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**Guide to the H. Minton Francis Papers  
DCAAP.0053**

**Moorland-Spingarn Research Center,  
Howard University Collection Number 244**

**Finding aid prepared by Finding aid prepared by D.C. Africana Archives Project**

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September 20, 2016

Describing Archives: A Content Standard

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Gelman Library  
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Washington DC, 20052

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## Summary Information

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<b>Repository</b>	DC Africana Archives Project
<b>Title</b>	H. Minton Francis Papers
<b>Date [bulk]</b>	Bulk, 1942-2007
<b>Date [inclusive]</b>	Bulk, 1942-2007 1819-2007, bulk 1942-2007
<b>Extent</b>	25.0 Cubic feet
<b>Location note</b>	This collection is part of the holdings of the Moorland-Spingarn Research Center at Howard University, 500 Howard Place, NW, Washington, DC 20059. Please contact them for information on accessing these materials.
<b>Language</b>	English
<b>Abstract</b>	H. Minton Francis was an Army lieutenant as well as an administrator at Howard University. His papers contain correspondence, biographical materials, photographs, ephemera, and many reference files, primarily relating to Francis' time in the U.S. military.

## Biographical/Historical note

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H. Minton Francis, Sr. was born in 1922 to Dr. John Richard Francis, Jr. and Alice Wormley Francis in Washington, D.C. Francis was a fifth generation Washingtonian and graduated from Dunbar High School in 1940. After his first year as a pre-medical student at the University of Pennsylvania, he was appointed to the United States Military Academy at West Point. Francis graduated on June 6, 1944 and was commissioned in the U.S. Field Artillery and completed 21 years' service as a Regular Army Officer until he retired in 1965. Francis served in World War II with the 93rd Division Artillery, in Korea with the Corps Artillery and in Vietnam with the Army Concept Team. Francis earned an MBA from Syracuse University School of Management and was elected to the business administration academic honors fraternity, Beta Gamma Sigma. After he retired from active service in the military, Francis joined the Housing and Home Finance Agency as Special Assistant to the Administrator. He was responsible for providing definitive planning in the Department of Housing and Urban Development. He served as special assistant to Robert C. Weaver, the first Secretary of Housing and Urban Development until 1967. After 1967, Francis served as Vice President and Executive Director of the Richmond Organization in New York. The Richmond Organization was comprised of 31 domestic and 10 foreign corporations engaged in music publishing and recording. Francis also served as Vice President and General Manager of Avco Corporation's Printing and Publishing Division. Following federal service in 1980, Francis joined Howard University and served in various capacities: Director of University Planning; director of a university-wide, self-study task force; and Executive Secretary of the Presidential Search Committee. In 1989, he became Director of Governmental Affairs and Special Assistant to the university's president. He continued to serve as a consultant to the university leadership team for several years after his employment. For ten years, Francis was a trustee of the Association of Graduates, retiring as trustee emeritus. He was a life member of the Disabled American Veterans and the Veterans of Foreign Wars. He was a member of the Washington Institute of Foreign Affairs, the Board of Managers of the Historical Society of Washington, DC and the Board of Directors of the Metropolitan USO in Washington. He was a member of the Board of Directors of the Carroll Publishing Company of the Catholic Archdiocese of Washington. He also held memberships in the National Press Club and University Club of Washington, DC. He was a nephew of the founder and lifelong member of Sigma Pi Phi—the oldest and most prestigious African-American fraternity.

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## Scope and Contents note

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The H. Minton Francis papers contain correspondence, biographical materials, photographs, ephemera, and many reference files, primarily relating to Francis' time in the U.S. military.

## **Arrangement note**

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This collection is arranged in alphabetical order by folder title.

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## **Administrative Information**

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### **Publication Information**

DC Africana Archives Project

### **Conditions Governing Access note**

This collection is open for research.

### **Conditions Governing Use note**

Some material may be copyrighted or restricted. It is the patron's obligation to determine and satisfy copyright or other case restrictions when publishing or otherwise distributing materials found in the collections.

