

Administration and Finance Collection, 1923–2015

Physical Description: 6.6 Linear Feet

Scope and Contents

This collection contains paper byproducts of the activities of the administrative and financial offices of the MLA. These archives document history relating to the general governance of the MLA, its headquarters, membership services, association finances, and grant-funded projects. Items include staff manuals, job descriptions, member correspondence, member information, and grant applications and reports since 1923.

Conditions Governing Access:

Conditions Governing Access

This collection is partially open for research. The Governance and Honorary Fellows Subseries, and final reports relating to grant-funded projects are open for research. All other materials are closed. Material may be protected by Copyright Law (Title 17, United States Code). Reproduction is permitted at the discretion of the association.

Arrangement

This collection is arranged into three series with multiple subseries and sub-subseries.

Administration

Finance

Grant Funding Agencies

Related Materials:

Related Materials

See the Cashbooks Collection, 1911—1968 for additional financial history.

Processing Information:

Processing Information

In 2018 the administrative, financial, and grant-related files were processed as part of the NEH-funded grant targeting the processing of the General Chronological Collection. These materials were pulled from the General Chronological Collection and stored under the Administration and Finance Collection in an effort to organize files within the office of their generation. As materials processed under this grant must be opened to the public, the restricted financial and administrative materials (which include confidential information) were not fully processed. These records remain unweeded, uncataloged, and only partially ordered. They are scheduled to be processed at the end of the NEH-funded project.

Controlled Access Headings:

- Grants
- Grants-in-aid
- Finance
- Administration
- Membership
- Honorary Fellows
- Finance Committee

Administration Series, 1923–2015

Governance, 1923–2010

Title/Description	ID
MLA Constitution, 1923–1980	Document box A&F 01
Certificate of Incorporation, 1964, no date	Document box A&F 01
Charter, 2010, no date	Document box A&F 01

Membership, 1920–1998

Title/Description	ID
Member discount for chronicle, 1975–1976	

MLA Records Collection

	Bankers box AF 12
Joint membership and inclusivity, 1977	Bankers box AF 12
Canadian members, 1983	Bankers box AF 12
Analysis on graduated dues, 1971–1973	Bankers box AF 12
Dues increase, 1973	Bankers box AF 12
Dues letters to members, 1977–1984	Bankers box AF 12
Credit card services to be considered for members, 1988	Bankers box AF 12
Influence of demographic factors on membership composition and dues revenue, 1990	Bankers box AF 12
Membership statistics, 1982	Bankers box AF 12
Membership statistics, 1978–1988	Bankers box AF 12
Membership statistics, 1993	Bankers box AF 12
Members A, D–F, H, J, M–N, P, R–S, V–W, Z, 1953–1998	Bankers box AF 12
Honorary membership—Declined, 1975 <u>Conditions Governing Access:</u> Conditions Governing Access Information on candidates who have been declined honorary membership is permanently restricted.	Bankers box AF 12
Honorary Fellows	Document box AF 04
Honorary Fellows, 1959–1969	Document box AF 04
Honorary Fellows ballots, 1968–1975	Document box AF 04
Committee on Honorary Fellows, 1970–1975	Document box AF 04
Chinua Achebe, 1974	Document box AF 04
Conrad Aiken, 1972	

MLA Records Collection

	Document box AF 04
Carlos Drummond de Andrade, 1974–1975	Document box AF 04
W. H. Auden, 1962	Document box AF 04
Riccardo Bacchelli, 1975	Document box AF 04
Ingeborg Bachman, 1972	Document box AF 04
Simone de Beauvoir, 1973	Document box AF 04
Samuel Beckett, 1967	Document box AF 04
Saul Bellow, 1974	Document box AF 04
Maurice Blanchot, 1975	Document box AF 04
Jorge Luis Borges, 1961–1962	Document box AF 04
Andre Breton, 1960s	Document box AF 04
Albert Camus, 1959–1952	Document box AF 04
Aime Cesaire, 1974	Document box AF 04
Rene Char, 1961	Document box AF 04
E. E. Cummings, 1960	Document box AF 04
Fredrich Durrenmatt, 1962	Document box AF 04
T. S. Eliot, 1959–1960	Document box AF 04
Ralph Ellison, 1974	Document box AF 04
William Faulkner, 1958–1959	Document box AF 04
E. M. Forster, 1959	Document box AF 04
Romulo Gallegos, 1961	

