

Series	Subseries	Folder Name	Dates	Description	Box	Folder	
1. Pacific Electric Railway Company	1.1 Information for Riders	[Timetables]	1911-1952	Collection of 17 various consolidated and individual line timetables. 1911 timetable includes Pacific Electric, Los Angeles Pacific, and Los Angeles Redondo lines.	6	6	
		[Tickets]	1926-1947	12 individual tickets and transfers, five ticket books.	6	7	
		[Announcements and Service Guides]	1931-1953	Special event service guides including Tournament of Roses and Santa Anita Stakes; brochures announcing new services, fare and transfer policies; "Lines of Pacific Electric" booklet	6	8	
		[Maps]	1935-1953	8 maps showing Pacific Electric lines.	6	9	
			[PERyscope]	September 1950 - October 1953	Full run of "PERyscope" rider newsletter (38 issues).	6	10
		1.2 Information for Employees	[Information for Employees]	1938-1947	Two blank pads of clearance cards, blank Train Order pad, Ticket Envelope and Trip Report, interoffice mail envelope, photocopy of 1938 time schedule title page, 1947 trip sheet for Hollywood-Beverly Hills-University motor coach line. One paper hat branded "Pacific Electric Restaurant & News Service."	6	11
			Pacific Electric Rod and Gun Club Constitution and Bylaws	1947	Handbook of constitution, by-laws, prize list, rules and regulations for hunting and fishing club made up of "Caucasian male employees of Pacific Electric Railway Company."	6	12
			Safety Rules	1-Jun-49	Handbook of "Safety Rules Governing Employees in Train, Engine and Yard Service"	6	13
		1.3 Reports	Pacific Electric Railway Company Interurban Passenger Service	July, 1938	A report on passenger service between Glendale-Burbank and Los Angeles.	6	14
			A Survey of People's Opinions of Public Transit in an Eastern City Served Almost Entirely by Trolley Coaches	August, 1944	1 study conducted by the Psychological Corporation, printed by General Electric surveying public opinion about public transportation in an area near New York City	6	15
	Brief History of Pacific Electric Railway Company Fares		1-Aug-49	Copy of report on fare history	6	16	
	Study of Disposal of Combustible and Noncombustible Rubbish		8-Aug-49	Study No.49-9 centering around rubbish disposal at Washington Street Yard, Macy Street Yard, Eighth Street Yard, Wingfoot Yard, Long Beach Yard, Butte Street Yard, and Torrance Shops	6	17	
	Survey of Conditions of Tracks on Lines Proposed for Abandonment		14-Dec-49	Application No. 30095 in which the Pacific Electric Railway Company abandons rail operations and removes tracks. The application includes a report on the conditions of PE lines at the time, recommendations and cost estimates for the work necessary to do so	6	18	
2. Los Angeles Railway		[Information for Riders]	1935 - 1944	Two Yellow Car route maps, transit guide for Figueroa Street Coach Line, Owl service schedule, fare, ticket and transfer instruction booklet, and "Seeing Los Angeles by Yellow Car and Coach" guide	12	7	
		[Rider newsletters]	1936 - 1944	2 issues of "LARY Ride Guide," 2 issues of "Los Angeles Railway Topics," and 24 issues of "Weekly Topics"	12	8	
		Los Angeles Railway Library Transportation Digest	1942-April	Monthly digest of transportation-related articles compiled by the Los Angeles Railway Library.	12	9	
		[Passes, tickets and transfers]	circa 1942	Two weekly passes, one one-ride coupon, and five transfers.	12	10	
3. Los Angeles Transit Lines	3.1 Information for Riders	[LATL Weekly Topics]	January 1, 1945 - October 8, 1945	Volume 6, nos. 1-41	1	1	
		[LATL Weekly Topics]	October 15, 1945 - June 17, 1946	Volume 6, Nos. 42 - 52 & Volume 7, Nos. 1 - 27 of "Weekly Topics".	1	2	
		[LATL Weekly Topics]	July 1, 1946 - March 3, 1947	Volume 7, Nos. 27 - 53 & Volume 8, Nos. 1 - 9 of "Weekly Topics".	1	3	
		[LATL Weekly Topics]	March 10, 1947 - October 6, 1947	Volume 8, Nos. 10 - 40	1	4	
		[LATL Weekly Topics]	October 13, 1947 - May 24, 1948	Volume 8, Nos. 41-52 & Volume 9, Nos. 6 - 21 of "Weekly Topics".	1	5	
		[LATL Weekly Topics]	May 31, 1948 - June 20, 1949	Volume 9, Nos. 22 - 52 & Volume 10, Nos. 2 - 25 of "Weekly Topics".	1	6	
		[LATL Weekly Topics]	June 27, 1949 - September 4, 1950	Volume 10, Nos. 26 - 52 & Volume 11, Nos. 2 - 13 of "Weekly Topics".	1	7	
		[LATL Timely Topics]	circa 1953 - 1954	39 issues of "Timely Topics".	1	8	
		[LATL Timely Topics]	circa 1955 - 1956	33 issues of "Timely Topics".	1	9	
			[Maps]	1945 - 1958	7 maps, including fare zone map and multiple editions of "Guide for Going Places" route map	7	1
	[Guides and Takeaways]	circa 1945 - 1958	6 guides: Owl Service Guide, multiple editions of fare zone guides; 3 takeaways on fare changes and bus stops in downtown Los Angeles.	7	2		
	[Timetables]	1951-1958	Timetables for LATL lines 4, 5, 6, 7, 11, 12, 18, 23, 25, 49, 52, J, R	7	3		
	[Tickets]	circa 1945 - 1958	Two ticket books and assortment of individual tickets	7	4		

	<b>3.2 Promotional Material</b>	[LATL Promotions]	circa 1951	5 promotional brochures, 2 offering free tokens for rides on Los Angeles Transit Lines, 3 providing a "Flyer" schedule.	1	10
	<b>3.3 Information for Employees</b>	[Information for Employees]	1948-1951	Route instructions for operators; information on proposed changes to Route 87; Rules and Regulations book; Fare, Ticket and Transfer Instructions handbook; blank fare box records	7	5
		[Ticket Belt]	circa 1945 - 1958	Employee's leather utility belt with pockets to hold zone check tickets.	7	6
