

SEIU: Administrative Services Department Records

3 linear feet (3 SB)
1974-1986, bulk 1982-1984

Walter P. Reuther Library, Wayne State University, Detroit, MI

Finding aid written by Alexandra A. A. Orchard on March 21, 2013.

Accession Number: LR001886

Creator: Service Employees International Union (SEIU)

Acquisition: The Administrative Services Department of the Service Employees International Union Records were deposited by SEIU at the Reuther Library in 1997. The Reuther Library serves as the official repository for SEIU.

Language: Material entirely in English.

Access: Records are open for research.

Use: Refer to the Walter P. Reuther Library *Rules for Use of Archival Materials*. **Restrictions: Researchers may encounter records of a sensitive nature – personnel files, case records and those involving investigations, legal and other private matters. Privacy laws and restrictions imposed by the Library prohibit the use of names and other personal information which might identify an individual, except with written permission from the Director and/or the donor.**

Notes: Citation style: “Service Employees International Union Administrative Services Department Records, Box [#], Folder [#], Archives of Labor and Urban Affairs, Wayne State University”

Related Material: Reuther Library Collections: SEIU Executive Office: John Sweeney Records, SEIU Secretary-Treasurer’s Office: International Executive Board Records, SEIU Secretary-Treasurer’s Office: Richard Cordtz Records

Photographs (see Audio Visual Department) have been moved to the Reuther’s Audio Visual Department.

PLEASE NOTE: Folders in this collection are not necessarily arranged in any particular order. The box folder listing provides an inventory based on their original order. Subjects may be dispersed throughout the collection.

Abstract

The Service Employees International Union (SEIU) was founded in 1921 as a union of flat janitors. Over the years it has grown in size and scope, now comprising three divisions: healthcare, property services, and public services. During the early 1980s SEIU sought new office space and constructed a new building at 1313 L Street, Washington, D.C. The materials within the SEIU Administrative Services Department Records are primarily from Eileen McCormick, the SEIU supervisor of the new construction project, and detail the process of building this new space. Record formats include requisitions, correspondence, floor plans and blueprints, and photographs of construction and building artwork. Additionally included in the collection are some administrative records from Carole Poling during her time as Special Assistant to the Secretary-Treasurer. These records primarily include requests from SEIU International leaders John Sweeney, Richard Cordtz, and Bob Welsh, as well as Canadian financial records (receipts and expenses).

Important Subjects:

Canada
Financial Statements
Labor unions – Finance
Labor unions – Records and correspondence
Service Employees International Union

Important Names:

Cordtz, Richard
McCormick, Eileen
Poling, Carole
Sweeney, John J., 1934-
Welsh, Bob

Arrangement

Folders are listed by their location within each box. They are not necessarily arranged, so any given subject may be dispersed throughout the entire collection.

Box 1

1. Requisition 1, Construction Services, 1983 October 20
2. Requisition 2, Construction Services, 1983 November 21
3. Requisition 3, Construction Services, 1983 December 20
4. Requisition 4, Construction Services, 1984 January 26
5. Requisition 4, Design Phase, 1983 August 22
6. Requisition 5, Construction Services, 1984 March 2
7. Requisition 6, Construction Services, 1984 March 19
8. Requisition 6, Design Services, 1983 October 20
- 9-10. Requisition 7, Construction Services, 1984 April 20
11. Requisition 8, Construction Services, 1984 May 23
12. Requisition 9, Construction Services, 1984 June 20
13. Requisition 10, Construction Services, 1984 July 23
- 14-15. Requisition 11, Construction Services, 1984 August 22
- 16-17. Requisition 12, Construction Services, 1984 September 24
- 18-19. Requisition 13, Construction Services, 1984 October 20
20. Monthly Report, 1983 October 11
21. Monthly Report, 1983 December 12
22. Subdivision Plot
23. Bond Regulations, 1983 June 17
24. SEIU Office Space, 2020 K Street
25. Balance Sheets, U. S. Building Fund and 1313 L Street, 1983-1984
26. Coldwell Banker, 1982 October 5
27. Space Planning Survey, Department Heads
28. Project Development Agreement, 1982 November 5
29. Arbitration, 1984
30. The Hospital Workers Group, Washington Center Hospital, Woodcut Rubbing, 1984 July 22
31. Cost Estimates, 1983
32. 1313 L Street, Gate Design, 1984
33. Contract, Gilbrane Building Company, 1983
34. Spencer, White and Prentis, Payment Issue, 1984
35. Contract, Smith Segreti Tepper, 1983
36. Smith Segreti Tepper, Progress Meeting, 1983
37. Smith Segretti Tepper, Correspondence and Timeline
38. Project Directory, 1983 January 6
39. 1313 L Street, Correspondence, 1983 April 11-15
40. Permit, Vault
41. Permit, Department of Environmental Services
42. Permit, Department of Transportation
43. Permits, Construction