MLA Records Collection

	Document box AF 04
Gunter Grass, 1971	Document box AF 04
Graham Greene, 1960s	Document box AF 04
Jorge Guillen, 1959–1960	Document box AF 04
Nicholas Guillen, 1973–1975	Document box AF 04
Seamus Heaney, 1998–1999	Document box AF 04
Ernest Hemingway / Carlos Baker, 1961	Document box AF 04
Aldous Huxley / Hugh G. Dick, 1961–1962	Document box AF 04
Eugene Ionesco, 1969	Document box AF 04
Alexis Leger, 1960	Document box AF 04
Claude Levi-Strauss, 1971	Document box AF 04
Robert Lowell, 1961	Document box AF 04
Hugh MacDiarmid, 1969	Document box AF 04
Archibald MacLeish, 1961	Document box AF 04
Francoise Mallet-Joris, 1973	Document box AF 04
Andre Maraux, 1961	Document box AF 04
Francois Mauriac, 1962	Document box AF 04
Arthur Miller, 1973	Document box AF 04
Eugenio Montale	Document box AF 04
Marianne Moore, 1961	Document box AF 04
Iris Murdoch, 1973	

MLA Records Collection

	Document box AF 04
Vladimir Nabokov, 1968	Document box AF 04
Pablo Neruda, 1961–1962	Document box AF 04
Allardyce Nicoll, 1959	Document box AF 04
Octavio Paz, 1969	Document box AF 04
Harold Pinter, 1971	Document box AF 04
Katherine Anne Porter, 1968	Document box AF 04
John Crowe Ransom, 1961	Document box AF 04
I. A. Richards, 1973	Document box AF 04
Alain Robbe-Grillet, 1966	Document box AF 04
Nathalie Sarraute, 1972	Document box AF 04
Jean Paul Sartre, 1960	Document box AF 04
George Seferis, 1967	Document box AF 04
Leopold Seder Senghor, 1972	Document box AF 04
George Seteriades, 1967	Document box AF 04
Ignazio Silone, 1960	Document box AF 04
Isaac Bashevis Singer, 1972	Document box AF 04
Alexander Solzhenitsyn, 1974	Document box AF 04
John Steinbeck, 1967	Document box AF 04
Robert Penn Warren, 1975	Document box AF 04
Walther von Wartburg, 1967	

	Document box AF 04
Patrick White, 1975	Document box AF 04
Eudora Welty, 1974	Document box AF 04
Thornton Wilder, 1963	Document box AF 04
William Carlos Williams, 1961	Document box AF 04
Edmund Wilson, 1972	Document box AF 04
Giuseppe Ungaretti, 1960–1961	Document box AF 04

General Administration, 1952–2015

Conditions Governing Access:

Conditions Governing Access

The general administration subseries is permanently restricted.

Title/Description	ID
A management review of the MLA, 1966	Bankers box AF 12
Educational Association and Professional Society Compensation Survey, 1976	Bankers box AF 12
Organization and administration, 1929–1937	Bankers box AF 12
Office manual (incomplete), 1952–1955 <u>Conditions Governing Access:</u> Conditions Governing Access Materials are permanently restricted.	Bankers box AF 12
Office procedures and descriptions, 1958–1964 <u>Conditions Governing Access:</u> Conditions Governing Access Materials are permanently restricted.	Bankers box AF 12
Organization of MLA headquarters, 1978–1979	Bankers box AF 12
Job descriptions, 1980	Bankers box AF 12
Mailings, 1983–1984	

	Bankers box AF 12
Second wave office automation, 1984	Bankers box AF 12
Headquarters telephone system, 1985	Bankers box AF 12
Meeting procedures log, 1988	Bankers box AF 12
American Airlines, 1990	Bankers box AF 12
Fire procedures, 1991	Bankers box AF 12
Drug free workspace, 1994	Bankers box AF 12
Staff manual, 1978	Bankers box AF 12
Staff manual, 1984	Bankers box AF 12
Staff manual, 2001	Bankers box AF 12
26 Broadway receipt pad, 2000–2015	Bankers box AF 12
Memorandum forms, no date	Bankers box AF 12
Hilton Hotel, 1979–1983	Bankers box AF 12

[^ Return to Table of Contents](#)

Finance Series, 1972–1996

Conditions Governing Access:

Conditions Governing Access

The finance series is permanently restricted.

