UNIVERSITY OF PENNSYLVANIA ARCHIVES

GENERAL PLAN OF ORGANIZATION

All numbers assigned to material in Archives will commence with UP.

UPA through UPK inclusive will be reserved for material strictly archival in nature

UPL through UPO inclusive will be reserved for publications.

UPP through UPZ inclusive will be reserved for auxiliary material, properly belonging in the Archives, but not archival material in the narrower sense.

Plan initiated 29 September 1948

Rules for Classification of New Material

August 2001

1. The assignment of all classification numbers shall be primarily based upon the function of the office which generated the records rather than the hierarchy of the University. The following record groups shall contain archival collections who functions are outlined below:

UPA- Records only of the top level administrative and academic offices, such as the Board of Trustees, Office of the Secretary, Office of the President, Office of the Provost, Office of the Executive Vice President

UPB- Records of all academic offices and divisions except for the medical affairs divisions and the School of Engineering and Applied Science. This group shall also include all records of the Vice Provost offices, except for the Vice Provost for University Life

UPC- Records of all administrative and academic divisions relating to medical or health affairs, such medical, nursing, dental, and veterinary schools as well as all hospital records

UPD- Records of the School of Engineering and Applied Science

UPE- Records relating to student affairs and student activities directed by the University, such as intercollegiate athletics. This group shall include the Vice Provost for University Life, the Admissions Office, Office of the Registrar, Office of Finance Aid.

UPF- Records of all administrative offices relating to fund-raising, development, alumni and publicity

UPH- Records of the offices which manage the finances and investments of the University, such as the Vice President for Finance, Treasurer, Comptroller, Real Estate, as well as Audit and Compliance.

UPJ- Records of all business services or administrative support offices, such as facilities, human resources and public safety.

UPQ- Records of faculty/staff and faculty/staff-related organizations which are independent of the University

UPS- Records of student and student-related organizations which are independent of the University.

UPT- Records of alumni organizations which are independent of the University and personal papers of individuals with University affiliations

UPV- Records of independent organizations and bodies which do not fall into the categories established by UPS or UPT.

UPW- Collections which contain exclusively course material and notes created by students while attending the University.

UPX- Collections which are exclusively in the form of photographs, motion pictures, or videos.

MEM- Collections which contain exclusively realia or memorabilia.
2. All new numbers assigned in each record group shall be done in strict consecutive order beginning with the number 500.

3. The use of decimals to designate series, genre, form or different levels in an office or school hierarchy is to be discontinued for all new classifications. Only integers are to be used.

4. Any reclassification of existing collections should follow the new rules for record group designation and numbering.

5. Reclassification shall be done on an as need basis, particularly if the old designation is in conflict the new function-based system.

6. Accessions can be added to existing record groups, such as UPB 1.9, but the creation of any new decimals should be done only if absolutely necessary.

7. The use of the UPG classification from this day forward shall reserved only for special events that were managed and organized by a special group or committee which was a combination of several different schools or offices. All other records of special events shall remain with the office which generated records.

8. All realia or memorabilia which are not a distinct, discrete collection shall remain with the records of the office which either generated, used, or owned the material.
ARCHIVAL UNIVERSITY COLLECTIONS

UPA  Trustees and General Administration

UPB  Schools and Divisions, other than Medical and Engineering; Academic Surveys of the University
    1-9  Schools
    30-99 Divisions

UPC  Medical Affairs: Medical, Veterinary, Dental, and Nursing Schools; Hospitals; Student Health
    1  Vice President for Medical Affairs
    2-11 Educational Divisions
    12-16 Service Divisions
    40-49 Independent Medical Units
    50-56.1 Medical Units Incorporated into Penn

UPD  Engineering

UPE  Student Affairs (Academic)

UPF  Development; Public Relations; Alumni Records and Relations

UPG  Special Events and Occasions

UPH  Offices of the Treasurer and Comptroller

UPI  Reports

UPJ  Business Offices; Personnel; Buildings and Grounds; Security; Bookstore; etc.
PUBLICATIONS

UPL  Publications of the University and its Divisions
     1-999  General
     1000-1999.1  Divisions

UPM  Publications of Students, Alumni and Outside Organizations
     1-999  General Student Periodicals
     1000-1999  Special Groups or Schools
     4000-4999  Women Students
     7000-7999  Class Records and Yearbooks
     8000-8999  Alumni Publications

UPO  Lectures and Addresses

UPP  University Divisions and Faculty: histories, biographies, scrapbooks, and memorabilia
     1-99  Histories of the University
     30-59  Histories of Division other than Medical
     60-89  Histories of Medical Divisions
     90-99  Other Histories
     100-198  Guides, Directories and Descriptive Accounts
     200-1440  Miscellaneous Scrapbooks and Memorabilia
     9000-9500  Non-University Publications
**AUXILIARY**

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<tr>
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<tr>
<td>UPQ</td>
<td>Faculty Group Organizations and Activities (non academic)</td>
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<td>Administration (non-academic) (no longer used)</td>
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<td>Visual Materials</td>
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<td>UPZ</td>
<td>Stockpile Publications</td>
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UPA TRUSTEES AND GENERAL ADMINISTRATION

UPA 1 Trustees

.1 Minutes
.11 Reports
.2 Supporting Papers
.5 Minutes of Trustees Committees
.51 Reports and Correspondence of Committees
.85 Committees of Reorganization
.9 Offices of Trustees
.91 Files of the Chairman of the Trustees

UPA 2 Charters, Statutes, By-Laws, and Rules

UPA 3 General Administration, 1740-1930 ("Archives General")

Pre 1820 ("Dallett Guide Collection," calendared in Guide to the Archives of the University of Pennsylvania from 1740 to 1820, by Francis James Dallett)

From 1821-1930

UPA 4 President (formerly called Central Administration), 1930 – present
UPA 5 Assistants to the President on Certain Specific Projects

.2 Files of University Art Collection, 1959-1979

.7 Office of Assistant to President for Federal Relations (1971)

.8 Assistant to President for Special Projects

W767 Dilys Winegrad

.9 President’s Committees

U58 President’s Committee on University Life

UPA 6 Provost

.1 Duties of the Provost, Co-education, and the University’s Relations to the State

.2 Provost’s Papers

.2H Harrison

.2M Musser

.2P Penniman

.4 Provost’s General File

.5 Provost’s Staff Conference File

.7 Vice Provost’s General File

.8 Vice Provost’s Departmental File

.9 Vice Provost for Research

.11 Vice Provost for University Life Oral History Project (Women’s Oral History Project)

.12 Vice Provost for Information Systems and Computing
[moved to UPB 501]

**UPA 7 Executive Vice-President** (formerly called Administrative Vice-President)

.1 Vice-President's Papers
   .1B Brakeley
   .1D Dubarry
   .1M Musser
   .1O O’ Bannon

**UPA 8 Secretary**

.1 Secretary papers
   .1 A583 Angell

.3 Pre-1900 Material

**UPA 9 Office of the Recorder**

**UPA 10 University Activity during World War II**

**UPA 11 Board of Deans**
UPB    SCHOOLS AND DIVISIONS (other than Medical and Engineering)

UPB 1 College

.1    College Faculty Minutes

.2    College Committees Records (including Minutes)

.21   Academic Council

.3    Printed Materials, Forms, etc.

.35   Rules and Regulations

.4    General Correspondence

.42   Assistant Dean's Correspondence

.43   Files of Individual Officers

.45   Student Records

.5    Financial Records: Budgets, etc.

.6    Personnel Office Files

.7    Staff & Personnel Records

.701  Term Teaching Records

.71   Grade Sheets

.715  Entrance Exams, SAT cards, etc.

.72   Applications for Admission - see UPE 2.66

.75   Courses offered, Course Cards, etc.

.79   Registration Records

.8    Prizes (plus initial: 1.8R for Reed Prize, etc.)

.9    Departmental Records

   .9 AF  Afro-American Studies

   .9 AS  Astronomy
9 ASFC Flower and Cook Observatory
9 BIO Biology
9 BT Botany
9 BTS Botanical Society of Pennsylvania
9 CHEM Chemistry
9 E English
9 GER German
9 H History
9 HA History of Art
9 L Linguistics
9 M Music
9 MM Multimedia and Educational Technology Services
9 Phi Philosophy
9 PHY Physics
9 POL Political Science
9 PSY Psychology
9 RL Romance Languages
9 RS Religious Studies (Religious Thought)
9 WS Women's Studies
9 Z Zoological

UPB 2 C College of General Studies
(formerly College Collateral Courses)
.4 Correspondence and Records
.41 Dean's Correspondence
.45 Student Records
.5 Financial Records
.71 Grade Sheets

UPB 2 S  Summer School
.4 Correspondence and Records
.45 Student Records
.5 Financial Records
.71 Grade Sheets

UPB 2 TV  Television Courses

UPB 3  College of Liberal Arts for Women
.1 Faculty Minutes
.2 Dean's Files, Committees and History
.3 Advisory Board to the Dean
.4 Surveys and Reports
.5 Grades
.6 Continuing Education for Women

UPB 4 School of Education
.1 Faculty Minutes
.2 Committee Records
.4 Dean’s Office Correspondence
.5 Student Files
.6 Student Records (transcripts)
.7 Miscellaneous Student Academic Records and Faculty Teaching Records
  Course Cards
  Grade Sheets and Books
  Term Teaching Records
.8 Professional Fraternities and Societies
.9 Programs
  Illman-Carter School
    Administrative
    Children’s Class Records
  Schoolmen’s Week

UPB  5 Wharton School
.1 Faculty Minutes
.2 Committee Minutes
.3 Conferences and Symposia, by title and date
.4 Dean’s Office
.42 Assistant and Associate Dean’s Office
.43 Non-academic divisions
  (use abbreviations for divisions such as EA for
  External Affairs)
.45 Student records
.5 Financial Records, Budgets, etc.
.55 Term Teaching Records
.71 Grade Sheets
.74 Student Activities
.9 Departmental Records
  .9 IR Industrial Research
  .9 M Marketing
  .9 PS Political Science
.95 Special Programs
  .95 ISVIP International Study of Value in Politics
  .95 K Karachi Project
.10 Wharton Alumni

UPB 5E Wharton Evening School of Accounts and Finance
  .4 Reports of the Director
  .61 Registration Sheets
  .62 Extension School Registration Sheets
  .63 Extension School Registration Sheets, Educational and Academic Subjects
  .74 Commencement material

UPB 5G Wharton Graduate School
  .4 General Correspondence
  .45 Student Files
  .46 Student Correspondence Files
  .61 Student Vital Statistics
.684 MBA Alumni Correspondence
.71 Grades Sheets
.9 Division Committees
.91 Programs, Reports, etc. (by title and date)