### **Immediate Source of Acquisition note**

Gift of H. Minton Francis, 1980.

## Collection Inventory

	<b>Box</b>	<b>Folder</b>
31st National Conference of Civilian Aides to the Secretary of the Army undated	11	7
American Management Association Certificate 1976 March 17	14	10
Amherst College 1969-1970	3	22
Applications of a Barnard Theory in the Leadership of U.S. Troop Units 1960 February 1	4	20
Archdiocese of Washington 1992-1997	11	11
The Army Commendation Medal Certificate Award 1965 June 30	20	26
Artifact - "Climb to Glory" Award 1991 August 22-24	16	6
Artifact - Appreciation Plaque from the Staff and Cadet Wing of Detachment 605 AF ROTC 1974 May	16	4
Artifact - Appreciation Plaque North Texas Chapter N.C.M.A. undated	16	1
Artifact - Appreciation Plaque United States Marine Corps undated	16	2

Artifact - Association of the United States Army Citation Award 1990 October	10	4
Artifact - Brick from old family house undated	2	8
Artifact - Certificate of Appreciation from the Veterans Administration 1978 February 24		5
Artifact - Certificate of Graphic Arts Award Competition Plaque 1972	20	2
Artifact - Certificate of Special Congressional Recognition 1995 September 22	10	7
Artifact - Certificate of Special Congressional Recognition 1990 September 17	16	7
Artifact - Chairman Award 1989 January 20	16	5
Artifact - Citation Commendation Ribbon with Metal Pendant (First Oak Leaf Cluster) 1956-1958	1	7
Artifact - Civil Aid to the Secretary of Army Award undated	10	5
Artifact - Civil Aide to the Secretary of the Army Award 1994 March 5	9	3
Artifact - Diploma from Dunbar High School Washington, D.C. 1940 June 19	1	5



Artifact - Field Artillery School Fort Sill, Oklahoma Officers' Basic Course Certificate of Proficiency 1944 September 20	1	8
Artifact - Framed Letter 1975 February 10	10	8
Artifact - Framed Letter 1967 April 17	10	9
Artifact - Howard University School of Business - Henry Minton Francis Lecture Series 2010 September 16	1	3
Artifact - Medal - Creating A Legacy Trailblazer Black Service Academy Graduates 2010 August 28	2	9
Artifact - Moorland-Spingarn Research Center Howard University Certificate of Appreciation 1981 April 17	10	6
Artifact - Naval Sea Systems Command 1976 May 17-21	2	3
Artifact - Photo of Davis, E. J, USMA, Francis, H. M.,USMA and Rivers, M.E.USMA 1945	1	9
Artifact - Photo of Davis, E. J, USMA, Francis, H. M.,USMA and Rivers, M.E.USMA 1945	1	10
Artifact - Picture of Award given to H. Minton Francis 1956 May 11	8	7
Artifact - Picture of Battery "C" 90th F.A. 25th Division 1956 May 26	9	1

Artifact - Picture of Herbert Hall Alumni Center at West Point 1994-1997	8	2
Artifact - Picture of Officers' Basic Course, Class Number 125 undated	8	6
Artifact - Plaque - Honorary Member of the 97th U.S. Army Reserves Command 1985 April 12		6
Artifact - Plaque for Participating in the 1974 - 75 ROTC Ball North Carolina A&T St. U. Army and Air Force ROTC 1974-1975	1	6
Artifact - Plaque from the Association of Graduates USMA Leadership Council 1944	2	2
Artifact - Plaque Guest Speaker for Martin Luther King's Birthday 1977 January 12	2	1
Artifact - Plaque Officers to and Men 2D Marine Division, FMF 1974 April 3	2	4
Artifact - Political Pins and Ribbons 1988	2	10
Artifact - Portrait of Robert Weaver undated	8	3
Artifact - Republican National Committee Eisenhower Commission Framed Award undated	7	1
Artifact - Rifle Team Photo 1939-1940	10	3