Finance Committee

Title/Description	ID
Finance Committee, 1989–1990	Bankers box AF 12
Finance Committee—Report, 1991	

	Bankers box AF 12
Finance Committee—Typesetting, 1991	Bankers box AF 12
Finance Committee, 1996	Bankers box AF 12

Funds

Title/Description	ID
Elliot Gilbert Memorial Fund, 1991	Bankers box AF 12
Emergency Fund, 1975–1977	Bankers box AF 12
Emergency Fund, 1975–1976	Bankers box AF 12
Kaminsky Memorial Fund, 1984–1985	Bankers box AF 12
Monograph Fund, 1927–1936	Bankers box AF 12
Permanent fund—Report of the trustees, 1934	Bankers box AF 12
Revolving Fund—Modern language materials, 1979	Bankers box AF 12

General

Title/Description	ID
Elizabeth P. Stein Fund, 1967–1972	Bankers box AF 12
Payment for part-time employees, 1972	Bankers box AF 12
Trustees, 1963–1973	Bankers box AF 12
Library subscription campaign, 1974	Bankers box AF 12
Fundraising campaign, 1975–1976	Bankers box AF 12
Report of the Trustees and of the Treasurer, 1962–1977	Cabinet shelf AF C08S02
Financial statements, 1971–1977	Bankers box AF 12
Cost of living adjustments, 1980	

	Bankers box AF 12
History of restricted funds and endowment funds, 1966–1988	Bankers box AF 12
Proposal to audit compensation and benefits program, 1984	Bankers box AF 12
Salary increases, 1985–1986	Bankers box AF 12
Greenberg, Brown & Co. accountants, 1986	Bankers box AF 12
Walter Achtert, 1988	Bankers box AF 12
Royalties, 1992	Bankers box AF 12
Bequest—Samuel Richardson letter (declined), 1996	Bankers box AF 12

[^ Return to Table of Contents](#)

Grant Funding Agencies Series, 1956–1996

Carnegie Forum on Education and the Economy, 1986

Title/Description	ID
English Coalition Conference, 1986	Bankers box AFgf 01

Exxon Education Foundation, 1971–1989

Title/Description	ID
ERIC Clearinghouse on Languages and Linguistics, 1971–1974	Bankers box AFgf 01
A model program of faculty development for FL faculty, 1984	Bankers box AFgf 01
English Coalition Conference (Exxon / Rockefeller), 1984–1985	Bankers box AFgf 01
English Coalition Conference (Exxon), 1984–1989	Bankers box AFgf 01

United States Department of Education—Fund for the Improvement of Postsecondary Education (FIPSE), 1989–1994

Title/Description	ID
Curriculum review and project meetings, 1991–1992	

Bankers box
AFgf 01

Freedom of Information request, 1989–1994

Bankers box
AFgf 01

Ford Foundation, 1985–1987

Title/Description	ID
Conference on graduate education in English studies, 1986	Bankers box AFgf 01
Survey of English doctoral programs in writing and literature —Correspondence, 1986–1987	Bankers box AFgf 01
Survey of English doctoral programs in writing and literature —Report, 1987	Bankers box AFgf 01
Doctoral studies conference (Spring Hill), 1985–1987	Bankers box AFgf 01
Spring Hill conference on doctoral study, 1987	Bankers box AFgf 01

United States Department of Health, Education, and Welfare (HEW), 1960–1970

Title/Description	ID
The Preparation of College Teachers of Modern Foreign Languages, 1963	Bankers box AFgf 01
Science Information Personnel (Cohan and Craven), 1960	Bankers box AFgf 01
Science Information Personnel—Correspondence, 1960–1964	Bankers box AFgf 01
Dictionary of American Regional English, 1964–1970	Bankers box AFgf 01

