

**Series 10: Nancy Harvey Steorts International Series, 1989-2000; bulk 1990-1999**

25.2 cubic feet consisting of 575 folders.

The Nancy Harvey Steorts International Series consists of agendas, appointment booklets, articles, bulletins, clippings, correspondence, fact sheets, faxes, lists, manuals, memoranda, minutes, newsletters, notes, pamphlets, press releases, publications, reports, schedules, speeches, statements and testimonies.

Materials in this series cover the period 1989-2000. The bulk of the materials dates from 1990 to 1999 and documents the new direction of Nancy Harvey Steorts' firm after she relocated to Virginia and changed the name of her business from Nancy Harvey Steorts & Associates, Dallas, to Nancy Harvey Steorts International, when it became an international consulting firm specializing in consumer product safety, quality standards, government representation, national media representation, and joint ventures with industry.

The series is arranged alphabetically by folder title, and chronologically within each folder.

The correspondence generally deals with Steorts promoting her business firm and routine office matters. However, some of the correspondence covers such topics as the potential of the Soviet market for medical equipment; the Consumer Advisory Council of the Federal Reserve Board; the Dallas Together Economic Opportunity and Business Development Program; the Medical Products Trade Mission to Czechoslovakia, Romania and Yugoslavia; the U.S. Department of Commerce-sponsored fact finding mission trip to Mexico City and Monterey; and the meeting of the Working Group of the Joint U.S.-U.S.S.R. Commercial Commission in Leningrad.

Memoranda cover such topics as expenses for representing various firms and for foreign travel; the U.S.A. Fair Trade in Kuwait; an international seminar on quality; a joint venture between Nancy Harvey Steorts International and Arter & Hadden; a television show on quality; a proposal for consumer product safety initiative for Burson-Marsteller, Inc.; a proposal to represent American Sensors; and inquiring about a position as Vice President for Public Policy and Government Affairs. Other memoranda relate to problems that Steorts had with Value Added Fibres regarding Australian wool and merino wool blankets. There are also daily reports on activities of Nancy Harvey Steorts International.

Materials regarding American Sensors Electronics, Inc. and carbon monoxide detectors are filed in the series. The company hired Nancy Harvey Steorts to correct public misinformation about their carbon monoxide detectors and to heighten the public's awareness about carbon monoxide in their homes and businesses. The files contain information about carbon monoxide detectors, and programs to promote their proper use, such as the National Association of Counties' national carbon monoxide program that they did in cooperation with American Sensors and the American Lung Association. There is also quarterly and annual reports from American Sensors; articles and clippings about carbon monoxide and carbon monoxide detectors; transcripts and audio/video lists of news reports about carbon monoxide accidents and carbon monoxide detectors; memoranda, notes and a draft of the final recommendations and findings from the Carbon Monoxide Task Force 3 of the U.S. Consumer Product Safety Commission which Steorts served on; and a listing of

witnesses, the meeting agenda and copies of statements given by Steorts and other individuals at the U.S. Consumer Product Safety Commission's public hearings on carbon monoxide in 1996.

Information regarding Quorum International, Ltd. can be found in the series. Quorum is the world-wide marketing subsidiary of Applied International Holdings, Ltd., a publicly held company based in Hong Kong which is a successful and respected manufacturer of electronic products for such companies as Texas Instruments, Tandy (Radio Shack), Philips, Intel and IBM. In September 1991, Quorum International was launched in the U.S. and Canada with a line of security products for home, business, auto and personal protection. Steorts worked as an independent distributor for Quorum International from 1992 to 1996. The files contain correspondence and memoranda which pertain to business matters such as providing information to distributors about new products, notifying distributors about problems with Quorum's marketing systems, announcing changes in procedures and discussing problems about a business situation. Some of the correspondence and memoranda are to and from Raymond Hung, the founder and chairman of Applied and Quorum. In addition, there are brochures and fact sheets about Quorum's electronic products, and a few copies of Quorum's newsletter, *Status: Quorum*.

There are materials pertaining to BEHRS International in the series. On May 31, 1991 Nancy Harvey Steorts, Katherine Bulow, Nancy Ellis and Barbara Hayward formed BEHRS International which was an export trading/marketing company that operated worldwide from headquarters in Washington, D.C. The company's mission is to increase investments and exports of quality American goods and services into the global market, to promote exports and investments of U.S. women-owned and small businesses, and to assist major corporations access the women's market. The files contain correspondence and memoranda which cover such topics as a business trip to Russia; WORK (Women Business Owners for the Reconstruction of Kuwait), a subsidiary of BEHRS International; and the first major post-Gulf War U.S.A. products show that took place May 13-17, 1991 at the Dubai World Trade Center in the United Arab Emirates. Also, there are correspondence, memoranda and other materials on possible projects that BEHRS might pursue with I-NET (a woman-owned certified computer integration company located in Bethesda, Maryland), White Industries, International Technologies Trading, Inc., and Hayward-Loach International. In addition, there is a brochure, drafts of a concept paper, a business plan and copies of the articles of incorporation for BEHRS International, as well as corporate profiles of WORK and information about Steorts' professional career. Also included are articles and clippings relating to BEHRS, the reconstruction Kuwait after the Gulf War, Central and South American markets, and export lessons to be learned from Germany's midsize companies.

