

# **International Communication Association records**

**ICA.01**

**Finding aid prepared by Andrew Williams and Jordan Mitchell.**

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University of Pennsylvania, Annenberg School for Communication Library Archives

2018.03.28

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## Summary Information

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<b>Repository</b>	University of Pennsylvania: Annenberg School for Communication Library Archives
<b>Creator</b>	International Communication Association.
<b>Title</b>	International Communication Association records
<b>Call number</b>	ICA.01
<b>Date [inclusive]</b>	1946-2016
<b>Extent</b>	25 linear feet (60 boxes)
<b>Language</b>	English
<b>Language note</b>	The bulk of this material is English. There are also instances of French, German, and Spanish.
<b>Abstract</b>	Originally established in 1950 as the National Society for the Study of Communication, the International Communication Association (ICA) has grown to be the largest worldwide academic organization devoted to the systematic study of communication. The collection is composed primarily of administrative records created and/or collected by various officers from 1946 to 2016, and serves to document the association's development over the years. Materials include correspondence, board meeting minutes and reports, bylaws and constitutions, conference proceedings, division records, financial records, membership records, and publication records.

**Cite as:**

International Communication Association records, 1946-2016, ICA.01, Annenberg School for Communication Library Archives, University of Pennsylvania

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## Biography/History

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The International Communication Association (ICA) is the largest worldwide academic organization devoted to the systematic study of communication. Conceived in 1950 as the National Society for the Study of Communication (NSSC), the association was originally constituted as an offshoot of the Speech Association of America (SAA). The modern form of institutionalized communication study was at the time in its early stages of development. Increased specialization at colleges and universities, which encouraged the formation of “speech” and “journalism” programs, as well as higher demand for social scientific scholarship concerning the effects of new communication technologies and mass media, were the primary currents that led to the discipline’s official establishment. The formation of NSSC/ICA itself was considered an important milestone for the field, as it brought together scholars of both mass communication and interpersonal communication backgrounds, and provided a forum where they could present their research and shape the young discipline’s identity.

In the beginning, early communication scholars recognized the increasing diversity of academic interests within societies like the SAA and sought to create their own association that would encapsulate the new field of communication. In December 1949, professors Elwood Murray, Paul Bagwell, Wesley Wiksell, and Ralph Nichols proposed, before the SAA executive council, to form an affiliate association, and in January of 1950 the NSSC was officially founded. A constitution was subsequently drafted, and the first officers were chosen. The administration of the society was comprised of a national council (later the board of directors), an executive committee (initially composed of the president, two vice presidents, executive secretary, and six members at large), and several other standing committees for finance, membership, nominations, and publications. The purpose of the association as stated in the 1949 constitution was “...to study the nature of communication and its place in our society; to aid and encourage those individuals or groups attempting to improve the communicating process; to evaluate specific courses of training already existent; and to disseminate the results of our studies.” By the end of 1950 the NSSC had enrolled ninety-one members.

In order to fulfill its stated purpose, the fledgling league of communication scholars embarked on an array of societal activities. Various “study and research” committees, such as the Listening Committee and the Committee on Propaganda, were soon organized to function as working units that would produce original research. However, complications with logistics, and a lack of resources and interest, left many of the fifteen study and research committees inactive. Despite sustained discussion of restructuring, the research committee provision in the constitution remained unchanged for seventeen years, and continued to be widely regarded as the core of NSSC.

Other activities conducted by the NSSC included publishing and the organization of conference programs. Concerning the former, the society began putting out a quarterly newsletter, and its *Journal of Communication* was first published in 1951. While the *Journal* eventually became, and remains, the most prominent academic periodical for communication studies, acquiring articles proved difficult in its early years, and this prevented the publication from developing beyond a house organ. It was not until the

mid-1960s that submissions increased and readership began to exceed direct membership. In addition to its print endeavors, a slew of NSSC-sponsored conferences and events were organized, such as the annual summer conventions and interdisciplinary conferences. These events were integral to NSSC's early development, as they provided a venue where communication scholars could define the discipline and forge professional connections with researchers of other disciplines and associations.

Even as its programs burgeoned, membership and income during the 1950s to the mid-1960s remained fairly static, despite the dedicated efforts of many of the officers to promote the society. Reports from 1951 to 1963 show membership fluctuating between three hundred and five hundred. Starting in 1964, however, membership levels rose exponentially. The increase was in part due to greater advertising revenue from the *Journal*, and its growing prestige among university libraries. By 1971 there were nearly sixteen hundred members from the United States and forty-three foreign countries.

The rise in membership introduced an unprecedented measure of stability and diversity, and the NSSC's increasingly broad academic orientation led to a number of administrative developments. In 1967, the organizational structure of the NSSC was changed with the adoption of new bylaws. These changes abolished the nearly defunct study and research committees, and in their place created a still extant interest group-division system. In contrast to the earlier research committees, interest groups could only be created if adequate enrollment were provided, and if an interest group expanded to represent 5% of ICA membership, it could acquire division status. Over time, the number of divisions has increased, and today there are more than thirty divisions and special interest groups, such as the Mass Communication division, the Intercultural Communication division, and the Feminist Scholarship division. Another important shift came in 1967, when the NSSC officially separated from its parent organization, the SAA. To reflect this new identity, the NSSC was officially renamed the International Communication Association in 1969.

ICA continued growing its operations throughout the 1970s. In 1973, *Human Communication Research* was introduced to the ICA publication catalog, and in 1977 *Communication Yearbook*, which included conference proceedings and literature reviews, was also launched. The first divisions began publishing their own newsletters, and organized sessions and workshops at annual conferences. To promote the increasingly global character of the association, the first international annual conference was held in Berlin in 1977. And the ICA Fellowship Program was inaugurated in 1979 with the aim of recognizing influential communication scholars from the association's own membership.

In 1975, ICA settled into a permanent office in Austin, Texas. It was managed by the executive secretary (later the executive director), whose term and purview had recently been expanded. Previously, the secretary's tenure had been limited to three years and he or she was responsible for keeping records relating to the annual conventions, business and board meetings, and membership; distributing official publications and notices; and submitting annual financial reports. In addition to these duties, he or she was now charged with maintaining the continuity of the association's operations more generally, and was given a renewable three-year term to do just that. The secretary's office would go on to become the point of constancy in an otherwise purposefully protean administration. Robert L. Cox retained the mantle of executive secretary director from 1974 to 2000, and was succeeded by Michael L. Haley in 2000. Laura Sawyer took over from Haley in 2016.

To commemorate the ICA's twenty-fifth anniversary, the board of directors approved funding for the publication of a history of the organization in 1971. The board contracted Carl Weaver, who served as executive secretary from 1959 to 1961, to write the history, which was to be promoted at the 1975 annual conference. Weaver relied on oral histories and administrative records collected from past officers as sources for the project. While Weaver finished the history 1974, it was shelved later that year, largely due to shifts in board member composition and vision. The records Weaver used for the history, which include many of the NSSC's foundational documents, were subsequently moved to the ICA office. ICA membership and institutional activities remained relatively constant during the 1980s, before expanding throughout in the 1990s. From 1980 to 1990, membership hovered around two thousand, but

by the turn of the century it had grown to include around three thousand individuals in total. Enrollment, however, tended to fluctuate during conference season, so to provide a more stable membership base throughout the year, the board altered the bylaws to align the membership year with the fiscal year. As of 2017, ICA is comprised of nearly 4,500 communication scholars with myriad research interests. Along with its increasing constituency, ICA's publications also proliferated during the 1990s and 2000s. *Communication Theory* was introduced in 1991; the *Journal of Computer-Mediated Communication* in 1994; and *Communication, Culture, and Critique* in 2005. Meanwhile, the newsletter switched from quarterly to monthly release—a schedule it maintains to this day.

