



MINNESOTA HISTORICAL SOCIETY
Minnesota State Archives

GOVERNOR Ventura, Jesse

An Inventory of His Citizen Outreach Department Records

OVERVIEW OF THE RECORDS

Agency: Minnesota. Governor (1999-2003 : Ventura).
Series Title: Citizen Outreach Department records.
Dates: 1998-2002.
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.

The files include letters congratulating the Governor on his election (1998-1999), form and sample letters used for constructing responses for the Governor and Lieutenant Governor's signatures (1999-2002), text of the office's e-mail and Web site automated responses (2001), a manual for replying to children's letters (1999-2002), monthly departmental reports (2000), phone and voice mail tallies (1998-1999), weekly lists of the top ten reasons citizens consulted the Governor (1999-2002), a collection of the Governor-Elect and Lieutenant Governor-Elect's published policy positions (1998), briefing notes for the Governor and his staff (1999-2002), and a March 29, 2001 print-out of the office's Web site. There are also files documenting the office's intern program (2001-2002), an office staff retreat (2000), the Minnesota Votes! initiative (2000), the Acts of Kindness Awards (2002), and the department's strategic plan (1999).

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:

Minnesota. Governor (1999-2003 : Ventura)—Constituent communication.

Types of Documents:

Children's letters.
Web sites.

ADMINISTRATIVE INFORMATION

Preferred Citation:

[Indicate the cited item and folder title here]. Minnesota. Governor (1999-2003 : Ventura). Citizen Outreach Department Records. Minnesota Historical Society. State Archives.

See the Chicago Manual of Style for additional examples.

Accession Information:

Accession number(s): 2004-44

Processing Information:

Processed by: Rich Arpi, January 2004; Cheri Thies, May 2004
MNPALS ID No.: 2911483

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 Acts of Kindness Awards, Judging Panel Manual, 2002.
Includes 2003 nomination forms.
- Cartoons of Ventura, 1998-2000.
Congratulatory letters, 1998-1999.
See also the Correspondence series (cataloged separately).
General public, November 1998 – January 1999. 3 folders.
Organizations, October 1998 – January 1999. 2 folders.
Other elected officials, 1998.
VIPs, 1998.
With attached clippings, November 1998 - January 1999. 2 folders.
With attached clippings, foreign, 1998-1999.
- 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).
- Guide Book to Kids' Letters, 1999-2002.
Manual for answering children's letters.
- 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.
- Intern program, 2001-2002.
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.

Minnesota Remembers: A Memorial from the Heartland, timeline/script, September 2001.

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.

Monthly [departmental activity] reports, 2000.

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.

Series 1 – Form letters, 1998-2002. 3 folders.

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 8 – Memos, 1999-2002.

Series 9 – Miscellaneous, undated.

Strategic plan, October 1999.

Planning exercise to develop strategies to reach the department's vision and overcome barriers.

Top Ten Lists, 1999-2002. 3 folders.

Weekly "Top Ten Reasons Citizens Consulted the Governor Last Week" sheets sent to all Governor's Office staff.

Web site print out, March 29, 2001.

Snapshot of the Governor's Office Web site.

Web site [automated] responses, April 2001.