

Seattle Neighborhood Planning Office Public Information Officer Records, 1994-1999

Overview of the Collection

Creator	Seattle (Wash.). Public Information Officer
Title	Seattle Neighborhood Planning Office Public Information Officer Records
Dates	1994-1999 (inclusive) 1994 1999
Quantity	2.2 cubic ft., (4 boxes)
Collection Number	5761-01
Summary	The Public Information Officer's records include information on Neighborhood Planning Office programs, material for presentations, and program development information.
Repository	Seattle Municipal Archives 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 archives@seattle.gov
Access Restrictions	Records are 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.

Historical Note

The Neighborhood Planning Office (NPO) was created in 1994 to implement the goals of the Comprehensive Plan for neighborhood planning. The office began work in January 1994 with a goal of creating 30 neighborhood plans in four years. The program was extended for a fifth year, after which the office was folded into the Department of Neighborhoods (DON). Throughout the planning process the NPO worked with the Office of Management and Planning (OMP) and DON. Each neighborhood was assigned a staff member to oversee the planning process, and consultants were hired to facilitate communication between community members. Areas of priority were urban centers, manufacturing and industrial centers, urban villages, and distressed areas.

The Public Information Officer (PIO), Laurence McGuire, worked to distribute information to the community about the Neighborhood Planning Office (NPO); he maintained binders of information on NPO programs as a resource for community developers. For further information about the NPO, please see the Neighborhood Planning Office Director's Subject Files finding aid.

Content Description

Information about neighborhood programs was dispensed through newsletters, press releases, flyers, the NPO's web site, community presentations, and public access television, and the files reflect these activities. Material for presentations includes notes and images of program events in the form of slides, negatives, and photographs. Material for interviews on government access television includes videotapes of the shows, correspondence, and condensed transcripts. Also in the files are meeting notes and agendas, information on the Geographical Information System Data Viewer and clippings of news articles regarding neighborhood planning.

Use of the Collection

Preferred Citation

[Item and date], Public Information Officer's Records, Record Series 5761-01. Box [number], Folder [number]. Seattle Municipal Archives.

Administrative Information

Arrangement

The files are arranged according to their content, with the binders together; these are followed by program development information files, files relating to different modes of dispersing information, clippings and videotapes.

Detailed Description of the Collection

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

5761-01: Seattle Neighborhood Planning Office Public Information Officer Records, 1994-1999

Container(s)	Description	Dates
Box/Folder		
1/1	Neighborhood Planning Office: Consultant Briefing Notebook - Program Information	1994-1996
1/2	Neighborhood Planning Office: Consultant Briefing Notebook - Applications and Requests for Proposals	1994-1996

Container(s)	Description	Dates
1/3	Neighborhood Planning Office: Consultant Briefing Notebook - Business Development	1994-1996
1/4	Neighborhood Planning Office: Consultant Briefing Notebook - Related clippings	1994-1996
1/5	Neighborhood Planning Office: Consultant Briefing Notebook - Miscellaneous information, press release, newsletters	1994-1996
1/6	Neighborhood Planning Office: Consultant Briefing Notebook - Neighborhoods	1994-1996
1/7	Neighborhood Planning Office: Program Elements Binder	1997
1/8	Neighborhood Planning Office: Program Elements Binder	1997
1/9	Neighborhood Planning Office: Outreach Toolset	undated
1/10	Neighborhood Planning Office: Outreach Toolset	undated
1/11	Neighborhood Planning Office: Planning Group Media Contacts, Program Information Packet, August	1996
1/12	Neighborhood Planning Office: Planning Group Media Contacts, Program Information Packet, December	1996-1997
1/13	Neighborhood Planning Office: Planning Group Media Contacts, Program Information Packet	1996-1998
1/14	Neighborhood Planning Office: Conlin Briefings (original), Program Information Packet, media briefing, articles	1998
1/15	Neighborhood Planning Office: Toolbox Table of Contents	1995-1998
1/16	Neighborhood Planning Office: Resource Center Index	1997-1998
1/17	Opportunities for Neighborhood Improvement: City Light, Department of Neighborhoods, Seattle Transportation, Office of Economic Development, Department of Housing and Human Services	1998
1/18	Neighborhood Planning Office: Forms	1995

Container(s)	Description	Dates
2/1	Neighborhood Planning Office: Initial Development	1994-1995
2/2	Neighborhood Planning Office: Communications Working Group, Human Development Strategic Planning Initiative	1994-1995
2/3	Neighborhood Planning Office: Draft Guidelines, Work Products List	1995-1996
2/4	Neighborhood Planning Office: Sample Packet of Materials to Use in the Pre-Application Phase	1995
2/5	Neighborhood Planning Office: Sample Application, University District Phase I Application	1995
2/6	Neighborhood Planning Office: Suggested Packet of Information to Give to Organizing Committee in Phase I	1995
2/7	Training: Neighborhood Planning Office Support for Neighborhood Planning Groups	1995-1997
2/8	Neighborhood Planning Office: Public Involvement Reports	1995-1997
2/9	Neighborhood Planning Office: Miscellaneous, Projects	1997-1999
2/10	Neighborhood Planning Office: The "Getting it Done" List, Specific Projects	1999
2/11	Neighborhood Planning Office: Geographical Information System Data Viewer	1997-1998
2/12	Neighborhood Planning Office. Geographical Information System Data Viewer. Training	1997
2/13	"Neighborhood Focus" Newsletter	1995-1999
2/14	Neighborhood Planning Office: Press Releases	1995-1998
2/15	Neighborhood Planning Office: Media Correspondence, Articles, Georgetown planning	1995-1997
2/16	"Neighborhood Stories": Channel 28 Government Access Television	1997-1998