While always a point of concern, the 'International-ness' of ICA had become an increasingly salient issue within the association throughout the 1990s and early 2000s, leading to changes in its administration and activities. It was decided that conferences would be held in locations outside the United States every other year. Since the mid-1990s, events have been hosted in Jerusalem, Acapulco, and Seoul, among others. In 2000, ICA established five regional-at-large board seats in an effort to promote a more global makeup to the administration, and in 2001, ICA moved its headquarters from a rented office in Texas to one in Washington D.C. to nurture a more international institutional orientation. The association purchased an office building in the same city in 2006 to serve as a permanent base of operations.

In many ways ICA's development mirrors that of the discipline it was organized to explore and promote. As the association became more confident in its activities, the lineaments of academic communication programs and research agendas were also becoming more defined. Today, through its global event programs, varied publications, and division group structure, ICA continues to evolve along with its field—providing a network and platform for communication scholars the world over.

Works Consulted:

"ICA History." International Communication Association. Accessed October 31, 2017.

<https://www.icahdq.org/page/History>.

National Society for the Study of Communication, Constitution and Bylaws, article II. 1949. Box 29, Folder 5.

Weaver, Carl. *A History of the International Communication Association*. Unpublished manuscript, 1973. Box 27, Folder 6 and Box 28, Folder 1-5.

## Scope and Contents

The records of the International Communication Association (ICA) were transferred from the association's headquarters in Washington D.C. to the Annenberg School for Communication Library in 2016. The collection is composed primarily of administrative documents spanning from 1946 to 2016, which were accumulated under the auspices of the executive secretary (later known as executive director) of the association. These documents include correspondence, board meeting materials, constitutions and bylaws, committee records, conference proceedings, division records, financial records, membership records, and publication records. Overall, this collection represents the history of ICA through the twentieth and the early twenty-first centuries. While changes to the association's organizational structure—specifically those made to the term of the executive director in 1967—and the founding of a central office helped to consolidate the association's records, the annual rotation of most major officers has contributed to the somewhat irregular maintenance of the association's documents throughout its history.

Most of the collection was amassed during Robert Cox's tenure as executive director from 1974 to 2000,

while the remaining documents originate from the time of Michael Haley's term (2000-2015). The majority of the association's historical records, while ultimately centralized at ICA headquarters by Cox, were initially acquired from past officers of the National Society of the Study of Communication (NSSC)/ICA by Carl Weaver in order to write a history of the association. Other historical records from the 1940s to the 1970s were most likely either given to Cox at later dates or were inherited from previous secretaries. The records of Sam Luna, who served as the ICA's director of member services from 2001 to 2016, are also present, although fewer in number than those described above.

In an effort to preserve the records' original order and contexts of creation, the collection has been organized primarily by officer, and is therefore divided into three series: I. Robert L. Cox, II. Michael Haley, and III. Sam Luna. A more detailed description of materials can be found at the series level. The ICA records possess enormous historical value for researchers interested in the history of ICA, academic associations, and communication studies in general.

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## **Administrative Information**

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University of Pennsylvania, Annenberg School for Communication Library Archives

2018.03.28

Finding aid prepared by Andrew Williams and Jordan Mitchell.

### **Sponsor**

The processing of this collection was made possible in part through generous funding from the International Communication Association.

### **Access Restrictions**

The bulk of this collection is open for research use; however, certain materials in boxes 1, 2, 6, 7, 17, 18, 25, 45, 49, 50, and 56-59 are restricted from access until 2094 because they contain personally identifiable or other sensitive information. Researchers interested in the content of these boxes should contact the Annenberg School for Communication Library Archives for further information.

### **Use Restrictions**

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### **Source of Acquisition**

Gift of the International Communication Association, 2016.

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## Controlled Access Headings

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### CORPORATE NAME(S)

- International Communication Association.
- National Communication Association.
- National Society for the Study of Communication.
- Speech Association of America.
- Speech Communication Association.

### FORM/GENRE(S)

- Administrative records
- Agendas (administrative records)
- Annual reports
- Bylaws (administrative records)
- Clippings (information artifacts)
- Correspondence
- Financial records
- Minutes (administrative records)
- Newsletters
- Photographs

### GEOGRAPHIC NAME(S)

- Austin (Tex.)
- Flint (Mich.)
- Washington (D.C.)

### SUBJECT(S)

- Communication
- Communication and culture
- Communication and technology



- Communication models
- Communication surveys
- Communication--History
- Communication--Philosophy
- Communication--Research--Methodology
- Communication--Study and teaching
- Learned institutions and societies
- Mass media--Research
- Nonprofit Organizations
- Professional associations
- Visual communication

## Collection Inventory

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### **SERIES I. ROBERT L. COX.**

#### **Scope and Contents note**

Spanning the years 1946 to 2001, Robert L. Cox's series is divided into thirteen subseries: A. Correspondence, B. Administrative Records, C. Awards and Memorials, D. Board of Directors and Executive Committee, E. Committees, F. Divisions and Interest Groups, G. Events, H. External Relations, I. Fellows Program, J. Financial Records, K. Historical Files, L. Membership Records, M. Publications. Each is arranged beginning with correspondence (if present), and then proceeds alphabetically and/or chronologically.

Since the executive director was the association's principal administrator, the range of records from Cox's tenure represents virtually every aspect of the ICA and its operations. Additionally, Cox was responsible for ultimately preserving a great number of the association's founding documents (see Historical Files below). Materials include correspondence, bylaws and constitutions, budgets, event programs and evaluations, guides and manuals, meeting agendas, member directories, minutes, needs assessments, newsletters, nominations and ballots, notes, photographs, policies, proposals, promotional art, reports, rosters, and surveys and questionnaires.

Researchers should note that despite the breadth of materials that makes up Series I, items have been removed from certain folders over time. This is especially true of certain board meeting and annual conference folders.

#### **A. CORRESPONDENCE.**

	Box	Folder
Anderson, James A., 1981-1985.	1	1
Bettinghaus, Erwin P., 1980-1983.	1	2
Blumler, Jay G., 1989.	1	3

Chaffee, Steven H., 1979-1982.	1	4
<b>Cox, Robert L., 1980-1993.</b>	1	5-6
<b>Note:</b> General correspondence files		
Daly, John, 1981.	1	7
Dervin, Brenda, 1986.	1	8
Greenberg, Bradley S., 1994-1995.	1	9
<b>Kibler, Robert J., 1976-1979.</b>	1	10
<b>Note:</b> Family Educational Fund and presidential correspondence		
Knapp, Mark L., 1974-1980.	1	11
Krippendorff, Klaus, 1983-1985.	1	12
Miller, Gerald R., 1975-1981.	1	13
Rogers, Everett M. [RESTRICTED], 1979-1981, 1988.	1	14-15
Stevenson, Robert L., 1984.	1	16
<b>Tompkins, Phillip K., 1987.</b>	1	17
<b>Note:</b> Includes a photograph		
Williams, Frederick, 1977-1979.	1	18

**B. ADMINISTRATIVE RECORDS.**

	Box	Folder
Articles of Incorporation [RESTRICTED], 1970-1993.	2	1
Bylaws and Constitution, 1967-1992.	2	2
Earned Travel, 1997.	2	3
<i>Futuring: For ICA, For the Field</i> , 1994.	2	4
ICA Needs Assessment, 1973-1978.	2	5
<b>Officer and Committee Rosters, 1973-2000.</b>	2	6-7
<b>Note:</b>		
Includes letterhead scrim		
Operations Manuals, 1977-2002.	2	8-9
Personnel [RESTRICTED], 1996.	2	10
Resolutions, 1966-1978.	2	11

