The papers of the Detroit Association of Educational Office Employees were placed in the Archives of Labor and Urban Affairs in May of 1985 and opened for research in August of 1988.

The Detroit Association of Educational Office Employees (DAEOE) was formed in 1931 when a group of non-instructional, educational office employees, primarily school and administrative secretaries joined together to form the organization known as the Detroit Association of Educational Secretaries (DAES).

On November 23, 1965, the Detroit Board of Education formally recognized the DAES as the sole bargaining representative of approximately 1,000 educational office employees who were divided into more than fifty classifications.

In 1967, the organization underwent change resulting in the current name, DAEOE, as well as a new constitution and bylaws. A professional staff was put in place. The staff conducted surveys, developed materials and proposals for negotiations, acted as a liaison between its members and the Board of Education and generally enforced provisions of the Agreement between the Board and the DAEOE. The bulk of this collection consists of the internal papers of the DAEOE staff and reflects the administration and operation of the DAEOE.

Evelyn Browne, executive secretary, is the key figure of the collection. She came to the DAEOE in 1972 from a position as administrative secretary in the Detroit Public Schools. She remained in this position until 1982 when she was unable to reach terms of a contract.

In 1981, the DAEOE affiliated with the AFL-CIO as local 4168 of the American Federation of Teachers, AFL-CIO.

Important subjects covered in the collection are:

- Collective Bargaining
- Storekeepers Unit
- Millage
- Union Affiliation
- Security
Detroit Association of Educational Office Employees Collection

Among the important correspondents are:

Evelyn Browne          Irene Rowe
Richard Green          Irene Smart
Arthur Jefferson       

An index to subjects and correspondents will be found on page 7

Contents

8 manuscript boxes

Series I, Detroit Association of Educational Secretaries, 1942-1967,  
Box 1: Correspondence and other materials relating to the  
operation and administration of the organization.

Series II, Detroit Association of Educational Office Employees, 1967-1984,  
Boxes 2-8: Correspondence, clippings and other materials  
relating to the operation and administration of the organization.
Detroit Association of Educational Office Employees Collection

Series I
Detroit Association of Educational Secretaries, 1942-1968
Box 1

Correspondence, reports and other materials relating to the organizations' operations with some information relating to labor negotiations. Files are arranged alphabetically by subject or type of material.

Box 1
1. Annual Reports, May 1965, May 1967
2-3. Board of Directors Minutes, Sep 1964-Jan 1968
4. Bylaws and constitution, Sep 1967
5. Committee Minutes; Key Member, 1956-1957
6. Committee Minutes; Job Ladder and Job Specification 1966-1967
7-8. Committee Minutes; Negotiations, Mar-Oct 1967
9. Committee Minutes; Social, 1956-1962
10-14. Correspondence, 1956-1966
15. Executive Board Minutes, Sep 1963-Dec 1964
16. Membership Meetings, 1967
17. NEA Guidelines for Negotiations, 1965
20. Ratification Meetings, 10 Nov 1966
21-25. Treasurers Reports, Jun 1942-Feb 1968

Series II
Detroit Association of Educational Office Employees, 1968-1983
Boxes 2-8

Correspondence, clippings, reports, legal documents and other materials relating to the organizations' operations with some information relating to the National Association of Educational Secretaries as well as information regarding the AFL-CIO affiliation. Files are arranged alphabetically by subject or type of material.

Box 2
Detroit Association of Educational Office Employees Collection

Box 3

1-17. Board of Directors Minutes, Jun 1974-Apr 1980
20. CETA Program, 1974-1981
22. Clerical Services Study, 1974
23. Clerical Workers Grievances, 1980

Box 4

1. Committee Minutes; "All Committee," 1975-1976
2. Committee Minutes; Bookkeepers, 1972
3-4. Committee Minutes; Budget, 1967-1983
5. Committee Minutes; High School and Trade, 1975-1978
6-8 Committee Minutes; Joint Bargaining and Security, Jan 1975 - Jun 1976
9. Committee Minutes; Middle Schools, 1975-1979
10. Committee Minutes; Nominating, 1972
11. Committee Minutes; Pension Improvements, 1977-1978
12. Committee Minutes; Personnel (Residency) 1973-1974
13-14. Committee Minutes; Scholarship, 1969-1977
15. Committee Minutes; Social, 1968-1978
16. Committee Minutes; Ways & Means, 1975-1979
17. Committee Minutes; Workshops, 1972-1982
18. Committee Rosters, 1975-1977
21. Correspondence; Board Members, Jan-Mar 1978
22. Correspondence; Jerome Brooks, Feb 1975-Nov 1977
23-27. Correspondence; Evelyn Browne, Jan 1972-Oct 1977

