

UNIVERSITY of PENNSYLVANIA



The University Archives
and Records Center

A Guide to the
Office of the Secretary
Records, 1749-1991

341 Cubic ft.

UPA 8

Prepared by James M. Duffin

Under the direction of Theresa R. Snyder

July 1991

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**Office of the Secretary
Records, 1749 - 1991**

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INTRODUCTION

The papers of the Office of the Secretary encompass the entire corporate history of the University. Prior to the creation of the University Archives in 1945, the Office of the Secretary retained and preserved not only current and inactive administrative records, but also historically significant records dating to the founding of the institution. Beginning in 1945 and continuing regularly since that time the Secretary and the Director of the University Archives have jointly arranged for the transfer of large quantities of inactive and historical materials to the Archives.

In June of 1990 the Board of Trustees formally adopted a resolution of "Protocols for the University Archives and Records Center," which effectively restated all institutional archival policy. Guided by the new "Protocols," the Office of the Secretary organized a large transfer of materials to the University Archives in August. In response the Archives technical services staff has issued this comprehensive retrospective guide to all archive holdings originating in the Office of the Secretary.

PROVENANCE

The papers of the Office of the Secretary have come into the possession of the University Archives in a number of transfers. The following is a list of the boxes and the date of accession: Before 1955, 3 cubic ft.; January 26, 1956, 26 cubic ft.; before 1962, 4 cubic ft.; June 14, 1962, 4 cubic ft.; July 3, 1962, 10 cubic ft.; August 25, 1965, 5 cubic ft.; June 29, 1967, 9 cubic ft.; August 30, 1968, 6 cubic ft.; October 3, 1969, 5 cubic ft.; before 1970, 20 cubic ft.; March 6, 1970, 1 cubic ft.; August 5, 1970, 8 cubic ft.; December 22, 1970, 3 cubic ft.; July 16, 1971, 10 cubic ft.; September 21, 1972, 10 cubic ft.; July 26, 1973, 13 cubic ft.; August 22, 1973, 9 cubic ft.; July 16, 1974, 17 cubic ft.; December 19, 1974, 8 cubic ft.; October 5, 1976, 21 cubic ft.; July 14, 1977, 8 cubic ft.; August 1, 1978, 11 cubic ft.; August 2, 1978, 2 cubic ft.; August 1, 1979, 13 cubic ft.; September 17, 1980, 7 cubic ft.; November 18, 1980, 3 cubic ft.; November 30, 1981, 5 cubic ft.; July 14, 1981, 1 cubic ft.; July 29, 1983, 9 cubic ft.; December 10, 1984, 5 cubic ft.; August 1990, 48 cubic ft.; June 1991, 1 cubic ft.

ARRANGEMENT

The papers of the Office of the Secretary are broken into sixteen series. These series are: Board of Trustees Material, 1791 - 1990; University Council Material, 1963 - 1989; Committee Files, 1831 - 1989; Special Committees, 1973 - 1979; Affiliated Corporations, 1967 - 1991; Search Committee Files, 1974 - 1989; Judicial System Files, 1969 - 1977; Reports, 1931 - 1991; 250th Anniversary Files, 1983 - 1990; Agreements, [1965 - 1985]; Commencement Materials, 1965 - 1984; Personnel Files, 1977 - 1981; Statute Revisions, 1912 - 1981; General Correspondence, 1891 - 1911, 1940 - 1980; General File, [1945] - 1989; Miscellaneous, [1920 - 1985]. All of these series are arranged in a general chronological fashion, reflecting the accession of the files by the Archives since 1945. The arrangement within these series is primarily alphabetical with the exception of the Statute Revisions and Judicial System Files, which are ordered by date.

AGENCY HISTORY

From the creation of the Board of Trustees in 1749, there has always been a person who was responsible for the task of maintaining the minutes, coordinating meetings, and preparing and, beginning in 1828, signing diplomas. The person responsible for these tasks often held another office in the University. When the office of Secretary to the Board was created in 1764, the Provost, Rev. William Smith, was elected to the post. Later, in 1780, the position moved from the Provost's duties and combined with those of the Treasurer. With the increasing administrative demands upon the University and the growing bureaucracy in American higher education of the late 19th century, the Board of Trustees decided to separate the position from the post of Treasurer-Secretary. The office of the Secretary of the University to the Board of Trustees was created in its modern form in 1882. Beginning in 1882, the Secretary acted as a wholly independent officer of the Board and University.

The expansion program of Provost William Pepper from 1881 to 1894, which resulted in the creation of the thirteen new departments within the University, was the real factor behind the increasing work and creation of the independent Secretary. The first Secretary to hold this newly formed office was the Rev. Jesse Young Burk (1840-1904). It was during Burk's tenure that the work of the office began to slowly grow. Administering all the new schools, preparing and reviewing of all university publications, as well as following and implementing the plans of the Trustees, created greater demands upon the Secretary's time. By 1891 these had become so great that the Board created the Assistant Secretary position, which was held by Edward Warloch Mumford (1868-1941).

In 1895 Pepper's successor as Provost, Charles Custis Harrison, displayed an interest in improving the operation of the Office of the Secretary when he took notice that the office was

not a "going concern."¹ Despite Harrison's interest, the Secretary and Assistant Secretary had no help beyond "the comparatively feeble assistance . . . [of an] office boy" who was the personal employee of the Secretary and Assistant Secretary. The staffing of the office remained the same during the tenure of Burk's successors J. Hartley Merrick and Edward Robins.

The true professionalized nature of the Office the Secretary took its shape in 1919 with the appointment of Edward W. Mumford to the position of Secretary. It is clear that he was chosen by the Board of Trustees because he could bring "real business management" for which the office was in desperate need.² With the aid of two office workers, Mumford proceeded to take on the responsibilities of the office as described in Statues of 1920:

He shall keep regular minutes of the meetings of the Board, carefully preserve and file all communications, reports, and papers of importance; act as Secretary of all committees of the Board and preserve the minutes of their proceedings; give notice of appointments to all committees, and transmit to them all papers, documents, and copies of resolutions referred to them; give notice of all stated and special meetings, and in general perform the duties of a Secretary under the direction of the President pro tempore, or of any committee of the Board of Trustees. He shall have the custody of the corporate seal of the University, and shall affix it, and attest the same, to such instruments as the Board of Trustees may direct.³

In addition to those outlined above, he still had charge of supervising the publication of the University catalogue, bulletin and other educational announcements, as well as the important task of revising and printing the statutes of the University (a duty of the Secretary since the 1820's). As a result of the reorganization of the Board of Trustees in 1928, the Secretary's power

¹ Charles C. Harrison to John H. Merrick, 1895, Archives General Collection.

² Harry Bowers Mingle to Edward W. Mumford, 19 November 1919, Archives General Collection, 1919 Secretary.

³ Rules and Statutes of the Corporation, 1920, Box 314, folder 1.

to execute legal documents was expanded. The Secretary's record-keeping responsibilities extended from the Board of Trustees and its committees to maintaining an institutional archives, a duty which Mumford particularly enjoyed. It was Mumford who began the first retrospective index of the Trustee's minutes. With the creation of the University Archives in 1945, the Secretary could concentrate upon the more immediate concerns of the University.

The Office of the Secretary continues to perform all of the basic functions solidified during Mumford's tenure. The responsibility of this office has grown to include notification of appointments and promotions; extended management of files concerning the legal obligations and relationships of the University to many corporately dependent schools and outside institutions; and the implementation of the University Judicial System, created in 1970 to handle infractions of student discipline more effectively. The real change for the office since Mumford's time has been the sheer increase in the volume of work. Rising enrollment, beginning in 1920's and a proliferation of committees in the 1960's and 1970's generated greater administrative work for which the Secretary was responsible. In response the Office staff increased over the last thirty years. In 1952 a second Assistant Secretary position was created, subsequently supplemented by additional professional staff.

List of Secretaries

Rev. Jesse Young Burk, June 1882 - October 1904 (died)

James Hartley Merrick, December 1904 - October 1907

No election of a Secretary reported in the Trustees minutes between 1907 and 1911

Edward Robins, January 1911 - June 1919

Edward Warloch Mumford, November 1919 - April 1941 (died)

Phelps Soule, October 1941 - April 1946

List of Secretaries (Cont.)

Donald Kinney Angell, 1946 - January 1956

(Angell also held the post of Vice-President and Secretary, January 1951 -
December 1955)

John Cummings Hetherston, January 1956 - May 1963

Stuart H. Carroll, June 1963 - July 1968

William G. Owen, July 1968 - October 1975
Donald T. Sheehan, October 1975 - November 1976
(Sheehan holds the position of Secretary, Emeritus, November 1976 to present)
John C. Hunt, November 1976 - April 1977
Janis Irene Somerville, September 1977 - May 1978
Mary Ann Meyers, January 1980 - December 1990
Barbara Ray Stevens, February 1991 to present

List of Assistant Secretaries (post created 1891)

Edward Warloch Mumford, June 1891 - 1894
James Hartley Merrick, 1894 - December 1904
Edward Robbins, October 1907 - January 1911
No election of an Assistant Secretary reported in Trustee minutes, 1911 - 1941
Ronald Johnston McCarthy, October 1941 - July 1948
John Cummings Hetherston, June 1948 - January 1956
Edward F. Lane, January 1952 - [1955]
William G. Owen, January 1956 - January 1960
John C. T. Alexander, January 1960 - [1961]
Lillian G. Burns, May 1960 - October 1962
Robert G. Lorndale, October 1962 - September 1969
Lloyd S. Herrick, January 1967 - September 1969
Richard M. Sherman, September 1969 - [1978]
Barbara B. Wiesel, August 1978 - [1980]
Gail C. Levin, January 1981 - March 1989

List of Assistants to the Secretary (post created 1953)

William G. Owen, October 1953 - January 1956
Robert G. Lorndale, [1961] - October 1962
William L. Hires, [1962] - [1964]
Lloyd S. Herrick, [1964] - [1969]
Linda J. Smith, 1980

List of Associate Secretaries (post created 1969)

Robert G. Lorndale, September 1969 - September 1989
Gail C. Levin, March 1989 - April 1991
Duncan W. Van Dusen, September 1989 to present

SCOPE AND CONTENT

The records of the Office of the Secretary reflect the many duties and responsibilities of the Secretary as both an officer of the Board of Trustees and as well as an official in the University administration. The original and primary duty of the Secretary, that of recording the minutes of the Board of Trustees, along with the other duties as record keeper; as a liaison to the many committees of the University which were formed to create and monitor policy; as a coordinator of meetings; as a disseminator of committee policies and decisions; and as representative of the board of trustees' interests are all well represented within this collection.