### C. AWARDS AND MEMORIALS.

	Box	Folder
Awards Committee, 1999-2003.	3	1
B. Aubrey Fisher Award, 1987.	3	2
B. Aubrey Fisher Award 1998, 1997-1998.	3	3
B. Aubrey Fisher Award 1999, 1999.	3	4-5
B. Aubrey Fisher Memorial Lecture, 2001.	3	6

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<b>Elwood Murray Obituary, 1988.</b>	3	7
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**Note:**

Includes a photograph

ICA 5 Awards, 2000.	3	8
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Minority Travel Grants, 1999.	3	9
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Travel Grant, 1997.	3	10
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**D. BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE.**

	Box	Folder
Correspondence, 1974-1988.	3	11-12

<b>1977 Annual Meeting, Berlin, 1976-1977.</b>	3	13-14
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**Note:**

Includes executive committee minutes from the 1977 mid-year meeting

1978 Annual Meeting, Chicago, 1978.	4	1
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1978 Mid-Year Meeting, 1978.	4	2
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1979 Annual Meeting, Philadelphia, 1979.	4	3
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1979 Mid-Year Meeting, Stanford, 1979.	4	4
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1980 Annual Meeting, Acapulco, 1979-1980.	4	5
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1980 Mid-Year Meeting, 1980.	4	6
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1981 Annual Meeting, Minneapolis, 1981.	4	7
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1981 Mid-Year Meeting, 1981.	4	8
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1982 Mid-Year Meeting, Louisville, 1982.	4	9
1983 Mid-Year Meeting, Washington D.C., 1983.	4	10
1984 Annual Meeting, San Francisco, 1983-1984.	4	11
1984 Mid-Year Meeting, Chicago, 1984.	4	12
1985 Mid-Year Meeting, 1985.	4	13
1986 Annual Meeting, Chicago, 1986.	4	14-15
1986 Mid-Year Meeting, 1986.	4	16
1987 Annual Meeting, Montreal, 1987.	4	17
1987 Mid-Year Meeting, Boston, 1987.	4	18
1988 Annual Meeting, New Orleans, 1987-1988.	4	19
1989 Annual Meeting, San Francisco, 1989.	5	1
1991 Annual Meeting, Chicago, 1990-1991.	5	2-3
1991 Mid-Year Meeting, Atlanta, 1991.	5	4
1992 Annual Meeting, Miami, 1992-1993.	5	5
1992 Mid-Year Meeting, Chicago, 1992.	5	6
1993 Annual Meeting, Washington D.C., 1992-1993.	5	7
<b>1993 Mid-Year Meeting, Miami, 1992-1999.</b>	5	8

**Note:**

Includes update on committee activities from 1999

1994 Mid-Year Meeting, New Orleans, 1994.	5	9
1995 Annual Meeting, Albuquerque, 1994-1995.	5	10
1995 Mid-Year Meeting, San Antonio, 1994-1995.	5	11
1995 Mid-Year Meeting, San Antonio, 1994-1995.	6	1
1996 Annual Meeting, Chicago, 1995-1996.	6	2-3
1996 Mid-Year Meeting, San Diego, 1996.	6	4
1997 Annual Meeting, Montreal, 1996-1997.	6	5
1997 Mid-Year Meeting, Chicago, 1997.	6	6
1998 Executive Committee Meeting, San Francisco, 1998.	6	7
1998 Annual Meeting, Jerusalem, 1998.	6	8
1998 Mid-Year Meeting, New York City [RESTRICTED], 1998.	6	9
1999 Annual Meeting, San Francisco, 1998-1999.	7	1-2
1999 Mid-Year Meeting, Chicago, 1998-1999.	7	3-4
2000 Mid-Year Meeting, Seattle, 2000.	7	5
2001 Annual Meeting, Washington D.C. [RESTRICTED], 2000-2001.	7	6

**E. COMMITTEES.**

**i. Elections.**

Box Folder

1997-1999.	7	7-8
Nominating Committee, 1968-1981.	7	9
Tellers Committee, 1968-1981, 1988-2000 .	8	1-2
<b>ii. Other Committees.</b>		
	<b>Box</b>	<b>Folder</b>
1987-1993.	8	3
Ad Hoc Committee: ICA Foundation, 1980.	8	4
Committee to Develop Research Programs in Areas Involving Wide Social Implications, 1977-1978.	8	5
Committee on Future Scenarios for ICA, 1984-1985.	8	6
Committee on Relationships of Divisions to One Another and to the Association, 1977.	8	7
<b>Committee on the Status of Women, 1974-1987.</b>	8	8
<b>Note:</b>		
Includes Equal Rights Amendment correspondence		
Committee to Evaluate the Executive Director, 1985-1986.	8	9
Communication Institutions Committee, 1986.	8	10
Task Committee on Coordinated Policy Planning, 1974-1976.	8	11
Task Committee on ICA Headquarters, 1987.	8	12
Task Committee on ICA Structures and Procedures, 1986-1987.	8	13
Task Committee on the International Status of ICA, 1988.	8	14



Task Force on Planning, 1953-1975 (Bulk, 1971-1975) .	8	15
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**F. DIVISIONS AND INTEREST GROUPS.**

**i. Division 1: Information Systems.**

	Box	Folder
Correspondence, 1975-1981, 1994.	8	16
Bylaws, Minutes, Reports, 1997.	8	17
Membership Questionnaires, 1990-1996.	8	18
Newsletters, 1972-1980.	8	19
Newsletters, 1982-1991.	9	1
Archives, 1968-1991.	9	2

**ii. Division 2: Interpersonal Communication.**

	Box	Folder
<b>Correspondence, 1974-1985, 1997 .</b>	9	3
<b>Note:</b>		
Includes Garrison Memorial Fund correspondence		
Bylaws, Minutes, Reports, 1968-1994.	9	4
Newsletters, 1980.	9	5
Archives, 1980-1993.	9	6

**iii. Division 3: Mass Communication.**

	Box	Folder
Correspondence, 1969-1980.	9	7
Bylaws, Minutes, Reports, 1968-1986.	9	8
Archives, 1968-1990.	9	9

**iv. Division 4: Organizational Communication.**

	Box	Folder
Correspondence, 1972-1995.	9	10-11
Audit, 1971-1978.	9	12
Bylaws, Minutes, Reports, 1969-1989.	9	13
Newsletters, 1979-1988.	9	14
Newsletters, 1989-1996.	10	1
Archives, 1968-1987.	10	2

**v. Division 5: Intercultural Development.**

	Box	Folder
Correspondence, 1968-1987.	10	3-4
Bylaws, Minutes, Reports, 1970-2000.	10	5
Conferences, 1974.	10	6
Newsletters, 1983-1998.	10	7
Archives, 1973-1990.	10	8

**vi. Division 6: Political Communication.**

	Box	Folder
Correspondence, 1972-1980, 1997.	10	9
Bylaws, Minutes, Reports, 1974-1990.	10	10
Newsletters, 1975-1979.	10	11
Newsletters, 1980-1997.	11	1
Archives, 1973-1991.	11	2

**vii. Division 7: Instructional and Developmental Communication.**

	Box	Folder
Correspondence, 1973-1983.	11	3
Bylaws, Minutes, Reports, 1970, 1997.	11	4
Newsletters, 1994.	11	5
Archives, 1975-1990.	11	6