<b>4. Metropolitan Coach Lines</b>	<b>4.1 Information for Riders</b>	[MCL Metro-Lines]	1953-1958	Volumes 1 and 2 of "Metro-Lines", Volumes 3 - 4 and V. 5, no.1 of "Metro-Lines"	1	11
		[Maps and Takeaways]	circa 1954-1957	Guide Map of route service (c. 1954), map of service in San Fernando Valley, takeaway on proposed service between Los Angeles, Burbank, and Glendale, empty envelope that held timetable	1	12
	<b>4.2 Reports</b>	Metropolitan Coach Lines Application Numbers 35134, 35151, 35304, 35407	28-Jul-54	An estimate of annual operating costs for the existing rail operation and under the proposed motor coach operations	6	1
		Estimates of Cost of Installing Diesel Passenger Rail Cars on Four Southern District Rail Lines	9-Sep-54	A report estimating the costs of replacing the rail cars from Pacific Electric with diesel passenger rail cars	1	13
		Brief of Metropolitan Coach Lines in Support of Applications to Motorize its Bellflower, Watts, San Pedro, and Long Beach Rail Lines	19-Jan-55	Document presented to the Public Utilities Commission of California persuading the Commission to support the elimination of rail services and replacement with motor coaches	1	14
		Applicant's Memorandum on Legal Points	25-Jan-55	A document addressing potential legal issues in permitting Metropolitan Coach Lines to operate over the Long Beach Freeway prior to the actual completion of the freeway	1	15
	<b>4.3 Information for Employees</b>	Traffic Department Circulars	9/3/1954-9/10/1956	4 employee circulars regarding changes in service and fares	1	16
		[Employee Ephemera]	circa 1953-1958	Blank shipping tags (Form 1036) and business card for F. J. Screech, Charter Supervisor	1	17
	<b>4.4 Promotional Material</b>	[Promotional Material]	circa 1955	12 brochures and booklets encouraging people to utilize Metropolitan Coach Lines service, 1 holiday card addressed to riders	1	18
<b>5. Los Angeles Metropolitan Transit Authority</b>	<b>5.1 Rapid Transit</b>	Mass Rapid Transit for Metropolitan Los Angeles	15-Feb-54	A report prepared expressing the need for mass rapid transit in Los Angeles and discussing possible modes of rapid transit, routes, stations, and fares	7	7
		[Skyline Route to the Sea]	circa 1960	2 copies (stapled together) of information about a proposed rapid transit line connecting Los Angeles to Long Beach, 1 map of alternate routes for the line	7	8
		[Information for Riders]	circa 1963	6 brochures providing information to riders on rapid transit planning	7	9
	<b>5.2 Information for Riders</b>	[Timely Topics]	circa 1958	14 issues of Timely Topics rider newsletter	7	10
		[Schedules and Timetables]	1956 - 1961	13 schedules and timetables, 1 notice on routes for which timetables were not issued	7	11
		[Schedule and Route Change Notices]	9/22/58-5/17/64	10 single-sheet notices of changes in schedules or routes	8	1
		[Fare Information]	circa 1959 - 1962	6 10 ride interurban tickets, 3 transfer and ticket envelopes, 1 brochure announcing an increase of a 17 cent one zone fare to 20 cents, 1 brochure announcing increase to 25 cents, 1 brochure about school fares, 1 fare sheet, and 1 fare zone map	8	2
		[Guides for Going Places- General]	circa 1959 - 1964	9 editions of Guide for Going Places service guides and route maps, with general Southern California focus.	8	3
		[Guides for Going Places- San Fernando Valley]	circa 1954 - 1964	4 editions of "Guide for Going Places" service guides and route maps for San Fernando Valley	8	4
		[Guides for Going Places- Riverside and South Bay]	1961	One "Guide for Going Places" service guide and route map for Riverside and one for the Centinela Valley-South Bay area.	8	5
		[Rider Ephemera]	May-60	Single-sheet brochure on "Los Angeles Metropolitan Transit Authority Past Present Future," Operation Cleansweep anti-littering fliers	8	6
	<b>5.3 Promotional Material</b>	[Promotional Material- General and Shopping]	circa 1954 - 1964	Promotional brochures related to routes, including Freeway Flyer, Clubliner, and Zephyr service, as well as shopping-themed promotions.	8	7
		[Promotional Material- Entertainment]	circa 1954 - 1964	Promotional brochures related to entertainment, theme parks and tourist attractions.	8	8
		[Promotional Material- Sports]	circa 1954 - 1964	Sports-themed promotional brochures, including service to Santa Anita Park, Hollywood Park, Dodgers and Angeles games.	8	9
	<b>5.4 Information for Employees</b>	[Fare and Transfer Information]	September 4, 1956-April 1, 1962	Two fare schedule booklets, issued by Director of Planning S. M. Lanham; one manual of fare and transfer instructions for Division No. 5	8	10
		[Schedules and Notices]	1958-1963	Operator route schedules and scheduling division notices	8	11
		[Schedules and Notices]	1958-1963	Operator route schedules and scheduling division notices	8	12
		Rules and Regulations of the Transportation Department	19-Jun-60	Transportation department rule book for LAMTA employees	9	1
		[Forms, Ephemera and Correspondence]	1961-1963	Blank fare disagreement cards, employee temporary pass, blank operators fare box records, "Invisible Passenger" safety meeting announcement illustrated by Ken Strobel, workman's comp. bulletin, blank trip sheet, blank tickets and transfers envelope, one issue of <i>Emblem</i> employee publication (February 1961), 3/31/63 memo from Super. P. T. Hurley to Mr. C. E. Carlson	9	2

6. Southern California Rapid Transit District	6.1 Metro Rail	[SCRTD Rapid Transit Information]	circa 1960 - 1973	Informational brochures for SCRTD passengers informing them of the benefits of rapid transit including proposed routes and fares and related ballot measures.	1	19	
