

Jay J. Kalez Papers, 1948-1969

Overview of the Collection

Creator	Kalez, Jay J., 1895-1982
Title	Jay J. Kalez Papers
Dates	1948-1969 (inclusive) 1948 1969
Quantity	1 linear foot
Collection Number	SPC 974-0012 (collection)
Summary	The Jay J. Kalez Papers reflect Kalez's careers in government service and journalism. It includes correspondence, radio and film scripts Kalez wrote for the U.S. Army Corps. of Engineers, reports, employment papers, resumes, and applications containing biographical information about this life and work. Other items include newspaper clippings, photographs, and various ephemera.
Repository	Eastern Washington University Archives and Special Collections Archives & Special Collections Eastern Washington University Libraries 320 Media Lane - 100 LIB Cheney, WA 99004 -2453 Telephone: 509-359-2475 archives@ewu.edu
Access Restrictions	Collection is open to the public.
Languages	English
Sponsor	Funding for encoding this finding aid was provided through a grant awarded by the National Endowment for the Humanities.

Biographical Note

Jay J. Kalez was born in Spokane on August 5th, 1895, the son of Martin J. Kalez who in 1889 founded the Rockaway Cafe, a long-time local restaurant. While attending Lewis and Clark High School, Kalez operated a Liberty Lake summer resort owned by his father. After graduation, he spent a year as a salesman for the Spokane wholesale crockery company, M. Seller and Company. In 1917, Kalez entered the University of Washington as a pre-medical student, but left to enter the U.S. Navy before the completion of his freshmen year. After serving overseas, he was discharged in 1921, and went into business with his father, acting as manager and part owner of the Rockaway Cafe. Kalez also managed some of his fathers mining interests in Wallace, Idaho, as well as operating a small sawmill near Liberty Lake. In 1924, he completed a two-year correspondence accounting course, and later devised a system of restaurant accounting which he used in his fathers caf. This impressed the United States Restaurant Association enough to hire Kalez to write a series of monthly articles on efficiency for their publication, The American Restaurant Magazine.

From 1926 through 1930, Kalez lived in the New York City areas, where he did staff and freelance writing for various national magazines such as *Field and Stream*, *Argosy*, *True Detective*, and numerous pulp magazines. During that time, Kalez had over 500 articles and stories published. The Great Depression made it difficult to find free-lance magazine work, so in 1930 Kalez moved back to Spokane. There, he wrote feature articles for some local newspapers, and worked as a U.S. Naval Intelligence Officer for the Spokane region. Kalez also took several Civil Service examinations, which in 1935 resulted in his appointment as district personnel officer for the Eastern Washington office of the Works Progress Administration.

In 1942-43, Kalez took leave from his government position to do public relations work for the national War Scrap Iron Drive, as well as a local drive by the *Spokesman-Review* which gathered books to send overseas to servicemen. In 1943, Kalez transferred to the Office of Price Administration, where he served as director of the Spokane District, covering all of Eastern Washington. Later, from 1946 until it ceased to exist in 1947, he directed the Spokane office of the Department of Agriculture's Sugar Rationing Board. After its closure, although Kalez might have accepted a transfer to another area, he chose to stay in Spokane and wait for another job opening. In the meantime, he worked as Northwest Editor of the *Spokane Daily Chronicle*, as well as teaching a night school course at Lewis and Clark High School, entitled *Writing for Pleasure and Profit*.

In December 1948, Kalez accepted an assignment in San Francisco with the Public Housing Administration. In February 1949, he was transferred to Seattle, and that June back to Spokane. There, he became a lease and occupancy agent for the Public Housing Administration. In early 1951, he accepted the position of district executive officer of the Office of Price Stabilization, and that December was promoted acting director upon the resignation of the agency's former head. The promotion was later made permanent, and he kept it until the agency went out of existence in 1953. That year, he transferred to Walla Walla, where he headed the technical liaison office of the Army Corps of Engineers. There, Kalez handled news releases, articles, and public relations for the Corps Walla Walla District Office.

Kalez retired in August 1965 and moved back to Spokane. He later wrote numerous historical articles for local newspapers as well as three books, *Saga of a Western Town ...* (1972), *This Town of Ours ...* (1973), and *Harnessed Waters ...* (1976).

Content Description

Includes correspondence, radio and film scripts Kalez wrote for the U.S. Army Corps. of Engineers, reports, employment papers, resumes, and applications containing biographical information about this life and work. Other items include newspaper clippings, photographs, and various ephemera.

Use of the Collection

Restrictions on Use

Use of this collection is subject to the rules concerning access to archival and manuscript collections at Eastern Washington University. For more information, see: <http://www.ewu.edu/Library/Services/Archives.xml>

Copyright restrictions may apply. For more information or permission to publish, contact Eastern Washington University Libraries, Archives & Special Collections at (509) 359-2475, or archives@ewu.edu

Preferred Citation

Jay J. Kalez Papers; SPC 974-0012; box number; folder number; Archives & Special Collections, Eastern Washington University.

Administrative Information

Related Materials

The EWU Library has copies of *Saga of a Western Town ...* (Call #:F899.S7 K3 ; non-circulating) *This Town of Ours ...* (Call #:F899.S7 K35 ; non-circulating)

Additional archival collections about Kalez are held by the Washington State University Libraries and the Eastern Washington State Historical Society/Northwest Museum of Arts & Culture, Joel E. Ferris Research Library and Archives

Acquisition Information

Jay J. Kalez donated this collection in 1974.