UPB 5X Wharton Executive Education

UPB 6 Law School
.1 Faculty Minutes
.2 Committee Minutes and Papers
.3 Printed materials, forms and scrapbooks
.4 Papers, 1890-1947
.41 Dean's Records
.43 Secretary's Correspondence
.45 Student Records (Transcripts)
.47 Dean's Copies Personnel Records
.5 Financial Records, Budgets, and Budget materials
.6 Student Affairs
.61 Grade Sheets and other grade material
.62 Admissions
.63 Fellowships & Scholarships
.64 Registration Materials
.65 Bursars Materials
.7 Student Activities
.71 Student Files
.78 Law Alumni Society
.8 Curriculum
.9 Health Law Project
.10 Alumni Materials
.11 Bound Records of Law School

UPB 7 Graduate School of Arts and Sciences
.1 Faculty Minutes
.2 Committee Minutes and Correspondence
.3 Scrapbooks of Printed Material
.35 Rules and Regulations
.4 Correspondence
.41 Dean's Correspondence
.42 Correspondence of Roy Nichols
.43 Supplemental Materials
.44 Long Range Planning
.45 Financial Records
.6 Student Record Books
.61 Graduate Students Association Materials
.62 Student Records
.71 Grade Sheets
.72 Applications for Admissions
.73 Fellowship and Scholarship Applications
.74 Commencement Material
.75 Course Cards
.76 Fellowships and Scholarship Material
.77 Assignments Sheets
.79 Registration Cards
.8 Published Dissertations
.9 Departmental Records
  .9 BRC Behavioral Research Council
  .9 SAS South Asia Studies
  .9 PWP University of Pennsylvania Committee on Post-War Problems

UPB 8 Graduate School of Fine Arts

.1 Faculty and Board Minutes
.2 Committee Minutes
.35 Rules and Regulations
.4 Correspondence (Warren Powers Laird papers)
  .41 Dean's Office Files (Including Correspondence)
.5 Financial Records
.6 Student Records
.61 Student Files
.7 Scholarships and Prizes
.8 Design Program
.9 Departmental Records
  .9 Env Environmental Studies
  .9 FA Department of Fine Arts
.10 Resume Books and Guides
UPB 9 School of Social Work
   .4 Correspondence
   .5 Financial Records
   .72 Student Records
   .9 Evelyn Butler Pamphlet Collection

UPB 10 Annenberg Center

UPB 11 Annenberg School

UPB 12 Albert Greenfield Center for Human Relations

UPB 16 Laboratory for Research on the Structure of Matter
   .5 Financial Records

UPB 20 Faculty Committees
   .3 Faculty Committee on Honorary Degrees

UPB 21 Committee of Undergraduate Deans

UPB 22 Council of Baccalaureate Faculties

UPB 25 University Senate
   .1 Advisory Committee
   .2 Faculty Grievance Commission
UPB 30    Educational Council
          .4    Committee on Advancement of Research

UPB 31    University Development Commission

UPB 32    University Council
          .6    Reports

UPB 33    Faculty of Arts & Sciences: Steering Committee
          .1    Minutes & Correspondence

UPB 35    Educational Surveys
          .1    Consultants Reports & Committee Working Papers
          .2    Working Papers (individual with some exceptions)
          .3    President's Package
          .4    Bound Volumes
          .6    Published Reports

UPB 36    Miscellaneous Surveys (By title, date and sub number)
          .1    Patent Surveys

UPB 37    Valley Forge Survey, 1930
UPB 38  Report to Middle States Association of College and Secondary Schools (1952 and 1963)

UPB 40  Computer Center (ISC, Office of Information Systems and Computing)

UPB 45  Office of the Chaplain
   .5  Reports
   .8  George D. Boardman Lectureship in Christian Ethics

UPB 50  Archives
   .1  Request Sheets
   .2  Checkout Books
   .3  Society of American Archivists
   .4  Correspondence and Records
   .9  Old Shelf Lists, Plans of Organization, etc.

UPB 55  University Library
   .01  General Information
   .3  Lippincott Library
   .4  Penniman Library

UPB 56  Union Library Catalogue and Philadelphia Biographical Center

UPB 60  University of Pennsylvania Press
   .2  Miscellaneous
.3 Invoices
.4 General Correspondence
.43 Bicentennial Publications Correspondence
.45 Manufacturing and Publicity Correspondence
.5 Manuscripts
.55 Press Proofs (Galleys)
.6 Advertising Department
.7 Contracts and Minutes
.8 Dictionary of Biography Cards
.9 University Press Publications
  .9A Listings Press Publications
.91 Correspondence re: rejected manuscripts

UPB 65 University Museum (see also UPA 6.2H)
  .1 Minutes
  .2 Constitution

UPB 68 Department of Intercollegiate Athletics
    (See UPS 82)

UPB 70 Reserve Officers Training Corps (ROTC)
  .7 Cadet Folders (not retained as of 8-20-70)

UPB 72 Student Army Training Corps (SATC) (World War I)
UPB 75 Army Specialized Training Program (World War II)

UPB 76 V-5, V-7, and V-12 Naval Flight Preparatory School

UPB 80 Air Force Reserve Officers Training Corps (AROTC)

UPB 91 Engineering Science Management War Training (ESMWT)
    .1 Registration Forms
    .2 Complete Proposal Files, ESMDT and ESMWT
    .3 Index Cards on Students of Program For Towne
        School Cards on Students of Program

UPB 92 Index Cards For Naval Training Program Personnel

UPB 101 Vice President for Coordinated Planning
    .4 Correspondence
    .8 Publications
    .9 Student Housing Program

UPB 102 Vice President for Operational Services
    (formerly Coordinated Planning)
    .4 Student Housing Project

UPB 107 Pahlavi University Projects
UPB 108  Peace Corps Training Program

UPB 120  Miscellaneous University Reports

UPB 130  Institute for Environmental Studies (See 1970-71 Bulletin-Graduate School of Fine Arts)
          .1  Human Resources Center

UPB 140  Institute for Contemporary Art

UPB 144  Institute for Cooperative Research

UPB 145  Foreign Policy Research Institute

UPB 150  Center for Urban Research and Experiment (CURE)

UPB 151  Morgan State College/Penn Cooperative Project

UPB 159  Philadelphia Center for Early American Studies

UPB 160  Center for the Study of Black Literature and Culture

UPB 501  Vice Provost for Information Systems and Computing
UPC  MEDICAL AFFAIRS

1  Vice President for Medical Affairs
2-11  Educational Divisions
12-16  Service Divisions
40-49  Medical Units not Subordinate to Schools
        or Hospitals

UPC 1 Vice President for Medical Affairs

    S825  Stengel Correspondence
    .3  Conferences, Symposia, etc.
    .4  Correspondence
    .5  Faculty Council/Senate Minutes and Records
    .8  Scrapbooks

UPC 2-11  Educational Divisions

UPC 2 School of Medicine

    .1  Faculty Minutes
    .2  Committee Minutes
    .3  Dean's and Miscellaneous Correspondence,
        Scrapbook
    .4  General Correspondence
    .5  Financial Records
    .6  Student Files
.7 Student Records
  .71 Grade Sheets and Exam Records
  .72 Microfilm of transcripts and students folders
.8 Prizes
.9 Departmental Records
  .9 C Community Medicine
  .9 D Dermatology
  .9 H Harrison Surgical Research
  .9 J Johnson Research Foundation
  .9 MI Minority Affairs
  .9 MM Medical Microbiology
  .9 P Pharmacology
.10 Alumni
.12 Medical School Societies, References and Non-Penn
  .12 JMS John Morgan Society

UPC 3 Graduate School of Medicine
.1 Correspondence
.2 Organization
.22 Organization of the Faculty
.3 Matriculation Book
.6 Student Records
.8 Scrapbooks

UPC 4 Dental School
.1 Minutes
.2 Financial Records
.3 Financial Reports and Records of Inactive Faculty
.6 Student Records
.60 Student Enrollment Lists and Other Records
.61 Dropped out Students
.62 Student Grades
.67 Parietal Records
.9H6 Hygienists’ Folders
.10 Alumni Events Scrapbook and Questionnaires
.11 Dental School Library Archives

**UPC 5 School of Veterinary Medicine**

.4 Correspondence
.6 Student Files and Transcripts
.61 Files of Rejected Applicants
.62 Files of Withdrawals
.66 Exam Papers and Grade

**UPC 6 School of Auxiliary Medical Services**

(formerly Auxiliary Department of Medicine)

**UPC 7 School of Allied Medical Professions**

(formerly Philadelphia School of Occupational Therapy, merged 1950)
UPC 8 School of Nursing

.1 Minutes, Constitution and By-Laws
.4 General Correspondence
.7 Student Records

UPC 10 Survey of Medical Affairs

UPC 12-16 Service Divisions

UPC 12 University Hospital

.1 Board of Managers Minutes
.2 Executive Committee Minutes
.3 Reports
.3 C Consultants' Reports
.4 Health Service Research Library Committee
.6 Financial and Superintendent's Records
.7 Legal Affairs
.8 Organization and Laws of the Hospital
.9 Miscellaneous Memoranda
UPC 13  Graduate Hospital
  .1  Board of Managers Minutes
  .2  Constitutions, etc.
  .3  Reports
  .4  Correspondence

UPC 14  U.S. Army Base Hospital No. 20, World War I
  (see also UPP 71)

UPC 15  U.S. Army 20th General Hospital, World War II

UPC 16  Student Health Service
  .3  Lists of Polio Shots 1956-57
  .5  Student Health Folders 1931-54 (destroyed 8-1971)
  .51  Index Cards to Records Prior to 1954
       (destroyed 8-1971)
  .6  Student Health Folders 1954-57
  .7  Student Health Folders 1954 - present
  .71  Student Health Folders "Big Pull"
  .72  Forms of Students who did not use Student Health Service and Student without charts
  .75  Medical Reports, Correspondence, X-rays, etc.

UPC 40-49  Medical Units not Subordinate to Schools or Hospitals
UPC 40  Wistar Institute

(see also UPH 9.9 WI for financial records)

.1 Memoranda, Reports, Correspondence, Publications
.2 Organization, By-Laws, etc.

UPC 41  Canton Christian College

.1 Memorandums, Reports, Correspondence, Publications
.2 Organization, By-Laws, etc.

