

---

## Collection Inventory

---

### Office of the Executive Director Collection, 1902–2017

Physical Description: 5.8 Linear Feet

#### Scope and Contents

This collection consists of paper documents recording the professional and, occasionally, personal lives of the men and women who have served as associate secretaries, presidents, and / or executive directors in the MLA's office of the executive director. Materials include business and personal correspondence, invitations, biographical information, résumés, speeches, and other papers.

Conditions Governing Access:

#### Conditions Governing Access

Records from 1902 to twenty-five years from today's date are open for research. Records dated fewer than twenty-five years from today's date are closed to research in an effort to protect the privacy of the individuals and institutions described. Material may be protected by Copyright Law (Title 17, United States Code). Reproduction is permitted at the discretion of the association.

#### Arrangement

The collection comprises three series and multiple subseries:

Associate / Assistant Secretaries

Executive Directors

Presidents Files within each series are arranged chronologically by the year, or final year, of the individual's service. For those who served in multiple positions, their files are grouped together under their highest position (associate / assistant secretary > president > executive director). For example, John H. Fisher served as both an associate

secretary and as an executive director. His materials are arranged in the Executive Directors Subseries, organized under 1971, the final year of his service as the MLA's executive director.

Processing Information:

**Processing Information**

These records were entirely dispersed until 2014 at which point the pre-1970 materials were collected, partially processed, and arranged under the General Chronological Collection. In 2018 the post-1969 files were processed as part of the NEH-funded project to process the General Chronological Collection. These materials were pulled from the General Chronological Collection and stored under the Office of the Executive Director Collection in effort to organize files within the office of their generation. These materials were collected, organized, and cataloged. The pre-1970 materials are scheduled to be processed at the end of the NEH-funded project.

Related Materials:

**Related Materials**

See the General Chronological Collection for additional projects the assistant secretaries, associate secretaries, presidents, and, namely, executive directors executed during their terms of service.

Controlled Access Headings:

- MLA executive directors
- MLA secretaries
- MLA executive secretaries
- MLA presidents
- MLA associate secretaries
- MLA assistant secretaries

**Assistant / Associate Secretary Series, 1951–1985**

| Title/Description              | ID                     |
|--------------------------------|------------------------|
| Samuel Fred Johnson, 1951–1952 | Document<br>box OED 01 |
| C. Grant Loomis, 1952–1953     | Document<br>box OED 01 |
| Donald D. Walsh, 1953–1954     | Document<br>box OED 01 |
| Marvin C. Dilkey, 1951–1955    | Document<br>box OED 01 |
| Theodore Andersson, 1955       | Document<br>box OED 01 |
| Gael Schatz, 1985              | Document<br>box OED 01 |

[^ Return to Table of Contents](#)

**Executive Director Series, 1902–2017**

**General**

|  |                        |
|--|------------------------|
|  | Document<br>box OED 01 |
| <b>Title/Description</b>                       | <b>ID</b>              |
| Executive Directors History, 1947              | Document<br>box OED 01 |
| Executive Director Search, 1984                | Document<br>box OED 01 |
| Executive Director Job Description, 1985       | Document<br>box OED 01 |
| <b>C. H. Grandgent, 1902–1911</b>              | Document<br>box OED 01 |
| <b>Title/Description</b>                       | <b>ID</b>              |
| General, 1920–1942                             | Document<br>box OED 01 |
| <b>William Guild Howard, 1912–1919</b>         | Document<br>box OED 01 |
| <b>Title/Description</b>                       | <b>ID</b>              |
| General, 1958                                  | Document<br>box OED 01 |
| <b>Carleton Brown, 1920–1934</b>               | Document<br>box OED 01 |
| <b>Title/Description</b>                       | <b>ID</b>              |
| General, 1933–1940                             | Document<br>box OED 01 |
| <b>Percy W. Long, 1935–1947</b>                | Document<br>box OED 01 |
| <b>Title/Description</b>                       | <b>ID</b>              |
| Correspondence, 1948–1949                      | Document<br>box OED 01 |
| <b>William Riley Parker, 1947–1956</b>         | Document<br>box OED 01 |
| <b>Title/Description</b>                       | <b>ID</b>              |
| Correspondence, 1946–1991                      | Document<br>box OED 01 |
| Speeches, 1949–1956                            | Document<br>box OED 01 |
| <b>George Winchester Stone, Jr., 1956–1963</b> | Document<br>box OED 01 |
| <b>Title/Description</b>                       | <b>ID</b>              |
| General, 1957–1963                             |                        |