Artifact - Seal - Replica of the Department of Defense United States of America undated	10	2
Artifact - Seal - Replica of the Department of the Army United States of America 1975	10	1
Artifact - The 2000 Rock of the Year Award 2000 April 1	2	7
Artifact - The Association of Graduates United States Military Academy Award 1990	8	5
Artifact - The Boulé Foundation Fellow Award undated	9	2
Artifact - The Department of Defense of the United States of America Award undated	8	1
Artifact - United States of America Housing and Some Finance Agency Award 1965 July 12	8	4
Artifact - US Army War College Bag undated	20	1
Artifact Photo - Framed drawing of the U.S. Military Academy Emblem/ Crest Class of 1944 1944	1	4
Artifact Photo - Francis and President Lydon B. Johnson 1967 March	1	2
Artifact Photo - Veterans Administration Transition Team 1977	1	1

Artifact- Syracuse University Master of Business Administration Degree 1960 August 12	10	10
Artifact- USO 50th Anniversary Commemorative Coin 1992 March 10	16	3
Assembly - West Point Magazine 2002	11	8
Assistant Deputy Administrator for Human Goals undated	12	15
Association of the Howard University Retirees 2004-2006	4	8
Association Syracuse Army Comptrollers 1961 May 3	20	32
AVCO Printing and Publishing Operating Plan 1971	12	4
Award of Merit American Automobile Association 1934 June 20	20	10
Award of Merit American Automobile Association 1933 June 19	20	11
Bahama Realty Corporation 1973-1975	13	11
Beta Gamma Sigma New York Chapter Certification 1961 April 24	20	23
Biographical Material 1991-2011	4	4
Biographical Material 1925-2000	4	12

Biographical Sketch undated	6	1
Biographical Sketch 1994	17	18
Biographical Sketch and Photos 1975	17	12
Biography 1970	18	11
Black Revolutionary War Patriots Foundation 1992-1995	17	5
Blue Mountain Chapter Association of the United States Army Certificate of Commendation undated	20	22
Boulé 1973-1975	15	12
Boulé Cornelius Mcdougall A Commission of Human Rights 1970	13	21
Brothers in Blue Record undated	19	2
Budget in Brief Veterans Administration 1978	12	19
Burke, Genevieve 1945	5	6
Cadet of the United States Military Academy Certificate 1941 July 1	20	7
Calendars 1985-1987	20	35

Campaign for D.C. "Shadow" Senator and DCRC 1994	17	13
Captain of the High School Cadets Award 1939 December 5	20	6
Carter/Mondale Transition Book 1976 December 24	14	9
CASA File 1994	18	8
Certificate of Appreciation Congressional Nominations Review Board 1988 December 23	20	28
Certificate of Appreciation Howard and Bowie State Universities' Joint Military Ball 1990 April 7	20	29
Certificate of Membership National Honor Society of Secondary Schools 1939 May 9	20	13
Certificate of Participation in the 29th Annual National Security Seminar 1983 June 10	20	14
Certificate, Share DC-Metro 1997-1998	11	9
Certificates 1983-2003	18	1
Certification of Appreciation 1965 June 30	20	25
Certification of Appreciation - Moorland Spingarn Research Center Howard University 1984 June 15	4	11

Certification of Retirement from the Armed Forces of the United States of America 1965 July 1	20	24
Chronological Files 1956-1970	15	2
Chronological Files 1972-1973	15	3
Chronological Files 1975	15	14
Chrons 1973 June - December	15	4
Cinco Memento undated	20	17
Citation Commendation Ribbon Metal Pendant Letter undated	20	31
Civil Rights Advisory Committee 1977 April 21	14	5
Civil Rights/Minority Coordination undated	12	8
Col. Francis, Minton Veteran Tape 2007	4	6
Communing Papers 1977 July 25	14	8
Conratenated Fraternity of Master Missileers Cirra 1958 Pentagon Chapter Certificate 1958 March 28	20	27
Corporate Capability Statement of the BLK Group, Inc. undated	12	20