UPC 50  Records of Medical Units no longer in Independent Existence

.1 Howard Hospital
.2 Polyclinic Hospital
.3 Medico-Chi College and Hospital
  .31 Minutes
  .32 Memorabilia
.33 Correspondence and Records
.34 Patient Records
.35 Financial Records and Misc.
.4 Diagnostic Hospital
.5 Orthopaedic Hospital
.6 Gynecian Hospital
.7 Woman's Hospital and West Philadelphia Hospital

  for Women - records transferred to Medical College of Pennsylvania
.8 Phipps Institute
.9 Presbyterian Medical Center

UPC 55 Hospitals Abroad, with some U. of P. Connections
.2 St. Luke's, Manilla

UPC 56 Philadelphia General Hospital
.2 Minutes, Records and Correspondence
.35 Records
.4 Correspondence
.45 General Files and Student Evaluations
.5 Financial Records
.9 Departmental Records

UPC 57 Federated Medical Resources
UPD 1 Vice-President for Engineering Affairs

UPD 2 Towne Scientific School

.1 Minutes and Correspondence
.2 Civil Engineering
.3 Mechanical Engineering
.4 Engineering Mechanics
.5 Institute for Direct Energy Conversion
.6 Special World War II Programs (Non-Credit) Index

Cards (also see UPB 91.2)

.7 Student Records

UPD 3 Chemical Engineering

.8 New Department of Science opened 1872

UPD 8 Electrical Engineering

.1 Office of Vice-President relative to Moore School
.2 Faculty Minutes
.3 Office of Business Manager
.4 Office of the Director
.5 Correspondence
.7 Student Records
.11 ENIAC Trial Record Collection
UPD 9 Metallurgical Engineering
   .9 Metallurgy and Materials Science

UPD 11 School of Engineering and Applied Science
   .1 Miscellaneous Material
   .7 Student Records
   .8 Summer Employment for Engineering Undergraduates

UPD 12 Graduate School of Arts and Sciences (Engineering Records)
   .7 Student Records
UPE STUDENT AFFAIRS

UPE 2 Admissions

.6 Admissions Office
.602 Entrance Examination Cards
.61 Certificates of Admission
.62 McBee Cards
.65 Accession Lists for all schools (retired 9-7-70)
.66 Applications

UPE 3 Office of the Registrar

.4 General Student Records
.5 Certificates of Admission
.6 Report of Grade Sheets
.61 Grade Reports and Grade Changes
.7 Class Schedules

UPE 4 Scholarships and Student Aid

.1 Reports and Statistics
.4 General Scholarship Correspondence
.43 Senatorial Scholarships Correspondence & Records
.45 Loans Accounts Paid in full
.6 Student Aid Financial Folders
.65 Time Sheets
.66 Student Employment Personnel Records
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<td>Scholarship Recipients pre-1917</td>
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<td>Correspondence <em>(Special, given directly to Archives)</em></td>
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**UPE 5 Dean of Student Affairs**

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**UPE 6 Dean of Residential Life**

*(Formed in 1960 From Dean of Men)*

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**UPE 7 Dean of Women**

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<td>.7</td>
<td>Staff and Personnel Records</td>
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<td>Bennett Club/Bennett Union</td>
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UPE 8 Penn Women's Center

UPE 10 **Houston Hall** (exclusive of store and cafeteria)
   
   .7 Director's Office

UPE 15 **Office of International Services**
   (Formerly Foreign Students Office)
   
   .09 John Melba research questionnaires, 1960
   
   .6 Student Records

UPE 16 **Health Professions Advisory Board**
   (Formerly pre-Medical Advisory Board)
   
   .6 Student Records

UPE 25 **Office of Athletic Communication**
UPF DEVELOPMENT

UPF 1 Funds

.2 Bicentennial Campaign
.22 Publicity
.4 Central Files
.8 Master Alumni File (Index to Matriculates)
.9 AR Alumni Records
.9 AR(WWII) Alumni Records of WWII

UPF 5 Director of Development

.1 Alumni Annual Giving
.15 Benjamin Franklin Associates
.2 Bequests
.21 Gifts to the University
.22 Planned giving programs
.3 Capital Campaigns
.31 Medical Alumni Annual Giving
.32 Program for the Eighties

UPF 6 Director of Alumni Relations

UPF 8 University Relations (Director of Public Relations)

.5 News and Public Affairs Office (News Bureau)
.5 I “Info Files”
UPF 9  Director of Placement - Career Planning and Placement

.2 Minutes of the Committee on University Placement

.9PI Personnel Index

UPF 10  WXPN-FM (Radio station : Philadelphia)

UPF 500  Office of Commonwealth Relations
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   C692 Coleman Speech

UPG 4 President's Lectures

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   .2 Addresses
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UPG 7 Commencement Programs
   .1 Citations and Honorary Degrees
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UPG 8 Convocations (including Founder's Day)
   .1 Citations and Honorary Degrees
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.12 Addresses
  S.1 Summer Session
.5 Wharton
.52 Wharton Addresses
.7 Graduate School
.72 Graduate School Addresses
.8 Law School
.82 Law School Addresses and Lectures
.9 Medical Designations
.91 Medical School
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.92 Medico-Chirurgical College
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.97 Veterinary Department
.972 Addresses
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.981 Program (including addresses)
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 .631 Paper read before the Franklin Institute
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 .1 College
 .12 Proceedings and Addresses
 .2 Robert Wood Johnson Pavilion
 .6 Engineering
.62  Moore School
.621 Moore School Proceedings, Addresses, etc.
.63  Engineering Department
.631 Engineering Department Program, Minutes, Speeches, etc.

Dedication of the New Building
.8  Law School
.81 Law School Proceedings, Program, Speeches, etc.
.82 Dedication of New Building, 1900
.9  Medical - Alphabetical by Division and Date
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.923  Evans Dental Institute

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.2  Addresses
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UPG 51 Bechstein Germanic Library
.12  Addresses, etc.

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UPG 350  Century of Black Presence Exhibition, 1980-81

UPG 375  Hackney Inauguration, 1981

UPG 380  The Penn Family, The University and the Institutions of Philadelphia, 1982

UPG 381  Harnwell House display, 1982

UPG 382  Houston Hall display case, 1982

UPG 383  William Penn Charter School Exhibition, 1982

UPG 384  ENIAC Tribute (ENIAC 40th anniversary)

UPG 384  Houston Exhibition, 1984

UPG 385  School of Veterinary Medicine Centennial, 1984

UPG 387  Pappas Fellowship

UPG 388  Penn's 250th Celebration, 1990

UPG 389  William Pepper/Department of Pathology Laboratory Centennial
UPH  OFFICE OF THE COMPTROLLER

UPH 1 Financial Records roughly prior to 1950
(UA, UB, etc.) Reconstruction of original Comptroller's Series (3x5 cards)

UPH 2
.1 Detail Sheets
.2 Budget Summaries
.3 Reconcilements and General State Reports
.4 Cash Books and Receipt Books
.41 Daily Cash Posting Ledgers
.42 Master Run-Offs (IBM)
.43 Agency Books
.44 School Books
.5 Administration Journals and Ledgers
.6 Trust Journals, Ledgers and other Trust Records
.7 Journal entries, Posting Sheets. Misc. Ledgers, Account Books & other perm. records(See also UPH 9)

UPH 3
.1 Tax Records and Audits
.11 W-2 Forms
.12 W-4 Forms
.2 Real Estate Inventories, Deeds and Inventories of Assets and Equipment Cards
.3 Project and Research Grants
.4 Closed Contracts
.5 Insurance Office

UPH 4

.1 Treasurer's Correspondence
.2 Comptroller's Correspondence
.3 Bursar's Correspondence
.4 Financial Vice President Correspondence
.5 Annual Reports
.6 Budget Sheets and Trial Balances
.7 *Faculty Housing Files*
.9 Misc. Financial Correspondence

UPH 5

.1 Hospital Notes and Journals
.2 Patient Records
.3 Health Insurance Records
.9DC Diagnostic Clinic
.12 *Woman’s Hospital*

UPH 6

.1 Student Fees Section
| .11 | Student Deposit Ledger Cards  |
| .12 | Student Fees Daily Cash  |
| .13 | Student Fees Registration Receipts |
| .14 | Student Advance Receipts (SAR) |
| .15 | Student Fees Checks and Vouchers |
| .2  | Scholarship Vouchers |
| .3  | Student Loans (including Girard Trust Company "Assured Education Plan") |
| .4  | Fund Accounting Section |
| .5  | Veterans Contact Office |
| .51 | Veterans Contact Office. Sample Records |
| .6  | Alumni Contributions |
| .9  | Misc. Student Records |

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| .1  | B&G Time Cards |
| .2  | B&G Charge Books |
| .3  | B&G Billings |

**UPH 8**

| .1  | Registers and Current Expense Ledger Cards |
| .2  | Distributions (Monthly and Semi-Monthly) |
| .21 | Payroll Distribution and insurance Records |
| .3  | Payroll Adds and Debits |
| .4  | Payroll Pink Appointment Sheets |
Personnel Action Forms

.5 Payroll - General Accounts and Accounts
Payable Outstanding Lists

.6 Salary Spreads

.7 Payroll Authorizations

.8 General Account Records

.9 Payroll Summaries and Misc.

UPH 9

.9ASTP Army Specialized Training Program (ASTP)

.9BE Bennett Club

.9CV ????

.9DIA Department of Intercollegiate Athletics and
Physical Education Department

.9EI Evans Institute

.9FC Faculty Club

.9HH Houston Hall

.9MS Moore School

.9NOBS "NOBS" Program Research

.9OSRD "OSRD" Contract

.9SATC "SATC"

.9WI Wistar Institute

UPH 10

.1 Daily Cash Slips
.2 Cashiers Memos and Yellow Copies of "D" Slips
.3 Bank Deposit Slips
.4 Samples of Regular and Special, Petty Cash, Regular and Special Checks and Vouchers
.9 Cashier’s Miscellaneous

UPH 11
.1 Trust Vouchers

UPH 20
Division of Institutional Real Estate

UPH 100
Regular and Special Vouchers

UPH 101
Special Petty Cash Vouchers

UPH 102
Regular and Special Checks

UPH 103
General Account and Administration Checks

UPH 104
Payroll "A" and "B" Checks

UPH 105
Time Sheets and Salary Cards

UPH 106
Extra Services Time Cards
UPH 107 White Sheets

UPH 108 Investment Office Records
UPI REPORTS

UPI 20 University Annual Reports

.1 Faculty of Arts and Sciences
.2 Copus Research Project
.3 Executive Committee of the Faculty of the Graduate School
.4 Faculty Research Committee

UPI 25 University Offices

.1 President
.2 Provost
.21 ComPENNdium (Office of Institutional Research and Analysis)
.3 Senior Vice President for Management
.4 Financial Report
.5 Treasurer and Investments
.55 Report on Audit
.6 Endowments and Other Funds
.7 Gifts, Grants and Bequests
.8 Registrar
.81 Course Enrollment
.82 Student Enrollment
.9 Annual Giving
.91 Student Financial Aid
.92 Placement Service and Student Aid
Law School Annual Giving
Wharton Graduate Annual Giving
Alumni annual giving
Penn Social Work Honor Roll
Personnel Annual Report
Personnel
Confidential analysis - statistical profile of freshmen 1955-67
Biennial report