Box 5

1-2. Correspondence; Evelyn Browne, Feb 1978-Jun 1981
3. Correspondence; Evelyn Browne/Jerome Brooks, Mar 1975-Nov 1977
5. Correspondence; Evelyn Browne/Fred Martin, Jan 1975-Dec 1977
6. Correspondence; Evelyn Browne/Aubrey McCutcheon, Dec 1972-Feb 1974
7. Correspondence; Evelyn Browne/Region Secretaries, Feb 1973
8-9. Correspondence; Evelyn Browne/Lenore Thomas, Aug 1978-Jun 1982
10. Correspondence; General Membership, Dec 1971-Mar 1982
11-12. Correspondence; General Office, Sep 1967-Jan 1982
13-14. Correspondence; Richard Green, Nov 1967-Apr 1975
16-17. Correspondence; National Association of Educational Secretaries, Jan-Jun 1969
Detroit Association of Educational Office Employees Collection

Box 5 cont'd.

18-19. Correspondence; Retirees, 1978-1983
20-25. Correspondence; Irene Rowe, Jun 1977-Jan 1983
28. Correspondence; Irene Rowe/Fred Martin, Sep 1977-May 1981

Box 6

1. Correspondence; Irene Rowe/Superintendents, 1980
2. Correspondence; Irene Rowe/Lenore Thomas, Jan 1978-Dec 1982
3. Correspondence; Irene Smart, Feb 1977-Feb 1981
4. Correspondence; Lenore Thomas, Feb 1972-Feb 1980
5. Correspondence; Thank You Notes, 1973-1978
7. Counseling Program, Feb 1971-Jan 1975
8. Desegregation, Jan 1976
10. Election Certification, 1970
11-12. Enrollment Procedure Forms, 1974
13-17. Executive Board Minutes, Mar 1971-Mar 1984
18-20. Executive Secretary's Reports, Feb 1972-Mar 1981
22. General Membership Meetings, Dec 1982-Apr 1983

Box 7

1. Key Member Activities; School Building, 1972-1978
2. Key Member Activities; Region 1 & 2, 1972-1978
3. Key Member Activities; Region 3 & 4, 1972-1978
4. Key Member Activities; Region 5 & 6, 1971-1977
5. Key Member Activities; Region 7 & 8, 1972-1977
7. Key Member Memos, 1972-1975
8. Key Member Rosters, 1967-1976
24. Office Rental Information, Mar 1971-Apr 1977
26-27. Payroll Memos, Jul 1975-Apr 1977
29. Payroll Reimbursement, Mar 1971-Dec 1979

Box 8

1. Questionnaire (Summer School), Jun 1973
2. Ratification Meeting Minutes, 1975
3. Region Secretary Classification, 1971
Box 8 cont'd.

4. Region Secretaries Responsibilities, 1976
5. Retirement Coordinating Council, Sep 1973-Mar 1975
7. Seminar; Bookkeepers, 16 Feb 1977
8. Spring Conference (NAES), Mar 1976-Apr 1976
10. Storekeepers; Arthur Anderson Report, 1975
11-12. Storekeepers; Correspondence, mar 1973-Dec 1978
13. Storekeepers; Historical Data, Oct 1974-Feb 1975
14. Storekeepers; Job Specifications, Oct 1974
15. Storekeepers; Memos, Jan 1973-Jun 1978
16. Storekeepers; Petition of Removal, Jul 1979
17. Storekeepers; Reports on Positions, 1967-1974
18. Storekeepers; Statement of Duties, Feb 1973
19. Teamsters Affiliation Meeting, Apr 1970
20. Time Clocks, feb 1974-May 1975
23. Treasurers Notebook, 1974-1975
30. Union; Membership Information Meeting, Mar 1981
31. Union; Orientation Meeting, 1981
32. Union; Policy Handbook Committee, 1981
33. Wage Freeze, 1972
Detroit Association of Educational Office Employees

Index to Subjects and Correspondents
(correspondence is indicated by an asterisk)

AFL-CIO, 8: 29-32
Agency Shop, 2: 1
*Browne, Evelyn, 5: 1-9, 6: 18-20
Committee Minutes, 1:5-9, 4: 1-17
*Green, Richard, 5: 13-14
*Jefferson, Arthur, 5: 15, 26-27, 6: 1
Key Members, 7: 1-8
Millage, 7: 14
NAES, 5: 16-17

Payroll, 7: 25-29
*Rowe, Irene, 5: 20-28, 6: 1-2
*Smart, Irene, 3: 6
Storekeepers, 8: 10-18
*Thomas, Lenore, 5: 8-9, 6: 4
Teamsters, 8: 19
Treasurers Reports, 8: 21-28
Wage Freeze, 8: 33