The nine boxes in the Office Administration Series contain material related to the personnel, equipment, and management of Representative Jamie Whitten's congressional office in Washington, DC and his district offices in Mississippi. Subseries 1 contains general files organized by either year or subject. Subseries 2 documents the offices expenses and accounts and preserves the original filing system.

**Subseries 1: General**

**BOX 1**
Folder. 1950
Folder. 1951
Folder. 1952
Folder. 1953
Folder. 1956
Folder. 1961
Folder. 1962
Folder. 1963
Folder. 1964
Folder. 1965
Folder. 1966
Folder. 1967
Folder. 1968
Folder. 1969
Folder. 1970
Folder. 1971
Folder. 1972
Folder. 1973
Folder. Business Cards -- Whitten

Folder. Congressional Pages

**BOX 2**
Folder. Contact Information – Mississippi Bankers
Folder. Contact Information – Mississippi Doctors
Folder. Contact Information – Mississippi Lawyers
Folder. Contact Information – Rolodex Cards
Folder. Contact Lists/Directories
Folder. District Office -- Charleston
Folder. District Office – Charleston 1975
Folder. District Office – Charleston 1976
Folder. District Office – Charleston 1977
Folder. District Office – Charleston 1979
Folder. District Office – Charleston 1983
Folder. District Office – Charleston 1986
Folder. District Office – Charleston 1987
Folder. District Office – Charleston 1990
Folder. District Office – Charleston 1991
Folder. District Office – Oxford

**BOX 3**
Folder. District Office – Oxford 1974
Folder. District Office – Oxford 1975
Folder. District Office – Oxford 1976
Folder. District Office – Oxford 1977
Folder. District Office – Oxford 1979
Folder. District Office – Oxford 1982
Folder. District Office – Oxford 1983
Folder. District Office – Oxford 1984
Folder. District Office – Oxford 1986
Folder. District Office – Oxford 1987
Folder. District Office – Tupelo
Folder. District Office – Tupelo 1975
Folder. District Office – Tupelo 1976
Folder. District Office – Tupelo 1977
Folder. District Office – Tupelo 1979
Folder. District Office – Tupelo 1982
Folder. District Office – Tupelo 1983
Folder. District Office – Tupelo 1984
Folder. District Office – Tupelo 1986
Folder. District Office – Tupelo 1987
Folder. District Office – Tupelo 1990
Folder. District Office – Tupelo 1991

**BOX 4**
Folder. Equipment Guidelines

Folder. Form Letters from Whitten 1944-1972

Folder. House Rules

Folder. Interns
Folder. Job Applicants
Folder. Protocol
Folder. Reference Quotations
Folder. Samples of Stationery Letterhead
Folder. Samples of Manila Envelopes with Letterhead
Folder. Telephone Messages

**Subseries 2: Finances**

Folder: Expenses 1949
Folder: Expenses 1950
Folder: Expenses 1951
Folder: Expenses 1952
Folder: Expenses 1953
Folder. Telephone 1957
Folder. Office Equipment 1959
Folder. Stationery Account 1960
Folder. Telephone 1960
Folder. Newspaper Subscriptions 1961-1964
Folder. Office Equipment 1961
Folder. Stationery Account 1961
Folder. Expenses 1963
Folder. Stationery Account 1963
Folder. Office Equipment Expenses 1963
Folder. Expenses 1964
Folder. Office Equipment 1964
Folder. Office Equipment Expenses 1965
Folder. Telephone 1965
Folder. Office Equipment Expenses 1966
Folder. Telephone 1966
Folder. Mail 1967
Folder. Telephone 1967
Folder. Travel Expenses 1967
Folder. Office Equipment 1968
Folder. Stationery Account 1968
Folder. Telephone 1968
Folder. Mail 1969
Folder. Office Equipment 1969
Folder. Telephone 1969
Folder. Office Equipment 1970
Folder. Official Expenses 1971
Folder. Stationery Account 1971
Folder. Mail 1972
Folder. Office Equipment Expenses 1972
Folder. Stationery Account 1972
Folder. Telephone 1972
Folder. Official Expenses 1973

