



Guide to the Merle Hoffman Papers, circa 1944-2012 and undated, bulk 1961-2000

This collection guide was produced in **2012**.

This PDF version was created on **April 2, 2026**.

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Summary

Collection Title:

Merle Hoffman papers, circa 1944-2012 and undated bulk 1961-2000

Creator:

Hoffman, Merle

Abstract:

Abortion rights activist and the publisher of the feminist magazine ON THE ISSUES. The bulk of the collection consists of the records of Choices Women's Medical Center, a New York City women's health clinic and abortion clinic co-founded by Hoffman in 1971, and the organizational records for ON THE ISSUES, a feminist magazine owned by Choices and overseen by Hoffman. The remainder of the collection consists of Hoffman's personal papers, mostly related to her pro-choice activism. The collection also includes writings by or interviews with many activists, such as Aung San Suu Kyi, Charlotte Bunch, Phyllis Chesler, Andrea Dworkin, Kate Millett, Marge Piercy, and Elie Wiesel. The correspondence, administrative files, minutes, manuals, reports, surveys, research files, electronic records, clippings, flyers, brochures, newsletters, photographs, and audiovisual materials in the collection provide rich material for the study of the history of abortion, the pro-choice movement, women's health care, and the anti-abortion movement in the United States. The records of Choices Women's Medical Center are especially valuable for understanding the medical practice of abortion, as well as the political context of that practice. Other topics that can be explored through the materials include contraception, women's rights and feminism, and rape. The addition (04-041 and 04-062) (18,750 items, 30 linear feet; dated 1971-2003) consists primarily of administrative and financial files from Choices Women's Medical Center and predecessor clinics, including correspondence, financial reports, public relations and media files, board meeting files, policy and procedure manuals, subject files, insurance files, program files, grants files, legal files, and files related to ON THE ISSUES magazine. Also included are a small number of Hoffman's personal writings. This accession is unprocessed and closed to researchers. Addition (05-023) (5150 items, 12 lin. ft; dated 1978-2003) consists primarily of administrative and financial records from Choices Women's Medical Center, including correspondence, financial reports, public relations and media files. Also includes board meeting, subject, insurance, program, legal and grant files, as well as policy and procedure manuals; 33 videotapes, 84 slides, 54 photographs and contact sheets; 1 CD-ROM; printed materials; and promotional calendars. Accession is unprocessed and closed to researchers.

Extent:

100 Linear Feet
68275 Items

Language:

English.

Collection ID:

RL.00557

Permalink:

<https://idn.duke.edu/ark:/87924/m1xg9w>

Preferred Citation

[Identification of item], Merle Hoffman Papers, David M. Rubenstein Rare Book & Manuscript Library, Duke University

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Background

Scope and Content

The papers of Merle Hoffman span the years from about 1944 to 2001, with most of the papers dating between 1961 and 2001. The collection is arranged in the following series: Choices, On the Issues , Personal Files, Photographic Materials, and Audiovisual Materials. The bulk of the materials consist of the records of Choices Women's Medical Center, a New York City women's health clinic and abortion clinic co-founded by Hoffman in 1971, and the organizational records for On the Issues , a feminist magazine owned by Choices and overseen by Hoffman. The remainder of the collection consists of Hoffman's personal papers, mostly related to her pro-choice activism. The collection also includes writings by or interviews with many activists such as Aung San Suu Kyi, Charlotte Bunch, Phyllis Chesler, Andrea Dworkin, Kate Millett, Marge Piercy, and Elie Wiesel. The correspondence, administrative files, minutes, manuals, reports, surveys, research files, electronic records, clippings, flyers, brochures, newsletters, photographs, and audiovisual materials in the collection provide rich material for the study of the history of abortion, the pro-choice movement, women's health care, and the anti-abortion movement in the United States. The records of Choices Women's Medical Center are especially valuable for understanding the medical practice of abortion, as well as the political context of that practice. Other topics that can be explored through the materials include contraception, women's rights and feminism, and rape.

The political context of abortion is further documented throughout the rest of the collection. Hoffman's writings, speeches, and interviews on abortion illuminate the abortion debate in the media. At the same time, the internal dynamics of the pro-choice movement are documented in files on various

New York and national pro-choice organizations. The collection includes some materials on the National Association of Abortion Facilities (NAAF), the National Abortion Federation (NAF), the National Coalition of Abortion Providers (NCAP), the National Abortion Rights Action League (NARAL), and the National Organization for Women (NOW). Especially noteworthy are the detailed meeting minutes and other records for the New York Pro-Choice Coalition, an umbrella organization for New York City pro-choice organizations founded by Hoffman in the mid 1980s.

In addition to her pro-choice activities, Merle Hoffman has been a vocal proponent of patient self-empowerment; an active supporter of various political candidates in New York City; and a feminist activist. The collection reflects these interests to varying degrees. The records of *On the Issues* magazine are especially useful as a source of writings on a broad range of feminist and other issues.

The **Choices Series** documents the day-to-day operations of Choices Women's Medical Center, including the clinic's medical policies and procedures, its internal administration, and its relationship with patients and community organizations. The series is divided into the following subseries: **Correspondence, Subject Files, Legal Papers, Personnel, Security, Staff Files, Marketing, Operations, and Electronic Format**. Much of the series consists of files on administrative issues, dating primarily from the late 1980s to the late 1990s. A few records date from the clinic's early years in the 1970s. The files also document the clinic staff's rising concern about Operation Rescue, militant anti-abortion protests, and anti-abortion violence during the late 1980s and 1990s. At the same time, the Choices records suggest how the ideals of feminist health care and patient empowerment have translated into medical practice. The records primarily provide the perspective of health providers rather than patients; the collection does not include patient medical records. However, patient surveys and a limited amount of patient correspondence provide some evidence of patient experience at the clinic. There is substantial material on the Choices East Project, Hoffman's unsuccessful attempt to establish a women's health clinic in Moscow. Choices' treatment philosophy of patient self-empowerment and its identity as a woman-friendly health care provider are documented in the Outreach Subseries and the Marketing Subseries. Information on patient experiences and reactions to the clinic can be found primarily through patient surveys, patient satisfaction questionnaires, and statistical summaries of patient demographics, all found in the Subject Files, Marketing, and Electronic Format Subseries. Choices organizational charts and staff rosters are available for reference in the Research Room's inventory drawers; please contact Research Services.

On the Issues (1983-1999), a feminist magazine, was founded by Merle Hoffman and produced by Choices staff. The magazine covered a broad range of feminist issues and topics, including but not limited to abortion and other women's health issues. During the 1990s the magazine became increasingly professionalized, moved from annual to quarterly publication, and operated

more independently of Choices. The documents in the **On The Issues Series** provide an extensive record of the magazine's production and distribution. They primarily date from the 1990s and are organized into the following subseries: Issues, Correspondence, Article Files, Editorial Files, Production and Distribution, Marketing, Staff Files, Administration, and Electronic Format. The series includes a nearly complete run of issues. Files include reader surveys; mailing lists; drafts and correspondence from contributors; editorials by Hoffman and other writers; and working files maintained by individual editors and production staff. Electronic files contain similar materials, and include graphics.

The **Personal Files Series** is arranged into the following subseries: Correspondence, Writings and Speeches, Subject Files, Politics and Activism, New York Pro-Choice Coalition, Calendars, Phone Messages, Clippings, General Personal Files, and Electronic Format. The materials extensively document Hoffman's work as a writer, public speaker, organizer, and activist for abortion rights and other feminist causes. Hoffman's personal publicity materials, including curriculum vitae and biographical sketches, can also be found in this series. There are also some records of Hoffman's childhood and personal life. The correspondence, found in both the Correspondence and Electronic Format Subseries, contains significant personal exchanges with feminists, friends, and colleagues that span many decades. Pro-choice organizations represented in the series include the New York Pro-Choice Coalition (NYPCC), the National Organization for Women (NOW), the American Civil Liberties Union (ACLU), and the National Association of Abortion Facilities (NAAF). The series also contains Hoffman's phone message books, calendars, and scrapbooks, including those related to her work at Choices and On the Issues . Electronic files contain a variety of correspondence, mailing lists, graphics, Choice and On the Issues documents mixed on the same disks, and a few writings. Overall, the series amply illustrates the porous nature of the boundary between Hoffman's personal activities and her work at Choices and On the Issues .

The **Photographic Materials Series** contains a variety of material related to Choices Women's Medical Center, On the Issues magazine, and Hoffman's personal activities. Especially notable are the numerous images of the Choices clinic facilities and procedures, and the detailed visual record of pro-choice rallies and other events involving Hoffman during the 1980s. Political figures pictured in this series include Bella Abzug, Hilary Clinton, Andrea Dworkin, Geraldine Ferraro, Flo (Florynce) Kennedy, Congressman John Lewis, and Gloria Steinem. Other photographs in the Personal Subseries include portraits of Hoffman and snapshots from a vacation at the feminist Camp Sister Spirit.

The bulk of the **Audiovisual Materials Series** consists of audio recordings on cassette tape of New York City radio talk shows featuring Merle Hoffman as an interview subject. Most interviews date from the 1970s or early 1980s. In some cases, these recordings feature Hoffman responding to listeners in call-in discussions of abortion, or conducting debates with anti-abortion representatives. Other audio recordings include interviews conducted for On

the Issues stories and radio advertisements for Choices. Videotape recordings include several episodes of "On the Issues," Merle Hoffman's cable access television show, and some documentary material on Choices and its patients. Materials are not immediately accessible until use copies can be made upon request. Please consult with reference staff before coming to use the collection.

Finally, the **Ephemera Series** contains various memorabilia, including a box of Choices condoms, buttons, and banners with feminist and political slogans.

Later accessions (2004-0041, 2004-0062, 2005-0023, and 2012-0049) have been added to the end of the finding aid. Boxlists are included when known.

Biographical/Historical

Date	Description
1946 Mar. 6	Born, Philadelphia, Pa.
1964	Graduated, LaGuardia High School of Performing Arts
1971	With Dr. Martin Gold, founded Choices Women's Medical Center, New York City; President
1972	B.A., Queens College, New York City
1972-1975	Enrolled in doctoral program in social psychology, City University of New York
1976	First president of the National Association of Abortion Facilities (NAAF)
1979	Married to Martin Gold
1982	Founded On the Issues magazine
1985	Founded New York Pro-Choice Coalition

Merle Hoffman is an abortion rights activist and the publisher of the feminist magazine *On The Issues*. Hoffman has been active in many national and New York City pro-choice organizations, including the National Association

Guide to the Merle Hoffman Papers, circa 1944-2012 and undated, bulk 1961-2000
of Abortion Facilities, the New York Pro-Choice Coalition, and the National
Coalition of Abortion Providers.

Historical Note

Choices Women's Medical Center is a feminist women's health clinic and a major abortion provider in New York City. It was among the first outpatient abortion facilities in the United States. Originally operating under the name Flushing Women's Medical Center, the clinic was founded in 1971 as an ambulatory abortion provider for Health Insurance Plan of Greater New York (HIP). It gradually expanded into other areas of women's health and, during the 1990s, into women's mental health. By the mid-1990s, the clinic was serving over 50,000 patients per year, and Hoffman has described it as one of the largest women's health facilities in the U.S.

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Administrative Information

Publication Statement

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Access Restrictions

Access restricted. Unprocessed accessions are closed until processing. Contact Research Services for more information.

Use Restrictions

The copyright interests in this collection have not been transferred to Duke University. For more information, consult the copyright section of the Regulations and Procedures of the David M. Rubenstein Rare Book & Manuscript Library.

Acquisition Information

The Merle Hoffman Papers were received by the David M. Rubenstein Rare Book & Manuscript Library as a gift in 2000.

Processing Information

Processed by Katherine Castles, Ian Lekus, Paula Jeannet, and Pavla Vesela.

Completed May 31, 2003.

Accessions 2000-0244 and 2000-0387 were merged into one collection, described in this finding aid.

Later accessions include: 2004-0041, 2004-0062, 2005-0023, and 2012-0049.

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Related Materials

Related Material

For related materials, see the Phyllis Chesler Papers and the Kate Millett Papers. In addition, researchers may find the Takey Crist Papers, which document the activities and history of an abortion provider's clinic, to be particularly relevant. All of these collections are held by the Duke University David M. Rubenstein Rare Book & Manuscript Library.

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Names and Subjects

- Contraception -- United States
- Pro-life movement -- United States
- Feminism -- United States
- Rape -- United States
- Abortion -- Press coverage -- United States
- Videocassettes
- electronic records (digital records)
- Audiocassettes
- Women's health services -- New York (State)

- Women's health services -- New York (State) -- New York
- Photographic prints
- Abortion services -- New York (State) -- New York
- Abortion services -- New York (State)
- Abortion services -- United States
- Abortion clinics -- United States
- Women's health services -- United States
- Women's health clinics -- United States
- Women's health clinics -- New York (State) -- New York
- Women's health clinics -- New York (State)
- Pro-choice movement -- New York (State)
- Pro-choice movement -- New York (State) -- New York
- Women -- Health and hygiene -- United States
- Abortion -- Political aspects
- Abortion -- New York (State)
- Abortion -- United States
- Women's rights -- United States
- Pro-choice movement
- Piercy, Marge
- Wiesel, Elie, 1928-
- Hoffman, Merle
- Millett, Kate
- Dworkin, Andrea
- Chesler, Phyllis
- Choices (Organization)
- Aung San Suu Kyi
- Bunch, Charlotte, 1944-

Collection Inventory

Choices Series, 1945-2000 and undated, bulk 1976-2000

Physical Description: 48 boxes

Scope and Contents note

Contains records documenting the policies, practices, and daily operations of the Choices Women's Medical Center, one of the first outpatient abortion clinics in the United States as well as a general women's health provider. Organized into the following subseries: Correspondence, Subject Files, Legal Papers, Personnel, Security, Staff Files, Marketing, Operations, and Electronic Format. Choices organizational charts and staff rosters are available for reference in the Research Room's inventory files; please contact Research Services.

The Choices records primarily provide the perspective of health providers rather than patients. However, the series does include some information

on patient experience at the clinic; see especially the patient surveys and questionnaires in the Subject Files Subseries, and a small amount of patient correspondence in the Correspondence Subseries. In addition, the Marketing Files contain some information on the demographics of Choices patients. Staff involvement in the wider pro-choice movement and in other political causes, as well as defending against anti-abortion violence, is documented throughout the series; see especially the Subject Files, the Outreach Subseries, and the Security Subseries. Pro-choice organizations represented in the series include the National Abortion Federation and the National Coalition of Abortion Providers. See below for further description of each subseries.

Related materials can be found in the Personal Series, the Photographic Materials Series, and the Audiovisual Series.

Correspondence Subseries, 1972-1999 and undated

Scope and Contents note

The Correspondence Subseries includes internal Choices memos and e-mails. The subseries is in alphabetical order. See the Personal Series for additional Choices correspondence.

Aisenberg, Karen (Executive Assistant), 1992	Box CH1
DeCerbo, David (attorney), 1989-1998	Box CH1
Farrell, Annette, 1993-1997 and undated	Box CH1
Fee increase notifications, 1982	Box CH1
General correspondence, 1978-1999 and undated	Box CH1
Physical Description: 3 folders	
Hate mail, 1993-1995	Box CH1
Physical Description: 2 folders	
Health Insurance Plan of Greater New York, approval of Choices, 1972-1975	Box CH1
Health Insurance Plan of Greater New York, 1992-1997	Box CH1
Hoffman, Merle, 1991-1993	Box CH1
Hoffman, Merle, memos, 1991	Box CH1
Physical Description: 1 of 2 folders	

Hoffman, Merle, memos, 1991 Physical Description: 2 of 2 folders	Box CH2
Hoffman, Merle - memos, 1992, 1995, 1997 Physical Description: 3 folders	Box CH2
International Institute for the Advancement of Medicine, 1989-1990	Box CH2
Landlord complaint, 1995	Box CH2
Jamaica Hospital, 1994-1998	Box CH2
Kennedy, Kay, 1994-1995	Box CH2
Kessler, Martha (estate of Thomas Jay Mullin), 1994-1996	Box CH2
Lease and renovations, 1977-1978	Box CH2
Marketing and outreach, 1992-1994	Box CH2
Memos, 1995	Box CH2
New York City Bureau of Laboratories, 1977-1987	Box CH2
New York State Department of Health, 1978-1988 and undated	Box CH2
New York State Department of Health notebook, 1989-1991 Physical Description: 3 folders	Box CH2
New York State Department of Health notebook, 1992-1995 Physical Description: 6 folders	Box CH3
New York State Department of Health notebook, procedures and policies, 1994-1995	Box CH3
Parke-Davis, 1993-1995	Box CH3
Patient complaints, 1994 and 1999	Box CH3
Patient thanks letters and fan mail, 1979-1995	Box CH3

Personnel policy, 1987-1989	Box CH3
Queens Long Island Medical Group negotiations, 1995-1996 and undated	Box CH3
WellCare managed care network, 1994-1996 and undated	Box CH4

Physical Description: 2 folders

Subject Files Subseries, 1977-2000 and undated

Scope and Contents note

One of the largest subseries. Includes informational materials on abortion and other health issues, research files from clinic studies and patient surveys, and records of the clinic's involvement in various projects and organizations. There is a significant amount of material on the Choices East (Moscow) project, Hoffman's unsuccessful attempt to establish a women's health clinic in Moscow in the early 1990s. A small portion of the Choices East files are in Russian.

The subseries is subdivided into Abortion, Choices East, Patient Information, Research, and General Subject Files. Within each section, files are organized alphabetically. The Abortion files also document staff involvement in the National Coalition of Abortion Providers, the National Abortion Federation, and other pro-choice organizations. See the Oversize Material for additional Research files.

Abortion, 1977-2000 and undated

Abortion Alternative Hotline stamps, mounted for printing, undated	Box CH4
"Abortion Center Survival - A Partial Guide," 1984	Box CH4
American Civil Liberties Union (ACLU) and Rust v. Sullivan, 1991	Box CH4
Clippings, 1982-2000 and undated	Box CH4
Clippings and newsletters, 1979, 1989-1997 and undated	Box CH4
Counselor training - Abortion values exercises, 1983-1994 and undated	Box CH4

"Legal Abortion in the United States" article, 1977	Box CH4
National Abortion Federation, 1989-1997	Box CH4
Physical Description: 2 folders	
National Abortion Federation - Warren Hern dispute, 1995-1997	Box CH4
National Coalition of Abortion Providers (NCAP), 1994-1997	Box CH5
Physical Description: 2 folders	
NCAP conference, 1996	Box CH5
NCAP - Open House project, 1996	Box CH5
NCAP - "Ron Fitzsimmons debacle," 1997	Box CH5
National Pro-Choice Directory, 1997	Box CH5
Non-surgical abortion information, 1994	Box CH5
Non-surgical abortion information and procedures, 1990-1997 and undated	Box CH5
Opinion poll reports, 1982	Box CH5
Partial birth abortion - anti-abortion publications, 1997 and undated	Box CH5
Pro-Choice Public Education Project, opinion poll results, 1997	Box CH5
Report on young women's attitudes towards pro-choice, 1997	Box CH5
Second trimester - available providers, 1979-1982 and undated	Box CH5
Statistics, New York, 1991-1994	Box CH5
Choices East (Moscow), 1989-1997	
American Medical Exchange's Russia Project, 1994	Box CH5

Birth control in Russia - clippings, 1992-1994	Box CH5
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Grants and foundations, 1994	Box CH6
Physical Description: 2 folders	
Lomunova, Margarita, article, 1992-1993	Box CH6
Lowey, Congresswoman Nita, 1994	Box CH6
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Meetings with Marie Stopes International and PROFIT, 1994	Box CH6
Perlo, Dr. Mark, 1994	Box CH6
Planned Parenthood's Russia project, 1992-1993	Box CH6
Proposal (1989), 1989-1992	Box CH6
Proposal, 1992	Box CH6
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Resumes and job application letters, 1992-1995	Box CH6
Visit to Moscow (1992 Oct.) Complete press report, 1992-1993	Box CH6
Planning, 1992	Box CH6
Presentation on clinic procedures, 1992	Box CH6
Processing Information: (Slides removed to Photographic Material series)	
Press conference, 1992	Box CH6
Visit to Moscow (1992 Oct.)	Box CH7

Publicity, 1992-1994	Box CH7
Supplies and sponsors, 1989-1994	Box CH7
Visit to Moscow (1994 Jan./Feb.) Media contacts, 1994	Box CH7
Supplies and sponsors, 1994	Box CH7
Visit to Moscow (1994 Jun.) Moscow press, 1994	Box CH7
Bernie Rome and Maya Ermalova, 1994	Box CH7
Supplies and sponsors, 1994	Box CH7
Wildfeir, Nancy (marketing), 1993-1994	Box CH7
Zhenshchina: Zemlya / Women and Earth and related paperwork, 1993	Box CH7
Wyeth-Ayers (birth control supplies), 1992-1993	Box CH7
Patient Information, 1970s-1998 and undated	
"Birth control book. Original," 1970s	Box CH7
Birth control pamphlet, undated	Box CH7
Clinic signs, undated	Box CH7
For male partners of abortion patients, undated	Box CH7
Handouts collection, 1995 and undated	Box CH7
Insurance accepted and Mental Health Center fees, 1990s	Box CH8
Lodging for out-of-town patients, 1992-1994 and undated	Box CH8
Pamphlets, 1998 and undated	Box CH8
"Patient's Rights," undated	Box CH8
Post-abortion instructions, undated	Box CH8

Prenatal care, 1985-1988	Box CH8
Prostate cancer, 1994	Box CH8
"The STD Key," undated	Box CH8
Russian language educational materials, 1992-1994 and undated	Box CH8
Russian language forms, 1990 and undated	Box CH8
Spanish language abortion forms, undated	Box CH8
Spanish language educational information - men's health services, undated	Box CH8
Translation services, 1998	Box CH8
Tubal ligation, 1992 and undated	Box CH8
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Funding, undated	Box CH8
Inventory and notes, undated	Box CH8
Preliminary results, undated	Box CH8
HIV Abortion Clinic Serosurvey, New York City Department of Health, 1996	Box CH8
Male survey on abortion, circa 1989	Box CH8
Marinoff, Lou, Philosophical Counseling, 1998	Box CH8
Mifepristone trials, 1994-1999 and undated	Box CH8
Mifepristone trials, information kit, 1993-1994	Box CH8
Patient questionnaire form, circa 1994	Box CH8