		[Public Planning Information]	1974 - 1992	Informational brochures for SCRTD passengers informing them of the benefits of rapid transit including proposed routes and fares and related ballot measures.	12	1	
		[Bus Guides for Rail Passengers]	circa 1980 - 1991	1 Bus Guide for Amtrak riders, 1 bus guide for Caltrain riders, 1 bus guide for Metro Blue Line riders.	1	20	
			[SCRTD Metro Rail]	1983 - 1990	Information published during the construction and operation of Metro Rail. This includes Volume 7, No.1 of "RTD Metro Rail News", 1 "Flash Bulletin" announcing the continuation of 25 cent fare on the Red Line, Metro Red Line MOS-1 Overview, Metro Red Line MOS-1 Track Schematic, and Metro Red Line Yard & Shops Track Schematic, 1 memo & cover page for a Light Rail Vehicle Operating Manual, "Metro Rail First Week Pass" for free ride during first week of operations (1986), tickets for a free ride on the grand opening of the Metro Blue Line, Metro Rail Contractors directory (1988), 1 Commemorative Pass for Sept 1, 1990 to ride the Blue Line, 1 Metro Red Line fare receipt book, 1 Metro Blue Line fare receipt book, 1 magnet containing Metro Red Line safety rules, Blue Line and Red Line cab passes	2	1
			[Metro Rail construction photos]	circa 1983-1990	13.5 x 7" black and white photographs of Metro Rail construction.	9	3
			[Long Beach/Los Angeles Light Rail Transit operating Rules & Procedures]	20-Apr-88	One draft document titled "LB/LA LRT Operating Rules & Procedures" written for and meant to be kept by employees at all times when on duty	2	2
			[SCRTD Statement of Qualifications for Operation & Maintenance of Commuter Rail Services]	circa 1988	A draft of SCRTD's submittal of a statement of qualifications for train operations, dispatching, maintenance-of-way, and maintenance of equipment in hopes of taking charge of the San Bernardino, Ventura, and Santa Clarita commuter rail routes	2	3
			[Long Beach - Los Angeles Rail Transit Project]	March 1989 - May 1992	1 letter from Frank Penty to Ed Vandeventer requesting an opinion on a list of roles compiled for Transit Operations Supervisors (TOS), and the attached roles, list of candidates to serve as transit operations supervisors, 1 drawing depicting a Blue Line vehicle, 1 letter from Alan Pegg addressed to "Blue Line Participant" as an invitation to an event celebrating the first year of service, 1 map of the Metro Blue Line yard & shops track schematic, 1 map of the main line track schematic, 1 overview map of the Blue Line	2	4
			[FRA Rule for Certification of Locomotive Engineers]	Jun-91	One letter from Paul Howard, President of Transportation Marketing Incorporation addressed to Leilia Bailey, Director of Transportation and the accompanying news release and Federal Register publication of an FRA Rule for Certification of Locomotive Engineers	2	5
			Rules for Conducting Revenue and Test Operations for the Metro Red Line	circa 1992	Manual on Metro Red Line test operations	9	4
		6.2 Information for Riders	[SCRTD Proposed/Implemented Service Changes]	1964 - 1976	33 informational brochures and single sheet handouts containing information, maps, and explanations for service changes. Includes information on RTD takeover of Eastern Cities Transit.	2	6
			[SCRTD Proposed/Implemented Service Changes]	April 1976 - June 1976	5 informational brochures and single sheet handouts containing information, maps, and explanations for service changes.	2	7
			[SCRTD Proposed/Implemented Service Changes]	November 1976 - June 1981	36 informational brochures and single sheet handouts containing information, maps, and explanations for service changes.	2	8
	[SCRTD Proposed/Implemented Service Changes]		September 1981 - 1983	31 informational brochures and single sheet handouts containing information, maps, and explanations for service changes.	2	9	
	[SCRTD Proposed/Implemented Service Changes]		1984-1991	25 informational brochures and single sheet handouts containing information, maps, and explanations for service changes, including those for special events such as Los Angeles marathon, Nelson Mandela visit, and Pope John Paul II visit.	9	5	
	[SCRTD Monthly Passes and Fare Tickets]		1966 - 1992	Monthly passes, fare tickets, transfers and fare booklets. 1 pass for special use during the 1984 Olympics	2	10	
	[SCRTD Fare Changes]		1968 - 1992	Brochures and single sheet handouts informing SCRTD passengers of changes in boarding fare and transfers	2	11	
	[SCRTD Transitgram]		circa 1968 - 1972	20 issues of Transitgram by Artie Dee, SCRTD's publication to communicate news with passengers	2	12	
	[SCRTD Crime and Safety]		circa 1970 - 1989	Brochures and single sheet handouts for SCRTD passengers on crime and safety topics, including crime prevention tips, anti-graffiti brochures, and brochure on Southside Serial Killer (Grim Sleeper).	9	6	
	[SCRTD Information for Riders]		1975 - 1991	Brochures, single sheet handouts, and fliers containing general information for SCRTD passengers, including fact sheets, "Riding the RTD Safely and Easily," "Transit Readers," and brochure on Computerized Customer Information System	2	13	

		[SCRTD Bus Schedules and Timetables]	1973 - 1992	Individual line timetables and one multiple-line schedule for service throughout Los Angeles County.	2	14
		[SCRTD Community Meeting Invitations]	1975 - 1990	15 bifold and trifold brochures inviting community members to meetings and public hearings in order to discuss proposed changes to SCRTD services	2	15
