garden. Lenz also oversaw several major facilities upgrades, the creation of new education and volunteer programs, and the accreditation of the garden by the American Alliance of Museums. Staff changes included the hiring of herbarium curator and professor Robert F. Thorne, superintendent John Dourley, and horticulturalists Dick Tilforth and Walter Wisura. Ernest Bryant III succeeded his father as chairman of the Board of Trustees in 1972, a position he held until retiring in 2006.

Thomas Elias was appointed executive director after Lenz’s retirement in 1983. Elias sought to expand the education, volunteer, and conservation programs, modernize the research department, and increase the visibility and reach of the garden through new programming and partnerships with other organizations, such as co-founding the Center for Plant Conservation. Elias took the lead in developing the 1985 master plan, which resulted in the creation of the Cultivar Garden in 1991 and renovation and construction of several facilities, most notably the Research and Horticulture complex. The Board of Overseers (later renamed the Advisory Council) was also launched in 1990 to support the responsibilities of the Board of Trustees.

Dr. Elias left the garden in 1993 to become director of the U.S. National Arboretum. He was succeeded by interim director Helen Candler Millar until the appointment of Roy Taylor in 1994. The Lantz Outdoor Classroom and Fay’s Wildflower Meadow were built during Taylor’s tenure. Taylor worked with the trustees to make improvements to the endowment portfolio for greater sustainability and raised funds to support the research and education programs. Taylor retired in 1999 and was replaced by Clem Hamilton. Hamilton focused on revamping the master plan and oversaw the construction of the Lee W. Lenz Horticulture Building. Hamilton left the garden in 2004 to lead the Morton Arboretum. Patrick Larkin was initially appointed as interim director and then as permanent director in 2005. Larkin finalized the master plan, increased revenue and membership, and oversaw the completion of the Container Garden. The garden also began new partnerships with the Consortium of California Herbaria and Seeds of Success.

Following Larkin’s resignation in 2012, Lucinda McDade was named interim director and then permanent director in 2013. McDade joined the garden in 2006 as Director of Research and chair of the Claremont Graduate University Botany Program. McDade has focused on the expansion of the garden’s conservation efforts through partnerships with federal and state agencies, growing the Board of Trustees and the Advisory Council, and new construction and renovation projects, including the Forest Pavilion and California Courtyard. The garden was renamed California Botanic Garden in 2020.

Sources:


“Trustees Announce Key Appointments.” *Friends of Rancho Santa Ana Botanic Garden* 20, no. 3 (summer 2005).

Scope and Contents of Collection

The California Botanic Garden records document the history and activities of California Botanic Garden from its inception in 1927 in Orange County up to the present. The collection contains biographical and historical information on the family of founder Susanna Bixby Bryant, Susanna Bixby Bryant’s correspondence files related to the planning and leadership of the garden, staff files, departmental records (library and archives, herbarium, horticulture and nursery, visitor services and education, and research, conservation, and the graduate program in botany), general administrative records, publications produced by and about the garden and its staff, the files of garden leadership (Board of Trustees, Board of Councilors, and the Advisory Council [formerly Board of Overseers]), facilities construction and maintenance records, and biographical files on prominent 19th and 20th century botanists and horticulturalists. The records consist of correspondence, reports and minutes, legal and financial documents, maps and plans, inventories, articles and publications, brochures and other ephemera, and a small amount of photographs and slides, items used for exhibitions, and born digital material.

The original order of the collection is uncertain. During the initial processing of the collection, the correspondence and work files of multiple individuals (especially former executive directors Philip Munz and Lee Lenz and trustees Ernest Bryant Jr. and Allen Chickering) were apparently mixed and refiled according to subject. The documents were separated and physically arranged in loose chronological order and by topic, depending on whether they originated from the original garden site in Orange County (1927-1951) or the current garden site in Claremont (1951-present). The physical order of the files has been maintained. Consequently, the organization of the container list may not match the physical order of folders. The collection has been organized into twelve series.

Series I. Bixby Bryant Family History contains biographical files on members of the Bixby Bryant family, correspondence, manuscripts and publications on family history, and files on other local museums and historic sites with connections to the Bixby Bryant family, such as Rancho Los Alamitos and the Susanna Bixby Bryant Museum and Botanic Garden.

Series II. Library and Archives contains book and journal inventories and related correspondence, documentation regarding artwork acquisitions and loans of materials for exhibitions, and a flash drive with oral histories.

Series III. Susanna Bixby Bryant and Staff Files is organized into two subseries. Subseries III.A. Susanna Bixby Bryant Files contains the correspondence files and notes of garden founder Susanna Bixby Bryant, covering the initial planning phase of the garden in the late 1920s up to her death in 1946, including correspondence with notable botanists and horticulturalists such as Willis Linn Jepson, Ernest Braunton, and Theodore Payne. Subseries III.B. Other Staff Files includes correspondence regarding the appointments of some staff members, contacts and obituaries of former staff, and some files from former directors Tom Elias and Roy Taylor.

Series IV. General Administrative Records is organized into two subseries, and contains trust and other legal documents, financial records, meeting minutes, annual reports, correspondence and other materials related to the move from Orange County to Claremont, master plan...
documents, accreditation materials, memoranda, policies, and awards and certificates. Subseries IV.A. Orange County Site Records covers the period from the founding of the garden in 1927 up to the move to Claremont in 1951. Subseries IV.B. Claremont Site Records covers the move to Claremont up to the present.

Series V. Articles, Publications, and Related Documents is organized into two subseries. Subseries V.A. consists of draft and final versions of publications produced by the garden, articles by garden staff or about the garden and surrounding area. Subseries V.B. includes documentation related to garden publications, such as correspondence, publishing agreements, and lists.

Series VI. Horticulture and Nursery is organized into two subseries. Series VI.A. Orange County Site Records documents the activities of the nursery and horticulture department from the founding of the garden until the 1951 move to Claremont, including condition reports, plant lists, planting maps, and blank forms. Series VI.B. Claremont Site Records documents activities after the move to Claremont, including correspondence, color slides of various landscaping projects, 1972 plant accession records, blank forms, and material for displays at the Los Angeles County Fair.

Series VII. Herbarium documents the activities of the herbarium, such as reports and plant collection lists from the 1920s and 1930s, plant collecting permits and copies of collecting regulations, visitor logs, grant proposals, and correspondence and agreements with other institutions.