**viii. Division 8: Health Communication.**

	Box	Folder
Correspondence, 1978-1981, 1997.	11	7
Bylaws, Minutes, Reports, 1996.	11	8
Newsletters, 1974-1980, 1994.	11	9
Archives, 1974-1994.	11	10

**ix. Division 9: Philosophy of Communication.**

	Box	Folder
Correspondence, 1977-1981, 1997.	11	11

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Bylaws, Minutes, Reports, 1980, 1996.	11	12
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Newsletters, 1984-1992.	11	13
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Archives, 1981-1990.	12	1
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**x. Division 10: Communication and Technology.**

	Box	Folder
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Bylaws, Minutes, Reports, 1991.	12	2
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Newsletters, 1989-1996.	12	3
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Archives, 1981-1987.	12	4
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**xi. Division 11: Popular Communication.**

	Box	Folder
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Bylaws, Minutes, Reports, 1981-1985.	12	5
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Newsletters, 1994-1996.	12	6
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Archives, 1985-1994.	12	7
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**xii. Division 12: Public Relations.**

	Box	Folder
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Correspondence, 1990-1997.	12	8
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Bylaws, Minutes, Reports, 1987.	12	9
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Newsletters, 1995-1997.	12	10
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Archives, 1985-1995.	12	11
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**xiii. Division 13: Feminist Scholarship.**

	Box	Folder
Correspondence, 1997.	12	12
Newsletters, 1995-1997.	12	13
Archives, 1985-1994.	12	14

**xiv. Division 14: Communication Law and Policy.**

	Box	Folder
Correspondence, 2002.	12	15
Newsletters, 1996-1997.	12	16
Archives, 1991-1995.	12	17

**xv. Division 15: Language and Social Interaction.**

	Box	Folder
Bylaws, Minutes, Reports, 1992-1997.	12	18
Newsletters, 1996.	12	19
Archives, 1990-1993.	12	20

**xvi. Special Interest Group 16 (Defunct): Council of Communication Libraries.**

	Box	Folder
Correspondence, 1997.	13	1
Bylaws, Minutes, Reports, 1990.	13	2
Newsletters, 1991.	13	3
Archives, 1990-1992.	13	4

**xvii. Division 16 (17): Visual Communication Studies.**

	Box	Folder
Correspondence, circa 1999.	13	5
Newsletters, 1995-1996.	13	6
Archives, 1993.	13	7

**xviii. Special Interest Group 18: Lesbian, Gay, Bisexual, Transgender, Queer.**

	Box	Folder
Archives, 1993-1997.	13	8

**G. EVENTS.**

**i. Annual Conferences.**

	Box	Folder
1975, Chicago, 1975.	13	9
1977, Berlin, 1975-1978.	13	10-11
1978, Chicago, 1976-1978.	13	12
1979, Philadelphia Correspondence, 1978-1979.	13	13
1980, Acapulco, 1978-1980.	13	14
1981, Minneapolis, 1980-1981.	13	15
1985, Honolulu, 1985.	14	1
1987, Montreal, 1980-1987.	14	2
1988, San Francisco, 1988-1989.	14	3

1990, Dublin, 1984-1990.	14	4
1992, Miami, 1991.	14	5
1993, Washington D.C., circa 1993.	14	6
1994, Sydney, 1994.	14	7
1998, Jerusalem, 1996-1998.	14	8
Brochure Art, 1982.	14	9
Calls for Papers, 1984-1999.	14	10
Programs, 1973-1991.	14	11-12

**ii. Committee on Annual Conferences.**

	Box	Folder
1971-1985.	15	1-2
William Eadie Report, 1974-1980.	15	3

**iii. Other Events.**

	Box	Folder
1977, Summer Conference, Orlando, 1977.	15	4
Audit Workshop, 1985.	15	5
State of the Field of Communication Conference, 1994.	15	6

**H. EXTERNAL RELATIONS.**

**i. Liaison Committee.**

	Box	Folder
1973-1987.	15	7

Internationalization, 1990-1991.	15	8
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**ii. Organizations.**

	Box	Folder
American Association for the Advancement of Science, 1973-1981.	15	9

Association for Education and Journalism, 1980.	15	10
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Center for Advancing Intercultural Communication, 1978.	15	11
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Council of Communication Societies, 1973-1981.	15	12-13
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Council of Communication Societies, 1973-1981.	16	1-2
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International Affiliate Proposals, 1975-1979.	16	3
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International Communication Agency, 1978.	16	4
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International Federation of Communication Associations, 1991-1998.	16	5
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National Communication Association, 1993-1998.	16	6
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**I. FELLOWS PROGRAM.**

**i. Awards and Nominations.**

	Box	Folder
Book Award 2000, 1999-2000.	16	7

Book Award 2001, 2000-2001.	16	8
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Nominations, 1998-2001.	16	9-10
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**ii. Fellows Committee.**

	Box	Folder
1976-1998.	17	1
Certificates, 1991.	17	2

**J. FINANCIAL RECORDS.**

**i. Accounts and Audits.**

	Box	Folder
Budgets, 1971-1995.	17	3
Division Expenses [RESTRICTED], circa 1985, 1999-2000.	17	4
Dunn and Bradstreet Reports, 1990-1992.	17	5
Investment Policy [RESTRICTED], 1995-1996.	17	6
Publications Deposit Receipts [RESTRICTED], 1997-2001.	17	7

**ii. Finance Committee.**

	Box	Folder
1973-1997.	17	8-9

**iii. Funds and Bequests.**

	Box	Folder
Endowment, 1987.	17	10
Fundraising [RESTRICTED], 1982-1983.	17	11

Fundraising: Past Presidents, 2002-2003.	17	12
Garrison Memorial Fund [RESTRICTED].	18	1
Redding Award Endowment [RESTRICTED], 2000-2002.	18	2
Robert Kibler Award [RESTRICTED], 2000-2001.	18	3

**iv. Tax Records.**

	Box	Folder
IRS Correspondence [RESTRICTED], 1972-2000.	18	4-5
Exemption Letters of Approval [RESTRICTED], 1949-1982.	18	6
Returns [RESTRICTED], 1977-2001.	18	7-8

**v. Office Records.**

	Box	Folder
Retirement Plans [RESTRICTED], 1979-2001.	18	9

**K. HISTORICAL FILES.**

**Scope and Contents note**

Historical Files, with dates ranging from 1946 to 2001, is divided into three sub-subseries: i. General, ii. Officers, and iii. Histories. Each is arranged beginning with correspondence (if present), and then proceeds alphabetically and/or chronologically.

The General sub-subseries includes documents created primarily prior to 1974, which could not be attributed to particular officers, and seem to have been gathered by Robert L. Cox during his time as executive secretary/director to serve as a kind of institutional archives. Records that could be attributed make up the Officers sub-subseries, and were either accumulated by Cox over the years, or acquired by Carl Weaver for his history project, and then bequeathed to Cox. Individuals represented include many of the NSSC/ICA's founding members: Donald Bird, Ralph Nichols, Ron Smith, Wayne Pace, and Wesley Wiksell. Materials from these two subseries cover a range of the association's early activities,

and should be of particular importance to scholars interested in the history of ICA. They are chiefly comprised of correspondence, constitutions and bylaws, minutes and reports, research and operational committee documents, and event items. Additionally, as an appendage of the Speech Association of America (SAA) until 1967, the members and operations of the NSSC were closely related to their parent organization. A number of documents in the collection reflect this relationship, including interdisciplinary conference correspondence and newsletters.