Other areas well-documented in the series relate to Czechoslovakia, J.C. Penney International, Inc., and United Medical Supply. In 1990 Steorts agreed to travel with representatives of J.C. Penney to Poland, Czechoslovakia and the Soviet Union to identify and analyze potential retailing opportunities for the company and their subsidiaries by way of investment or other means. The files contain correspondence, memoranda, notes and background information about J.C. Penney International, Inc.; background information on doing business in Czechoslovakia; and Steorts' final report to Alfred F. Lynch, President and Chief Executive Officer of J.C. Penney. There are also materials relating to health issues in Czechoslovakia because Steorts was a representative for one year for United Medical Supply, of Fort Worth, Texas, where she established contacts and interest in Czechoslovakia, well as Russia and Ukraine, for their general medical supplies and

durable medical equipment. These materials include a report on the health status and health care in Czechoslovakia; notes on the main goals and serious problems of the Czechoslovakian health system, information on reforming health care in the Czech Republic and scientific instruments required to fill gaps in the equipment of the Hygienic Service; and an agenda and a copy of Steorts' speech for the "New Developments in Medicine and Health Care: An International Perspective" Conference held in Prague, Czechoslovakia in 1990.

Materials covering the efforts of the United States and Russia to develop business standards are filed in the series. Nancy Harvey Steorts was appointed to the United States Delegation to the United States Department of Commerce and Russian Ministry of Foreign Economic Relations Intergovernmental U.S.-Russia Business Development Committee Standards Working Group. The information in these folders pertains to the first meeting of this group under the new leadership in Russia which took place in St. Petersburg, Russia on September 8-9, 1992. The files contain correspondence and memoranda, as well as lists of publications regarding doing business in the U.S.S.R., accounting firms with Moscow offices, U.S. firms with representatives resident in Moscow and Western law firms with permanent representation in Moscow. Also, there are itineraries for the trip, schedules of events, agendas and recommendations for the meetings. There are also two copies of her presentation, "Intergovernmental U.S./Russia Business Development Committee," which she presented at the meeting.

Finally, files relating to Value Added Fibres Ltd. can be found in this series. In 1991 Steorts became a marketing consultant for Value Added Fibres Ltd., a company owned by a group of Australian wool growers and businessmen who purchase wool from growers and then through joint ventures manufacture woolen products for sale. The files contain memoranda and notes which mainly deal with a test project of developing merino wool blankets for the J.C. Penney Company, Inc. in the United States; but the project did not go through because of financial problems of Value Added Fibres Ltd. However, other memoranda in the files relate to Steorts' discussion with members of the Appalachian Regional Committee about the possibility of opening a manufacturing plant in the area to make the wool blankets for the Australian company. Also included are several drafts of the agreement between Steorts and Value Added Fibres Ltd., and information about the company.

This series is indexed under the following terms in the University Libraries' online catalog. Researchers desiring materials about related topics, persons or places should search the catalog using these headings.

Subjects:

American Sensors Electronics, Inc.  
BEHRS International  
Businesswomen—United States  
Carbon monoxide  
Carbon monoxide detectors  
Czechoslovakia—Commerce—United States  
Czechoslovakia—Economic conditions  
Czechoslovakia—Foreign economic relations—United States  
Electronic security systems

Export marketing–United States  
International trade  
Investments, Foreign  
Iraq-Kuwait Crisis, 1990-1991  
J.C. Penney Co.  
Kuwait  
Kuwait–Commerce  
Kuwait–Economic conditions  
Medical instruments and apparatus–Czech Republic  
Medical supplies  
Nancy Harvey Steorts International  
Persian Gulf War, 1991  
Pharmaceuticals–Czech Republic  
Quality control–Standards–Russia (Federation)  
Quality of products–Russia (Federation)  
Quorum International  
U.S.-Russia Business Development Committee  
Women consumers  
Women consumers–United States  
Women–Employment–United States  
Women-owned business enterprises–United State  
Wool industry–Australia