Markle Foundation, 1975–1976

Title/Description	ID
MLA chronicle proposal, 1975	Bankers box AFgf 01
Language and Literature Today, 1975	Bankers box AFgf 01
Language and Literature Today, 1976	Bankers box AFgf 01

Andrew W. Mellon Foundation (Mellon), 1980–1989

Title/Description	ID
--------------------------	-----------

Machine-readable thesaurus for languages, literatures, linguistics, and folklore, 1980–1983	Bankers box AFgf 01
English Coalition Conference—Final report, 1989	Bankers box AFgf 01
English Coalition Conference, 1980s	Bankers box AFgf 01

National Endowment for the Arts, 1966–1989

Title/Description	ID
Academic placement service for authors, 1966	Bankers box AFgf 01
Helms amendment, 1989	Bankers box AFgf 01

National Endowment for the Humanities, 1972–1996

Title/Description	ID
Conference on the PhD for Research in English and the Foreign Languages, 1972	Bankers box AFgf 01
NEH Summer Seminars for College Teachers, 1972	Bankers box AFgf 01
Suggestions for NEH Jefferson Lectureship, 1972–1973	Bankers box AFgf 01
Roger Rosenblatt Speech, 1973	Bankers box AFgf 01
MLA advocates for funding for the NEH, 1970–1973	Bankers box AFgf 01
MLA Advocates for funding for NEH, 1975	Bankers box AFgf 01
Summer seminars and fellowships in residence, 1974	Bankers box AFgf 01
NEH and the two-year college report, 1974	Bankers box AFgf 01
National magazine devoted to the humanities, 1973–1975	Bankers box AFgf 01
NEH media program, 1975	Bankers box AFgf 01
Humanities publications survey, 1975	Bankers box AFgf 01
Humanities publications survey—Executive Secretaries, 1975	Bankers box AFgf 02
Humanities publications survey—Magazines, 1975	

MLA Records Collection

	Bankers box AFgf 02
Humanities publications survey—News services and and syndicates, 1975	Bankers box AFgf 02
Humanities publications survey—Newspapers, 1975	Bankers box AFgf 02
Alternatives in Print contract and correspondence, 1973–1974 <u>Conditions Governing Access:</u> Conditions Governing Access Contract information permanently restricted.	Bankers box AFgf 02
Alternatives in Print—Meetings, 1975 <u>Conditions Governing Access:</u> Conditions Governing Access Minutes permanently restricted.	Bankers box AFgf 02
Alternatives in Print—Report, 1975	Bankers box AFgf 02
Alternatives in Print—Appendices, 1975	Bankers box AFgf 02
Alternatives in Print—various versions, no date	Bankers box AFgf 02
Films Plus Grant, 1974–1976	Bankers box AFgf 02
Research Tools—Correspondence and minutes, 1975–1976	Bankers box AFgf 02
Task forces for the promotion and development of foreign language study in United States, 1976–1977	Bankers box AFgf 02
NEH requests review from William D. Schaefer, 1973	Bankers box AFgf 02
William D. Schaefer reviews Folger Library proposal, 1973	Bankers box AFgf 02
William D. Schaefer reviews proposals for state-based programs in FL, MN, ND, 1973	Bankers box AFgf 02
William D. Schaefer reviews Idaho program proposal, 1973	Bankers box AFgf 02
William D. Schaefer reviews Washington and Georgia proposal, 1973	Bankers box AFgf 02
William D. Schaefer reviews humanities and television proposal, 1977	Bankers box AFgf 02
William D. Schaefer reviews comparative literature graduate student conference, 1977	

