

**Container List for the Filipino Task Force
on AIDS (FTFA) Records, 1990-2005
(#2006-28)**

Series 1: Organizational Records and Administrative Files

Box 1:

- Folder 1 By-Laws and Articles of Incorporation, 1990
- Folder 2 History and Mission Statement, 1995, undated
- Folder 3 Organizational Charts, 1998, undated
- Folder 4 Strategic Planning Retreat, undated
- Folder 5 Memoranda of Agreement, 2000-2002
- Folder 6 Letters of Cooperation, 1994, 2001-2003
- Folder 7 UCSF AIDS Health Project, Reach Project MOU, 2004
- Folder 8 Support Center/Operation Development Technical Assistance, Capacity Building Plan, 1997
- Folder 9-10 Federal and Outgoing correspondence, 1995-2004
- Folder 11 Forms, Surveys, Information to be Translated, circa 1996-2001
- Folder 12 Flyers, Brochures, Power Point Presentations, 1993, undated
- Folder 13-14 Efren Bose, Executive Director, including correspondence, memos, 2005
- Folder 15 Certificates and awards, 1998-2005
- Folder 16-16a Office Supplies and Inventory, 1993-2001
- Folder 17 Medicine Inventory, Sign Out Sheet, 2000-2001
- Folder 18 Department of Building Inspection, 1996-1997
- Folder 19 Press Contacts, Resource List, 2001, undated

Box 15:

- Folder 1 Mailing List, undated—RESTRICTED UNTIL 2026

Box 1:

- Folder 20-27 Miss Trans Globe and Other Pageants, includes applications, dvd, ephemera, financial records, list of delegates, photographs, 2000-2004

Box 2:

- Folder 1 Miss Trans Globe and Other Pageants, Ballots, Ephemera and Photos, 1994-2004
- Folder 2 API Wellness Center Hiring Process Tool Kit, undated
- Folder 3-4 Personnel Policies and Procedures Manual, 1995, undated

Folder 5	Employment Forms, undated
Folder 5A	Oath of Confidentiality, undated
Folder 6	Staff, Job Announcements, Miscellany, 1996-2004, undated
Folder 7	Grievance re: employee dismissal, 1994—RESTRICTED until 2064
Folder 8	Rene Astudillo, Project Coordinator, 1992
Folder 9	Rene Astudillo—RESTRICTED until 2062
Folder 10	Alex Gaite, Peer Advocate, 1993
Folder 11	Victor Hall, E.D., 1994-2004
Folder 11A	Cesar Padilla, 1994-1995
Folder 12	Belinda Villacorta, Education Coordinator, 1991-1992
Folder 13	Belinda Villacorta—RESTRICTED until 2062
Folder 14	Volunteer Manual and Miscellany, 1998, undated
Folder 15	Volunteer Application and Oath of Confidentiality, undated
Folder 16	Volunteer Application Essays on Transgender Issues, undated
Folder 17	Volunteer and Funder Lists, circa 1998—RESTRICTED until 2018
Folder 18	Internship Reflection Papers by Ismael de Guzman, 2003
Folder 19	Project 20—Community Service Timesheets, 2000-2002

Series 2: Board of Directors Records

Box 2:

Folder 19	Mission Statement
Folder 20	Member Contract
Folder 21	Checklist for Board Packet
Folder 22	Code of Ethics
Folder 23	Draft Handbook, Miscellany, 1992, undated
Folder 24	Board Merger Feasibility Report, 1996
Folder 25-29	Meeting Minutes, Reports, Rosters 1992-2003
Folder 30	Board Mailing List, 2003—RESTRICTED until 2023

Box 3:

Folder 1-3	Meeting Minutes, Reports, Rosters, 1992-2003
Folder 4	Meeting Transcripts, undated
Folder 5-6	Retreat Information and Notes, 1996-1997, 2001

Series 3: Financial Records

Box 3:

Folder 7-8:	State of California-Domestic Non Profit Corporation, Tax Exempt Application and related materials, 1990-1998
Folder 9	Budgets, 2003-2005

- Folder 10-13 General Ledgers, June 2002-June 2004
- Folder 14 Finance Documents, including Payroll Expenses, Income Statements, Pending Items, 1995-2004
- Folder 15 Contract Invoices—San Francisco Department of Public Health AIDS Office, API Wellness Center, 1999
- Folder 16 OMB Single Audit Clearinghouse, 1995
- Folder 17-21 Audits, Draft Audit Reports, Patel & Associates, Lamorena & Chang, CPA, 1995-2003
- Folder 22 Check Registers, Chart of Accounts, 2002-2004

Box 4:

- Folder 1 Union Bank of California Commercial Loan, 1996-1998
- Folder 2-10 Fundraising Materials—Correspondence, Mass Mailings, Donations, United Way, Matching Gifts, Fundraisers, Kababayan Alliance Program (KAP) Bigayan Campaign, 1998-2003

Box 15:

- Folder 2 Raising Our Voices, 1998
- Folder 3 United Way Campaign Donations, 1997-2002—RESTRICTED until 2017-2022

Box 4:

Folder 11-12 ISU/Insurance, 1993-1996, 2002

- Folder 13-14 GAPAs, GCHP Donations, 1994-1995
- Folder 15-20 Invoices—Bayongs/Yanga, Renato Linsangan Video Project, National Minority AIDS Council (NMAC), Rose Construction, San Francisco LGBT Pride Celebration Committee, Superior Office Solutions, 1993-1998

Box 15:

- Folder 4-5 Tax and IRS-Related, 2001-2003
- Folder 6-8 Capital and 1540 Market Street Leases, 1991-1993
- Folder 9 Miscellaneous, 2000, undated

Series 4: Grants

Box 4:

- Folder 21: California Tele-Health grant, 2001
- Folder 22 Children's Fund (San Francisco Mayor's Office of Children, Youth & Their Families), 1994
- Folder 23 Chiron Grant, 2005
- Folder 24 GAPAs Community Health HIV Project/FTFA Joint Proposal, 1994
- Folder 25-27 Horizons Foundation, including AIDS Walk, 1995-2002

Box 5:

- Folder 1 Horizons Foundation, 2005
- Folder 2 San Francisco Foundation, 2001-2002
- Folder 3 Starbucks, 2005
- Folder 4 U.S. Conference of Mayors HIV Prevention Grant, 2003, undated
- Folder 5 U.S. Department of Health and Human Services Capacity-Building Grant, 2000
- Folder 6 United Way Youth Empowerment grant, 2000-2001--
- Folder 7 Grant materials, 1994-2004
- Folder 8 Pending Grant Proposals, 2003, undated

Series 5: Contracts—NOTE: original folder labels were retained. Some labels record the agency FTFA contracted with, some note the source of the funds, and some refer to the FTFA program that was funded.

Box 5:

- Folder 9: Asian AIDS Project Subcontract, 1992-1993
- Folder 10-12 Asian Pacific Islander Wellness Center/Centers for Disease Control (CDC) 704, 1998-2000

Box 6:

- Folder 1 Asian and Pacific Island Consortium on AIDS (APICA) Prevention Education-Asian American Health Forum Subcontract, 1992
- Folder 2 APICA-Gay Asian Pacific Alliance Community HIV Project (GCHP) Subcontract, 1992
- Folder 3-6 CARE Title I-Case Management, Funding, 1993-1999
- Folder 7 CARE Contracts-Extension, 1998-1999
- Folder 8 Ryan White CARE Contract-Case Management, 1997-1998

Box 7:

- Folder 1-2 Ryan White CARE Contract—Mental Health, Translation, 1997-1998
- Folder 3-4 COCUA Contract and KOKUA program notes, 1994-1996
- Folder 5-6 Early Intervention Services, Center for Positive Care, 1991-1992
- Folder 7 General [Filipino] Community, 1991
- Folder 8-9 Indirect Services—San Francisco Food Bank, Translation, 1996-1998