The minute books, 1749 - 1990, in addition to maintaining the official record of the Board, also contain the minutes of the Executive Board, which was created in 1928 to carry out the major functions of the trustees between the meetings of the full Board. Indices (created in 1920 and continuing) provide name and subject access to the actions of both the full and executive board from 1749 until 1825, and from 1860 until 1989.¹

The bulk of the collection documents the actions of a wide variety of University committees spanning from 1833 to 1989. There are: minutes (in formal and draft form), agendas, correspondence, and membership lists, for several hundred committees. Though reports presented to and produced by committees are sometimes contained within the committee material, the majority are found in the report series.

¹ For indices for the years between 1825 and 1860, see notes 1 and 2 on page 2 of the Inventory.

The selection and promotion of school administrators and educators also figures as an important part of this collection. Since the Board of Trustees has the ultimate authority in all school appointments and promotions, the Secretary must notify all candidates of the Board's final decision. Information about the process in which these school administrators were selected for their posts can be found in the search committee files, 1974 - 1989. Included are: minutes of the selection committee, evaluations, resumé's, and letters of recommendation for each candidate.

Clarification of some of the finer points of University administration and commitments can be found in the agreements, 1965 - 1985, delineating both the legal obligations and relationships of the University to many corporately dependent schools and outside institutions. The statutes, 1912 -1981, detail the development of university administration and its structure. There are often annotations within these files which give a sense of how the University changed over time.

Judicial system files, 1969 - 1977 include: reports, correspondence, student codes, and case files. Correspondence, reports of charges, and some physical evidence may be found within the case files.

Letterpress books, 1891 - 1911; general correspondence, 1891 - 1990; reports, 1937, 1952 - 1989; and University Council papers, 1963 - 1989 fully document other more general efforts of the Secretary to fulfill the duties of the Office. Information on the University as a corporation as well as a community may be found readily throughout these records. Topics include: financial affairs; insurance; legislation; medical and Hospital affairs; president's staff issues; student matters; operational and physical plant concerns; faculty issues, ad hoc educational functions; athletics; judicial proceedings; and virtually every aspect of the ever evolving functions of this large University.

**Office of the Secretary
Records, 1749 - 1991**

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INVENTORY

Abbreviations:

(UC) - University Council related committees.

(BT) - Board of Trustees related committees.

FF - file folder

* - Indicates Board of Trustees related material which may
have been reclassified as UPA 1.2.

BOARD OF TRUSTEES MATERIAL, 1749 - 1990

"Constitution of the Publick Academy in the City of Philadelphia"

1749 Constitution with subscribers;

1753 Charter of the Academy;

Oaths of Trustees, 1755 - 1776.

"Charter and Body of Laws and Statutes"

Printed Charter, 1755;

Rules & Statutes of the College, Academy and Charity School, 1756;

Rules of Discipline and Government of the Students, 1756;

Copy of the 1753 Charter of the Academy.

Minute Books

volume 1, 1749 - 1768 (College, Academy and Charitable School)

BOARD OF TRUSTEES MATERIAL, 1749 - 1990

Minute Books (cont.)

- volume 3, 1779 - 1788 (University of the State of Pennsylvania)
- volume 4, 1788 - 1791 (University of the State of Pennsylvania)
- volume 5, 1791 - 1811 (University of Pennsylvania)
- volume 6, 1811 - 1818
- volume 7, 1822 - 1831
- volume 8, 1831 - 1841
- volume 9, 1841 - 1852
- volume 10, 1852 - 1869
- volume 11, 1869 - 1882
- volume 12, 1882 - 1892
- volume 13, 1892 - 1900
- volume 14, 1900 - 1909
- volume 15, 1909 - 1913
- volume 16, 1913 - 1917
- volume 17, 1917 - 1919
- volume 18, 1919 - 1925
- volume 19, 1925 - 1929
- volume 20, 1929 - 1931
- volume 21, 1931 - 1934
- volume 22, 1934 - 1937
- volume 23, 1937 - 1941
- volume 24, 1941 - 1947
- volume 25, 1947 - 1953
- volume 26, 1954 - 1958
- volume 27, 1958 - 1961
- volume 28, 1961 - 1964
- volume 29, 1964 - 1966
- volume 30, 1966 - 1967
- volume 31, 1967 - 1968
- volume 32, 1968 - 1969

BOARD OF TRUSTEES MATERIAL, 1749 - 1990

Minute Books (cont.)

- volume 33, 1969 - 1971
- volume 34, 1971 - 1973
- volume 35, 1973 - 1974
- volume 35, 1973 - 1974
- volume 36, 1974 - 1976
- volume 37, 1976 - 1977
- volume 38, 1977 - 1978
- volume 39, 1979 - 1980
- volume 40, 1980 - 1982
- volume 41, 1982 - 1984
- volume 42, 1984 - 1987
- volume 43, 1987 - 1990
- volume 44, 1990 - 1994

Index to Minutes, card file (*The Archives has created its own index to fill in the gaps of the original card file of the Secretary's Office. The Archives' index covers the years 1825-1831, 1831-1842, and 1842-1844.*)

1749 - 1825 (*Additional entries not covered by the original index can be found in the Archives' copy of the card file.*)

1860 - September 1922

September 1922 - 1945

1945 - 1990

GENERAL CORRESPONDENCE, 1940 - 1951

Box 1

1939 - 1940

1941 - 1942

A - Board of Medical Affairs

Board of Teacher Training - Dentistry, School of

GENERAL CORRESPONDENCE, 1940 - 1951

- Box 2 1941 - 1942 (cont.)
 Diplomas, February 1941 - June 1941
 Commencement, June 1942 - Executive Committee Correspondence
 Fa - Invitations
 Jo - Opening Exercises, September 1941
- Box 3 Pennsylvania - Questionnaires
 Ra - United Campaign
 1942 - 1943
 A - Convocation
 Convocations, September 1942 - April 1943
- Box 4 Diplomas
 Diplomas - Fl
 Fo - O
 Office Manager to Sa
- Box 5 Sc - Sta
 Statutes - Z
 1943 - 1944
 A - Co
 Commencement Invitations - Diplomas (substitute)
- Box 6 Diplomas - L
 M - Red Cross, 1943
 R - Third War Loan
 Fourth War Loan - Information of General Interest
- Box 7 1944 - 1945
 A - Catalogue
 Catalogue - Convocation, March 1945
 Convocation, PSSW - Diplomas
 Directory - Mi
- Box 8 Morris Arboretum, Committee on Administration of - Provost
 Questionnaires - W, Information of General Interest

GENERAL CORRESPONDENCE, 1940 - 1951 (cont.)

- Box 8 1945 - 1946
 A - Evening School Certificates
 Commencement - Dentistry, School of, Committee
 Diplomas - Executive Committee Correspondence
- Box 9 Executive Committee Minutes for Law School - Invitations
 J - Requests for Information
 Re - Victory War Loan
 W - Washington Report
- 1946- 1947
 A - Archives
- Box 10 Army - Board of Libraries
 Board of Medical Affairs - Convocation
 Convocation, Psychological - Commencement
- Box 11 Community Chest - Huebner Foundation
 I - Placement Service
 President's Lunch - Requests for General Information
- Box 12 Retirement Income Plan - Wa
 War Records - Z
- 1947 - 1948
 A - Board of Libraries
 Board of Medical Affairs - Convocation, February 1948
- Box 13 Convocation, August 1947 - Diplomas
 Directory - Foundations Committee
 Foundations Committee - Honorary Degrees
- Box 14 HP - Invitations issued by the University
 J - Questionnaires
 R - Requisitions
 Retirement - T
- Box 15 Towne - Z
- 1948 - 1949
 A - Community Chest

GENERAL CORRESPONDENCE, 1940 - 1951

- 1948 - 1949 (cont.)
- Box 16 Bulletins - I
- Box 17 Invitations - Z
- 1949 - 1950
- A - B
- Box 18 Board of Social Work, Correspondence - Board of Teacher Training
 Br - College
 Commencement - Diplomas, February 1950
- Box 19 Diplomas, June 1950 - Fund
 G - L
 M - Programs, June 1950
- Box 20 Programs - Public Relations
 Q - S
 T - Z
- 1950 - 1951
- A - B
- C - Convocation Program
- Box 21 Comptroller - Diplomas
 Di - E
 E - J
- Box 22 K - Q
 R - T
 U - Z

GENERAL FILE, c. 1924 - 1948

- Box 23 Minutes, rough copies, 1940
 Convocations
 1935 - 1936
 1938 - 1940
- Box 24 Convocations, 1940 and Citations

GENERAL FILE, c. 1924 - 1948 (cont.)

- Box 24 Convocations, 1941 - 1942
 President's Lunch, 1948
 Budgets
 1934 - 1936
 1925/26 - 1933/34
- Box 25 Selective Service Questionnaires, 1950

COMMITTEE FILES, 1947 - 1950

- Box 26 Committee to Study Organization of Penn Alumni
 Graduate Hospital Board of Managers, Minutes
 1947 - 1948
- Box 27 1949 - 1950
 Administrative Council, Minutes, 1947 - 1948

GENERAL FILE

Class of 1889 Material

GENERAL CORRESPONDENCE, 1946 - 1955

- Box 28 1946 - 1955
 Memorial Chapel Service, Irvine Auditorium, May 30, 1946
 Opening Exercises, September 23, 1949
 Intercollegiate Chess Medal won by Albert Smith Faught, 1903
 Dr. Crawford W. Long
 Patents
 Pennsylvania Loyalty Act (Pechan Bill)
 President's Report, 1947 - 1948
 Questionnaires, 1948 - 1949
 Sub-Committee on Maintenance of Trust Obligations

GENERAL CORRESPONDENCE, 1946 - 1955

Box 29 1946 - 1955

- Commencement, June 10, 1953 (cont.)
- Program, June 16, 1954
- Program Copy, June 16, 1954
- Convocation, February 13, 1954
- Diplomas
- Academic Procession
- Certificates of Distinction and Honors (Diploma re-orders)
- General
- Diplomas, Corrections, Additions and Removals
- Directory, Corrections, 1953 -1954
- University Directory Distribution
- Program Copy, February, 1954
- Tickets, February 13, 1954
- Wright, E.A., Company - Miss Gehart

Boxes 30 - 31 [*These two boxes no longer exist; they were reclassified as UPA 1.2*]

Box 32 1951 - 1952

- Academic Procession, September 1951 - February 1952
- Armed Forces Day
- Auxiliary Medical Services, School of
- Board of Graduate Education and Research
- Board of Libraries
- Brown, Fred W., Director of Personnel
- Calendar, Undergraduate School
- Constituent Board Meetings
- Commencement
- Convocation
- Crawford, W. Rex, Director of Foreign Students
- Cultural Olympics

GENERAL CORRESPONDENCE, 1946 - 1955

- Box 32 1951-1952 (cont.)
- Development Fund Model
 - Dental School
 - Dietrich Hall Cornerstone Ceremonies
 - Fogg, John M., Vice Provost
 - Fund Office
 - Gates Pavilion Cornerstone Ceremony
 - Marshals, Convocation, September 1951
 - Medical Alumni Hall Dedication
 - Moore School
 - Nursing School
 - Opening Exercises, September 1951
 - President's Luncheon, February & June 1952
- 1954 - 1955
- Academic Procession, 1954 and Convocation, 1955
 - Armed Day
 - Annual Report
 - Associated Universities, Inc.
 - Auxiliary Medical Services, School of
 - Calendar, Undergraduate Schools
 - Diplomas
 - Commencement
 - Academic Procession
 - Convocation, February 1955
 - Cultural Olympics
 - Development and Public Relations
 - Emeritus Professors Certificates
 - Gisburne, Gene D.
 - Graduate School of Medicine Certificates
 - Honorary Degree Booklet
 - Institute for Nuclear Education and Science

GENERAL CORRESPONDENCE, 1946 - 1955

Box 32 1954 - 1955 (cont.)