**BOX 5**
Folder. Telephone 1973
Folder. Travel Expenses 1973
Folder. Office Equipment 1974
Folder. Official Expenses 1974
Folder. Telephone 1974-1977
Folder. Travel Expenses 1974
Folder. Expenses 1975
Folder. Mail 1975
Folder. Office Equipment Expenses 1975
Folder. Travel Expenses 1975
Folder. Mail 1976
Folder. Office Equipment Expenses 1976
Folder. Communications 1977
Folder. District Offices 1977
Folder. Office Equipment Expenses 1977
Folder. Stationery Account 1977
Folder. Telephone 1977
Folder. Travel Expenses 1977
Folder. District Offices 1978
Folder. Office Equipment Expenses 1978
Folder. Official Expenses July – December 1978
Folder. Stationery Account 1978
Folder. Office Equipment Expenses 1979
Folder. Official Expenses January – June 1979
Folder. Official Expenses July – December 1979

**BOX 6**
Folder. Stationery Account 1979
Folder. Travel Expenses 1979
Folder. Office Equipment Expenses 1980
Folder. Official Expenses January – June 1980
Folder. Official Expenses July – December 1980
Folder. Stationery Account 1980
Folder. Travel Expenses 1980
Folder. Voucher Information 1980-1985
Folder. Newspaper Subscriptions 1981
Folder. Office Equipment Expenses 1981
Folder. Stationery Account 1981
Folder. Travel Expenses 1981
Folder. Newspaper Subscriptions 1982
Folder. Official Expenses January – June 1982
Folder. Official Expenses July – December 1982
Folder. Office Equipment Expenses 1982

**BOX 7**
Folder. Stationery Account 1982
Folder. Travel Expenses 1982
Folder. Office Equipment Expenses 1983
Folder. Official Expenses January – June 1983
Folder. Official Expenses July – December 1983
Folder. Stationery Account 1983
Folder. Travel Expenses 1983
Folder. Office Equipment Expenses 1984
Folder. Official Expenses January – June 1984
Folder. Official Expenses July – December 1984
Folder. Stationery Account 1984
Folder. Travel Expenses 1984
Folder. Office Equipment Expenses 1985
Folder. Official Expenses January – June 1985
Folder. Official Expenses July – December 1985
Folder. Stationery Account 1985
Folder. Travel Expenses 1985
Folder. General Financial Information 1986
Folder. Office Equipment Expenses 1986
Folder. Official Expenses January – June 1986

BOX 8
Folder. Official Expenses July – December 1986
Folder. Stationery Account 1986
Folder. Telephones 1986
Folder. Travel Expenses 1986
Folder. District Offices 1987
Folder. Office Equipment Expenses 1987
Folder. Official Expenses January – June 1987
Folder. Official Expenses July – December 1987
Folder. Stationery Account 1987
Folder. Telephones 1987
Folder. Travel Expenses 1987
Folder. District Offices 1988
Folder. Office Equipment Expenses 1988
Folder. Official Expenses January – June 1988
Folder. Official Expenses July – December 1988
Folder. Stationery Account 1988
Folder. Telephone 1988
Folder. Travel Expenses 1988
Folder. Expenses 1989
Folder. Telephone 1989
Folder. Telephone 1990-1991
Folder. District Offices 1990
Folder. Office Equipment Expenses 1990
Folder. Official Expenses January – June 1990

**BOX 9**
Folder. Stationery Account 1990
Folder. Travel Expenses 1990
Folder. District Offices 1991
Folder. Mail Count 1991
Folder. Office Equipment Expenses 1991
Folder. Stationery Account 1991
Folder. Telephone 1991
Folder. Travel Expenses 1991
Folder. Mail Count 1992
Folder. Office Equipment Expenses 1993
Folder. Telephone 1993
Folder. Mail Count 1994
Folder. Undated Finances