		[SCRTD Transfer Information]	1967 - 1988	8 informational brochures containing information about using transfers on SCRTD lines	2	16
		[SCRTD Fare & Pass Information]	1968 - 1980	Informational brochures, single sheet handouts, and order forms created by SCRTD containing information about boarding fare and monthly passes including where to purchase.	9	7
		[SCRTD Fare & Pass Information]	1981 - 1990	Informational brochures and single sheet handouts created by SCRTD containing information about boarding fare and monthly passes including where to purchase.	9	8
		[SCRTD Rider Surveys]	circa 1970 - 1989	7 surveys and other forms for riders to provide feedback on SCRTD service.	9	9
		[El Monte/Los Angeles Busway]	circa 1972 - 1974	Two brochures and one booklet for riders providing updates on the El Monte/Los Angeles Busway project	12	2
		Facts at a Glance	1975 - 1991	"Facts at a Glance" trifold brochures issued by SCRTD's news bureau, with information on RTD board, leadership, employee demographics, ridership, fares and budget.	12	3
	<b>6.3 Bus Guides</b>	[SCRTD Special Destination Guides]	1964 - 1968	30 informational brochures and single sheet handouts guiding SCRTD passengers to special destinations and single day events including amusement parks, the Los Angeles County Fair, "Khartoum" at the Cinerama Dome, the King Tut exhibit at LACMA, the Progressive National Baptist Convention Inc., adult schools, the circus, Catalina and Marineland, the Greek Theatre, the 20th Century Fox studio, Civic Light Opera, the auto show, the Bicentennial Culture Bus, the Carousel Theatre, Disney on Parade, the Santa Monica Mountains, the Los Angeles County Fair, Share-a-Ride Day, the Greek Theatre, the 1984 Olympics, the Memorial Coliseum, Orange County, and the auto show	9	10
		Guides for Going Places	1965-1973	6 fold-out service guides and maps in "Guide for Going Places" series: 5 general regional guides, 1 for Inland Empire	9	11
		[SCRTD Baseball Guides]	1965 - 1974	5 informational brochures regarding travel to Dodger Stadium and Anaheim Stadium	9	12
		[SCRTD Racetrack Guides]	1966 - 1981	10 informational brochures regarding travel to local racetracks, including Santa Anita Park and Los Alamitos Race Course.	9	13
		[SCRTD Airport Guides]	1967 - 1980	Informational brochures created by SCRTD designed to assist passengers to Los Angeles International Airport.	9	14
		[SCRTD Other Bus Guides]	1968 - 1980	General bus guides, including guide to bringing a bicycle on RTD lines; and bus guides for various areas in the greater Los Angeles area including the Santa Monica Freeway Express Bus Service, Orange County, Metro L.A., and the Wilshire Boulevard Limited Stop and Local Service.	10	1
		[SCRTD Hollywood Bowl Guides]	1969 - 1988	15 informational brochures created by SCRTD to assist passengers in getting to the Hollywood Bowl. Often these brochures are printed with the season's schedule at the Hollywood Bowl.	10	2
		[SCRTD Self-Guided Tours]	circa 1970 - 1979	10 folded guides for visitors to use while sight-seeing in Los Angeles via SCRTD	10	3
		[SCRTD Mini-bus]	1971 - 1979	1 "Mini-Bus at a Glance" guide, 12 informational brochures and single sheet handouts containing information about fares and routes of the Downtown and Westwood Minibuses, V.1 No.1 of "News & Views"	10	4
		[SCRTD Commuter Park & Ride]	1974 - 1981	18 informational brochures and single sheet handouts containing information about park and ride services targeted to commuters.	10	5
		[SCRTD Bus Guides - South Central Los Angeles]	1975 - 1981	7 informational brochures created by SCRTD to assist passengers traveling in South Central L.A.	10	6
		[SCRTD Bus Guides - San Fernando Valley]	1975 - 1982	13 informational brochures created by SCRTD designed to assist passengers traveling in the San Fernando Valley	10	7

		[SCRTD Bus Guides - East Los Angeles]	1976 - 1981	6 informational brochures containing information about bus lines and routes in order to assist SCRTD passengers traveling in East Los Angeles	3	1
		[SCRTD Bus Guides - Mid-Cities Area]	1976 - 1982	9 informational brochures containing information about bus lines and routes in order to assist SCRTD passengers traveling in the Mid-Cities area	3	2
		[Santa Monica Diamond Lane Express]	circa 1976 - 1985	Informational brochures and forms for Santa Monica Freeway Diamond Lane Express Service	3	12
		[System Maps and Guides]	1977 - 1992	Four system-wide maps and guides	12	2
		[SCRTD New Year's Service]	1977 - 1989	11 informational brochures and maps created by SCRTD to assist passengers traveling to the Tournament of Roses Parade in Pasadena on New Year's day.	3	3
		[SCRTD Bus Guides - San Gabriel Valley]	1977 - 1983	6 informational brochures created by SCRTD designed to assist passengers traveling in the San Gabriel Valley	3	4
		[SCRTD Rose Bowl Guides]	1977-1984	9 informational brochures on New Year's Day service to Rose Parade and Bowl Game	11	8
		[SCRTD Rose Bowl Guides]	1985-1994	6 informational brochures on New Year's Day service to Rose Parade and Bowl Game	11	9
		[SCRTD Tourist Guides]	1978 - 1981	6 informational brochures advertising transit tips for tourists and a tourist pass, allowing visitors to travel on SCRTD for \$1 a day	3	5
		[SCRTD Bus Guides - West Los Angeles]	1978 - 1982	8 informational brochures created by SCRTD designed to assist passengers traveling in West Los Angeles	3	6
