



441 Freedom Parkway NE  
Atlanta, GA 30307

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## **Records of the Office of Hispanic Affairs: A Guide to Its Records at the Jimmy Carter Library**

### **Collection Summary**

Creator: Office of Hispanic Affairs

Title: Records of the Office of Hispanic Affairs

Dates: 1977-1981

Quantity: 37 linear feet, 2 linear inches, 85 containers

Identification:

Accession Number: 80-1

National Archives Identifier: 1141

Scope and Content:

The Office of Hispanic Affairs collection consists of papers created by Esteban Torres, Special Assistant to the President for Hispanic Affairs and five of his staff members. The files include correspondence, memoranda, notes, speeches, reports, schedules, telephone messages, miscellaneous printed material, newspaper clippings, and travel vouchers. The files document the office's attempts to represent the Hispanic community at the federal government level.

Creator Information: Office of Hispanic Affairs

The Office of Hispanic Affairs was created in the summer of 1979 to increase Hispanic representation in the federal government and its programs; provide information about the government to Hispanics; and respond to the needs of the Hispanic community. Due to the daily demands on the office in addressing these issues, long range policy planning was not developed.

The Office of Hispanic Affairs' activities included monitoring the progress of affirmative action policies; providing information relating to housing, education, economic development, and employment; and helping the Hispanic community receive federal resources. One of the special projects developed by this office included the first major farm worker consultation program to collaborate with the Office of Intergovernmental Affairs. The office also initiated the first national bilingual Hispanic consumer education project by the White House. Through the publication of a newsletter, the office promoted

bilingual education legislation in cooperation with the Department of Education, Congressional offices, and various interest groups.

On September 13, 1979, Esteban Edward Torres was appointed special assistant to the President for Hispanic Affairs by President Jimmy Carter. Torres continued in this capacity until the end of the Carter administration. In this position, he had direct access to the President and was the highest ranking Mexican-American in the administration. Gilbert Colon served as deputy assistant to the President for Hispanic Affairs from October 1979 until the end of the Carter administration. As second-in-command to Ambassador Esteban Torres, Colon was in charge of the day-to-day activities. Raul Robert Tapia served as deputy assistant to the President for Hispanic Affairs from 1979-1981, and his duties consisted of representing the interests of the Hispanic community in the areas of education, community outreach, economic development, housing, and employment. Miriam Cruz was appointed deputy assistant to the President for Hispanic Affairs from 1980-1981. She was responsible for advocating on behalf of Hispanic women and community outreach within the office. Armando Rendon and Hilda Solis also worked in the office assisting Torres and his deputy assistants with the daily functions of the office.

[Biographical information](#) on key office personnel is located at the end of the finding aid.

#### Restrictions:

Restrictions on Access: These papers contain documents restricted in accordance with applicable executive order(s), which governs National Security policies, applicable statutes/agency restrictions, and material which has been closed in accordance with the donor's deed of gift.

Terms Governing Use and Reproduction: Copyright interest in these papers has been donated to the United States Government. Some of the records may be subject to copyright restrictions (i.e. newspapers, publications, etc.). Researchers should contact the publisher for further information.

#### Related Material:

Related materials in this repository: Domestic Policy Staff (Civil Rights and Justice Cluster); White House Central File (Immigration/Naturalization Category)

Separated material: Photographs, slides, audio tapes, books

#### Index Terms:

Limited to major topics under each category

Persons: Esteban Edward Torres, Gilbert Colon, Raul Robert Tapia, Miriam Cruz, Armando Rendon, Hilda Solis

Organizations: American GI Forum, National Economic Development Association (NEDA), National Coalition of Hispanic Mental Health and Human Services Organization (COSSMHO), La Raza Alliance

Subjects: Hispanic affairs, housing, education, economic development, employment, Hispanic women, community outreach

Types of Material: Correspondence, memoranda, notes, speeches, reports, schedules, telephone messages, resumes, miscellaneous printed material, newspaper clippings, and travel vouchers

Administrative Information:

Preferred citation: [Type of Document], [Names of Sender and Recipient or Title of Document], [Date], [Collection Title], [Series Title], [Folder Title], [Box Number], Jimmy Carter Presidential Library.