Patient satisfaction questionnaires, 1990-1991	Box CH8
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Physical Description: 2 folders

Patient satisfaction questionnaires, 1992-1998	Box CH9
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Physical Description: 4 folders

Patient satisfaction survey results, 1999	Box CH9
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Patient survey on abortion, 1989	Box CH9
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Patient survey on abortion - press release and clippings, 1981	Box CH9
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Patient survey on abortion, questionnaires and public reaction, 1982	Box CH9
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Public Affairs Analysts, proposed research project, 1985	Box CH9
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Responses to external surveys, 1991-1998 and undated	Box CH9
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Staff papers on rape and domestic violence, 1996 and undated	Box CH9
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Statistics and studies, 1992-1998	Box CH10
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Vasectomy satisfaction questionnaires, 1991 and 1995	Box CH10
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Women, Abortion and the Media - patient survey, 1985	Box CH10
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General Subject Files, 1978-2000 and undated

Amniotic Fluid Embolism - lecture, 1997 July 18	Box CH10
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Anesthesia articles, 1997 and undated	Box CH10
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Best, Winifred, documentary, 1990-1991	Box CH10
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Choices Chatter, 1991-1997 and undated	Box CH10
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Choices Chatter materials, 1990-1993 and undated	Box CH10
Choices Chatter puzzle contest, 1993	Box CH10
Choices Fund description and case records, 1989	Box CH10
Choices newsletter - "Choice Bits" cartoon, 1984	Box CH10
Clippings, 1978-1998 Physical Description: 5 folders	Box CH10
Conference on women, Hunter College, 1990	Box CH11
Conference - National Latinas Caucus (1992), 1991-1992	Box CH11
Conferences - Parke-Davis, Trends in Women's Healthcare, 1996 and 1999	Box CH11
Depo Provera, 1992-1993	Box CH11
Domestic violence, 1989-1996	Box CH11
Female condom information, 1992-1994 and undated Processing Information: (Photograph removed to Photographic Material Series)	Box CH11
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Gold, Martin - 80th birthday, 1998	Box CH11
Gold, Martin - memorial award, 1999	Box CH11
HIV/AIDS information, 1983-1996 Physical Description: 2 folders	Box CH11
HIV statistics, New York City, 1993	Box CH11
Impotency booklet, undated	Box CH11

Johnson, Karen, Women's health as a medical specialty, 1994	Box CH12
Lesbian and gay health information, 1993-1994 and undated	Box CH12
Lesbian health project development, 1993	Box CH12
Morning-after pill information, 1993-1996 and undated	Box CH12
National Women's Health Network, health information, 1990-1993 and undated	Box CH12
Other New York clinics - financial statements, 1981-1982	Box CH12
Other New York clinics - mailing lists, 1992 and undated	Box CH12
Other New York clinics - State Department of Health statistics, 1993-1995	Box CH12
Patient death, clippings and press release, 1994	Box CH12
Planned Parenthood conference, report on conference papers, 1994 Oct.	Box CH12
Prenatal HIV articles, 1990-1994	Box CH12
Rape information, 1978-1992 and undated	Box CH12
Rape Treatment Program - information on rape, 1990-1993 and undated	Box CH12
Reproductive health laws and regulations - state and federal summaries, 1991	Box CH12
"The Victim Experience" handout, undated	Box CH12
"Violence against Women Fact Sheet," 1990s	Box CH12
"Wish list," 1993 Oct. 26	Box CH12
Zarkin, Dr. Allan, scandal - clippings, 2000	Box CH12

Legal Papers Subseries, 1978-1998 and undated

Scope and Contents note

Includes files on a variety of lawsuits involving Choices, contract negotiations, and other legal matters. Especially noteworthy are materials documenting Choices's long-term relationship with Health Insurance Plan of Greater New York, its disputes over Medicaid billing, and numerous statements of public support for Choices during an attempt to evict the clinic from its facilities in 1998. Files are arranged alphabetically.

Agreement with Health Insurance Plan of Greater New York, 1979, 1996 Box CH13

Physical Description: 2 folders

Amicus curiae brief, Long Island Gynecological Services eviction case, 1996 Box CH13

Best Linen Supply breach of contract suit, 1989-1995 Box CH13

Bethea, Marvin (CPR training), 1991 Box CH13

Bylaws and share transfer agreement, 1995 Box CH13

Choices v. Health Insurance Plan - correspondence, 1993-1995 and undated Box CH13

Choices v. Health Insurance Plan of Greater New York, 1993 Box CH13

Physical Description: 3 folders

Choices v. New York State Department of Health (Medicaid appeal), 1992-1995 Box CH13

Physical Description: 2 folders

Choices v. Tri-Star Construction Corp., 1997-1998 Box CH13

Comprehensive Women's Health Care v. Blumstein, 1997 Box CH13

Contrux Construction, breach of contract suit, 1987-1996 Box CH14

Contract, T.L.C. Women's Services, 1992 Box CH14

Correspondence, 1991-1998 Box CH14

Gold, Martin, 1984-1987	Box CH14
Eviction threat - bound letters of support, 1998 Aug.-Sept.	Box CH14
Eviction threat - letters of support, 1998 Aug.-Sept.	Box CH14
Eviction threat - mass mailing requesting public support, 1998 Physical Description: 1 of 4 folders	Box CH14
Eviction threat - mass mailing requesting public support, 1998 Physical Description: 2-4 of 4 folders	Box CH15
Eviction threat - Notice of Petition for Eviction and legal complaint, 1998	Box CH15
Medicaid Fraud Control, proposed prosecution of Choices, 1988	Box CH15
Move planning, 1998	Box CH15
New York State Board of Health, notice of professional conduct hearing for Andre Nehorayoff, 1991	Box CH15
Partnership agreement certificate, Martin Gold and Leo Orris, 1978	Box CH15
Subpoenas for John Doe and Rolin Roe court cases, 1984 and 1985	Box CH15

Outreach Subseries, 1983-2000 and undated

Scope and Contents note

Documents Choices's public education programs and its relationship with other community organizations, especially those which served as referral sources. For more information on Choices's efforts to develop referral sources, see the Marketing Subseries. See also the files on managed care health insurance plans in the Legal Papers and the Operations Subseries. Arranged in alphabetical order.

Abelson, Gerri, outreach reports, 1994 Box CH15

Abzug, Liz, consulting services, 1996	Box CH15
Agreement - State University of New York Health Science Center at Brooklyn College of Nursing, 1994-1995	Box CH15
Agreements with other providers, 1993-1999 Physical Description: 2 folders	Box CH15
Asian American social agency mailing list - "The Important Folder," 1993 and undated	Box CH15
Association for the Help of Retarded Children agreement, 1993	Box CH15
City University of New York Medical School - site visit, 1992	Box CH15
CHOICE Hotline (Philadelphia), 1993-1996	Box CH15
Committee for Spiritual Healing and Empowerment (SHE) - correspondence and minutes, 1996	Box CH15
Committee for Spiritual Healing and Empowerment - domestic violence letter, 1996 and 2000	Box CH15
Coney Island Hospital agreement, 1994	Box CH16
The Door health center - letter of complaint, 1997	Box CH16
Education reports, 1990-1992	Box CH16
Elmhurst Hospital Center cooperation, 1995-1998	Box CH16
Garden State Medical Group, 1991-1992	Box CH16
Girl Scouts Outreach Program, 1983 and undated	Box CH16
Health and Hospitals Corporation, 1993	Box CH16
Holliswood Hospital, 1993-1994	Box CH16

Jamaica High School, 1994	Box CH16
Latina outreach, 1990-1992 and undated	Box CH16
Mailing Lists, 1995 and undated	Box CH16
Mental Health Center Agreement with Elmhurst Hospital, 1995	Box CH16
Mental Health Center Community Breakfasts, 1995-2000	Box CH16
Physical Description: 2 folders	
Mental Health Center Community Breakfasts Announcements and mailing lists, 1995-1996	Box CH16
Checklist of invitees and responses, 1995 Oct.	Box CH16
Planning and attendance, 1995-1996 and undated	Box CH16
Mental Health Center mailing lists - other agencies, 1995-1996 and undated	Box CH16
Mental Health Center - support group flyers, 1997	Box CH17
New York City Department of Health - Women's Healthline, 1994	Box CH17
"Outreach Projects Update," 1985	Box CH17
Outreach reports, Patty Rosen, 1991	Box CH17
Planned Parenthood of New York, 1991-1997	Box CH17
Planned Parenthood of Orange-Sullivan (N.Y.) and Conn., 1993	Box CH17
Planned Parenthood of Pa., 1992	Box CH17
Planned Parenthood of Suffolk County, 1998	Box CH17
Planned Parenthood of the Susquehanna Valley, 1997	Box CH17

Puerto Rican Family Institute, 1992	Box CH17
Queens Festival exhibit, 1984	Box CH17
Queens Mental Health Council - minutes and mailing list, 1996 Jan. 4	Box CH17
Queens Teen Pregnancy Network, 1993-1994	Box CH17
Reproductive Health Services (St. Louis), 1993	Box CH17
Riker's Island correctional facility workshop, 1983 Nov.	Box CH17
Samaritan Village in-service proposal, 1997 and undated	Box CH17
St. Luke's-Roosevelt Hospital Center, 1993-1994	Box CH17
Victim Services, 1996	Box CH17
Women's Health Action and Mobilization (WHAM!), 1994	Box CH17
Workshop flyers, undated	Box CH17

Security Subseries, 1978-1999 and undated

Scope and Contents note

Contains materials that record day-to-day security measures at Choices. In addition, documents the pro-choice movement's attempts to combat anti-abortion violence and Operation Rescue protests in New York City. Choices staff was heavily involved in these efforts. The subseries contains files on a variety of pro-choice organizations and on Operation Rescue itself. Folders are arranged in alphabetical order.

Agreement on clinic demonstration guidelines, 1993	Box CH20
Attorney General's Task Force on Health and Reproductive Rights, 1994 and undated	Box CH20
Bray v. Alexandria Women's Health Clinic, 1993	Box CH20
Bomb threats, 1987-1988	Box CH20

Bomb threat tactics, 1985 and undated	Box CH20
Bomb threats/emergency procedures, 1992-1998 and undated	Box CH20
Choices security manual, 1995 Physical Description: 1-4 of 5 folders	Box CH20
Choices security manual, 1995 Physical Description: 5 of 5 folders	Box CH21
Clinic access legislation, 1996-1998	Box CH21
Clinic defense projects - National Organization for Women (NOW), Feminist Majority Foundation, New York Clinic Defense Task Force, 1990-1992 and undated	Box CH21
Clinic demonstration regulations, 1994-1999	Box CH21
Clinic Violence Surveys, Feminist Majority Foundation, 1994-1996	Box CH21
Correspondence, 1995	Box CH21
Counter Operation Rescue, 1988	Box CH21
Daily, Bishop Thomas, prayer vigils, 1990-1996	Box CH21
Facility threats, 1994 and undated	Box CH21
Facility threats and heightened security measures, 1994 and undated	Box CH21
F.B.I. directory, 1990s	Box CH21
Guides to anti-harassment tactics, 1978-1986 and undated	Box CH21
Injunction against illegal abortion clinic protests - memo, 1999 Aug. 3	Box CH21
Metro New York Providers meeting, 1995 Jan. and undated Physical Description: 2 folders	Box CH21

National Clinic Defense Conference mailings, 1990	Box CH21
National Clinic Defense Project, Feminist Majority Foundation, 1994	Box CH21
New York Clinic Defense Task Force, 1992	Box CH21
New York State National Organization for Women (NYS-NOW) v. Randall Terry, 1988-1993	Box CH22
Physical Description: 2 folders	
Operation Rescue and pro-choice response, 1988-1994 and undated	Box CH22
Physical Description: 3 folders	
Processing Information: (Photographs removed to Photographic Material series.)	
Operation Rescue and pro-choice response, 1995-1998	Box CH22
"Operation Rescue - Philadelphia, July 4, 1988" - notes, 1988	Box CH22
Patient escort volunteers, 1993-1998	Box CH22
Patient harassment incident, 1982	Box CH22
Patient harassment - photographs and article, 1994 and undated	Box CH22
Processing Information: (Photographs removed to Photographic Material series.)	
Phone threats, 1991	Box CH22
Physician shootings	
Choices reaction, 1993-1994 and undated	Box CH22
Clippings, 1994-1995	Box CH22
Pensacola, 1994 and undated	Box CH22

Pro-choice organizations' reactions,
1993-1996 and undated Box CH22

Physical Description: 2 folders

"Policing Demonstrations" article, 1989 Aug. Box CH22

Precinct police station, 1991-1997 Box CH23

Pro-choice organization newsletters,
1991-1993 Box CH23

Reiter, Fran (Deputy Mayor) - meeting, 1995
Jan.-Feb. Box CH23

Physical Description: 2 folders

Schumer/Messinger clinic defense summit,
1995 Feb.-May Box CH23

"Synopsis of the Freedom of Access to Clinic
Entrance Act," 1994 Box CH23

Staff Files Subseries, 1983-1999 and undated

Scope and Contents note

Contains working files kept by individual staff members relating to the day-to-day functioning of the clinic. Files are labeled by name, with the approximate job title or department shown in parenthesis. The files are arranged in alphabetical order.

Choices organizational charts and staff rosters are available for reference in the Research Room's inventory files; please contact Research Services. For additional administrative material, see the Operations Subseries. Note that some staff members divided their time between Choices and On the Issues magazine; these individuals have staff files in both series. Statistical and marketing analyses in the Staff Files have been removed to the Oversize Material Series.

Abelson, Gerri (Director, Mental Health
Center), 1996-1997 Box CH23

Physical Description: 3 folders

Aisenberg, Karen (Executive Assistant), 1991 Box CH23

Capanzano, Maryann (Director of Quality
Improvement), 1993 Box CH23

Eagan, Janet (nursing), 1991	Box CH23
Farrell, Annette (Executive Director), 1991-1998	Box CH24
Physical Description: 1-10 of 16 folders	
Farrell, Annette (Executive Director), 1991-1998	Box CH25
Physical Description: 10-16 of 16 folders	
Farrell, Annette (Executive Director), memos to review for weekly meetings, 1995	Box CH25
Gold, Dr. Martin, 1998	Box CH25
Hyduchak, Kristen (community outreach), 1996-1998 and undated	Box CH25
Lengel, Kelly (administrative), reports to Joy Silver, 1996-1997	Box CH25
Matthews, Donna (Executive Assistant to Hoffman), 1997-1998	Box CH25
Physical Description: 1 of 2 folders	
Matthews, Donna (Executive Assistant to Hoffman), 1997-1998	Box CH26
Physical Description: 2 of 2 folders	
Michael, Jeannine (Director of Counseling/ Consultant), 1991-1998	Box CH26
Physical Description: 7 folders	
Price, Sherry (Rape Treatment Program and Domestic Violence), 1992-1997	Box CH26
Rosen, Patty (Marketing/Outreach), 1991	Box CH26
Physical Description: 1 of 2 folders	
Rosen, Patty (Marketing/Outreach), 1991	Box CH27
Physical Description: 2 of 2 folders	
Safarian, Anastasia (Asst. Administrator, Patient Services), 1992	Box CH27

Sasso, Fran (Chief Financial Officer), 1992 Physical Description: 2 folders	Box CH27
Silver, Joy (Marketing) General, 1991-1999 Physical Description: 1-7 of 9 folders	Box CH27
Silver, Joy (Marketing) General, 1991-1999 Physical Description: 8-9 of 9 folders	Box CH28
Planning Committee materials, 1998	Box CH28
Referral source tracking and development, 1992-1995	Box CH28
Work updates, 1998	Box CH28
Singleton, Bessie (Quality Assurance/Risk Management) - memos, 1995-1997 Physical Description: 3 folders	Box CH28
Stanley, Charlene (Computers), 1998	Box CH28
Walshe, Anne (Administrator) - memos, 1983	Box CH28

Marketing Subseries, (1981-1999 and undated)

Scope and Contents note

Comprised of materials documenting Choices advertising, brochures, and marketing plans. Marketing files also include statistics on clinic utilization, patient demographics, and referral sources. Files are in alphabetical order. Additional marketing-related material can be found in the Outreach Subseries and the Staff Files Subseries. See the Oversize Material for additional clinic utilization and referral statistics.

Abortion clinics internet directory, 1995-1996	Box CH28
Advertisement layout, 1984 and undated	Box CH28
Airplane banner towing, 1993-1994	Box CH29
Annual report, 1990	Box CH29
Cable TV advertising, 1995	Box CH29

Chinese World Journal , undated	Box CH29
Choices Calendar of Women's Wisdom, 1982	Box CH29
Choices notepad, bumper sticker, and information card, undated	Box CH29
Information and publicity packets, circa 1983-circa 1999	Box CH29
Physical Description: 6 folders	
Letterhead design, 1998 and undated	Box CH29
Physical Description: 3 folders	
Logo - Choices and Mental Health Center, 1998	Box CH29
Managed care consultants, 1997-1998	Box CH29
Marketing firm proposals and estimates, 1997-1998 and undated	Box CH29
Marketing plan, 1983, 1993	Box CH29
Physical Description: 2 folders	
Marketing plan, out-of-state, 1988 Oct.	Box CH29
Marketing plans, 1987-1990	Box CH29
Marketing statistics - New York City population, 1993-1998	Box CH29
Memos and reports, 1990-1994	Box CH30
Mental Health Center depression screening ad, undated	Box CH30
Mental Health Center information packet, 1990s	Box CH30
National Abortion Federation subway advertising, 1999	Box CH30
New York Times advertising, 1998	Box CH30
No-charge pregnancy tests, 1996 and undated	Box CH30

National Organization for Women (NOW) advertising, 1986 and 1988	Box CH30
NOW directory, 1997	Box CH30
Pamphlet and stationery design, 1996 and undated	Box CH30
Pamphlets and Choices calendars, 1981 and undated	Box CH30
Parke-Davis negotiations, 1998	Box CH30
Pennsylvania marketing letters, 1994	Box CH30
Phone book advertising, 1997-1999 and undated	Box CH30
Physical Description: 2 folders	
Physicians marketing program, 1996	Box CH30
Public relations proposal, Cohn and Wolfe, 1996	Box CH30
Queens Health Care Market Study, 1995-1996 and undated	Box CH30
Radio advertising - Mental Health Center, 1996-1998	Box CH30
Radio advertising, 1982, 1996 and undated	Box CH30
Physical Description: 2 folders	
Relocation announcements, 1998	Box CH30
RSK Advertising, 1997-1998	Box CH30
Statistics, "Radio calls," [1995-1996]	Box CH30
Subway advertising, 1996	Box CH30
Subway poster, 1999	Box CH30
Utilization statistics and marketing plan, 1989-1990 and undated	Box CH30
Web site work, Sara Yager, 1998	Box CH30

Operations Subseries, 1970-2000 and undated

Scope and Contents note

This largest subseries in the Choices Series is divided into Facilities, Mental Health, New York Government, Personnel, and General Operations. It contains files related to the day-to-day operations and policies of Choices Women's Medical Center, and includes meeting minutes; procedural manuals; material on medical policies and problems; files on various contractors and outside service providers; and other administrative material. Files are arranged chronologically within each category.

The New York Government files include assessments of Choices's medical services by various state and city agencies, often as part of the Medicaid review process. Note that folder titles in the New York Government group refer to the New York State government unless otherwise specified. The Mental Health files include records of Choices's Rape Treatment Program in the early 1990s and its Mental Health Center in the mid- to late 1990s. The Personnel files deal with personnel policies, staff training, and staff events.

Personnel files for individual employees can be found in the Personnel Subseries. Additional administrative records can be found in the Staff Files Subseries.

Facilities, 1977-1998 and undated

1977-1978, Relocation and lease	Box CH30
1977-1978 and undated, New York State Department of Health relocation application Physical Description: 1 of 2 folders	Box CH30
1977-1978 and undated, New York State Department of Health relocation application Physical Description: 2 of 2 folders	Box CH31
1977-1996 and undated, Leases	Box CH31
1985-1989, Richard F. Hein architects	Box CH31
1987-1988, Robbery	Box CH31
1988, New York City Department of Buildings, code violations	Box CH31
1989, Estimated alterations costs	Box CH31
1989, Furnishings layout	Box CH31

1989, Medical records furniture estimates	Box CH31
1989 and undated, Renovation plans	Box CH31
1989, Renovation plans, tenth and eleventh floors	Box CH31
circa 1990, Queens neighborhoods - demographic statistics	Box CH31
1990-1993, Construction notebook Physical Description: 6 folders	Box CH31
1991-1993, Tres Construction, Inc. notebook Physical Description: 3 folders Processing Information: (Negatives removed to Photographic Material series.)	Box CH32
1991-1996 and undated, Renovations Physical Description: 4 folders	Box CH32
1991-1998, Building management correspondence Processing Information: (Photographs removed to Photographic Material Series.)	Box CH32
1994, Environmental survey	Box CH32
1994, Lease amendment	Box CH32
1995, Architects' proposal	Box CH32
1995, Environmental survey Physical Description: 1 of 2 folders	Box CH32
1995, Environmental survey Physical Description: 2 of 2 folders	Box CH33
1995-1996, New location search	Box CH33
1996, Correspondence on return of good-faith deposit	Box CH33

1996, Environmental survey	Box CH33
1997, DiGiorgio Associates architects dispute	Box CH33
1997-1998 and undated, Relocation planning, new letterhead and new office signs	Box CH33
1998, Lease negotiations	Box CH33
1998, Moving - Bridge Plaza	Box CH33

Processing Information:

(Photographs removed to Photographic Material Series.)