Form/genre:  
Speeches

MSS 123, NANCY HARVEY STEORTS PAPERS, NANCY HARVEY STEORTS  
INTERNATIONAL (1989-2000), SERIES 10, CONTAINER LIST

<u>Box</u>	<u>Folder</u>	<u>Title</u>
		[AARP (American Association of Retired Persons)]
1	1	1991, 1998
	2	[Press Kit] – 1988, 1996-1998
	3	Active File. Possible Opportunities – 1991-1992
	4	[Adolph Coors Company] – 1996
		Aging
	5	1989-March 1998
	6	May-July 1998
		[America-Ukraine Expo '92, Las Vegas, Nevada]
	7	1992
	8	[Notes] – 1992
		American Sensors
2	1	1994-1995
	2	Contract – [c. 1994]
	3	Don Conti – 1996
	4	Erie County Model Program – 1995
	5	[Expenses] – 1995
		General Information and Notes
	6	1993-1995
	7	March-June 1995; [c. 1995]
	8	Home, Health, and Safety Survey – 1995
	9	Letters – 1995
	10	Proposal – 1995
		Summary Reports
	11	January-June 1995
	12	August 1995-January 1996
3	1	Update – 1994-1995
	2	American Society for Quality Control. Contacts – 1992
	3	Anaheim Trip (May 15-16, 1994). [Expenses] – 1994
	4	[“Analyzing the Threats to Children from Consumer Products” Symposium, National Consumes League] – 1999-2000
	5	Anderson D. Clark – 1992
		Appointment Book
	6	1991
	7	August-December 1992
	8	1992
	9	1993
		Appointment Books
	10	1989-1991
4	1	1994
	2	1995
	3	Arizona Rehabilitation Systems – 1991
	4	Armstrong Williams. The Graham Williams Group – 1990-1992

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<u>Box</u>	<u>Folder</u>	<u>Title</u>
		Arter and Hadden
4	5	1991-April 1992
	6	May-July 1992
	7	September 1992-1993
5	1	Arts and Crafts [Labeling] – 1992-1994 [Association of Food and Drug Officials (AFDO) Conference (June 15-19, 1996), San Francisco, California]
	2	1996
	3	[Speech Material] – 1984-1996
	4	Audio Scripts – 1997
	5	Bangladesh – 1989-1990
	6	Beauti Control Cosmetics – 1990-1991
	7	Becton, Dickinson and Company – 1998
	8	Behrs [and Kuwait] – 1989-[c. 1991]
	9	Behrs. Board Meeting – 1991 Behrs International, Inc.
	10	1991-January 13, 1992
6	1	January 14-June 10, 1992 Behrs
	2	Meetings – 1989-1991
	3	Meetings and Memos Sent – August-November 1991
	4	Behrs' Plan of Action [and Background Information of Principal Participants] – [c. 1984], [c. 1987], 1991
	5	[Behrs. References of Principal Participants] – 1991
	6	Bell South – 1990-1991
	7	Bill Knight. Lamb – 1991
	8	Blanket Research – [c. 1992]
		Blouses
	9	August-[c. December 3, 1992]
	10	December 3, 1992-January 25, 1993
	11	February 3, 1993-[c. 1993]
7	1	[Boyd International Consultants] – 1993
	2	Brochure – 1990
	3	[Brown, Ann Winkelman, Nominee to be Chairman of the Consumer Product Safety Commission] – 1994
	4	[Burrelle's Information Services. Carbon Monoxide Poisoning and Carbon Monoxide Detectors] – 1995 [Burson-Marsteller]
	5	[c. 1992]
	6	and Rain Forest International, Inc. – 1992
	7	Carbon Monoxide Project – 1995

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<u>Box</u>	<u>Folder</u>	<u>Title</u>
7	8	["Business and the American City: Opportunities and Responsibilities," The John F. Connelly Program in Business Ethics, Georgetown University] – 1998
	9	Business [Loan] – 1992
	10	Business Plan Figures – 1991
	11	<i>Business Week</i> – 1996-1997
	12	Call File – 1996
		Caltex
	13	[c. 1990]-May 1991
	14	May 2, 1991-1992
8	1	David Ward – 1992-1993
		Cambridge Institute
	2	1990
	3	[c. 1990]
		Carbon Monoxide
	4	American Lung Association – 1993-1995
		Articles
	5	1991-January 1995
	6	February-March 1995
	7	[Chicago Fire Department's Response] – 1994-1995
	8	[Detector Study. Underwriter Laboratories] – 1994-1995
		[Task Force 3 (Consumer and Professional Education / U.S. Consumer Product Safety Commission)]
9	1	1994-1995
	2	[Meeting (September 5, 1995)] – 1995
		Carbon Monoxide Detectors
	3	1994-1996
	4	[Cases] – 1994-1995
		Hearings
	5	1995-February 20, 1996
	6	February 21-22, 1996
	7	Chicago, Illinois – 1996
	8	Consumer Issues – 1995-1996
	9	Fire Source Issues – 1996
	10	Health Effects – 1995-1996
10	1	Manufacturer Statements – 1996
	2	Standards – 1996
	3	Trade Association Statements – 1996
	4	Unexplained Alarms – 1996
	5	U.S. Environmental Protection Agency – 1990-1994
	6	Carbon Monoxide Program – 1995
	7	Carbon Monoxide Safety and Health Association (OSHA) – 1994- 1995