UPI 50 Individual Reports - by Title, Dates and Author

University-wide Ad-hoc Task Forces, Commissions, etc., dealing with University-wide matters

University-wide Ad-hoc Task Forces, Commissions, etc., dealing with particular schools, departments

University in relation to the community, city or region

Ad-hoc Commissions narrower than University-wide but broader than school or department dealing with school or department matters

Report on the School of Fine Arts
Committee on Educational Policy and Planning
Committee of Faculty Representatives on University Policy
.9 Committee to Study the Organization of Pennsylvania Alumni


[Chen's note: 150.10 merged with 150.1]

.11 College of General Studies

.12 Educational Conference of the Summer School

.13 Student Committee on Undergraduate Education

.15 Second Education Conference and Summer School

.17 Affirmative Action Plan

**UPI 107**  Graduate School of Arts and Sciences

.1 Dean of Faculty

.2 Executive Committee of Faculty

**UPI 120**  Vice President of Coordinated Planning

.1 Integrated Development Plan

.2 Student Housing Program

**UPI 230**  Wharton

.1 Wharton Graduate Division

.2 Wharton Partnership

.21 Special Committees

.3 Human Resources Center, Department of Management
.4 Wharton Entrepreneurial Center
.5 Leonard Davis Institute of Health Economics
.6 SEI Center
.9 IR Department of Industrial Research
.9 PR Pension Research Council

UPI 234 Extension School - Scranton

UPI 235 Wharton School, Huebner Foundation

UPI 236 Fishman-Davidson Center for the Study of the Service Sector

UPI 238 Division of Human Resources

UPI 278 Greenfield Center

UPI 280 Law School
  .1 Center for Study of Financial Institutions

UPI 300 Office of International Programs

UPI 310 Laboratory for Research on the Structure of Matter

UPI 320 Afro-American Studies Program
UPI 321  African-American Resource Center

UPI 350  University Libraries
.3   Lippincott Library

UPI 355  Faculty of Arts and Sciences

UPI 360  University Museum

UPI 362  Towne School
.1   Department of Chemical Engineering

UPI 363  Engineering Division Research Activities
.1   Institute for Advanced Science and Technology

UPI 365  Security and Safety

UPI 370  Morris Arboretum

UPI 375  General Alumni Society
.1   A Study of Alumni Opinion & Readership (First in Nation)

UPI 376  Foreign Policy Research Institute
UPI 379  Houston Hall - Irvine Auditorium

UPI 380  Department of Intercollegiate Athletics

UPI 381  Department of Physical Education for Women

UPI 390  Placement Service

UPI 404  Thomas W. Evans Museum and Dental Institute

.1  School of Dental Medicine

UPI 491  School of Medicine

.1  Medical Faculty
.2  Eye Department
.3  Harrison Department of Surgical Research
.35  Department of Surgery
.4  Medical Center Triennial Report
.41  Graduate School of Medicine
.46  Department of Orthopaedic Surgery
.5  Henry Phipps Institute
.6 Pathological Department
.7 *Radiology Department*
.8 Wistar Institute
.9 Health Law Project
.10 School of Medicine Annual Giving
.11 *20th General Hospital Report, 1943-1945*

**UPI 492** Hospital of the University
.3 Training School for Nurses
.5 Radiology
.6 *Student Health Service*

**UPI 493** University Hospital (Board of Managers)
.5 Department of Radiology

**UPI 494** University Medical Center

**UPI 495** Presbyterian-University of Pennsylvania Medical Center

**UPI 496** *Hospital of the Graduate School of Medicine (Medico-Chirurgical Hospital, Polyclinic Hospital of the College for Graduates in Medicine, and Graduate Hospital)*
.1 *Medico-Chirurgical Hospital*
.2 *Polyclinic Hospital of the College for Graduates*
in Medicine

.3 Graduate Hospital

UPI 497 Animal House Committee (Veterinary School)

UPI 498 School of Veterinary Medicine
UPJ BUSINESS

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UPJ 2 Senior Vice President for Management and Finance

UPJ 3 Personnel

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.2 Benefits and Claims, Insurance Records
.3 Budget Proposals
.4 Correspondence
.5 Surveys and Reports
.6 Miscellaneous
.7 Human Resources Office

UPJ 5 Physical Plant Planning

UPJ 6 Building and Grounds

.5 Fraternity and Dormitory Maintenance
.7 Campus Police
.9 Blueprints
  .9 C Office of Construction Engineer
  .9 E Engineering Service
.91 E Specifications
.92 E Projects
.93 E  General Building Repairs
.94 E  Building Surveys
.95 E  Buildings and Grounds Prints and Letters
.95 FCCS  First Church of Christ, Scientist
.96 E  Blueprints
.97 E  Estimates

UPJ 7  Construction Department

.6  Contracts and Correspondence

UPJ 8  Houston Hall Store

UPJ 9  Office of Planning and Design

.1  Blueprints

.4  Correspondence files and reports

UPJ 10  Department of Security and Safety

.1  Occupational injuries and illnesses report

UPJ 25  Management Analysis Service

.15  Biennial Report The President's View
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.1 Bulletin

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.011 Undergraduate Programs for Men and Women

.012 Freshman Seminar Programs - Course offering & leaders

.013 Wartime Accelerated Program

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.015 Course Guide

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.111 Emphases

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.122 College of General Studies Special Programs

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.14 Summer School

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.25 Programs for Women

.251 First Announcement - includes organization of CW

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.31 Decision Science

.32 Wharton School Graduate Division

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.323 Wharton MBA Course Guide
.326 Doctoral Program
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.328 MBA Placement Survey
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.345 Extension School, Reading
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.4 School of Education

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  (Illman Carter Unit Announcement)
.49 Vacation School and Recreation Center for Boys & Girls

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.923 Graduate School of Medicine - Dental (post-graduate courses)
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A Semester in Hill
Topical and Interdisciplinary Studies -
A Directory for Students
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**UPL 98** Description, History and Procedures

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Handbook, University Library
.11 Graduate School of Arts and Sciences Student Handbook

.112 Your University

.111 Office of Research Administration Handbook

.113 Handbook for Faculty and Academic Administrators A Selection of Policies and Procedures

.113A

Graduate Academic Bulletin

.114 Law Library Guide

.115 Law School Guide to Faculty Expertise

.116 Lippincott Library Guide

.117 University Policies and Procedures

.12 Wharton (Undergraduate) Student Handbook

.121 Wharton Graduate Program in Operations Research

.122 Wharton Guide to Faculty

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.126 Policies and Procedures

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.174 Student Activities Council Manual
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.2 Handbook for Students (regardless of office of origin)
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.3 Recreation Handbook
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.35 Freshman Handbook
.37 Upper Class Handbook
.38 Sophomore Handbook
.4 Guide for Employees of the Graduate Hospital
.41 Nursing Faculty and Research Guide
.42 Handbook Pre-Health Professions
.43 Placement Manual
.44 Placement Guide
.5 Guide to Student Services
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Information for Applicants
Residential Living Handbook
Residential Options for Undergraduates
Graduate Residential Options
PennViron
The One University Handbook
Transition
Moore School Undergraduate Education Manual
Safer Living Guide
Public Safety Procedure Manual
Soccer Guide
Lacrosse Handbook
Winter Sports Guide
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Penn Med Guide
Student Financial Aid Handbook, School of Medicine
Student Health Handbook
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School of Dental Medicine Handbook

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UPL 530  Bibliography of Faculty and Staff Publications

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UPL 600-700  General University Descriptive Pamphlets and Calendars

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UPL 602  Calendar and Chronicles

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UPL 604  Research Updates

.1 Procedure for obtaining support of research programs and policy with respect to research for private industry

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UPL 701  Botanical Laboratory

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UPL 1003   Dean's Admission Newsletter
            .1 University of Pennsylvania Public Service

UPL 1005   Placement Service Newsletter
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UPL 1007   Communications Inventory

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            .10 Communications - Annenberg School
            .100 Newsletter of Transportation Program
            .101 Front and Center
            .102 Penn Performs
            .11 Center for History of Chemistry
            .111 Center for the Study of History of Nursing
            .12 English Department Newsletter
            .125 American Society for 18th Century Studies
            .126 Penn Language News
History Department Newsletter

0.20 HS Society for Social Studies of Science
0.21 Fels Penn
0.22 The Service Bulletin
0.23 Federal Relations Report
0.24 Penn Economics
0.3 Wharton Notes
0.31 Wharton Quarterly/The Wharton Magazine
0.310 Wharton Real Estate Newsletter
0.311 Wharton Account

**UPL 1010**

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0.313 Healthbeat
0.314 Executive Bulletin
0.315 LDI News (Leonard Davis Institute of Health Economics)
0.316 The Wharton Experience (Wharton Evening School Council)
0.317 Wharton Alumni Club Newsletter
0.318 SEC Update (Snider Entrepreneurial Center)
0.319 Wharton News Update (Newsletter for Faculty and Staff at Wharton

0.32 Wharton Research Update
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PSA Today, Penn Student Agencies Newsletter
Economic aspects of public education in Pennsylvania

Newsbrief. Center for School Study Councils

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Penn Wise
School of Architecture Biennial Review
Bulletin of School of Architecture
School of Architecture. Newsletter
Penn In Ink
Graduate School of Fine Arts
South Asia News
Ora-Cle. A research and scholarship newsletter for faculty and staff at Penn
Literacy Research Center
NCAL (National Center on Adult Literacy) Connections
Penn Women's Network. Penn Women's Center
Penn Women's News
Newsletter. Alice Paul Research Center-Women's Studies Program
Trustees' Council of Penn Women. Council
Communique

528 Passport

529 Alice Paul Center-Women’s Studies Program. Newsletter

53 Office of International Programs. Kaleidoscope

531 Penn - China Newsletter

532 International Dimensions. Office of International Programs

533 Foreign Student News. Office of International Programs.

534 El Pipila - Chicano Newsletter

535 Varta Indian Students Association

536 Inside Economics of the Soviet Union and Eastern Europe

537 Christian Association Newsletter

538 Sound Politicks

54 CA Perspectives. (Christian Association)

UPL 1010

541 International Women's Group Newsletter

545 Centerpiece. Newsletter of the Student Volunteer Center. Christian Association

55 School of Fine Arts Regulations

56 Faculty of Arts Sciences Newsletter

564 Aegis. College of General Studies Newsletter

565 Faculty of Arts and Sciences Dateline

566 College. A newsletter that pertains to the
College of Arts and Sciences.

.567 CGS Reports. Penn Arts & Sciences Newsletter

.568 BFS Newsletter. Benjamin Franklin Scholars Newsletter

.57 Online with SRS. (Student Records System) Office of the Registrar


.59 Philadelphia, Past, Present & Future Newsletter. Center for Philadelphia Studies School of Public and Urban Policy

.595 New Art in Philadelphia

.6 Connecting Rod. School of Engineering

.61 Towne Talk. Towne Scientific School

.611 Towne School Newsletter. Later called Penn Engineering & Applied Engineering News

.612 Chemical Engineering News

.62 Engineering Needs You. Towne Scientific School & Moore School of Electrical Engineering

**UPL 1010** .621 Shall I Study Engineering. The Engineering Schools of the University of Pennsylvania.

.622 A Catechism. The Engineering Schools of the University of Pennsylvania.