Separated Materials

The following item was discarded from the collections: *Low Fat Diet Program*, n.d.

Detailed Description of the Collection

Group A: Correspondence

Kalez's correspondence can be divided into three series. Series one contains pieces that reflect his personal life, as well as dealings with magazine publishers who purchased his articles. Series two consists mostly of correspondence with various government agencies that Kalez either worked for or had dealings with during his career. It was originally filed together with various employment papers described separately under group "C". The remaining items consist of the correspondence of Kalez's brother, Dr. Marion M. Kalez, a Spokane physician and surgeon. They were written to *Esquire* and the *Saturday Evening Post* in an unsuccessful attempt to sell an article entitled *Your Heart and You*.

Container(s)	Description	Dates
Personal		
<i>Box/Folder</i>		
1:1	Incoming	

Container(s)	Description	Dates
	(in alphabetical order by writer)	
1:2	Outgoing (in chronological order)	
	Business	
	Incoming	
	Box/Folder	
1:4	A-I	
1:5	J-T	
1:6-7	U.S. Army Corps of Engineers	
1:8	U.S., B-O	
1:9	U.S., O-Z	
	Outgoing	
	Box/Folder	
1:10		Jan. 1950-April 1961
1:11		May 1961-May 1965
	Box/Folder	
1:3	Marion M. Kalez, M.D.	

Group B: WRITINGS

Container(s)	Description	Dates
	RADIO AND FILMSCRIPTS	
	Box/Folder	

Container(s)	Description	Dates
1:12	McNary Dam documentary: "The Birth of a Giant"	1948
1:13	McNary Dam documentary: "A Giant Grows"	circa 1951
1:14	Documentary: "The McNary Dam Story"	1954
1:15-17	Documentary: "A Decade in Review" 3 copies with different annotations in each	circa 1960
1:18-19	Documentary: "Fish Survival Tests at High Head Dam"	1963
1:20	Documentary: "Conquest of the Columbia"	1955
1:21	Radio script: "Murder in the Tunnel"	

REPORT

Box/Folder

1:22	"The Port District and the Comprehensive Plan for the Port of Whitman County"	1961
------	---	------

Group C: EMPLOYMENT INFORMATION

Container(s)	Description	Dates
Box/Folder		
2:01	Resume	
	Exhibits Discussing the duties he performed during his career, as well as autobiographical information	
Box/Folder		
2:02	Exhibit I	
2:03	Exhibit II	
2:04	Exhibits III-XI	

Container(s)	Description	Dates
Box/Folder		
2:5-6	Federal employment applications	1952-63
2:07	Veteran's Preference claim forms	1958-60
2:07	U.S. Army Corps of Engineers employee qualifications record	1954-62
2:08	U.S. Civil Service ratings notices	1941-60
2:08	Personnel Action notices from the U.S. Public Housing Administration, the National Housing Agency, and the Office of Price Stabilization	1948-52
2:08	U.S. Public Housing Administration payroll charge slips	1950-51
2:08	U.S. Army Corps of Engineers Employee Performance Appraisal	1961
2:09	Appeal brief to the Bureau of Inspections and Classification Audits, U.S. Civil Service Commission	
2:10-12	Job Descriptions	1947-61

Group D: NEWSPAPER CLIPPINGS

Covering Kalez 's life and career

Container(s)	Description	Dates
Box/Folder		
2:13		1950-51
2:14		1952-65

Group E: EPHEMERA

Container(s)	Description	Dates
Box/Folder		

Container(s)	Description	Dates
2:15	Photographs of Kalez	
2:16	Bulletins from magazine publishers and radio producers on the requirements for material they purchased	undated
2:16	Unsigned copy of working conditions contract between the Spokesman-Review, Spokane Daily Chronicle, and the Spokane Editorial Society and the Spokane American Engraving Co.	
2:17	Misc. book reviews and advertisements	
2:17	Article: Elizabeth Bowen, "The Search For a Story to Tell," New York Times Book Review, p.11.	Dec. 14, 1952
2:18	Drafts of Veteran's Day 1969 speech by Spokane mayor pro tern, Del Jones which Kalez submitted to the Reader's Digest in an unsuccessful attempt to get it published.	1969
2:19	Spokane District, U.S. Office of Price Stabilization organizational chart	1952
2:20	Programs	1952, 1958
2:20	Birthday greeting card	undated
2:20	List of number and values of stocks Kalez owned	undated
2:20	Prospectus: "Public Relation Representative Spokane County Medical Association"	undated
2:20	San Marco Apartments lease (Spokane)	1940

Names and Subjects

Subject Terms :

Civil service--United States

Public service employment--Washington (State)

Personal Names :

Kalez, Jay J., 1895-1982--Archives

Corporate Names :

United States. Army. Corps of Engineers

United States. Office of Price Administration

United States. Works Progress Administration (Wash.)

Geographical Names :

Spokane (Wash.)--History

Form or Genre Terms :

clippings (information artifacts)

correspondence

ephemera

photographs

radio scripts

resumes (personnel records)

screenplays

Other Creators :

June 2012