- Investment Bankers Association of America
- Law School
- Moore School
- Murray, Donald S., Director of Project Research and Grants
- New Bolton Center Dedication
- Pendelton, Treasurer
- President's Luncheon, February and June 1955
- President's Report to the Trustees
- President's Reception, Emeritus Professors
- Trustees
- Tuition Exchange Plan
- Tuition Revision Letter
- Veterinary School
- Wharton School, Committee to Select a New Dean for
- Wharton School, 75th Anniversary
- Wharton School Society Dinner
- Wharton School
- Wistar Institute
- Ziebis, Frank

GENERAL FILE, c. 1950 - 1957

Boxes 33 - 35

Box 36 [*There is no box with this number*]

REPORTS

Box 37 Survey of the Organization and Administration Management, by CRESAP,
 Volumes 1 - 8 (2 copies)

GENERAL CORRESPONDENCE, 1891 - 1911

- Box 38 Letter Press Books
 March - November 1891
 January - October 1896
 October 1896 - February 1898
 February - November 1897
 March 1897 - November 1907 (and 1912)
 September 1898 - December 1899
 October 1898 - December 1899
 December 1899 - May 1901
 May 1901 - June 1904
 June 1904 - 1909
 September 1909 - May 1911
- Box 39 November 1897 - October 1898

GENERAL FILE, 1894 - 1910

- Orders for Stationary, Letter Press Books
 October 1894 - October 1901
 October 1901 - December 1909
- Approved Bills, Letter Press Book
 May 1897 - March 1898
 January 1900 - April 1902
 April 1902 - September 1906
 October 1906 - August 1910, includes the Provost's Office

BOARD OF TRUSTEES MATERIAL, 1904 - 1911, 1953, 1954

- Correspondence, Letter Press Book,
 January - April 1911
- Rough Minutes, October 1904 - June 1906
- Papers relating to Meetings, October 1953, January 1954

COMMITTEE FILES, 1833 - 1845, 1904 - 1923

- Box 39 Boardman Lectureship Committee on Christian Ethics, Min. 1904 - 1906
 Committee on Expenses and Accounts, 1833 - 1845
 Minutes
 Papers
- Box 40 Committee on Finance and Property, January - June 1920
 Committee on Influence and Advertising, 1900 - 1901
 The following three Committee minutes are in the same book:
 { Committee on Non-Athletic Organizations, 1896 - 1911
 { Committee of Students' Organizations, 1912 - 1923
 { Executive Committee of the Musical Clubs, 1917 - 1922
 Faculty Committee on University Policy and Organization, 1920 - 1922
 Minutes and Correspondence
 Correspondence (2 folders)
 Graduate Appointment Committee
 Minutes, 1901 - 1906
 Letter Press Book
 1901 - April 1909
 April 1909 - April 1911
 Publication Committee, Letter Press Book
 September 1894 - December 1895
 October 1897 - October 1898
Box 41 October 1899 - April 1901
 April 1901 - February 1903
 February 1903 - March 1904
 March 1905 - April 1909
 1909 - 1912
 1912 - 1917
 Publication Committee for the College and Department of Philosophy
 Letter Press Book, 1897 - 1910

Boxes 42 - 50 [*There are no boxes with these numbers*]

REPORTS, 1953 - 1956

- Box 51 Honorary Degrees, List of, 1757 - 1953 (20 copies)
 Annual Reports
 1954 - 1955 (2 copies)
 1955 - 1956 (2 copies)
 Four Years at Pennsylvania (4 copies)
 Harold Stassen
 President's Report, 1953 - 1954
- Box 52 Middle States Association of Colleges and Secondary Schools, 1952, Report to
 Sections A - S (2 copies)
 Audio-Visual Aids in Teaching at the University of Pennsylvania, Report on
 Equipment, Supplies, Services, and Utilization, by H. M. Shafer (2 copies)
 Middle States Association Evaluation of the University (2 copies)
 School of Education, Data to the Commission on Institutions of Higher Education

Boxes 53 - 57 [*These boxes no longer exist; they were consolidated, with boxes 51 and 52.*]

Boxes 58 - 61 [*These boxes no longer exist; they were reclassified, as UPA 1.2, Nos. 18 - 21.*]

Boxes 62 - 70 [*These boxes no longer exist; they were consolidated, with boxes 51 and 52.*]

COMMITTEE FILES, 1951 - 1960

- Box 71 1954 - 1957
 Alumni Trustees' Committee
 1955 - 1956
 1956 - 1957
 Committee on Trustee Vacancies
 1953 - 1955
 1956 - 1957

COMMITTEE FILES, 1951 - 1960

- Box 71 1954 - 1957 (cont.)
- Conference Committee, includes minutes
 - 1953 - 1954 (2 folders)
 - 1955 - 1956 (2 folders)
 - 1956 - 1957
 - Development and Public Relations Committee
 - 1954 - 1955
 - 1955 - 1956
 - 1956 - 1957
 - Educational Policy Committee
 - 1953 - 1954
 - 1954 - 1955
 - 1955 - 1956
 - 1956 - 1957
- Box 72
- Executive Board
 - 1954 - 1955
 - 1955 - 1956
 - 1956 - 1957
 - Finance Committee
 - 1953 - 1954
 - 1954 - 1955
 - 1955 - 1956
 - 1956 - 1957
 - Honorary Degree Committee
 - 1956 - 1957
 - Investment and Insurance Committee
 - 1953 - 1954
 - 1954 - 1955
 - 1955 - 1956
 - 1956 - 1957

COMMITTEE FILES, 1951 - 1960

- Box 72 1954 - 1957 (cont.)
- Legislative Committee
 - 1953 - 1954
 - 1954 - 1955
 - 1955 - 1956
 - 1956 - 1957
 - Medical and Hospital Affairs Committee
 - 1954 - 1955
 - 1955 - 1956
 - 1956 - 1957
 - Operations and Plant Committee
 - 1953 - 1954
 - 1954 - 1955
 - 1955 - 1956
 - 1956 - 1957
- Box 73
- President's Staff Conference
 - 1954 - 1955, (2 folders)
 - 1955 - 1956
 - July - October 1956
 - February - June 1957
 - October 1957 - January 1958
 - Stated Meetings of the Trustees
 - 1954 - 1955
 - 1955 - 1956
 - 1956 - 1957
 - Student Affairs Committee
 - 1953 - 1954
 - 1954 - 1955
 - 1955 - 1956
 - 1956 - 1957

COMMITTEE FILES, 1951 - 1960 (cont.)

Boxes 74 - 77 [*These boxes no longer exist; they were reclassified as UPA 1.2, Nos. 22 - 25.*]

- Box 78 1957 - 1960
 Medical and Hospital Affairs Committee
 Board of Physical and Biological Sciences
 Ad hoc Committee on University Patent Policy (Trustee's Committee)
 Supervisory Committee of the Pennsylvania Hospital
 Operations and Plant Committee (Trustees' Committee), 1958 - 1960
 Student Affairs Committee (Trustee's Committee)
 Board of Teacher Education and Practice
 University Committees
- Box 79 Finance Committee (Trustees' Committee)
 Board of Humanistic Studies
 Investment and Insurance Committee (Trustees' Committee)
 Board of Law
 Board of Libraries
 Ad hoc Committee on the Administration of the Medical Division
 Board of Medical Education and Research
- Box 80 Advisory Board Study, 1957
 Advisory Council on Athletics
 Alumni Trustees' Committee
 Review Committee on the Belcher Report (Trustees' Committee)
 Committee on the Buckingham-Warrington Apartments
 Committee to Study Activities and Programs of Department
 Societies of the General Alumni Society
 Board of Business Education
 Development and Public Relations Committee (Trustees' Committee)
- Box 81 Educational Policy Committee (Trustees' Committee)
 Board of Engineering Education
 Board of Education for Social Work
 Executive Board of the Trustees

COMMITTEE FILES, 1951 - 1960

- Box 81 1957 - 1960 (cont.)
 Board of Fine Arts
 Honorary Degree Committee (Trustees' Committee)
- Box 82 Substitute Diplomas Completed, 1954 - 1957
 Questionnaires, 1951 - 1955
 Stated Meetings of the Trustees, 1957 - 1959
 Conference Committee, 1957 - 1959
- Box 83 President's Staff Conference, 1957 - 1959
 Picture of the Board of Trustees, June 1958
 Educational Council, 1956 - 1959
 Selection Committee

GENERAL CORRESPONDENCE, 1955 - 1960

- Box 84 1955 - 1956
 Academic Procession, September 1955
 Alumni Records
 Annual Report
 Armed Forces Day
 Astronomy, New Observatory
 Auxiliary Medical Services
 Buildings and Grounds
 Calendar, Undergraduate Schools
 Commencement
 Diplomas
 Academic Procession
 Corrections, Additions and Removals
 Convocation, June 1956
 Commencement, June 1956
 Benjamin Franklin's 250th Anniversary

GENERAL CORRESPONDENCE, 1955 - 1960

Box 84 1955 - 1956 (cont.)