Box 8:

- Folder 1-12 City and County of San Francisco Department of Public Health: General Fund-- Multiple Group Session Workshops, Prevention Case Management, Renewal; Prevention Programs—Proposals, Monthly Reports, Request for RFPs; Translation Services; HIV Prevention Section Provider Relations Unit; Miscellaneous, 1992-2004

Box 9:

- Folder 1-4 Santa Clara County HIV/AIDS Prevention Education Project/Santa Clara Valley Medical Center, 1993-1996
- Folder 5-7 South of Market (SOMA) Health Center, includes MOU, 3-1/2" floppy disk, 2000-2005
- Folder 8 Partial Contract Proposals—Interventions, 2002, undated

Series 6: Programs and Client Services**Box 9:**

- Folder 9 API Wellness/FTA Split Over Client Services, 2000
- Folder 10 API Wellness/FTA Split Over Client Services, 2000—RESTRICTED until 2070
- Folder 11-12 Behavioral Risk Assessment Results (BRA), 2001-2003
- Folder 13 Client Contact Information, 2004
- Folder 14 Client File--Multiple Session Group (MSG) Workshops, 1998
- Folder 15 Client File--MSG Workshops, 1998—RESTRICTED until 2068
- Folder 16 Client Log, 2001
- Folder 17 Client Satisfaction Survey, 1995
- Folder 18 Client Satisfaction Survey, 1995—RESTRICTED until 2065
- Folder 19 client Intake Forms, 2004—RESTRICTED until 2070

Box 10:

- Folder 1 Evaluating Local Intervention (ELI) Monthly Reports, 2003-2004
- Folder 2 ELI Outreach Check Sheets/Short Form, 2004
- Folder 3 [HIV Awareness] Quiz, undated
- Folder 4 [HIV Awareness] Quiz, undated—RESTRICTED until 2076
- Folder 5 Prevention Case Management (PCM) Evaluation Results, 2001-2002-
- Folder 6-9 Prevention Intake Forms, 1993-1996
- Folder 10 Program Flow Chart, 2004
- Folder 11 Single Session Group (SSG) Evaluation Results (Tambayan), 2001-2002
- Folder 12 TAMBAYAN Testimonials, 2001
- Folder 13 Transgender Life Care Survey, undated
- Folder 14 Transgender Intervention for Filipinas (TGIF), including newsletter, meeting minutes, ephemera, 2004, undated
- Folder 15 TGIF, Melenie Eleneke, and Rice Paddy, 2003-2004
- Folder 16 TGIF Questionnaires, 2004

Box 11:

- Folder 1-2 TGIF Questionnaires, 2004
- Folder 3-4 TGIF Pre Test Surveys, 2004
- Folder 5-6 TGIF Post Test Surveys, 2004
- Folder 7 TGIF Sign In Sheets, 2004—RESTRICTED until 2024
- Folder 8 TSM [Transgendered Persons Who Have Sex with Men] Retreat Curriculum, 2004
- Folder 9-10 TSM-IRRC (Individual Risk Reduction Counseling) Surveys and Client Logs, 2004. (ELI Individual Level Intervention Surveys)

Box 12:

- Folder 1-4 TSM-IRRC Surveys and Client Logs, Controversy over Article, 2004
- Folder 5 TSM-IRRC Surveys and Client Logs, Controversy over Article, 2004-RESTRICTED until 2074
- Folder 6 Transgender Behavior Risk Assessment (BRA) Report, 2001
- Folder 7-8 BRA Surveys, 2004
- Folder 9 Women with AIDS in San Francisco, Surveillance Report, 1996
- Folder 10-11 Miscellaneous Reports, 2003-2004

Series 7: Subject Files**Box 12:**

- Folder 12 ABS/CBN, 2002
- Folder 13 Alliance for Community Empowerment (ACE) – HIV/AIDS Related Mental Health Treatment Services Application, 2001