Series VIII. Visitor Services contains brochures, pamphlets, maps, and other visitor information materials, as well as correspondence and other documentation about art in the garden and garden events and exhibitions. The series contains a small amount of material about the education and volunteer programs.

Series IX. Trustees, Councilors, and Advisors Records consists of correspondence, meeting minutes, reports, and other materials produced by the Board of Trustees, Board of Councilors, and the Advisory Council [previously the Board of Overseers]. The series contains correspondence files from trustee Robert Casamajor and councilor Ernest Braunton, and a file of correspondence between former executive director Philip Munz and the trustees. Other trustees’ correspondence was split up during the initial processing and is mostly filed by topic throughout the rest of the collection.

Series X. Facilities Management and Construction is organized into two subseries, and includes maps, plans, correspondence, specifications, and invoices for building construction, landscaping, maintenance, and utilities work. Subseries X.A. Orange County Site Records covers the period from the founding of the garden in 1927 up to the move to Claremont in 1951. Subseries X.B. Claremont Site Records covers the move to Claremont up to the present. The majority of records in Series X. are from the Claremont site.
Series XI. Research, Conservation, and Graduate Program includes reports on the activities of the Claremont Graduate University botany graduate program, fliers, and correspondence with other organizations on conservation topics.

Series XII. Biographical Files on Botanists and Horticulturalists contains articles on prominent botanists and horticulturalists from the nineteenth and twentieth centuries, mostly from the United States and England. Some files include pieces of original correspondence.
Arrangement

The collection is arranged in twelve series.

Series I. Bixby Bryant family history, 1931-2016, undated
Series II. Library and archives, 1925-2011, undated
Series III. Susanna Bixby Bryant correspondence and staff files, 1925-2015, undated
  Subseries III.A. Susanna Bixby Bryant files, 1925-2003, undated
  Subseries III.B. Other staff files, 1929-2015, undated
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  Subseries IV.A. Orange County site records, 1929-1980, undated
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  Subseries V.A. Articles, publications, and drafts, 1926-2002
  Subseries V.B. Correspondence and other documentation, 1941-2007, undated
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  Subseries VI.A. Orange County site records, 1927-1946, undated
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  Subseries X.A. Orange County site records, 1930-1948
  Subseries X.B. Claremont site records, 1949-2004, undated
Series XI. Research, conservation, and graduate program, 1952-2003, undated
Series XII. Biographical files on botanists and horticulturalists, 1818-2004, undated
Container List

Series I. Bixby Bryant family history, 1931-2016, undated

Box 1, Folder 2: Manuscript on Bixby family history by unknown author (Susanna Bixby Bryant?), undated
Box 1, Folder 3: Correspondence from Sarah Bixby Smith on family history, undated
Box 1, Folder 4: Biographical file on Bixby, Fred Hathaway, undated
    Scope and contents note: Photocopied pages from publications.
Box 1, Folder 5-8: Biographical file on Bixby, John William and Susan Hathaway, 1931, undated
    Scope and contents note: Photocopied pages from multiple publications and original form for Record Publishing Company.
Box 1, Folder 9: Biographical file on Bixby, Jotham, undated
    Scope and contents note: Photocopied pages from publications.
Box 1, Folder 10-14: Biographical file on Bryant, Ernest A., 1933-1934, undated
    Scope and contents note: Memorial statement, photocopied pages from publications, correspondence from Allen Chickering, and photocopied obituary.
Box 1, Folder 15-17: Biographical file on Bryant, Susanna Bixby, 1946-1994
    Scope and contents note: Photocopied obituary, photocopied death certificate, and correspondence from John G. Stel regarding memories of Susanna Bixby Bryant.
Box 1, Folder 18-21, 23: Biographical file on Dakin, Susanna Bryant, 1955-1968
Box 1, Folder 22: Biographical file on Bryant, Ernest A., Jr., 1967
    Scope and contents note: Correspondence with Lee Lenz regarding the Dakin family.
Box 1, Folder 24: Biographical file on Spencer, Fanny Bixby, 2003
    Scope and contents note: Biography in *Los Angeles Times*.
Box 1, Folder 25: Orange County Title Company and Title Insurance and Trust Company, “Chain of Title from Mexican Government Covering Rancho Santa Ana Botanic Garden,” 1940
Box 1, Folder 26-27: General histories of ranches of Southern California, undated
    Scope and contents note: Includes photocopied pages from an unknown publication and manuscript by unknown author.
Box 1, Folder 29-34; Box 28, Folder 35: Rancho Los Alamitos publications, brochures, and correspondence, 1974-2009, undated
Box 1, Folder 35; Box 27, Folder 21: Susanna Bixby Bryant Museum and Botanic Garden brochures and correspondence, 1997-2008
Box 1, Folder 36: Yorba Linda Heritage Museum correspondence, brochures, and newsletter, 1981-1997
Box 3, Folder 5: Untitled manuscript by unknown author on Bixby family history, undated
    Scope and contents note: Top half of page 1 is missing.
Box 29, Folder 5: Bryant family gravesite information, 2016
Box 37, Folder 5: Master plan for Rancho Cañon de Santa Ana, circa 1963
Box 37, Folder 8: Copy of lithograph of Rancho Los Alamitos, undated

Series II. Library and archives, 1925-2011, undated

Box 1, Folder 37-39, 41: Susanna Bixby Bryant correspondence regarding book purchases, 1926-1930
Box 1, Folder 40, 43-44: Invoices for book purchases, 1925-1928
Box 1, Folder 42: Note from Lee W. Lenz regarding old library purchases, undated
Box 1, Folder 45: “The Botanical Library of Mrs. Susanna Bixby Bryant,” undated
Box 1, Folder 46-48, 52-61: Inventories of purchases and gifts, lists of botanical journals and publications, and desiderata, 1929-1945, undated
Box 1, Folder 49-50: Philip Munz correspondence regarding library acquisitions, 1948-1950
Box 1, Folder 51: List of books for sale, 1956
Box 3, Folder 6: List of books sent from Europe by Susanna Bixby Bryant, 1938
Box 12: List of library books, circa 1948
Box 18, Folder 3: Desiderata and correspondence, 1956-1960
Box 18, Folder 8: Christmas card featuring plate from *Flora von Deutschland*, 1978
Box 20, Folder 20: “Ode to the R.S.A.B.G. Library,” 1968
Box 27, Folder 19: Thank you note for loan of items to Santa Barbara Museum of Natural History, 2004
Box 27, Folder 22, Item 001: Oral history project and donor permission forms, 2011
Scope and contents note: Flash drive. 17 files, 0.608 GB. This item is unprocessed.
Please contact the Librarian for more information.
Box 28, Folder 5: Correspondence regarding loan and ephemera for Santa Barbara Museum of Natural History exhibition, 2004
Box 28, Folder 32: Bibliographies, undated
Box 29, Folder 20: “Essential Library: Books & Resources Concerning California Plants & Natural History As Recommended by the Staff of Rancho Santa Ana Botanic Garden,” 2001