Benjamin Franklin Convocation, Honorary Degree Recipients

Alice H. Smith

Thomas M. Knox

Nathan M. Pusey

Alfred W. Griswold

Alvin Duke Chandler

Benjamin Franklin Convocation

Academic Procession

General

Printed Material

Luncheon

Convocation

Diplomas

Certificates of Distinction and Honors and in absentia

Program Copy

Additions and Corrections

Butcher Dormitory, Dedication

Correspondence with other Universities

Walt Disney Citation

DuBarry, William H., Vice-President of the Corporation

Emeritus Professors

Certificates

Luncheon

Samuel S. Fels Fund

Financial States, June 1955

Flower and Cook Observatory, Dedication

Freshman Luncheon

General Information

Gordon, William Richard, Treasurer

Graduate School of Medicine, Conference

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- Box 128 *[This box no longer exists; it was reclassified as UPA 1.8.]*

UNIVERSITY COUNCIL MATERIAL, 1965 - 1968

- Box 129 Minutes, 1966 - 1968
Steering Committee, Minutes
1965 - 1966
- Box 130 1967 - 1968
Miscellaneous Correspondence with Chairman

GENERAL CORRESPONDENCE, 1966 - 1967

- Box 131 A - G
Box 132 L - W

BOARD OF TRUSTEES MATERIAL, 1952 - 1953

Executive Committee Minutes, Carbons

GENERAL FILE, 1946

Convocation, Psychological, 1946

GENERAL CORRESPONDENCE, 1967 - 1968

- Box 133 A - I
Box 134 L - W

COMMITTEE FILES, 1966 - 1969

- Box 142 Board of Education for Social Work, (2 folders)
 President's Staff Conference, (2 folders)
 Philadelphia School District and University, Liaison Committee
 Trustee Committee
 Suggestions
 Assignments
 Advisory Boards
 Trustees' Student Affairs Committee
 Medical and Hospital Affairs Committee, (2 folders)
 Board of Engineering Education, (2 folders)
 Executive Board
 Board of Business Education
 Commonwealth
 Council on Athletics and Physical Education, (2 folders)
- Box 143 Finance Committee
 Fine Arts, Board of Overseers
 Board of Law, (2 folders)
 Board of Libraries, (2 folders)
 Educational Policy Committee
 Finance Committee
 Committee on Alumni Affairs
 Annenberg School of Communications Board of Overseers, 1964 - 1969
 (2 folders)

COMMENCEMENT MATERIAL, 1969 - 1970

- Box 144 Diploma and graduation business
 Mailing Receipts for Diplomas

COMMITTEE FILES, 1968 - 1969 (UC)

Box 145 Afro-American Studies Committee
Committee on Committees
Committee on Research
Conflict of Interest Committee
Continuing Education and Community Services
Faculty Affairs Committee
Financial Planning Committee
Honorary Degrees Committee
Honor System Committee
Planning and Development Committee
Post Baccalaureate Affairs Committee
Housing Committee to Advise Administration
Student Membership

REPORTS, 1966 - 1967

Box 146 Digest of Actions of the Executive Board
Faculty Opinion Regarding Buildings and Grounds
Summary of Matriculating Students, September 1966
Precis
Conflict of Interest in Government Sponsored Research
Report of the Advisory Committee on University Housing Policy
Report of Humanities Study Group
Revisions of the Council Bylaws
Draft Statement Regarding External Employment
Student Advisory Committee on Housing Interim Report
Classroom Needs of the University
Report of the Subcommittee on Freshmen and Sophomore Advising
Vice Provost for Research, Responsibilities of

GENERAL CORRESPONDENCE, 1968 - 1969

Box 146 Architecture
 Archives
 Accelerator Committee, Penn and Princeton
 Anspach Institute
 Absence of President Harnwell
 Award, Miles S. Murphy
 Academic Freedom and Responsibility Committees
 Admissions, Office of
 Admissions Policy Report
 Academic Appointments and Promotions
 Academic Procession
 Marshals
 Printed Material
 Tickets
 Ushers
 Communications
 Daily Pennsylvanian
 Diploma
 Drinker, Biddle and Reath
 Education, School of
 Emeritus Professors Certificates
 Enrollment
 Fall
 Summer
 Financial Statements
 General University
 University Hospital
 Graduate Hospital
 Supplementary Comments
 Fine Arts, School of
 Foreign Students Reception

GENERAL CORRESPONDENCE, 1968 - 1969 (cont.)

- Box 146 General Alumni Society
 Goddard, David R.
 Harnwell, Gaylord P.
 Hospital, University
- Box 147 International House
 Invitations from other Universities, A - J
 LRSM Building
 Law School
 Library
 Morris Arboretum
 Museum
 Nut Letters
 Opening Exercises
 Owen, William G.
 Pennsylvania Higher Educational Fac. Authority
 Personnel
 Performing Arts Council
 Planning Committee on the Physical Plant
 Printing and Duplicating
 Projects, Research and Grants
 Publications Sent
 Registrar
 Russel, John A., Jr.
 Science Center
 Traveler's Credentials
- Box 148 Trustees
 Trustee Vacancies
 University Senate

GENERAL FILE, 1955 - 1969

Box 149 Survey of Earned Degrees

1955 - 1956

1956 - 1957

1957 - 1958

1958 - 1959

1959 - 1960

1960 - 1961

1961 - 1962

1962 - 1963

Annual Reports

1957 - 1958

1958 - 1959

1959 - 1960

1960 - 1961

1961 - 1962

1962 - 1963

Pennsylvania Hospital

Pennsylvania Loyalty Act, 1961 - 1969

GENERAL CORRESPONDENCE, 1968 - 1971

1968 - 1969

Academic Appointments and Promotions, (4 folders)

Alumni Annual Giving

American Council on Education

Arts Council

Associated Universities, Inc.

Associate Trustees

Association of Governing Boards and Colleges

Bulletin Correspondence

C - Carroll, Stuart H.

GENERAL CORRESPONDENCE, 1968 - 1971

- Box 149 1968 - 1969 (cont.)
 Certifications
 Commencement
- Box 150 1969 - 1970
 A - Academic Appointments and Promotions
 Academic Freedom and Responsibility
 Admissions Office, William G. Owen
 Alumni General Information
 Annual Report
 Associations of Governing Boards of Universities & Colleges
 Budget Material
 Bids,
 Bennett Hall, April 1969
 Museum Extension, February 13, 1969
 Anatomy Department Renovations, March 6, 1969
 Bulletin
 Calendar
 College of Arts and Sciences
 College Entrance Examination Board, Com. on Examinations Member,
 1967 - 1968
 College Entrance Examination Board
 Commencement 1969
 Citations, Marshals, Printed Material, Ushers
 Community Matters
 Conflict of Interest, A-1
 Diploma Correspondence
 Drinker Biddle and Roth
 Emeritus Professor Luncheons, 1965 - 1970
 Financial Statements
 Fine Arts

GENERAL CORRESPONDENCE, 1968 - 1971

Box 150 1969 - 1970 (cont.)
Foreign Students' Reception
Gordon, William Richard
Graduate School of Arts and Sciences

Box 151 Invitations from Other Universities
 A - C, D - J, K - O, P - Z
Kline Fund
KYW Radio Station
Letterhead
Medical School
Moore School
Museum
Opening Exercises
Owen, William G.
Personnel, Dr. Ford
Placement Service
Presbyterian Hospital, U. of P. Medical Center
Press, University
Publications Committee
Research
School District of Philadelphia
Security of Records
Speeches - Harnwell, Russell, Paley
Students (including sit-in, etc.)
Traveler's Credentials
Trustee Correspondence, July 1969 - July 1970
Trustee Directory
Tuition Letters
U - V
Wharton School

GENERAL CORRESPONDENCE, 1968 - 1971 (cont.)

Box 152 1970 - 1971

- Academic Appointments and Promotions
 - Provost's Committee on
- Academic Freedom and Responsibility Committees
- Academic Tenure
- Admissions Office
- Advisory Board, Dean of Students
- Allied Medical Professions
- Almanac
- Alumni Annual Giving
- American Association University Professors
- American Council on Education
- American Mathematical Society
- Annenberg School of Communications
- Association Governing Boards Universities and Colleges
- Atwater Kent Museum
- Bids
 - Men's Dormitory Triangle
 - Veterinary Research Building
 - Vance Hall
 - Pathology Department Medical Laboratory Building
 - Biochemical Research Foundation
 - Pathology
- Bulletin Correspondence
- Calendar
- Capital Campaign
- Certifications
- College Entrance Examination Board
- College for Women
- Commencement
 - Academic Procession

GENERAL CORRESPONDENCE, 1968 - 1971

Box 152 1970 - 1971

Commencement (cont.)

Citations

Honorary Degrees

Marshals

Printed Material

Ushers

Tickets

Council Room

Communications, President's Committee on

Box 153

Daily Pennsylvanian

Diploma Correspondence

Drinker, Biddle and Reath

Emeritus Professors

Emeritus Professors, New Faculty Reception

Engineering

Enrollment, spring, summer, and fall

Financial Statement

Fine Arts, School of

Foreign Policy Research Institute

Foreign Students Reception

General State Authority

Goddard, David

Gordon, William Richard

Graduate School of Arts and Sciences

HEW

Higher Education, Inc.

Hospital University

Human Resources

International Cooperation, Committee on

Invitations from other Universities

GENERAL CORRESPONDENCE, 1968 - 1971

1970 - 1971 (cont.)

Box 154 Law School
 Medical School
 Meyerson, Martin
 Middle States Association Evaluation
 Museum
 Moore School
 Morris Arboretum
 Nursing
 Open Exercises
 Owen, William G.
 P., Pennwalt Co.
 Performing Arts Council
 Personnel
 Placement Service
 PUPMX Ambulatory Pavilion
 President's Office
 President's Report
 Printing and Duplicating
 Provost, Curtis Reitz
 Publications Committee
 Military Affairs, Committee on
 Military Related Education Programs
 Russell, John A., Jr.
 Students
 Sweeten, E. Craig
 Terry, Luther L.
 Traveler's Credentials
 Tri-Institutional Facilities
 Trustee Correspondence, January to June

GENERAL CORRESPONDENCE, 1968 - 1971

1970 - 1971 (cont.)