Acquisition information: These historical materials were received under provisions of the instrument of gift that Jimmy Carter signed January 31, 1981.

Processing information: The collection was opened in October 1991.

Preservation information: Four posters were retired for preservation from the Hilda Solis series.

System of Arrangement:

The records of the Office of Hispanic Affairs are divided into nine series:

<b>Series Title</b>	<b>National Archives Identifier</b>
<a href="#">Esteban Edward Torres' Chronological Files</a>	161410
<a href="#">Esteban Edward Torres' Subject Files</a>	161528
<a href="#">Gilbert Colon's Subject Files</a>	162073
<a href="#">Gilbert Colon's Chronological Files</a>	162316
<a href="#">Gilbert Colon's Resume Files</a>	162333
<a href="#">Raul Robert Tapia's Files</a>	162347
<a href="#">Miriam Cruz's Files</a>	162500
<a href="#">Armando Rendon's Files</a>	162553
<a href="#">Hilda Solis' Files</a>	162592

**Detailed Description of the Collection**

**[Esteban Edward Torres' Chronological Files](#)**

Scope and Content: Containers 1-11. This series was opened in October 1991. This series contains correspondence, memoranda, invitations, telephone messages, schedules, and travel vouchers. Arranged by type of materials and there under chronologically.

**[Esteban Edward Torres' Subject Files](#)**

Scope and Content: Containers 12-44. This series was opened in October 1991. This series contains correspondence, memoranda, notes, speeches, reports, newspaper clippings, and

miscellaneous printed material. These files contain material related to Hispanic concerns including economics, bilingual education, politics, housing, and immigration. Arranged alphabetically by folder title.

### **Gilbert Colon's Subject Files**

Scope and Content: Containers 1-14. This series was opened in October 1991. This series contains correspondence, memoranda, notes, press releases, reports, printed materials and speeches. These files contain information relating to the Hispanic Newsletter and a bilingual consumer's guide. This material also contains background information on several court case files relating to alleged police brutality, discrimination, unemployment, and bilingual education. Arranged alphabetically by folder title.

### **Gilbert Colon's Chronological Files**

Scope and Content: Containers 15-17. This series was opened in October 1991. This series contains general correspondence and memoranda as well as a 1980 appointment calendar and a telephone log book. Arranged chronologically.

### **Gilbert Colon's Resume Files**

Scope and Content: Containers 18-20. This series was opened in October 1991. This series contains resumes, SF171's, and letters of recommendation. Arranged alphabetically by applicant's name. This series is closed under donor deed restrictions.

### **Raul Robert Tapia's Files**

Scope and Content: Containers 1-9. This series was opened in October 1991. The series contains correspondence, memoranda, notes, newspaper clippings, press releases, reports, printed material, speeches, and resumes. The material highlights subjects of vital interest to Hispanic leaders during the Carter administration. This series contains correspondence between Tapia and influential leaders to affect policies of interest to the Hispanic population including immigration laws, law enforcement, alleged police brutality, discrimination, employment, bilingual education, and urban renewal. In addition, the files include information on the Hanigan case, the American GI Forum, the National Economic Development Association (NEDA), the National Coalition of Hispanic Mental Health and Human Services (COSSMHO) and the La Raza Alliance. Arranged alphabetically by folder title.

### **Miriam Cruz's Files**

Scope and Content: Containers 1-3. This series was opened in October 1991. This series consists of memoranda, correspondence, key contact lists, speeches, and newspaper clippings. The series includes material on the Cuban refugee crisis and the administration's policies on Hispanic issues. Included in the clippings files are two oversized blueprints of the layout of the Fort Allen Cuban Refugee Center. Arranged alphabetically by folder title and there under chronologically.

### **Armando Rendon's Files**

Scope and Content: Containers 1-3. This series was opened in October 1991. This series contains memoranda, notes, press releases, correspondence, reports, and printed materials. Some of these items are written in Spanish. The material in this series contains information generated for the Office of Hispanic Affairs and census information related to Hispanics and other minorities. In addition, these files contain staff meeting agendas and minutes, monthly activity and

correspondence tracking sheets, and inter-office memos. Also included are transcripts of press conferences dealing with Cuban and Haitian refugees. Arranged alphabetically by folder title.