Document  
box OED 01

| <b>John H. Fisher, 1963–1971</b> |                       |
|----------------------------------|-----------------------|
| <b>Title/Description</b>         | <b>ID</b>             |
| Assistant Secretary, 1949–1950   | Bankers box<br>OED 03 |
| Speeches and Papers, 1964–1995   | Bankers box<br>OED 03 |

| <b>Memoranda, 1970</b>             |                             |
|------------------------------------|-----------------------------|
| <b>Title/Description</b>           | <b>ID</b>                   |
| Memoranda, 1970 January–August     | Cabinet shelf<br>OED C04S02 |
| Memoranda, 1970 September–December | Cabinet shelf<br>OED C04S02 |

| <b>Chronological file, 1970-1971</b> |                             |
|--------------------------------------|-----------------------------|
| <b>Title/Description</b>             | <b>ID</b>                   |
| Chronological file, 1970 January     | Cabinet shelf<br>OED C04S02 |
| Chronological file, 1970 February    | Cabinet shelf<br>OED C04S02 |
| Chronological file, 1970 March       | Cabinet shelf<br>OED C04S02 |
| Chronological file, 1970 April       | Cabinet shelf<br>OED C04S02 |
| Chronological file, 1970 May         | Cabinet shelf<br>OED C04S02 |
| Chronological file, 1970 June–August | Cabinet shelf<br>OED C04S02 |
| Chronological file, 1970 September   | Cabinet shelf<br>OED C04S02 |
| Chronological file, 1970 October     | Cabinet shelf<br>OED C04S02 |
| Chronological file, 1970 November    | Cabinet shelf<br>OED C04S02 |
| Chronological file, 1970 December    | Cabinet shelf<br>OED C04S02 |
| Chronological file, 1971 January     |                             |

|                                      |                             |
|--------------------------------------|-----------------------------|
|                                      | Cabinet shelf<br>OED C04S02 |
| Chronological file, 1971 February    | Cabinet shelf<br>OED C04S02 |
| Chronological file, 1971 March       | Cabinet shelf<br>OED C04S02 |
| Chronological file, 1971 April       | Cabinet shelf<br>OED C04S02 |
| Chronological file, 1971 May         | Cabinet shelf<br>OED C04S02 |
| Chronological file, 1971 June–August | Cabinet shelf<br>OED C04S02 |

|                                       |                       |
|---------------------------------------|-----------------------|
| <b>William D. Schaefer, 1972–1978</b> | Bankers box<br>OED 03 |
|---------------------------------------|-----------------------|

| <b>Title/Description</b>  | <b>ID</b>             |
|---------------------------|-----------------------|
| General, 1972–1978        | Bankers box<br>OED 03 |
| Correspondence, 1974–1978 | Bankers box<br>OED 03 |
| Speeches, 1971–1978       | Bankers box<br>OED 03 |

|                        |
|------------------------|
| <b>Memoranda, 1971</b> |
|------------------------|

| <b>Title/Description</b>           | <b>ID</b>                   |
|------------------------------------|-----------------------------|
| Memoranda, 1971 September–December | Cabinet shelf<br>OED C05S02 |

|                                       |
|---------------------------------------|
| <b>Chronological files, 1971–1979</b> |
|---------------------------------------|

| <b>Title/Description</b>           | <b>ID</b>                   |
|------------------------------------|-----------------------------|
| Chronological file, 1971 September | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1971 October   | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1971 November  | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1971 December  | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1972 January   | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1972 February  |                             |

MLA Records Collection

|                                      |                             |
|--------------------------------------|-----------------------------|
|                                      | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1972 March       | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1972 April       | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1972 May         | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1972 June–August | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1972 September   | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1972 October     | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1972 November    | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1972 December    | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1973 January     | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1973 February    | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1973 March       | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1973 April       | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1973 May         | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1973 July        | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1973 September   | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1973 October     | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1973 November    | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1973 December    | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1974 January     | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1974 February    |                             |

MLA Records Collection

|                                    |                             |
|------------------------------------|-----------------------------|
|                                    | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1974 March     | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1974 April     | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1974 May       | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1974 June      | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1974 July      | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1974 August    | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1974 September | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1974 October   | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1974 November  | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1974 December  | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1975 January   | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1975 February  | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1975 March     | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1975 April     | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1975 May       | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1975 July      | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1975 June      | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1975 August    | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1975 September | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1975 October   |                             |

MLA Records Collection

|                                    |                             |
|------------------------------------|-----------------------------|
|                                    | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1975 November  | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1975 December  | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1976 January   | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1976 February  | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1976 March     | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1976 April     | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1976 May       | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1976 June      | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1976 July      | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1976 August    | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1976 September | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1976 October   | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1976 November  | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1976 December  | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1977 January   | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1977 February  | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1977 March     | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1977 April     | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1977 May       | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1977 June      |                             |

