

INVENTORY

Subgroup I. Oberlin Retirement Community (Kendal at Oberlin), 1985-1994 (1.4 I.f.)

Series 1. Agendas, Minutes and Related Materials of Oberlin Retirement Committee

Box 1

Agenda and Minutes of O.R.C., Feb.-July 1987, Jan.-Dec. 1988, Jan.-July 1989, April 1990-Dec. 1991, Mar.-Oct. 1993, Dec. 1993, Jan.-May 1994, July 1994 (9f)
Personal notes by Jephtha Carrell, Mar. 1987-June 1989, n.d. (2f)
Kendal Board/Committee Structure, 1987-1994, n.d.
Kendal at Oberlin (Philadelphia Management Group), 1991-1994
Development Schedules/Long Range Planning, 1988, 1993-1994

Series 2. Correspondence (Incoming and Outgoing)

Box 2

Letters to Jephtha Carrell, March 1987-Sept. 1993 (3f)
Letters from Jephtha Carrell, May 1987-Sept. 1993, n.d. (3f)
Miscellaneous Correspondence (Board-related), April 1987-June 1994, n.d. (2f)

Series 3. Project Files (Pre-Corporate and Corporate)

Box 3

Pre-Corporate Files

Mission/Goal Statement (July 6, 1987, Oct. 14, 1988, n.d.)
Article of Incorporation of O.R.C., 1987
Code of Regulations of O.R.C. Inc., n.d.

Corporate Agreements and Certification File

Agreement between O.R.C. and Kendal Management Services, 1987
Tax agreement between Kendal at Oberlin and City, 1991
Certificate of Need (CON), 1987-1989

Budgetary and Fiscal Files

Construction Financing, Feb. 1985-Jan. 1992
Auditors' Reports, 1990, 1991, 1993, 1994
Balance Sheets/Disclosure Statements, 1991-1993

Design and Acquisition Files

Design of Facility/Architect, Dec. 1990, n.d.
Land Acquisition, Jan. 1991, n.d.

Miscellaneous Corporate Project Files

Cable TV Agreement, March 18, 1992
Ground Breaking/Opening Ceremonies, 1992-1993
Start-up Procedures, 1993

**Subgroup I. Oberlin Retirement Community (Kendal at Oberlin), 1985-1994 (1.4 I.f.)
(cont.)**

Series 3. Project Files (Pre-Corporate and Corporate) (cont.)

Box 3 (cont.)

Staffing, Sept. 1993, n.d.
Swimming Pool, Nov. 1993-Jan. 1994
Assignment of Room Names, 1993, n.d.

Series 4. Admission and Recruitment Files

Box 4

Plans of Marketing Committee, 1988-1991
Mailing Lists, 1987-1989
Correspondence re: Mailings, n.d.
Public Meetings, 1987-1989, 1991
Issues of Affordability for Potential Residents, 1988-1989
Priority List Information and Agreement, 1988
Interview Procedures by Admissions Committee, 1990-1991
Health Care Agreement (between residents and Kendal at Oberlin), n.d.
Resident's Financial Statement, 1990

Series 5. Miscellaneous Files

Box 4 (cont.)

Histories
 "The Story of the Development of Kendal at Oberlin, An Outline,"
 Jeptha Carrell, April 22, 1991
 "The Story of Kendal at Oberlin," Anne Jensen, n.d.
Notebooks
 O.R.C. Board Manual, Jeptha Carrell, n.d.
Printed Materials
 Newspaper Articles (copies), April 1994, n.d.
 Brochures/Newsletters, Annual Reports, n.d.
Karl Heiser Memorial Service (eulogy by J. Carrell and others), Aug. 5, 1991
Resident Association Council, n.d.

**Subgroup II. Oberlin Community Improvement Corporation (O.C.I.C.),
1966-1993 (0.8 I.f.)**

Series 1. Agendas and Minutes

Box 1

Agendas and Minutes, Feb. 1985-Aug. 1985, Oct. 1985, Dec. 1985,
Feb. 1992, July-Aug. 1992, Feb.-April 1993, n.d.

Series 2. Annual Reports/Audit Reports

Box 1 (cont.)

Annual Reports/Audit Reports, 1989, 1991

Series 3. Agreements and Covenants

Box 1 (cont.)

O.C.I.C. Agreement with City of Oberlin, 1966, 1977, n.d.
O.C.I.C. Tax Exempt Status, 1991
Protection Covenants for Oberlin Industrial Park, 1984
Articles of Incorporation, 1966, 1978, 1990, n.d.

Series 4. Correspondence Files

Box 1 (cont.)

Correspondence Files, 1989, 1990, n.d.

Series 5. Committee Files

Box 1 (cont.)

Committee Files, 1990-1993, n.d.

Series 6. Notebooks

Box 1 (cont.)

Notebooks (compiled by J. Carrell, removed from original binders), n.d. (2v)

Series 7. Planning Document Files

Box 1 (cont.)

O.C.I.C. 3-Year Plan, 1989
O.C.I.C. Board Retreat, 1991
Program Planning for O.C.I.C., 1990-1991, n.d.
Strategic Plan (mid-range), 1991-1992

**Subgroup II. Oberlin Community Improvement Corporation (O.C.I.C.),
1966-1993 (0.8 I.f.) (cont.)**

Series 8. Policy and Procedures File

Box 2

Policy and Procedures File, 1990, n.d.

Series 9. Printed Material

Box 2 (cont.)

Printed Material (Oberlin brochure), n.d.

Series 10. Project Files

Box 2 (cont.)