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<u>Box</u>	<u>Folder</u>	<u>Title</u>
10	8	Carol Hyatt. Leadership Forum – 1998
	9	[Child Safety Campaign] – 1990-1996
	10	Chroma Design and Communications – 1998
	11	[Clemson University Lecture Series Proposal] – 1992
11	1	[CMA Testing and Certification Laboratories] – 1992
	2	Comerica Economic Forum Program – 1994
	3	Computer and Internet Prices – 1995-1997
	4	[Congresswoman Eddie Bernice Johnson’s Public Forum on the North American Free Trade Agreement] – 1993
	5	Consumer Aerosol Products Council – 1989-1990 Consumers and Aerosols
	6	[How Concerned are Consumers over Factors Affecting the Environment?] – 1991
	7	[Surveys] – 1990
	8	[“Consumer Challenge in a Changing World” International Summit, National Consumers League] – 1999 [Consumer Federation of America]
	9	[Consumer Assembly 2000] – 2000
	10	[22 <sup>nd</sup> Annual Consumer Assembly Conference] – 1989
	11	Consumer Issues. [Newspaper Clippings] – 1998-1999
12	[Consumer Product Safety Initiative Proposal] – 1994-1995	
13	Consumer Safety Speech – 1997-1999	
12	1	[“Corporate Boardroom Diversity: An Individual Perspective” by Nancy Harvey Steorts] – [c. 1995] Correspondence
	2	1989-March 1991
	3	April-December 1991
	4	January-March 1992
	5	April-June 8, 1992
	6	June 10-July 31, 1992
	7	August-September 8, 1992
	8	September 12-December 1992
	9	January-October 1993
	13	1
13	2	October 1995-June 1998
	3	July 1998-1999
	4	[Steorts Promoting Her Professional Services] – 1989-1991
	5	CPSC [Consumer Product Safety Commission]/Taiwan Gaum Industry. Internet Information – 1988-1996
	6	[Cristallerie de Bourgogne] – 1993
	14	1

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<u>Box</u>	<u>Folder</u>	<u>Title</u>
		Czechoslovakia
14	2	1988-1990
	3	[c. 1990]
	4	Dom Intertrade Inc. – 1990
	5	Health Care – 1989-[c. 1990]
	6	Health Minister – 1985-1990
	7	Prague. “Health Care and the Recovery of Eastern Europe” Speech – 1990
	8	Standards Conference – 1990
	9	Czechoslovakia/U.S. Conference – 1990
	10	Czechoslovakia-U.S. Economic Council – 1991
	11	Diary and Work Record – January-June 1993
	12	Direct Selling – 1991-1994
	13	[Diisonoyl Phthalate (DINP). Meeting with C.T. “Kip” Howlett] – 1998
15	1	Dr. Tichy – 1990
	2	Earth Summit – 1992
	3	Ed Morgan – 1991
	4	[Edelman Public Relations Worldwide] – 1994
		Edison Electric Institute Seminar
	5	1992
	6	1992
	7	EDS Financial Corporation – 1991-1992
	8	Enterprise 1992
	9	Erie Quality Award – 1990-1992
	10	Escalator Injury – 1996
	11	Expense Reports – 1994
	12	Exports – 1992
		Faxes Received
	13	1990-July 1991
16	1	August 1991-April 3, 1992
	2	April 6-July 1992
	3	August 1992-December 1994
	4	February 1995-September 1997
		Faxes Sent
	5	1990-July 1992
	6	August 1992-May 1993
	7	June 1993-January 1994
17	1	February-June 1994
	2	July-August 1994
	3	September 1994-February 1995
	4	March-June 1995
	5	July 1995-February 1997
	6	March 1997-August 1998

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<u>Box</u>	<u>Folder</u>	<u>Title</u>
17	7	Finland. Wool – 1991
	8	[First Meeting of the Standards Working Group of the Joint U.S.-U.S.S.R. U.S.-U.S.S.R. Commercial Commission, March 11-13, 1991] – 1991
	9	Food and Drug Administration 1984-1990
	10	[A Lifetime of Good Health] – 1989, 1995-1999
	11	Frank Curran. Curran & Associates – 1991
		Gas Appliance Manufacturers Association (GAMA)
18	1	1986, 1994-March 1995
	2	April 1995-1996
	3	[Carbon Monoxide Detector Division Meeting (August 22, 1995)] – 1995
	4	[59 <sup>th</sup> Annual Meeting, Scottsdale, Arizona] – 1994
	5	[60 <sup>th</sup> Annual Meeting, Palm Beach, Florida] – 1995
	6	[Gas Appliance Manufacturers Association (GAMA)/DESA International. Vent-free Gas Heaters] – 1995
	7	General Electric International – 1990
19	1	General Quality Proposal – 1988-1992
	2	Glahé International – 1989-1991 [Global Economic Action Institute]
	3	May-September 1990
	4	October 1990-1991
	5	[ <i>Global Market Series: Import Certificate Program – Session IV, Letters of Credit and Legal Issues</i> ] – 1994
	6	Gostandart of the Americas – 1991
	7	[Graham Williams Group] – 1989-1991
8	[Greater Washington's Labor Shortage] – 1988	
20	1	[Hamilton Rial. Clean Air Research and Engineering, Inc.] – 1998
	2	Hayward International – 1998 Hill and Knowlton
	3	1987-1989
	4	[c. 1989]-1992
	5	[Hogan Quality Institute Certificate] – 1993
	6	[Hoover Institution Luncheon, Stanford University] – 1994
	7	Housing: Mexico – 1992
	8	Hughes & Luce, L.L.P. – 1993
	9	Hungry – 1990-1991
	10	IBER Conference – 1997
	11	[Illinois Quality Award] – 1992-1993
	12	Import/Export Information – 1989-1991
	13	[Infant Car Seats Carriers Recall] – 1998
	14	Ingram, Stephen Frank – 1995