1998, Moving history	Box CH33
1998, New address announcement design.	Box CH33

Mental Health, 1992-1998 and undated

1992-1994 and undated, Rape Treatment Program	Box CH33
1992-1994, Rape Treatment Program reports and procedures	Box CH33
1994 and undated, Rape Treatment Program Manual	
Case review meetings	Box CH33
Fees and finances	Box CH33
Policies and procedures	Box CH33
1992-1994, Rape Treatment Program staff meeting minutes	Box CH34
1995-1996, Client profiles, Advisory Council meeting and radio campaign	Box CH34
1995-1996, Mental Health HMO/PPO meeting minutes	Box CH34
1995-1999, Advisory Council meetings	Box CH34
1996 Aug. 22, HMO mailing list for paradigm letters	Box CH34

1996, Disorder of Intimacy paradigm - manual	Box CH34
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1998, Annual report	Box CH34
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1990s, Disorders of Intimacy paradigm and procedures	Box CH34
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1990s, Mission statement	Box CH34
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New York Government, 1970-1998 and undated

1970-1977 and undated, City health code excerpts	Box CH34
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1976-1983, Department of Health operating certificates	Box CH34
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1977-1987, City Department of Health - labwork proficiency tests	Box CH34
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1979, City Department of Health - site visit report	Box CH34
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1981-1988 and undated, Department of Health - outstanding issues	Box CH34
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1982-1983 and undated, City Department of Health - site visit	Box CH35
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1983-1986, Department of Health, Capital Problem and Service Needs Assessment Inventory	Box CH35
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1985-1993, Application for D and C program approval	Box CH35
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Physical Description: 4 folders

1985-1989 and 1993, Department of Health - operating certificates	Box CH35
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1985, 1992-1995 and undated, Medicaid correspondence and procedures	Box CH35
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1986-1990 and undated, City Department of Health - labwork proficiency tests	Box CH35
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1987, Department of Health D and C - policies and procedures manual	Box CH35
1987, Department of Health - Plan of Corrections notebook	Box CH35
Physical Description: 1-2 of 4 folders	
1987, Department of Health - Plan of Corrections notebook	Box CH36
Physical Description: 3-4 of 4 folders	
1987-1989, City Department of Health - vasectomy survey	Box CH36
1988-1990, Department of Health - incident reports and notice of legal proceedings	Box CH36
1989, Department of Health - incident reports and correspondence	Box CH36
1989, Department of Health - Plan of Corrections notebook	Box CH36
Physical Description: 2 folders	
1990, City Department of Health - laboratory plan of corrections	Box CH36
1990, City Department of Health - Reproductive Health Service Questionnaire	Box CH36
1990 and undated, Department of Health Prenatal Care Assistance Program policies	Box CH36
1991, Revisions of physician discipline mechanisms	Box CH36
1991-1992, Department of Health - Application for outpatient surgery reimbursement	Box CH36
1991 and 1994, Department of Health rape treatment and evidence collection rules	Box CH36
1992-1993, Department of Health - appeals	Box CH36

1992-1998 and undated, Medicaid Managed Care program	Box CH36
1993, Medicaid chart review	Box CH36
1993-1996, Medicaid Transportation Program,	Box CH36
1994, City Department of Health - laboratory plan of corrections	Box CH36
1994, Medicaid claims reviews	Box CH36
1994, Medicaid review - appeal	Box CH37
1996 and undated, Medicaid censure and request for repayment	Box CH37
1997-1998, City Department of Health - STD reporting	Box CH37
1998, Department of Health - HIV case reporting	Box CH37

Personnel, 1983-1999 and undated

1983 and 1987-1988 and undated, In-service meeting minutes	Box CH37
1984 and 1990, Maternity leave policy	Box CH37
1987-1989, Personnel Policy and Procedures manual	Box CH37
Physical Description: 3 folders	
1988-1989, In-service programs	Box CH37
1988-1996 and undated, Job descriptions	Box CH37
1989-1998, Employee manual revisions	Box CH37
1991-1992, Physician work schedules	Box CH37
Physical Description: 2 folders	
1992, 1993, Holiday party	Box CH37
Physical Description: 2 folders	

1993-1996, Supervisor work schedules	Box CH37
1993, In-service programs	Box CH38
Physical Description: 3 folders	
1993, Physician work schedules	Box CH38
1993, Thanksgiving	Box CH38
1993, Weight Watchers at Work	Box CH38
1994, Employee orientation	Box CH38
1994, Nurse practitioner collaborative practice agreements	Box CH38
1994, Physician work schedules	Box CH38
1994 and undated, Job description manual	Box CH38
1994 and undated, Questionnaires	Box CH38
1994-1997 and undated, Holidays	Box CH38
1995, Staff parties	Box CH38
1995, Take a Girl to Work Day	Box CH38
1995-1996, Physician work schedules	Box CH38
1996, In-service programs	Box CH38
1996 and undated, Child care	Box CH38
1997, Holiday party	Box CH38
1997, Physician work schedules	Box CH38
1998 Jul. 22, Infection control and documentation in-service	Box CH38
1998, In-service attendance and materials	Box CH38
Physical Description: 1 of 2 folders	
1998, In-service attendance and materials	Box CH39
Physical Description: 2 of 2 folders	

1998, Job descriptions	Box CH39
1998, Language skills	Box CH39
1998, Physician work schedules	Box CH39
1999, Employee manual	Box CH39
1990s, Gynecology in-service program	Box CH39
1990s, Physician and therapist staff lists	Box CH39
Undated, Counselor application questionnaire	Box CH39
Undated, Patient Relations in-service program	Box CH39
Undated, Physician employment contract drafts	Box CH39
Undated, Physicians on staff	Box CH39
Undated, Staff ads	Box CH39
General Operations, 1972-2000 and undated	
1972, Alan Guttmacher Institute - site visit report	Box CH39
1975-1976, Business certificate and mortgage correspondence	Box CH39
1976-1994 and undated, Counseling and phone contact training materials	Box CH39
1978-1991, Service contracts	Box CH39
1981-1995, Blue Cross/Blue Shield	Box CH39
1982-1986 and undated, Laboratory services	Box CH39
1983-1984, Facilitators staff meeting minutes	Box CH39
1983-1984, Meeting minutes	Box CH39
1983-1984, MPF [Appointments] staff meeting minutes	Box CH39

1983-1984, Nursing staff meeting minutes	Box CH39
1983-1984, Supervisors' meetings minutes	Box CH39
1983-1990, Medical Directors and Medical staff meetings minutes	Box CH40
1984, General Office Staff meeting minutes	Box CH40
1984-1985, Audit and evaluation - Touche Ross and Co.	Box CH40
1984-1985, Certificate of incorporation filing	Box CH40
1984-1988, Gynecology staff and Infection Control Committee meetings minutes	Box CH40
1984-1997, Organizational flow charts and staff lists	Box CH40
1985-1987, Financial records and application for stock transfer	Box CH40
1985-1989, Appointment room staff meeting minutes	Box CH40
1985-1989, Counseling staff meeting minutes	Box CH40
1985-1989, Nursing staff meeting minutes	Box CH40
1985-1989, Quality Assurance Committee minutes	Box CH40
Physical Description: 2 folders	
Supervisors' meetings minutes, 1985-1989	Box CH41
Physical Description: 2 folders	
1986, D and C program meeting minutes	Box CH41
1986-1987, Medical staff meeting minutes	Box CH41
1986-1987, Planning Committee minutes	Box CH41
1986-1989, Credentials Committee minutes	Box CH41
1986-1989, Front desk staff meeting minutes	Box CH41

1986-1989, Pharmacy Committee minutes	Box CH41
1986-1991 and undated, Business Office - contract list, equipment, and patient census	Box CH41
1986-1997, Malpractice insurance Physical Description: 2 folders	Box CH41
1986-1997, Dilepan	Box CH41
1987-1988, Second trimester abortion procedures	Box CH41
1987-1989, Medical records staff meeting and committee meetings - minutes	Box CH41
1987-1989, Planning meetings	Box CH41
1987-1990, Ultrasound equipment and review	Box CH41
1987-1994, Quality Assurance Committee	Box CH41
1988, Complication calls review	Box CH42
1988, HIV/AIDS protocols and memos	Box CH42
1988, Medical/Administrative Committee minutes	Box CH42
1988, No-smoking policy	Box CH42
1988-1990, Pre-natal care policies and patients	Box CH42
1988-1990, Telephone appointments, staff meeting minutes and phone log	Box CH42
1988-1996, Ambulance services	Box CH42
1988-1998, Answering service	Box CH42
1989, Appointment telephone procedures manual	Box CH42
1989, Billing questions	Box CH42

1989, Centers for Disease Control, 1989: Sexually Transmitted Diseases Treatment Guidelines	Box CH42
circa 1989 and undated, Medical records forms	Box CH42
1989-1990 and undated, Colposcopy program	Box CH42
1989-1997, Late second trimester abortion - referrals to Women's Health Care Services (Wichita)	Box CH42
circa 1990, Business Office policies and procedures	Box CH42
1990-1991, Master manual Physical Description: 4 folders	Box CH42
1990-1993, Supervisors' meetings	Box CH43
1990-1997, Malpractice insurance claims record	Box CH43
1991 July 9, Directors Meeting minutes	Box CH43
1991, Clinic utilization statistics	Box CH43
1991, Gynecology lab results	Box CH43
1991, Gynecology patient form letters	Box CH43
1991, Nursing staff meeting notes	Box CH43
1991-1992, Centralized Laboratory Services	Box CH43
1991-1994 and undated, Norplant information and policies	Box CH43
1992 May 14, Sonography issues meeting minutes	Box CH43
1992, Quality Assurance Committee	Box CH43
1992, "Signature lists/Policy and Procedure Revisions"	Box CH43

1992 and undated, Anesthesia providers and costs	Box CH43
1992 and undated, Front desk manual and reports	Box CH43
1992-1993, Pharmacy and Therapeutics Committee, minutes and site review reports	Box CH43
1992-1994, Pre-operative sonography, appeals for insurance and Medicaid reimbursement	Box CH43
1992-1994 and undated, Medical records forms, revisions and printing costs	Box CH43
1992-1996, HIV Primary Care Program Physical Description: 1 of 3 folders	Box CH43
1992-1996, HIV Primary Care Program Physical Description: 2-3 of 3 folders	Box CH44
1992-1996, Mammogram providers	Box CH44
1992-1998, Universal Diagnostic Laboratories	Box CH44
1993 Nov.-Dec., Pregnancy tests performed	Box CH44
1993, Centers for Disease Control, 1993: Sexually Transmitted Diseases Treatment Guidelines	Box CH44
1993, HIV Primary Care Program proposal	Box CH44
1993, HIV testing policies	Box CH44
1993, Planning Committee minutes	Box CH44
1993, Quality Assurance Committee	Box CH44
1993-1994, Medical staff meeting minutes	Box CH44
1993-1994, Men's health services/urology Physical Description: 2 folders	Box CH44

1993-1995, Directors Meeting minutes	Box CH45
1993-1995, Counseling manual - Master Manual, Vol. 4	Box CH45
Physical Description: 2 folders	
1993-1995, Metpath negotiations	Box CH45
1993-1995 and undated, Appointment room notebook	Box CH45
1993-1998, Computers	Box CH45
1994 July 7, "Notes on meeting at Elmhurst"	Box CH45
1994, Abortion intake procedure and forms	Box CH45
1994, Quality Assurance Committee	Box CH45
1994 and undated, Mid-life/menopause women's health program	Box CH45
1994 and undated, Telephone procedures	Box CH45
1994-1995, Pharmacy and Therapeutics Committee, minutes and site review reports	Box CH45
1994-1995, Medical records consultant reports	Box CH45
1994-1995 and undated, HMO/PPO insurance agreements	Box CH45
Physical Description: 1 of 2 folders	
1994-1995 and undated, HMO/PPO insurance agreements	Box CH46
Physical Description: 2 of 2 folders	
1994-1995 and undated, Voice mail scripts	Box CH46
1994-1997, Planning Committee minutes	Box CH46
Physical Description: 2 folders	
1994 and 1997, Residency Training Program	Box CH46

1995, Medical Records Problems notebook Physical Description: 2 folders	Box CH46
1995, Quality Assurance Committee	Box CH46
1995, Therapy case review/utilization review	Box CH46
1995-1996, Medical staff meeting minutes	Box CH46
1995-1997, Medical Students for Choice internship	Box CH46
1996, Committee descriptions	Box CH46
1996, Directors Meeting minutes	Box CH46
1996, PPO/HMO meeting minutes	Box CH47
1996 and undated, CPR training	Box CH47
1996-1997, Non-surgical abortion procedures	Box CH47
1996-1997, Pharmacy and Therapeutics Committee, minutes and site review reports	Box CH47
1996-1998 and undated, Laboratory issues	Box CH47
1996-1999, Annual reports	Box CH47
1997 May 14, Continuous Quality Improvement meeting minutes	Box CH47
1997, CPT and ICD-9-CM training manual	Box CH47
1997, Directors Meeting minutes	Box CH47
1997, Information Systems projects	Box CH47
1997, Managed care consultants - Empire Health Advisors	Box CH47
1997, Medical procedures draft	Box CH47
1997-1998, Medical Administration meeting minutes	Box CH47

1997-1998 and undated, Reference - staff lists and clinic information	Box CH47
1998 June 2, Medical Advisory Committee minutes	Box CH47
1998, Consultants' site reviews	Box CH47
1998, Directors Meeting minutes Physical Description: 1 of 3 folders	Box CH47
1998, Directors Meeting minutes Physical Description: 2-3 of 3 folders	Box CH48
1998, Information systems - medical billing databases	Box CH48
1998, Medical Administration meeting minutes	Box CH48
1998, Medical Advisory Committee mailing list	Box CH48
1998, Telephone caller ID blocking	Box CH48
1998 and undated, Information Systems projects	Box CH48
1998-1999, Continuing Quality Improvement reports	Box CH48
1999-2000, Directors Meeting minutes	Box CH48
1990s, Counseling Policies and Procedures Manual	Box CH48
Undated, Forms and flyers	Box CH48
Undated, Men's STD services project	Box CH48
Undated, Physicians training (abortion) - procedures manual	Box CH48
Undated, Policies and procedures	Box CH48
Undated, Quality Assurance audit manual	Box CH48

Electronic Format Subseries, 1985-1999

Scope and Contents note

Contains numerous Choices documents, including procedural manuals, forms, and other materials concerning the clinic's medical practices and administration.

Electronic documents have been transferred from their original computer disks to the electronic records server. Files originally located on the same disk have been kept together on the server, in subdirectories labeled by disk number. These disk numbers do not reflect Hoffman's own labels or arrangement of the disks; the numbers were assigned to the original computer disks in the order they were received. This original order has been re-arranged in alphabetical order by supplied title as described below.

This inventory provides a summary of the contents of each computer disk. It does not list individual electronic files. Computer disks are listed alphabetically. For each disk, a brief descriptive title of the contents is followed by the disk number, the original disk label, and the number of files on the disk.

There are also a few Choices electronic documents located in mixed-file groups in the Personal Series Electronic Format Subseries.

For access to the electronic records, please consult with Research Services staff.

Administrative records (medical policies, forms, meetings, personnel materials, one Operation Rescue file, one patient questionnaire form), 1989. Disk 006: "#28 DUPLICATE (Mary)"

Box CH48

Physical Description: 90 files

Choices flyer, in Chinese, 1998. Disk 073: "PageMaker 718 (21) Mar. 14, 94," in envelope "Page Maker Chinese Second Version"

Box CH48

Physical Description: 1 file

Choices flyer in QuarkXPress, 1999. Disk 059: "Ms. Donna L. Helb, 303 Park Ave. S. New York, NY 10010-3601, MAC, CHOICES FLYER (Profile), FONTS: Cochin[?]/Helv. B,1[?]/Times Europa"

Box CH48

Physical Description: 12 files

Choices flyer, in Russian, 1998. Disk 071:
"Queens Russ. 2," in envelope "Russian
Second Version," from American International
Translators

Box CH48

Physical Description: 1 file

Choices flyer, in Spanish, 1998. Disk 072:
"American Int'l Translating CHOICES Spanish
WP 5.1"

Box CH48

Physical Description: 1 file

Correspondence, form letters, and mailing
lists, 1985-1988. Disk 051: "Disk #7 Merge
Letter, New Gyn Pats. Duplicate Disk"

Box CH48

Physical Description: 171 files

Directory of D+C physicians, lists of
physicians, and lists of community
organizations, 1988. Disk 028: "Disk #12, D+C
physician list. Duplicate disk," in box labeled
"7/88 7A-14A"

Box CH48

Physical Description: 12 files

Employee manual, 1989-1991. Disk 004: "Disk
II (Duplicate) Employee Manual"

Box CH48

Physical Description: 9 files

Form letters, patient handouts, and other
forms, 1986-1991. Disk 049: "#5 Printed
Forms + Forms Admin"

Box CH48

Physical Description: 225 files

Job descriptions, orientation materials, forms
and policies, and other personnel materials,
1989. Disk 003: "Joan Taverni Personnel Disk
#22 (copy of disk 22) DUPLICATE"

Box CH48

Physical Description: 129 files

Mailing lists and lists of other community
organizations, 1986-1988. Disk 027: "Disk
12A, Mailing lists, duplicate copy," in box
labeled "7/88 7A-14A"

Box CH48

Physical Description: 99 files

Medical records forms and policies, clerical procedures, and vasectomy forms and procedures, 1985-1989. Disk 007: "(copy) #10 Mary's disk" Box CH48

Physical Description: 105 files

Meeting minutes, medical policies, research, and general administrative files, 1986-1989. Disk 044: "Disk 2A, A. Walsh Duplicate Disk" Box CH48

Physical Description: 93 files

Meeting minutes, 1988. Disk 010: "Disk 17, MH, duplicate disk," in box labeled "7/88 15A-20C" Box CH48

Physical Description: 3 files

Outreach report and mailing list, 1998. Disk 066: "Brooklyn Drs." [removed from Kristen Hyduchak files] Box CH48

Physical Description: 4 files

Personnel, correspondence and form letters, 1986-1987. Disk 029: "Disk #13, personnel duplicate copy," in box labeled "7/88 7A-14A" Box CH48

Physical Description: 21 files

Policies and procedures manual, with forms and patient handouts, 1985-1989. Disk 023: "Disk 9A, Policy + Procedures, Duplicate Disk," in box labeled "7/88 7A-14A" Box CH48

Physical Description: 120 files

Policies and procedures manual, with job descriptions and patient handouts, 1985-1987. Disk 024: "Disk 9B, Pol + Procedures, duplicate disk," in box labeled "7/88 7A-14A" Box CH48

Physical Description: 224 files

Policies and procedures manual, 1985-1989. Disk 022: "Disk #9, Policy + Procedure Manual, Duplicate Disk," in box labeled "7/88 7A-14A" Box CH48

Physical Description: 130 files

Policies, forms, Merle Hoffman speech, and Choices East proposal, 1989. Disk 002: "DUPLICATE #24 (Mary)" Box CH48

Physical Description: 42 files

Post-abortion instructions in Spanish and English, 1998. Disk 065: "Post-Ab Instructions f:/admin/postab.wpd a:\post-sp.wpd" Box CH48

Physical Description: 2 files

Procedures manuals and 1986 budget, 1986-1989. Disk 025: "Disk 10, David Smollett, duplicate disk," in box labeled "7/88 7A-14A" Box CH48

Physical Description: 27 files

Quality Assurance meetings and records, 1989. Disk 001: "#27, DUPLICATE (Mary)" Box CH48

Physical Description: 54 files

Rape Treatment Program materials, 1992. Disk 033: "Sherry --duplicate" Box CH48

Physical Description: 51 files

"Temp Manual," 1987. Disk 026: "Disk #11, Personnel Book, duplicate disk," in box labeled "7/88 7A-14A" Box CH48

Physical Description: 3 files

Unidentified Hindi materials and fonts, 1998. Disk 074: "New Disk Mac (Second Version)," in envelope "2nd rev. - Second Version HINDI" [removed from Patient Information files] Box CH48

Physical Description: 5 files

Choices Women's Medical Center website, 2014-ongoing (online item available)
Digital Object: [Choices Women's Medical Center website](#)

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On the Issues Series , 1980-2000 and undated, bulk 1990s

Physical Description: 27 boxes

Scope and Contents note

Divided into the following subseries: Issues, Correspondence, Article Files, Editorial Files, Marketing, Production and Distribution, Marketing, Staff Files, Administration Subseries, and Electronic Format. Except for the Issues Subseries and the Production and Distribution Subseries, all subseries are organized alphabetically. Editorial and production files are concentrated in the late 1990s. See below for full subseries descriptions.

On the Issues staff rosters are available for reference in the Research Room's inventory files; please contact Research Services. For additional production materials, see the Photographic Material Series. See the Personal Series for additional materials on Merle Hoffman's writings for *On the Issues*.

Issues Subseries, 1983-1999

Scope and Contents note

Contains a nearly complete run of *On the Issues* magazine, arranged chronologically, with two issues missing. *On the Issues* appeared annually, with some irregularities, from 1983 to 1990. It began quarterly publication in mid-1990. Before mid-1993, each issue was given its own volume number. In 1993, a new series of annual volume numbers was initiated. The first issue in the new series was volume 2, number 3. From 1990 to 1992, the Winter issue was the last issue of the calendar year; from 1994 to 1999, the Winter issue was the first issue of the year. There was no Winter 1993 issue published.

1983 Fall (Vol. 1)	Box OTI1
1984 Summer/Fall-1993 Spring (Vols. 3 - 26)	Box OTI1
1993 Summer-1997 Winter (Vol. 2, no. 3 - Vol. 6, no. 1)	Box OTI1
1997 Summer-1999 Winter (Vol. 6, no. 3 - Vol. 8, no. 1)	Box OTI1

Correspondence Subseries, 1987-2000 and undated

Scope and Contents note

Folders contain communications regarding the editorial, distribution, business, and advertising aspects of producing the magazine. Arranged alphabetically.

