COMMUNITY COUNCIL OF THE ATLANTA AREA.
Community Council of the Atlanta Area records, 1960-1974

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Descriptive Summary

Creator: Community Council of the Atlanta Area.
Title: Community Council of the Atlanta Area records, 1960-1974
Call Number: Manuscript Collection No. 570
Extent: 23 linear feet (57 boxes), 1 oversized papers box (OP), and 1 audio record (CLP)
Abstract: Records of the social planning agency Community Council of the Atlanta Area, including administrative records, committee files, printed material, program records, reading files, and subject files.
Language: Materials entirely in English.

Administrative Information

Restrictions on Access
Special restrictions apply: Collection stored off-site. Researchers must contact Rose Library in advance to access this collection.
Due to privacy concerns, some materials in the collection have been redacted.
Researchers must contact Rose Library at least two weeks in advance for access to audiovisual material. Collection restrictions, copyright limitations, or technical complications may hinder Rose Library's ability to provide access to audiovisual material.

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Source
Gift, 1978

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Citation
[after identification of item(s)], Community Council of the Atlanta Area records, Stuart A. Rose Manuscript, Archives, and Rare Book Library, Emory University.

Processing
Arranged and described at the folder level by Kristin Morgan, April 2016.

Collection Description

Historical Note
The Community Council of the Atlanta Area (CCAA) was formed on May 12, 1960 and disbanded in March of 1974. The organization was a private, non-profit social planning agency providing technical assistance and information to public and private human service agencies, businesses, civic groups, and individuals to evaluate existing human service programs and to develop new programs in the Atlanta area (Clayton, Cobb, DeKalb, Fulton, and Gwinnett counties). The CCAA also disseminated information on urban planning, welfare, and human services legislation to the public and served as a consultant to local and state government, local and state human service organizations, hospitals, and schools, including the City of Atlanta, Atlanta-Fulton County Economic Opportunity Authority, Emory University Hospital, and Atlanta Public Schools.

The CCAA opened a community center in December 1969 as a response to tensions between residents of Midtown and local police. Local community members staffed the center and connected area residents with counseling, job placement, and housing services. The CCAA cofounded Volunteer Atlanta with the Community Chest, the Atlanta Chamber of Commerce, and the Junior League of Atlanta in 1970, and provided administrative services such as accounting for the organization. CCAA’s research and information dissemination functions developed into a public reference library, the Information Center, by 1972. They collaborated for one year with the Atlanta-Fulton Public Library and employed one librarian, Ollye Golden, from 1971-1972. In September 1973, Executive Director Duane W. Beck entered Emory University's Ph.D. program in Sociology while maintaining his position with the CCAA. At the same time, the CCAA attempted to establish a human services scholar first at Georgia State University and then at Emory University as a hybrid academic-activist position. By January 1974, the proposal had transformed into a specific position for Duane W. Beck to continue pursuing a Ph.D. at Emory University while serving as a social planning consultant with the University's Center for Research in Social Change and other entities as requested. The CCAA disbanded in March 1974 after several years of debate on its role and in light of reduced federal funding to social service organizations. Some of the CCAA’s programs continued after it closed and became independent non-profits or joined other organizations. The 24-Hour Child Care Project and the Research Evaluation Center each incorporated and became independent non-profit organizations, and the Information and Referral Service became a part of the United Way of Metropolitan Atlanta.

Scope and Content Note
The collection consists of the records of the Community Council of the Atlanta Area (CCAA) from 1960-1974. It includes administrative records, committee files, printed materials and sound recordings, program records, reading files, and subject files. The records document the CCAA’s
work to mitigate poverty and drug and alcohol abuse; to improve daycare, health, recreation, employment, and housing; and to consolidate services for the elderly in the Atlanta area. Records also document the CCAA's involvement in various human service programs and its relationships to other human service organizations serving Clayton, Cobb, DeKalb, Fulton, and Gwinnett counties.

Administrative records consist of correspondence, Board of Directors and Executive Committee minutes, financial records, organizational charts, and work programs, which are annual strategic plans that the CCAA used to prioritize and administer each year's activities. Work programs include annual organization-wide objectives and goals and a high-level plan to achieve them as well as program-specific annual objectives, goals, and plans. The bulk of administrative records are collocated, but similar materials appear throughout the collection in accordance with original order. Committee files consist of minutes and reports by the general administrative committees of the CCAA, as well as those committees overseen by the Permanent Conference. Permanent Conference committees were comprised of CCAA staff and representatives from external organizations and evaluated the extent of broad social problems, as well as means to address these issues.