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20	15	[International Alliance Annual Conference, Emerging Health Issues Panel] – 1998
	16	International Conference on Volunteer Standards, San Antonio, Texas – 1993 [International Consumer Product Health and Safety Organization (ICPHSO)] [Symposium]
21	1	[Lake Buena Vista, Florida] – 1994
	2	[Orlando, Florida] – 1998
	3	[West Palm Beach, Florida] – 1996-1997
	4	International Cultural Trade Commission – 1991
	5	[International Development Management Center (IDMC)] – 1992 International Toy Safety Seminar October 1991
	6	1991
	7	
	8	International Trade Association – 1996
	9	International Year of Older Persons 1999 – 1994-1999
	10	[Internet Marketing] – 1997
22	1	[Irida (Association of Moscow Women Artists) Art Project] – 1990
	2	James Boyd. SGS International Quality Services – 1990-1991 J.C. Penney
	3	1989-1990
	4	[c. 1990]-1992
	5	Al Lynch – To Discuss – 1990
	6	Contracts – 1990
	7	Czechoslovakia – 1990-1991
	8	Faxes Sent – 1990
	9	Final Report – 1990
	10	Poland – 1989-1990
	11	Quality – 1991
	12	Soviet Union – 1990-1991
23	1	J. D. Powers and Associates – 1996-1997
	2	Jellinek, Schwartz, Connolly and Freshman, Inc. – 1991
	3	Jenkins and Gilchrist – 1995
	4	Jerry Gilbert – 1995
	5	John McCreery. Super Collider – 1990-1991
	6	Johnson & Johnson – [c. 1989]
	7	Jon Fleming – 1990
	8	[Joseph Jacobson/Marcus and Associates] – 1992
	9	Ketchum – 1991
	10	Knight, Peter A. – 1996-1997

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<u>Box</u>	<u>Folder</u>	<u>Title</u>
		Kuwait Information
23	11	1990 April 1991
	12	April 1-June 26, 1991
	13	Lamalie Amrop International – 1996
		Latin America
24	1	1996
	2	Business – 1995
	3	[Lists of Topics for Television Show] – 1996
	4	Lou Faoro – [c. 1992]
		Manning, Selvage and Lee
	5	1995
	6	Invoices – 1995
		Marlow Industries, Inc.
	7	1993
	8	Speeches – 1992
	9	Master Media. Susan Stautberg – 1991
	10	[Master Media Limited Speakers Bureau] – 1991
	11	[Media] – 1992
		[Memoranda]
	12	1990-1994
	13	1995-1998
	14	Mexico – 1994-1996
	15	Mexico. Behrs International – 1991
		Mission Management and Trust Company
	16	1994-1995
		Board of Directors Meeting
25	1	(September 6, 1994) – 1994
	2	(January 9, 1995) – 1994-1995
		Mont-Ro Skin Care, Inc.
	3	1992-April 1994
	4	July 1994-1995
	5	MPI [Meeting Professionals International] – 1996-1997
	6	[NAFTA (North America Free Trade Agreement)] – 1992, 1997
		National Association of Consumer Agency Administrators (NACAA) –
	7	1995
	8	[c. 1995]-1996
		[National Association of Counties (NACo)]
		[1995 Annual Conference, Fulton County (Atlanta), Georgia]
26	1	1995
	2	1995
	3	[Radon/Indoor Air Advisory Committee] – 1995