Advertisement exchanges, 1997-1998	Box OTI1
Advertisers, 1997-1998 and undated	Box OTI2

Authors and contributors, 1992-1997 and undated	Box OTI2
Brail, Stephanie (web site), 1995	Box OTI2
Ciano, Bob (art director), 1994	Box OTI2
Correspondence and publicity, 1987	Box OTI2
Direct mail marketing - list rental agencies, 1992-1997	Box OTI2
Direct mail marketing - Tyson Associates, 1993	Box OTI2
Distributors, 1988-1999 and undated	Box OTI2
E-mail inquiries - answered, 1998	Box OTI2
E-mail to answer, 1998	Box OTI2
General correspondence, 1995-1998 Physical Description: 2 folders	Box OTI2
General correspondence, 1999-2000	Box OTI3
Handel, Carolyn (advertising sales), 1990-1991	Box OTI3
Handel, Carolyn (advertising sales and circulation), 1995-1996	Box OTI3
Hoffman, Merle, 1989, 1991-1992, 1995-1996 Physical Description: 6 folders	Box OTI3
Hoffman, Merle, 1997-1998 Physical Description: 1 of 2 folders	Box OTI3
Hoffman, Merle, 1997-1998 Physical Description: 2 of 2 folders	Box OTI4
Hoffman, Merle, correspondence with staff, 1996-1997	Box OTI4
Marketing, 1996-1997	Box OTI4
Memos, 1997	Box OTI4

Notice of suspension to Post Office, 1999 July 1	Box OTI4
Reader discussion group and regional representative volunteers, 1997	Box OTI4
Readers, 1991 and 1996-1998	Box OTI4
Reprint requests, 1987-1996 Physical Description: 6 folders	Box OTI4
Reprint requests, 1997-1999 Physical Description: 3 folders	Box OTI5
Sokol, Lori (advertising sales), 1997-1998	Box OTI5
Subscriber form letters, 1995-1996 and undated	Box OTI5
Subscriptions, 1998	Box OTI5
Subscriptions - complaints, 1993, 1996-1997 Physical Description: 2 folders	Box OTI5
Subscriptions - complaints about billing errors, 1998	Box OTI5
Writers' guides and periodicals indexes, 1992-1997	Box OTI5
Yager, Sara (web site), 1995-1998	Box OTI5

Article Files Subseries, 1980-1998 and undated, bulk 1997-1998

Scope and Contents note

Consists primarily of printouts of electronic draft versions of On the Issues articles. Electronic draft versions of articles for earlier issues can be found in the Electronic Format Subseries. Articles are arranged alphabetically by author last name.

Atkins, Dawn and Mary, Fat Activism - pamphlets, 1995	Box OTI5
Aung San Suu Kyi interview, 1998	Box OTI5

Aylon, Helene (photographer), correspondence, 1996-1997	Box OTI5
Bader, Eleanor, review of Who's Afraid of Feminism? , circa 1997	Box OTI5
Baird, Bill, interview and related materials, 1980-1992	Box OTI6
Baraheni, Reza, "Exile, Language and Imagination," 1998	Box OTI6
Benet, Siobhan, essay on Claire Bloom, 1996	Box OTI6
Bennett, Maria, "When They Took the Bed Away," 1997	Box OTI6
Brockway, Michelle, "Saving the World," 1998	Box OTI6
Bruce, Tammy and Julianne Malveaux dialogue, 1996	Box OTI6
Chesler, Phyllis "A Meditation on the Sea," 1998	Box OTI6
Review of Shulamith Firestone's Airless Spaces , 1998	Box OTI6
"What Is Justice for a Rape Victim?," 1995-1996	Box OTI6
"Zen and the Art of Motherhood," 1998	Box OTI6
Cole, Ellen, review of Joanna Russ' What Are We Fighting For? , 1998	Box OTI6
Coventry, Martha, "Mutilating Our Children," 1998	Box OTI6
Delaney, Anngel, "Sports Endurance," 1998	Box OTI6
Derricotte, Toi, The Black Notebooks excerpt, 1998 and undated	Box OTI7
Dworkin, Andrea, article - editorial correspondence, 1995 June 2	Box OTI7

Finkelstein, Katherine Eban, "Title T/K," 1997	Box OTI7
Gage, Carolyn, "Why Annie Got Her Gun," copyright and reprint problems, 1996-1997	Box OTI7
Garcia, Maria, "Artists of the Dreamtime," 1997	Box OTI7
Geller, Jaclyn "OTI Goes to a Wedding," 1997	Box OTI7
Review of Freud's Paranoid Quest , 1998	Box OTI7
Goodwin, Jan "Afghanistan's Taliban," 1993	Box OTI7
"Trafficking in Women and Girls," 1998	Box OTI7
Green, Westry, "Mother's Day: Notes on Being a Long-Distance Lesbian Mom," 1998	Box OTI7
Greenberg, Mary Lou "America's Political Prisoners," 1998	Box OTI7
"Anti-Abortion Suffragists," 1998	Box OTI7
"The Fire This Time: When 'Pro-Life' Means Death," 1998	Box OTI7
Gurwitt, Andrea, "Losing Feminist Daughters to Orthodoxy," 1996	Box OTI7
Haskell, Molly, "Fountain of Youth: For Men Only," 1998	Box OTI7
Haskell, Molly, "Women at Turning Points," 1998	Box OTI8
Hassibi, Mahin "Designing Sex, Regulating Sexuality," 1998	Box OTI8
Review of Charlene Spretnak, The Resurgence of the Real , 1998	Box OTI8
Hilty, Joan, cartoon, 1998	Box OTI8
Hoffman, Merle	

Correspondence and materials for editorials, 1985 and undated	Box OTI8
Materials for editorials, 1990 and undated	Box OTI8
Physical Description: 2 folders	
Interview with Carol Bower, Cape Town Rape Crisis, 1997	Box OTI8
Interview with Carol Bower, fact-checking materials, 1997	Box OTI8
Physical Description: 3 folders	
Hood, Jenifer Kay, "The Art of Judy Schaurien," 1997	Box OTI8
"Human Rights - A World Report" - introduction, 1998	Box OTI8
Hunt, Swanee, "A Personal View of Women and Public Policy," 1998	Box OTI8
Innaurato, Albert, "Music? They Even Blamed Women for Chocolate," 1998	Box OTI8
Physical Description: 1 of 2 folders	
Innaurato, Albert, "Music? They Even Blamed Women for Chocolate," 1998	Box OTI9
Physical Description: 2 of 2 folders	
Ireland, Patricia (National Organization for Women), interview, 1998	Box OTI9
Kean, Leslie, interview with Alan Clements on Aung San Suu Kyi, 1997	Box OTI9
Processing Information: (Slides removed to Photographic Materials series.)	
Kleinman, Sherryl, "The Nose Job," 1998	Box OTI9
Lader, Lawrence, "Leading Las Vegas," 1997	Box OTI9
Lynch, Amy, "Secrets," 1998	Box OTI9

Martin, Amy, "Fidelistas and Feministas," 1998	Box OTI9
McNair, Marcia, "The Black Matriarchy - Revisited," 1998	Box OTI9
Melich, Tanya, "Turnout or Turnoff in 1998," 1998	Box OTI9
Menon, Kavita, "Layli Miller Bashir," 1998	Box OTI9
Millard, Elizabeth, review of Mary Daly, <i>Realizing the Archaic Future</i> , 1998	Box OTI9
Nix, Jennifer, review of <i>A New Kind of Party Animal</i> , 1998	Box OTI9
Pettifer, Ann, "Contraception War," 1998	Box OTI9
Peyser, Andrea, "Meditations on Motherhood," 1998	Box OTI9
Piercy, Marge, "Thou shalt not complain about anything I might have to fix," poem, 1997	Box OTI9
Rapping, Elayne, "The Trap of the Essentialist 'Good Girl,' " circa 1996	Box OTI9
Millett, Kate "Meditations on Aging and Being Unemployable," 1998	Box OTI9
Readers' correspondence, 1998	Box OTI9
Readers' letters - editing, Fall 1998	Box OTI9
Readers' letters for Fall 1998 issue, 1998	Box OTI9
Rosenberg, Susan, interview and correspondence, 1989-1998	Box OTI10
Rudo, Marcy, "Lluisa Vidal, Daughter of Modernism," 1998	Box OTI10
Russell, Diana, "The People vs. Larry Flynt," 1997 and undated	Box OTI10

Seitz, Charmaine, "Palestinian Women and Their Dream Deferred," 1997	Box OTI10
Snortland, Ellen, "Bitch Bitch Bitch," 1995	Box OTI10
Stabin, Tova, midwifery article, 1998	Box OTI10
Stamen, Jayne, correspondence, 1994	Box OTI10
Stasio, Marilyn	
"Emma Thompson," 1998	Box OTI10
"Gender, Sex and Politics in Shakespeare," 1998	Box OTI10
"Sightlines," 1998	Box OTI10
Stoller, Debbie, "Brave New Girls," 1998	Box OTI10
Szalavitz, Maia, "How the War on Drugs Fails Women," 1998	Box OTI10
Talking Feminist column, typescripts, 1997	Box OTI10
Thompson, Karen, interview, 1986	Box OTI10
Processing Information:	
(Audiocassette removed to Audiovisual Series)	
Tierney, Jennifer, "A Place at the Table," 1998	Box OTI10
Tierney, Jennifer, interview with Charlotte Bunch, 1998	Box OTI11
Tucker, Dolores and Jewell Jackson McCabe dialogue, 1995	Box OTI11
Wagner, Sally Roesch, "The Iroquois Influence on Feminism," 1996	Box OTI11
Ward, Joy, "The Judge Who Got Off," 1996	Box OTI11
Wiesel, Elie, interview, 1990-1991	Box OTI11

Wenzel, Lynn, "An Ecofeminist Reclamation Project" and background materials, 1990-1997 and undated Box OTI11

Physical Description: 2 folders

Yahn, Mimi, "View to a Kill," 1998 Box OTI11

Editorial Files Subseries, 1986-1999 and undated

Scope and Contents note

Includes a variety of material documenting the activities of the editorial staff and the magazine's contributors. Contents include contributors' contracts and correspondence, files on annual staff retreats, subject files on topics of interest to Editor-at-Large Phyllis Chesler, and other story idea files. Arranged alphabetically.

Alternative media questionnaire and conferences, 1995-1996 Box OTI11

Authors' queries, 1998 Box OTI11

Authors' queries and manuscripts, 1996-1998 Box OTI11

Authors' queries - rejected, 1997 Box OTI11

Book reviews - publisher contact information for book requests, 1996-1998 and undated Box OTI12

Book reviews - review copies requested, 1996-1997 and undated Box OTI12

Book reviews - review copies requested for Phyllis Chesler, 1996-1997 Box OTI12

Bosnia women's magazine, proposal to assist, 1996 Box OTI12

Call for contributions - Women's Studies mailing, 1994 Mar. Box OTI12

Contributor contracts - revised, 1995 Box OTI12

Contributor contracts, 1994-1996, and 1998 Box OTI12

Physical Description: 2 folders

Contributor payments (Winter 1999 issue), 1999	Box OTI12
Contributor payments and contracts, 1994-1998	Box OTI12
Physical Description: 1-6 of 12 folders	
Contributor payments and contracts, 1994-1998	Box OTI13
Physical Description: 7-12 of 12 folders	
Contributor payments - form letter, 1998	Box OTI13
Contributors' correspondence and contracts, 1994-1998	Box OTI13
Physical Description: 5 folders	
Contributors - Reprint permission agreements, 1996-1997	Box OTI13
Crosby, Suzanne Hall (Skinner), court records and correspondence, 1986-1990 and undated	Box OTI13
Physical Description: 2 folders	
Editorial prospectus, John Stoltenberg, 1995 July 1	Box OTI14
Fairness and Accuracy in Reporting (FAIR) media list, 1991	Box OTI14
Fifth Annual Origins/BSN Conference, 1990	Box OTI14
Gordon, Beate Sirota, memoir - press kit for review, 1997-1998	Box OTI14
Hoffman, Merle, press pass and business cards, undated	Box OTI14
Merge feminist zine - sample issues, 1998	Box OTI14
Morgan, Elizabeth - custody case, 1989	Box OTI14
Political cartoons submitted, 1991-1993	Box OTI14
Prostitution, 1988-1993	Box OTI14

Readership survey, 1993, 1996 Sept. Physical Description: 3 folders	Box OTI14
Recovered memory materials, 1997	Box OTI14
Retreat planning and materials, 1993-1994 Physical Description: 3 folders	Box OTI14
Retreat planning and materials, 1996 Oct. Physical Description: 1 of 2 folders	Box OTI14
Retreat planning and materials, 1996 Oct. Physical Description: 2 of 2 folders	Box OTI15
Retreat planning and materials, 1998 Feb.	Box OTI15
Riben, Marsha, adoption and birthparents' rights, 1988-1989 and undated	Box OTI15
"Short Takes" feature ideas, 1998 Apr.	Box OTI15
Story ideas, 1995-1998 Physical Description: 3 folders	Box OTI15
Story ideas and assignments, 1998	Box OTI15
Story ideas and marketing survey, 1998-1999	Box OTI15
Story ideas for Winter 1999, 1997-1998 and undated	Box OTI15
Story kill fees, 1996	Box OTI15
Thomas, Clarence, Anita Hill, and Supreme Court - clippings and mailings, 1991-1992	Box OTI15
Village Voice clipping on Roe v. Wade, 1998 Jan. 27	Box OTI15
Women's News and Narratives newsletter, Autumn 1996	Box OTI15
Writer's guidelines, 1998 and undated	Box OTI15

Marketing Subseries, 1986-1998 and undated

Scope and Contents note

Arranged into three further divisions: Direct Mail Marketing, Issue Publicity, and General Marketing Files. The Direct Mail Subseries documents the magazine's mass mailings to potential subscribers. The Issue Publicity Subseries consists of press releases and other publicity for specific articles or issues of the magazine. Arranged alphabetically within each group.

Direct Mail Marketing, 1992-1998 and undated

Braren, Warren, 1992	Box OTI15
Fine Print Distributors joint promotion, 1996-1997	Box OTI15
Gift acknowledgment card prices, 1998	Box OTI15
Keating, Anne, 1994-1996	Box OTI15
Physical Description: 2 folders	
List exchanges, 1992-1994	Box OTI15
List rental, 1990-1995	Box OTI15
Physical Description: 1-2 of 3 folders	
List rental, 1990-1995	Box OTI16
Physical Description: 3 of 3 folders	
List rental selections, 1998 Mar.	Box OTI16
List statistics, 1992-1995	Box OTI16
RMI Direct Marketing, 1993	Box OTI16
Sample issue offers (1992 June), 1992 and undated	Box OTI16
(1992 Sept.), 1992	Box OTI16
(1992 Dec.) - list rental, 1992-1993	Box OTI16
(1993 Sept.), 1993	Box OTI16
(1994 Sept.), 1994 and undated	Box OTI16
(1994 Sept.) - list rental selections, 1994	Box OTI16

(1994 Sept.) - response analysis, 1994 and undated	Box OTI16
(1995 Jan.), 1994-1995	Box OTI16
(1996 Dec.) and response statistics, 1996-1997	Box OTI16
Tyson Associates, 1996-1998 Physical Description: 1-2 of 4 folders	Box OTI16
Tyson Associates, 1996-1998 Physical Description: 3-4 of 4 folders	Box OTI17
Women's Q and A mailing, 1997	Box OTI17
Issue Publicity, 1990-1998	
"Bitch" story, 1995 Jan. 5	Box OTI17
Chesler, Phyllis, "Claiming Sacred Ground," 1996	Box OTI17
Clinic terrorism story, 1995 Jan. 5	Box OTI17
Female genital mutilation story, 1998 May 15	Box OTI17
Feminist heroes editorial, 1996 Nov.	Box OTI17
Howard Rubenstein Associates, 1990	Box OTI17
Iranian women story and Fall 1994 issue, 1994 Physical Description: 2 folders	Box OTI17
"Phallic Drift" story, 1994 Apr. 11	Box OTI17
Press releases, 1994-1995	Box OTI17
"Promise Keepers" story, 1994-1995	Box OTI17
Richard Cohen Associates, 1996	Box OTI17
The Rosen Group, press releases and media coverage, 1995-1997	Box OTI17
Wiesel, Elie, interview, 1991	Box OTI17

Winter 1995 issue, 1994 Dec. 2	Box OTI17
General Marketing Files, 1986-1998 and undated	
Advertisement design, 1994 and undated	Box OTI17
Advertisements for On the Issues , 1995-1998 and undated	Box OTI17
Amnesty International mailing, 1996	Box OTI17
Barcelona Feminist Book Fair, 1990	Box OTI18
Physical Description: 3 folders	
Camera-ready advertisements for On the Issues , 1998 Feb. 4	Box OTI18
Circulation analysis and Dec. 1996 direct mail analysis, 1996	Box OTI18
Circulation Management magazine, 1997 Nov.	Box OTI18
Circulation strategies and consultants, 1995 and n.d	Box OTI18
College Store Executive magazine advertising, 1998	Box OTI18
Community Action Network media award nomination, 1994	Box OTI18
EBSCO's Librarians' Handbook advertising, 1998	Box OTI18
Electronic Newsstand advertising, 1995	Box OTI18
Feminist bookstores, 1994 and undated	Box OTI18
Flyers for distributors, undated	Box OTI18
The Folio:Show seminars, notes on increasing circulation, 1994	Box OTI18
Invitation mailing lists, 1997-1998	Box OTI18
Library distribution organizations, 1996	Box OTI18

Magazine catalog advertising, 1998	Box OTI18
Marketing proposal, 1996 Nov. 7	Box OTI18
National Organization for Women (NOW) conference exhibit, 1997	Box OTI18
NOW conference programs with On the Issues advertising, 1988-1996	Box OTI18
NOW-News advertisement, 1998	Box OTI18
NOW Women of Color Summit advertising, 1998	Box OTI18
On the Issues exhibit - banner and button design, 1996	Box OTI18
On the Issues flyer for Central Books distributors, 1997	Box OTI18
Pamphlets and forms, 1998	Box OTI18
Press reviews of On the Issues , 1986-1998	Box OTI19
Publicity, The Rosen Group, 1995-1996	Box OTI19
Renewal and subscription reminder form letters, 1998 and undated	Box OTI19
Renewal reminder and payment reminder design, 1998 and undated	Box OTI19
Renewal reminder envelope design, 1994, 1998 and undated	Box OTI19
Physical Description: 2 folders	
Renewal reminder design, 1994-1995	Box OTI19
Retail Promotion Programs guide, Eastern News Distributors, 1996	Box OTI19
Takeover of New Directions for Women subscriber list, 1993-1995	Box OTI19
Teen Voices magazine, sample issue and proposed ad trade, 1995	Box OTI19

Utne Reader sales leads, 1997	Box OTI19
WBAI radio publicity - new subscribers, 1990	Box OTI19
Web site utilization statistics, 1995-1997	Box OTI19
Physical Description: 2 folders	
Women's Studies mailing, 1998	Box OTI19

Production and Distribution Subseries, 1983-1999 and undated

Scope and Contents note

Folders contain production schedules, art director's files, and other materials related to the layout and final editing of each issue. Distribution reports provide evidence of where the magazine was marketed on the newsstands and how large a circulation the magazine attained in these venues. The subseries is divided into two sections, the first organized chronologically by magazine issue and the second alphabetically by subject. See the Oversize Material for additional layout materials and distribution reports.

Production by Issue, 1983-1998 and undated

1983 June-July issue, layout, 1983	Box OTI19
1995 Winter issue Story list, 1994 Oct. 18	Box OTI19
Advertising statistics for Post Office, 1994 Nov.	Box OTI19
Press run and distribution, 1994 Nov.	Box OTI19
1995 Spring issue, press run and distribution, 1995 Jan.-May and undated	Box OTI19
1995 Summer issue, production schedule, 1995 Mar. 2	Box OTI19
1997 Spring issue, production schedule meeting, 1996	Box OTI19
1997 Summer issue, Hoffman's copy for final edits, 1997	Box OTI19
1998 Winter issue, story update, 1998	Box OTI20

1998 Spring issue, artwork and layout planning, 1997-1998 Box OTI20

Physical Description: 2 folders

1998 Summer issue
Bella Abzug dedication, 1998 Box OTI20

Hoffman's copy for final edits, 1998 Box OTI20

Story list and final edits, 1998 Box OTI20

1998 Fall issue
Story update, 1998 May Box OTI20

Copy for final edits, 1998 Box OTI20

Layout and editing, 1998 Box OTI20

1999 Winter issue, cover art, circa 1998 Box OTI20

Production by Subject, 1987-1999 and undated

Advertisements, 1995-1998 and undated Box OTI20

Physical Description: 4 folders

Artwork, circa 1991-1998 and undated Box OTI20

Artwork and advertisements, 1992-1998 and undated Box OTI20

Physical Description: 4 folders

Processing Information:

(Photographs removed to Photographic Material Series)

Artwork planning and printing costs, 1997 Box OTI20

Physical Description: 2 folders

Contracts with distributors, 1987-1997 Box OTI20

Eve's Garden advertising, 1996 Box OTI20

Impact Visuals (photo library), 1990-1992 Box OTI20

Issue planning, 1995, 1998 Box OTI21

Physical Description: 2 folders

Processing Information:

(Slides removed to Photographic Material Series)

Issue planning and production schedule, 1997 and undated	Box OTI21
Joy Makon Design, artwork, 1996	Box OTI21
Postal invoices, 1997-1998	Box OTI21
Press runs and distribution, 1988-1998 and undated	Box OTI21
Physical Description: 4 folders	
Printing and postal invoices, 1997-1998	Box OTI21
Production process and production assistant responsibilities, notes, 1988, 1996 and undated	Box OTI21
Production schedules, 1997-1998	Box OTI21
Sales and returns reports for small distributors, 1996-1998	Box OTI21
Physical Description: 2 folders	
Sales reports, Eastern News Distributors, 1996-1999	Box OTI21
Physical Description: 1-2 of 3 folders	
Sales reports, Eastern News Distributors, 1996-1999	Box OTI22
Physical Description: 3 of 3 folders	
Public service announcements, 1998	Box OTI22
University of Oklahoma Press advertisement, 1998	Box OTI22

Staff Files Subseries, 1991-1999 and undated

Scope and Contents note

Contains working files of On the Issues staff members, primarily editors and production assistants. Production assistant staff files include considerable subscriber correspondence. Files are organized by name, with the approximate job title or department shown in parentheses. On the Issues

staff rosters are available for reference in the Reading Room's inventory files; please contact Research Services. See the Staff Files Subseries in the Choices Series for additional material on many of these staff members.