Series III. Susanna Bixby Bryant and staff files, 1925-2015, undated

Subseries III.A. Susanna Bixby Bryant files, 1925-2003, undated
Box 2, Folder 1, 10: Abrams, Leroy correspondence with Susanna Bixby Bryant, 1926-1930
Box 2, Folder 2, 12: Bailey, L. H. correspondence with Susanna Bixby Bryant, 1926-1933
Box 2, Folder 3, 14-18: Braunton, Ernest correspondence with Susanna Bixby Bryant, 1926-1930
Box 2, Folder 4-7, 26-31: Jepson, Willis Linn correspondence with Susanna Bixby Bryant, 1926-1941
Box 2, Folder 8, 37: Sargent, Charles S. correspondence with Susanna Bixby Bryant, 1925-1926
Box 2, Folder 9, 38: Sessions, Kate O. correspondence with Susanna Bixby Bryant, 1931
Box 2, Folder 21: Carpenter, Ford A. correspondence with Susanna Bixby Bryant, 1929
Box 2, Folder 22: Farrand, Beatrix correspondence with Susanna Bixby Bryant, 1929
Box 2, Folder 32: Morgan, T. H. correspondence with Susanna Bixby Bryant, 1933
Box 2, Folder 33: Olmstead [Olmsted] Brothers Landscape Architects correspondence with Susanna Bixby Bryant, 1931-1939
Box 2, Folder 34: Bart O’Brien correspondence with Anthony Reed about the Olmsted Archives, 1999-2003
Box 2, Folder 35-36: Rowntree, Lester correspondence with Susanna Bixby Bryant and biographical file, 1927-1974
Box 2, Folder 39: Smith, William correspondence with Susanna Bixby Bryant, 1929
Box 2, Folder 41: Swingle, Walter T. correspondence with Susanna Bixby Bryant, 1927
Box 2, Folder 42: Ward, Henry B. correspondence with Susanna Bixby Bryant, 1931
Box 2, Folder 43: Wolf, Carl B. correspondence with Susanna Bixby Bryant, 1931
Box 2, Folder 44: Box 11, Folder 1: Manuscript and final pamphlet, “Rancho Santa Ana Botanic Garden of the Native Plants of California: Purpose,” 1930
Box 2, Folder 47: Dedication of Garden Foundation to the Board of Trustees manuscript and final version, 1934
Box 2, Folder 48: Manuscript by unknown author, “History of the Rancho Santa Ana Botanic Garden,” undated
Box 2, Folder 49, 51: Presentation notes on garden history and organization, 1936, undated
Box 2, Folder 50: Untitled manuscript by unknown author, history and organization of Rancho Santa Ana Botanic Garden, undated
Scope and contents note: Page 1 missing.
Box 2, Folder 52: Payne, Theodore correspondence with Susanna Bixby Bryant, 1925
Box 11, Folder 17: Susanna Bixby Bryant business cards, undated
Box 31, Folder 8: Oversize portrait of Susanna Bixby Bryant, undated

Subseries III.B. Other staff files, 1929-2015, undated
Box 2, Folder 28: Contact information for former staff members, 1997
Box 2, Folder 23-24: John T. Howell correspondence, 1929-1977
Scope and contents note: Includes correspondence with Willis Linn Jepson and Lee Lenz.
Box 19, Folder 7: Lee Lenz blank acknowledgement cards, undated
Box 25, Folder 9: Correspondence regarding appointment of Peter Raven, 1960
Box 25, Folder 16: Correspondence regarding Percy Everett’s health, undated
Box 25, Folder 21: Lee Lenz retirement announcements, 1983-1984
Box 27, Folder 3: Correspondence regarding appointment of Alva D. Grant, 1956
Box 27, Folder 5: Correspondence regarding Lyman Benson’s appointment as Research Associate, 1963-1966
Box 27, Folder 6: Correspondence regarding Verne Grant, 1964-1966
Box 27, Folder 8: Correspondence regarding appointment of John Dourley, 1966-1967
Box 27, Folder 10: Correspondence regarding appointment of Bernadette Busenberg, 1975-1976
Box 27, Folder 11: Tom Elias assorted correspondence, 1985-1987
Box 27, Folder 17; Box 28, Folder 38: Assorted articles about staff and obituaries, 1989-2015
Box 28, Folder 1: Roy Taylor assorted correspondence, 1994
Box 28, Folder 2-4: Briefing materials for Roy Taylor, 1994
Box 28, Folder 37: Staff event fliers, 1987-1999
Box 28, Folder 39: Roy and Janet Taylor welcome reception flier and fellowship proposal, 1994-2003
Box 29, Folder 1: Tom Elias’s file on Kit Tan, 1985-1992
Box 29, Folder 2: Tom Elias’s file on John Miller, 1987-1988
Box 29, Folder 3-4: Tom Elias’s file on Robert Thorne, 1983-1992

Series IV. General administrative records, 1929-2018, undated

Subseries IV.A. Orange County site records, 1929-1980, undated
Box 3, Folder 4: Correspondence regarding tax exemption status, 1934-1948
Box 3, Folder 7-9; Box 21, Folder 2: Trust indenture, 1934-1958