### **Hilda Solis' Files**

Scope and Content: Containers 1-6. This series was opened in October 1991. This series contains background material that was used in the Office of Hispanic Affairs' newsletter, *News on Hispanic Affairs* including photographs, press releases, resumes, speech drafts, newspaper articles, and publications. This newsletter publicized the administration's policies and initiatives directed towards the Hispanic population, including appointments of Hispanics to positions in the federal government and the need for Hispanic participation in the 1980 census. A portion of the four issues published between January and June 1980 are in Spanish. Arranged alphabetically by folder title, with exception of newsletter files which are arranged by date of the publication.

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## Container List

### Esteban Edward Torres' Chronological Files

#### Chron File – Correspondence and Memoranda

##### **Container 1**

8/6/79 - 11/7/79  
11/8/79 - 12/5/79  
12/6/79 - 12/15/79  
12/17/79 - 12/31/79  
1/2/80 - 1/11/80  
1/14/80 - 1/16/80  
1/17/80 - 1/31/80  
2/1/80 - 2/28/80

##### **Container 2**

3/3/80 - 3/31/80  
4/1/80 - 4/18/80  
4/21/80 - 4/30/80  
5/1/80 - 5/30/80  
6/2/80 - 6/30/80  
7/1/80 - 7/21/80

##### **Container 3**

7/22/80 - 7/31/80  
8/1/80 - 8/13/80  
8/14/80 - 8/29/80  
9/2/80 - 9/11/80  
9/12/80 - 9/15/80  
9/16/80 - 9/22/80  
9/23/80 - 9/30/80  
10/1/80 - 10/9/80

##### **Container 4**

10/10/80 - 10/17/80  
10/20/80 - 10/27/80  
10/28/80 - 10/31/80  
11/3/80 - 11/5/80  
11/6/80 - 11/17/80  
11/18/80 - 11/28/80  
12/1/80 - 12/5/80  
12/8/80 - 12/12/80  
12/15/80 - 12/31/80  
1/2/81 - 1/19/81

**Chron File-Invitations**

**Container 5**

9/14/79 - 12/4/80

**Chron File-Invitations/Regrets**

9/10/79 - 10/26/79 [O/A 10310]

10/29/79 - 12/17/79 [O/A 10310]

1/11/80 - 3/10/80 [O/A 10310]

3/18/80 - 4/14/80 [O/A 10310]

4/15/80 - 5/12/80 [O/A 10310]

**Container 6**

5/15/80 - 7/2/80 [O/A 10310]

7/3/80 - 8/15/80 [O/A 10310]

8/20/80 - 9/18/80 [O/A 10310]

9/19/80 - 10/9/80 [O/A 10310]

10/10/80 - 1/14/81 [O/A 10310]

**Chron File-Meetings/Background Information**

**Container 7**

2/11/80 - 4/7/80

4/14/80 - 12/10/80

**Chron File - Schedules**

1/3/79

9/7/79 - 10/24/79 [O/A 10310]

10/25/79 - 12/20/79 [O/A 10310]

1/8/80 - 4/23/80

4/24/80 - 6/30/80

7/1/80 - 9/11/80

9/12/80 - 12/16/80

**Chron File - Telephone Memoranda**

1/7/80 - 5/5/80

5/6/80 - 7/24/80

**Container 8**

7/25/80 - 8/25/80

8/26/80 - 9/9/80

9/10/80 - 9/24/80

9/25/80 - 10/3/80

10/4/80 - 10/21/80

10/22/80-1/8/81

**Chron File - Telephone Messages**

3/6/80 - 11/10/80

**Chron File - Travel Expenditures Completed**

1/17/80 - 5/5/80

5/9/80 - 1/19/81

**Chron File – Trips**

**Container 9**

Trip - San Antonio, 10/26/79  
Trip - Los Angeles, Sacramento, and San Jose, California, 11/3/79  
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Trip - Puerto Rico (Cancelled) 11/19/79  
Trip - Chicago, Illinois, 11/20/79  
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Trip - Puerto Rico, 3/8-10/80  
Trip - New York, 3/10/80  
Trip - Hartford, 3/12-13/80  
Trip - Washington, DC - National League of Cities, 3/17/80  
Trip - Washington, DC - White House Fellows Luncheon, 4/7/80  
Trip - Austin and San Antonio, 4/12-13/80  
Trip - San Jose, 4/15/80  
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Trip - Anaheim, 4/21-22/80