Aisenberg, Karen (Assistant Editor and subscriber correspondence), 1991-1992	Box OTI22
Physical Description: 5 folders	
Bray, Rosemary (Editor), hiring announcement, 1997 Jan. 1	Box OTI22
Greenberg, Mary Lou (Production Assistant/ Managing Editor) 1998	Box OTI22
Physical Description: 2 folders	
Billing and invoices, 1998	Box OTI22
Greenberg, Mary Lou (Production Assistant/ Managing Editor)	Box OTI23
Notebooks 1997-1998 and undated	Box OTI23
Physical Description: 3 folders	
Work updates 1997-1998	Box OTI23
Physical Description: 2 folders	
Kortright, Candide (Production Assistant and subscriber correspondence), 1996-1997	Box OTI23
Matthews, Donna (Executive Assistant) 1998, undated	Box OTI23
Messages to return 1998-1999	Box OTI23
Menon, Kavita (Production Assistant), 1998 and undated	Box OTI23
Reissman, Laura, work updates, 1998	Box OTI23
Rose, Karen (Production Editor and subscriber correspondence), 1995-1996	Box OTI23
Physical Description: 1 of 3 folders	
Processing Information:	

(Photographs removed to Photographic Material Series)

Rose, Karen (Production Editor and subscriber correspondence), 1995-1996 Box OTI24

Physical Description: 2-3 of 3 folders

Processing Information:

(Photographs removed to Photographic Material Series)

Ryder, Lee (Art Director), 1997-1998 Box OTI24

Sandroff, Ronnie (Editor), 1995-1996 Box OTI24

Physical Description: 2 folders

~~Silver, Joy (Marketing)~~
Correspondence, 1995-1997 and undated Box OTI24

"To do for Joy," 1996 and undated Box OTI24

Sokol, Lori (Advertising Director), 1997 Box OTI24

Stoltenberg, John (Executive Editor),
1995-1996 Box OTI24

Physical Description: 2 folders

Administration Subseries, 1987-2000 and undated

Scope and Contents note

Consists of personnel files, financial records, and other material related to the general administration of the magazine.

Administrative procedures notes, circa 1997 Box OTI24

Advertiser billing, 1997-1998 Box OTI24

Advertising, distribution, and direct mail statistics, 1994-1995 Box OTI24

Advertising rates, 1994 Box OTI25

Art design and printing contractors,
1987-1988 and undated Box OTI25

Back issue requests, 1996-1997 Box OTI25

Bindery invoices, 1996-1997	Box OTI25
Blank forms, undated	Box OTI25
Brandeis complimentary subscriptions, 1998	Box OTI25
Budget planning, 1994	Box OTI25
Budgets, 1992-1994	Box OTI25
Check request forms and invoices, 1996-1998	Box OTI25
Direct mail list rentals - use of On the Issues list by others, 1995-2000	Box OTI25
Physical Description: 2 folders	
Editorial/production staff lists, 1997-1998 and undated	Box OTI25
Editorial/production staff responsibilities, circa 1998	Box OTI25
Event planning - Solstice party, 1995, 1997	Box OTI25
Physical Description: 2 folders	
Financial analysis and job descriptions, 1991-1992 and undated	Box OTI25
International Women's Issues database participation, 1995	Box OTI25
Internship programs, 1997	Box OTI25
Issue exchange list, 1995 and undated	Box OTI26
Job descriptions, 1997	Box OTI26
Job descriptions, Editor and Editorial Director, 1996 and undated	Box OTI26
Legal advice on establishing a private foundation, 1989	Box OTI26
Library of Congress ISSN forms, 1987	Box OTI26
Magazine management guides, 1983-1989 and undated	Box OTI26

Managing editor hire, 1996 Aug.	Box OTI26
On the Issues information sheets, circa 1996	Box OTI26
Post Office - second class permit application, 1992-1993	Box OTI26
Post Office - statement of ownership, 1993-1995	Box OTI26
Procedures meeting with Jan Goodwin, 1997 Nov.	Box OTI26
Publishers' workshops and notes, 1992-1993	Box OTI26
Resumes and samples - artists, 1991-1993	Box OTI26
Processing Information:	
(Photographs removed to Photographic Material series)	
Resumes	
Art directors, 1993-circa 1994	Box OTI26
Book reviewers, 1994	Box OTI26
Editorial and marketing, 1987-1993 and undated	Box OTI26
Executive editor, 1993	Box OTI26
Freelancers (copy editors, line editors, proofreaders, fact checkers), 1997 and undated	Box OTI26
On file, 1992	Box OTI26
Writers, 1997 and undated	Box OTI26
Royalties	
Copyright Clearance Center, 1994-1998	Box OTI26
Royalties	Box OTI27
New York Times syndication, 1995-1997	Box OTI27
Uncover database, 1995 and 1997	Box OTI27

University Microfilms, 1992-1998	Box OTI27
Staff/contributors' biographical notes for web site, 1998	Box OTI27
Subscription/circulation contractor - Fulco, 1995	Box OTI27
Subscription procedures, 1995	Box OTI27
Subscriptions - complimentary, 1997-1998 and undated	Box OTI27
Subscription services contractors, circa 1988-circa 1990	Box OTI27
Subscription services contractors - correspondence and statistics, 1988-1990	Box OTI27
Subscription services - financial report, 1995 Oct.	Box OTI27
"To do - waiting for calls to be returned," 1997 and undated	Box OTI27
Web site printout, 1995	Box OTI27
Web site work (Stephanie Brail), 1994-1995	Box OTI27
Web site work (Sara Yager), 1998	Box OTI27

Physical Description: 3 folders

Electronic Format Subseries, 1985-1998

Scope and Contents note

Disks contain article drafts, mailing lists, advertisement text and graphics, a reader survey, and other files pertaining to the publication of *On the Issues* .

Electronic documents have been transferred from their original computer disks to the electronic records server. Files originally located on the same disk have been kept together on the server, in subdirectories labeled by disk number. These disk numbers do not reflect Hoffman's own labels or arrangement of the disks; the numbers were assigned to the original computer disks in the order they were received. This original order has been re-arranged alphabetically by supplied title as described below.

This inventory provides a summary of the contents of each computer disk. It does not list individual electronic files. Computer disks are listed

alphabetically. For each disk, a brief descriptive title of the contents is followed by the disk number, the original disk label, and the number of files on the disk.

There are also a few On the Issues electronic documents located in mixed-file groups in the Personal Series Electronic Format Subseries.

For access to the electronic records, please consult with Research Services staff.

Article "Lluisa Vidal, Daughter of Modernism,"
1998. Disk 063: "Lluisa Vidal Text OTI c:
\wp51\misc\llvidal.oti" Box OTI27

Physical Description: 1 file

Articles, and Merle Hoffman open letters,
1989. Disk 017: "#20A Duplicate, OTI XII," in
box labeled "7/88 15A-20C" Box OTI27

Physical Description: 69 files

Articles and other issue materials
1985-1988. Disk 008: "Disk 15A vol. 8
duplicate copy," in box labeled "7/88
15A-20C" Box OTI27

Physical Description: 33 files

1988. Disk 012: "Disk 18A, duplicate disk,
OTI IX, Spring 1988," in box labeled "7/88
15A-20C" Box OTI27

Physical Description: 21 files

1988. Disk 013: "Disk 18B, OTI IX, duplicate
disk," in box labeled "7/88 15A-20C" Box OTI27

Physical Description: 45 files

1988-1989. Disk 014: "#19 Duplicate," in box
labeled "7/88 15A-20C" Box OTI27

Physical Description: 36 files

1988-1989. Disk 015: "#19A duplicate," in
box labeled "7/88 15A-20C" Box OTI27

Physical Description: 39 files

1988-1989. Disk 016: "OTI Vol. XI, #20 (Duplicate)," in box labeled "7/88 15A-20C"	Box OTI27
Physical Description: 42 files	
1989. Disk 018: "#20B, DUPLICATE," in box labeled "7/88 15A-20C"	Box OTI27
Physical Description: 30 files	
1989. Disk 019: "#20C, DUPLICATE," in box labeled "7/88 15A-20C"	Box OTI27
Physical Description: 30 files	
1990. Disk 041: "Disk 29A"	Box OTI27
Physical Description: 45 files	
1991. Disk 036: "Vol 19"	Box OTI27
Physical Description: 9 files	
1991. Disk 037: "Duplicate Vol OTI 21 Disk 33"	Box OTI27
Physical Description: 45 files	
1991. Disk 035: "Disk 34, OTI Vol 22"	Box OTI27
Physical Description: 66 files	
1992. Disk 040: "Disk #35, OTI Vol 23"	Box OTI27
Physical Description: 31 files	
1992. Disk 039: "Volume 24 Disk 36"	Box OTI27
Physical Description: 63 files	
1992. Disk 038: "Vol 24 Disk 36A"	Box OTI27
Physical Description: 21 files	
1992. Disk 034: "Duplicate #37 Vol 25"	Box OTI27
Physical Description: 18 files	
1992. Disk 043: "Duplicate #37A - Vol 25"	Box OTI27
Physical Description: 48 files	

1988. Disk 011: "Disk 18 duplicate, OTI vol. IV, Spring 1988," in box labeled "7/88 15A-20C"

Box OTI27

Physical Description: 9 files

Articles, correspondence with advertisers, and mailing lists, 1985-1988. Disk 047: "Disk #3 Spec Typing, Vol VII OTI, Duplicate Disk"

Box OTI27

Physical Description: 60 files

Article, Sherryl Kleinman, "The Nose Job, 1998
Disk 069: "Kleinman, 'The Nose Job'"

Box OTI27

Physical Description: 3 files

Disk 070: "Kleinman, 'The Nose Job' (in text, RTF, and WP 4.2 formats)"

Box OTI27

Physical Description: 3 files

Articles, other issue materials, and two files on Choices newsletter, 1985-1987. Disk 009: "Disk 16 OTI, 7/87, duplicate disk," in box labeled "7/88 15A-20C"

Box OTI27

Physical Description: 42 files

Article, "Worldwide Inequality Forces Girls into Sex Trade," 1997. Disk 068: "Wordperfect 6.1 Andrea D'Asaro Piece for Summer 1997 OTI"

Box OTI27

Physical Description: 1 file

Correspondence (one file), Choices Chatter (one file), and On the Issues articles, 1985-1989. Disk 045: "MH-2B Duplicate"

Box OTI27

Physical Description: 21 files

Donor mailing lists, form letters, and subscriber mailing lists, 1986-1988. Disk 031: "#14 OTI -- subscribers + donors, duplicate disk," in box labeled "7/88 7A-14A"

Box OTI27

Physical Description: 75 files

Graphic of Cambridge sign, 1996. Disk 075: "Cambridge photo: domestic violence-free zone Jane Tyska 1996" [removed from folder

Artworks and Advertisements, 1994-1996 and undated] Box OTI27

Physical Description: 1 file

Mailing list of Women's Studies programs, 1998. Disk 067: no disk label [removed from folder Women's Studies Mailing] Box OTI27

Physical Description: 1 file

QuarkXPress advertisement, 1998. Disk 064: "'Teen Voices' Ad for 'On the Issues' 12/15/97" Box OTI27

Physical Description: 4 files

QuarkXPress advertisement and graphics, 1995-1996. Disk 058: "Deming ad for On The Issues, New Victoria Publishers, P.O. Box 27 Norwich, VT 05055" Box OTI27

Physical Description: 5 files

1996. Disk 052: "Ad for Eve's Garden, Gwen Croft 212-489-7833" Box OTI27

Physical Description: 12 files

1996. Disk 053: "Eve's Garden, Jan 96 for On the Issues/Spring, Gwen Croft Graphic Design, Mac and Traditional, 420-422 W. 47th St. #2C New York, NY 10036, 212-489-7833" Box OTI27

Physical Description: 9 files

Reader survey and production to-do list, 1997. Disk 062: No disk label [removed from Jan Goodwin files] Box OTI27

Physical Description: 3 files

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Personal Files Series, circa 1944-2001 and undated, bulk 1961-1999

Physical Description: 25 boxes

Scope and Contents note

Documents Hoffman's work as a public speaker, organizer, and political activist for abortion rights and other feminist causes. The series also contains some records of Hoffman's childhood and personal life. There are detailed records for the New York Pro-Choice Coalition, founded by Hoffman as an umbrella organization for New York City pro-choice groups and active during the late

1980s. Other organizations represented in the series include the National Organization for Women (NOW), the American Civil Liberties Union (ACLU), and the National Association of Abortion Facilities (NAAF).

Arranged into the following subseries: Correspondence, Writings and Speeches, Subject Files, Politics and Activism, New York Pro-Choice Coalition, Calendars, Phone Messages, Clippings, General Personal Files, and Electronic Format. Materials related most directly to Hoffman's personal life are concentrated at the end of the series in the General Personal Files. Other subseries focus on her political life as feminist activist. A number of subseries contain some materials on Choices Women's Medical Center or On the Issues magazine.

Correspondence Subseries, 1946-2000 and undated

Scope and Contents note

Offers a mixed selection of Hoffman's communications with fellow activists and friends, chiefly from the 1970s through the 1990s, although there are some letters from earlier years. Arranged alphabetically by name.

Chesler, Ariel - recommendation, 1995	Box P1
Chesler, Phyllis, 1994-2000	Box P1
Colquitt-Craven, Cynthia (Wright), 1979-1982	Box P1
Dix, Laurence, 1988-1989	Box P1
General correspondence, 1974-1999	Box P1
Physical Description: 3 folders	
Hoffman, Jack, 1946	Box P1
Kinzel, Walter - postcard and articles, 1964-1965 and undated	Box P1
Letters home from Europe, 1964-1968 and undated	Box P1
Physical Description: 2 folders	
Mixed Choices/personal correspondence, 1980-1982, 1991, 1994-1995	Box P1
Physical Description: 3 folders	
National Organization for Women (NOW), 1983-1992	Box P1

Public response to media appearances,
1979-1989 Box P1

Savvy magazine - thank-you note and sample
issues, 1980 and undated Box P1

Stoltenberg, John, 1991-1992 Box P1

Writings and Speeches Subseries, 1960-2001 and undated

Scope and Contents note

Provides supporting materials for Hoffman's professional publications on women's health care, her rally speeches, press releases, and many other public expressions of her political activism. The subseries also contains material on her cable access talk show, "On the Issues," as well as student papers written by Morgan during the 1970s. See the Audiovisual Series for additional interviews and debates, as well as for video recordings of Hoffman's cable television show "On the Issues." Arranged alphabetically by folder title.

"Abortion: A Different Light" documentary
announcement, 1982 Box P2

Abortion, AIDS, and women's health issues -
writings and public statements, 1981-1986 and
undated Box P2

Abortion debate and interview, Boston
television, 1981 Box P2

Abortion debate - Queens College, 1986 Feb. Box P2

Abortion debate - Rockland County National
Organization for Women, 1981-1982 Box P2

Abortion debates - facts file, 1981-1982 and
undated Box P2

Abortion speech, Brown University, 1990 Box P2

"Abortion: the Politics of Violence" conference
paper and addendum, 1985 Box P2

"Abortion: the Politics of Violence," First
Annual National Nursing Conference on
Violence against Women, 1985 Box P2

"Abortion: the Politics of Violence" journal article, 1986	Box P2
"Abortion: the Politics of Violence" panel, American Medical Women's Association conference, 1985	Box P2
Abortion violence open forum, Cafe Nexus, 1985 Feb. 10	Box P2
Abortion violence speech - references, 1983-1985	Box P2
"Aborty, Politika, Istoriya, Filosofiya" (Moscow), 1992	Box P2
Central Park jogger rape case, public statement and New York Amsterdam News editorial, 1990	Box P2
"Family Planning and Abortion Counseling" presentation, Health Insurance Plan of Greater New York, 1981-1982	Box P2
Federal Women's Program speaking engagement, 1985	Box P2
"Feminism, power, politics, abortion," Journal of the American Medical Women's Association , 1985 Nov./Dec.	Box P2
Feminist Majority Expo, 1996	Box P2
Film and Abortion conference, Hampshire College, 1982	Box P3
First Unitarian Church sermon on abortion, 1986	Box P3
Friends of Animals, Ecovisions conference, award acceptance speech, 1994	Box P3
"The Global Mandate for Choice" (Russia), 1992-1993	Box P3
Health care editorials for 1991 New York Times , 1990-1991 and undated	Box P3

Holocaust Museum - notes, draft, and background materials, 1993 and undated	Box P3
"How the Women's Movement Is Improving Medicine," Newsday , 1978 Sept. 10	Box P3
Kennedy, Florynce ("Flo") - funeral, 2001	Box P3
Letters to the editor, 1981-1986	Box P3
Physical Description: 2 folders	
Long Island Pro-Choice Coalition rally, public statement, 1992 July	Box P3
Mental Health Community Breakfast, 1995	Box P3
Midday Live Show on firing of single, pregnant teacher, 1986	Box P3
National Abortion Federation (NAF), conference (1996 Mar.), 1996-1997	Box P3
National Abortion Rights Action League (NARAL) rally, 1985 Jan.	Box P3
National Organization for Women (NOW), Clinic Defense Conference, 1990	Box P3
NOW-Nassau Chapter, award acceptance speech, 1995-1996	Box P3
NOW-New York City, awards ceremony and acceptance speech, 1998	Box P3
NOW-New York City, awards ceremony - speech as event chair, 1999	Box P3
New York Pro-Choice Coalition rally, 1986 Jan. 22; 1987 Jan. 22; 1988 Jan. 22; 1988 Apr. 29	Box P4
Physical Description: 4 folders	
Noga magazine with Hoffman article (in Hebrew), 1998	Box P4
Notes for speeches, 1999 and undated	Box P4

Over-the-counter contraceptives, 1979-1982 and undated	Box P4
Physical Description: 3 folders	
Over-the-counter contraceptives, Los Angeles Times editorial, 1982	Box P4
"On the Issues" cable access show Administration, 1985-1986	Box P4
Publicity, 1986-1987 and undated	Box P4
Scripts and story ideas, 1985-1986 and undated	Box P4
Patient power and abortion rights - writings and public statements, 1973-1982 and undated	Box P4
"Patient Power" article for Hot Flash , State University of New York at Stonybrook, 1982	Box P4
"Patient Power" article, 1982 and undated	Box P4
"Praise the Lord and Kill the Doctor," circa 1994	Box P5
Press release on Bishop Daily prayer vigil, 1990 June 9	Box P5
Pro-choice editorials, 1981-1982 and undated	Box P5
Pro-choice rally, Albany (1990 Jan. 21), 1989-1990	Box P5
Public statements and clippings, 1975-1992	Box P5
"Quiet Heroines" and "Once More into the Breach" typescripts, 1985 and undated	Box P5
Radio interviews and other press, 1995-1996	Box P5
Radio-TV Interview Report , advertisement for Hoffman as pro-choice spokeswoman, 1995	Box P5
Satya magazine interview and sample issues, 1995-1996	Box P5

"Seeing the Light: Reflections on Women and Power"	
Typescript drafts, circa 1981	Box P5
Revisions, circa 1981	Box P5
Submission and rejections, 1981	Box P5
O.J. Simpson verdict - Los Angeles Times editorial, 1995	Box P5
O.J. Simpson verdict - publicity for Los Angeles Times editorial, 1995	Box P5
Student papers, 1961-1970s	Box P5
Student papers and appeals letter, 1970s	Box P5
Student papers and school honors, 1971-1973 and undated	Box P6
Student papers - English, 1960-1964 and undated	Box P6
Rodriguez, Ana - editorial draft, undated	Box P6
"A Room without Flowers," article on AIDS for New York Native , 1985 Oct. 21-27	Box P6
"Russian Roulette: The Women's Version," letter to the editor, 1982	Box P6
Sam Townsend Interview Show, 1983	Box P6
Suffolk Community College, Women's Week, 1990-1991	Box P6
Tanenbaum, Leora - interview for book, 1997	Box P6
Todos Santos Business and Professional Women meetings, 1985	Box P6
TV interview transcript, 1981 Oct. 16	Box P6
United Nations Conference on Women (Beijing, 1995) - panel talk, 1995	Box P6

Unnecessary hysterectomies - interview planning, 1981	Box P6
Violence, Abuse and Women's Citizenship conference, "Global Abortion Rights," 1995-1996	Box P6
Physical Description: 2 folders	
WNBC-TV interview transcript, Merle Hoffman and Jeanne Head, 1984 Feb.	Box P6
Wolf, Naomi, Our Bodies, Our Souls - response, 1995	Box P6
"Women's Health - An Oxymoron?" editorial draft and pro-choice media campaigns, 1991-1993 and undated	Box P6
Women in Crisis conference, Women and Power panel, 1980-1981	Box P6
"Women in the Health Care System: the 'Medical Mystique,' " Colloquy , 1983 Apr.	Box P6
"Women's Role in the Health Care System" and conference talks, 1978 and undated	Box P6

Subject Files Subseries, 1978-1997 and undated

Scope and Contents note

Primarily concerns abortion, including informational material produced by various pro-choice organizations. Abortion-related subject files are grouped separately at the beginning of the subseries. See the Politics and Activism Subseries and the Clippings Subseries for additional pro-choice publications and other materials.

Abortion, 1978-1997 and undated

Abortion Providers History Project, 1994-1997	Box P7
American Civil Liberties Union (ACLU), legal updates, 1989 and undated	Box P7

ACLU, Reproductive Rights Update , 1989-1997	Box P7
Physical Description: 2 folders	
Anti-abortion literature, circa 1989	Box P7
Anti-abortion violence - news articles, 1991-1993	Box P7
Physical Description: 2 folders	
Baird, Bill, 1978-1979 and 1987	Box P7
Clippings and pro-choice mailings, 1984-1985	Box P7
Congressional mailing list and abortion stances, 1995	Box P7
Fact file 1987-1992	Box P7
Clippings, 1987-1992	Box P7
Physical Description: 2 folders	
Fact file	Box P8
Conscience newsletter, 1989-1992	Box P8
Lawsuit against Operation Rescue, 1989	Box P8
Fund for the Feminist Majority, information sheets, 1989 and undated	Box P8
Glamour abortion article with Hoffman quote, 1983 May	Box P8
National Organization for Women (NOW) information kit, 1989	Box P8
National pro-choice organizations, response to anti-abortion violence, 1994	Box P8
New York magazine with abortion article and Hoffman photo, 1989 Sept. 18	Box P8
Operation Rescue, 1984-1989	Box P8

Processing Information:

(Photographs removed to Photographic Material series)

Parental consent court cases, 1989-1991	Box P8
Parental notice/parental consent laws, 1983-1990 and undated	Box P8
Planned Parenthood of Southeastern Pennsylvania v. Casey, 1992	Box P8
Pro-choice clippings and pamphlets, 1997-1998 and undated	Box P8
Reproductive Freedom News , 1992 Sept.-1995 Mar.	Box P8
Silent Scream debate, 1985	Box P9
Studies and reports, 1979-1995 and undated	Box P9

General Subject Files Subseries, 1982-1997 and undated

American College of Women's Health Physicians, 1997	Box P9
Astraea National Lesbian Action Foundation, 1995	Box P9
Charlotte Bunch, "Women's Rights as Human Rights" typescript, circa 1990	Box P9
Conference - "Breaking the Cycle of Dependency," 1982-1984 and undated	Box P9
Falwell, Jerry, 1985-1986 and undated	Box P9
Family and divorce/Phyllis Chesler materials, 1985-1986 and undated	Box P9
Ferraro, Geraldine, 1985-1986 and undated	Box P9
O'Connor, John, Archbishop-Designate - interview transcript, 1984 Mar.	Box P9
O'Connor, John, Cardinal - clippings, 1989-1991	Box P9

Orbach, Susie, "Body Image," bulimia article, 1985 Oct.	Box P9
Over-the-counter oral contraceptive debate, 1993	Box P9
Souter, David, Supreme Court nomination, 1990	Box P9

Politics and Activism Subseries, 1968-1999 and undated

Scope and Contents note

Documents Hoffman's participation in pro-choice and other political organizations. In addition, it includes files on her individual political activities, especially her support of and donations to political candidates. Hoffman's husband Martin Gold established a political action committee, the National Liberty Committee, in the early 1980s. In the 1990s, Hoffman established the Diana Foundation to serve as a conduit for her donations to various individuals and causes.