Correspondence 1977-1987	17	3
Correspondence - Howard University 1989-1998	3	18
Correspondence - Organizational 1951-1996	3	20
Correspondence - USMA Minority Outreach Committee 1996-1997	3	16
Correspondences - Government 1977	3	15
Correspondences - Personal 1987-1997	3	17
Cross-Cultural Studies Center 1976	6	12
Department of Defense News Release - H. Minton Francis 1975	4	9
The Department of Defense of the United States of America Award undated	9	4
Department of Defense Recognition Certificate 1965 November 19	20	30
Department of Defense/U.S. Army 1952-1986	3	28
Department of the Army 1984	18	2
Department of the Army Certificate of Appreciation for Patriotic Civilian Service 1993	13	2



“Double Dutch” Agreement 1993	3	11
DUB Racial Statistics 1977	14	6
Dunbar 1976	13	20
Dunbar High School Diploma 1940 June 19	7	2
Envelopes 1941-1946	5	7
Equal Opportunity in the Department of Defense 1975-1977	6	2
Equal Opportunity Seminar 1978	17	19
Equal Opportunity/Civil Rights Coordination 1977	12	10
Equipment Configuration for AVCO and Publishing Division undated	14	14
Estate of Amelia Wormley Cuney 1983	3	9
Estate of John R. Francis 1948	3	10
Eurodollars/Euromarkets 1972	13	6
Evans Projects 1970-1973	13	12

Faculty Research Working Papers Series - The Israel Lobby and U.S. Foreign Policy 2006 March	4	19
The Federal Civil Rights Enforcement Effort 1974	14	13
Federal Prisons 1976	12	7
Financial 1997	3	27
Flipper Memorial Award 1977	17	9
Flipper, Henry O. 1976-1977	13	3
Flipper's Ditch 1977	6	5
Francis Biographical Notes - Floppy Discs undated	11	13
Francis, Betty 1942	5	5
Francis, H. Minton Biographical Sketch 1975	13	13
Francis, H. Minton Deputy Assistant of Defense Manpower and Reserve Affairs 1971	6	4
Francis, H. Minton Photos undated	6	8
Francis, H.M. Civil Service Papers 1966-1977	12	6

Francis, Henry C. USMA File 2006 August	4	2
Francis, Henry Minton Photo undated	12	23
Francis, Minton Oral Histories 2006 December 13	4	5
Francis, Minton Resume/Background undated	6	7
Francis-Henderson, Betty Alice Obituaries 1992	4	7
Fulcher, Thomas J. 1977	12	14
Garnet-Patterson Junior High School Diploma 1937 June 23	4	17
Government Correspondences 2001-2002	4	15
Grand Boulé Sigma Pi Phi Fraternity Quarter-Century-Plus Membership Award 1967 July 20	20	16
“H. Minton Francis A.K.A. Henry M. Francis, Sr.” Framed Achievements 2002	9	5
Hemphill, Lawrence 1977	12	18
Henry Minton Francis Confidential Report undated	12	3
Honor Guard Photos 1975	18	4

Howard University Fannie Mae LeDroit Park Initiative 1997 September 26	3	30
Howard University Memos 1990-1998	3	12
Howard University Report to the Commission on Higher Education 1989	3	31
Howitzer Yearbook 1944	5	15
Interview Notes undated	12	21
Interview Notes 1977	14	7
Invitations 1975	13	10
Invitations 1973	17	7
Jay's Book undated	4	18
King, John Q.T. 1976	13	9
Kinzer, Nora Scott Articles undated	12	17
Lawrence Johnson and Associates, Inc. Corporate Capability Statement 1977	12	5
Letter of Achievement 1975 November 10	20	3