Box 155 Trustee Correspondence, July to December
 Registrar
 ROTC
 ROTC (Association of NROTC Colleges), 1969 - 1970
 University City Science Center Corporation
 Urbanism and Related Human Resources Center
 Varsity Club
 Veterinary School, Dean Allam
 Vice Provost for Research

COMMITTEE FILES, 1969 - 1972 (UC)

Box 156 1969 - 1970
 Academic Planning Committee
 Admissions Committee
 Afro-American Studies Committee
 Committee on Committees, (2 folders)
 Conflict of Interest, Committee on
 Continuing Education and Community Services
 Faculty Affairs Committee
 Faculty Grants and Awards Committee
 Free Speech and Lawful Assembly
 Honorary Degrees Committee
 Honor System Committee
 Librarians Committee
 Open Expression Committee
 Planning and Development Committee
 Post-Baccalaureate Affairs Committee
 Steering Committee Agenda
 Committee on Research

COMMITTEE FILES, 1969 - 1972 (UC)

- Box 156 1969 - 1970 (cont.)
 Undergraduate Affairs Committee
 Fat File I, II
- Box 157 1970 - 1971
 Admissions, (2 folders)
 Academic Deans, Council of
 Academic Planning Committee
 Calendar Committee
 Committee on Committees, 1969 - 1970
 Committee on Committees
 Community Relations
 Conflict of Interest Committee
 Continuing Education and Community Services Committee
 Faculty Affairs Committee, (2 folders)
 Faculty Grants and Awards Committee
 Honorary Degrees Subcommittee
- Box 158 Open Expression Committee
 Blue Book
 Personnel Benefits Committee
 Planning and Development Committee
 Post-Baccalaureate Affairs Committee
 Research, Committee Advisory to the Vice Provost for Research Com.
 Research Programs, Committee for Implementing University Policy
 ROTC Committee
 Undergraduate Affairs Committee
 Women, Ad hoc Committee on Representation on University Faculty
 File I
 Book Store Committee
 Building Committee
 Building and Grounds Committee
 Cancer Research Committee

COMMITTEE FILES, 1969 - 1972 (UC)

Box 158 1970 - 1971

File I (cont.)

Dental School, Search Committee
Disability Board
Discipline Committee
Eligibility Committee
Financial Medical Assistance Committee
Fulbright Awards Committee
Graduate Center Committee
Honors System Committee
Houston Hall Store Committee
International Services Committee
Library Committee

File II

Naming of Buildings Committee
Registration Committee
Residential Life Committee
Science Center Committee
Student Health Advisory Committee
Transportation and Parking Committee
Tuition and fees

Student Affairs Committee
Student Fulbright Awards Committee
Student Health Advisory Committee
Undergraduate Admissions and Financial Aid
Vice Provost for Undergraduate Affairs

Box 159 1971 - 1972

Academic Planning Committee
Bookstore Committee
Budget Committee
Buildings and Grounds Committee

COMMITTEE FILES, 1969 - 1972 (UC)

Box 159 1971 - 1972 (cont.)

- Committee on Committees
- Community Advisors Committee
- Community Relations Committee
- Conflict of Interest Committee
- Development Committee
- Disability Board
- Educational Policy Committee
- Faculty Affairs Committee
- Faculty Grants and Awards Committee
- Harnwell Professor Committee
- Honorary Degree Committee
- Open Expression Committee
- Personnel Benefits Committee
- Physical Planning and Development Committee
- International Service Committee
- President's Staff Conference
- Registration Committee
- Research Committee
- Research, Committee for Implementing University Policy
- Research Committee, Advisory
- Science Center Committee
- Social Work, Search Committee for Dean
- Recordex visible file of Committees

UNIVERSITY COUNCIL MATERIAL, 1970 - 1971

Box 160 Council, papers relating to meetings
 September 1970 - June 1971

 Steering Committee, papers relating to meetings
 September 1970 - June 1971

COMMENCEMENT MATERIAL, 1970 - 1971

Box 161 Diploma Information for Graduation
 May and December 1971
 May, August, December 1970

COMMITTEE FILES, 1963 - 1970 (BT)

Box 162 Executive Board, 1969 - 1970
 Forum, 1967 - 1968
 Honorary Degree Committee, 1967 - 1968
 Hospital Task Force on Physical Planning, 1969 - 1970
 1968 - 1969
 Finance Committee
 Hospital Centennial Plan Committee
 Long Range Planning Committee
 Board of Law
 President's Staff Conference
 University Hospital Board of Managers, 1963 - 1964

GENERAL FILE

Trustee photographs taken during Stassen administration

REPORTS, 1971

Women Faculty in the University, 1971

BOARD OF TRUSTEES MATERIAL, 1969*

Box 163 Papers Relating to Meetings
 May
 January
 October

COMMITTEE FILES, 1968 - 1969

Box 163 Academic Planning Committee Recommendation
 Admissions Committee
 Art Committee
 Bio-Medical Engineering Committee
 Blood Bank Committee
 Bookstore Committee
 Budget Committee
 Building Committee
 Campus Community Relations Committee
 Cancer Commission
 Cancer Committee (Joint Committee on Agreement of Affiliation with Institute
 of Cancer Research)
 Civilian Defense Committee
 Counselling Committee
 Disability Board
 Discipline Committee
 Dormitory Renovations Committee
 Advisory Committee on Use and Misuse of Drugs
 Ad hoc Committee to Consider Proposals on Education in University City,
 (2 folders)
 Eligibility Committee
 Emergency Medical Care Committee
 Employee Classification and Review Committee
 Faculty Grants and Awards Committee
 Fulbright Awards and other Awards for Graduating Seniors Committee
 Houston Hall Committee on Renovations
 Hospital Program Planning Committee
 Institute for Cancer Research Committee
 International Services Committee
 Library Committee
 Management Development Committee

COMMITTEE FILES, 1968 - 1969 (cont.)

Box 163 Naming of Buildings Committee
 New Student Week
 Orientation and Training Committee
 Parking Committee
 Personnel Benefits Committee
 Placement Committee
 Public Ceremonies
 Radiation Safety
 Registration
 Residence Operations
 Space Utilization Committee
 Student Affairs Committee
 Student Membership on the University Council
 Student Financial Aid Committee
 Student Traffic Court
 Undergraduate Publications
 Ad hoc Committee to Consider Proposals on Education in University City
 University Press Committee
 Urbanism and Human Resources Committee

BOARD OF TRUSTEES MATERIAL, 1970 - 1971

Papers Relating to Meetings
 January 1970
 May 1971
 January 1971
 October 1970

Boxes 164-166 [*These boxes no longer exist; they were reclassified as UPA 1.2.*]

GENERAL FILE, 1964 - 1972

- Box 167 Budget Material
 1965 - 1966
 1966 - 1967
 1968 - 1969
 1969 - 1970
- Box 168 User Guide, Computer Center
 Directory of International Students and Personnel, 1971 - 1972
 General Alumni Directory, 1967
 Bulletins
 1964 - 1965
 1965 - 1966
 1959 - 1960
- Box 169 1959 - 1960
 1956 - 1957
 1955 - 1956
 1961 - 1962

GENERAL FILE, 1942 - 1967

- University of Pennsylvania Matriculates of the College 1749 - 1893
 The Record of the Class of 1906
 University of Pennsylvania Bulletin, "A Complete Education of Youth" (2 copies)
 "The Mission of a University," Report of the President, 1958 (2 copies)
 "Unity of Purpose," The President's Report, 1957
 "Report of the President," for 1942 - 1944
- Box 170 Bulletins
 1961 - 1962
 1963 - 1964
 1958 - 1959
 1966 - 1967

GENERAL FILE, 1942 - 1967

Box 170 Bulletins (cont.)
 1960 - 1961
 1958 - 1959

COMMITTEE FILES, 1959 - 1964

Committee on Student Affairs

UNIVERSITY COUNCIL MATERIAL, 1970 - 1972

Box 171 Steering Committee, papers relating to meetings
 June 1972
 May
 April
 March
 February
 January
 December 1971
 November
 October, (2 folders)
 September
 Elections 1971 - 1972
 Bylaws and Roll for 1972
 Papers Relating to Meetings
 May 1972, (3 folders)
 April
 March
 February
 December 1971

Box 172 Steering Committee, papers relating to meetings, 1971
 November

UNIVERSITY COUNCIL MATERIAL, 1970 - 1972

- Box 172 Steering Committee, papers relating to meetings, 1971 (cont.)
 October
 September
 Status of Women
 Bylaws, 1971
 Membership and Bylaws, September 1970

GENERAL FILE, 1968 - 1973

(File of William L. Day, Chairman of the Board of Trustees)

- Box 173 Ad hoc Committee on Hospital Governance, (2 folders)
 Alumni
 Angell, Donald K.
 Applicants for the University of Pennsylvania
 Aspen Institute
 Athletic Council
 Bala Golf Club
 Ballard, John Ames, Esq.
 Bequest and Deferred Gift Program
 Chairs
 Committee Appointments
 Chairman, Board of Trustees
 Committee for Corporate Support of American Universities
 Committee on Urban Affairs
 Commonwealth Advisory Committee
 Conflict of Interest Committee
 Dunlop, Robert G., Deputy Chairman
 Development Commission
 Development Steering Committee
 Faculty
 Fels Institute of Local and State Government

GENERAL FILE, 1968 - 1973 (cont.)

- Box 173 Finance Committee
 Gates, Thomas S.
 General Alumni Society
 Government Relations Committee
 Graduate Hospital
 Harnwell, Gaylord P., President
 Health Affairs Committee
- Box 174 Investment Committee
 Law School
 Library
 Trustees' Committee on Long Range Planning
 Manley, Harold E., Business and Financial Vice President
 Medical and Hospital Affairs Committee
 Meyerson, Martin
 Miscellaneous
 Museum
 Medicine, School of
 Resources Planning Task Force
 Senate
 Shapp, Milton
 Student Financial Aid
 Student Affairs Committee
 Student Housing Committee
 Trustees
 University City Associates, Inc.

COMMITTEE FILES, 1964 - 1971

- Box 175 Advisory Board of the Graduate School of Education, 1967 - 1968
 Alumni Trustees' Committee, 1964 - 1968
 Alumni Affairs Committee, 1970 - 1971

COMMITTEE FILES, 1964 - 1971 (cont.)