		[SCRTD Bus Service Guides - South Bay]	1978 - 1983	8 informational brochures containing information about bus lines and routes in order to assist SCRTD passengers traveling in the South Bay area	3	7
		[SCRTD Summer Guides]	1979 - 1982	8 informational brochures created by SCRTD to highlight summer service to beaches, 1 "Street Fleet" summer service promotional sticker	3	8
		[SCRTD New Rider Guides]	1980 - 1984	3 informational booklets containing general information about how to use SCRTD services targeted at new users.	3	9
		[SCRTD Bus Guides - Downtown L.A.]	September 1981 - July 1982	3 bus guides for SCRTD passengers traveling in Downtown Los Angeles including lines serving the area, maps, and contact information for SCRTD	3	10
		[SCRTD Wheelchair Accessible Guide]	1981 - 1982	4 informational documents about wheelchair-accessible bus routes including a large map	3	11
	<b>6.4 Promotional Material</b>	[SCRTD Promotional Material]	circa 1960 - 1978	18 informational brochures and single sheet handouts containing information promoting the use of SCRTD services	3	13
		[SCRTD Promotional Material]	1978 - 1981	22 informational brochures and single sheet handouts containing information promoting the use of SCRTD services	3	14
		[SCRTD Coupons]	1978 - 1983	12 coupons published by SCRTD for retail and fast-food businesses as well as free rides on SCRTD buses.	3	15
	<b>6.5 Information for Employees</b>	[Advertising Department]	1966 - 1967	Two advertising department rate sheets	3	16
		[Operations and Planning]	1968 - 1982	Two annual operations survey reports (1968, 1970); Equipment Data Sheet (6-23-74); "Subsidy Constraints and Transit Fares" presentation by Ronald I. Hollis on effects of California Proposition 13 (March 1979); Initial Proposal for 1980 Sector Improvements (March 1979); South Bay Area Sector Improvements map (October 1979), equipment survey (January 1981); Candidate Lines for Suspension of Service (4-16-82); SCRTD system map (undated).	11	10
		[Route Instructions]	09-1968 - 01-07-1984	12 route instruction sheets for operators	11	11
		[Employee Ephemera]	circa 1970 - 1993	Line Profile sticker paper (Service Analysis section), sheet of Electric Trolleybus stickers, "Transportation Dept. Official Business" placard, blank nametag from Metro Red Line Grand Opening, Yearly Employee Super Saver coupon sheet	11	12
		[Operating Employees Service Guide]	1976 Feb 2	1 guide for operators in ring binder	12	1
		[Information for Operators]	circa 1977 - 1981	Radio guide, operator's checklist, list of radio codes, 5 brochures on customer service, 1 operators handbook	12	2
		[Employee Benefits]	01-Jun-79 - 01-Dec-83	Four booklets regarding retirement and life insurance benefits for non-contract employees	12	3

		[Employee Safety Guides]	1983	Two guides issued by SCRTRD's Safety Department titled "Emergency Safety Procedures In the Workplace" and "Emergency Safety Procedures for the Home."	13	5
		Non-Contract Personnel Manual	Mar-90	Employee manual for non-contract personnel, housed in ring binder	12	4
		[Pre-Pull Out Safety Inspection]	5-Nov-90	A document informing bus operators of a requirement to perform a safety inspection before pulling out of the division yard.	3	17
		[United Transportation Union]	30-Jun-91	Two bound copies of contract between United Transportation Union and SCRTRD, one labeled with Vandeventer's name.	12	5
		[Emergency Transit Service Contingency Plan]	Jun-91	A document created to disperse to employees containing an emergency bus service plan in the instance of a strike.	3	18
		L.A. Marathon 1993	Feb-93	A report describing operations and services for each division to accommodate for the March 1993 Los Angeles Marathon	3	19
		L.A. Marathon 1993	Feb-93	A report describing operations and services for each division to accommodate for the March 1993 Los Angeles Marathon	3	20
		L.A. Marathon 1993	Feb-93	A report describing operations and services for each division to accommodate for the March 1993 Los Angeles Marathon	3	21
	<b>6.6 Reports</b>	"Conceptual Planning of Local Circulation and Feeder Transit Systems"	Mar-74	Technical report prepared for the Alternative Transit Corridors and Feeder Transit Systems by Alan M. Voorhees & Associates, Inc. and Kaiser Engineers/Daniel, Mann, Johnson & Mendenhall, a joint venture	12	6
		Annual report 1987-1988	1988	SCRTRD's annual report	3	22
	<b>6.7 Miscellaneous</b>	[Vandeventer - SCRTRD Records]	October 1975 - October 1993	1 Employee Temporary Pass (Oct. 1975), vacation payoff form (July 1, 1986), meeting registration invoice from American Management Associations (January 29, 1981), 2 certificates of appreciation for the RTD Roaddeo (1987, 1988), 1 travel authorization form (December 30, 1988), certificate of training in light rail operations (July 28, 1989), certificate of completion for RTD "How to Prevent Sexual Harassment Lawsuits Course" (September 18, 1989), Accident Report (December 12, 1990), Facilities Maintenance Service Request (October 10, 1993), Trouble Report Form CS-10 (undated)	3	23