Scope and contents: Includes copies of original documents from 1934, certified copy from 1958, and photocopy.
Box 3, Folder 10: Financial trust indenture, 1934
Box 3, Folder 11: Bill of sale, 1934
Box 3, Folder 12: Acceptance of trust, 1934
Box 3, Folder 13: Supplemental indenture to trust, 1940
Box 3, Folder 14: Second amendment to trust agreement, 1941
Box 3, Folder 15: Third amendment to trust agreement, 1944
Box 3, Folder 16: Agreement regarding water supply of Rancho Santa Ana Botanic Garden, 1946
Box 3, Folder 17: Copies of trust documents, 1934-1941
Box 3, Folder 18: Correspondence regarding trust, 1929-1945
Box 3, Folder 21: Employment record, 1946
Box 3, Folder 23: Correspondence regarding investments and sales, 1947
Box 3, Folder 24: Draft resolution regarding appointment of successor trustee and alcohol tax, 1947
Box 3, Folder 25: Correspondence regarding quitclaim deed, 1951-1952
Box 3, Folder 26: Correspondence regarding estate of Susanna Bixby Bryant, 1946
Box 3, Folder 27: Correspondence regarding copyright, 1945
Box 3, Folder 28-32: Reports on examination of accounts and financial records, 1947-1951
Box 3, Folder 33: Reports on statement of receipts and disbursements and schedule of stocks and bonds owned, 1952
Box 3, Folder 34: Accounting statements, 1952
Box 4, Folder 23: Southern California Horticultural Institute certificates of excellence, 1946-1949
Box 7, Folder 1-2, 13-18: Drafts for the “First Printed Report of the Rancho Santa Ana Botanic Garden of the Native Plants of California,” 1931

Scope and contents note: Includes reports for library, photographic laboratory, herbarium, field work, investigations and research, publications, and labeling.
Box 7, Folder 19-22: Garden stock and equipment inventories, 1940-1943

Scope and contents note: Contains inventories for herbarium, garden, garden office, seed room, and assembly hall.
Box 8, Folder 1-11, 13-15: Annual and semi-annual reports, 1933-1940
Box 9, Folder 1, 3-15: Semi-annual, quarterly, and monthly reports, 1935-1949
Box 9, Folder 2: **Semi-annual meeting minutes, 1940-1941**
Box 10, Folder 1-6: **Garden Committee meeting minutes, 1929-1935**
Box 10, Folder 7: **Draft report of the secretary and draftsman, 1935**
Box 10, Folder 8-9: **Garden Committee meeting minutes, 1936-1937**
Box 10, Folder 10-18: **Staff meeting minutes, 1938-1946**
Box 10, Folder 19: **Report to Trustees and Councilors, 1950**
Box 11, Folder 2-3: “**First Printed Report of the Rancho Santa Ana Botanic Garden of the Native Plants of California: January 1927-June 1931,**” 1931
Box 13, Folder 1: **Accounts ledger, 1930-1933**
Box 21, Folder 1: **Copies of assorted deeds from Title Insurance and Trust Company,** *undated*
Box 31, Folder 7: **Photographs by Ford A. Carpenter, “Rancho Canyon de Santa Ana,”** 1929
Box 34: **Transfer ledger, 1934-1946**
Box 37, Folder 1: **10th anniversary certificate, 1937**
Box 37, Folder 2: **Record of membership, book, and journal subscription dues, 1943-1945**

**Subseries IV.B. Claremont site records, 1941-2018, undated**
Box 14, Folder 1: **Operating agreement by and between the colleges at Claremont, 1941**
Box 14, Folder 2: **Correspondence regarding financial reporting, 1948**
Box 14, Folder 3-13, 15-18: **Assorted correspondence about the move to Claremont, 1948-1951**
Box 14, Folder 14: **Agreement for the affiliation of Rancho Santa Ana Botanic Garden with Claremont College and amendment, 1950**
Box 14, Folder 21: **Announcement of affiliation between Rancho Santa Ana Botanic Garden and the Claremont Colleges, 1952**
Box 14, Folder 24: **Correspondence with City of Claremont, 1954-1974**
Box 14, Folder 25, 27-28: **Correspondence and notes regarding affiliation with the Claremont Colleges, 1956-1984**
Box 18, Folder 5: **American Iris Society and California Association of Nurserymen awards and correspondence, 1967-1979**
Box 19, Folder 2: **Annual reports, 1981-1984**
Box 19, Folder 3: **Overlay of master plan from 1987 annual report, 1987**
Box 21, Folder 4, 7: **Grant deeds to Claremont property, 1946-1950**
Box 21, Folder 5: **Title Insurance and Trust Company insurance documents, 1949**
Box 21, Folder 6: **Correspondence regarding trust and affiliation with Claremont Colleges, 1949-1967**
Box 21, Folder 8: **Correspondence and invoices regarding legal services, 1950-1952**
Box 21, Folder 10: **Correspondence regarding taxes and staff compensation, 1951**
Box 21, Folder 11: **State of California Board of Equalization Seller’s Permit, 1952**
Box 21, Folder 12-16: **Accounting statements, 1953-1957**
Box 21, Folder 17, 22: **Forms and correspondence regarding tax exemption status, 1954-1978**
Box 21, Folder 24: **Order modifying trust, 2011**
Box 23, Folder 1: **Program and Site Analysis/Working Paper, 1985**
Box 23, Folder 6: **Entryway Master Plan Project documents, 1997-1998**
Box 23, Folder 8: Financial statements and auditing reports, 2001-2006
Box 23, Folder 9; Box 25, Folder 40: Master Planning Report on the Scoping Phase, 2001
Box 23, Folder 11: Market, Attendance & Revenue Generation Study Final Report, 2002
Box 23, Folder 13: Organizational SWOT Analysis, 2004
Box 23, Folder 14: Strategic Plan, 2004
Box 23, Folder 15: Patrick Larkin slides for “Operational Goals” presentation, 2006
Box 24, Folder 1: List of reports from 1933-1959, circa 1960
Box 24, Folder 2-5: Annual reports, 1960-1963
Box 24, Folder 6-15: Annual and biennial reports, 1972-1994
Box 24, Folder 16: Annual reports, 2004-2006
Box 25, Folder 1: Correspondence regarding social security, employee salaries, and retirement plan, 1951-1978
Box 25, Folder 2: Correspondence regarding budgets, 1951-1978
Box 25, Folder 3: Correspondence regarding retirement and sabbatical leave policies, 1951
Box 25, Folder 4: Annual reports, 1951-1955
Box 25, Folder 7: Annual reports, 1956-1959
    Scope and contents note: Includes individual annual reports from staff.
Box 25, Folder 15: Report on vandalism in garden, 1967
Box 25, Folder 19: Advertisement for superintendent position, 1967
Box 25, Folder 20: Correspondence regarding affirmative action, 1981
Box 25, Folder 22: Correspondence regarding various legal issues from Musick, Peeler, & Garrett, 1983-1991
Box 25, Folder 27: Memorandum regarding grants, 1991
Box 25, Folder 29: Archaeological assessment and correspondence, 1991
Box 25, Folder 30: Draft Institutional & Departmental Objectives, 1993
Box 25, Folder 34: Memoranda regarding fundraising, garden name change, and entryway plan, 1990-1998
Box 25, Folder 36: Fay’s Wildflower Garden donor agreement and forms, 1998
Box 25, Folder 41: Investment policy statement, 2006
Box 25, Folder 43: Emergency Response Plan, 2009
Box 26, Folder 3-4: Reports of operations and auditing reports, 1997-1998
Box 27, Folder 1: Master plan brochure, undated
Box 27, Folder 7: Correspondence regarding receipts and expenditures statements, 1969-1970
Box 27, Folder 15: Preliminary Campaign Readiness Assessment, 1991
Box 28, Folder 51-56: Manager’s meeting agendas and minutes, 1998-2004
Box 29, Folder 10: Unsorted memoranda and reports, 1987-1993
Box 29, Folder 11: Financial statement and auditing report, 2009
Box 29, Folder 21: Comprehensive collections policy, 2014
Box 29, Folder 22: Conservation Assessment for Preservation report, 2017
Box 37, Folder 6; Box 38: Unsorted awards and certificates, 1990-2018
Box 37, Folder 4: Oversize photographs of Claremont site and aerial photograph, circa 1951-1985
Series V. Articles, publications, and related documents, 1926-2007, undated