MLA Records Collection

|                                    |                             |
|------------------------------------|-----------------------------|
|                                    | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1977 July      | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1977 August    | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1977 September | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1977 October   | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1977 November  | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1977 December  | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1978 January   | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1978 February  | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1978 March     | Cabinet shelf<br>OED C05S02 |
| Chronological file, 1978 April     | Cabinet shelf<br>OED C06S02 |
| Chronological file, 1978 May       | Cabinet shelf<br>OED C06S02 |
| Chronological file, 1978 June      | Cabinet shelf<br>OED C06S02 |
| Chronological file, 1978 July      | Cabinet shelf<br>OED C06S02 |
| Chronological file, 1978 August    | Cabinet shelf<br>OED C06S02 |
| Chronological file, 1978 September | Cabinet shelf<br>OED C06S02 |
| Chronological file, 1978 October   | Cabinet shelf<br>OED C06S02 |
| Chronological file, 1978 November  | Cabinet shelf<br>OED C06S02 |
| Chronological file, 1978 December  | Cabinet shelf<br>OED C06S02 |
| Chronological file, 1979 January   | Cabinet shelf<br>OED C06S02 |

**Joel Conarroe, 1978–1983**

|   | Bankers box<br>OED 03       |
|---|-----------------------------|
| <b>Title/Description</b>  | <b>ID</b>                   |
| General, 1978–1983  | Bankers box<br>OED 03       |
| Correspondence, 1979–1981   | Cabinet shelf<br>OED C06S02 |
| Correspondence, 1978–1982   | Bankers box<br>OED 03       |
| Speeches and papers, 1981–1991  | Bankers box<br>OED 03       |
| Day book, 1974–1979   | Bankers box<br>OED 03       |
| Day book—Complaints, 1980–1982  | Bankers box<br>OED 03       |
| My PMLA Years, 2016   | Bankers box<br>OED 03       |
| <b>Biographical / Historical</b>  |                             |
| "For Rosemary, with warm good wishes--and kudos for handling with such elan a difficult job--from one who knows. With admiration, Joel 8/23/16" |                             |

| <b>English Showalter, 1983–1985</b> | Bankers box<br>OED 03 |
|-------------------------------------|-----------------------|
| <b>Title/Description</b>            | <b>ID</b>             |
| General, 1983                       | Bankers box<br>OED 03 |

| <b>Chronological file, 1983–1985</b>        |                             |
|---|-----------------------------|
| <b>Title/Description</b>                    | <b>ID</b>                   |
| Chronological file, 1983 September–December | Cabinet shelf<br>OED C06S02 |
| Chronological file, 1984 January–April      | Cabinet shelf<br>OED C06S02 |
| Chronological file, 1984 September–December | Cabinet shelf<br>OED C06S02 |
| Chronological file, 1984 May–August         | Cabinet shelf<br>OED C06S02 |
| Chronological file, 1985 January–May        | Cabinet shelf<br>OED C06S02 |

**Phyllis Franklin, 1982–2002**

|  |                       |
|--|-----------------------|
|  | Bankers box<br>GCS 03 |
| <b>Title/Description</b>                                       | <b>ID</b>             |
| General, 1985–2002   | Bankers box<br>OED 03 |
| English Coalition Conference certificate, 1987                 | Bankers box<br>OED 03 |
| Correspondence, 1981–1990                                      | Bankers box<br>OED 03 |
| Speeches, 1984–2002  | Bankers box<br>OED 03 |
| Phyllis Franklin memorial, 2004                                | Bankers box<br>OED 03 |
| <b>Rosemary G. Feal, 2002–2017</b>                             | Bankers box<br>OED 03 |
| <u>Conditions Governing Access:</u>                            |                       |
| <b>Conditions Governing Access</b>                             |                       |
| The collection is under a twenty-five year restriction period. |                       |
| <b>Title/Description</b>                                       | <b>ID</b>             |
| General, 2001  | Bankers box<br>OED 03 |

[^ Return to Table of Contents](#)

|  |                        |
|--|------------------------|
| <b>President Series, 1905–2003</b>                             |                        |
| <b>General</b>   | Document<br>box OED 02 |
| <b>Title/Description</b>                                       | <b>ID</b>              |
| Presidential biographies—Research, 1966                        | Document<br>box OED 02 |
| Biographies for presidential photograph album collection, 1970 | Document<br>box OED 02 |
| Francis Barton Gummere, 1905                                   | Document<br>box OED 02 |
| A. R. Hohlfeld, 1913   | Document<br>box OED 02 |
| Felix Emmanuel Schelling, 1914                                 | Document<br>box OED 02 |
| J. Douglas Bruce, 1916   |                        |