		[Correspondence]	October 20, 1986 - June 28, 1991	Photocopied letter to Vandeventer, Keith Killough, Jessie Simon and Ashcock Kumar for Carl P. Jacobs "Re: Ann McLachlan-Huck vs. S.C.R.T.D." with attached subpoena copies (October 20, 1986); Photocopied memo from Leilia M. Bailey to Robert S. Korach (July 23, 1987); Notification of Training Completed for Department 3IR File" memo from Julius Rakisits to Vandeventer (September 9, 1987); "Performance Exhibited During Papal Visit" memo to Transportation Department (September 17, 1987); "Certificate of Driving Experience And/or Training - DL 170" memo to authorized personnel (March 10, 1988); "Your New Appointment" memo to Vandeventer from L.R. Davis (May 27, 1988); 1 letter from Alan Pegg to Ed Vandeventer commending the response of non-contract staff to a work stoppage, 1 letter from Duncan Watry, Transit Planner of San Francisco Municipal Railway to Alan Pegg, General manager of the Southern California Rapid Transit District requesting information about color schemes of PCC cars in Los Angeles, 1 letter from W.E. Caywood, President & Program Manager of Old Pueblo Trolley, Inc. to John Dyer, General Manager of the Southern California Rapid Transit District inquiring about electric rail car operations and regulations, 1 memo distributed by Leilia M. Bailey, Director of Transportation at SCRTRD announcing Ed Vandeventer's appointment as Rail Operations Superintendent	3	24
		[SCRTRD Holiday Cards]	undated	4 holiday cards created by SCRTRD for bus operators to give to passengers	3	25
		[SCRTRD Photographs]	undated	1 5x8" black and white profile view of RTD bus 6233, 1 3x5" color front view of line 47 bus with man standing in doorway, 1 3x5" color photo of three men standing in an office.	13	6
		[SCRTRD Miscellaneous]	undated	2 flattened cartons for schedules, 1 newspaper clipping announcing RTD's plans to cut its workforce, 1 list of telephone numbers for transportation divisions, 1 brochure announcing job openings for bus operators, 1 brochure announcing a grand opening celebration for the South Bay Customer Service Center, 1 sheet for a check of time and passengers, 1 visitors badge, 1 3-inch button with slogan "RTD is Going Places."	3	26
<b>7. Los Angeles County Transportation Commission</b>	<b>7.1 Metro Rail</b>	[Light Rail Vehicle Mockup]	March 1985 - December 1987	3 pages of photocopied notes stapled together titled, "Issues on Cab Drawings", 1 document titled, "Check List at Mock-up Review for Long Beach - Los Angeles Rail Transit Project" created by Sumitomo Corporation, 1 document titled, "LB-LA LRV Front-End Mock-up Checklist", 1 page of handwritten notes about the light rail vehicles, 1 photocopy of handwritten notes titled, "LACTC LBLA LRV Exterior Colors", 1 agenda for the "LACTC/LRV Mock-Up/Progress/Design Review Meeting"	3	27
		Long Beach - Los Angeles Rail Transit Project Operations & Maintenance Plan	Aug-85	Operations & maintenance plan prepared by the Southern California Rail Consultants	3	28
		Long Beach - Los Angeles Rail Transit Project Operations & Maintenance Plan	Aug-85	Operations & maintenance plan prepared by the Southern California Rail Consultants	3	29
		Long Beach - Los Angeles Rail Transit Project Operations & Maintenance Plan	Aug-85	Operations & maintenance plan prepared by the Southern California Rail Consultants	3	30
		Long Beach - Los Angeles Rail Transit Project Operations & Maintenance Plan	Aug-85	Operations & maintenance plan prepared by the Southern California Rail Consultants	3	31
		Long Beach - Los Angeles Rail Transit Project Operations & Maintenance Plan	Aug-85	Operations & maintenance plan prepared by the Southern California Rail Consultants	3	32
		Long Beach - Los Angeles Rail Transit Project Operations & Maintenance Plan	Aug-85	Operations & maintenance plan prepared by the Southern California Rail Consultants	3	33
		Long Beach - Los Angeles Rail Transit Project Operations & Maintenance Plan	Aug-85	Operations & maintenance plan prepared by the Southern California Rail Consultants	3	34
		Long Beach - Los Angeles Rail Transit Project Operations & Maintenance Plan	Aug-85	Operations & maintenance plan prepared by the Southern California Rail Consultants	3	35

		[Long Beach - Los Angeles Rail Transit project Operations & Maintenance Plan]	Jan-88	1 document created by the Transit Consultants of Southern California for LACTC containing a system description, operating regulations, patronage, system operations, central control operations, stations, and yards and shops	4	1
		[Operations & Maintenance Plan]	circa 1985	1 document containing diagrams, route schematics, maintenance equipment lists, workload calculations, vehicle shop work positions, repair requirements, shop design data, and floor plans	4	2
		[LACTC Metro Rail]	circa 1986-1989	1 drill observer pass, 1 informational fold out booklet containing information about the "Long-Beach - Los Angeles Rail Transit Project", 1 LACTC Newsletter containing details about the LACTC Metro Red Line Audit, 1 booklet titled, "Tunnel Trivia", 1 informational fold out booklet containing information about the Red Line, 1 construction notice issued by LACTC announcing the testing of trains on the blue line, 1 "Ride of the Century" brochure announcing Century light rail project.	4	3
		[Operations & Maintenance - Revision 5]	1987	Portions of what appears to be from a draft of the Operations & Maintenance Plan later published in 1988	4	4
		Norwalk - El Segundo System Definition	8-Sep-88	A draft report identifying system requirements for a Norwalk - El Segundo light rail system	4	5
		Norwalk - El Segundo System Definition	8-Sep-88	A draft report identifying system requirements for a Norwalk - El Segundo light rail system	4	6