.623 Are Engineers & Chemists Employed?. Towne Scientific School
.624 Engineering: A Career, A Culture
.626 Penn Distillates - A newsletter from the department of chemical engineering.
.63 The Moore School Undergraduate Education
.632 *Sci-Tech Library News*
.635 The Eniac. Published by Moore School Computing Facility.
.65 IEEE Almanack. Moore School of Electrical Engineering
.70 Powerline. Energy Club.
.71 News Letter Graduate School of Arts and Sciences. Later named Colloquy.
.72 Penn NROTC Alumni Newsletter
.725 *The Crusader, newsletter of the Crusader Battalion, US Army ROTC*
.73 Penn Wargamers Newsletter. Student Club
.74 Angles. Magazine of the Penn Political Union.
.75 News from Lesbian & Gays at Penn
.76 Out/Lines Newsletter for Penn's lesbian, gay, and bisexual communities

**UPL 1010**
.78 Bonis Avibus. Published by the Greenfield Intercultural Center Mentoring Program.
.79 News Annenberg Center. Annenberg Center.
.80 In Brief. Campaign for the University of Pennsylvania Law School
81 Law Review

82 The Wistar Prospectus. Quarterly published to ensure the continued progress of the institute's research activities

83 Market Report. Penn Medical Center

.91 University Medical Magazine (now University of Pennsylvania Medical Bulletin)

.911 University of Pennsylvania Medical Bulletin (new title, different from L1010.91, the latter being a research magazine)

.912 Reprints of University of Pennsylvania Medical Bulletin

.913 Pennpsych. Newsletter of the Department of Psychology

.914 Marriage Council News. School of Medicine

.915 Medical Affairs

.916 Weekly Calendar - Medical Affairs Division

.917 Penn Med Notes (Penn Medicine--since 1995?)

.918 Vital Signs. Publication of the Hospital of the University of Pennsylvania.

.919 Ars Moriendi Newsletter. Published by the Health Care and Human Values Task Force.

.92 News of Graduate School of Medicine

.921 BioMed. Biomedical Graduate Studies

.9214
Center for Bioethics Newsletter

UPL 1010 .922 Institute on Aging Newsletter. Formally Center for the Study of Aging

.923 McNeil Center Report. Research in Anesthesia

Department of Anesthesia

.924 Research and Training Center for Rehabilitation of Disabled Individuals

Elderly

.925 Chi Bulletin. Medico-Chirurgical College

.926 Journal of the Medico Chirurgical College

.927 Robert Wood Johnson Foundation Teaching Nursing Home Program Newsletter

.928 The Central File (Newsletter of the School of Medicine)

.929 Bulletin of the Biological Basis of Behavior Program

.93 School of Medicine Research Manual

.931 Department of Psychiatry: Summary of Research Programs

.932 Mahoney Institute of Neurological Sciences Forum

.933 Penn Pulse. A Publication for the Faculty, Residents, & Fellows of the University of Pennsylvania Medical Center

.934 PENNursing News. A campaign Update for Nursing's Friends and Volunteers

.935 The Chronicle. Formerly the Center for the Study
of the History of Nursing Newsletter
.936 Newsletter for the School of Nursing
.937 Society of the Alumni of the School of Nursing
   Newsletter
.938 Sigma Theta Tau International Honor Society
   Newsletter School of Nursing
.94 Faculty Bibliography: School of Medicine
.941 Penn Med News. School of Medicine Publication
.942 Penn Today. Medical Center--A Continuing Medical
   Education Resource For Practicing Physicians and
   Faculty
.943 Wistar News
.95 Faculty News and Notes of the Dental School
.951 School of Dental Medicine. Newsletters (Word of
   th; ReCap
.9512
   Sound Bites. Dental Health News for PFP Plan
   Subscribers
.952 School of Dental Medicine. Continuing Education
   Center Newsletter
.953 The Turnaround Times (Pathology & Laboratory
   Medicine)
.955 SDMessenger (School of Dental Medicine)
.956 Probe & Explorer (School of Dental Medicine)
.957 CCEB Newsletter (Center for Clinical Epidemiology
and Biostatistics)

**UPL 1010**

.96 Cheek By Jowl. News from the School of Dental Medicine

.97 Bellwether. Newsmagazine of the School of Veterinary Medicine

.98 The PennVetter. Newsletter of the School of Veterinary Medicine

.985 ULAR Newsletter. University Laboratory Animal Resources

.986 *Newsletter of the Department of Zoology*

.99 Veterinary Alumni Newsletter

**UPL 1020-1099 Divisions other than Medical**

Reserve .5 under each for handbooks, by-laws, etc. Use title cutter and date.

**UPL 1025**

.15 Nutrition News. Hospitality Services

**UPL 1030 Morris Arboretum**

.15 Morris Arboretum Bulletin

.6 Lecture Series Announcements

.7 Morris Arboretum Monographs
UPL 1050  University Libraries

.15  Library Chronicle

.17  The Pilot (Lippincott Library)

.18  Penn Libraries News

.19  Lippincott Infoline

.20  Gargoyle

.25  Lamp

.30  Ivy Leaf

.40  Newsletter from the Libraries

.41  Newsletter from the Library Administration

.42  Bibliotheca. Friends of the Library of the University of Pennsylvania

.46  Library. Named Funds for Knowledge and Information Resources

.47  PACSCL News (Philadelphia Consortium of Special Collections Libraries)

.55  Architectural Archives

.58  Online News. Institute of Scientific Information

.65  Local 590 AFSCME Library Workers Union Newsletter

.90  Single Issue Publications

.91  Medical Library News

.912  Health Science News

.915  Biomedical Library. News and User’s Guide

.916  Health Sciences Libraries

.92  University Library Exhibition Catalogue
UPL 1059  Center for History of Chemistry
   .1  Guide
   .15 Corporate History

UPL 1060  University Museum
   .10 Bulletin, 1897-1902
   .15 Transactions, 1904-1907
   .155 List of Members, 1905
   .16 Reprints from Transactions
   .20 Journal, 1910-1935 (Including also MASCA Journal,
                              1978-1984; MASCA: Museum Applied Science Center
                              for Archaeology)
   .25 Bulletin, 1930-1958
   .251 Expedition, 1958-1964
   .30 Discoveries

UPL 1060  .35 News
   .36 Events at the Museum
   .50 Department of Archaeology. (MASCA Newsletter)
   .51 Report of Board of Managers (of the Department of
                              Archeology and Paleontology)
   .52 Program of fund-raising benefits
   .53 Exhibits - Monographs
   .54 Handbooks
   .55 Catalogs
| .56   | Papers          |
| .57   | Special Report |
| .59   | List of Members |
| .70   | Reports on Expeditions (by year) |
| .75   | Museum Calendars |
| .80   | Museum Newsletter |
| .90   | Catalogues of Casts, Photographs, Publications |
| .91   | Catalogues - Special Exhibition |
| .92   | Catalogues - Museum General Holdings |
| .93   | Music, Film and Lecture Series: Announcements, Invitations, etc. |
| .94   | Miscellaneous Publications |
| .945 | Complete Catalog of Publications |

**UPL 1061** Victorian Landscapes in America: the Garden as Artifact

**UPL 1070** Fund

| .1   | Fund Report |
| .2   | The Pennsylvania Worker |
| .3   | University of Pennsylvania Fund Bulletin/News |
| .4   | University of Pennsylvania News Sheets |
| .5   | Wharton Campaign Journal |

**UPL 1075** Public Relations

| .1   | About Pennsylvania |
.10 Editorial Comments of the Philadelphia Newspapers
.11 Penn News Digest
.12 Penn Health and Medical News
.13 Wharton News
.14 Penn Parents
.142 Parents Weekend
.15 Omnibus Mailings. Alumni Relations
.16 Inside the Campaign. Campaign for Penn
.165 Bequest Notes
.17 News Update Medicine & Science
.18 The Campaign For Penn Keeping Franklin’s Promise
.2 Alumni Schools Program Newsletter
.4 Hail Pennsylvania
.5 From College Hall
.6 Up-Date
.8 Of Mutual Interest
.9 Pennsylvania in the News (National Edition)

UPL 1076 Foreign Policy Research Institute
.1 Monograph Series
.2 Orbis

UPL 1077 Slavic Review

UPL 1080 Department of Intercollegiate Athletics. (Franklin Field Illustrated)
.11 Palestra Illustrated
.15 Franklin Field Illustrated - Football
.19 Monthly Magazine Edition
.20 Franklin Field Illustrated - Field Hockey
.21 Pennsylvania Hockey
.22 Goal Newsletter (put out by the Friends of Pennsylvania Hockey)
.23 Varsity Hockey Scorebooks
.24 Winter Sports Schedules
.25 Invitation to Schools to Participate in Relay Carnival
.35 Invitation Interscholastic Track and Field Championship Meet
.40 Heptagonal Games
.41 The Quaker Relay
.42 Pennsylvania Men's Track and Field
.43 Pennsylvania Women's Track and Field Cross Country
.45 Eastern Intercollegiate Wrestling Association Championship Program
.47 IC-AAA Annual Track Championship
.48 Intercollegiate Association Amateur Athletes of American Track and Field Championships
.49 Annual Middle States Interscholastic Track and Field Championships
.50 Dual and Quad Meets
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.77 Pennsylvania Hockey
.78 Recreation

UPL 1090 Service Divisions

.25 Focus of Foundations (Foundation Information Center)
.26 Off Campus Living Newsletter
.27 Penncap Post
.28 Pennrug
.30 A-3 Assembly Bulletin
.31 A-I Assembly Newsletter
.35 Faculty and Staff Newsletter (The Almanac)
.37 Penn Paper. Administration Newspaper
.38 Extern. School of Medicine Newspaper.
.39 The Compass. Newspaper for the University Community
.40 The Vision. Independent Newspaper - Published by African American Students
.41 The Voice
.42 Black Alumni Society
.43 Pennsylvania Current
.50 Purchasing News of Note
.51 Communicative Services News
.512 Center for Communications and Information Science
and Policy