- Box 175 Alumni Affairs and University Development Committee
 1968 - 1969
 1969 - 1970, (2 folders)
- Annenberg School of Communications, Board of Overseers
 1968 - 1969
 1969 - 1970
 1970 - 1971
- Athletics and Physical Education Committee
 1968 - 1969
 1969 - 1970
 1970 - 1971
- Box 176 Budget Committee, 1970 - 1971
 Building and Grounds Committee, 1967 - 1968
 Board of Business Education
 1968 - 1970
 1970 - 1971
 1968 - 1969
 1964 - 1967
- Contemporary Art Advisory Committee
 1967 - 1968
 1968 - 1969
- Commonwealth Relations Committee, 1970 - 1971
- Coordinated Planning Committee
 1967 - 1968
 1968 - 1969
- Corporate Responsibility, Committee on
 Development and Public Relations Committee, 1967 - 1968
 Advisory Board to the Graduate School of Education, 1968 - 1969
- Educational Policy Committee
 1968 - 1969
 1969 - 1970

COMMITTEE FILES, 1964 - 1971

- Box 176 Educational Policy Committee (cont.)
 1970 - 1971
 Board of Engineering Education
 1968 - 1969
 1969 - 1970
 1970 - 1971
 Executive Board
 1968 - 1969
 1969 - 1970
- Box 177 Executive Planning Committee on the Physical Plant, 1969 - 1970
 Finance Committee
 1969 - 1970
 1970 - 1971
 Trustees' Ad hoc Committee on Fraternities, 1967 - 1968
 Government Relations Committee, 1969 - 1970
 Insurance Committee, 1969 - 1970
 Insurance Subcommittee, 1970 - 1971
 Investment Committee
 1968 - 1969
 1969 - 1970
 1970 - 1971
 Board of Law
 1969 - 1970
 1970 - 1971
 Long Range Planning Committee
 1970 - 1971
 1969 - 1970
 Advisory Committee for the McCabe Fund
 Committee on Medical Center Development
 Medical and Hospital Affairs Committee
 1968 - 1969

COMMITTEE FILES, 1964 - 1971

- Box 177 Medical and Hospital Affairs Committee (cont.)
 1969 - 1970
- Box 178 1970 - 1971
 Ad hoc Trustee Committee on New Giving Techniques
 Nominating Committee, 1970 - 1971
 Open Expression and Demonstrations on Campus Committee
 Board of Physical and Biological Sciences
 1966 - 1967
 1967 - 1968
 Placement Committee
 President's Staff Conference
 1968 - 1969
 1969 - 1970
 Council on the University Press
 Quadripartite Committee on University Community Development, 1969 - 1970
 School of Social Work, Board of Overseers
 1968 - 1969
 1969 - 1970
 1970 - 1971
 Student Affairs Committee
 1968 - 1969
 1969 - 1970
 1970 - 1971
 University Development Committee, 1970 - 1971
 University of Pennsylvania Foundation, Inc.
 1966 - 1967
 1970 - 1971
 1968 - 1969
 1969 - 1970
 Urban Affairs Committee
 1968 - 1969

COMMITTEE FILES, 1964 - 1971

- Box 178 Urban Affairs Committee (cont.)
 1969 - 1970
 Advisory Board of the School of Veterinary Medicine
 1971 - 1972
 1970 - 1971
 1969

GENERAL CORRESPONDENCE, 1971 - 1972

- Box 179 A
 Academic Appointments and Promotions, (2 folders)
 Academic Freedom and Responsibility
 Admissions Office
 Almanac
 American Council on Education
 Association of American Colleges
 Associate universities, Inc.
 Bulletin
 Bulletin Requests
 C
 Calendars
 Study
 Certifications
 College Entrance Examination Board
 Commencement
 General
 Expenses, 1971 and 1972
 Honorary Degrees
 Academic Procession
 Citations
 Marshals
 Pre Commencement Procedures for Schools

GENERAL CORRESPONDENCE, 1971 - 1972

- Box 179 Commencement (cont.)
 President's Luncheon
 Printed Material
 Diner, Paley House
 Tickets
 Ushers

 Commonwealth
 Daily Pennsylvanian
 Dental School
 Department Chairmen
 Dinners
 Diploma
 Dinner, Hospital Managers
 Dripps, Robert D., Vice President for Health Affairs
 E
 Emeritus Professors Certificates and Luncheon
 Engineering
 Enrollment
 Summer
 Fall

 F
 Faculty Club
- Box 180 Financial Statements
 Fine Arts School
 Football Tickets
 G
 General Alumni Society
 Harrison, Bonzell
 Health Affairs, Search Committee for the Vice President of
 Hospital
 Integrated Development

GENERAL CORRESPONDENCE, 1971 - 1972 (cont.)

- Box 180 Invitations from other Universities
 Law School
 Lettering, Art Work
 Management and Behavioral Science Center
 Medical School
 Meyerson, Martin, President
 Museum, University
 Opening Exercises
 P
 Patent Policy
 Pennsylvania Higher Educational Faculty Authority
 Personnel
 Placement Service
 Presbyterian - University Medical Center
 Nursing PUPMC
 President's Committee on Equal Opportunities
 Printing and Duplicating
 Provost
 Meyerson Reception, October 1970
 Reception for New Faculty
 Research
 ROTC
 S
 Sphinx Senior Society
 Students
- Box 181 Telephone Directory
 Traveler's Credentials
 Tri-Institutional Faculties
 Trustees
 July - December
 January - June

GENERAL CORRESPONDENCE, 1971 - 1972

Box 181 Trustees (cont.)
 Directory
 Distribution
 Letter
 Newsletter
Universities and Colleges, other
Veterinary School
Visit of Vice Chancellor E. G. Edgars
Visual Arts, Council on
W
Wharton School

COMMITTEE FILES, 1962 - 1963

Box 182 Educational Council

GENERAL FILE, 1968 - 1972

Box 183 File on Student Unrest
 1968 - 1972
 1968 - 1969

COMMITTEE FILES, 1904 - 1948, 1972

Box 184 Managers of the Moore School of Electrical Engineering, Minute Book,
1923-1942
Pennsylvania School of Social Work, Minute Book, 1944 - 1947
Board of Trustees of the Thomas W. Evans Museum and Institute Society,
Minute Books
 March 14, 1904 - February 5, 1925

COMMITTEE FILES, 1904 - 1948, 1972

- Box 184 Minute Books (cont.)
 November 5, 1925 - October 7, 1948
 December 2, 1948 - May 21, 1952
 The following Committee minutes are all bound in the same book:
 Committee on Honorary Degrees
 1920, 1931, 1934, 1935, 1936, 1938, 1939, 1940
 Committee on Physics, April 1935
 Special Committee to Examine Scholarships, November 1930 - February 1931
 Trustees' Committee on Scholarships, April 1932
 Committee on the Seal and Coat of Arms, 1930 - 1931
 Trustee's Committee on Valley Forge, 1929 - 1936
 Budget Administrators Meeting, February 1935
 Board of Control, Teacher's Annuities and Insurance, November 1930
 Conference on Fraternity Dormitories, September and October 1938
 Committee on University History, 1935 - 1936
 Committee on Physical Education, December 1937
 Committee on Administration of the Morris Arboretum, 1934 - 1943
 Executive Committee on the Educational Council, January 1940, January 1945
 Pennsylvania School of Social Work, February 1947
 University Development Committee, Audio Tapes for the First Meeting, 1972

SEARCH COMMITTEE FILES, 1970 - 1972

- Box 185 Provost, 1970 and 1972
 Wharton School, Dean of, 1972
 President

REPORTS, 1958

Box 186 Educational Survey
 Individual Study Reports
Box 187 Individual Study Reports

Boxes 188, 189 [*These boxes no longer exist; they were reclassified as UPA 1.2.*]

GENERAL CORRESPONDENCE, 1972 - 1973

Box 190 A
 Academic Administrators Appointments, Letters and Promotions
 May - June 1973
 April - May 1973
 March - April 1973
 March 1973
 January - February 1973
 February 1973
 December 1972 - January 1973
 October - December 1972
 May - August 1972
 August - October 1972
 Academic Appointments and Promotions
 Letters
 Provost's Committee on
 Committee on Academic Freedom and Responsibility
 Academic Tenure
 Address List, Executive and Senior Administrators
 Admissions Office
 Allied Medical Professions, School of
 Almanac
 American Council on Education

GENERAL CORRESPONDENCE, 1972 - 1973 (cont.)

- Box 190 Bids
 Renovations and Alterations of Old Library, School of Medicine
Bulletin
C
Calendar Study
Cameron, Col., Reception
Commencement
 Bills
 Academic Procession
 Honorary Degrees
 General
 Diner, Paley House
 Citations
 Marshals
 President's Lunch
 Printed Material
 Tickets
 Ushers
- Box 191 Convocation, Sheie
 Cooperation Among Institutions
 Council Room, (2 folders)
 Davis, Leonard
 Daily Pennsylvanian
 Diploma Correspondence
 Drinker, Biddle and Reath
E
Emeritus Professors
Engineering
F
Faculty Reception
Faculty Club

GENERAL CORRESPONDENCE, 1972 - 1973 (cont.)

- Box 191 Faculty of Arts and Sciences
 Gaddis, Paul O., Vice President for Management
 Gazette, Pennsylvania
 Graduate School of Arts and Sciences
 H
 Health Personnel Council on Training
 Invitations to other Universities
 Johnstone, Bruce D.
 Judicial System
 L
 Meyerson, Martin, President
 Moore School of Electrical Engineering
 Museum
 N
 Scott Hearing
 New Directions
 Nut Letters
 Operation Understanding
 On Campus Recruitment
 Opening Exercises
 Oral Health Research Center
 Owen, William G.
 Personnel
 Philadelphia Inquirer
 Printing and Duplicating
 Presbyterian - University Medical Center
 PUPME, Nursing
- Box 192 Master Plan for Higher Education in Pennsylvania, 1969 - 1971
 Provost
 ROTC Programs
 Army

GENERAL CORRESPONDENCE, 1972 - 1973

Box 192 ROTC Programs (cont.)
 Navy
 Reserve Officers Training Corps
 ROTC Contracts
 S
 Senate, University
 Sphinx Senior Society
 Statutes, Charter, Publications
 Students
 T
 Traveler's Credentials
 Trustees
 Correspondence
 Committee
 Directory Distribution
 Lists
 Tuition Lists
 U - V
 Visiting Committees
 W
 Wharton School
 Convocation

COMMITTEE FILES, 1971 - 1973

Box 193 1972 - 1973
 Blood Bank Committee
 Bookstore Committee
 Budget Committee
 Community Relations Committee
 Committee Reports of the University Council

COMMITTEE FILES, 1971 - 1973

- Box 193 1972 - 1973 (cont.)
- Educational Policy Committee
 - Faculty Affairs Committee
 - Ad hoc Committee to Review Changes in the Judicial System Charter
 - Laboratory Animal Care Committee
 - Library Committee
 - Committee on Military Related Educational Programs
 - Morgan State College, Cooperative Project Faculty Committee
 - Open Expression Committee
 - Research Committee
 - Committee for implementing University Policy, Research Program
 - President's Staff Conference
 - Student Affairs Committee
 - Undergraduate Admissions and Financial Aid Committee
 - University Facilities Committee
 - Veterinary School, Search Committee, Dean of
 - Council of Academic Deans
- 1970 - 1971
- 1971 - 1972
- Box 194 1971 - 1972
- President's Staff Conference
 - Recreation and Intercollegiate Athletics Committee
 - Social Work
 - Student Affairs Committee
 - Development Commission, (2 folders)
 - University Development, Trustees
 - University of Pennsylvania, FNDA
 - Urban Affairs Committee
 - Veterinary Medicine Committee

COMMITTEE FILES, 1971 - 1973

Box 195 1971 - 1972 (cont.)
 Alumni Affairs Committee
 Annenberg School, Board of Overseers
 Committee on Corporate Responsibility
 Executive Board
 Finance Committee
 Health Affairs Committee, (2 folders)
 Investment Committee
 Board of Law
 Long Range Planning Committee
 Medical and Hospital Committee
 Morris Arboretum, Advisory Board
 Nominating Committee
 University Press Committee

GENERAL CORRESPONDENCE, 1973 - 1974

Box 196 A
 A-3 Assembly
 Academic Appointments and Promotions
 July - October 1973
 October - November 1973
 November - December 1973
 December 1973 - January 19774
 January 1974
 January - March 1974
 March - April 1974
 April 1974
 April - May 1974
 Academic Appointments and Promotions, Provost's Committee
 Administrative Assembly, (2 folders)

GENERAL CORRESPONDENCE, 1973 - 1974 (cont.)