Letter of Appreciation 1975 November 10	20	19
Letters of Appreciation 1970-1971	18	13
Lincoln Memorial Cemetery 1945	5	3
A Luce Hujus, Thomasville, Georgia - Request for Commemorative United States Postage Stamp of Lieutenant Flipper 1985	11	2
A Luce Hujus, Thomasville, Georgia - Request for Commemorative United States Postage Stamp of Lieutenant Flipper 1985	11	1
Magazines 1993	6	19
Major, Regular Army in the United States Certificate 1957 September 4	20	9
Manpower and Reserve Affair 1975 June 13	17	21
Massachusetts Taxpayers' Found, Inc. 1973	15	8
Max Cleland Administer of Veterans Affairs Certificate 1977 May 26	20	33
McGen. Davison's Monthly Meetings 1974	15	9
Memoirs/Biography 1935-2006	4	13
Miscellaneous Personal Papers - Frustration in Seeing Higher Education 1961	3	5

Moorland-Spingarn Research Center (Grievance Hearing) 1984	18	10
Moorland-Spingarn Research Center 1984	18	3
Mr. Francis European Assessment 1991 Fall	11	3
NAACP Legal Defense and Education Fund 1977	13	4
National Security Seminar 1983	17	8
National Urban League Conference 1976	6	9
National Urban League, Inc. Letter of Appreciation 1975	20	20
National Urban League, Inc. Letter of Appreciation 1975	20	21
The Negro and the National Defense, a Rational Approach 1948	6	13
The Negro in the Armed Forces: A Statistical Fact Book 1971 September 15	12	2
Newsclippings 1948-1950	17	2
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Newspaper Clippings 1976-1978	6	10

Newspapers 1975	11	5
The Nuclear Power Gamble 1975	11	4
Office of the Secretary of Defense Photos undated	6	11
Office of University Planning, Howard University 1979	18	7
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Order of Malta 1996-1997	11	10
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Painting of Francis, Henry Minton 1984	20	34
Patriots Foundation VCR VHS Tape 1995 July 4	18	12
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Remarks in honor of Henry Ossian Flipper 1978	6	15
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Resumes 1995	18	6
The Resource Study - Howard University 1990	3	1
Retirement 1978	3	7
Retirement Papers 1955-1965	3	8

The Richmond Organization 1967-1968	3	25
Rocks undated	13	5
Sandavore 1976	13	15
Scrapbook 1973-1976	19	1
The Second Symposium on Race Education/Training 1976 November 15	12	1
Secretary of the Army Award 1959 January 12	20	18
Sergeant in the 24th Regiment of High School Cadets Certificate 1938 September 22	20	8
Sergeant, Company "D", C.M.T.C., Infantry Certificate 1940 July 13	20	12
Shadow Senator Campaign 1990-1991	18	5
Smith, Elsie B. 1976	13	17
Speech, "Equality for the Future" 1979	17	16
Speeches and AVCO Budget 1970-1973	15	6
Strategic Framework Notes undated	3	2

Summary of Veterans Administration Equal Housing Opportunity 1975	12	11
Superintendent United States Military Academy 2008 January 9	4	10
Syracuse University 1975	13	8
Syracuse University 1976-1977	15	1
Syracuse University - The Graduate Student Organization Papers 1974-1975	11	6
Telephone Directory Veterans Administration 1977 April	14	11
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Transition Report Part III Civil Rights/Minority Affair Coordinator undated	14	4
Trip to Spain 1987	4	14
U.S. Army Certificate of Graduation 1947	3	23
U.S. Army Song Book undated	3	21
U.S. Civil Service Commission - Government Affairs Training Program 1977	6	16
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U.S.M.A. Class of 1994 50th Reunion Photo 1994 May 24	9	6
Unidentified Slides, Unidentified Cassette Tape, and Buffalo Soldiers Cassette Tape undated	17	22
United States Military Academy Bachelor of Science Degree 1994 June 6	9	7
USAREUR undated	3	3
USMA 2002 Committee Report 1987	3	29
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USMA Class of 1944 1973-1975	13	18
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West Point Association of Graduates 1981	18	9

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West Point Reunion 1983	17	20
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Whom Shall We Send? USMA 1944	5	14
Willis, Buzz 1976	13	16
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Wormeley-Wormley ca. 1960-1991 The Father-to-Son Lineage of Stanton L. Wormley, Jr. 1160-1991	5	13
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