**Finding Aid Template, Part Two: Container List**

**Finding aid author:**

**Date of Finding Aid completion:**

Fields colored green are required. Fields colored yellow are to be used if needed.

* Use a separate table for each series or subseries. If subseries exist, be sure to include the series number and series title with each subseries table.
* When a table needs to continue on another page, simply tab to add another row to the existing table and repeat as often as needed.
* Each document should follow the file naming convention: “[creator]-Series [I, II, III].docx”
* If your collection has subseries, add a dash and the subseries letter following the series number (ex. Hulme-Series I-B.docx)
* It ***is*** necessary to type out data that repeats in the following line. Do not use ditto marks or the word "ditto."

| **Collection Title** | Cissy Stewart Lale Papers |
| --- | --- |
| **Series Number** | 2 | **Subseries Letter** (if used) |  |
| **Series Title** | Professional | **Subseries Title** |  |
| **Inclusive Dates** | 1941 – 2001, Undated | **Inclusive Dates** |  |
| **Number of folders**  | **44** | **Number of folders** |  |
| **Linear ft.** | **1.2** | **Linear ft.** |  |
| **Series Description** | **This series contains correspondence, newspaper clippings of Lale’s work, publications featuring Lale’s work, printed materials, photographs, awards, and certificates.**  | **Subseries Description** |  |
| **Arrangement Note** (if used) | **The series is arranged alphabetically.**  | **Arrangement Note** (if used) |  |
| **Box Number** | **Folder Number** | **Folder Title** | **Dates** | **Scope/Content Note (if used)** |
| 2 | 1 | Amon G. Carter Jr.,  | Undated | Issue of the Star- Telegram Junior celebrating the legacy of Amon G. Carter Jr. |
| 2 | 2 | Awards and Certificates,  | 1941 – 2001, Undated | Cissy’s high school diploma, a photocopy of a newspaper clipping that was inside the diploma book, various awards from different organizations, photocopies of newspaper articles covering an award ceremony, a Proclamation from the mayor of Marshall, TX honoring Max and Cissy Lale.  |
| OS878 | 1 | Awards and Certificates,  | 1941 – 2001, Undated | Cissy’s college diploma, Brownwood Mafia Award, Associated Press Managing Editors Association of Texas award. |
| OS675 | 2 | Awards and Certificates,  | Undated | A key to the city of Fort Worth |
| 2 | 3 | Other Publications,  | 1976 - 1993, Undated | A nomination for the Woman’s Shakespeare Club written by Cissy, issue of the Star-Telegram Junior that includes an article written by Cissy, issue of Children’s Promise magazine that includes an article written by Cissy. |
| 2 | 4 | Perry R. Bass,  | February 1969 – 1980, Undated | Cissy’s research material on Perry R. Bass, photocopied newspaper articles, typed drafts of Cissy’s work on Perry R. Bass |
| OS878 | 3 | Perry R. Bass,  | April 1978 – March 1980 | Cissy’s research material on Perry R. Bass, Dallas Morning News article on the development changes in downtown Fort Worth |
| 2 | 5 | Professional Correspondence,  | 1968 – 2000 | Congratulatory letters acknowledging Cissy’s appointment to national president of the Theta Sigma Phi fraternity, Western Union telegrams, a letter from the University of Texas at Arlington, an invitation to an award ceremony. |
| OS878 | 1 | Retirement,  | July 1987 – August 1987 | Newspaper articles and clippings about Cissy’s retirement. |
| OS878 | 1 | Retirement,  | July 1987 – August 1987 | Retirement poster for Cissy given by The Paris Coffee Shop, Office of the Mayor of the city of Fort Worth Proclamation, House of Representatives Resolution 97.  |
| 1 | 7-13 | Star-Telegram Column Clippings,  | March 1969 – August 1972 | Clippings of Cissy’s columns in the Fort Worth Star-Telegram from March 1969 to August 1972. There are no clippings for the year 1970. There are some months that are not represented in the collection for the years 1969 and 1971.  |
| 2 | 14 | Star-Telegram Column Clippings,  | 1978 | Clippings of Cissy’s Fort Worth Star-Telegram column for the year 1978.  |
| 3 | 1-4 | Star-Telegram Column Clippings,  | January 1979 – December 1979 | Cissy’s column clippings from the Fort Worth Star-Telegram for the year 1979 |
| 3 | 5-8 | Star-Telegram Column Clippings,  | January 1980 – December 1980 | Cissy’s column clippings from the Fort Worth Star-Telegram for the year 1980 |
| 3 | 9-11 | Star-Telegram Column Clippings,  | January 1981 – May 1981 | Cissy’s column clippings from the Fort Worth Star-Telegram.  |
| 4 | 12-14 | Star-Telegram Column Clippings,  | January 1985 – March 1985 | Cissy’s column clippings from the Fort Worth Star-Telegram. |
| 4 | 1-9 | Star-Telegram Column Clippings,  | April 1985 – December 1985 | Cissy’s column clippings from the Fort Worth Star-Telegram from April 1985 to December 1985.  |
| 4 | 10 | Star-Telegram Column Clippings,  | February 1963 – April 1982 | Photocopies of various articles and columns written by Cissy.  |
| OS878 | 3 | Star-Telegram Column Clippings,  | April 1970 – April 1982 | Photocopies of various articles and columns written by Cissy.  |
| 4 | 11 | Sydney B. Norwood,  | Undated | Research material. |
| 4 | 12-13 | Sweetie Ladd,  | April 1999 – October 2001 | Promotional information about her book, correspondence, newspaper articles |
| OS878 | 3 | Sweetie Ladd,  | June 1999 | Fort Worth Star-Telegram article about Cissy’s book, *Sweetie Ladd’s Historic Fort Worth*. |
| 4 | 14  | Texas State Historical Society,  | 1986 – 2001 | Meeting programs, a speech written by Cissy, The New Handbook of Texas published by the Texas State Historical Association. |
| 4 | 15 | Work Materials,  | March 1977 – April 1982, Undated | Cissy’s typed drafts and expense reports.  |
| OS675 |  | Work Materials,  | Undated | Fort Worth Star-Telegram tote. |
| 4 | 16 | Work Photographs,  | 1965-1969, Undated | Photographs of celebrities, Cissy, and photo negatives. This folder includes photographs of former First Lady of the United States, Claudia Alta “Lady Bird” Johnson.  |