.53 Interesting IV Views (Penn Medical Quarterly)

.75 Penn Line

.80 The Bridge Personnel Budget Payroll Newsletter

.81 Energy Center Quarterly

.85 University Placement Review

.90 Service Line - Operational Services

.91 Hill News. Newsletter from Hill House

.92 Faculty Club Newsletter

.93 Penn House Times

.932 Quadrambles. Newsletter from the Quad

.933 Second Degree Graduate Towers Newsletter

.934 Westwind

.935 WXPN Staff Newsletter

.936 King's English

.937 Unrenovated News

.938 Upper Quad Gargoylian

.939 Undergraduate Residence Rent Schedule

.94 Press Sheet. University Press

.941 Graduate Residence Rent Schedule

.942 College Houses Rent Schedule

.943 Green Piece

.944 The WEB

.945 Forthcoming Books. University Press

.946 Imprint (Catalog of University Press Books)
UPL 1100  Hospital of the University of Pennsylvania

.1  Chart

.10  Hospital of the University of Pennsylvania

Bulletin - Weekly during World War II (1942-45)

.12  Hospital of the University of Pennsylvania

Newsletter of the Medical Staff

.2  Viewpoints (Friends of Scheie Eye Institute)

.3  Round HUP (now Cheer HUP)

.4  Wake HUP News (for patients)

.5  Depression Unit Newsletter

.6  Hupdate

.7  Medical Developments (Medical Center Development)

.8  News from the Medical Board (HUP)

.85  Hospital of the University of Pennsylvania News

UPL 1110  Graduate Hospital

.1  Newsletter for Medical Staff

.2  Medical Newsletter
.3 Outlook
.4 Thermometer

UPL 1112 Presbyterian-University of Pennsylvania Medical Center
.1 Centerpost

UPL 1119 University of Pennsylvania. Report on Veterinary Medicine

UPL 1120 Advancing Veterinary Medicine

UPL 1130 - See UPB 130
.1 Human Resources Center Newsletter
.14 Human Resources Center Reports
.15 Human Resources. Training and Development Opportunities
.16 Benefits News
.17 Benefits
.2 Institute for Urban Studies
.3 Institute for Environmental Studies
.31 Reports

UPL 1200 Proceedings and conferences (General and by schools and divisions)
.005 President’s Lectures
.3 Wharton School
.63 Engineering School
.93 Nursing School

UPL 1205 Labor Relations Council of the Wharton School

Conference Proceedings

UPL 1300 Pamphlets, etc., of general interest (other than University Press Publications)

.2 Wharton Account
UPM 1-999 GENERAL STUDENT PERIODICALS

UPM 101 University Courier

UPM 102 Penn Law Forum

UPM 103 WXPN Express

UPM 104 University Magazine
  .5 Pennsylvania Bulletin

UPM 105 Daily Pennsylvanian
  [.1 Guide to Courses (reclassed in 2001 as UPM 1452)]
  .2 The Bookend
  .3 Pictorial Supplement
  .4 Founder's Day
  .6 Point Sixty
  .7 Summer Pennsylvanian

UPM 106 34th Street

UPM 107 Windfall

UPM 108 The New Voice
UPM 109  The Plenum Press

UPM 605  The University

UPM 606  Spring Fling

UPM 610  Chaff

UPM 620  Red and Blue

UPM 625  Penn World Review

UPM 628  Junto

UPM 630  Franklin

UPM 661  Studying Women

UPM 662  Literary Monthly

UPM 663  A Voyage Out (Women's Literary Magazine)

UPM 664  MSS
UPM 665  Pennsylvania Literary Review

UPM 666  The Handle

UPM 667  Philomel

UPM 668  Hill People

UPM 669  Quadglomerate

UPM 670  Pennsylvania Review

UPM 671  Hispanic Review

UPM 672  Mosaic

UPM 674  SEAS. Literary Magazine

UPM 685  Global Affairs (The Unifier)

UPM 688  Ch'ing shih wen-t

UPM 690  Anacrusis

UPM 695  Fallout
UPM 700 Columns

UPM 953 Pennsylvania Noise

UPM 954 Punchbowl

UPM 955 Penn Pix (Pennsylvania Pictures)

UPM 956 Highball

UPM 957 Satyr

UPM 958 Gadfly

UPM 965 Penn Comment

UPM 967 Penn Perspectives

UPM 970 The Ambassador
UPM 1030  L'Aile (Romance Languages Club Magazine)

UPM 1040  The Pennsylvania Varsity Club
   .1  Pennsylvania Sports News
   .2  Pennsylvania Varsity Club Sports News
   .3  Varsity Pen
   .4  Pennsylvania Varsity Club News
   .5  Varsity “P” Dinner

UPM 1041  Pennsylvania Hockey News

UPM 1042  University of Pennsylvania Football Newsletter

UPM 1045  Pennsylvania Rowing News

UPM 1062  Bifocal (Houston Hall Board)

UPM 1063  Skimmer Day (Houston Hall Board)

UPM 1064  Panic

UPM 1070  Penn Dialogue (Young Republicans)
UPM 1072  Veritas (Young Americans for Freedom)

UPM 1073  The U. A. Bulletin (Undergraduate Assembly)

UPM 1074  The Flame

UPM 1075  William Penn Club Newsletter

UPM 1076  The Men's Student Government Spectator

UPM 1077  Orion Science Fiction Magazine

UPM 1078  Event Horizon

UPM 1079  Comic Collectors

UPM 1090  Penn Press

UPM 1101  Veterans Club Bulletin

UPM 1103  Sky Knight

UPM 1105  Penn Chantey

UPM 1106  Penn Sabre - AROTC
UPM 1107  Gremlin Gazette

UPM 1108  The ROTC Record

UPM 1109  Midwatch

UPM 1150  Christian Association
  .1  Comment
  .2  Colloquy
  .3  The CA Advocate
  .4  The Jubilee Barker
  .5  The CA Perspectives

UPM 1155  Hillel
  .1  Hillel Pen
  .2  IZFA Newsletter
  .3  Hillel Journal
  .4  Hillelite
  .5  Hillel Herald

UPM 1157  Newman Knight
  .1  Assent
  .2  Newman News
UPM 1160  Community Involvement Council
  .1  Issues
  .2  Insight
  .4  Community Connection
  .5  Branching Out

UPM 1212  Evening Pennsylvanians

UPM 1300
  .2  Wharton Account (published by Wharton undergraduates)

UPM 1301  Wharton School Bulletin

UPM 1302  The Robert Morris Magazine (Wharton)

UPM 1303  The Wharton Report

UPM 1305  Wharton News of Finance and Commerce

UPM 1320  M.B.A. Newsletter
  .1  Wharton Advocate
  .2  Wharton Journal

UPM 1334  Lantern
UPM 1440  Era (Philomathean Society)

UPM 1441  Old Philo Second Series

UPM 1442  Zelosophic Magazine  see UPS 44.2

UPM 1443  Penn Collegian

UPM 1451  Analysis

UPM 1452  Undergraduate Course Guide  (Student Committee on Undergraduate Education, SCUE)

UPM 1461  White Air

UPM 1471  Philatelist

UPM 1505  Architectural Society Yearbook (also Review)
          see also UPL 1010.5

UPM 1506  Elevation

UPM 1602  Whitney Magazine
UPM 1604   Towne Scientific Journal

UPM 1605   Pennsylvania Triangle

UPM 1620   Moore School Record

UPM 1621   The Impulse

UPM 1910   Undergraduate Medical News

UPM 1952   Penn Dental Journal

UPM 1954   Graduate Sociology Journal

UPM 4000-4999   WOMEN'S STUDENT PUBLICATIONS

UPM 4105   Pennsylvania News (formerly Bennett News)

UPM 4501   Clipboard

UPM 4505   Four Flights Up

UPM 4620   Veda
UPM 4640  Women's Athletic Association Newsletter

UPM 7000-7999  YEARBOOKS

UPM 7100  Record (College)

UPM 7101  Class Histories

UPM 7102  Class Annals

UPM 7103  Class Directories

UPM 7110  Met (Metallurgy & Materials Science)

UPM 7200  Almanac, Dolphin, Record, Record Book

(College for Women)

UPM 7201  Class Histories for Women

UPM 7320  Whartonian (Wharton Graduate Division Yearbook)

UPM 7323  Wharton Graduate Directory (Matriculates)
UPM 7325  Pre-Freshman Program Yearbook

UPM 7340  Closing Entries (Evening School of Accounts and Finance)

UPM 7341  Quest A Yearbook: Lead Program at Wharton

UPM 7343  Extension School (Reading)

UPM 7345  Extension School (Scranton)

UPM 7480  Span (Illman-Carter Yearbook)

UPM 7481  Illman-Carter Histories and Directories

UPM 7620  Moore School

UPM 7800  Report (Law School, Record of Graduating Members)

UPM 7801  Class Histories and Directories (Law School)

UPM 7803  Law School Facebook (of matriculated students)

UPM 7910  Scope (Medical School)

UPM 7911  School of Medicine Class History
UPM 7912 University of Pennsylvania Orthopaedic Journal

UPM 7913 School of Medicine Directory of Students

UPM 7925 Medico-Chirurgical College Yearbook (*Speculum*)

UPM 7926 Medico-Chirurgical History

UPM 7936 Nursing Yearbook

UPM 7950 Record (Dental School Yearbook)

UPM 7951 Dental *Class Histories*

UPM 7956 Hygeiana (Oral Hygiene Yearbook)

UPM 7970 Scalpel (Veterinary School)

UPM 8000-8999 ALUMNI PUBLICATIONS

UPM 8115 General Magazine (*Alumni Register*)

  .1 Reprints from

  .2 Supplements
UPM 8125  Pennsylvania Gazette (Old Penn)
.1 Reprints from
.2 Supplements
.3 Summer School Issues

UPM 8160  Alumni by School
.1 "Class of ...." Newsletters
.3 Wharton School
.31 Feedback - Annenberg School of Communications
.32 Wharton MBA
.33 Anvil (Wharton Graduate Alumni Magazine)
.42 GSE News (now called GSE Newsletter)
.43 Penn Arts & Sciences - The College Advisor
.45 Penn Arts & Sciences (Reports--Newsletter)
.46 The School of Social Work Bulletin (Alumni) (now called Sociolog)
.5 Architectural Alumni Society
.6 Engineering Alumni Society
.7 Engineering Alumni Letter - or School of Engineering and Applied Science Alumni News
.71 Graduate School News
.81 Law Alumni Journal
.82 Law Alumni News
.936 Nurses Quarterly
.937 Society of Alumni of School of Nursing News
.95 Dental Alumni Annual
.951 Dental Alumni Quarterly
.952 Dental Alumni News
.954 Dental Hygiene Alumnae News