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		National Association of Manufacturers
26	4	1990-July 1992
	5	August 1992-1993
	6	[National Center for Career Strategies Seminar “Change Your Future”] – 1989
	7	National Fire Protection Association – 1996
	8	National Safety Board. Air Bag Hearing (March 17, 1997) – 1996-1997
		National Spa and Pool Institute
	9	1991-1992
	10	[Model Child Protection/Barrier Code] – 1993 [Standards and Assessments]
27	1	1984-February 1990
	2	October 1990
	3	October 1990-October 1991
	4	[Steorts’ Quality] Speech – 1988-1992
	5	[National Transportation Safety Conference (March 2-3, 1999), Washington, D.C.] – 1996, 1998-1999
	6	Nighthawk Industries – 1994 [1998 Federal Technical Standards Workshop, Washington, D.C.]
	7	Part I – 1998
	8	Part II – 1998
28	1	[1997 Professional Education Conference, San Francisco, California] – 1996-1997
	2	North American Environment Fund – 1996 Notes
	3	[c. 1989-1992]
	4	[c. 1989-1992]
	5	[c. 1993]
	6	Notes and Articles [on Rebuilding Kuwait] – 1991
	7	Notes/Articles/Seminars – 1990-1991 Nutra-Meal [Proposal Prepared for United Medical Supply Company]
	8	Part I – 1990
29	1	Part II – 1990
	2	[“Observations from the Soviet Union” by John and Shirley Baer] – 1991
	3	Older Consumer Safety Issues – 1996-1999
	4	Oncology Center [for Budapest, Hungary] – 1991
	5	Overseas Private Investment Corporation (OPIC) – 1990-1991
	6	[Packet about the Business] – 1984-1992
	7	Paris, France Trip (April 21-25, 1994) – 1994
	8	Phillip Morris – 1992

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29	9	Phoenix, Arizona Trip (April 17-20, 1994) – 1994
	10	(July 21-24, 1994) – 1994
	11	(August 25-28, 1994) – 1994
	12	Phoenix–Tuscan, Arizona Trip (June 23-27, 1994) – 1994
	13	Picker International, Inc. – 1989-1990
30		Pier One Imports
	1	January-May 1992
	2	July-September 1992
	3	Poland – 1991
		Porter/Novelli
	4	Calcium Research – 1990
	5	National Live Stock and Meat Board – 1990
	6	Potential Business – 1992
	7	Press Material – 1991-1992
	8	Press Releases – 1992
9	<i>[Proceedings of the Fourth Meeting of the Intergovernmental U.S.-Russian Business Development Committee’s Standard Working Group, March 27-31, 1995]</i> – 1995	
10	Product Liability – 1996	
31		Product Safety and Quality
	1	1994-[c. 1994]
	2	[c. 1994]
	3	Projects – June 1991- February 1992
	4	Public Relations – 1991
	5	[“Quality – A National and International Imperative” Speech] – [1992]
	6	[“Quality – A National and International Priority” Speech] – 1992
	7	[Quality Assurance International Ltd. (QAI)] – 1992-1993
	8	Quality. Correspondence – 1991-1992
		Quorum
	9	February 1992-June 1994
10	August-November 1994	
11	Ann Hallman – 1994	
	Applied Holdings Stock	
12	August 1972-November 10, 1993	
32	1	November 24-December 1993
	2	Business Cards – 1992-1993
	3	Business Place – 1994
	4	Business Volume Transfers – 1993
	5	Checks – 1993-1994
	6	Chris Reed – 1992-1993
	7	Comments from Distributors – 1993
	8	Contacts – 1993

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		Quorum
32	9	Dale Hernandez – 1994
	10	Database Marketing – 1993
	11	Direct Selling Association – 1994
	12	Distributor Applications – 1993-1996
	13	Distributor Memos – 1994
	14	Distributor Promotion – [n.d.]
	15	Distributors – 1993-1995
33	1	Dwayne V. Davis – 1994
	2	Ed Heiden – 1994
	3	Events – 1994
	4	Executive Promote Out Form – 1993-1996
	5	Expenses – 1994
		Faxes
	6	August 1993-January 20, 1994
	7	January 21-February 25, 1994
	8	February 28-May 6, 1994
	9	May 10-July 18, 1994
	10	July 19-August 5, 1994
34	1	August 8-October 18, 1994
	2	November 1994-February 1996
	3	Final Papers for Gold Distributorship – 1993-1994
	4	Florida Convention – 1994
	5	Franchise Show – 1994
	6	Fred Cowley: Cowley Training – [n.d.]
		Genealogy
	7	1993
	8	1994
	9	[c. 1994]
	10	Getting Started – 1994
	11	Gold – 1994
	12	Immobiliser – 1993-1994
35	1	International – 1993-1994
	2	International Export Policy – 1994
	3	International Product Safety – 1993-1994
	4	International Products – [n.d.]
	5	Inventory Price List – [c. 1991]
	6	[Jeff] Olson – 1994
	7	Jeff Olson's Network International Meeting – 1994
		Las Vegas
	8	March 1993-June 20, 1994
	9	June 23-July 31, 1994
	10	Leadership – 1994-1995