There have been two attempts made to write a history of ICA. Carl Weaver’s was the first, and he labored on it from 1971 to 1974. During this time, as mentioned above, he solicited most of ICA’s founding documents from the original officers and added to them his own secretarial records. In all, Weaver’s materials include correspondence; thematically reorganized officers’ records (e.g., “Committies” or “The Journal”); and two drafts of his history: one handwritten and the other typescript. Weaver inlaid the former with his themed primary source material, which includes some of the earliest documents of the collection. While Weaver’s history was never published, an abridged version was printed in the 1977 edition of *Communication Yearbook*. The second history project was helmed by Steven Chaffee between 1998 and 2001. Aside from project correspondence, however, all materials therein are composed of rearranged photocopies of Weaver’s history and research files.

**i. General.**

**a. Administrative Records.**

	Box	Folder
Officer Rosters, 1950-1974.	18	10
Photographs of Past Presidents, 1974.	18	11

**b. Board of Directors and Executive Committee .**

	Box	Folder
Meeting Materials, 1970-1972.	19	1
Meeting Minutes, 1950-1970.	19	2-3
Meeting Minutes and Presidents’ Reports, 1968-1975.	19	4
Presidents’ Reports, 1950-1970.	19	5-7

Secretary's Report, 1973.	19	8
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**c. Bylaws and Constitution.**

	Box	Folder
Correspondence, 1963-1979.	19	9
Bylaws and Constitution, 1952-1967.	19	10
Bylaws and Constitution, 1968-1979.	20	1

**d. Committees and Special Task Forces.**

**Scope and Contents note**

Sub-subseries d includes correspondence, meeting agendas, minutes, policies, proposals, reports, and rosters pertaining to the Committee on Annual Conferences; Committee on Bylaws; Committee on College Programs; Committee on Committees; Committee on Communication Disorders; Committee on Communication in the Military Services; Committee on Communication in Business and Industry; Committee on Communication in Government; Committee on Communication in the Family and Community; Committee on Communication Methodologies; Committee on Definition, Nature, Scope, and Function of Communication; Committee on Reading Comprehension; Committee on Relationships of Divisions to One Another and to the Association; Committee on Student Affairs; Committee on the Status of Women; Committee to Develop Research Programs in Areas Involving Wide Social Implications and in ICA; Constitution Committee; Creative Thinking Committee; Editorial Committee for Organizational Communication Sourcebook; Evaluations Committee; Executive Committee; Finance Committee; Liaison Committee; Membership Committee; Nominating Committee; Project Dealing with Responsibility in Communication; Publications Committee; Research Committee; Resolutions Committee; and Special Task Force on Coordinated Policy Planning.

	Box	Folder
1950s, 1951-1958.	20	2-3
1960s, 1960-1968.	20	4
1970s, 1969-1979.	20	5-8

**e. Events.**

	Box	Folder
Annual Conferences, 1954-1974.	21	1
Interdisciplinary Conference on Communication, 1959-1960.	21	2
Interdisciplinary Conference with SAA, 1967, 1973.	21	3
International Interdisciplinary Conference on Communication, 1951.	21	4
Summer Student Conference, 1973.	21	5

**f. Financial Records.**

	Box	Folder
1959-1979.	21	6

**g. Membership.**

	Box	Folder
1954-1979, 1999 .	21	7-10
Promotional Brochures, 1960-1967.	21	11

**h. Publications.**

	Box	Folder
<i>Business and Professional Speaking Interest Group of SAA Newsletter</i> , 1957-1965.	21	12
<i>ICA Newsletter</i> , 1972.	21	13
<i>Journal of Communication</i> , 1953, 1963-1973.	21	14
<i>New Directions in Communication: Proceedings of the 1972 Student Summer Conference</i> , 1972.	21	15
<i>NSSC Newsletter</i> , 1954-1969.	21	16

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**ii. Officers.**

**a. Bird, Donald E.**

	Box	Folder
Archives, 1950-1957.	21	17
Constitutions, 1955.	22	1
Financial Records, 1954-1956.	22	2
Operating Committees, 1954-1956.	22	3

**b. Clark, Kenneth B.**

	Box	Folder
Correspondence, 1956.	22	4
Committee on Communication Films, 1953-1955.	22	5
Office of the First Vice President, 1953.	22	6
Reports, 1952-1956.	22	7
Special Committee on Aid to Federal Mediation and Conciliation Service, 1954.	22	8

**c. Goyer, Robert S.**

	Box	Folder
<b>Historical Documents, 1949-1969.</b>	22	9
<b>Note:</b> Includes a photograph		
<i>Journal of Communication</i> Editor, 1970-1971.	22	10

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**d. Harwood, Kenneth.**

	Box	Folder
<i>Journal of Communication</i> Business Manager, 1956.	22	11

**e. Hurley, B. Martin.**

	Box	Folder
Board Correspondence, 1972-1974.	22	12
MacLean, Malcom S. Correspondence, 1972-1973.	22	13
Smith, Alfred G. Correspondence, 1972-1974.	22	14
Malcolm S. MacLean Proposed Memorial, 1972-1974.	22	15

**f. Nichols, Ralph.**

	Box	Folder
Significant Correspondence, 1950-1988.	22	16
Constitutions, 1957-1964.	22	17
Consultation Records, circa 1955.	22	18
Finance Committee, 1954-1955.	22	19
Member List, circa 1955.	23	1
NSSC Local Chapter, circa 1954.	23	2
NSSC Summer Conference, 1953-1964.	23	3
Officer Records, circa 1955.	23	4
Presidential Bulletins, 1954-1955.	23	5

---

Solicitation and Other Form Letters, 1951-1952.

23

6

**g. Pace, Wayne.**

Box

Folder

Correspondence, 1968-1971.

23

7

American Association for the Advancement of Science, 1969-1975, 1997.

23

8

Annual Conferences, 1967-1972.

23

9

Board of Directors and Executive Committee, 1968-1971.

23

10

Bylaws, 1967.

23

11

Committees, 1952-1971.

23

12

Financial Records, 1970.

23

13

Journal of Communication Award, 1970-1971.

23

14

National Reading Council, 1970-1971.

23

15

NSSC Wall Plaques, 1967-1969.

23

16

Officer Reports, 1961-1972.

23

17

Speech Association of America, 1967-1969.

24

1

**h. Sincoff, Michael.**

Box

Folder

*Journal of Communication*, 1972-1973.

24

2

**i. Smith, Ronald D.**

**1. Correspondence.**



	Box	Folder
General, 1971-1990.	24	3

Hurley, Martin B., 1972-1973.	24	4
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Kibler, Robert J., 1977-1980.	24	5
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## **2. Board of Directors and Executive Committee.**

	Box	Folder
1968-1973.	24	6-7

## **3. Business and Professional Speaking Interest Group of SAA.**

	Box	Folder
1963-1969.	24	8

Newsletters, 1959-1970.	24	9-10
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## **4. Committees.**

	Box	Folder
Student Committee, 1970-1971.	25	1

## **5. Divisions.**

	Box	Folder
Newsletters, 1979-1993.	25	2

Person-to-Group Communication, circa 1967.	25	3
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## **6. Events.**

	Box	Folder
Annual Conferences, 1963-1971.	25	4

Student Summer Conference, 1973.	25	5
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## 7. External Relations.