44. Permit, Landscaping
45. Permit, Underpinning, 1983
46. Land Contract, 1982
47. Annual Report, 1984
48. Settlement Statement, 1983 January 4
49. Articles of Incorporation, 1982-1983
50. Insurance Provisions, Article 12, 1983

Box 2

1. Correspondence, 1982-1984
2. Correspondence, 1982-1983
3. Insurance, 1983-1984
4. Liability Insurance, 1983
5. Title Insurance, 1982-1983
6. Title Deed, 1983
7. Title Report, 1982 December 28
8. Certificate of Delinquent Tax, 1974
9. B.Z.A. Application No. 13960
10. Application, Board of Zoning Adjustent, 1983
11. Public Hearing, Board of Zoning, 1983
12. Special Exception, Office of Planning
13. Boundary Survey
14. 2020 K Street Tenancy, 1984
15. Plans, Third Floor
16. Floor Plans
17. Lease, PMI
18. Certificate of Insurance, PMI
19. Parking Requirements
20. Floor Plans, 1313 L Street
21. Tenant Layout, Fifth Floor
22. Tenant Layout, Third Floor
23. Tenant Layout, Sixth Floor
24. Tenant Layout, First Cellar
25. Ground Breaking
26. Sign, Cionstruction Site
27. Floor Plans, Fourth Floor
28. Floor Plans, Residential
29. Floor Plans, Fifth Floor
30. Floor Plans, Garden Level
31. Sherman R. Smoot Claim, 1985
32. Floor Plans
33. Correspondence, 1985-1986
34. Building Committee, 1982
- 35-36. Correspondence and Reports, 1984-1984
37. Sheeting and Shoring Report from Geotechnical Engineering Services
38. 2020 K, Lease and Sublease

39. 2020 K Lease, National Federation of Federal Employees, 1984
40. 2020 K Lease, Market West Associates, 1980
41. 2020 K Lease, Banco do Brasil, 1984
- 42-43. 2020 K Lease, 1976-1986
44. Child Care Center Proposal, 1984 September 21
45. Equal Employment Opportunity
46. SEIU International Convention, 1984
47. District 925, Memorandums, 1982-1984
48. Publication, *SEIU Leadership News Update*, 1984 March – 1984 September/October

Box 3

1. Sweeney's Requests, 1980-1988
- 2-3. Cordtz's Requests, 1980-1989
4. Bob Welsh's Requests, 1976-1982
- 5-6. Bob Welsh's Requests, 1982-1986
7. Canada Membership Figures, 1973-1987
8. Canadian Receipts and Expenses, 1965-1972
9. Canadian Receipts and Expenses, 1965-1981
10. Canadian Receipts and Expenses, 1982
- 11-12. Canadian Receipts and Expenses, Quebec Compared with the Rest of Canada
- 13-14. Subsidy Study 1
15. Chart Data
16. SEIU Subsidies. Cost History, 1970 January – 1981 June
17. Subsidy Study 2

Audio Visual Department

1. Photographs, Construction site and Building Sculpture, 1982-1984