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<u>Box</u>	<u>Folder</u>	<u>Title</u>
		Quorum
36	1	Leadership Training 1993
	2	[c. 1993]
	3	[c. 1993]-1994
	4	Letter Samples – 1994
	5	“Loan A PAAL Program” – 1992
	6	Madan Goyal – 1993
	7	Mastermind Leadership Weekend], Phoenix, [Arizona] 1993-[c. 1994]
	8	[c. 1994]-1994
	9	Miscellaneous – 1994
	10	Monday Night Meeting – 1994
	11	Multi-level Marketing – 1994
		New [Products]
37	1	1993-October 18, 1994
	2	October 24-November 7, 1994
	3	Nondisclosure Agreement – 1994
	4	Olson Conference Call – 1995
	5	Order Form – 1992-1994
	6	Overview Outline – [c. 1992]
	7	Paul Greenberg – 1994
	8	[Policies and Procedures] – 1995
	9	Prices – 1993-1994
	10	Proposal – 1993-1994
		Raymond Hung
	11	1994
	12	Speech – 1994
	13	[Reference Guide] – [c. 1993]
	14	Regional Meeting – 1994
	15	Residential Burglar Alarm Sellers Certificate – 1993-1995
	16	[Step One Business Development Training Program] – 1992
	17	Trips – 1994
38	1	[Update] – 1996
		VIP Contacts
	2	April-September 1993
	3	October-December 1993
	4	Volume Notices – 1993
	5	Working Papers for Gold – 1994
	6	Radio/Television – 1995-1998
		Rain Forest International
	7	February-April 13, 1992
	8	April 16-June 30, 1992

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<u>Box</u>	<u>Folder</u>	<u>Title</u>
		Rain Forest International
38	9	July 28-September 30, 1992
	10	[c. 1992]
39	1	[ <i>Picturing Paradise: Art and the Rain Forests</i> ] – [c. 1992]
	2	[ <i>Preserving Paradise: The Rain Forests at Risk</i> ] – [c. 1992]
	3	Update – 1992
	4	[Recalls] – 1998
	5	Regensburg, Bavaria, Germany – 1996-1997
	6	Reports – 1992
	7	Responses to Letters on Safety Programs – 1996
	8	[Rio de Janeiro Environmental Summit] – 1991-1992
	9	Robert Bostick. [Mexican Housing] – 1992
	10	[Russia] – [c. 1990]-1991
		Russia. Standards Trip
	11	1987-April 1992
40	1	May-July 1992
	2	August 1992
	3	September 2-9, 1992
	4	September 11, 1992-1993
	5	Safety Issues – 1982, 1990-1994
	6	Safety Sells Conference – 1995
	7	Samples of Business Letters – 1996-1997
	8	[Sanford C. Bernstein and Co. Inc.] – 1997
		[Scheduled Events and Appointments]
	9	January 1989-November 1990
41	1	January 3-December 16, 1991
	2	January 2- March 26, 1992
	3	March 30-June 18, 1992
	4	June 20-July 29, 1992
	5	July 30-August 31, 1992
	6	September 1-October 26, 1992
	7	November 1-December 24, 1992
42	1	January 5-April 28, 1993
	2	May 1-August 30, 1993
	3	September 1-October 30, 1993
	4	November 1-December 31, 1993
	5	January 4-31, 1994
	6	February 1-24, 1994
	7	February 25-March 29, 1994
43	1	March 30-April 30, 1994
	2	May 1-11, 1994
	3	May 12-31, 1994
	4	June 1-14, 1994

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<u>Box</u>	<u>Folder</u>	<u>Title</u>
		[Scheduled Events and Appointments]
43	5	June 15-30, 1994
	6	July 1-20, 1994
	7	July 21-August 23, 1994
44	1	August 25-September 18, 1994
	2	September 19-October 17, 1994
	3	October 18-November 16, 1994
	4	November 17-December 6, 1994
	5	December 7-31, 1994
	6	January 1-February 8, 1995
	7	February 9-22, 1995
	8	February 23-April 7, 1995
45	1	April 10-May 4, 1995
	2	May 6-31, 1994
	3	June 1-July 28, 1995
	4	August 1-22, 1995
	5	August 23-September 12, 1995
	6	September 13-October 9, 1995
46	1	October 10-31, 1995
	2	November 1-14, 1995
	3	November 15-30, 1995
	4	December 1-28, 1995
	5	January 1-22, 1996
	6	January 23-February 5, 1996
47	1	February 6-28, 1996
	2	March 1-26, 1996
	3	March 27-April 17, 1996
	4	April 18-May 17, 1996
	5	May 18-June 14, 1996
	6	June 16-24, 1996
48	1	June 25-July 31, 1996
	2	August 1-September 13, 1996
	3	September 16-30, 1996
	4	October 1-30, 1996
	5	November 1-15, 1996
	6	November 18-December 27, 1996
	7	January 6-30, 1997
49	1	February 1-March 14, 1997
	2	March 15-April 22, 1997
	3	April 23-May 14, 1997
	4	May 15-June 18, 1997
	5	June 20-October 15, 1997
	6	October 16-November 6, 1997