MLA Records Collection

|                                  |                        |
|----------------------------------|------------------------|
|                                  | Document<br>box OED 02 |
| John Matthews Manly, 1920        | Document<br>box OED 02 |
| William Allan Neilson, 1924      | Document<br>box OED 02 |
| Hermann Collitz, 1925            | Document<br>box OED 02 |
| Ashley Horace Thorndike, 1927    | Document<br>box OED 02 |
| George Oliver Curme, 1931        | Document<br>box OED 02 |
| Eduard Prokosch, 1937            | Document<br>box OED 02 |
| H. Carrington Lancaster, 1939    | Document<br>box OED 02 |
| Frederick Morgan Padelford, 1942 | Document<br>box OED 02 |
| Archer Taylor, 1951              | Document<br>box OED 02 |
| Albert C. Baugh, 1952            | Document<br>box OED 02 |
| Louise Pound, 1955               | Document<br>box OED 02 |
| Allan H. Gilbert, 1956           | Document<br>box OED 02 |
| Margaret Gilman, 1958            | Document<br>box OED 02 |
| Kemp Malone, 1962                | Document<br>box OED 02 |
| Marjorie Hope Nicolson, 1963     | Document<br>box OED 02 |
| Hermann J. Weigand, 1966         | Document<br>box OED 02 |
| Role of the President, 1967      | Document<br>box OED 02 |
| Otis H. Green, 1968              | Document<br>box OED 02 |
| Henry Nash Smith, 1969           | Document<br>box OED 02 |

**Maynard Mack, 1970**

|                                      |                       |
|--------------------------------------|-----------------------|
|                                      | Bankers box<br>OED 03 |
| <b>Title/Description</b>             | <b>ID</b>             |
| General, 1967–1974                   | Bankers box<br>OED 03 |
| <b>Louis Kampf, 1971</b>             | Bankers box<br>OED 03 |
| <b>Title/Description</b>             | <b>ID</b>             |
| General, 1970                        | Bankers box<br>OED 03 |
| <b>Florence Howe, 1973</b>           | Bankers box<br>OED 03 |
| <b>Title/Description</b>             | <b>ID</b>             |
| General, 1973–1997                   | Bankers box<br>OED 03 |
| <b>Walter J. Ong, 1978</b>           | Bankers box<br>OED 03 |
| <b>Title/Description</b>             | <b>ID</b>             |
| General, 1967–1975                   | Bankers box<br>OED 03 |
| <b>Helen Vendler, 1980</b>           | Bankers box<br>OED 03 |
| <b>Title/Description</b>             | <b>ID</b>             |
| General, 2004                        | Bankers box<br>OED 03 |
| <b>Peter Demetz, 1981</b>            | Bankers box<br>OED 03 |
| <b>Title/Description</b>             | <b>ID</b>             |
| General, 1980                        | Bankers box<br>OED 03 |
| <b>Wayne C. Booth, 1982</b>          | Bankers box<br>OED 03 |
| <b>Title/Description</b>             | <b>ID</b>             |
| General, 1981                        | Bankers box<br>OED 03 |
| <b>Barbara Hernstein Smith, 1988</b> | Bankers box<br>OED 03 |
| <b>Title/Description</b>             | <b>ID</b>             |
| General, 1988                        |                       |

|   |                       |
|---|-----------------------|
|   | Bankers box<br>OED 03 |
| <b>Houston A. Baker, Jr., 1992</b>  | Bankers box<br>OED 03 |
| <b>Title/Description</b>  | <b>ID</b>             |
| General, 1984–1992  | Bankers box<br>OED 03 |
| <b>Elaine Marks, 1993</b>   | Bankers box<br>OED 03 |
| <b>Title/Description</b>  | <b>ID</b>             |
| General, 1993–1994  | Bankers box<br>OED 03 |
| <b>Edward W. Said, 1999</b>   | Bankers box<br>OED 03 |
| <b>Title/Description</b>  | <b>ID</b>             |
| General, 2003   | Bankers box<br>OED 03 |
| <b>Mary Louise Pratt, 2003</b>  | Bankers box<br>OED 03 |
| <u>Conditions Governing Access:</u><br><b>Conditions Governing Access</b> |                       |
| Materials restricted until 2028.  |                       |
| <b>General, 1984–1990</b>   | Bankers box<br>OED 03 |

[^ Return to Table of Contents](#)