Container(s)	Description	Dates
2/17	Neighborhood Planning Office: Communications Plan - Laird Harris Associates, consultants	1995-1997
2/18	Neighborhood Planning Office: Muir Public Relations, Press Releases, South Park Arts Council	1997
2/19	Neighborhood Planning Office: Web Site on Public Access Network	1996-1997
2/20	Neighborhood Planning Office: Information Requests	1995-1998
2/21	Neighborhood Planning Office: Events Calendar - Monthly	1996-1999
2/22	Neighborhood Planning Office: Events Calendar - Monthly	1996-1999
3/1	Neighborhood Planning Office: Events - Major Events - "Think Regionally, Plan Neighborly," "Neighborhood Connections," "The Greening of Seattle"	1994-1998
3/2	Neighborhood Planning Office: Events - Housing Options Tours	1995-1996
3/3	Neighborhood Planning Office: Events - Telephone "Hotline"	1995-1998
3/4	Seattle Youth Involvement Day	1995
3/5	Neighborhood Planning Office: Presentation Sheets	undated
3/6	Neighborhood Planning Office: Presentation Sheets	undated
3/7	Neighborhood Planning Office: Presentation Sheets	undated
3/8	Neighborhood Planning Office: Presentation Sheets	1998
3/9	Neighborhood Planning Office: Slides, Presentations, Volunteer Park Party	n.d.
3/10	Neighborhood Planning Office: Negatives, Validation, Phase II, Geographical Information System Demonstration	1995-1998
3/11	Neighborhood Planning Office: Photographs	n.d.
3/12	Neighborhood Planning Office Press Clippings	1995

Container(s)	Description	Dates
3/13	Neighborhood Planning Office Press Clippings	1995
3/14	Neighborhood Planning Office Press Clippings	1996
3/15	Neighborhood Planning Office Press Clippings	1996
3/16	Neighborhood Planning Office Press Clippings	1996
3/17	Neighborhood Planning Office Press Clippings	1996
3/18	Neighborhood Planning Office Press Clippings	1997
3/19	Neighborhood Planning Office Press Clippings	1997
3/20	Neighborhood Planning Office Press Clippings	1997
3/21	Neighborhood Planning Office Press Clippings	1997
3/22	Neighborhood Planning Office Press Clippings	1998
3/23	Neighborhood Planning Office Press Clippings	1998
3/24	Neighborhood Planning Office Press Clippings	1998
3/25	Neighborhood Planning Office Press Clippings	1998
3/26	Neighborhood Planning Office Press Clippings	1998
3/27	Neighborhood Planning Office Press Clippings	1999
3/28	Neighborhood Planning Office Press Clippings	1999

Audio Cassette Tapes

Box

4	Phoenix Media Group, Ltd.: Emerging Trends (KEZX AM 1150)	n.d.
4	KUOW's Weekday Front Porch Forum (May 19, 1997)	1997

Videotapes

Multiple copies exist for some videotapes.

Container(s)	Description	Dates
Box		
4	"Neighbors at Work: A personal message from Mayor Norm Rice"; The Seattle Public Schools Instructional Broadcast Center, 11/1994; NP Workshops	1994
4	Fremont Neighborhood Committee; 2/23/1996	1996
4	Georgetown Neighborhood Committee; 4/23/1996	1996
4	University District Neighborhood Committee; 5/14/1996	1996
4	Ballard Neighborhood Committee; 7/23/1996	1996
4	Lake City Neighborhood Committee; 8/13/1996	1996
4	#3 Neighborhoods; 11/19/1997	1997
4	Neighborhoods Committee; 12/11/1997	1997
4	Neighborhoods Committee; 3/24/1998	1998
4	Neighborhoods Committee; 12/5/1998	1998
4	Joint Transportation / Finance Committee; 6/23/1997	1997
4	For dub of Pike / Boren low-income housing project; Aug. 8	n.d.
4	SYIN '95 Interviews	1995
4	From 9/30/1997 UPN 11 KSTW to NPO (Betacam tape)	1997
4	Jim Street; 11/1994	1994
4	Mayor Rice on Compton Report; 12/14/1997	1997
4	Seattle Citizen: Paul Schell / Karma Ruder; 12/1997	1997
4	Neighborhood Spot (1:00 min.)	n.d.
4	"Making Streets That Work"	n.d.

Container(s)	Description	Dates
4	"Towards A Sustainable Future"	n.d.
4	"A Place to Call Home"	n.d.
4	Olive Way Improvements (raw footage shot Oct. '97 by Byrd Productions)	1997
4	Neighborhood Stories #1-7	n.d.

Names and Subjects

Subject Terms :

Neighborhood planning--Washington (State)--Seattle

Corporate Names :

Seattle (Wash.). Public Information Officer

Seattle (Wash.). Neighborhood Planning Office

Geographical Names :

Seattle (Wash.)--Politics and government

Form or Genre Terms :

Negatives

Photographic prints

Slides

Other Creators :

Personal Names :

McGuire, Laurence

(creator)

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2002