OVERVIEW OF THE RECORDS

Series Title: Citizen Outreach Department records.
Quantity: 0.9 cu. ft. (1 box).
Location: 110.F.15.4F

SCOPE AND CONTENTS OF THE RECORDS

Records of this department whose goal was to bring government back to the people by engaging citizens who had concerns about substantive issues in a dialogue with the Governor and state agencies. They worked on three levels: in-house, responding internally to citizens who approached the Governor’s office, particularly coordinating all regular and electronic mail, phone calls, and walk-ins; agency collaborations; and outreach initiatives, including monthly meetings with the Governor, a citizen outreach advisory group, and a variety of youth initiatives.

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—Management.
  Children’s writings.
  Constituent power—Minnesota.
  Executive departments—Minnesota—Reorganization.
  Government productivity—Minnesota.
  Humanitarianism—Awards—Minnesota.
  Interns (legislation)—Minnesota.
  Kindness—Awards—Minnesota.
  Political participation—Minnesota.
  Voting—Minnesota.
  Youth—Minnesota—Political activity.

Places:
  Minnesota—Politics and government—1981-.

Persons:
  Schunk, Mae.
  Ventura, Jesse.

Organizations:

Types of Documents:
  Children’s letters.
  Web sites.

ADMINISTRATIVE INFORMATION

Preferred Citation:
See the Chicago Manual of Style for additional examples.

Accession Information:
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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.

Location

110.F.15.4F

Includes 2003 nomination forms.
See also the Correspondence series (cataloged separately).
Other elected officials, 1998.
VIPs, 1998.
Correspondence, 1999-2000, 2002. 3 folders.
Includes office correspondence, photocopies of response letters written for the Governor’s signature (possibly used as samples), and form replies for constituent mail.
E-mail, automatic replies, 2001.
Governor Ventura correspondence/speeches, 1999-2002. 3 folders.
Mainly photocopies of response letters written for the Governor’s signature (possibly used as samples).
Hunt, David, Citizen Liaison, correspondence, 1999-2002. 2 folders.
Mainly briefing memos for the Governor and his staff and photocopies of response letters written for the Governor’s signature.
Materials, including correspondence, forms, and reports, documenting the use of interns by the Governor’s Office.
IQ [Internet Quorum] letters, Keith Rauen, 2000.
Concerns the Internet Quorum Constituent Relationship Management System.
Keeping Focused on the Big Plan, Governor’s Office staff retreat, August 2000.
Location

110.F.15.4F

Lieutenant Governor correspondence, 2000-2002.
  Mainly briefing notes.

  Public memorial following the September 11 terrorist attacks.

Minnesota Votes!: Active, Engaged Citizen Initiative; Service, Not System, September-October 2000.
  Itineraries, reports, correspondence, surveys, and plans documenting this program.


Phone and voice mail tallies, November 1998 – March 1999.
  Monthly and bi-monthly listings of calls by issue or topic; often divided into pro or con.

Published policy positions, November 1998. 2 folders.
  A raw data collection of Governor-Elect Ventura and Lieutenant Governor-Elect Schunk’s published policy positions.

  One folder contains an alphabetical set of topic-based form letters used during 1999; the others appear to be photocopies of actual letters used as samples.

Series 9 – Miscellaneous, undated.

Strategic plan, October 1999.
  Planning exercise to develop strategies to reach the department’s vision and overcome barriers.

  Weekly “Top Ten Reasons Citizens Consulted the Governor Last Week” sheets sent to all Governor’s Office staff.

  Snapshot of the Governor’s Office Web site.