	Box	Folder
American Association for the Advancement of Science, 1971.	25	6
Council of Communication Societies, 1970-1971.	25	7

## 8. Financial Records.

	Box	Folder
Talman Saving Certificate [RESTRICTED], 1969-1970.	25	8

## 9. Membership.

	Box	Folder
Membership Committee, 1968-1971.	25	9

## 10. Publications.

	Box	Folder
1961-1974.	25	10
Ad Hoc Committee on ICA Publications, 1973.	25	11
<i>Spectrum 7</i> , 1967-1969.	25	12

## j. Wiksell, Milton.

	Box	Folder
Committee Correspondence, 1961-1967.	25	13

## k. Wiksell, Wesley.

### 1. Correspondence.

	Box	Folder
1949-1961.	25	14-15

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1959-1960.	26	1
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## **2. Committees.**

	Box	Folder
Committee on Communication in Business and Industry, 1952-1953.	26	2
Committee on Listening Comprehension, 1951-1952, 1960.	26	3
Committee on Problems in Communication, 1949-1950.	26	4

## **3. Events.**

	Box	Folder
1950 Winter Conference, New York City, 1950.	26	5
1951 Winter Conference, Chicago, 1951.	26	6-7
1952 Winter Conference, Cincinnati, 1952.	26	8
1959 Summer Conference, Elkart, WI, 1954-1959.	26	9
1959 Winter Conference, Washington D.C., 1955-1959.	26	10
1960 Summer Conference, Elkart, WI, 1959-1960.	27	1
International Interdisciplinary Conference on Communication, 1959-1964.	27	2-3

## **4. Speech Association of America.**

	Box	Folder
<b>Survey of Communication Courses, 1948-1951.</b>	27	4

### **Note:**

Includes foundational documents

## **iii. Histories.**

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**a. Weaver, Carl.**

**1. Project Correspondence.**

	Box	Folder
1971-1975.	27	5

**2. History.**

	Box	Folder
<b>Handwritten Drafts, 1946-1973.</b>	27	6

**Note:**

Includes historical documents

<b>Handwritten Drafts, 1946-1973.</b>	28	1-5
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**Note:**

Includes historical documents

Typescript Drafts, 1973.	28	6
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Typescript Drafts, 1973.	29	1-4
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**3. Research Materials.**

	Box	Folder
Constitutions, 1949-1969.	29	5

Financial, 1950-1969, circa 1971.	29	6-7
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Founding of NSSC, 1949-1950, circa 1975.	30	1
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The Journal, 1950-1970.	30	2-4
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The Journal Editor, 1953-1967, circa 1971.	30	5
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Membership, 1950-1962.	30	6-13
Membership, 1963-1974.	31	1-2
National Center for Communication Arts and Sciences, 1965-1966, 1973.	31	3
Operation of Committees, 1950-1965, circa 1971.	31	4-5
Philosophy (Purposes, Aims, Objectives), 1951-1970, circa 1971.	31	6
Special Liaison with SAA, 1950-1960, circa 1971.	31	7

**b. Chaffee, Steven.**

**1. Project Correspondence.**

	Box	Folder
<b>1970-2001.</b>	31	8
<b>Note:</b>		
Includes original documents		

**2. Administrative Records.**

	Box	Folder
Audit and Needs Assessment, 1971-1978, circa 2000.	31	9
Audit and Needs Assessment, 1971-1978, circa 2000.	32	1
Officer Rosters and Appointments, 1950-1977, circa 2000.	32	2
Scope and Vision, 1951-1975, circa 2000.	32	3

**3. Board of Directors and Executive Committee.**

	Box	Folder
1950-1976, circa 2000.	32	4-6

---

#### 4. Bylaws and Constitution.

	Box	Folder
1951-1979, circa 2000.	33	1-5

#### 5. Committees.

	Box	Folder
1951-1960, circa 2000.	33	6

#### 6. Conferences.

	Box	Folder
1950-1976, circa 2000.	34	1-2

#### 7. Divisions.

	Box	Folder
Division One: Information Systems, 1968-1992, circa 2000.	34	3
Division Two: Interpersonal Communication, 1969-1994, circa 2000.	34	4
Division Three: Mass Communication, 1968-1990, circa 2000.	34	5
Division Five: Intercultural and Developmental Communication, 1973-1993, circa 2000.	34	6
Division Six: Political Communication, 1973-1991.	34	7
Division Seven: Instructional and Developmental Communication, 1974-1990, circa 2000.	34	8
Division Eight: Health Communication, 1981-1994, circa 2000.	34	9
Division Ten: Communication and Technology, 1981-1994, circa 2000.	35	1
Division Eleven: Popular Communication, 1985-1993, circa 2000.	35	2

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Division Twelve: Public Relations Interest Group, 1985-1994, circa 2000.	35	3
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### **8. Financial Records.**

	Box	Folder
1950-1975, 1981 circa 2000.	35	4-6

### **9. Membership.**

	Box	Folder
1950-1980, circa 2000.	35	7-8
1954-1968, circa 2000.	36	1-2

### **10. Officer Records.**

	Box	Folder
Bird, Donald E., 1954-1957, circa 2000.	36	3
Smith, Ronald D., 1959-1970 circa 2000.	36	4-6
Wiksell, Wesley, Correspondence, 1949-1958, circa 2000.	36	7
Wiksell, Wesley, Correspondence, 1949-1961, circa 2000.	37	1-2
Wiksell, Wesley, Committees, 1951-1953, circa 2000 .	37	3
Wiksell, Wesley, NSSC Conferences, 1950, 1959-1960, circa 2000.	37	4-5
Wiksell, Wesley, International Interdisciplinary Conference on Communication, 1959-1964, circa 2000.	37	6-7
Wiksell, Wesley, International Interdisciplinary Conference on Communication, 1959-1964, circa 2000.	38	1

### **11. Publications.**

	Box	Folder
<i>ICA/NSSC Newsletter, 1956-1971, circa 2000.</i>	38	2

## **12. Speech Association of America.**

	Box	Folder
1950-1973, circa 2000.	38	3

## **13. Weaver History.**

	Box	Folder
Handwritten Drafts, 1973-1975, circa 2000.	38	4-8
Handwritten Drafts, 1973-1975, circa 2000.	39	1
Typescript Draft, 1973-1975, circa 2000.	39	2-4

## **c. ICA History.**

	Box	Folder
University of Texas Contacts, 2003-2004.	39	5

## **L. MEMBERSHIP RECORDS.**

### **i. Directories.**

	Box	Folder
1951-1968.	39	6-8
1969-1994.	40	1-7
1996-2000.	41	1-4
1999 Directory, 1998-1999.	41	5



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**ii. Membership.**

	Box	Folder
Emeritus Membership, 1975-1976.	41	6
Life Membership, 1973-1982.	41	7
Membership Drives, 1997.	41	8
Membership Levels, 1981-2000.	41	9-10
Membership Levels, 1994-2001.	42	1
Promotional Brochures, circa 1992.	42	2

**iii. Membership Committee.**

	Box	Folder
1975-1987.	42	3

**M. PUBLICATIONS.****i. Correspondence.**

	Box	Folder
[RESTRICTED], 1977-1987.	42	4

**ii. *Communication Theory.***

	Box	Folder
Guilford Press Correspondence, 1996-1997.	42	5
Historical Documents, 1988-1990.	42	6
Proposals, 1997.	42	7

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**iii. *Communication Yearbook.***

	Box	Folder
1976-1977, 1993.	42	8
Burgoon, Michael Correspondence, 1981.	42	9
<b>Member lists, 1996-2001.</b>	42	10
<b>Note:</b> Includes three floppy disks with <i>Communication Yearbook</i> member information		
Reports, 1977-1979.	42	11

**iv. *Human Communication Research.***

	Box	Folder
1975-1999.	42	12
American Sociological Association Correspondence, 1980.	42	13
Knapp, Mark L. Correspondence, 1980-1981.	42	14
Sage Publications Correspondence, 1996.	43	1
Copyright Registration, 1975-1982.	43	2
Promotional Materials, 1975-1978.	43	3