Arrangement: The series is arranged in two subseries, following the physical order of the files.

Subseries V.A. Articles, publications, and drafts, 1926-2002
Box 4, Folder 1: Braunton, Ernest, “The Joys of a War Garden,” under pseudonym “Sam Bucus Jr.,” 1926
Box 4, Folder 6: Mt. San Antonio Historian, 1978
Box 4, Folder 7: Wolf, Carl B., “California Native Plants for Hedges, Windbreaks and Background Plantings,” 13th Annual California Spring Garden Show Yearbook, 1942
Box 4, Folder 8: Wolf, Carl B., “Natives - Santa Ana - San Diego,” California Garden, 1942
Box 4, Folder 9: Wolf, Carl B., “Other Species of California Cupressus as Substitutes for Cupressus macrocarpa (Monterey Cypress),” Proceedings of the Fifth Western Shade Tree Conference, 1938
Box 4, Folder 13-20: Leaflets of Popular Information, 1938-1944
Box 4, Folder 21: “Rancho Santa Ana Botanic Garden of the Native Plants of California,” Santa Ana Building & Loan Magazine, 1938
Box 4, Folder 22: Manuscript by unidentified author, “Rancho Santa Ana Botanic Garden of the Native Plants of California,” circa 1939
Box 11, Folder 11; Box 20, Folder 13: Lenz, Lee W., “Rancho Santa Ana Botanic Garden: The First Fifty Years,” Aliso 9(1), 1977
Box 20, Folder 1: Munz, Philip., “Rancho Santa Ana Botanic Garden,” The Garden Journal, 1953
Box 20, Folder 8-9: Rancho Santa Ana Botanic Garden booklet and related proposal and correspondence, 1967-1968
Box 20, Folder 11: “Rancho Santa Ana Garden: Exploring California Via Plants,” Keys to the City, 1974
Box 20, Folder 16: “Affiliated Institutions,” A Brief History of the Group Plan of the Claremont Colleges, 1993
Box 25, Folder 26: Vane, Sylvia Brakke and Lowell John Bean, pages from California Indians: Primary Resources, 1991
Box 28, Folder 45: Pillsbury, Joseph Gardner, *Joey & the Boojum Tree*, 2002
Box 29, Folder 17: Guiberson, Ethel, “A Visit to the Botanic Gardens at Rancho Santa Ana,” *Golden Gardens*, 1933
Box 29, Folder 18: Wolf, Carl, “California Wild Tree Crops,” Rancho Santa Ana Botanic Garden, 1945

Subseries V.B. Correspondence and other documentation, 1941-2007, undated
Box 4, Folder 10; Box 11, Folder 9: List of garden publications, 1944
Box 4, Folder 11: Correspondence regarding garden publications, 1947
Box 4, Folder 12: List of Leaflets of Popular Information 1938-1944 Nos. 1-73, 1944
Box 11, Folder 8: Committee on Publications proposals for printed publications, 1941
Box 20, Folder 2: Publisher agreements and correspondence, 1957-1963
Box 20, Folder 3: Correspondence regarding *A California Flora*, 1959-1971
Box 20, Folder 7, 10: Correspondence regarding *Aliso*, 1964-1988
Box 20, Folder 12: Correspondence regarding Lee Lenz publications, 1977-1981
Box 20, Folder 14: Serials registration documents for *Occasional Papers*, 1981-1999
Box 20, Folder 15: Royalty agreement and copyright registration forms, 1981-1986
Box 20, Folder 17: Correspondence and illustration contract with Rebecca Jo Morales, 1996-1997
Box 20, Folder 18: Correspondence with Howard Jones regarding Marcus E. Jones publication, 1997-1998
Box 25, Folder 39: Photograph and negatives of Susanna Bixby Bryant and sycamore logo for unknown publication, undated
Box 27, Folder 9: Pages from *Aliso* volume 6 featuring portrait of Percy C. Everett, 1968
Box 27, Folder 20: Articles about garden printed from Yorba Linda Public Library history website, 2007
Box 28, Folder 49: News clippings and photocopied pages about history of Indian Hill Mesa, 1999
Box 32, Folder 3-6; Box 37, Folder 3: Layouts and proofs for brochures and publications, 1933-1994, undated
Box 36: Printing plates of administration building and John W. Bixby, circa 1943

Series VI. Horticulture and nursery, 1927-2014, undated

Arrangement: The series is arranged in two subseries, following the physical order of the files.