UPM 8165 Alumni by Class (e.g.- Engineers, Class of 1914 is .6 C 1914)

.6 Engineering School

UPM 8170 TTBB (Glee Club Alumni

UPM 8185 The Metro

UPM 8186 Univ. of Pennsylvania. The Penn Club (HYE found folder in H.B. on main office shelves, 6 May 1994)

UPM 8300 College Almanack

UPM 8306 Black Pride. Black Student News Anthology

UPM 8315 Word from Pennsylvania

UPM 8322 Yearbook of Alumnae Association
UPM 8400 National Council of University of Pennsylvania
   .1 Council Notes

UPM 8402 Wharton Alumni Magazine

UPM 8403 New York Wharton (Graduate Business School Club of
   New York - Directory)

UPM 8405 Directory of Organized Alumni

UPM 8406 Directory of Law School Alumni

UPM 8409 New York School of Medicine (New York Area Directory)

UPM 8500-9000 MISCELLANEOUS ALUMNI PUBLICATION

UPM 8501 The Penn Chemist

UPM 8999 Monographs by Alumni not Penn Related

UPM 9001-9499 NON-UNIVERSITY PUBLICATIONS RELATING TO THE
   UNIVERSITY - SERIALS
UPM 9001 Newsletter, American Institute of Physics (Penn sometimes mentioned)

UPM 9165 International House News

UPM 9170 University City Science Center

UPM 9205 University City News

UPM 9206 University City

UPM 9207 University News

UPM 9208 University City Herald

UPM 9310 What the Colleges Are Doing

UPM 9500-9999 PUBLICATIONS OF NON-AFFILIATED BUT ASSOCIATED INSTITUTIONS

UPM 9545 American Association of University Students

UPM 9590 Pennsylvania College (Annual Announcement of the Medical Department - became the Jefferson Medical
College, renamed Thomas Jefferson University
UPO LECTURES AND ADDRESSES (See also UPG)

UPO 50 Alumni Meetings by Schools
   .1 College (Society of the Alumni)
   .11 Addresses
      (e.g. UPO 50.1 Sh532 - Sharswood Address to the
           Law Alumni)
   .12 Proceedings
   .251 Graduate Department for Women
   .3 Wharton Alumni Society
   .31 Addresses (Wharton School)
   .95 Department of Dentistry

UPO 55 General Alumni Society Meetings (Addresses)

UPO 56
   .1 Thomas S. Gates Message

UPO 80 .2 President's Lectures Series
UPP UNIVERSITY AND ITS DIVISIONS AND FACULTY

Histories, Bibliographies, Scrapbooks, Memorabilia and General Information not otherwise classified

UPP 1-99 Histories of the University and its Branches

UPP 1 History of the University Project, post-1940

(Roy and Jeanette Nichols Project)

UPP 2 Oral History of the University

UPP 10 General Histories of the University

.5 During World War II

UPP 15 Histories of Schools and Departments of the University Other than Medical (see UPP 60-89)

Follow same scheme as UPL 10

UPP 30 Department of Sociology

UPP 31 Wharton School

UPP 32 Botany Department and Botanical Gardens
UPP 33  Morris Arboretum
.5  Philadelphia Society for Promoting Agriculture

UPP 34  Flower Observatory

UPP 35  Psychological Clinic

UPP 38  Libraries
.1  Van Pelt
.11  Edgar Fahs Smith Collection
.12  Lea
.2  Botany-Zoology
.21  Fels Institute of Local and State Government
.22  Math-Physics
.23  Microbiology
.24  Music
.25  South Asia Regional Studies
.3  Lippincott
.4  Penniman
.41  Illman-Carter
.46  Social Work
.5  Fine Arts
.6  Towne School
.62  Moore School
.63  Rogers Engineering
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UPP 58 History of Statistics

UPP 60-89 HISTORIES OF MEDICAL DIVISIONS

UPP 60 University Hospital

UPP 61 Graduate Hospital

UPP 62 Veterinary Hospital

UPP 63 Henry Phipps Institute

UPP 64 Wistar Institute

UPP 65 Cox Medical Research Institute

UPP 66 Johnson Foundation

UPP 67 Harrison Department of Surgery

UPP 68 Institute of Gynecologic Research

UPP 69 William Pepper Clinical Laboratory
UPP 70  Medical School
  .9O P  Department of Ophthalmology

UPP 71  Base Hospital No. 20 (also UPP 15.93)

UPP 72  History of Dental Medicine

UPP 80  Medical Leadership at the University Pennsylvania

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UPP 95  Schools and Departments of the University
  .91  Chemistry
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UPP 97  Divisions other than Medical

UPP 98  Medical Divisions
UPP 100-198 GUIDES, DIRECTORIES, AND DESCRIPTIVE ACCOUNTS

UPP 101 Pamphlet Collection

UPP 110-119 Directories (unofficial)

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UPP 115 Schools of the University

UPP 117 Divisions other than Medical

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.1 Radiology Collection

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UPP 120-129 GUIDES AND DESCRIPTIVE ACCOUNTS

UPP 120 General (University History, Traditions, Buildings and Memorials)

.1 Campus Facts - It's a Fact About Penn

.2 Library Facts
.3 Selected Facts
.4 The Flower Observatory

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  .1 Dormitory System
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  .1 The College
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  .2 Gymnasium
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UPP 128 Medical Divisions

UPP 130-139 DESCRIPTIONS, primarily pictorial

UPP 130 General (University, pictorial)
Walking Tour and Campus Guide

UPP 135  Schools
  .97  School of Veterinary Medicine

UPP 137  Divisions, other than Medical

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UPP 190-198  OTHER GUIDES AND DESCRIPTIVE ACCOUNTS
  Having Incidental Reference to the University

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UPP 192  Valley Forge

UPP 195  Schools of the University

UPP 196  Rittenhouse Orrery

UPP 199  Bibliography of Faculty Publications

UPP 200-215  SCRAPBOOKS - INSTITUTIONAL
(see also UPS for student and personal scrapbooks)

UPP 200    College Scrapbooks

UPP 205    Medical Scrapbooks

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UPP 207    General University, by periods

UPP 208    Sports

UPP 216-230    Memorabilia, medals trophies, flags, etc.

    See both card index and inventory by box

UPP 231-235    Diplomas and certificates

    See both card index and inventory folder

UPP 1440    Era

UPP 9000-9500    NON-UNIVERSITY PUBLICATIONS - containing references to the University
UPP 9000  The Penn Monthly

UPP 9005  Environs

UPP 9010  Magazines and Journals
   .1  Ivy League Basketball Guide
   .2  NCAA Tournament Basketball Program
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UPP 9011  Newsletter College of Information Studies
   .1  Franklin Gazette (Friends of Franklin)

UPP 9014  Archival Publications
   .45  Society of American Archivist Journal
   .46  SAA Newsletter
   .47  College of Information Studies
   .48  Mid-Atlantic Archivist
   .49  Research Libraries Group News
   .50  Education Directory Careers
   .51  Fugitive Leaves (Library of College of Physicians)
   .52  The Academic Archivist (SAA)

UPP 9050  Newspapers
UPP 9100 Books (American Alumni Counsel - Graduate Medical Education)

UPP 9140 Federation of Graduate Clubs
.1 Handbook of Graduate Clubs

UPP 9150 Pamphlets (Cardboard Court - USA-USSR Track and Field Meet)

UPP 9199 Books

UPP 9200-9400 MONOGRAPHS OF UNIVERSITY-RELATED ORGANIZATIONS

UPP 9200 Association of American Universities

UPP 9202 Lamplighters - The Sullivan and Cromwell Lawyers

UPP 9210 Pennsylvania Association for Higher Education

UPP 9300 American Association of University Professors

UPP 9400 Association of American Universities

UPP 9500 Exhibition Catalogs

UPP 9501 Guides to Outside Repositories and Collections
.5 Portrait catalogs for outside repositories

UPP 9502 United States History

UPP 9503 Pennsylvania History

UPP 9504 Philadelphia History

UPP 9505 Corporate Histories

UPP 9506 General Reference (Who’s Who, Atlases, etc.)
UPQ 100 American Association of University Professors

UPQ 300 Campus Professional Activities

UPQ 301 Faculty Research Club

UPQ 1000 Social Activities

UPQ 1001 Argunot Club of the Law School

UPQ 1100 Lenape Club

UPQ 1105 Faculty Club

UPQ 1200 Women's Faculty Club

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UPQ 1300 Committee of American Universities on Exchange with France (Professors of Engineering and Applied Science)
UPR 1 Grammateis Organization

.01 Meetings
UPS STUDENT LIFE AND ACTIVITIES

1-20 General

21-39 Public Occasions

40-60 Societies, Clubs and Student Governments

61-76 Cultural Activities

80- Athletics

82- Sports Information; athletic films

200 Women Student Life and Activities (follow above organization where appropriate).

UPS 1-20 GENERAL STUDENT LIFE AND ACTIVITIES

UPS 2 Scrapbooks, General (filed by cutter number of collector)

UPS 5 Literature, Miscellaneous (poetry, collections, etc.)

UPS 21-39 PUBLIC OCCASIONS

UPS 21 Miscellaneous

UPS 21 Films (see UPX 11)
UPS 40-60 SOCIETIES

UPS 40 Interfraternity Council
  .3 Interfraternity Council Fraternity Directory
  .31 Interfraternity Council Rushing Directory
  .32 Fraternities at Pennsylvania
  .9 Annual Report & History

UPS 41 Individual Fraternities (use initial of fraternity)
  .1 Constitution and by-laws
  .2 History
  .3 Membership lists
  .4 Addresses, etc.
  .5 Handbooks
  .6 Proceedings of meetings (minutes)
  .7 Financial and Business Operations
  .8 Photos
  .9 Miscellaneous Records
  .95 Directory of Fraternities

UPS 42 Fraternity Publications - more than one fraternity included

UPS 43 Honorary Fraternities
  .1 Sphinx
.11 Sphinx Senior Society

.13 Membership lists

.2 Friars

.23 Friars Senior Society (1967)

.3 Hexagon

.31 Hexagon Senior Society Constitution

.35 Sigma Tau (Engineering)

.4 Phi Beta Kappa

.43 Phi Beta Kappa Directory

.44 Phi Beta Kappa addresses

.5 Phi Kappa Beta

.6 Phi Alpha Theta

.61 Phi Alpha Theta Ritual and proposed changes

.9 Alpha Mu Pi Omega (Medical)

UPS 44 Literary Societies

.1 Philomathean

.11 Philomathean Society Constitution

.13 Philomathean Society Catalog of Members

.2 Zelosophic

.3 Philomathean & Zelosophic together

.4 Sphinx Senior Society

UPS 45 Departmental or School Societies

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.2 Department of Biology Journal Club
.32 MBA Club (Wharton Graduate Division)
.4 Naturalists Field Club
.55 Architectural Society Programs
.56 Architectural Society Songs
.81 Sharswood Law Club
.82 Hare Law Club
.9 Undergraduate Medical Association
.9T James Tyson Medical Society
.11 Penn Dent Wives

UPS 46 Service Fraternities (use initial caps)
.1 Alpha Phi Omega

UPS 48 Religious Clubs
.1 Christian Association
.15 Christian Association Handbook
.2 Newman Club
.3 Hillel

UPS 50-60 STUDENT GOVERNMENTS

UPS 51 Undergraduate Council
.1 Minutes
.5 Handbook after 1960 (Introduction to Penn)

UPS 53 University Student Assembly

.1 Provide Opportunity for Wives - Who's Who and where to find them

UPS 54 Graduate Students Association

.1 Handbook

UPS 55 Dormitory, Fraternity & Social Regulations

UPS 58 Student Committee on Undergraduate Education (SCUE)

.1 Reports and Correspondence

.2 Publications

UPS 59 Ivy Association for College Research and Communication

.1 (First) Intercollegiate Conference

UPS 61 Houston Hall (see also UPE 10)

.2 Description

.5 Handbook, exhibits, etc.