**v. *ICA Newsletter.***

	Box	Folder
1970-1991.	43	4-25
1992-2000.	44	1-9

<b>Berlin Art, 1977.</b>	44	10
<b>Note:</b> Includes photographs		
<b>Used Newsletter Art, circa 1977.</b>	44	11
<b>Note:</b> Includes photographs		
<b>Washington D.C. Art, 1993.</b>	44	12
<b>Note:</b> Includes photographs		
<b>vi. <i>Journal of Communication.</i></b>		
	Box	Folder
1970-1984, 1999.	44	13
<b>vii. <i>Political Communication.</i></b>		
	Box	Folder
Journal Contract, 1998.	44	14
<b>viii. <i>Publications Committee.</i></b>		
	Box	Folder
1974-1994.	45	1-3
Personnel [RESTRICTED], 1975.	45	4
Readership Survey, 1999.	45	5

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## **SERIES II. MICHAEL HALEY.**

### **Scope and Contents note**

Michael Haley succeeded Robert L. Cox as the executive director in 2000. The records pertaining to his term span from 1972 to 2011, and are divided into twelve subseries: A. Administrative Records, B. Annual Conferences, C. Awards and Memorials, D. Board of Directors and Executive Committee, E. Bylaws and Constitution, F. Committees, G. Divisions and Interest Groups, H. Elections, I. Fellowship Program, J. Financial Records, K. Officers, and L. Publications. Each is arranged beginning with correspondence (if present), and then proceeds alphabetically and/or chronologically.

While the range of documents in Haley's series is as broad as Cox's (and in fact includes some of the latter's own administrative and financial documents), the volume of material that belonged specifically to Haley is relatively small. Haley's records feature mainly board meeting documents, conference programs, fellow documents, and financial records. A large portion of Series II actually consists of other officer's records—namely, those of Peter Monge and Linda Putnam, who sent their files to Haley after their respective terms had drawn to a close. Monge was involved in many aspects of the ICA: he served on the executive committee from 1995 to 2001 and was president from 1997 to 1998. His documents are primarily composed of correspondence with other communication associations, board meeting materials, committee records, documents on the Information Systems Division, and publication records. Putnam served as president from 1999 to 2000, though her records are relatively modest in comparison to Haley's and Monge's. Putnam's files are oriented towards events, though she also has files pertaining to membership, publications, and Chaffee's history.

### **A. ADMINISTRATIVE RECORDS.**

	Box	Folder
Communication Audit, 2004.	45	6
ICA Headquarters [RESTRICTED], 2005-2006.	45	7-9
Memorabilia, 2016.	46	1
Officer Rosters and Appointments, 2001-2006.	46	2
Texas Certificate of Incorporation, 1972-2007.	46	3

---

**B. ANNUAL CONFERENCES.**

	Box	Folder
Programs, 1998-2002.	46	4-8
Programs, 2003.	47	1

**C. AWARDS AND MEMORIALS.**

	Box	Folder
B. Aubrey Fisher Award, 2001.	47	2

**D. BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE.**

	Box	Folder
2002 Annual Meeting, Seoul, 2002.	47	3
2002 Mid-Year Meeting, New Orleans, 2002.	47	4
2003 Annual Meeting, San Diego, 2003.	47	5
2004 Annual Meeting, New Orleans, 2004.	47	6
2004 Mid-Year Meeting, Chicago, 2004.	47	7
2005 Annual Meeting, New York City, 2005.	47	8
2006 Annual Meeting, Dresden, 2006.	48	1

**E. BYLAWS AND CONSTITUTION.**

	Box	Folder
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2000.	48	2
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**F. COMMITTEES.**

	Box	Folder
2001-2004.	48	3

**G. DIVISIONS AND INTEREST GROUPS.**

	Box	Folder
Division 12: Public Relations, 1984-2004.	48	4

**H. ELECTIONS.**

	Box	Folder
2000-2007.	48	5-10

**I. FELLOWSHIP PROGRAM.**

	Box	Folder
2002.	48	11
2003.	48	12
2003.	49	1
2005.	49	2
2006.	49	3
2007.	49	4

---

## **J. FINANCIAL RECORDS.**

### **i. Accounts.**

	Box	Folder
2000-2002.	49	5
<i>Communication Yearbook</i> [RESTRICTED], 1997-2003.	49	6-7
<i>Political Communication</i> , 1997-2004.	49	8

### **ii. Finance Committee.**

	Box	Folder
1999-2003.	49	9

### **iii. Funds and Bequests.**

	Box	Folder
Annenberg Grant, 2001-2005.	49	10
Bequests [RESTRICTED], 2001-2005.	49	11
C. Edwin Baker Award [RESTRICTED], 2010.	49	12
Fundraising, circa 2001.	49	13
Hunter Fund, 2001-2004.	49	14

### **iv. Tax Records.**

	Box	Folder
990T Deposits [RESTRICTED], 1998-2002.	49	15
1099 Forms [RESTRICTED], 1996-2001.	49	16

Commonly Requested Tax Documents [RESTRICTED], 1976, 2007.	49	17
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W-2 Forms [RESTRICTED], 1990-2003.	49	18
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**v. Office Records.**

	Box	Folder
Insurance Policy [RESTRICTED], 2011.	50	1

Remodel, 2006.	50	2
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Retirement Plans [RESTRICTED], 1999-2011.	50	3-4
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**K. OFFICERS.**

**i. Monge, Peter.**

**a. Administrative Records.**

**1. Home office.**

	Box	Folder
Correspondence, 1995.	50	5

Calendars, 1997-1998.	50	6
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Computers and Database, 1997.	50	7
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<i>Futuring: For ICA, For the Field</i> , 1994-1996.	50	8
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ICA Website, 1996.	50	9
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Operations Manual, 1995.	50	10
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Public Information Officer, 1997-1998.	50	11
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Strategic Planning, 1997-1998.	50	12
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**2. ICA.**

	Box	Folder
Goals, 1996-1997.	50	13
Management Meetings, 1997.	50	14
Phone Calls and Meetings, 1997-1998.	50	15
Robert L. Cox Contracts, 1997-2000.	50	16

**b. Board of Directors and Executive Committee.**

	Box	Folder
1996 Annual Meeting, Chicago, 1996.	50	17
1996 Mid-Year Meeting, San Diego, 1996.	51	1
1997 Annual Meeting, Montreal, 1997.	51	2
1997 Mid-Year Meeting, Chicago, 1997.	51	3
1998 Annual Meeting, Jerusalem, 1998.	51	4
1998 Mid-Year Meeting, New York City, 1998.	51	5
1999 Annual Meeting, San Francisco, 1999.	51	6
Agenda and Board Meeting Minutes, 1991-1995.	51	7
Agenda and Business Meeting Minutes, 1991-1995.	51	8
Executive Committee, 1995-1999.	51	9
Gay, Lesbian, Bisexual, and Transgender Interest Group Name Change,	51	10

1997-1998.