Box 15:

- Folder 10 Asian Pacific Fund, 2003

Box 12:

- Folder 14 Asian Pacific Islander American Health Forum, 2004, undated
- Folder 15-16 California Filipino HIV+ Summit, 2002
- Folder 17 CDC HIV Prevention Strategic Plan through 2005, 2001
- Folder 18 CDC Consultation on HIV Prevention with Persons Living HIV—Advancing HIV Prevention, 2003-2004

Box 13:

- Folder 1 Charter Oak Terrace/Rice Heights Health Center Grant Proposal for minority HIV/AIDS Mental Health Treatment Services, 2001

Box 15:

- Folder 11 City College HIV/STD Education, 2004, undated

Container List for the Filipino Task Force (FTFA) on AIDS Records
 GLBT Historical Society

2005-04

<http://www.glbthistory.org/research/index.html>

Box 13:

Folder 2-3 Compass Point—Executive Coaching Project, Foundation Sabbatical Program, 2001-2004

Box 15:

Folder 12 CompuMentor, 1992-1994

Box 13:

Folder 4 “The Deadly Silence: AIDS & HIV in the Gay Pilipino Community...” by Sue nn M. Estrada, 1994

Folder 5 Episcopal Social Services/Praxis Proposal for Housing for PWAs in Harlem, 1996

Box 15:

Folder 13 Filipinas Magazine, 2001-2004

Box 13:

Folder 6 Filipino Health Advocacy Network (FAHN), 1999

Folder 7 Funders Concerned About AIDS Organization Referral Packet, circa 2001

Folder 8 Healthy Pilipino Families Conference, 2001

Folder 9 HIV/AIDS Program Santa Clara County HIV/AIDS and Safer Sex Survey of Gay and Bisexual Men, 1993

Folder 10-11 HIV Prevention Planning Summit, 2005

Folder 12 K&P and Robert Samonte-Taalicod, 1994

Folder 13 Life Foundation, Proposal Abstract--U.S. Conference of Mayors Collaborative HIV Prevention Grants Program, undated

Folder 14 Mayor’s Race, 1995

Folder 15 Miscellaneous Subject Files and Ephemera, 1994-2004

Folder 16 National Asian Women Health Organization, 1995

Folder 17 National Association of People With AIDS (NAPWA), 2004

Folder 18-23 National Minority AIDS Council (NMAC) Materials, including Regional Trainings, Computer Grants Program, Correspondence, Conferences, Application Forms, 2001-2004 (6 folders)

Folder 24 News Clippings, Newsletters and Publications—Misc., 1990-2004

Folder 25 Oakland Gay Mardi Gras, 2000-2001

Folder 26 St. Andrews Parish, 2004

Folder 27 San Francisco 2001 HIV Prevention Plan Epidemiologic Profile

Folder 28 San Francisco AIDS Foundation HIV Prevention Project, Hotlines, 1993, 2001

Folder 29 Spectrum/Eric Bing Federal Grant Proposal, 2001

Folder 30 Transgender Issues, 2001, undated

Box 15:

Folder 14 Transgender Health and Miscellaneous Articles, 2004

Box 14:

Folder 1 Transgender Resource Guide. 2002

Folder 2 Tuberculosis, 2003

Folder 3 UCSF Study on Filipinos and HIV Risk, includes surveys, 2001

Folder 4 UCSF: "Teen Pregnancy among Asians and Pacific Islanders in California: Final Report," 2003

Folder 5 United States Conference on AIDS (USCA), 2002-2004

Series 8: Photographs**Box 14:**

Folder 6 World AIDS Day, 1999

Folder 7 Photo Album, Pride Parade and Other Events, 2001-2002

Folder 8-11 Color Snapshots, Miscellaneous Occasions

Folder 12 Black & White Portraits

Folder 13 Safe Sex/Condom Display

Series 9: Artifacts**Carton 1:**

Banner

Sashes and ribbon

Button, 2001

Client Services Files Key