**Container 10**

Trip - Dallas, Texas, 4/24/80  
Trip - Albuquerque, New Mexico, 5/21/80  
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Trip - Chicago, Illinois, 5/30/80  
Trip - San Antonio, Texas, 6/12/80  
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Trip - Los Angeles and San Francisco, California, 7/3-4/80  
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Trip - Albuquerque New Mexico and El Paso Texas, 7/25-26/80  
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Trip - Fresno and Los Angeles, California, 8/1-3/80  
Trip - New York City, New York - Democratic National Convention, 8/9-15/80  
Trip - Fresno, California, 9/6/80  
Trip - San Antonio, Texas, 9/8/80

Trip - Brentwood, New York, 9/12/80  
Trip - Los Angeles, California, 9/13-14/80  
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### **Esteban Edward Torres' Subject Files**

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Carter Auto Industry Assistance Program, 1980 [Briefing Book]  
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Rodarte, Chris, 1980  
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[Rural Development Policy, 1979]  
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United Farm workers Association - The American Federation of Labor and Congress of Industrial Organizations (AFL-CIO)  
[United Nations Committee for the International Year of the Disabled, 1980]  
Unidad Hispana, 1980  
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University of Southern California (USC), 1979  
[University of Southern California, n.d.]  
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Democratic National Committee (DNC) Fundraiser, 9/17/80-9/26/80

[Economic Program - 1980s]

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[Carter Administration and Hispanics - A Partnership to Progress, n.d.]  
Carter Record on Women's Issues  
Census Information, 1980 [1]  
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Children's Heart Institute of South Texas, General Funding Proposal, 1980 [File no. 1]  
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[Hispanics in the Federal Government, 1980]  
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Last modified: October 2013

## Biographical Information

### **Esteban Edwards Torres**

Esteban Torres was born in Miami, Arizona in 1930. He served in the United States Army from 1949 to 1953. Active in the labor movement, he was appointed United States Ambassador to the United Nations Educational, Scientific and Cultural Organization (UNESCO) in Paris, France from 1977 to 1979. He served as a special assistant to President Jimmy Carter from 1979 to 1981.

Torres was unsuccessful in his attempt to win a seat in the House of Representatives in 1974, but was elected in 1982 as a Democrat. He served from 1983 until 1999. He did not run for re-election in 1998 and was succeeded by Democrat Grace Napolitano. He served as a member of the California Transportation Commission from 1997 to 2007.

### **Gilbert Colon**

Gilbert Colon was born in Naguabo, Puerto Rico in 1944. He served in the U.S. Army from 1963-1965. In 1970, Colon became a supervisor in the Social Services Department of the Commonwealth of Puerto Rico offices in New York City. During the early 1970s, he served as teacher at the Manhattan State Hospital High School Equivalency Program in Wards Island from 1970 to 1971 in New York. Colon was a Construction Contractor Coordinator for the East Harlem Redevelopment Corporation from 1971 to 1972, and Assistant Director of the Puerto Rican Drug Abuse Task Force from 1972 to 1973. In addition, he received his Bachelor of Arts from the City College of New York in 1973.

Prior to presidential election of 1976, Colon served as Assistant Director of the Technical Assistance Unit of the Community Service Society of New York from 1974 to 1975. He was also an assistant to Arthur S. Flemming, Commissioner on Aging, from 1975 to 1977. In 1976, he received an H.P.A. from Baruch College, City of New York.

During the Carter presidency, Colon served as special assistant to Jule M. Sugarman, Deputy Director of the Office of Personnel Management from 1977 to 1979; and deputy assistant to the President for Hispanic Affairs from 1979 to 1981.

### **Raul Robert Tapia**

Raul Robert Tapia was born in Upland, California in 1949. Tapia received his Bachelor of Arts degree in Political Science in 1972 from California State University at Fullerton. He received his JD from the Harvard Law School in 1975, and a Masters in Public Administration degree from the John F. Kennedy School of Government of Harvard University in 1976. Tapia served as Law Clerk to the Honorable Edmund W. Burke, Associate Justice of the Supreme Court of the State of Alaska from 1976 to 1977. He was admitted to the bar in the District of Columbia, the State of California, the U.S. Supreme Court and various subsidiary federal courts. From 1979 to 1981, he served in the White House for President Jimmy Carter as deputy assistant to the President for Hispanic Affairs. From 1981 until 1992, Tapia was a founding partner in the law firm of Tapia and Buffington, and prior to that was with the law firm of Doub, Purcell, Muntzing and Hansen.