UPS 62 Bennett Union

.2 Description

.5 Handbook
UPS 66-76  CULTURAL ACTIVITIES

UPS 66  Debating

UPS 67  Musical

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.1 Glee Club
.16 Penn Musical Club
.2 Glee and Banjo Club
.3 Band
.4 Orchestra
.5 University Choral Society
.6 University Songs and Marches
.61 Manuscripts
.62 Published scripts of individual songs and marches
.8 Girls' Glee Club Programs
.9 Song Books
.912 Fraternity Songbooks
.10 The Cyrus H. K. Curtis Organ Society

UPS 68  Dramatics

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.12 Mask and Wig ???
.13 Films of Mask and Wig
.14 Music records of Mask and Wig
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.253 Pennsylvania Players - Scrapbooks
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UPS 80-90 ATHLETIC ORGANIZATIONS

UPS 80 Histories and Speeches, etc.
.2 Histories and Calendars
.3 Intercollegiate Association Amateur Athletes of America Souvenir copy Franklin Field, 1908
.5 Speeches
.6 Eligibility Code

UPS 81 Athletic Association
.1 Charters and By-Laws
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Field Meetings
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BH Boat House
CR Cricket
Minutes
Miscellaneous reports, etc.
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UPS 85  Varsity Club Records and Dinners
Varsity Club Records
Constitution and By-laws
.3 Programs

UPS 86 Athletic Organizations affiliated with Penn

.1 Basketball

.1PB5 Philadelphia Big 5

UPS 241 Panhellenic Association (Fraternity Affairs Office)

.1 Constitution and By-laws

.5 Handbook

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UPS 245 Pi Lambda Theta

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UPS 250 House Rules

.1 Board of Managers minutes

.5 Information for Residents

UPS 251 Information
UPT PERSONAL PAPERS OF ADMINISTRATION, FACULTY AND ALUMNI

UPT 2 Biographies of University-related Individuals

(Classified by cutter no. for subject and author,

e.g. Adams, Life of Agnew is UPT 2 Ag273Ad)

UPT 5 Alumni Catalogues compiled by General Alumni Society

UPT 5 Portraits in the University of Pennsylvania


UPT 10 Biographical Catalogues by Schools, Divisions, Wars, Clubs, etc. (Follows school classification where possible as in UPT 100)

UPT 50 Papers of Individuals (Classified under the name of the individual with appropriate cutter no.)

A227    Eleanor Cokhill Adams Addison
A362    Wroe Alderson
A374    Raymond Pace Alexander and Sadie Tanner Mossell Alexander
A513    Herman V. Ames
A895    Edwin E. Aubrey
B197    E. Digby Baltzell
B255    George Frederick Barker
B293    George Aaron Barton
B393    Horace Palmer Beck, Jr.
B415    Herman Beerman
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G651  Edward Goodfellow
G656  Daniel Raynes Goodwin
G671  Sal Gorn (unprocessed)
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H313  Harry Harris
H324  John W. Harshberger
H328  W. Benson Harer
H362  Henry Reed Hatfield
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H663  Gabriel Hines
H814  Theodore Hornberger
H816  William Edmunds Horner
H838  William J. H. Hough
H843  Henry Howard Houston Estate Papers
H864  Arthur Charles Howland
I73  Daniel Isaacman
J15  Philip Ernest Jacob
J17  Merkel Henry Jacobs
J66  Emory Johnson
J77  Joseph Levering Jones
J79  William Rhys Jones
K29  David Henry Keller
K33  George W. Kendrick, Jr.*
K51  Watson Kintner
K63  Adolf Donald Klarmann
K916  John Kintzing Kane and Elisha Kent Kane
L667  William Draper Lewis
L672  Moshe Lewin
L755  William Ezra Lingelbach
L814  Howard Van Locke
L848  Crawford Williamson Long
L849  Esmond Ray Long
L926  Frederick William Luehring
L937  Arsene Nishan Lucian
L953  Hiram Stanhope Lukens
L954  Herman Lukoff
M181  Louis Childs Madeira, Jr.
M346  William D. Marks
M379  William Martin
M381  Harry Mathias Martin
M613  Otto Meyerhof
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M649  Karl Greenwood Miller
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M657  Albert Burd Mills
M728  Melvin Carl Molstad
M821  Alfred Fitler Moore
M883  Glenn Raymond Morrow
M913  Nathan Francis Mossell
M944  Emily Hartshorne Mudd
M963  George Munger
M972  Donald Shipley Murray
M978  Maurice Klaus Murphy
M993  Eadweard Muybridge
MCC623  McClelland Family
MCC624  George William McClelland
MCC699  Edward Garrett McCollin
MCC883  Josiah C. McCraken
MCD675  Harl McDonald
MCK037  R. Tait McKenzie
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N533  William Romaine Newbold
N621  Roy Franklin Nichols
N622  Jeannette Paddock Nichols
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N799  Robert Hodgson Nones
O22  William Osler
O81  Otakar Odlozil
P133  W. Byrd Page
P397  Eugene Percival Pendergrass
P414  Josiah H. Penniman
P416  Samuel W. Pennypacker
P417  R. A. F. Penrose
P423  George Wharton Pepper
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P556  William Ruckman Philler
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UPT 100-299 ALUMNI COLLECTIONS AND MATERIALS by class, school, clubs and societies

UPT 100 Alumni Societies by Schools

.1 College

.11 Minutes

.12 Correspondence

.13 Charters and Laws

.3 Wharton Alumni Society Correspondence

.4 Dental
<table>
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<td>College for Women</td>
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<td>Engineering Minutes</td>
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<td>UPT 102</td>
<td>Organized Classes</td>
<td>Organized Classes, by schools and years, 1882-1911</td>
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UPT 110  Class Collections, by year and school

UPT 114  Joint Committees of Alumni Societies
   .92   Correspondence
   .93   Minutes

UPT 115  Regional Alumni Clubs
   .4   United States
   .5   Foreign Countries
   .6   New York Alumni Society
   .13  Univ. Of Pa. Club, New York City (small book in
        office area (HYE)

UPT 116  Associated Pennsylvania Clubs
   .1   Programs
   .16  Resolutions
   .2   Valley Forge Proposal

UPT 200  Alumnae

UPT 201  Association of Alumnae
   .2   Minutes and Collateral
   .5   Specific Subjects
University of Pennsylvania Alumnae Club of Philadelphia

.1 Constitution and By-laws
.2 Newsletters
.3 Adam's Rib
.4 Our Own Town
.5 Form Letters
.9 Calendar of Events
UPV ORGANIZATIONS AND INSTITUTIONS:

(Non-Penn Corporations)

UPV 1 Ethel Sergeant Clark Smith Fund

UPV 2 H. H. Smith Foundation

UPV 3 University City Associates, Inc.

(See also UPH 20, Division of Institutional Real Estate)

UPV I61 International Dental Publishing Company
UPW CURRICULUM

(Course materials and lecture notes of students.)
UPX VISUAL MATERIALS

(see card index and folder and photo inventory binder)

UPX 1 Paintings

.4 Architectural Alumni Graphics (Christmas and other
greeting cards)

UPX 2 Drawings

UPX 3 Prints

UPX 4 Graphics

UPX 5 Postcards

UPX 10 Slides

UPX 11 Films

UPX 12 Photographs and Negatives

UPX 13 Maps and Atlases
TEMPORARY STORAGE  [This is no longer used, JMD December 2000]

B1.9EC1  Consumer Panel Study
B1.9EC2  New Issues Study
B1.9EC3  Mutual Fund Study
B8.9    Institute for Environmental Studies
        Reclassified UPB 130
B78    Power Information Center
T50    Photographs
G618  Ruben Goldberg (Returned)
B789  Dr. David Boyce (Returned)
W924  Mr. Colin Wordly (Returned)
2T50  Environmental Studies
H465  Dr. Heideman (Returned)
UPZ STOCKPILE COPIES OF PRINTED MATERIAL

Many of the items under this classification are subdivided by the classification number of the original or first copy of the publication. This system of classification with first copy numbers is being phased out beginning in 1999.

UPZ (B) 35 Educational Survey Stockpile 1953-60

(C) Medical Affairs

(F) Development Fund

(G) Special Occasions

(G) 225 Medical Bicentennial Material

(I) Reports

(I) 20 Serial Reports

(I) 25

.1 Reports of the President

.2 Provost Reports

.5 Financial Reports (bound)

.51 Financial reports (unbound)

(I) 310 Annual Report of Laboratory for Research on the Structure of Matter

(I) 375 Annual Report of the Directors of the Alumni

(I) 380 Annual Report of the Department of Intercollegiate Athletics

(L) University Publications

(L) 1 University of Pennsylvania Catalogues

(L) 10 Announcements

.44 Schoolmen's Week Program
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<tr>
<td>.45</td>
<td>Schoolmen's Week Proceedings</td>
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<td>11 Green Pigs Stockpile</td>
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<td>(L)95</td>
<td>University Directories of Faculty &amp; Students</td>
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<td>.2 Directory of Students</td>
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<td>.3 University of Pennsylvania Hospital Telephone Directory</td>
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<td>8405 Director of the Organization Alumni</td>
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<td>Lectures &amp; Addresses (dup.)</td>
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<td>60 Student Life and Activities</td>
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<td>68 .25 Penn Players</td>
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<td>80 Student Activities (Athletic)</td>
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