Animal rights

Humane Society contribution, 1981	Box P9
National Alliance for Animals annual meetings, information packet, 1991	Box P9
Women and animal rights conference, planning, 1991	Box P9

Diana Foundation

Bill Baird, 1999	Box P9
Carol Bower, Cape Town Rape Crisis, 1997-1998	Box P9
Guerilla War Against Abortion Survey, 1997-1998	Box P9

Physical Description: 2 folders

Elections

Catherine M. Abate (New York State Senate), 1995	Box P9
Elections	Box P10
Carol Bellamy (mayoral campaign), 1982-1985 and undated	Box P10

Joe Biden (presidential campaign), 1987	Box P10
Campaign contributions, 1982-1988 and undated	Box P10
Deborah Glick (Manhattan Borough President), 1996-1997	Box P10
Elizabeth Holtzman (Brooklyn District Attorney), 1984-1986 and 1997	Box P10
Betty Lall (Congressional campaign), 1984 and undated	Box P10
Ruth Messinger (City Council), 1987-1992	Box P10
Fund-raiser invitations, 1985-1986 and undated	Box P10
Mayor's Domestic Violence Colloquium, 1996	Box P10
Physical Description: 3 folders	
National Association of Abortion Facilities (NAAF), 1976-1977 and undated	Box P10
Physical Description: 2 folders	
NAAF - Newsletter, Summer 1976	Box P10
National Abortion Federation/National Abortion Council/National Association of Abortion Facilities, 1977 and undated	Box P10
National Abortion Rights Action League (NARAL) and "Sex Survival Van, or Save Our Children" speech notes, 1985	Box P10
[NARAL fundraiser?], guest book, circa 1984	Box P10
NARAL fundraiser - planning, 1984	Box P11
NARAL - Tribute to Providers, 1985-1986 and undated	Box P11
Physical Description: 2 folders	
National Liberty Committee	

Federal Election Commission reports, 1981-1987	Box P11
Martin Gold, 1981 and undated	Box P11
Mailings, 1981 and undated	Box P11
Tax forms, 1981	Box P11
National Organization for Women (NOW) Annual convention, 1991, 1992	Box P11
Physical Description: 2 folders	
New York City, award to Merle Hoffman, 1988	Box P11
Pro-choice march, 1989 and undated	Box P11
National Women's Political Caucus, New York State Biennial Convention, 1990	Box P11
Pro-choice conference materials, 1996	Box P11
Pro-Choice Summit - planning, 1997 and undated	Box P11
Refuse and Resist!,	Box P12
Newsletters, flyers, concert materials, 1988-1992	Box P12
Conference, 1996	Box P12
National Day of Appreciation for Abortion Providers, 1996	Box P12
Resist in Concert! December 4th, 1988, The Palladium, NYC, 1988	Box P12
Reproductive Rights Coalition, "Principles of Unity" and letter, circa 1989 and 1990	Box P12
Sexual Liberalism and the Attack on Women conference, 1987	Box P12
United Nations Conference on Women (Beijing, 1995)	

1985-1995	Box P12
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Physical Description: 2 folders

"Beijing reportback, 10-25-95-MH," 1995	Box P12
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Bringing Beijing Home program, 1995	Box P12
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Merle Hoffman, identification badge, 1995	Box P12
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Travel and registration, 1995	Box P12
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Women and Power conference materials, 1968 and 1981	Box P12
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Women's Health Equity Act, New York City Council hearings and Hoffman testimony, 1979 and 1990-1991	Box P12
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Physical Description: 3 folders

Women's Health Equity Act, U.S. Congress, 1990	Box P12
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Physical Description: 2 folders

New York Pro-Choice Coalition Subseries, 1979-1999 and undated

Scope and Contents note

The New York Pro-Choice Coalition was organized by Hoffman in 1985, and was active until approximately 1990. The Coalition organized annual pro-choice rallies, shared information and coordinated security measures among member organizations, and dealt with the New York City government on abortion and clinic security issues. Minutes and meeting materials are placed first in the subseries, organized by meeting date. Meetings were generally held at least once, usually twice a month. Meeting files contain agendas, minutes, attendance lists, announcements from member organizations, and correspondence or other materials related to the meeting agenda. All other files are organized chronologically at the end of the subseries. See Oversize Materials for additional financial records.

Minutes and Meeting Material, 1979-1999 and undated

1985	Box P12
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1986-1989 Apr. 11	Box P13
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Physical Description: 26 folders

1989 June 6 - 1990 Mar. 20	Box P14
Physical Description: 12 folders	
General New York Pro-Choice Coalition Files, 1985-1999 and undated	
circa 1985, Mission statement	Box P14
1985-1986, Correspondence	Box P14
circa 1985-1986, Membership list	Box P14
1985-1986 and undated, Correspondence and meetings	Box P14
1985-1986 and undated, Rally (1986 Jan. 22) and related events	Box P14
1985-1986, Rally (1986 Jan. 22) - contributions	Box P14
1985-1986 and undated, Rally (1986 Jan. 22) - endorsements	Box P14
1985-1986, Information packet and rally planning	Box P14
1985-1987, Finances - receipts and contributions	Box P14
1986-1987, Rally (1987 Jan. 22) - endorsements	Box P14
1986-1999, Finances - bank account and ledger	Box P14
1987 June, Learning Alliance newsletter	Box P14
1987, Button sale for National Abortion Rights Action League (NARAL)	Box P14
1987-1991 and undated, Correspondence	Box P14
1988, "The Battle to Defend Abortion Clinics" pamphlet	Box P15
1988 and undated, Pamphlet design and materials	Box P15

Processing Information:

(Photographs removed to Photographic Material Series)

1988-1989 and undated, "Back Alley" press conference (1989 Jan. 10) Box P15

1988-1990, Pamphlet revision Box P15

1989, Donations and thanks letters Box P15

1989, Mayoral candidate questionnaire Box P15

Physical Description: 3 folders

Processing Information:

(Photographs removed to Photographic Material Series)

1988 and undated, Rally (1988 Apr. 29) - endorsements Box P15

1989, Rally (1989 Apr. 2) Box P15

1989, Teen Speakout on Choice Box P15

Processing Information:

(Photographs removed to Photographic Material Series)

1989, Teen Speakout on Choice - information packet Box P15

1989, Teen Speakout on Choice - public statements and speeches Box P15

1989 and undated, "Some Points for Clinic Defense" Box P15

1989-1990, Public statement on Yusuf Hawkins murder Box P15

1991 May, Bishop Daily at Choices - planning notes Box P15

Calendars Subseries, 1981-1999

Scope and Contents note

Contains the appointment books and daily planners maintained by Hoffman and her personal assistants, and includes both personal and professional

appointments. In some cases, there are two or three calendars for the same time period, with substantially different content. In these cases, Hoffman and her personal assistants may have maintained separate records of Hoffman's schedule. Arranged chronologically.

1981	Box P16
1982-1984	Box P16
1984-1985	Box P16
1986	Box P16
Physical Description: 2 folders	
1987	Box P16
Physical Description: 1-2 of 3 folders	
1987	Box P17
Physical Description: 3 of 3 folders	
1988	Box P17
1989	Box P17
Physical Description: 2 folders	
1990	Box P17
Physical Description: 2 folders	
1991	Box P17
Physical Description: 1 of 2 folders	
1991	Box P18
Physical Description: 2 of 2 folders	
1993	Box P18
Physical Description: 2 folders	
1994	Box P18
Physical Description: 2 folders	
1995	Box P18
Physical Description: 2 folders	

1996	Box P19
Physical Description: 4 folders	
1997	Box P19
Physical Description: 2 folders	
1998	Box P19
Physical Description: 1 of 2 folders	
1998	Box P20
Physical Description: 2 of 2 folders	
1999	Box P20
Physical Description: 2 folders	

Phone Messages Subseries, 1987-1996

Scope and Contents note

Consists of phone message books with carbon copies of messages left for Hoffman by others. Many messages are related to her work at Choices. There are occasional messages for other Choices staff members. Arranged chronologically.

1987 Dec.-1989 June	Box P20
1989 June-1990 Dec.	Box P21
1990 Dec.-1991 Nov.	Box P21
1991 Nov.-1992 Aug.	Box P21
1992 Aug.-1993 July	Box P22
1993 July-1994 Oct.	Box P22
1994 Oct.-1994 July	Box P22
1995 Mar.-1996 Apr.	Box P23

Clippings Subseries, 1974-1997 and undated

Scope and Contents note

Hoffman's scrapbooks form the bulk of this subseries. The scrapbooks consist primarily of newspaper clippings, but also contain some correspondence,

publications of pro-choice organizations, photocopied photographs, and other materials.

Abortion - Newsday and New York Post clippings, 1989	Box P23
Clippings, 1994-1997	Box P23
Media coverage of Merle Hoffman, 1977-1980 and undated	Box P23
Political cartoons, 1988-1997 and undated	Box P23
Scrapbook, 1974-1995 and undated	Box P23

Physical Description: 7 folders

General Personal Files Subseries, circa 1944-1999 and undated

Scope and Contents note

Includes educational memorabilia, one early diary, legal papers, and biographical information, arranged alphabetically by folder title.

Awards, 1984-1985 and undated	Box P23
Car matters, 1996-1997	Box P23
Chesler, Phyllis - 50th birthday party, 1990	Box P23
Physical Description: 2 folders	
Chesler, Phyllis - book party invitations, 1988	Box P24
Diary, 1960	Box P24
Finance - canceled checks, 1979	Box P24
Finance - check register, 1999 Mar.-Apr.	Box P24
Gold, Martin - divorce, 1979	Box P24
Gold, Martin - will, 1995	Box P24
High school diploma, 1964	Box P24
Hoffman, Jack and Ruth, memorabilia, circa 1944-1957	Box P24
Home - Florida house fire, 1995	Box P24

Legal papers	
Estate planning, 1984-1995	Box P24
Merle Hoffman v. Camille Sasscer, 1980-1981	Box P24
M. Shakespeare, Inc. certificate of incorporation, 1995	Box P24
Peter Duchin Orchestras v. Merle Hoffman, 1980	Box P24
Traffic violations, 1995-1999	Box P24
Physical Description: 1-2 of 4 folders	
Legal Papers	
Traffic violations, 1995-1999	Box P25
Physical Description: 3-4 of 4 folders	
Will, 1995	Box P25
Passports, 1964-1994	Box P25
Queens College diploma, 1972	Box P25
Resumes and biographical sketches, circa 1978-circa 1992	Box P25
Processing Information:	
(Photograph removed to Photographic Material Series)	
Summer camp student magazine, 1962	Box P25
Van Wyck Junior High diploma, 1961	Box P25
Processing Information:	
(Photograph removed to Photographic Material Series)	
Van Wyck Junior High autograph book, 1961	Box P25
Wedding, 1979-1980	Box P25
Electronic Format Subseries, 1985-1995	

Scope and Contents note

Contains some writings by Hoffman and Phyllis Chesler, correspondence, graphics, mailing lists, and animal rights materials. There are also disks containing mixed files belonging to two or more series (for instance, Choices and On the issues).

Electronic documents have been transferred from their original computer disks to the electronic records server. Files originally located on the same disk have been kept together on the server, in subdirectories labeled by disk number. These disk numbers do not reflect Hoffman's own labels or arrangement of the disks; the numbers were assigned to the original computer disks in the order they were received. This original order has been re-arranged alphabetically by supplied title as described below.

This inventory provides a summary of the contents of each computer disk. It does not list individual electronic files. Computer disks are listed alphabetically. For each disk, a brief descriptive title of the contents is followed by the disk number, the original disk label, and the number of files on the disk.

For access to the electronic records, please consult with Research Services staff.

"Animals agenda media list" mailing list, 1988.

Disk 030: "Disk 14A, Desk lists, duplicate disk," from box labeled "7/88 7A-14A"

Box P25

Physical Description: 3 files

Chesler, Phyllis, letter and article on Bosnian rape victims[?], in Serbo-Croatian, 1995. Disk 061: "Serbo-Croatian Translation NOT WP 6.0"

Box P25

Physical Description: 6 files

Choices and On the Issues marketing correspondence, Choices Chatter (one file), and other Choices correspondence, 1986-1988. Disk 048: "Disk #4, Public Relations Duplicate Disk"

Box P25

Physical Description: 27 files

Choices mailing list and "Animals agenda media list" mailing list, 1985-1989. Disk 032: "Disk 14A, lists, duplicate disk," from box labeled "7/88 7A-14A"

Box P25

Physical Description: 21 files

Dennis the Menace cartoon graphics, 1995. Disk 057: "Dennis Scans 1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18" Box P25

Physical Description: 18 files

Dennis the Menace cartoon graphics, 1995. Disk 055: "Dennis Scans[?] 19-31" Box P25

Physical Description: 13 files

Historical timeline concerning Bosnia[?], in Serbo-Croatian, 1995. Disk 060: "Serbo-Croatian Translation NOT WP 6.0" Box P25

Physical Description: 3 files

Hoffman, Merle, writings, and Choices forms and policies, 1986-1989. Disk 050: "Disk 5A Forms- A.Walsh Duplicate Disk" Box P25

Physical Description: 66 files

New York Pro-Choice Coalition list and letter, Women's Studies programs mailing list, and other mailing lists, 1988-1989. Disk 020: "Disk 7A Duplicate Disk," from box labeled "7/88 7A-14A" Box P25

Physical Description: 15 files

New York Pro-Choice Coalition materials, Choices Chatter (one file), and Merle Hoffman correspondence, 1986-1989. Disk 046: "Disk 2C MH Duplicate Disk" Box P25

Physical Description: 93 files

One unidentified mailing list, 1989. Disk 021: "#7B Duplicate," from box labeled "7/88 7A-14A" Box P25

Physical Description: 3 files

Merle Hoffman website, 2012-ongoing (online item available)
Digital Object: [Merle Hoffman website](#)

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Photographic Materials Series, 1946-1999 and undated

Physical Description: 5 boxes

Scope and Contents note

For preservation purposes, many photographs were separated from their series and placed into this series. It is divided into Choices, On the Issues , and Personal Files Subseries. Each subseries is arranged in a parallel manner to the series with the same title in this collection.

Choices Subseries, 1975-1999 and undated

Scope and Contents note

Contains visual documentation of Choices clinic procedures and day-to-day operations.

Subject Files, 1975-1999 and undated

Choices East	Box PH1
Conferences and speeches, Moscow, 1992 and undated	Box PH1
Presentation on clinic procedures, 1992 and undated	Box PH1
Physical Description: 2 folders	
Presentation on clinic procedures - complete slide set, 1992	Box PH1
Physical Description: 6 folders	
Russian operating rooms, 1992	Box PH1
"The Russia Team Scrapbook," photographs and correspondence, 1992 and undated	Box PH1
Signing letter of intent at Hospital no. 53, 1994	Box PH1
Visit to Moscow, 1992 Oct.	Box PH1
Physical Description: 2 folders	
Visit to Moscow - negatives, 1992 Oct.	Box PH1
Choices anniversary celebration, circa 1978	Box PH1
Clinic scenes, 1986	Box PH2

Clinic scenes, undated Physical Description: 2 folders	Box PH2
Exam room photograph, mounted for printing, undated	Box PH2
Female condoms, 1992	Box PH2
Gold, Martin, award ceremony at National Abortion Federation conference - Medical Students for Choice, 1999	Box PH2
Gold, Martin, portrait, circa 1984	Box PH2
Hassibi, Mahin, and Gerri Abelson at conference, undated	Box PH2
Hoffman, Merle, at Choices, 1975 and undated	Box PH2
Photo album, Choices staff in clinic and at party, undated	Box PH2
Outreach Files, 1984-1980s and undated	
Awards ceremony for Riker's Island outreach program, 1984	Box PH2
Hoffman, Merle, at first sex education lecture for Girl Scouts, 1980s	Box PH2
Riker's Island outreach program, undated	Box PH2
Security Files, 1988-1994 and undated	
Anti-abortion protesters in front of Choices, 1990 June 9	Box PH2
Bishop Daily prayer vigil, 1990 June 9	Box PH2
Front entrances for various clinics [removed from Operation Rescue file], undated	Box PH2
McLaughlan, Harvey, and Raymond Fitzgerald [removed from Operation Rescue file, 1988-1994], undated	Box PH2

Patient harassment article - contact sheets, 1994	Box PH2
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Marketing Files, 1984-1988 and undated

Hoffman, Merle, lecturing on birth control - mounted for printing, undated	Box PH2
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Photograph for Choices calendar, 1984, 1988	Box PH2
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Physical Description: 2 folders

Operations Files, 1991-1998

Facilities

Flood damage, 1993	Box PH2
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Medical equipment [removed from Bridge Plaza move files], 1998	Box PH2
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Property Management correspondence - documentation of complaints, 1995	Box PH2
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Tres Construction, Inc. notebook - "A negatives," 1991	Box PH2
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Tres Construction, Inc. notebook - "B negatives," 1991	Box PH2
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On the Issues Subseries, 1962-1998 and undated

Scope and Contents note

Primarily consists of proofs, author portraits, and other materials used in the magazine's production. Arranged alphabetically.

Correspondence, 1996

Artwork submission [removed from Merle Hoffman correspondence], 1996	Box PH2
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Article Files, 1992-1996 and undated

Atkins, Dawn and Mary, Fat Activism - photographs and negatives, 1995 and undated	Box PH2
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Atkins, Dawn and Mary, Fat Activism - photographs and slides, 1992 and undated	Box PH2
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Kean, Leslie, interview with Alan Clements
on Aung San Suu Kyi - slide, 1996 Box PH2

South Africa, photographs from Carol Bower,
1994 Box PH2

Editorial Files, 1962-1996 and undated

Africa photographs, undated Box PH2

Artists' submissions, 1991 and undated Box PH2

Chesler, Phyllis, photographs of unidentified
women's event [Vancouver?], 1992-1994 and
undated Box PH2

Lasch, Pat, sculpture show - review and
slides, 1993 and undated Box PH2

Madre, Inc., photographs of Haiti, 1994 Box PH2

Millett, Kate, sculpture show - slides,
1962-1996 Box PH3

Staff members, circa 1989 Box PH3

Marketing Files, 1990-1993 and undated

"Feminist Government in Exile" campaign
1993
Andrea Dworkin, Box PH3

Bella Abzug, Box PH3

Copies for Merle Hoffman, Box PH3

Flo Kennedy, Box PH3

John Stoltenberg, Box PH3

Phyllis Chesler, Box PH3

Sponsor blurbs and correspondence, Box PH3

On the Issues display at convention, with
Phyllis Chesler, Bella Abzug, Charlotte
Bunch, and others, undated Box PH3

On the Issues display, Barcelona Feminist Book Fair, 1990 Box PH3

Production and Distribution Files, 1989-1998 and undated

Production by Issue: Summer 1991 issue, Elizabeth I cover art, 1989 and undated Box PH3

Artwork and advertisements, 1994-1996 and undated Box PH3

Artwork and advertisements [removed from 1994 and undated], undated Box PH3

"McDonagh piece," circa 1997 Box PH3

Mosley, Leigh, photographs and resume, 1995 Box PH3

Photographs and slides
1994-1996, undated Box PH3

Physical Description: 2 folders

1995-1997, undated Box PH3

Film and TV publicity, 1998 and undated Box PH3

Film publicity, 1995 and undated Box PH3

Portraits, 1993-1998 and undated Box PH3

Staff Files, circa 1995

DiFranco, Ani, publicity photographs [removed from Karen Rose files], circa 1995 Box PH3

Personal Files Subseries, 1946-1995 and undated

Scope and Contents note

Includes extensive photographs of pro-choice rallies and other political events attended by Hoffman during the 1980s. The subject of other photographs varies widely, ranging from formal portraits, to childhood snapshots, to her vacation at the feminist Camp Sister Spirit. Arranged alphabetically by folder title.