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<u>Box</u>	<u>Folder</u>	<u>Title</u>
		[Scheduled Events and Appointments]
49	7	November 7-December 22, 1997
50	1	January 9-March 10, 1998
	2	March 11-April 28, 1998
	3	April 29-August 15, 1998
	4	August 18-October 19, 1998
	5	October 20, 1998-May 2, 1999
	6	School Proposals – 1992
51	1	[7 <sup>th</sup> International Conference on Product Safety Research] – 1999
	2	[7 <sup>th</sup> International Conference on Product Safety Research, Proceedings of the] – 1999
	3	[Shanghai Toy Import and Export Corporation] – 1991-1992
	4	[Shiroma, Mary. Southwest Speakers Bureau] – 1992
	5	[Smirnov, Mikhail] – 1988-1991
	6	Sources of Capitol – 1992
	7	Southwest Venture Forum – 1996
	8	Speer, Blanca – 1992-1993
	9	Sprint – 1992
	10	State Quality Network – 1992
	11	[Strom Thurmond Institute Speech] – 1992
	12	Summit of the Americas – 1994
	13	[Symposium on Bulgaria: Signing of U.S.-Bulgarian Bilateral Trade Agreement] – 1991
52	1	Taiwan, Republic of China: The Six-Year National Development Plan – 1992
	2	Terrill – 1990
	3	Thailand – 1996
	4	“The Meeting Standard – Creating Consistency” Speech – 1997
	5	[The Peoples Foundation. National Advisory Committee] – 1995 [The People’s Network (TPN)]
	6	1995-1997
	7	[Distributor Kit] – 1994
	8	[Distributor Materials] – 1996
	9	[“The Extreme Mastermind” Event (June 5-8, 1997), Dallas, Texas] – 1997
	10	[Faculty Training] – 1996
	11	[Introductory Speech of Steorts to the Network] – [c. 1995]
	12	[Public Relations] – 1994-1996
	13	[Materials for Television Show] – 1993
	14	[Steorts’ Television Show Programming Ideas] – 1995
53	1	[Training] – 1996
	2	[Toy Manufacturers of America. Quality Assurance Conference, Miami, Florida] – 1994

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<u>Box</u>	<u>Folder</u>	<u>Title</u>
53	3	Trade Fair, Kuwait – 1991
	4	Trade Mission. U.S.S.R. – 1990
	5	[Trans Atlantic Consumer Dialogue (TACD), Third Meeting of] – 2000
	6	Turkey (Anne Renouf Headley) – 1991
	7	[Tuscan, Arizona Trip (June 26, 1994)] – 1994
		United Medical Supply
	8	1990-1991
	9	Contract – 1988-1990 [Nutra Care]
	10	[A Complete Weight Management Program] – [c. 1990]
	11	[Patient Manual] – [c. 1990]
	12	[Physician Manual] – [c. 1990]
	13	Papers Given to [McKenzsie, the] Lawyer – 1990-1991 [William Bandy] – 1990
	14	United Nations – 1991
	54	1
2		[U.S. Foundation for International Economic Policy] – 1989
3		U.S.-Russia Summit – 1992 U.S.S.R.
4		Gosstandart – 1990
5		Health Seminar – 1990
		Value Added Fibres Ltd.
6		Appalachian Regional Commission – 1991 Blankets
7		January-June 1981
8		July-October 1991
9		November 1991-April 1992
55	1	[c. 1992]
	2	Contacts – 1990
	3	Itineraries and Visa Information – 1973, 1991
	4	Proposals and Contracts – 1991
	5	Report – 1991
	6	Reports and Information [Sent to the Company] – 1990-1991
	7	Requests from the Company (Updates) – 1990-1991
	8	Summary Information about [the Company] and the Wool Industry – 1988-1991
	9	Vance International – 1991 [Voluntary Standards]
56	1	1979, 1986-May 1992
	2	July-August 1992
	3	[Waijahn, Carl] – [c. 1990s]

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<u>Box</u>	<u>Folder</u>	<u>Title</u>
56	4	[Washington, D.C. Trip]
		[(February 23, 1994)] – 1994
	5	[(June 29-july 10, 1994)] – 1994
	6	[(July 26-31, 1994)] – 1994
	7	Westcott Communications – 1995-1996
	8	[“What Importers Should Know About the U.S. Consumer Product Safety Commission” Speech, Global Market Series, International Business Center, Dallas, Texas] – 1992, 1994
		White Consolidated Industries
	9	1986-1990
	10	1991
		White House
	11	1989-1991
57	1	1992
	2	[Briefing on the North American Free Trade Agreement (NAFTA)] – 1993
	3	[Witts, David A.] – 1992-1993
	4	Wordtemps – 1991
	5	Yarsley Quality Assured Firms Limited – 1992