Subseries VI.A. Orange County site records, 1927-1946, undated
Box 2, Folder 45: Garden Plan, Revised, 1933
Box 2, Folder 46: Inventory of plants for the administration building, undated
Box 5, Folder 1: List of plants to be used in the botanic garden, undated
Box 5, Folder 2, 4-11: Nursery and garden reports, notes, and inventories, 1928-1929, undated
Box 5, Folder 12: Reports of planting and replanting, 1929-1934
Box 5, Folder 13-16, 18-22: Nursery and garden reports, notes, and inventories, 1930-1932
Box 5, Folder 23: Irrigation reports, 1932
Box 5, Folder 24-28: Nursery and garden reports, notes, and inventories, 1932
Box 5, Folder 29: Suggested modifications of the planting plan, 1933
Box 5, Folder 30-34: Nursery and garden reports, notes, and inventories, 1933
Box 6, Folder 1-2, 4-5: Nursery and garden reports, notes, and inventories, 1934-1935
Box 6, Folder 6: Experimental cypress propagations, 1939
Box 6, Folder 7-9: Nursery and garden reports, notes, and inventories, 1939
Box 6, Folder 11: Cactus varieties in nursery and garden, undated
Box 6, Folder 12: Plants no longer living anywhere in the garden, undated
Box 6, Folder 13: California native willows, undated
Box 6, Folder 14: Plants not listed in sections 1-4, undated
Box 6, Folder 15: California native climbers, undated
Box 6, Folder 16: Report on records of collections and permanent garden position records, undated
Box 6, Folder 17: Trees and shrubs of genera containing trees, undated
Box 6, Folder 18: Conifers of California, 1936
Box 6, Folder 19: Hardwood plants native to California, undated
Box 6, Folder 20: Trees other than conifers, undated
Box 6, Folder 21: Dry shrubs, undated
Box 6, Folder 22: Woody and wood-based shrubs, undated
Box 6, Folder 23: California native shrubs, undated
Box 6, Folder 24-28: Seed inventories, 1927-1946
Box 11, Folder 15: Corrections and discrepancies in garden maps, undated
Box 12, Folder 12: Plants for Pomona College, undated
Box 12, Folder 16; Box 32, Folder 2: Blank nursery and plant record forms, undated

Subseries VI.B. Claremont site records, 1962-2014, undated
Box 18, Folder 7: Correspondence regarding patent for Mahonia “Golden Abundance,” 1967-1977
Box 19, Folder 1: Correspondence regarding seed blower, 1971
Box 19, Folder 4: Correspondence regarding native garden at Rancho Los Alamitos, 1988
Box 19, Folder 6: Blank propagation request forms, undated
Box 19, Folder 8, 11-12: Blank garden records forms, undated
Box 19, Folder 9: Blank transplant records forms, undated
Box 19, Folder 10: Draft descriptions of plants, 1962-1968, undated
Scope and contents note: Photocopies.
Box 21, Folder 23: License to Sell Nursery Stock approval, 1996
Scope and contents note: Photocopies.

Box 25, Folder 14: Correspondence regarding American Association of Botanic Gardens plant records project, 1966

Box 27, Folder 18: Correspondence regarding move of Dick Benjamin’s boojum tree, 2002


Box 29, Folder 6-8; Box 32, Folder 7-11: Los Angeles County Fair landscaping display documents and plans, 1989-1997

Box 29, Folder 9: Correspondence regarding medicinal plant collection at Wrigley Memorial Garden, 1970-1973

Box 30: Copies of 1972 master plant record file from American Association of Botanic Gardens project and related correspondence, 1972-2013

Series VII. Herbarium, 1927-2004, undated

Arrangement: The series is loosely chronological, following the physical order of the files.

Box 3, Folder 35: Blank specimen record sheet, undated
Box 5, Folder 3: Report of the Botanist, 1927
Box 5, Folder 17: Wolf, Carl, “Plants of Rancho Santa Ana,” 1931
Box 6, Folder 3: Wolf, Carl, “Plants growing wild on Rancho Santa Ana,” 1935
Box 6, Folder 10: “Native California species growing wild within the borders of Rancho Santa Ana Botanic Garden,” 1939
Box 6, Folder 29: List of pickled seedlings, undated
Box 6, Folder 30: Ordinances on plant collecting, 1928
Box 6, Folder 31: Report of the Botanist, 1939
Box 7, Folder 3: “A Digest of National and State Laws and Ordinances Protecting Native Flora,” 1932
Box 7, Folder 4-10: Collecting permits and correspondence, 1929-1940, undated
Box 7, Folder 11: Plants and seeds collected at Catalina Island, 1930
Box 7, Folder 12: Plants collected in San Diego County under permit issued to E. R. Johnson, 1931
Box 7, Folder 23: Missing herbarium collections, undated
Box 7, Folder 24: Specimens identified at Pomona College Herbarium, 1930-1931
Box 7, Folder 25-26: Ceanothus collections and localities, undated
Box 7, Folder 27: Requisition for herbarium supplies, 1931
Box 7, Folder 28-31: Tax-free alcohol reports, correspondence, and permits, 1932-1958
Box 7, Folder 32: Blank herbarium forms and labels, undated
Box 17, Folder 9-10: Herbarium expansion grant proposal and correspondence, 1979-1981
Box 18, Folder 1: Description of specimen filing arrangement, undated
Box 18, Folder 2: Blank field records cards, undated
Box 18, Folder 4, 12: Collecting permits and correspondence, 1966-1997, undated
Box 18, Folder 9, 11: Library and herbarium visitor logs, 1982-1996
Box 18, Folder 10: Agreement and correspondence with Los Angeles Natural History Museum, 1986-2004
Box 23, Folder 2: Annual herbarium reports, 1985-1986
Box 28, Folder 11: Herbarium information sheet and map, undated
Box 35: Herbarium guest book, 1932-1936

Series VIII. Visitor services, 1931-2015, undated

Arrangement: The series is loosely chronological, following the physical order of the files.

