

# Office of Women's Rights Affirmative Action Records, 1972-1985

## Overview of the Collection

<b>Creator</b>	Seattle (Wash.). Office of Women's Rights
<b>Title</b>	Office of Women's Rights Affirmative Action Records
<b>Dates</b>	1972-1985 (inclusive) 1972 1985 1979-1983 (bulk) 1979 1983
<b>Quantity</b>	2.4 cubic feet, (3 boxes)
<b>Collection Number</b>	8401-02
<b>Summary</b>	Records documenting Seattle's voluntary affirmative action plan for increasing the number of women in City employment.
<b>Repository</b>	<a href="#">Seattle Municipal Archives</a> Seattle Municipal Archives Office of the City Clerk City of Seattle PO Box 94728 98124-4728 Seattle, WA Telephone: 206-233-7807 Fax: 206-386-9025 <a href="mailto:archives@seattle.gov">archives@seattle.gov</a>
<b>Access Restrictions</b>	Records are open to the public.
<b>Languages</b>	English

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## Historical Note

By the end of 1973, twenty-five percent of the City's employees were women, few of whom worked in management, protective services, and the trades. Through a 1972 executive order, Seattle's Mayor instituted a voluntary affirmative action plan for increasing the number of women and minorities in City employment. In response to the executive order, the Office of Women's Rights, the Human Rights Department, and City departments set overall City affirmative action goals. In 1978, the Mayor required that departments establish yearly departmental goals, by job category, for hiring women and minorities through an Affirmative Action Plan. The Office of Women's Rights was responsible for ensuring the success of the affirmative action program with respect to women; the Office worked with the Department of Human Resources, which was responsible for the disabled and elderly, and with the Human Rights Department, which was responsible of minorities. The Personnel Department assisted with recruitment, training, employee relations, and other issues relating to affirmative action.

## Content Description

The records include a history of employment discrimination in Seattle and drafts of the 1972 executive order on affirmative action as well as the 1978 Affirmative Action Plan. Also included is information about apprenticeship programs, federal contracting, and goal setting. The largest volume of records are monitoring reports, quarterly reports by department on the number of women in the department, and analysis regarding how affirmative action goals were being met.

## Use of the Collection

### Preferred Citation

[Item and date], Office of Women's Rights Affirmative Action Records, Record Series 8401-02. Box [number], Folder [number]. Seattle Municipal Archives.

## Administrative Information

### Arrangement

The records are arranged into four subseries: Research and Background, Reports and Plans, Administrative Records, and Monitoring.

### Related Materials

Other statistical data can be found in the Personnel Department Affirmative Action Reports (6002-01).

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## Detailed Description of the Collection

The following section contains a detailed listing of the materials in the collection.

### Affirmative Action Research and Background

Container(s)	Description	Dates
Box/Folder		
1/1	Executive Order drafts on Affirmative Action	1972
1/2	Legal and Historical Basis for Affirmative Action	1972-1981
1/3	Employment Discrimination in Seattle (includes excerpts from Seattle Urban League Study, 1954 and University of Washington Institute of Labor Economics Study, 1948)	1948-1979

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### Affirmative Action Reports and Plans

Container(s)	Description	Dates
Box/Folder		
1/4	Affirmative Action Plan for Employment (includes minority women status report)	1976-1977
1/5	1979 Affirmative Action Report for Women	1979
1/6	Affirmative Action Plans for Employment (includes drafts and amendments)	1979-1980
1/7	1980 Affirmative Action Work Plan	1980
1/8	Affirmative Action report and Analysis	1980
1/9	1981 Affirmative Action Work Plan	1980-1981
2/1	1982 Affirmative Action Work Plan	1981-1982
2/2	Affirmative Action Work Plan	1982
2/3	1983 Affirmative Action Work Plan	1983
2/4	1984 Affirmative Action Work Plan	1984