Printed materials and sound recordings consist of published works written by, about, relating to, and of interest to the CCAA and include reports, newsletters, newspaper clippings, marketing materials, and conference proceedings. This series also includes a sound recording of interest to the CCAA. Program records consist of proposals, grant applications, reports, committee files, correspondence, and other documentation pertaining to specific programs advised, created, or reviewed by the CCAA, including the Child Development Project and its precursor programs, the Atlanta Area-Wide Model on Aging, and the Information and Referral program. Reading files consist of reference materials circulated amongst the staff of the CCAA and are comprised of correspondence relating to the organization's programs and business operations as well as relevant newspaper clippings, notes, and reports. Subject files document topics of interest to the CCAA, including legislation, individuals, and organizations. These files contain correspondence, printed material, and notes on subjects including federal funding for social service organizations, national trends in social services, organizations such as the Community Chest and United Way, and individuals such as CCAA staff members Duane W. Beck and William H. Clark.

**Arrangement Note**
Organized into six series: (1) Administrative records, (2) Committee files, (3) Printed materials and sound recordings, (4) Program records, (5) Reading files, and (6) Subject files.
Description of Series

Series 1: Administrative records, 1960-1974
Series 2: Committee files, 1960-1974
Series 3: Printed materials and sound recordings, 1964-1973
Series 4: Program records, 1960-1974
Series 5: Reading files, 1963-1974
Series 6: Subject files, 1966-1973
Series 1
Administrative records, 1960-1974
Boxes 1 - 17

Scope and Content Note
The series consists of the administrative records of the Community Council of the Atlanta Area (CCAA) from 1960-1974. These records contain correspondence, Board of Directors and Executive Committee minutes, financial records, organizational charts, and work programs. Work programs are annual strategic plans that the CCAA used to prioritize and administer each year's work activities and contain annual organization-wide objectives and goals, high-level plans to achieve them, and program-specific annual objectives, goals, and plans. For additional information on CCAA programs, see Series 4: Program records.

Materials originally kept in binders are indicated in the folder title and retain the original order. Several binders were created and used by specific staff members, also noted in the folder title. Administrative binders were created by Ollye M. Golden in her capacity as Information Center Librarian for the CCAA and contain notes on the CCAA's structure, programs, and relationship to other service organizations. Of particular note are Executive Director Duane W. Beck's Board of Directors and Executive Committee meeting minutes binders. Also of note are records about the history of the CCAA, which document the organization's functioning years.

Arrangement Note
Arranged in alphabetical order by record type.

Administrative records, general

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Series 2
Committee files, 1960-1974
Boxes 18 - 21

Scope and Content Note
The series consists of committee files from 1960-1974 and includes minutes and reports by the general administrative committees of the Community Council of the Atlanta Area (CCAA) from 1960-1974 as well as those committees overseen by the Permanent Conference. Permanent Conference committees were comprised of CCAA staff and representatives from external organizations and evaluated the extent of broad social problems, as well as means to address these issues. The general committees included Aims and Goals, Evaluation, Human Services, Internal Long-Range Planning, and Reorganization, which together guided the CCAA's long-term organizational goals and ensured that CCAA activities abided by those goals and the organization's bylaws, procedures, and mission. The Intake committee evaluated internal and external requests for CCAA staff participation in projects. The Nominating and Personnel and Office committees oversaw staffing, training, and employee needs.

Of particular note are the records from the Internal Long-Range Planning and Special Study committees which discuss the dissolution of the organization. A significant portion of the series are the records of the Hospital and Health Division of the Permanent Conference, which include reports and correspondence between the Permanent Conference Executive Committee, Coordinator Inez B. Tillison, and the Hospital and Health Division committees. The Hospital and Health Division evaluated hospital and health agency services and projects and was comprised of many high level members of CCAA, including Hugh Spalding, Jr., Vera M. Ireland, and Donna McGough, and 74 representatives from hospitals and health agencies. For project committee records, see Series 4: Program records.

Arrangement Note
Arranged in alphabetical order.