Box 3, Folder 1-3: Garden correspondence records, 1938-1942
Box 8, Folder 12: Announcement of visiting days, 1939
Box 11, Folder 4: Announcement for the American Association for the Advancement of Science and Associated Societies meeting, 1931
Box 11, Folder 5: Visitor pamphlets, 1933
Box 11, Folder 6-7: Announcement of visiting days, 1937-1949
Box 11, Folder 10: Correspondence from Pasadena Audubon Society regarding birds observed at garden, 1946
Box 11, Folder 12; Box 12, Folder 13: Visitor cards and envelopes, undated
Box 11, Folder 13: “Information for Visitors,” undated
Box 11, Folder 14: Garden maps, undated
Box 11, Folder 16: “Help protect the wild flowers!,” undated
Box 12, Folder 2: Garden correspondence records, 1936-1938
Box 12, Folder 15: Lists of notable visitors and institutions involved in herbarium and garden exchange program, undated
Box 20, Folder 21: Busenberg, Bonnie, “Exotic Plants at R.S.A.,” undated
Box 21, Folder 3: “Flower lovers help protect the wild flowers!,” undated
Box 25, Folder 10: Correspondence regarding visitor issues, 1958-1967
Box 25, Folder 11: Correspondence regarding postcard packets for sale, 1959
Box 25, Folder 25: Barbara Haner, Preliminary Analysis of the Spring Exit Survey, 1985
Box 25, Folder 31: Volunteer opportunity descriptions, 1993
Box 25, Folder 32: Wildflower Show press release and memoranda, 1993
Box 25, Folder 33: Correspondence regarding artwork donations and purchases, 1995-1996
Box 25, Folder 38: Correspondence on art in the garden, 2001-2005
Box 27, Folder 4: Box 28, Folder 12: Blank stationery with letterhead, undated
Box 27, Folder 12: Ruth Brunstetter Christmas cards with negatives, 1992
Box 27, Folder 16: Invoice for Aldo Casanova sculpture base, 1974
Box 28, Folder 6: Cal Alive! project summary and CD, 2001
Box 28, Folder 7: Assorted cards for sale and card designs, ca. 1992-2015
Box 28, Folder 8: Black and white photographs, Cultivar Garden dedication ceremony, 1990
Box 28, Folder 9: Flier for Fabulous Flowers, undated
Box 28, Folder 33: Newspaper clipping, veterinarian invoice, and cremation certificate for garden cat “Cowboy,” 1997-2008
Box 28, Folder 34: Correspondence with Milford Zornes and card designs, 1997
Box 28, Folder 36: Color photographs of garden sculptures, 2004
Box 28, Folder 40: Color slides for website, undated
Box 28, Folder 41: Huntington Library “When They Were Wild” event calendar, 2013
Box 28, Folder 44: “Wildflowers at Rancho Santa Ana Botanic Garden,” 1993
Box 28, Folder 46: Reader, Emily Daily, “Silk Screen Designs from Nature,” undated
Box 28, Folder 57: Memorandum on print publicity, 2002
Box 28, Folder 58: Announcement of installation of “Genesis,” 2002
Box 29, Folder 19: Volunteer organization roster, 1994
Box 31, Folder 1-4, 6: Materials for 75th anniversary exhibition, 2002
Box 33: Visitor logs, 1937-1951

Series IX. Trustees, Councilors, and Advisors records, 1926-2013

Box 2, Folder 11, 13, 19-20, 25, 40: Ernest Braunton correspondence files, 1926-1928
  Scope and contents note: Includes correspondence with L. H. Bailey, Willis Linn Jepson, and Walter T. Swingle regarding the garden.
Box 12, Folder 1: Philip Munz correspondence with Susanna Bixby Bryant and trustees, 1926-1958
Box 12, Folder 3: Correspondence regarding salary increases, 1943
Box 12, Folder 4: Memorial resolution for Henry W. O’Melveny, 1941
  Scope and contents note: Father of trustee Stuart O’Melveny.
Box 12, Folder 6-9: Box 27, Folder 23: Robert Casamajor correspondence with garden staff and trustees, 1941-1955
Box 12, Folder 10: Report to trustees and councillors on fire in botanic garden, 1943
Box 12, Folder 11: Correspondence and lists regarding councillors, 1951
Box 12, Folder 14: Unsorted reports, notes, and lists, 1929-1931
Box 13: Ledger with Board of Trustees meeting minutes, resolutions, and reports, 1934-1980
Box 13: Ledger with Board of Councilors meeting minutes, 1933-1949
Box 23, Folder 5: Board of Trustees resolutions, motions, trust certification, and correspondence, 1993-2006
Box 23, Folder 7: Board of Overseers [Advisory Council] reports and bylaws, 1999-2001
Box 23, Folder 12: Board of Trustees Plan for Fiscal Year 2004 and retreat documents, 2003
Box 25, Folder 6: Ernest A. Bryant Jr. correspondence with Allen Chickering, 1952-1957
Box 25, Folder 17: Correspondence and lists regarding trustees, 1960-1972
Box 25, Folder 24: Ernest A. Bryant III correspondence with Tom Elias, 1984-1991
Aisle 3, Shelf A4: Meeting minutes of the Board of Trustees and Overseers [Advisory Council], 1982-2013
Series X. Facilities management and construction, 1930-2004, undated

Arrangement: The series is organized into two subseries: Subseries X.A. Orange County site records, and Subseries X.B. Claremont site records. Both subseries are arranged in loose chronological order, following the physical arrangement of the files.

Subseries X.A. Orange County site records, 1930-1948
Box 3, Folder 19, 36: Correspondence and revised specifications for the construction of the botanist’s house, 1946
Box 3, Folder 20: Correspondence and records on pipes and irrigation, 1934-1948
Scope and contents note: Includes correspondence, list of pipe purchases, and 1948 Board of Trustees meeting minutes.
Box 3, Folder 22: Salisbury, Bradshaw and Taylor irrigation proposal, 1930
Box 12, Folder 5: List of maps and plans, circa 1942