## **Miriam Cruz**

Miriam Cruz was born in San Juan, Puerto Rico in 1940. She graduated from Shelton College in New Jersey in 1961, and later did graduate work in Education and Political Science at the University of Puerto Rico and Roosevelt University in Chicago. Beginning her career as an English teacher, Ms. Cruz participated in a teacher exchange program between the Department of Education of Puerto Rico and Philadelphia. She then moved to Chicago where she directed multi-cultural educational programs for non-governmental organizations.

In 1973, Major Richard J. Daley chose her as his assistant for Hispanic Affairs. In that position, she identified demographic growth, needs, problems, and issues affecting Chicago's Spanish-speaking community. She also served as the city's liaison with the school districts in the Spanish-speaking communities, and to better serve that community, she established a talent bank of Spanish-speaking professionals and designed seminars on the Hispanic community for city employees.

From 1980-1981, Cruz served as Deputy Assistant to President Carter for Hispanic Affairs. As Deputy Assistant, Cruz organized and presided over briefings for Hispanic constituencies, prepared presidential briefing materials on Hispanic issues, and outlined options for the President on public policy issues affecting Hispanic Americans. She represented the President throughout the country at activities in the Hispanic communities.

In 1994, Cruz was appointed by President Bill Clinton to the President's Advisory Commission on Educational Excellence for Hispanic Americans. She is also a member of the National Board of Distinguished Women and Distinguished Alumnae of Mississippi University for Women; member of the Board of MANA-a Latina Organization; a trustee of the National City Christian Church Corporation; and a member of the Christian Board of Publications.

Throughout her professional career she has received numerous awards, including the Thomas Eleanor Wright Human Relations Award from the City of Chicago in 1974. In 1976, she received the Chicago Jaycees Outstanding Young Citizen Award, and in September 1994, the Hispanic Congressional Caucus' Medallion of Excellence for Role Model. The United States Environmental Protection Agency also named her as the 1995 recipient of Hispanic Champion in Education Award.

## **Hilda Solis**

Hilda Solis was born in Los Angeles on October 20, 1975. Solis graduated from California State Polytechnic University in Pomona, and earned a Master of Public Administration from the University of Southern California. A former federal employee, she worked in the Carter White House Office of Hispanic Affairs and was later appointed as a management analyst with the Office of Management and Budget in the Civil Rights Division.

Solis was first elected to public office in 1985 as a member of the Rio Hondo Community College Board of Trustees. She served in the California State Assembly from 1992-1994, and in 1994 made history by becoming the first Latina elected to the California state senate. As the chairwoman of the California Senate Industrial Relations Committee, she led the battle to

increase the state's minimum wage from \$4.25 to \$5.75 an hour in 1996. She also authored a record seventeen state laws aimed at combating domestic violence.

A nationally recognized leader on the environment, Solis became the first woman to receive the John F. Kennedy Profile in Courage Award in 2000 for her pioneering work on environmental justice issues. Her California environmental justice legislation, enacted in 1999, was the first of its kind in the nation to become law.

In 2000, Solis was elected to the U.S. Congress. In Congress, Solis' priorities included expanding access to affordable health care, protecting the environment, and improving the lives of working families. A recognized leader on clean energy jobs, she authored the Green Jobs Act which provided funding for "green" collar job training for veterans, displaced workers, at risk youth, and individuals in families under 200 percent of the federal poverty line.

In 2007, Solis was appointed to the Commission on Security and Cooperation in Europe (the Helsinki Commission), as well as the Mexico-United States Interparliamentary Group. In June 2007, Solis was elected Vice Chair of the Helsinki Commission's General Committee on Democracy, Human Rights and Humanitarian Questions. She was the only U.S. elected official to serve on this Committee.

She was nominated by President Barack Obama to serve as Secretary of Labor on January 20, 2009.