## Administrative Records

Container(s)	Description	Dates
Box/Folder		
2/5	Affirmative Action Task Force - Agendas and Minutes	1980
2/6	Affirmative Action Task Force - Agendas and Minutes	1982
2/7	Affirmative Action Task Force - Agendas and Minutes	1983-1984
2/8	Automotive and Metal Trades Apprenticeship Committee Meetings	1981
2/9	Awards	1981
2/10	Budget - Affirmative Action Implications	1980

<b>Container(s)</b>	<b>Description</b>	<b>Dates</b>
2/11	Budget Summary for Affirmative Action Purposes	1983
2/12	City Light - Unique Problems	1980-1981
2/13	City Women Workshops	1980
2/14	Civil Service Commission Exams (includes physical ability)	1980
2/15	Contract Compliance	1978-1980
2/16	Electrical Craft Apprenticeship Committee (ECAC)	1980-1981
2/17	Economic Party Report	1981
2/18	Equal Employment Opportunity Officer Training	1980
2/19	Equal Employment Opportunity Officer Training	1981-1985
2/20	Program Goals : Hiring and other goals	1978-1981
2/21	Program Goals : Comparable Worth Goals	1980
2/22	Program Goals : Goal Setting Workshops	1981
2/23	Program Goals : Goal Setting	1981-1982
2/24	Program Goals : Goal Setting	1983
2/25	Program Goals : Goal Setting	1984
2/26	Personnel Department	1980-1981
2/27	Reagan Administration Policies	1981
2/28	Special Availability Reports	1982
2/29	Special / Protected Availability Rates	1983
2/30	Speeches - includes "Affirmative Action as it Relates to Women and Human Rights Agencies by Mildred Henry and "Progress for Women in Seattle in 1979"	1979

Container(s)	Description	Dates
2/31	Target Department Status Criteria	1981
2/32	Target Departments	1982
2/33	Training Plans	1982
2/34	US Department of Labor Affirmative Action and Equal Opportunity Policies (includes women in the trades and federal contractors)	1977-1982

## Monitoring

Container(s)	Description	Dates
<b>Box/Folder</b>		
3/1	Monitoring : mid-1979 and progress report	1979
3/2	Monitoring : Departmental Profiles - 3rd Quarter	1979
3/3	Monitoring : Annual Analysis	1979
3/4	Monitoring : Departmental Profiles - 1st Quarter	1980
3/5	Monitoring : Departmental Profiles - 2nd Quarter	1980
3/6	Monitoring : Departmental Profiles - 3rd Quarter	1980
3/7	Monitoring : Departmental Profiles - 4th Quarter	1980
3/8	Monitoring : Citywide and Departmental Profiles 1st Quarter	1981
3/9	Monitoring : Departmental Profiles 1st Quarter	1981
3/10	Monitoring : Departmental Profiles 2nd Quarter	1981
3/11	Monitoring : Departmental Profiles 3rd Quarter	1981
3/12	Monitoring : Departmental Profiles 4th Quarter	1981
3/13	Monitoring : Year End Report	1981

Container(s)	Description	Dates
3/14	Monitoring : Departmental Profiles 1st Quarter	1982
3/15	Monitoring : Departmental Profiles 2nd Quarter	1982
3/16	Monitoring : Departmental Profiles 3rd Quarter	1982
3/17	Monitoring : Departmental Profiles 4th Quarter	1982
3/18	Monitoring : Departmental Profiles 1st Quarter	1983
3/19	Mid-1983 and Annual Monitoring Reports	1983
3/20	Monitoring : Departmental Profiles 2nd Quarter	1983
3/21	Monitoring : Departmental Profiles 3rd and 4th Quarters	1983
3/22	Monitoring : Departmental Profiles 4th Quarter	1983

## Names and Subjects

### Subject Terms :

Affirmative action programs--Washington (State)--Seattle  
 Discrimination in employment--Washington (State)--Seattle  
 Women--Employment--Washington (State)--Seattle  
 Women--Legal status, laws, etc.--Washington (State)--Seattle  
 Women's rights--Washington (State)--Seattle

### Corporate Names :

Seattle (Wash.). Office of Women's Rights

### Geographical Names :

Seattle (Wash.)--Politics and government

Finding aid prepared by Anne Frantilla  
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