Subseries X.B. Claremont site records, 1949-2004, undated
Box 14, Folder 19-20: Correspondence about water and water use records, 1950-1976
Box 14, Folder 22: Correspondence about roads and utilities, 1952-1969
Box 14, Folder 23: Correspondence about Pomona College reservoir, 1952-1981
Box 14, Folder 26: Southern California Water Company report, 1960
Box 14, Folder 29: Correspondence with Metropolitan Water District of Southern California, 2004
Box 15, Folder 1: Correspondence about construction of greenhouse, 1949-1951
Box 15, Folder 2: Correspondence and documents about irrigation system, 1950-1969
Box 15, Folder 3-5, 7-9: Correspondence and documents about construction of administration building, 1950-1953
Box 15, Folder 6: Box 16, Folder 2: Survey maps of Claremont property, 1949
Box 15, Folder 10: Correspondence about construction of caretaker’s residence, 1950-1951
Box 15, Folder 11: Correspondence about landscaping plan, 1950-1951
Box 15, Folder 12-17: Correspondence, sketches, and guarantees about addition to administration building, 1957-1959
Box 15, Folder 18: Correspondence and drawings for greenhouse renovations, 1958-1961
Box 15, Folder 19: Correspondence regarding septic tank, 1968-1969
Box 15, Folder 20: Press release about construction on botany laboratories, 1970
Box 15, Folder 21: Correspondence and documents about sewer line, 1983-1984
Box 15, Folder 22-23: Correspondence and documents regarding second floor renovation and laboratory addition, 1984-1993
Box 16, Folder 1: Claremont property ownership map, undated
Box 16, Folder 3: Specifications for the administration building, 1951
Box 16, Folder 4: Construction agreements with Allison & Rible, 1950-1958
Box 16, Folder 5: Laboratory addition blueprint, undated
Box 16, Folder 6: Correspondence, blueprints, and invoices for fencing, 1971-1978
Box 16, Folder 7: Specifications for laboratory addition, 1985
Box 16, Folder 8: Notice for bids for addition to administration building, 1986
Box 17, Folder 1: Correspondence and documents about paving, 1951-1976
Box 17, Folder 2: **Building inventory, 1953-1965**
Box 17, Folder 3: **Correspondence, blueprints, and drawings for entrance and signage, 1959**
Box 17, Folder 4: **Demonstration Garden construction correspondence and invoices, 1960-1968**
Box 17, Folder 5: **Science facilities grant proposal, circa 1969**
Box 17, Folder 6, 8: **Specifications for laboratory annex, 1969-1970**
Box 17, Folder 7: **Correspondence about painting the building, 1970**
Box 17, Folder 11: **Correspondence about fencing around Bernard Field Station, 1976-1978**
Box 17, Folder 12-15: **Library addition contract, permits, correspondence, blueprints, and other documents, 1979-1980**
Box 17, Folder 16: **Display wall proposal, 1982**
Box 19, Folder 13: **Horticulture Building proposal, 2000**
Box 21, Folder 9: **Contract with landscape architect C. Jacques Hahn, 1950**
Box 21, Folder 18: **Amendment to application of Southern California Water Company rate increase, 1960**
Box 23, Folder 3: **Specifications and bidding instructions for construction of the Cultivar Garden, 1989**
Box 23, Folder 4: **Draft specifications for the research, horticultural, and maintenance facility, undated**
Box 23, Folder 10: **Title 24 report, 2001**
Box 25, Folder 23: **Correspondence and cost estimate for Percy C. Everett Memorial Garden, 1984**
Box 27, Folder 13: **Education and Orientation Building Site Selection Analysis, 1985**
Box 29, Folder 13: **Fred L. Ashton & Associates report on roof load, 1986**
Box 31, Folder 5: **Allison & Rible sketch of administration building, undated**

**Series XI. Research, conservation, and graduate program, 1952-2003, undated**

Box 18, Folder 6: **Correspondence regarding laboratory equipment, 1968**
Box 18, Folder 13; Box 28, Folder 13: **Monocots III stationery, fliers, and programs, 2003**
Box 25, Folder 5: **Program of Advanced Study in Botany, 1952**
Box 25, Folder 8: **Correspondence regarding proposed Bear Valley field station, 1957-1958**
Box 25, Folder 13: **Correspondence regarding California Native Plant Society Board of Directors, 1965**
Box 25, Folder 18: **Correspondence regarding activities of graduate program, 1965-1971**
Box 25, Folder 37: **Correspondence regarding Keck Graduate Institute development, 1999**
Box 25, Folder 42: **Biodiversity and Conservation Division executive summary, undated**
Box 27, Folder 14: **Fact sheet on Organizational Meeting for Bilateral Agreement on Conservation of Nature, 1988**
Box 28, Folder 10: **Graduate program flier, undated**
Box 28, Folder 31: **Draft species management guide for *Lilium parryi*, 1991**

**Series XII. Biographical files on botanists and horticulturalists, 1818-2004, undated**
Arrangement: The series is arranged in rough chronological order by the individual's period of activity and follows the physical arrangement of the files.

Box 22, Folder 1: Chandler & Co., 1818, undated
Box 22, Folder 2: Waterer, Anthony, 1869, undated
Box 22, Folder 4, 6: Watson, Sereno, 1881, undated
Box 22, Folder 5: Shaw, Henry, 1889
Box 22, Folder 7: Davidson, Anstruther, undated
Box 22, Folder 8: Jones, Marcus, undated
Box 22, Folder 9: de Vilmorin, Henry, 1868, undated
Box 22, Folder 10-11: Spencer, Mary F., 1924, undated
Box 22, Folder 12: Eastwood, Alice, 1942, undated
Box 32, Folder 1: Framed portrait of Alice Eastwood, 1937
Box 22, Folder 13: Samuels, C. D., 1943
Box 22, Folder 14: Braunton, Ernest, 1945
Box 22, Folder 15: Hottes, Alfred Carl, 1955
Box 22, Folder 16: McMinn, Howard E., undated
Box 22, Folder 17: Chickering, Allan, 1958
Box 22, Folder 18: Bailey, Liberty Hyde, 1958
Box 22, Folder 19: Peck, Morton E., 1959
Box 22, Folder 20: Jaeger, Edmund, 1966, undated
Box 22, Folder 21: Berthoud, Edward L., 1878, undated
Box 22, Folder 22: Hoover, Robert Francis, 1970
Box 22, Folder 23: Dille, Helen, 1972
Box 22, Folder 24: Johnson, Ernest R., 1973
Box 22, Folder 25: Baker, Milo S., 1973
Box 22, Folder 26: Twisselmann, Ernest, 1971-1973
Box 22, Folder 27: Wolf, Carl B., 1974
Box 22, Folder 3, 28: Munz, Philip, 1968-1974
Box 22, Folder 29: Janish, Jeanne R., undated
Box 22, Folder 30: Johnston, Ivan M., circa 1960
Box 22, Folder 31: Scripps, Ellen Browning, 1998
Box 22, Folder 32: Carter, Annetta, 1991
Box 22, Folder 33: Cordova, Jose, 1999
Box 22, Folder 34: Dedecker, Mary, 1999
Box 22, Folder 35: Schultes, Richard E., 2001
Box 22, Folder 36: Constance, Lincoln, 2001
Box 22, Folder 37: Benjamin, Richard, 2002
Box 22, Folder 38: Payne, Theodore, 2004
Box 27, Folder 2: Jepson, Willis Linn, 1999
Box 29, Folder 15: Photograph of Willis Linn Jepson, undated
Box 29, Folder 16: Balls, Edward K., 1976