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Series 3
Printed materials and sound recordings, 1964-1973
Boxes 22 - 23, 56; OP1; and CLP1

Scope and Content Note
The series consists of published works written by, about, relating to, and of interest to the Community Council of the Atlanta Area (CCAA) from 1964-1973. Printed materials by the CCAA include reports, newsletters, and other materials distributed and made available to the public in the CCAA's reference library. Works about the CCAA contain newspaper clippings and a report by Economic Opportunity Atlanta, Inc. Published works relating and of interest to the CCAA include newspaper clippings, marketing materials, conference proceedings, and United Way reports and newsletters. Topics include services for the elderly, veterans, and youth; public services such as police, transportation, low-income housing, and parks and recreation; and issues pertaining to private non-profit organizations like the CCAA. United Way publications include the Executive Newsletter and supplemental materials, such as Focus and circular letters from United Way executives. This series also includes a sound recording of interest to the CCAA, relating to secondary education for veterans.

Of particular note is Communiqué, the CCAA's newsletter. Communiqué features information about local and national events and legislation about welfare and social services, updates on CCAA activities and programs, and community news. Also of note is CCAA, Inc.: A Short History 1960-1973, which details the CCAA's history in their own words.

Arrangement Note
Arranged in alphabetical order.

Restrictions on Access
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Printed materials by the Community Council of the Atlanta Area

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<td>&quot;Press Release,&quot; 1972 August 1</td>
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Proceeding of Leadership Conference: Time to Act...Blueprints for Change in a Changing Community, 1965 May 10

"Would You Know Where to Turn for Help?" undated

Printed materials and sound recordings by others

1. 46 National Leaders Speak Out on Options for Older Americans, the National Retired Teachers Association and the American Association of Retired Persons (AARP), 1971
2. 1971 Annual Report, Atlanta Police Department, 1972
3. Academic catalogues and brochures for veterans, 1972

CLP1 - Academic catalogues and brochures for veterans, "How to Become a Radio Announcer," Columbia School of Broadcasting, 1972 [original: LP]
4. Academic catalogues and brochures for veterans, 1973
5. Academic catalogues and brochures for veterans, 1973, undated
6. Atlanta Parks and Recreation Projection... 1983, Department of Parks, 1968
11. Digest of Selected Reports, volume 2, number 2, United Way of America, 1973 October
13. Family Relocation Services, Atlanta Housing Authority, undated

OP1 1 "Here is Text of Summary of Commission's Report to President in its Investigation of Riots in 1967," The Atlanta Constitution, 1968 March 2
16. JOBS '70, National Alliance of Businessmen, 1971 November

OP1 2 Metro Memo, 1971 February-March
1. The National Council on Aging publications, 1972 April

OP1 3 "Resident Officers Elected; Local Run-offs Planned," AHA Resident News and Views, 1972 November 9
4. A Study of Human Services Planning System in Metropolitan Atlanta, Georgia, Committee on Human Services Planning, United Way of America, 1973 January
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<td>&quot;We Support Andrew Young for Congress,&quot; <em>The Atlanta Journal</em>, 1970 November</td>
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Series 4  
Program records, 1960-1974  
Boxes 24 - 36

Scope and Content Note
The series consists of program records from 1960-19774 and contains proposals, grant applications, reports, committee files, correspondence, and other documentation pertaining to specific programs advised, created, or reviewed by the Community Council of the Atlanta Area (CCAA). The Atlanta Area-Wide Model on Aging was an attempt to integrate all services for Atlanta elderly into one program. The Atlanta Youth Services Project aimed to reduce youth delinquency and improve public services for youth, including recreation, educational assistance, and career counseling. The Child Development Project (CDP) was a holistic approach to child care and low-income family needs that began as several projects conducted in parallel: the CDP, 24-Hour Child Care Planning Project, and Community Coordinated Child Care (4-C Program), each with their own governing committees and staff, until they integrated in 1968. The CDP's committees were answerable to the Permanent Conference.