Writings and Speeches, 1970s-1986

Hoffman, Merle, and Bella Abzug on first "On the Issues" cable TV show, 1986	Box PH3
Hoffman, Merle on set of "On the Issues" cable TV show, 1980s	Box PH3
Hoffman, Merle with Roseanne Scamardella for TV interview on breast self-exam, 1970s	Box PH3
Illegal abortion [removed from Abortion debates files], circa 1982	Box PH3

Politics and Activism Files, 1970s-1995 and undated

Demonstration in Bryant Park in a snowstorm, undated	Box PH3
Demonstration in Bryant Park in a snowstorm - mounted for printing, undated	Box PH3
Fundraiser for Betty Lall - Choices staff members, 1984 Dec. 12	Box PH3
Fundraiser for Betty Lall with Hoffman, Gloria Steinem, Ronnie Eldridge, and others, 1984 Dec. 12	Box PH4
Gold, Martin, with Mayor Abraham Beame, 1970s	Box PH4
Hoffman, Merle With Bill Baird protesting Nancy Klein case, circa 1989	Box PH4
With Andrea Dworkin, and Congressman John Lewis in meeting, undated	Box PH4
With Phyllis Chesler, and others at unidentified event, undated	Box PH4
With Ruth Messinger, and Noreen Connell at rally, 1985 June 8	Box PH4
Speaking at rally at Democratic convention, 1992	Box PH4
With Al Gore and Nita Lowey, 1994	Box PH4

With Betty Lall, 1984	Box PH4
With Bill Baird at rally, 1985 June 8	Box PH4
With Geraldine Ferraro, 1984 Physical Description: 2 folders	Box PH4
With Rebecca Walker, 1995	Box PH4
Kennedy, Flo, at Merle Hoffman's home, undated	Box PH4
Mondale, Walter, campaigning with Betty Lall, Ruth Messinger, and Betty Friedan, 1984	Box PH4
National Abortion Rights Action League (NARAL) rally, 1985 Jan. 22 Physical Description: 2 folders	Box PH4
Pro-choice rally for Geraldine Ferraro, circa 1984	Box PH4
Rally, 1985 June 8	Box PH4
Roe v. Wade rally in Bryant Park - Choices staff, undated	Box PH4
Unidentified events and rallies, 1984-1989 and undated	Box PH4
United Nations Conference on Women (Beijing) - snapshots of Hillary Clinton, On the Issues staff, and others, 1995	Box PH4
New York Pro-Choice Coalition Files, 1986-1989	
"Back Alley" press conference, 1989 Jan. 10	Box PH4
Hoffman, Merle, giving speech [removed from Hoffman resume materials], circa 1989	Box PH4
Hoffman, Merle, with David Dinkens, circa 1989	Box PH4
Mayoral candidate questionnaire - candidate portraits, 1989	Box PH4

Mayoral candidate ratings press conference - copy for On the Issues , 1989	Box PH4
Rally	
1988 Jan. 22	Box PH4
1988 Apr. 29	Box PH4
1989	Box PH4
St. Patrick's Cathedral, 1989 Apr. 2	Box PH4
Bella Abzug speech, 1988 Jan. 22	Box PH4
Group portrait, 1989	Box PH4
[removed from New York Pro-Choice Coalition pamphlet materials], 1988	Box PH4
With Bella Abzug - contact sheets, 1986 Jan. 22	Box PH4
Teen Speakout on Choice, 1989	Box PH4

General Personal Files, 1946-1994 and undated

Camp Sister Spirit, Ovett, MS, with Phyllis Chesler, 1994	Box PH4
Physical Description: 1 of 2 folders	
Camp Sister Spirit, Ovett, MS, with Phyllis Chesler, 1994	Box PH5
Physical Description: 2 of 2 folders	
Childhood photographs, 1946-1962 and undated	Box PH5
Childhood portrait, 1954	Box PH5
Crossing to England on the Queen Elizabeth II, circa 1968	Box PH5
Gold, Martin, birthday celebration, undated	Box PH5
Hoffman, Merle Portrait, 1985	Box PH5

Portraits, circa 1979	Box PH5
Portraits, undated	Box PH5
Portraits as concert pianist, circa 1960s	Box PH5
Portraits - glamour shots, undated	Box PH5
Portraits - Polaroid, 1982 and undated	Box PH5
Portraits, "(You Oughta Be) in Pictures," undated	Box PH5
With Camille Barbone, Morocco, 1980s	Box PH5
With her horses, undated	Box PH5
With Martin Gold, undated	Box PH5
With Martin Gold at unidentified events, undated	Box PH5
With Ruth Hoffman and Bess Myerson, undated	Box PH5
Unidentified, undated	Box PH5
Van Wyck Junior High class photograph, 1961	Box PH5

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Audiovisual Materials Series, 1974-1998 and undated

Physical Description: 4 boxes

Scope and Contents note

Consists of audio recordings of radio talk shows on which Merle Hoffman was interviewed or was a guest, and videotape recordings of television shows and documentaries. Material is separated into audio and video recordings, and arranged by recording format within each category. Within each format, recordings are organized chronologically. The original title of each item has been preserved as far as possible. If running time is known, it is included in the item's description.

Access Restrictions:

[Originals closed to use. Some use copies available in the collection. Otherwise, Technical Services staff need to produce use copies before contents can be

accessed. Please contact Research Services staff before coming to use the collection.]

Audio Recordings, 1974-1997 and undated

Scope and Contents note

Chiefly recordings on cassette tape of radio talk shows featuring Merle Hoffman, with most dating from the 1970s or early 1980s. In some cases, these recordings feature Hoffman responding to listeners in call-in discussions of abortion, or conducting debates with anti-abortion representatives. Other audio recordings include interviews conducted for On the Issues stories and radio advertisements for Choices. Topics include contraception, managed health care, abortion, rape, women in prison, breast diseases, feminism, anti-abortion violence, and domestic violence. Hoffman's original title for each audiocassette is given in quotation marks, followed by a brief description of the cassette. There is one open reel audiotape. Arranged chronologically.

Audiocassettes, 1974-1997 and undated

Physical Description: 62 tapes

Access Restrictions:

[Originals closed to use. No use copies are currently available. Technical Services staff need to produce use copies before contents can be accessed. Please contact Research Services staff before coming to use the collection.]

Originals OR1-62 (CLOSED TO USE)	Box PH5
OR1. 1974 July 19, "Guest on WTFM 'Community Report': interview on "patient power," WTFM radio	Box AV1
OR2. 1975 Mar., "Fred Long Show": Interview on abortion (second half)	Box AV1
OR3. Circa 1975, "Merle Hoffman WQXR Editorial": Editorial on abortion and morality [tape damaged], WQXR, "Point of View"	Box AV1
OR4. 1976 Aug., "Judy Ronald Marty Merle": Merle Hoffman with friends	Box AV1
OR5. 1979 Jan. 4, "MH and ET 01/04/79": Merle Hoffman as guest host of "Coping through the Day," speaking on "patient	

power" and interviewing E. Teeson [sp?] on breast cancer, WNYC radio	Box AV1
OR6. 1979 Mar. 27, "The Doctors": Health Insurance Plan of Greater New York meeting, speeches on state regulation of managed care	Box AV1
OR7. 1979 July 19, "WMCA": Call-in discussion on contraception (second half), WMCA radio	Box AV1
OR8. 1979 Aug. 6, "Coping Through the Day": Interview on mental health, WNYC radio	Box AV1
OR9. 1979 Aug. 27, "STOP": Martin Gold, interview on STOP program for illness-related family problems, WNYC radio	Box AV1
OR10. 1979 Nov. 27, "Merle Hoffman - Carl Weiss Show": Merle Hoffman as guest host of "Coping through the Day," on cancer	Box AV1
OR11. 1980 June 8, "Equal Time": Interview on "patient power" with Merle Hoffman and Martin Gold, "Equal Time" show	Box AV1
OR12. 1980, "G. Reilly [sp?] Hoffman Isaacs [sp?] 1980": Roundtable on feminism	Box AV1
OR13. 1980-1981, "WQXR - Russian Roulette": Editorial on over-the-counter contraceptives, WQXR radio (side 1), and interview on "patient power," WRUD radio (side 2)	Box AV1
OR14. 1981 Feb. 17, "Hoffman on HLA-OTC": Interview on Human Life Amendment, anti-abortion tactics, and over-the-counter contraceptives	Box AV1
OR15-16. 1981 Mar. 15, "Debate Jean Head"/"M. Hoffman v. J. Head": Abortion debate with Jean Head, on Human Life Amendment, WXLO-FM radio	Box AV1

Physical Description: 2 cassettes

OR17. 1981 Mar. 15, "M. Hoffman v. K. Quinn": Abortion debate with Kathy Quinn, WNBC, "The Family in Change" show Box AV1

OR18. 1981 May 3, "Ann Tripp WYTU": Interview on congressional anti-abortion legislation with Merle Hoffman and Betty LaRosa, WYTU radio Box AV1

OR19-20. 1981 June 5, "Ortiz/Richard Cavanavati [sp?]": Call-in discussion of abortion and anti-abortion congressional legislation Box AV1
Physical Description: 2 cassettes

OR21. 1981 June, "June 1981 Merle Hoffman": Interview on abortion and Hoffman's activism Box AV1

OR22. 1981 Oct. 11, "WYNY Radio Appearance": Call-in discussion of abortion and birth control with Merle Hoffman, Harriet Pilpel, and Lisa Desposito, WYNY radio Box AV1

OR23. 1981 Oct. 22, "The Home Show": Interview on breast disease [begins partway through Side 1], WEVD-FM radio, "The Jewish Home Show" Box AV1

OR24-25. 1981 Oct. 24, "Upfront (WOR News) Abortion": Abortion debate with Kathleen Quinn Vaccari, WOR News Box AV1
Physical Description: 2 cassettes

OR26. 1981 Dec. 9, "Merle Hoffman on Senior Edition": Interview on breast disease, unidentified radio station, "Senior Edition" show Box AV1

OR27-28. 1981, "Kathy Q Debate"/"Kathy Quinn": Abortion debate with Kathy Quinn, NBC [WNBC?], "The Family in Change" show Box AV1
Physical Description: 2 cassettes

- OR29-30. 1981, "WBAI": Interview on Human Life Amendment with Merle Hoffman, Leslie Savanne [sp?], and Roz Cramer [sp?], WBAI Box AV1
Physical Description: 2 cassettes
-
- OR31. Circa 1981, "Channel 4 ed OTC": Editorial on over-the-counter contraceptives Box AV1
-
- OR32. 1982 Feb. 9, "Q: 'Medicade accepted' (Darcel-Vo)": Choices advertisement, "Medicaid accepted," WWRL radio Box AV1
-
- OR33. 1982 Apr. 20, "Pat Whitley": Interview on Human Life Amendment with Merle Hoffman and Joe Riley Box AV1
-
- OR34. 1983 Nov., ":60, 11/83 Yevonne": Choices advertisement Box AV1
-
- OR35. 1983, "1983 Interview": Interview on Choices and abortion, unidentified radio station Box AV2
-
- OR36. 1986 Nov. 21, "Karen Thompson": Karen Thompson interview for On the Issues Box AV2
-
- OR37-38. 1989 Feb. 7, "Barry Gray": Call-in discussion of abortion and Nancy Klein court case Box AV2
Physical Description: 2 cassettes
-
- OR39. 1991 Jan. 27, "Dr. Lenore Walker/Phyllis Chesler": Lenore Walker and Phyllis Chesler interviews for "pro-therapy article" [On the Issues ?] Box AV2
-
- OR40. 1993 Oct. 23, "OTI Tape 3": Discussion of On the Issues editorial planning Box AV2
-
- OR41. 1994 Jan. 26, "Arleen Wurnos [sp?] film dialog"/ "Tribeca Warnos [sp?]" interview on Florida court case Box AV2
-
- OR42. 1994 Aug. 7, "Broadcast of August 7, 1994": Interview on anti-abortion violence Box AV2

OR43. 1994 Aug. 31, "Derek McGinty": Interview about On the Issues , unidentified Washington, D.C. radio station	Box AV2
OR45. 1995, "Dead Doctors Don't Lie": Joel Wallach, speech on vitamins and alternative therapies [removed from Operation Rescue files]	Box AV2
OR44. 1997 May 3, "Independent providers' meeting": Meeting	Box AV2
OR45. Undated, "Bill Baird": Bill Baird interview	Box AV2
OR46. Undated, "C": Unidentified woman, second half of interview on life in prison	Box AV2
OR47. Undated, "Choices": Choices advertisement, WRKS radio	Box AV2
OR48. Undated, "Choices 3 spots": Choices advertisements on depression and domestic violence	Box AV2
OR49. Undated, "Choices: 30": Choices advertisement, WPLJ radio	Box AV2
OR50. Undated, "Choices - WKTU-FM": Choices advertisement, WKTU-FM radio	Box AV2
OR51. Undated, "Choices - WKTU-FM (female voice)": Choices advertisement, WKTU-FM radio	Box AV2
OR52. Undated, "Choices - WKTU-FM (male voice)": Choices advertisement, WKTU-FM	Box AV2
OR53-54. Undated, "Debate w/Rev. Dan Fore (Ralph Hart)": Abortion debate with Dan Fore, WMCA radio	Box AV2
Physical Description: 2 cassettes	
OR55. Undated, "Hoffman Carl Weiss 9/28": Interview on breast cancer with Merle Hoffman and E. Teeson [sp?], WNYC radio, "Coping through the Day"	Box AV2

OR56. Undated, "Margaret Jones": Interview and call-in discussion on "patient power" Box AV2

OR57. Undated, "MH and ET - Ray Schnitzer": Call-in discussion of breast cancer with Merle Hoffman and E. Teeson [sp?], WYNC radio, "Health Line" Box AV2

OR58. Undated, "MH - Interview with Bob Grant": Interview and call-in discussion on "patient power" and abortion, WMCA radio Box AV2

OR59. Undated, "MH - Lillie Bruck": Interview on Choices and "patient power" Box AV2

OR60. Undated, "MH-RS interview on women": Ronnie Sandroff [?] interviewing Merle about women in job interviews, for On the Issues Box AV2

OR61. Undated, "PMS 9/14": Call-in discussion on post-menstrual syndrome with Merle Hoffman, Judy Simmons, and Renny Witt [sp?], WLIB radio Box AV2

OR62. Undated, "WEVD 'Breast Disease'"/ "Doc - improv": Interview on breast disease, WEVD (side 1), and skits on how to tell partner about pregnancy (side 2) Box AV2

Audiotapes, 1974

Access Restrictions:

[Original closed to use. No use copy currently available. Technical Services staff need to produce use copy before contents can be accessed. Please contact Research Services staff before coming to use the collection.]

Original OR63 (CLOSED TO USE) Box AV2

OR63. 1974 Nov. 15, "Report on Medicine, Lou Adler and Merle Hoffman" Box AV3

Physical Description: 5 inch reel

Video Recordings, 1980-1998 and undated

Scope and Contents note

Video recordings include episodes of "On the Issues," Merle Hoffman's cable access television show, and some documentary material on Choices and its patients. Topics include contraception, managed health care, abortion, rape, women in prison and the criminal justice system, censorship, pornography, obesity as a feminist issue, reproductive rights, breast diseases, anti-abortion violence, women in religion, feminism, and domestic violence. Some video recordings are in Ampex format. Arranged by format, then chronologically.

Ampex Videotapes, 1980-1986 and undated

Scope and Contents note

Some titles listed are duplicates also found in the U-Matic videocassettes subgroup.

Access Restrictions:

[Originals closed to use. No use copies are currently available. Technical Services staff need to produce use copies before contents can be accessed. Please contact Research Services staff before coming to use the collection.]

Originals OR64-71 (CLOSED) Box AV3

OR64. 1980, Over-the-counter (OTC) contraceptives - editorial, Channel 5 Box AV3

Processing Information:

[Preservation copy on DVD of U-Matic videocassette in Box AV9. Use copy must be made.]

OR65. 1981 June 3, "Weekday" (show #176), on Human Life Amendment Box AV3

Physical Description: 0:30:29

Digibeta videocassette preservation copies Box AV-10 > Video-cassette RL0557-DBCAM-OR65_01
Box AV-10 > Video-cassette RL00557-DBCAM-OR65_02

DVD access copy Box AV-10 > Video-disc RL00557-DVD-OR65

Digital video access copy	Digital-materials RL00557-SET-0001 > Video-file RL00557- DVD-OR65.mp4
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OR66. 1981 Dec. 7, "Abortion: People are Talking," WBZ TV, Boston	Box AV3
Physical Description: 0:30:01	

Digibeta videocassette preservation copies	Box AV-10 > Video-cassette RL00557-DBCAM-OR66_01 Box AV-10 > Video-cassette RL00557-DBCAM-OR66_02
--	--

DVD access copy	Box AV-10 > Video-disc RL00557-DVD-OR66
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Digital video access copy	Digital-materials RL00557-SET-0001 > Video-file RL00557- DVD-OR66.mp4
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OR67. 1981, Bill Boggs - debate, Hoffman v. Graham	Box AV3
Physical Description: 0:29:05	

Digibeta videocassette preservation copies	Box AV-10 > Video-cassette RL00557-DBCAM-OR67_01 Box AV-10 > Video-cassette RL00557-DBCAM-OR67_02
--	--

DVD access copy	Box AV-10 > Video-disc RL00557-DVD-OR67
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Digital video access copy	Digital-materials RL00557-SET-0001 > Video-file RL00557- DVD-OR67.mp4
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OR68. 1986 Mar. 2, "On the Issues" cable access television (show 4), with Carol Bellamy	Box AV3
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Processing Information:

[Preservation copy on DVD of U-Matic videocassette in Box AV9.]

OR69. 1986 Mar. 21, "On the Issues" cable access television (show 8), "Feminists vs. Censorship," with Susie Orbach and reporter Nan Hunter

Box AV3

Physical Description: 0:30:19

Digibeta videocassette preservation copies

Box AV-10 > Video-cassette RL00557-DBCAM-OR69_01
Box AV-10 > Video-cassette RL00557-DBCAM-OR69_02

DVD access copy

Box AV-10 > Video-disc RL00557-DVD-OR69

Digital video access copy

Digital-materials RL00557-SET-0001 > Video-file RL00557-DVD-OR69.mp4

OR70. Circa 1986, "On the Issues" show, advertisement and presentation tape, 11 minutes

Box AV3

Physical Description: 0:13:01

Digibeta videocassette preservation copies

Box AV-10 > Video-cassette RL00557-DBCAM-OR70_01
Box AV-10 > Video-cassette RL00557-DBCAM-OR70_02

DVD access copy

Box AV-10 > Video-disc RL00557-DVD-OR70

Digital video access copy

Digital-materials RL00557-SET-0001 > Video-file RL00557-DVD-OR70.mp4

OR71. Undated, "Straight Talk" ["Merle Hoffman/Martha Lean/Rosenberg"] Box AV3

Physical Description: 0:30:06

Digibeta videocassette preservation copies Box AV-10 > Video-cassette RL00557-DBCAM-OR71_01
Box AV-10 > Video-cassette RL00557-DBCAM-OR71_02

DVD access copy Box AV-10 > Video-disc RL00557-DVD-OR71

Digital video access copy Digital-materials RL00557-SET-0001 > Video-file RL00557-DVD-OR71.mp4

VHS Videocassettes, circa 1982-1998

Scope and Contents note

Some titles listed also duplicated in the U-Matic videocassettes subseries. In chronological order.

Access Restrictions:

[Originals closed to use. No use copies are currently available. However, some preservation copies of U-Matic duplicates exist, from which use copies can be made. Please contact Research Services staff before coming to use the collection.]

Originals OR72-80 (CLOSED) Box AV3

OR72. Circa 1982, "Abortion: A Different Light" documentary, produced by Merle Hoffman, 28 minutes Box AV4

Processing Information:

[Preservation copy on DVD of U-Matic videocassette in Box AV9.]

OR73. 1986 Feb. 9, "On the Issues" cable access television (show 1), guests Bella Abzug and Carla Jackson Box AV4

Processing Information:

[Preservation copy on DVD of U-Matic videocassette in Box AV9.]

OR74. 1986 Feb. 16, "On the Issues" cable access television (show 2), guests Baird/Brown and Matusinka

Box AV4

Processing Information:

[Preservation copy on DVD of U-Matic videocassette in Box AV9.]

OR75. 1986 Mar. 21, "On the Issues" cable access television (show 8), "Body Image," with Susie Orbach

Box AV4

Processing Information:

[Preservation copy on DVD of U-Matic videocassette in Box AV9.]

OR76. 1986 Apr. 2, "On the Issues" cable access television (show 9), "Women and the Criminal Justice System," with Elizabeth Holtzman

Box AV4

Processing Information:

[Preservation copy on DVD of U-Matic videocassette in Box AV9.]

OR77. 1990, Phyllis Chesler birthday celebration, "raw footage - 2 hours"

Box AV4

OR78. 1995 May 24, 25 Years of Choices, "Choices 'Meded,'" 14 minutes [incomplete and slightly damaged]

Box AV4

OR79. 1998 May 13, Dr. Martin Gold's 80th birthday

Box AV4

OR80. 1990s, "The Abortion Pill" documentary, produced by Marion Lipschutz and Rose Rosenblatt

Box AV4

U-Matic Video Cassettes

Scope and Contents note

Includes a number of recordings of Hoffman's cable access shows, "Choices" and "On the Issues." In original, unarranged order.

Access Restrictions:

[Originals closed to use. No use copies currently available. Preservation copies have been made on DVD from which use copies can be made, but these are closed to general use - see Box AV9. Technical Services staff need to produce use copies before contents can be accessed. Please contact Research Services staff before coming to use the collection.]

Originals, OR-Tapes 1-14 (CLOSED) Box AV4

OR-Tape1. "Abortion: A Different Light" (1982); Response to "The Silent Scream", Planned Parenthood of Seattle-King County, (1985); "Choices," Reel #4 (1981). Box AV5

OR-Tape2. "Coca Crystal," 1984 Jan. 11 Box AV5

Scope and Contents note

[TRT 60:00.]

OR-Tape3. "Choices," Reel #19, Debates. Undated Box AV5

OR-Tape4. "Choices," Reel#9, "Office Getaways" (undated); "Broadcast Plaza Kennedy Rape" (1991). Box AV5

Scope and Contents note

[TRT 120:00.]

OR-Tape5. "Abortion: A Different Light," 1982. Box AV6

Scope and Contents note

[TRT 60:00.]

OR-Tape6. "Merle Hoffman: On the Issues," Show #6, "The Women's Movement: The Second Stage," with Betty Friedan (undated); "Merle Hoffman: On the Issues," Show #7, "Family and Divorce," with Phyllis Chesler (undated). Box AV6

Scope and Contents note

[TRT 60:00.]

OR-Tape7. "Merle Hoffman: On the Issues," Show #8, "Fat is a Feminist Issue," with Susan Orbach (undated); "Merle Hoffman: On the Issues," Show #9, "Women and the Criminal Justice System," with Elizabeth Holtzman (undated).

Box AV6

Scope and Contents note

[TRT 60:00.]

OR-Tape8. "Hoffman (1995 May 3)"; "Choices," Titles and Credits (undated).

Box AV6

OR-Tape9. "Merle Hoffman: On the Issues," Show #1, with: Bella Abzug and Karla Jackson, NY Women Against Rape (1986 Feb. 5, aired Sept. 28); "Merle Hoffman: On the Issues," Show #2, with: Jennifer Brown - NOW-NYC President, Bill Baird - Reproductive Rights Crusader, Alexandra Matusinda - Women Against Pornography (1986 Feb. 13).