Box 196 Administrative Officers
 Admissions
 Affirmative Action
 American Council on Education
 Annenberg School of Communications

Box 197 Association of Governing Boards of Universities and Colleges
 Athletics
 Bids
 Buckminster Fuller
 Buildings and Grounds
 Requisitions
 Bulletin
 Calendar
 Study
 Catalogue Information
 Certifications
 Commencement
 Academic Procession
 President's Luncheon
 President's Dinner
 Citations
 Pre-Commencement Procedures
 Honorary Degrees
 Marshals
 Printed Material
 Tickets
 Ushers
 Council on Undergraduate Education
 Council Room
 D
 Dental School

GENERAL CORRESPONDENCE, 1973 - 1974 (cont.)

Box 197 Dinners
 Diplomas
 Drinker, Biddle and Reath
 Dripps, Robert D.
 E
 Education, School of
 Engineering
 External Affairs
 External Degree Program
 F
 Faculty Club
 Board of Managers
 Federal Relations
 Financial Aid
 Five Year Financial Projection
 Franklin Investment Company
 G
 Gaddis, Paul O., Vice President for Management
 General Alumni Society
 Health Affairs
 I
 Invitations to Dinners
 Honorary Master of Arts Degrees, Faculty, 1971 - 1973
Box 198 Invitations from other Universities
 J
 Johnstone, D. Bruce
 Judicial System
 Medical School
 Meyerson, Martin, President
 Moore School of Electrical Engineering
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GENERAL CORRESPONDENCE, 1973 - 1974 (cont.)

Box 198 Museum
 N
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 Owen, William G.
 P
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 Presbyterian-University of Pennsylvania Medical Center
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 UROTC
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 S
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 Sphinx Senior Society
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GENERAL CORRESPONDENCE, 1973 - 1974 (cont.)

Box 198 T
 Telephone Directory
 Traveler's Credentials
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 Trustees, (2 folders)
 Young Alumni Trustees
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 U - V
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 W
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GENERAL FILE, 1963 - 1973

Box 199 Requisitions
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Box 200 Purchasing
 Substitute Diploma Material, 1966 - 1970

COMMENCEMENT MATERIAL, 1975

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Box 201 May (2)
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COMMITTEE FILES, 1971 - 1974

Box 202 Administrative Officers Committee
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 Alumni Affairs Committee, 1972 - 1973
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 Athletics Committee, 1973 - 1974
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 Engineering Education Committee
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 1973 - 1974
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COMMITTEE FILES, 1971 - 1974 (cont.)

- Box 203 Finance Subcommittee of the Trustees' Health Affairs Committee
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 Five Year Financial Projection, March 1974
 Health Affairs Committee, 1973 - 1974, (2 folders)
 Trustee's Committee on Health Affairs, 1972 - 1973,
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 Honorary Degrees Committee
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- Box 204 Honorary Degrees, 1972 - 1973
 Investment Committee
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 Law Committee
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 Morris Arboretum, Advisory Board
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 Nominating Committee
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 Patient Services Subcommittee of Health Affairs Committee
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 Planning Subcommittee of Health Affairs Committee

COMMITTEE FILES, 1971 - 1974 (cont.)

- Box 204 President's Staff Conference
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 Ad hoc Committee on Public Relations, 1973
 Recreation and Intercollegiate Athletics Committee
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 Trustees' ad hoc Committee on Resources Evaluation,
 (2 folders)
 Schools Subcommittee of Health Affairs Committee
 Social Work, Board of Overseers
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 STAFF
 President
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 Student Affairs Committee
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- Box 205 University Development Committee, 1972 - 1973
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 Consultative Committee for the Vice Provost for University Life
 University Press Committee, (2 folders)
 Urban Affairs Committee
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 Veterinary Medicine, Board of Overseers
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COMMITTEE FILES, 1971 - 1974

- Box 205 Veterinary Medicine, Board of Overseers (cont.)
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 Wharton School Board of Visitors, 1973 - 1974
- Box 206 University Council Committees
 Academic Deans Committee
 Academic Planning Committee
 Administrative Officers Committee, 1971 - 1972
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- Box 207 1973 - 1974
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 Disability Committee, 1973 - 1974
 Educational Policy Committee, 1973 - 1974
 Faculty Affairs Committee, 1973 - 1974
 Faculty Grants and Awards Committee, 1973 - 1974
 Honorary Degrees Committee, 1973 - 1974
 International Services Committee, 1973 - 1974
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UNIVERSITY COUNCIL MATERIAL, 1972 - 1973

- Box 208 Report
 Student Elections, 1972 - 1973
 Steering Committee, papers relating to meetings
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UNIVERSITY COUNCIL MATERIAL, 1972 - 1973

- Box 208 Steering Committee, papers relating to meetings (cont.)
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 Council, papers relating to meetings
 February and March 1973
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 May 1973
 Booklets
 University Life, A Preliminary Report
 Questions and Answers on Living-Learning Programs
- Box 209 Report on University Council Membership Changes
 Council, papers relating to meetings
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Boxes 210-213 [*These boxes no longer exist; they were reclassified as UPA 1.2.*]

REPORTS, 1966 - 1968

- Box 214 HEGIS Reports
 1966 - 1967
 1967 - 1968
- Box 215 Questionnaires
 Nos. 495 - 800 (6 folders)

COMMITTEE FILES, 1970 - 1971

Box 215 Financial Air Policy Study Committee, 1970 - 1971
 ROTC Study Subcommittee

Box 216 [*This box no longer exists; it box was reclassified as UPA 1.2.*]

GENERAL CORRESPONDENCE, 1974 - 1975

Box 217 Appointments and Promotions
 March - June 1975
 December 1974 - January 1975
 June 1974 - March 1975
 October 1974 - December 1974
 September 1974 - October 1974
 June 1974 -
 Academic Appointment and Promotion, Provost's Committee
 Administrative Assembly
 Advisory Boards
 Alumni Relations
 American Civilization Advisory Council
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 B
 Bids
 Buildings and Grounds
 Bound University Distribution List
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 C
 Catalog Information
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GENERAL CORRESPONDENCE, 1974 - 1975

- Box 217 Commencement (cont.)
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 Program Procedure
 Commencement Luncheon
 Historical Documents
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- Box 218 Physical Arrangements
 Pre - Commencement Procedures
 Honorary Degrees
 50 Year Class
 Printed Material
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 Historical Reprints
 Photographs
 Portfolios
 Congressmen and Senators
 Representatives of Pre-Revolutionary Inst.
 Special Functions
 Program Procedures
 Special Quest
 Press Coverage
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 Music - Band, Glee Club
 Program Copy
 Descendants of 1775 Graduates
 White House
 Council Room
 Course Enrollment Report

GENERAL CORRESPONDENCE, 1974 - 1975 (cont.)

Box 218 Daily Pennsylvania
 Diploma Correspondence
 Drinker Biddle and Reath
 Emeritus Professors
 Equal Opportunities
 F
 Faculty Handbook
 Faculty Club Board Managers
 Faculty Reception
 Faculty Club
 Foreign Studies Reception
 Franklin Investment Committee
 G
 Gaddis, Paul O., Vice President Management
 Greetings
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Box 219 Invitations From Other Universities
 D - J
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 McDaniel, Walton, Honorary Degrees
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GENERAL CORRESPONDENCE, 1974 - 1975 (cont.)

Box 219 Opening Exercises, (2 folders)
 Personnel
 Grievance Procedure
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 R
 Rackin, Phyllis, Litigation
 Reception for Captain Soper
 Senate, University
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 Statutes, Charter, Documents Sent Out
 Stone, I. F. Ceremony
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 Telephone Directory
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 Tuition Letter
 U - V
 Union
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GENERAL CORRESPONDENCE, 1974 - 1975 (cont.)

Box 219 Requisitions
 Building and Grounds
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 Honorary Master of Arts Degrees

Box 220 [*This box no longer exists; it was reclassified as UPA 1.2.*]

COMMITTEE FILES, 1972 - 1974

Box 221 Academic Planning Committee
 Bookstore Committee
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 Conflict of Interest Committee
 Disability Board
 Educational Policy Committee
 University Facilities Committee
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 Honorary Degree Committee
 Implementation of University Policy in Conduct of Research Committee
 International Services Committee
 Laboratory Animal Care Committee
 Library Committee
 Personnel Benefits Committee
 Physical Planning and Development Committee
 Recreation and Intercollegiate Athletics Committee
 Research Committee
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COMMITTEE FILES, 1972 - 1974 (cont.)

- Box 221 Student Fulbright Awards Committee
 Student Health Committee
 Undergraduate Admissions Committee
 University City Science Center
 Candidates Committee
 Year-Around Calendar Committee, 1975 - 1976
 Committee on the Status of Women, Report, 1970 - 1971
- Box 222 Committee on Committees, Correspondence
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GENERAL FILE

- Historical Items
 Historical Heritage
 Historical Background of the University
 Benjamin Rush Statue
 Background Data on the University
 Historical Landmarks

COMMENCEMENT MATERIAL, 1972 - 1976

- Graduation Lists
- Box 223 December 1976
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 August 1976
- Box 224 August 1972
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COMMENCEMENT MATERIAL, 1972 - 1976

Graduation Lists (cont.)