MLA Records Collection

	Bankers box AFgf 02
Creation of NEH Challenge Grant program, 1977	Bankers box AFgf 02
Language, Literature, and the Responsible Human Being, 1970–1971	Bankers box AFgf 02
The Study and Teaching of Minority Literature, 1977	Bankers box AFgf 02
The Study and Teaching of Minority Literature—Budget, 1978–1980	Bankers box AFgf 02
Women's Nontraditional Literature: Theory and Practice, 1979	Bankers box AFgf 03
Institute on Women's Nontraditional Literature, 1980	Bankers box AFgf 03
Continuing database for English and foreign language departments, 1983	Bankers box AFgf 03
Challenges to the Humanities conferences, 1983–1984	Bankers box AFgf 03
Computer Assisted Instruction in the Humanities Conference, 1984	Bankers box AFgf 03
The future of graduate study in English, 1985	Bankers box AFgf 03
The future on doctoral studies in English, 1987–1988	Bankers box AFgf 03
Study of undergraduate humanities enrollments, 1988	Bankers box AFgf 03
Appointment of Edward Curran, 1985	Bankers box AFgf 03
Conference on foreign language teaching software (Oxford University Press / MLA), 1986	Bankers box AFgf 03
English Coalition Conference, 1986	Bankers box AFgf 03
English Coalition Conference, 1987	Bankers box AFgf 03
English Coalition Conference—Final Report, 1988	Bankers box AFgf 03
Wing Short-Title Catalogue—Revision, 1993	Bankers box AFgf 03
Language exhibition—Correspondence, 1989–1992	Bankers box AFgf 03
Language exhibition—Application, 1990–1991	

MLA Records Collection

	Bankers box AFgf 03
Language exhibition—Reports, 1990–1991	Bankers box AFgf 03
Language exhibition—Content, 1991	Bankers box AFgf 03
Appointment of Carol Iannone, 1991	Bankers box AFgf 03
Language teaching and learning in coherent sequences, 1992	Bankers box AFgf 03
MLA / Research Libraries Group—Research in Progress Databank, 1987	Bankers box AFgf 03
MLA / Research Libraries Group News, 1982–1987	Bankers box AFgf 03
MLA / Research Libraries Group—Research in Progress Database, 1988–1991	Bankers box AFgf 03
Wing Short-Title Catalogue revision—Budget, 1990–1991	Bankers box AFgf 03
Wing Short-Title Catalogue revision—Reports, 1991–1992	Bankers box AFgf 03
Wing Short-Title Catalogue index—Application, 1992	Bankers box AFgf 03
Wing Short-Title Catalogue revision—Financial reports, 1976–1993	Bankers box AFgf 03
Advocacy for NEH and NEA, 1994	Bankers box AFgf 03
Advocacy for NEH and NEA, 1995	Bankers box AFgf 03
Teacher education project, 1995	Bankers box AFgf 03
Relocating inventory of humanities data sets, 1996	Bankers box AFgf 04

New York Council for Humanities, 1978

Title/Description	ID
The Words of City Women, 1978	Bankers box AFgf 04

The Rockefeller Foundation, 1975–1992

Title/Description	ID
Popular humanities magazine, 1975	

	Bankers box AFgf 04
National survey of public attitudes toward foreign language study, 1979	Bankers box AFgf 04
Faculty Exchange, 1983–1984	Bankers box AFgf 04
Rockefeller Foundation Prize, 1982	Bankers box AFgf 04
Reform of the teaching of English in Schools, 1984	Bankers box AFgf 04
English Coalition Conference, 1984–1991	Bankers box AFgf 04
English Coalition Conference—Final report, 1992	Bankers box AFgf 04

Other, 1956–1992

Title/Description	ID
Department of Health, Education, and Welfare—Improved foreign language teaching, 1959	Bankers box AFgf 04
John Ben Snow Memorial Trust—Wing Short-Title Catalogue revision, 1988–1992	Bankers box AFgf 04
Lily Endowment—American Literary Manuscripts, 1956–1957	Bankers box AFgf 04
Metropolitan Life Foundation—English Short-Title Catalogue—Revision, 1990	Bankers box AFgf 04
National Foreign Language Center—Lambert agenda, 1985	Bankers box AFgf 04
Office of Postsecondary Education, 1984	Bankers box AFgf 04
PEW Charitable Trusts—MLA/RLG Research in Progress Database, 1987	Bankers box AFgf 04
STEP grants, 1989–1990	Bankers box AFgf 04
Texas Committee for the Humanities—Conference on Careers, 1980	Bankers box AFgf 04
Woodrow Wilson National Fellowship Foundation, 1968	Bankers box AFgf 04
Woodrow Wilson National Fellowship Foundation, 1992	Bankers box AFgf 04
Proposal for a directory of PhDs, 1982	

MLA Records Collection

Bankers box
AFgf 04