Box AV7

Scope and Contents note

[TRT 60:00.]

OR-Tape10. "Merle Hoffman: On the Issues," Show #3, "Women in Religion, with: Rabbi Julie Gordon; Rev. Lucinda Liard-Kuhn (undated); "Merle Hoffman: On the Issues," Show #4, "Women in Politics," with Carol Bellany, former NYC Council President (undated).

Box AV7

Scope and Contents note

[TRT 60:00.]

OR-Tape11. "Merle Hoffman: On the Issues," Show #5, "Aging," with Myrna Lewis, Mt. Sinai School of Medicine; Deborah Perry, Feminist Witch.

Box AV7

Scope and Contents note

[TRT 30:00.]

OR-Tape12. AM New York, "Choices,"
Reel #2, Sarah Weddington (1981 Dec. 9);
"Choices," Reel #15 (undated); "Choices,"
Reel #18 (undated). Box AV7

Scope and Contents note

[TRT 60:00.]

OR-Tape13. "Choices," Reel #20 (undated);
"Choices," Reel #21 (undated); 10pm News,
"Over the Counter Contraception" (undated). Box AV8

Scope and Contents note

[TRT 50:00.]

OR-Tape14. "Broadcast Plaza - Clinton Affair,"
1992 Jan. 27 Box AV8

Scope and Contents note

[TRT 60:00.]

U-Matic Tapes Preservation Copies: Disks
PC1-14 (Restricted) Box AV9

Scope and Contents note

[Format: DVD. Source: OR-Tapes-1-14. Created 2006.]

Access Restrictions:

[Closed to general reference use. For creating use copies only.]

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Ephemera Series, circa 1985-1991 and undated

Physical Description: 4 boxes

Choices condoms, undated Box E1

"I'm pro-choice and I shoot back!" button,
undated Box E1

"Women's Week" button [removed from Suffolk
Community College speech file], 1991 Box E1

On the Issues buttons - "Feminist Government in Exile," undated	Box E1
Stuffed teddy bear, undated	Box E2

Processing Information:

[Two oversize banners removed to Oversize Materials, boxes E3 and E4.]

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Oversize Materials

Physical Description: 5 boxes, 3 folders

Oversize Boxes

Choices Series , 1977-1998 and undated

Subject Files Subseries, 1978-1996 and undated

Abortion Files: Female Health Topics and Diagnostics Reporter with articles on Choices and on the National Abortion Federation, 1979	Oversize-box OS1
Research Files: Statistics - Health coverage type by neighborhood and procedure, 1991-1995	Oversize-box OS1
Research Files: Statistics - Patient age (gynecology), 1993-1995 and undated	Oversize-box OS1
Research Files: Statistics - Patient age (termination of pregnancy), 1993-1995 and undated	Oversize-box OS1
General Subject Files: Cancer treatment program presentation, undated	Oversize-box OS1
General Subject Files: Choices newsletter Interaction - layout, 1978 and 1981	Oversize-box OS1
General Subject Files: Conference - National Latinas Caucus - Vision newsletter, 1992 Feb.-Mar.	Oversize-box OS1

General Subject Files: Rape Treatment Program presentation - poster, 1996	Oversize-box OS1
Outreach Subseries, 1983	
Choices Health Fair poster layout, 1983	Oversize-box OS1
Staff Files Subseries, 1993-1995	
Joy Silver (marketing) - marketing reports and utilization statistics, 1993-1995	Oversize-box OS1
Marketing Subseries, circa 1982-1998 and undated	
Choices calendar - layout sheets, 1988	Oversize-box OS1
Physical Description: 3 folders	
Processing Information: (Photograph removed to oversize Photographic Materials.)	
Choices posters, undated	Oversize-box OS1
Marketing statistics - referral sources, 1992-1995, 1998	Oversize-box OS1
Physical Description: 2 folders	
New logo and letterhead, 1996	Oversize-box OS1
Pamphlet and advertisement layout sheets, 1983-1984 and undated	Oversize-box OS1
Pamphlet and advertisement layout sheets, 1983 and 1988	Oversize-box OS2
Pamphlet layout sheets, circa 1982	Oversize-box OS2
Physical Description: 2 folders	
Pamphlet layout sheets, undated	Oversize-box OS2
Utilization statistics and marketing plan - physician referral statistics, 1990	Oversize-box OS2
Operations Subseries, 1977-1994 and undated	
Facilities Files	
Relocation and lease - blueprints, 1977	Oversize-box OS2

Architectural blueprints, 1977 and undated	Oversize-box OS2
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Richard Hein Architects, 1987-1989 and undated	Oversize-box OS2
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Queens neighborhoods - locations of other health facilities, circa 1990	Oversize-box OS2
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Renovations, 1992 and undated	Oversize-box OS2
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Personnel Files

Analysis of hours worked in telephone room, 1988	Oversize-box OS2
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Business Office - personnel and contractor expenses, 1989 and undated	Oversize-box OS2
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General Operations Files

Accreditation Association for Ambulatory Health Care Providers certificate, 1989	Oversize-box OS2
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Pre-natal care policies and patients - patient visits, 1990	Oversize-box OS2
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Financial statements, 1994	Oversize-box OS2
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On the Issues Series , circa 1982-1998 and undated

Editorial Files Subseries, 1993 and undated

Blue Stocking , vol. 1, no. 6, 1993 June	Oversize-box OS2
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Cartoon - "Heartbroke," undated	Oversize-box OS2
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New Directions for Women sample issues, 1993	Oversize-box OS2
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Marketing Subseries, circa 1982-1990s and undated

"Feminist Government in Exile" - portion of felt banner, undated	Oversize-box OS2
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On the Issues advertisements - layout, circa 1989 and undated	Oversize-box OS3
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Physical Description: 2 folders

Processing Information:

(Photographs removed to oversize Photographic Materials)

On the Issues poster, 1990s Oversize-box OS3

Pamphlet layout sheet, circa 1982 Oversize-box OS3

Production and Distribution Subseries, 1992-1998 and undated

Production by Issue

Winter 1992 issue, cover art Oversize-box OS3

Spring 1993 issue, mounted cover art Oversize-box OS3

Summer 1998 issue, proofs and blues Oversize-box OS3

Processing Information:

(Film removed to oversize Photographic Materials)

Production by Issue Oversize-box OS4

Fall 1998 issue, proofs Oversize-box OS4

Processing Information:

(Film removed to oversize Photographic Materials)

Production by Subject

Artwork, undated Oversize-box OS4

Central Books distribution reports,
1997-1998 Oversize-box OS4

Administration Subseries, circa 1993

Budget - Expenses, circa 1993 Oversize-box OS4

Personal Series , circa 1982-1996

Writings and Speeches Subseries, circa 1982-1980s

"Abortion: A Different Light" documentary
announcement - layout sheet, circa 1982 Oversize-box OS4

"On the Issues" cable access show -
videotapes - layout for advertisement, 1980s Oversize-box OS4

Subject Files Subseries, 1990

Abortion Files: NOW-NYS News and NOW-NYS Action Report , 1990 Oversize-box OS4

Politics and Activism Subseries, 1996

Refuse and Resist! National Day of Appreciation for Abortion Providers - award to Merle Hoffman, 1996 Oversize-box OS4

New York Pro-Choice Coalition Subseries, 1985-1989

Minutes and Meeting Materials Files: Freedom Socialist newspaper, 1985 Summer Oversize-box OS4

Minutes and Meeting Materials Files: 1989 Sept. 5 meeting, New Youth Connections newspaper, 1989 May Oversize-box OS4

General New York Pro-Choice Coalition Files: Bank statements, 1987 July-1989 Sept. Oversize-box OS4

General New York Pro-Choice Coalition Files: Income and expense summary, 1988 Oversize-box OS4

General Personal Files Subseries, 1983-1987

Who's Who certificates of inclusion, 1983-1987 Oversize-box OS4

Photographic Materials Series , circa 1984-1998 and undated

Choices Subseries, undated

Subject Files: Cancer program presentation - contact sheets, undated Oversize-box OS5

Personnel Files: Employee of the Year award presentation, undated Oversize-box OS5

Marketing: Clinic scenes, mounted for printing, undated Oversize-box OS5

Physical Description: 4 folders

On the Issues Subseries, 1980s-1998

Marketing: On the Issues advertisement layout, 1980s	Oversize-box OS5
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Marketing: On the Issues advertisement layout - photograph of New York Pro-Choice Coalition rally, 1980s	Oversize-box OS5
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Production by Issue: Summer 1998 issue, proofs - "pg. 1 old"	Oversize-box OS5
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Production by Issue: Fall 1998 issue Proofs for advertisements	Oversize-box OS5
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Physical Description: 2 folders

Proofs - "Old p. 34"	Oversize-box OS5
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Proofs - "Old p. 35"	Oversize-box OS5
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Personal Subseries, circa 1984 and undated

Politics and Activism: Merle Hoffman with Geraldine Ferraro, circa 1984	Oversize-box OS5
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General Personal Merle Hoffman portraits, undated	Oversize-box OS5
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Merle Hoffman with her horse, undated	Oversize-box OS5
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Merle Hoffman with Ruth Hoffman, Bess Myerson and others at formal party - contact sheets, undated	Oversize-box OS5
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Ephemera Series , circa 1985-1990 and undated

On the Issues felt banner - "Feminist Government in Exile," undated	Oversize-box E3
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New York Pro-Choice Coalition vinyl banners, circa 1985-1990	Oversize-box E4
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Folders in Oversize Cabinets

Choices Series , 1988-1992 and undated

Facilities Subseries, 1988-1992 and undated	Oversize-folder 1
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Blueprint [removed from 1992 Renovations file], 1990	Oversize-folder 1
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Facilities	Oversize-folder 2
Blueprint, "Demolition Plan" [removed from 1992 Renovations file], 1990	Oversize-folder 2
Blueprint, "Floor Plan," 1990	Oversize-folder 2
Architectural drawing, "Lefrak Center," undated	Oversize-folder 2
Facilities	Oversize-folder 3
Blueprint, "'Choices's Sk. 7," 1988 Jan. 22	Oversize-folder 3
Blueprint, "'Choices's Sk. 8," 1988 Feb. 9	Oversize-folder 3
Blueprint, "'Choices's Sk. 9," 1988 Mar. 8	Oversize-folder 3
Blueprint, "'Choices's Sk. 9," 1988-1989	Oversize-folder 3
Blueprint, "Sk. 5," undated	Oversize-folder 3
Blueprint, undated	Oversize-folder 3

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Accessions (2004-0041) and (2004-0062)

Physical Description: 50 boxes

Scope and Contents note

The additions (04-041 and 04-062) (18,750 items, 30 linear feet; dated 1971-2003) consists primarily of administrative and financial files from Choices Women's Medical Center and predecessor clinics, including correspondence, financial reports, public relations and media files, board meeting files, policy and procedure manuals, subject files, insurance files, program files, grants files, legal files, and files related to ON THE ISSUES magazine. Also included are a small number of Hoffman's personal writings. This accession is unprocessed and closed to researchers.

Access Restrictions:

Access restricted. Materials are closed until processing. Contact Research Services for more information.

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Accession (2005-0023)

Physical Description: 20 boxes

Scope and Contents note

Addition (05-023) (5150 items, 12 lin. ft; dated 1978-2003) consists primarily of administrative and financial records from Choices Women's Medical Center, including correspondence, financial reports, public relations and media files. Also includes board meeting, subject, insurance, program, legal and grant files, as well as policy and procedure manuals; 33 videotapes, 84 slides, 54 photographs and contact sheets; 1 CD-ROM; printed materials; and promotional calendars. Accession is unprocessed and closed to researchers.

Access Restrictions:

Access restricted. Materials are closed until processing. Contact Research Services for more information.

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Accession (2012-0049), dated 1978-2012 and undated

Physical Description: 7 boxes

Scope and Contents note

Files from the office of Merle Hoffman. Includes correspondence, legal and financial files, meeting agendas and minutes, reports, blueprints and other physical plant materials, research files, and documentation of her work with various staff members, vendors, and others both at Choices and within the context of publishing On The Issues. Materials have been arranged alphabetically.

41st Avenue Realty, 1996-1998, 2002, 2004	Box 1
AAAHC (Accreditation Association for Ambulatory Health Care Inc.), 2004	Box 1
Abbot, Sidney, 1995	Box 1
Abbelson, Gerri, 1995, 1999	Box 1
Abortionomics, 2011	Box 1
Abortion Rights, 2007	Box 1
Abzug, Liz, 1995-1996 and undated	Box 1

Adam, Bill, 2002	Box 1
Animal Hospital, 2003	Box 1
Appointment Books, 1987-1988, 1992, 1999, 2001	Box 1
Architecture for Health, 1997	Box 1
Architecture for Health, 1998	Box 1
Asparo, Carmine, 2002	Box 1
Bader, Eleanor (Elinor), 1999, 2007	Box 2
Barovack, Harriett, 1994	Box 2
Bates, Leandra, 1997	Box 2
Berger, Ted, 1995	Box 2
Bronstein, Karen, 1998	Box 2
Brooklyn Ambulatory Surgery Center, 2000	Box 2
Cease & Desist Papers, 2000	Box 2
Chernoff, Alexander, 2003	Box 2
Chesler, Phyllis, 1994	Box 2
Choices Calendar of Women's Wisdom, 1982	Box 2
Choices Correspondence (includes legal items and insurance matters), 1986-1988, 1994, 1996-1998	Box 2
Choices, Team Directions for Managers and Supervisors, 2006	Box 2
Choices, meetings with staff, 1994	Box 2
Clinic, 1st Floor Plans, 1998	Box 2
Columbia University, 2004	Box 2
Comprehensive, 2005	Box 2

Construx Legal File, 1995	Box 2
Chron, Sept. 1999	Box 2
Correspondence, 1981	Box 2
Correspondence, 1998-1999	Box 2
Court T.V., 2003	Box 2
Davidoff & Malito LLP; Attorneys at Law, 2003	Box 2
Davis, B., 2005	Box 2
Decorating, 1990	Box 2
DeKaye, Allan, undated	Box 2
Diana Foundation, 2000, 2006, 2008	Box 2
Diana Foundation: Black Perle-Nicole Browne, 2000	Box 2
Diana Foundation: Pornography Awareness-Andrew Dworkin, 1993, 2000	Box 2
Diana Foundation: Friends of Animals Event, 2000	Box 2
Diana Foundation: Grants, 2000	Box 2
Diana Foundation: Guide Dog Foundation for the Blind, Inc., 2002	Box 2
Diana Foundation: Letterhead & Envelope, undated	Box 2
Diana Foundation: Maria Namiiro, 2003	Box 2
Diana Foundation: New York Latinas Against Domestic Violence, 2003	Box 2
Diana Foundation: NOW-NYC, 2003	Box 2
Diana Foundation: THEA, Inc., 2003	Box 2
DiGiorgio Associates, Inc., 1996	Box 2

Directors Minutes, 2003	Box 2
Disorders of Intimacy Paradigm, 1996-1997	Box 2
Dreier, 2004	Box 2
Dreier-AHAC, 2004	Box 2
Dreier-LLP, 2005	Box 2
Dreier/Zeiss, 2005	Box 2
Dubow, Alan, 2005	Box 2
Duke University: Gift Agreement, 2000, 2003	Box 2
East Hampton: 108 Runnymede drive, 1998	Box 3
Elahi, Dr. E. Hakim, 1997-1998	Box 3
Elmhurst Hospital Center, 1998	Box 3
Expressions of Support for Choices Women's Medical Center, 1998	Box 3
Fan Mail, 1996	Box 3
Farrell, Annette C., 1991	Box 3
Federal Lawsuit, 2004	Box 3
Federal Realty, 2005	Box 3
Feminist Seder, undated	Box 3
Fino, Charles, 1998	Box 3
Floor Plans, undated	Box 3
French Documentary, 2000	Box 3
Furniture and Interior Design, 1998	Box 3
Gardasil, 2007	Box 3
Garfunkel, 2005	Box 3
Garrison, 2002	Box 3

Garrison House, 2002	Box 3
Gold, Dr. Martin, 1994, 1995	Box 3
Gold, Dr. Martin: Play, undated	Box 3
Grant: Choices, Adelphi Research Program, 1980	Box 3
Greenberg, Mary Lou, 1991, 1995-1996	Box 3
Guttmacher Institute, 2006	Box 3
Hassibi, Dr. Mahin, 1995	Box 3
HIV/AIDS, undated	Box 3
H. J. Rubenstein, 1979	Box 3
HMOs Business Office, undated	Box 3
Hoffman, Aileen, 1994	Box 3
Hoffman, Merle CV, undated	Box 3
Howard J. Rubenstein Associates, Inc., 1978-1979	Box 3
Hunter, 2003	Box 3
Intimate Wars Promotional Material, 2012	Box 3
Jennings, James A., 2000	Box 3
Kagan, Julia, 1995	Box 3
Karlsson, Kent, 1997	Box 3
Katz, Melinda, 2000	Box 3
Lamar, Laura M. , 2012	Box 4
Lardiere, Michael, 2002	Box 4
Lardiere, Michael: Project Liberty, 2001	Box 4
LeFrak Center Photos, 1998	Box 4

LeFrak/Federal Realty Ltd. Partnership, 1998	Box 4
Letterhead, undated	Box 4
Loder, Asjylyn: MH Management, 2003	Box 4
Loder, Asjylyn: Research Assistant Notes, 2003	Box 4
Loder, Asjylyn: Exit Notes, 2003	Box 4
Logan, Tracy: BBC, 1995	Box 4
Lowy, Beverly, 1991	Box 4
Manager's Meetings, 35962	Box 4
Manager's Meetings, 1998-2003 Physical Description: 29 folders	Box 4
Marc & W, 1994-1995, 2003-2004	Box 4
Marie Stopes International, 1999	Box 4
Marinoff, Lou, 2000, 2001	Box 4
Marketing, 2007	Box 4
Matthew, Donna, 1996-1999 Physical Description: 4 folders	Box 4
Matriarch Project, Suzanne Fiol, 1996, 1997	Box 4
Medical Advisory Committee, 1999	Box 4
Medical Students for Choice, 1999	Box 4
Meetings, 1997 Physical Description: 2 folders	Box 5
Mehta, Nina, 1994, 1995	Box 5
Meltzer, Leila, November 1996 - January 1997	Box 5
Memos from Merle Hoffman, 1994	Box 5

Mental Health, 2003-2005 Physical Description: 2 folders	Box 5
Mental Health: Choices, 2002	Box 5
Mental Health Center: Correspondence and Reports, 2002-2004	Box 5
Mental Health Center: Policies and Procedures Manual, undated	Box 5
Mental Health: Confidential, 2003	Box 5
Mental Health: Director's Meeting, undated	Box 5
Mental Health: Health Fees & Reports, 2000	Box 5
Mental Health: General, 1996	Box 5
Mental Health: Job Descriptions, 2000	Box 5
Mental Health: Meeting Minutes, 2000	Box 5
Mental Health: Minutes, 2004	Box 5
Mental Health, Office of, 2000-2006	Box 5
Mental Health, Office of: Agreement between NYS Office of Mental Health & CHOICES, 1995	Box 5
Mental Health: Operating Certificate, 1998	Box 5
Mental Health: Plan of Correction, 2000	Box 5
Mental Health: Plan of Correction, 2004	Box 5
Mental Health: State Inspection, 2001	Box 5
Mental Health: Weekly Report, 2002	Box 5
Merle's License Information, 2000	Box 5
Michael, Jeannine, 1994	Box 5
Millett, Kate, 1998	Box 5
Mitchell, Gabrielle, 1999	Box 5

Mitchell, Maria, 1996-1999	Box 5
National Abortion Federation Bytes (WordBytes): Archive Information, 2003	Box 6
National Abortion Federation Correspondence: Membership-Subscription, 2006	Box 6
National Abortion Federation: Field Guide, undated	Box 6
National Coalition of Abortion Providers, 1996, 1997	Box 6
Nixon, Hargrave, Devans & Doyle, 1997	Box 6
N.O.W. - National Organization for Women, 2002	Box 6
N.O.W. - National Organization for Women: Court Ruling, 2000	Box 6
N.O.W. - National Organization for Women: Legal Defense and Education Fund, 1996	Box 6
New York State Department of Health: Certificate Application, 1997	Box 6
New York State Department of Health, 1997, 1999, 2000	Box 6
NYU Women's Archive Project, 1996	Box 6
On the Issues: Aileen Wuornos Screening, 1994	Box 6
On the Issues: Carolyn Handel, 1991, 1992, 1994	Box 6
On the Issues: Correspondence, 1994	Box 6
On the Issues: Correspondence with Merle Hoffman, 1994	Box 6
On the Issues: Linda Gustein, 1994	Box 6
On the Issues: Media Kit, 1993	Box 6
On the Issues: Ronni Sandroff, 1993, 1994	Box 6

On the Issues: Sally Owen, 1995	Box 6
On the Issues: Stoltenberg, John, 1994	Box 6
On the Issues: Website, undated	Box 6
Pension: IRS, 1987	Box 6
Pension: NY Life Insurance Co., 2002	Box 6
Personnel Policy Manual, 2007	Box 6
Pharmacy Application, 1998	Box 6
Photographs, undated	Box 6
Pickard, Paul, 2002	Box 6
Pioneer Feminist Directory, 2003	Box 6
Plan of Correction, 2000	Box 6
POA (Power of Attorney), 2007	Box 6
Poules, Bella, 2008	Box 6
Press Release, undated	Box 6
Price, Sherry, 1995	Box 6
Ronald D. Hariri & Associates, 2000	Box 6
Rosalia, Annette, 1997, 1998, 1999	Box 6
Rose, Karen, 1996	Box 6
Rosen, Bruce, 2003	Box 6
RU 48, 2001	Box 6
Russo, Susan, 1994	Box 6
Sasso, Frances, 1994	Box 6
Sasso, Frances: MH Management, 2002, 2003	Box 6
Sasso, Michael, 2003	Box 6

Scanlon, John, 1980, 1981	Box 6
Schumer, Charles , 1995	Box 6
Security Threats, 1999-2002	Box 6
Sessler, Bonnie, 1994	Box 6
Shapiro, Ella, 1997	Box 6
Site Survey, January 24 2000	Box 6
Silver, Joy, 1994-2002	Box 6
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