The Community Improvement Program (CIP) focused on urban renewal research in individual Atlanta neighborhoods. Emergency Assistance to Evicted Families researched the needs of and resources available to evicted Atlanta families and attempted to improve and increase awareness of those resources, especially the availability of emergency housing. This series also documents Executive Director Duane Beck’s attempts to establish a human services scholar program, first at Georgia State, then at Emory. The Information and Referral program managed daily requests for social service information from the public, local and federal government, and other social services organizations. Other program records and proposal reviews for other organizations include the CCAA's consultant work with local and state government, local and state human service organizations, hospitals, and schools, including the City of Atlanta, Atlanta-Fulton County Economic Opportunity Authority, Emory University Hospital, and Atlanta Public Schools. Fourteenth Street materials include partial transcripts of comments made by citizens at a town hall meeting concerning the Tenth and Fourteenth Street hippie communities.

Arrangement Note
Arranged in alphabetical order by program title.

Atlanta Area-Wide Model on Aging

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Nutrition for the aged, 1972
Project Focus, 1972 and undated
Project Focus, proposal, 1972 June 9
Proposal for a Pilot Outreach Project to the Senior Citizens in Southeast Atlanta, by Young Men's Christian Association (YMCA) of Metropolitan Atlanta, 1972 March
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Senior Citizen Services (Atlanta, Ga.), 1969-1971
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Southeastern Workshop on Services to the Aging Blind Person, American Foundation for the Blind, 1972
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**Emergency Assistance to Evicted Families**

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Atlanta Coalition on Current Community Affairs, 1971 December 1

Atlanta Model Neighborhoods project, Atlanta City Demonstration Agency, 1971

Atlanta Neighborhood program committee (Neighborhood committee), binder, 1960-1962

Atlanta Public Schools, John F. Kennedy Community School Project, proposal, 1971 March 22

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35 9 "Hilda," United Community Funds and Councils of America, 1965-1966
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35 11 Human Services Information Center of the Community Council of the Atlanta Area, proposal report outline, 1972 July 13
35 12 MAPSI: Manpower Programs, 1973
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36 7 Project Search, Activities for the Development of Human Potential, Inc., 1972 August 16
36 8 School Absenteeism and Related Delinquency/Crime Producing Activities, City of Atlanta, 1972
36 9 Youth, Manpower, and Rehabilitation Grant Proposal, City of Atlanta, 1971-1972
36 10 Services for the Alcoholic, Economic Opportunity Atlanta, Inc., 1965 Augus
Series 5
Reading files, 1963-1974
Boxes 37 - 47

Scope and Content Note
The series consists of reading files circulated amongst the staff of the Community Council of the Atlanta Area (CCAA) from 1963-1974. These files contain the reference materials used by the organization and are comprised of correspondence relating to the CCAA's programs and business operations as well as relevant newspaper clippings, notes, and reports. These files are predominately correspondence with newspaper clippings, notes, and reports attached. Unlike administrative correspondence, reading files were made available to the entire organization for reference in a central location and were not necessarily generated by administrators. Reading files were used for daily operations, similar to group email, while subject files are more research-oriented. Of particular note is a November 15, 1973 letter from Director Duane W. Beck to Dennis P. Fallon detailing the plan for the dissolution of the organization. Also of note is a June 1970 "Statement of Purpose" for Volunteer Atlanta explaining that the organization was founded by the CCAA, the Community Chest, the Atlanta Chamber of Commerce, and the Junior League of Atlanta; the CCAA provided administrative services such as bookkeeping and accounting for Volunteer Atlanta.

Arrangement Note
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Series 6
Subject files, 1966-1973
Boxes 48 - 55 and 57

Scope and Content Note
The series consists of subject files on topics of interest to the Community Council of the Atlanta Area (CCAA) from 1966-1973, including legislation, individuals, and organizations. These files contain correspondence, printed material, and notes on subjects including federal funding for social service organizations, national trends in social services, organizations such as the Community Chest and United Way, and individuals such as CCAA staff members Duane W. Beck and William H. Clark. Files on individuals contain correspondence, resumes, and notes. Subjects spanning multiple folders are divided by sub-topic or date.

Of particular note are materials pertaining to the decision to disband the CCAA in March of 1974. Revenue Sharing Bill and Title IV-A and XVI cutbacks materials address changes to federal funding for social service organizations. Community Chest and United Way materials detail the rearrangement of social service organizations, including the creation of the United Way of Metropolitan Atlanta and that organization's assimilation of certain CCAA programs.

Arrangement Note
Arranged in alphabetical order by subject.

Restrictions on Access
Special restrictions apply: due to privacy concerns, some materials in the collection have been redacted.

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