Facade Loan Program, 1985-1991, n.d.

Revolving Loan Program, 1989, 1991, n.d.

169 Board Project, 1990

Series 11. Special Events File

Box 2 (cont.)

CEO Luncheon, Dec. 1991

Public Services Institute Review, 1993

Series 12. Subject File

Box 2 (cont.)

Industrial Zoning, n.d.

Tax Abatement, 1993

Land Sale Agreement with Oberlin College, 1989

List of Companies in Oberlin, n.d.

O.C.I.C. Tenants (Green Circle Growers), 1990

O.C.I.C. Tasks/Chores, 1990, n.d.

O.C.I.C. Speculative Buildings, 1989

O.C.I.C. Enterprise Zone, 1988, 1989, 1991 (3f)

O.C.I.C. Industrial Development and Prospects, 1990-1992, n.d.

O.C.I.C. Retention of Existing Companies, 1990

O.C.I.C. Schemes for Oberlin Economic Development, n.d.

O.C.I.C. Presentation to Oberlin City Council by J. Carrell, 1992

Subgroup III. Cable Television, 1963-1994 (0.2 l.f.)

Series 1. Oberlin Cable Cooperative

Box 1

Financial Reports and Summaries, 1990-1991, 1993-1994, n.d.
Historical File, 1983, 1987-1988, n.d.
Minutes of Membership Meeting, Sept. 1993

Series 2. Cable TV in Lorain County, OH

Box 1 (cont.)

Contract from Nord Family Foundation to the consultant in study of
cable TV in Lorain County, 1989-1990
Grant Application, Nord Family Foundation, 1990, n.d.
Grant Ideas, 1990, n.d.
Interviews, Notes on, 1990
Data, Notes on, 1990, n.d.
Rand Corporation Study Reports, 1963, 1970-1972, 1977
Newspaper Clippings File

**Subgroup IV. Cleveland Small Business Incubator Study (CSBI), 1984-1990
(0.4 l.f.)**

Series 1. Consultant's File

Box 1

Contract with the Cleveland Foundation as consultant to study CSBI (with
related papers), 1989
Plan for consultancy with notes re: initial meeting with the Cleveland
Foundation, 1989
Time Records as Consultant, 1989-1990
Reports at Completion of Study, 1990 (4f)
Oral report to CSBI Board re: study results (notes)
Drafts of report to the Cleveland Foundation
Final version of report to the Cleveland Foundation

Series 2. Notebook

Box 1 (cont.)

J. Carrell's compilation of all material relating to his consultancy, [c. 1990]

**Subgroup IV. Cleveland Small Business Incubator Study (CSBI), 1984-1990
(0.4 I.f.) (cont.)**

Series 3. Resource Files Used in CSBI Study

Box 1 (cont.)

Minutes/Agendas of CSBI Board, Oct. 1989 - Feb. 1990
Financial Reports of CSBI, 1988-1990
Minority Business Committee in Cleveland, n.d.
Published data re: incubators, 1987-1990
CSBI Marketing Study, 1989
The McDonald Fund Report, 1984-1989
Enterprise Development, Inc., 1989
Directory of Small Business Incubators, 1988

Subgroup V. Ohio Historical Improvement Organization (O.H.I.O.), 1979, 1991-1998 (1.2 I.f.)

Box 1

Constitution and By-Laws, 1979, 1994
Board Meetings, 1994-98 (12f)
Board Committees, 1994-1998 (4f)
List of Trustees and Committees, 1992
Membership, 1993, 1994

Box 2

Community Center, 1991-98 (18f)

Box 3

CAP Assessment, 1994
Finances, 1993
Fundraising, 1996-1998 (2f)
Land Use Plan, 1994-1995
MAP Report (Ohio), 1996
Nord, Eric c. 1998
Personnel Reps, etc., 1996 and 1998
Properties, 1997
Space Needs, 1992-1993
Strategic Plan, 1994-1998 (5f)

Subgroup VI. Writings and Talks, 1981, 1994, 2001, 2003 (0.3 I.f.)

Series 1. Writings by Jephtha Carrell (2f)

Box 1

“Learning to Work Together.” Reprinted from *National Municipal Review*, Vol. XLIII, No. 10, (November 1954).

The Technique of Municipal Administration. Fourth edition. Chicago, IL: The International City Managers’ Association, 1958.

— and Robert L. Brunton. *Management Practices for Smaller Cities*. Chicago, IL: The International City Managers’ Association, 1959.

The Role of the City Manager. Public Affairs Monograph Series – Number 2. Kansas City, MO: Community Studies, Inc., 1962.

“The City Manager and His Council: Sources of Conflict.” Reprinted from *Public Administration Review*, Vol. XXII, No. 4, (December 1962).

An Earnest Effort: Three Years of College Aid to Boston Schools. Boston, MA: Northeastern University Publishing Group, 1981.

King One: Service in the United State Marine Corps in World War II. Unpublished manuscript. 1994.

Three photographs (one sheet), military service, n.d.

Series 2. Talks by Jephtha Carrell

“Remarks at the Opening of the New Headquarters of the Nord Family Foundation.” Amherst. June 19, 2003.

Series 3. Writings by Others (book)

James R. Dickenson. *We Few: The Marine Corps 400 in the War Against Japan*. Annapolis, MD: Naval Institute Press, 2001.

Subgroup VII. Biographical Files, 1995, 2005, 2008 (late accretion) (0.06 I.f.)

Box 1

Clippings, 1995, 2005, 2008

Memorial Service re: Jephtha Carrell, 26 January 2008 (includes CD-ROM) 2008/009.