**c. Committees.**

**1. Elections.**

	Box	Folder
Nominating Committee, 1996.	51	11
Tellers Committee, 1997-1998.	51	12

**2. Other Committees.**

	Box	Folder
Appointments, 1997.	51	13
Communication Research Committee, 1997-1998.	51	14
Community Engagement Task Force, 1998.	51	15
Global Connections Committee, 1997-1999.	51	16
Graduate Student Committee, 1998.	52	1
Membership Committee, 1991-1998.	52	2
Special Task Force on Resolutions, 1990-1993.	52	3
Technology Task Force, 1995-1996.	52	4

**d. Divisions.**

	Box	Folder
Division One: Information Systems, 1977-1981.	52	5-6

**e. Events.**

	Box	Folder
1997 Annual Conference, Montreal, 1996.	52	7
1998 Annual Conference, Jerusalem, 1996-1998.	52	8-9
1998 ICA/NCA Conference, Rome, circa 1997.	52	10
2000 Annual Conference, Acapulco, 1998.	52	11
Calls for Papers, 1992-1997.	53	1
Evaluations, 1992-1998.	53	2
Planning Guide, 1997.	53	3
Proposals, 1997.	53	4-6
Site Selection Policy, 1995-1997.	53	7

**f. External Relations.**

	Box	Folder
Academy of Management, 1996.	53	8
American Association for the Advancement of Science, 1997-1998.	54	1
Council of Communication Associations, 1994-1999.	54	2
ICA/NCA Executives Meeting, 1993-1998.	54	3
Indian Institute of Mass Communication Publications, 1995.	54	4
National Research Council, 1995-1997.	54	5
Pacific and Asian Communication Association, 1996.	54	6

**g. Financial Records.**

	Box	Folder
Academy of Management Financial Strategies Committee, 1999.	54	7
Budgets and Audits, 1994-2000.	54	8-9
Finance Committee, 1997-1999.	54	10
Investments, 1998.	54	11

#### **h. Publications.**

	Box	Folder
<i>Communication Research Notes</i> , 1997.	54	12
<i>Communication Theory</i> , 1997.	55	1
<i>Communication Yearbook</i> , 2000.	55	2
<i>Human Communication Research</i> , 1998-1999.	55	3-4
ICA Conference Paper Review Policy, 1997.	55	5
<i>ICA Newsletter</i> , 1997.	55	6
<b><i>Journal of Communication</i>, 1997.</b>	55	7
<b>Note:</b> Includes Noelle-Neumann article		
<i>Journal of Computer-Mediated Communication</i> , 2003.	55	8
Magazine and/or Newsletter, 1995.	55	9
<i>Political Communication</i> , 1997.	55	10
Publication Policies and Procedures, 1994-1997.	55	11

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**ii. Putnam, Linda.**

**a. Annual Conferences.**

	Box	Folder
Summary and Evaluation, 1998.	55	12
Planning Guide and Materials for 2000, 1998-2000.	55	13

**b. Board of Directors and Executive Committee.**

	Box	Folder
2000 Annual Meeting, Acapulco, 1998-2000.	56	1-2

**c. Historical Documents.**

	Box	Folder
1985-2006.	56	3
ICA History, 1998-2004.	56	4

**d. Membership.**

	Box	Folder
2000 Membership Directory, 2000.	56	5
Membership Committee, 1989-1991.	56	6

**e. Outreach.**

	Box	Folder
Community Outreach Initiative, 1999.	56	7
Globalization Committee, 1997-2000.	56	8

**f. Publications.**

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	Box	Folder
ICA Journal Committee, 1987-1988.	56	9

## L. PUBLICATIONS.

	Box	Folder
<i>Communication Yearbook</i> [RESTRICTED] Editor Applications, 2003.	56	10
<i>Journal of Communication</i> Editor Applications [RESTRICTED], 2003.	57	1
<i>Journal of Computer-Mediated Communication</i> Editor Applications [RESTRICTED], 2003.	57	2

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## SERIES III. SAM LUNA.

### Scope and Contents note

Sam Luna served as the director of member services from 2001 to 2016. His records date from 1998 to 2015 and are divided into seven subseries: A. Administrative Records, B. American Society of Association Executives, C. Committees and Special Task Forces, D. Events, E. External Relations, F. Membership, and G. Travel. Each is arranged beginning with correspondence (if present), and then proceeds alphabetically and/or chronologically.

He was responsible for promoting ICA at communication-related meetings and conferences throughout the world, such as those held by the Association for Education in Journalism and Mass Communication (AEJMC); the Council of Communication Associations (CCA); and the National Communication Association (NCA). Many of the materials in this series pertain to those events, and include correspondence, travel and hotel receipts, and itineraries. Additional records of the series include files related to Luna's American Society of Association Executives certification, board meeting materials, and membership records.

Researchers should note that many folders in Series III dealing with Luna's travel are restricted due to the sensitive financial information found therein. The majority of his materials pertaining to the workings of ICA itself, however, are open for use.

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**A. ADMINISTRATIVE RECORDS.**

	Box	Folder
Current Board, 2009-2010.	57	3
ICA Officers, 2001-2009.	57	4-5
Strategic Plan, 1998.	57	6

**B. AMERICAN SOCIETY OF ASSOCIATION EXECUTIVES.**

	Box	Folder
2008, Washington D.C., 2008.	57	7
2008, San Diego, 2008.	57	8
2009, Toronto, 2009.	57	9
2010, Technology Conference, Washington D.C., 2010.	57	10
2010, Washington D.C., 2010.	57	11
2010, Los Angeles [RESTRICTED], 2010.	57	12
2011, St. Louis [RESTRICTED], 2011.	58	1
2012, Dallas [RESTRICTED], 2012.	58	2
2015, Detroit, 2015.	58	3
Certified Association Executive [RESTRICTED], 2008-2013.	58	4
Membership [RESTRICTED], 2008-2011.	58	5

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**C. COMMITTEES AND SPECIAL TASK FORCES.**

	Box	Folder
<b>Task Force on Greening ICA, 2009-2012.</b>	58	6
<b>Note:</b>		
Includes compact disks		

**D. EVENTS.**

**i. American Communication Association.**

	Box	Folder
2007, Taos [RESTRICTED], 2007.	58	7

**ii. Association for Education in Journalism and Mass Communication.**

	Box	Folder
2008, Chicago [RESTRICTED], 2008.	58	8
2009, Boston [RESTRICTED], 2009.	58	9
2010, Denver, 2010.	58	10
2012, Chicago, 2012.	58	11

**iii. Congress of the Americas.**

	Box	Folder
2008, Mexico City [RESTRICTED], 2008.	58	12
Congress Review, 2006-2008.	58	13

**iv. Council of Communication Associations.**



	Box	Folder
2007-2009.	58	14-16

2010.	59	1
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**v. ICA Annual Conferences.**

	Box	Folder
2008, Montreal, 2008.	59	2

2009, Chicago [RESTRICTED], 2009.	59	3
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2010, Singapore [RESTRICTED], 2010.	59	4
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2011, Boston, 2011.	59	5
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2013, London, 2013.	59	6
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2014, Seattle, 2014.	59	7
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**vi. International Association for Media and Communication Research.**

	Box	Folder
2015, Montreal, 2015.	59	8

**vii. National Communication Association.**

	Box	Folder
2007, Chicago [RESTRICTED], 2007.	59	9

2008, San Diego, 2008.	59	10
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2009, Chicago, 2009.	59	11
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2010, San Francisco [RESTRICTED], 2010.	59	12
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2011, New Orleans [RESTRICTED], 2011.	59	13
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2013, Washington D.C. [RESTRICTED], 2013.	59	14
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2014, Chicago, 2014.	59	15
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**E. EXTERNAL RELATIONS.**

	Box	Folder
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Inter Americas Council, 2006-2008.	59	16
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**F. MEMBERSHIP.**

	Box	Folder
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Reports, 2005-2009.	59	17
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Surveys, 2001-2005.	60	1
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**G. TRAVEL.**

	Box	Folder
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Myrtle Beach, 2012.	60	2
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