		[General Order No.143A]	February 20, 1990 - April 9, 1993	1 document titled, "Staff's Response to Comments Received from Interested Parties on Proposed General Order 143-A", 1 copy of a draft letter from Donald Johnson, Supervising Engineer of the Rail Transit Safety Section of the Public Utilities Commission to notify transit companies of the requirement for light rail vehicle operators to sound an audible warning at public crossings, 1 fax announcing a subcommittee meeting of the California Transit Association to with General Order 143A on the agenda	4	7
		[Line 801 Los Angeles - Long Beach Rail Line Schedules]	Dec-90	3 schedules for the Blue Line.	4	8
		Metro Blue Line Light Rail Vehicle Operating Manual	Dec-90	Manual for Blue Line operators, housed in plastic ring binder.	5	9
	7.2 Miscellaneous	[LACTC Miscellaneous]	Spring 1992 - February 1993	1 Spring 1992 issue of "The Safety Line" targeted to children, 1 schedule for the Children's Court Shuttle	4	9
		[LACTC Opportunities]	undated	1 informational booklet about the "Art for Rail Transit" program, 1 information booklet about the "Transportation Occupations" program	4	10
8. Los Angeles County Metropolitan Transportation Agency	8.1 Information for Riders	[LACMTA Schedules]	December 1992 - September 1995	11 schedules/timetables/route maps.	4	11
		[LACMTA Service Changes]	August 1993 - December 1995	9 brochures and single sheet handouts informing LACMTA passengers of route changes, service changes, and introductions of new lines.	4	12
		[LACMTA Special Service]	January - February 1994	1 fold out pamphlet for New Year's Day service to the Rose Bowl Game and one for the Long Beach Marathon	4	13
	8.2 Metro Rail	Light Rail Transit Accident Data 1992	circa 1993	1 report containing summaries of accidents by location and monthly accident data for the Blue Line, Sacramento Transit, the San Diego Trolley, and Santa Clara Transit	4	14
		Light Rail Transit Accident Data 1992	circa 1993	1 report containing summaries of accidents by location and monthly accident data for the Blue Line, Sacramento Transit, the San Diego Trolley, and Santa Clara Transit	4	15
		Analysis of Cost Estimates	9-Sep-94	1 report created as part of the San Fernando Valley East/West Rail Transit Project compiled by Jacobs Engineering Group Inc./Robert E. McKee Inc. estimating costs for various possible alignments aligned along the Ventura Freeway or the Southern Pacific Burbank Branch	4	16
		Analysis of Cost Estimates	9-Sep-94	1 report created as part of the San Fernando Valley East/West Rail Transit Project compiled by Jacobs Engineering Group Inc./Robert E. McKee Inc. estimating costs for various possible alignments aligned along the Ventura Freeway or the Southern Pacific Burbank Branch	4	17
		[LACMTA Metro Rail]	circa 1994 - 2001	1 Crowd Control identification badge from the Green line Grand Opening, 1 Metro Green Line pocket guide, 2 Metro Rail fare receipts (1 for the Green Line, 1 for the Red), 1 flyer/invitation for the groundbreaking of Segment 3 of the Red Line, 1 Metro Rail cab pass, 1 "Metro Rail Getaway Adventures" booklet with coupons, , Volume 1, No.5 of "Tracks, Metro Rail Passenger News"	4	18
		[Siemens]	circa 2000	1 glossy single sheet describing light rail vehicles designed by Siemens for use on the Green Line with specifications, background information about Siemens Transportation Systems, information about the Mass Transit Division of Siemens, and 1 Summer 1997 issue of "The New Electric Railway Journal" featuring a story about the production of new light rail vehicles	4	19
		[Metro Rail - North Hollywood]	Jun-00	1 tri-fold brochure, 1 envelope, 1 cardstock sheet providing information about speakers, entertainment, and sponsors for the North Hollywood Metro Rail segment opening, 1 sheet requesting RSVP for the grand opening ceremony, 1 sheet contain driving directions to the North Hollywood Station and a map of the surrounding area, 1 letter to "elected officials and guests" from "government relations" meant to accompany a parking permit and directions mailed to those who said they would attend the ceremony	4	20
		[Station Photographs]	1993-Oct-10	13 4x6" color photos of unidentified downtown-area Metro rail station.	12	14
		[Metro Blue Line, Imperial Station Photographs]	1994-May-04	11 3x5" color photos of Blue Line Imperial Station, with accompanying negatives and photo envelope. Possibly taken by W. Johnson of Metro.	12	15
	8.3 Information for Employees	[Rule Books]	circa 1993	2 "Light Rail Operations Rule Books", 1 "Rules and Procedures for Conducting Test Operations- Metro Green Line," 1 "Metro Blue Line Rail Operating Procedures."	12	16

		[Operations]	07-May-93 - 08-Aug-95	Memoranda, documents and reports related to operations and safety, including organizational chart (12-7-93), Executive Operations Personnel Emergency Notification Guide, information on faulty trackworks manufactured by Cogifer, Inc., memo from Robert Torres regarding "Multi-Department Investigation of Employee Fatality on March 14, 1994"; "Rail Configuration Change Control Procedure" (9-23-94), "California Public Utilities Commission Operations and Maintenance Safety Oversight Plan for Rail Transit System Operations on the Los Angeles Metro Blue Line" (8-8-95), "California Public Utilities Commission Operations and Maintenance Safety Oversight Plan for Rail Transit System Operations on the Los Angeles Metro Green Line" (8-8-95).	5	6
		Senior Management Strategic Planning Workshop	21-Mar-94	Documentation for a workshop held by the Continuous Improvement Program Operations Unit	4	21
		Senior Management Strategic Planning Workshop	21-Mar-94	Documentation for a workshop held by the Continuous Improvement Program Operations Unit	4	22
