OVERVIEW OF THE RECORDS

Series Title: Files of Ingram Morehouse,
Quantity: 3.6 cu. ft. (3 boxes and 2 partial boxes).
Location: See Detailed Description section for box locations.

SCOPE AND CONTENTS OF THE FILES

Mainly the files of Ingram Morehouse, longtime employee of the Highway Department and first director of the Data Coordination Division, established in August 1958 and later known at the Data Processing Office. The division/office, organized into the computer programming, routing and reports, and research and evaluation sections, coordinated all electronic data processing activities in the department. Morehouse also represented the highway department in all matters concerning electronic data processing.

The files mainly document the development of the department's data processing system particularly the purchase, installation, and operation of several IBM computers and computer systems, feasibility studies, progress reports, surveys, planning studies, programmer training, budget, and the ICES (Integrated Civil Engineering System). Many of the reports and studies were prepared by Booz, Allen & Hamilton, a management consultant firm.

The records also include a set of office diaries (1957-1971), containing handwritten notes by various staff members documenting their daily activities; files covering Morehouse's professional affiliations and activities (1965-1971), particularly the American Association of State Highway Officials and the Highway Engineering Exchange Program; and a 1958 photograph of the highway department's central office staff.
INDEX TERMS

This collection is indexed under the following headings in the catalog of the Minnesota Historical Society. Researchers desiring materials about related topics, persons or places should search the catalog using these headings.

Topics:
- Administrative agencies--Minnesota--Data processing.
- Computer programming--Training of--Minnesota.
- Computer systems--Minnesota.
- Electronic data processing--Minnesota.
- Feasibility studies--Minnesota.
- Highway departments--Minnesota--Data processing.
- IBM computers--Programming--Minnesota.
- ICES (Electronic computer system).

Persons:
- Morehouse, Ingram.

Organizations:
- American Association of State Highway Officials.
- Booz, Allen & Hamilton.
- Highway Engineering Exchange Program.
- Minnesota. Dept. of Highways. Data Coordination Division.
- Minnesota. Dept. of Highways--Data processing.

Types of Documents:
- Photographs.

ADMINISTRATIVE INFORMATION

Preferred Citation:

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**DETAILED DESCRIPTION OF THE COLLECTION**

*Note to Researchers: To request materials, please note both the location and box numbers shown below. Each file consists of one folder unless specified otherwise.*

<table>
<thead>
<tr>
<th>Location</th>
<th>Box</th>
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<tbody>
<tr>
<td>107.I.16.1B</td>
<td>1</td>
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<tr>
<td>Correspondence and memoranda, January 1962 – December 1974. 2 folders.</td>
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<td>Organizational files:</td>
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<td>National conference correspondence and proceedings, May 1969. 1 folder and 1 volume.</td>
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<tr>
<td>Task Force on Program Index, 1965-1969. 1 folder and 1 volume.</td>
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<tr>
<td>HEEP (Highway Engineering Exchange Program), 1963-1970. 3 folders. Includes newsletters.</td>
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<td>Office diaries, 1957-1971. Mainly handwritten (by a variety of staff members) notes on field trips, contracts, reports, procedures, new staff, special staff and consultants, vacations, meetings, and other aspects of the office’s activities. Some have items taped or stapled onto the pages. The first volume, labeled 1958, also contains 1957 entries and there are two volumes for 1969. The latter have some overlapping entries. 1957-1969. 13 volumes.</td>
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<tr>
<td>107.I.16.2F</td>
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Reports:

- Assignment Checklist for Consultants, October 1957.
- Electronic Data Processing Feasibility Study, Minnesota Department of Administration, February 1958.
- Data Processing Services Progress and Status Reports, October 16, 1959.
- The Critical Path, Leroy Swanson, Road Design Section, Minnesota Highway Department, March 1, 1963.
  - Prepared by the staff of the Data Processing Services.
- Establish a Management Control Division Under an Assistant Commissioner and Assign It Responsibility for Developing and Using a System of Managerial Controls, 1966.
  - Produced by the Research and Standards Division, Office of Maintenance Standards.
Location Box
107.I.16.3B 3 Subject files:
   Management consultants. Includes correspondence, invoices, reports, statistics, and related materials.
   Data Processing, Engineers’ Users’ Manuals and You, February 1964.
   Speech read at the 1964 Highway Conference.
   An IBM system purchased by the highway department for delivery in October-November 1971.
Information on consolidation, 1970.

Location Box
Program development cost, 1961.
Purchase orders, 1970.
   Background data on Project Control System.
Rochester trip, IBM plant, 1964.
Speeches by Ingram Morehouse:
   Miscellaneous speeches on the use of electronic technology in the Highway Department, [ca. 1961]-1965.
Staff meeting and training sessions, 1963-1965.
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<tr>
<td>126.G.6.5B-1</td>
<td>5</td>
<td>Group photograph (black and white) of the Highway Department central office staff, June 5, 1958. 1 item in oversize folder.</td>
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