		Senior Management Strategic Planning Workshop	21-Mar-94	Documentation for a workshop held by the Continuous Improvement Program Operations Unit	4	23
		Los Angeles City Marathon	3-Mar-96	Vehicle pass and meal ticket for Vandeventer; Metro Rail Operations Plan for Los Angeles City Marathon	5	7
	<b>8.4 Information for Riders</b>	[Information for Riders]	29-May-93 - c. 1995	Service change bulletin for LA Fiesta, brochure on Green Line service to LAX, Wilshire Blvd. bus service guide, "Safety Guy's Tips for Safe Rail Trips."	5	8
<b>9. Other Transportation Agencies</b>		[Other Agencies-- Southern California]	1932 - 1979	Timetables, maps and other materials from Los Angeles Motor Coach Co., Asbury Rapid Transit System, Riverside Transit Agency, Los Angeles Independent Bus Lines map (1958), Airportransit, Long Beach Motor Bus Co., Hemet Bus Line, North County Transit District, Cross-Town Suburban Bus Lines, Inglewood City Lines, Santa Monica Municipal Transit, Omnitrans	13	11
		[Other Agencies-- Southern California]	1980 - 2015	Timetables, maps, and other materials from Orange County Transportation Commission, Riverside Transit Agency, local Amtrak service, Norwalk Transit System, Montebello Municipal Bus Lines, Airport Service, Metrolink, Glendale Beeline, Culver City Bus, Long Beach Transit, San Diego Trolley (incl. 1 color photo), Foothill Transit	13	12
		[Other Agencies-- Non-local]	1948 - 2015	Timetables, maps, tickets, and postcards from Alameda-Contra Costa Transit District, Calgary Transit, Amtrak Midwest Corridor, SamTrans, Denver Light Rail, Washington Metropolitan Area Transit Authority, San Francisco MUNI, Norfolk TRT, El Paso City Lines, Texas Electric Railway Company, Fort Collins Municipal Railway, Bangor and Aroostook Bus (Maine), London Underground, New Orleans streetcar, British Columbia Railway, Japanese National Railways, Boston MTA. "Rules and Regulations of the Transportation Department" book from Southern Pacific Company.	13	13
<b>10. Orange Empire Railway Museum</b>		[Orange Empire Railway Museum]	1986	2 envelopes stamped with City of Perris logos, 1 brochure for the Orange Empire Railway Museum, and 1 street map of Perris Valley	6	2
		[Newspapers]	27-Jun-86 - 30-Apr-89	Three newspaper clippings related to the Orange Empire Railway Museum	6	3
		[Orange Empire Railway Museum Property]	12-Dec-01	Photocopy of documentation related to the sale of property from the Orange Empire Railway Museum	6	4
		[Orange Empire Railway Museum Property]	12-Dec-01	Photocopy of documentation related to the sale of property from the Orange Empire Railway Museum	6	5
<b>11. Transit Related Materials</b>		Comparison of 35 MPH with 45 MPH as Maximum Speed Regulation for Truck and Passenger Stage Operation Under War Conditions	1/22/1943 - 2/19/1943	Report by J. G. Hunter, Assistant Director and Chief Engineer of California Railroad Commission Transportation Department. The report is accompanied by a copy of a memo from S. V. Cortelyou of the State of California Department of Public Works Division of Highways to W. H. "Bill" Gorman of the Railroad Commission, thanking Gorman for the copy of the report.	4	24
		Amalgamated Association of Street, Electric Railway, and Motor Coach Employees of America Local 1277	circa 1950	One contract booklet (June 1, 1950) and two time books (undated) published by Amalgamated Association of Street, Electric Railway, and Motor Coach Employees of America Local 1277 (Los Angeles). The union is now the Amalgamated Transit Union.	4	25
		Foreign Light Rail Vehicle Development	June 23-25, 1975	Report by Joachim von Rohr of Rheinische Bahngesellschaft AG presented at the National Conference on Light Rail Transit. Sponsored by the Transportation Research Board.	4	26
		Light-Rail Transit: Planning and Technology	1978	Special Report 182: Proceedings of a conference by the Urban Mass Transportation Administration and conducted by the Transportation Research Board in cooperation with the American Public Transit Association. Published by the National Academy of Sciences, Washington, DC.	5	1
		The Bus	1987	Paperback copy of Paul Kirchner's <i>The Bus</i> , a compilation of Kirchner's <i>Heavy Metal</i> magazine comic strip published 1987 by Ballantine Books.	5	2
		[Oversize bus photo]	undated		OS-1	1
		[Historical Bus Photos]	undated	3 4x6 color photographs depicting historical buses of various ages and designs in a parking lot	5	3
		[Historical Bus Photos]	undated	9 8x10 black and white photographs related to various local transit agencies, including Pacific Electric, Metropolitan Coach Lines and MTA	5	4
		[Misc. Transit Related Material]	circa 1950 - 1998	tickets, bus capacity numbers, 1 black and white photograph of a New York Central Lines Trolley, 1 form to subscribe to "Bus World", 1 service guide for PATH, 1 map of downtown Los Angeles with stops indicated, 1 Airport Express guide created by the Southeastern Pennsylvania Transportation Authority, 1 Airport Service guide for Orange County, 1 Airport Bus guide, 1 Montebello Bus Lines guide, 1 fare schedule from the City of Salem, 1 Light Rail guide from CalTrain, 1 RT Metro grand opening celebration brochure, 1 survey form for California Associates, 1 Test on Operating Rules for streetcar service from an unidentified agency, Fact Sheet No.8 from the Metropolitan Transit Development Board; "Transit News Around The World" Vol. 8, No. 1 (1986); Railway Museum Quarterly No. 8 (Summer 1998); Aerial Freeway Map of Los Angeles (Mitock and Sons).	5	5