Box 224 December 1973

GENERAL CORRESPONDENCE, 1975 - 1976

Box 225 American Council on Education

Appointments and Promotions

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December

January 1976

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April

May

Association of Governing Boards of University and Colleges

University of Pennsylvania Bands

Bicentennial Celebration

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Buildings and Grounds

Calendar

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General

Honorary Degree Recipients

President's Dinner Invitation

Norman Fair

Caterers

Honorary Degrees

President's Lunch

GENERAL CORRESPONDENCE, 1975 - 1976

- Box 225 Commencement (cont.)
 Marshals
 Parents' Letters
 Printed Materials
 Pre-Commencement Procedures, Schools
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Comptroller's Office
Container Corporation Reception
Convocations Specials
Council Room
Daily Pennsylvanian, Chronicle, and Daily Pennsylvanian for Trustees
- Box 226 Dental School
 Development
 Diplomas
 Education, School of
 Engineering
 Faculty of Arts & Sciences
 Faculty Club
 Board of Managers
 General
New Faculty Reception
Franklin Investment Co.
General Alumni Society
Greetings
Grievance
Abraham Harman Convocation
Honorary Master's Degrees
Hospital
Houston Hall Copy Center

GENERAL CORRESPONDENCE, 1975 - 1976 (cont.)

Box 226 Institute for Environmental Medicine
International House
Invitations from Other Universities
 A - C
 D - J
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 Received
Johnstone, D. Bruce
Meyerson, Martin
Middle States Association Evaluation
Moore School of Electrical Engineering
Morgan-Pennsylvania Faculty Committee
Museum, University
National Humanities Center
News Bureau
Opening Exercises
Personnel
Phi Beta Kappa
Provost
Provost Staff Conference
Publications Office
Requisitions Buildings & Grounds
Requisitions
 Purchasing
 Printing & Duplication
 Office Supplies
Retirement, Early
Reserve Officers Training Corps
NROTC (Navy)
Scholarly Resources, Minute Book

GENERAL CORRESPONDENCE, 1975 - 1976 (cont.)

Box 226 Senate University
 Smoking, Provost's Memorandum on
 Social List
 Administration
 Trustees
 Trustees Chairman's Advisory Committee
 Statutes, Charters, Publications Sent out
 Sunshine Law
 Trustees Correspondence
 July - December 1975
 Telephone Directory
 Traveler's Credentials
 Trustees
 Directory
 Directory Distributions
 Tuition Letter
 United Fund
 Universities Research Association
 Visual Arts, Council on
 Wharton School
 Wistar Institute

COMMITTEE FILES, 1974 - 1975 (BT)

Box 227 Administrative Officers Committee
 Administrative Staff Conference, (2 folders)
 Dean of Admissions, Search Committee for
 Alumni Affairs Committee
 Annenberg School Board of Overseers
 Arts and Sciences, Board of Overseers
 Athletic Committee

COMMITTEE FILES, 1974 - 1975 (BT) (cont.)

- Box 227 Conflict of Interest Statement, Health Affairs Committee
Corporate Responsibility Committee
Dean's ad hoc Committee on Development
Health Affairs Committee
Honorary Degree Committee, (2 folders)
Development Policy Committee
Educational Policy Committee
Energy Conservation Council
Engineering and Applied Science Board of Overseers
Executive Board
- Box 228 Faculty of Arts and Sciences, Board of Overseers
Finance Committee
Finance Subcommittee of Trustees' Health Affairs Committee
Health Affairs Committee
Investment Committee
Law Committee
Morris Arboretum Advisory Board
Patient Services Subcommittee, 1973 - 1974
Performing Arts Committee
Planning Subcommittee of Committee on Health Affairs
School of Social Work, Board of Overseers
Committee on Recreation and Intercollegiate Athletics
Library Committee
Morgan State, University of Pennsylvania Cooperative Program, 1973 - 1974
Committee on Open Expression, 1973 - 1974
Personnel Benefits Committee, 1973 - 1974
Radiation Safety Committee, 1973 - 1974
Research Committee, 1973 - 1974
Research Programs Subcommittee for Implementing University Policy
Safety and Security Committee, 1973 - 1974

COMMITTEE FILES, 1974 - 1975 (BT) (cont.)

Box 228 Staff Management
 Science Center Subcommittee of Committee on Research, 1972 - 1973
 Space Committee, 1973 - 1974
 Student Affairs Committee
 University of Pennsylvania Foundation, Inc.
 University Press Committee
 Veterinary Medicine Board of Overseers
 Wharton Board of Visitors

UNIVERSITY COUNCIL MATERIAL, 1973 - 1975

Box 229 1973 - 1974
 Correspondence
 Council, papers relating to meetings
 September 1973
 October
 November
 December
 February 1974
 March
 April
 May
 Steering Committee
 Correspondence
 Papers relating to meetings
 September 1973, (2 folders)
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 December
 January 1974
 February
 March

UNIVERSITY COUNCIL MATERIAL, 1973 - 1975

Box 229 1973 - 1974
 Steering Committee
 Papers relating to meetings (cont.)
 April
 May

 1974 - 1975
 Council, papers relating to meetings
 September 1974
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 February 1975
 March
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Box 230 May
 Correspondence
 Steering Committee, papers relating to meetings
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 May, (2 folders)
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COMMITTEE FILES, 1974 - 1976 (UC)

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A - 3 Assembly

COMMITTEE FILES, 1974 - 1976 (UC)

Box 230 1974 - 1975 (cont.)

Academic Planning Committee

Academic Deans Committee

Bookstore Committee

Calendar Committee

Budget Committee

Committee Appointments

Committee on Committees

Community Relations Committee

Conflict of Interest Committee

Box 231

Continuing Education Committee

Council Committee Reports

1973 - 1974

1974 - 1975

Council on Undergraduate Education

Disability Board

Educational Policy Committee

General Consultative Committees

Faculty Affairs Committee

Faculty Grants and Awards Committee

Honorary Degrees Committee

Improve Teaching Committee

International Services Committee

Laboratory Animal Care Committee

Library Committee

Morgan State - University of Pennsylvania Cooperative Project

University Museum, Search Committee for the Director

Committee on Open Expression

Personnel Benefits Committee

Performing Arts Council

Radiation Safety Committee

COMMITTEE FILES, 1974 - 1976 (UC)

- Box 231 1974 - 1975 (cont.)
- Research Committee
 - Research Project Committee
 - Safety and Security Committee
 - Senate Committee on Academic Freedom
 - Small Animal Hospital Committee
 - Student Affairs Committee
 - Student Fulbright Awards Committee
 - Committee to Improve Teaching
 - Undergraduate Admissions and Financial Aid Committee, 1973 - 1974
(2 folders)
 - University Facilities Committee
 - University Scholars, 1974
 - WXPN Constitution, 1975
 - Year Round Calendar Committee, 1974
- Box 232 1975 - 1976
- Academic Planning Committee
 - Master Committee List
 - Chairmen of University Committees
 - Bookstore Committee
 - Budget Committee
 - Committee on Committees
 - Calendar Committee
 - Council Committee Reports, 1974 - 1975
 - Community Relations Committee
 - Facilities Committee
 - Faculty Affairs Committee
 - Committee for the Gallery for the Arts
 - Subcommittee on Faculty Grants and Awards
 - Subcommittee on Implementation of University Policy in the Conduct of
Research Programs

COMMITTEE FILES, 1974 - 1976 (UC)

Box 232 1975 - 1976 (cont.)

- Subcommittee on Honorary Degrees
- Laboratory Animal Care Committee
- Library Committee
- Nominations and Elections Committee
 - Rough Draft of Committees
 - Original Committee List
 - Representatives for Undergraduate Admissions and Financial Aid
 - Nominees to Committees
 - Correspondence to Paul Korshin
 - Letters Being Held
- Open Expression Committee
- Personnel Benefits Committee
- Radiation Safety Committee
- Trustee's Committee on Recreation and Intercollegiate Athletics
- Council Committee on Recreation and Intercollegiate Athletics
- Research Committee
- Student Fulbright Awards Committee
- Visual Environment Committee
- Research Project Committee
- Undergraduate Admissions and Financial Aid Committee
- Safety and Security Committee
- Student Affairs Committee, 1974 - 1975

UNIVERSITY COUNCIL MATERIAL, 1975 - 1976

Box 233 Council, papers relating to meetings

- September 1975
- October
- November

UNIVERSITY COUNCIL MATERIAL, 1975 - 1976

- Box 233 Council, papers relating to meetings (cont.)
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 - February 1976
 - March
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 - May
- Members
- Administration, Faculty, (2 folders)
 - Graduate and Undergraduate
 - Constituencies
 - Steering Committee Representatives
 - Preliminary List
 - Alphabetical List
- Senate Advisory Committee
- Back Up Material
- Correspondence
- Steering Committee, papers relating to meetings
- September 1975, (2 folders)
 - October
 - November
 - January 1976
 - February
 - April
 - Elections
 - May, (2 folders)
 - March
 - April
 - Mailing
- Staff Report
- Letters and Proposals on the Recommendation to Phase Out SAMP
- Reply by Vice President for Health Affairs

UNIVERSITY COUNCIL MATERIAL, 1975 - 1976 (cont.)

Box 233 Letter of Resignation - Dr. Rodenberg
Letters from Department Chairmen to Meyerson and Langfitt
Letter to the Trustees

COMMITTEE FILES, 1975 - 1976 (BT)

Box 234 Athletic Committee
Audit Subcommittee of Finance and Operations Committee
Campaign Prospect Review Committee
Trustees Select Committee on the Budget
Commonwealth Relations Committee
Development Policy Committee
Educational Policy Committee
Electronic Communications Subcommittee
Engineering and Applied Science Board of Overseers

BOARD OF TRUSTEES MATERIAL, 1975 - 1976

Papers Relating to Meetings
October 1975
Executive Board, (2 folders)
Papers Relating to Meetings
August 1975
September
December, (2 folders)
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March 1976
April
May
Pending
Nominating Committee

GENERAL FILE, 1975 - 1976

Box 234 American Association of Universities
 Aspen/Wharton
 Budget Committee
 Burson - Martsteller
 Energy Conservation
 Gad
 Ham
 Health Affairs Office
 International Affairs
 Joh
 Meyerson, Martin
 Miscellaneous
 News Bureau Publications
 Program for the Eighties
 Public Relations
 Shabel, Fred
 Trustee Affairs
 Miscellaneous
 University Center, Harrisburg
 University City Science Center
 Vice President and Treasurer
 West Philadelphia Corporation

COMMITTEE FILES, 1975 - 1976 (BT)

Box 235 Faculty of Arts and Sciences Board of Overseers
 Finance Committee
 Health Affairs Committee
 Honorary Degree Committee
 Investment Committee

COMMITTEE FILES, 1975 - 1976 (BT) (cont.)

Box 235 Law School Committee
 Morris Arboretum, Advisory Board
 Nominating Committee
 Performing Arts Committee
 Social Work Committee
 Staff Management Committee
 Student Affairs Committee
 University Development Committee
 University of Pennsylvania FNDA
 University Press Committee
 Veterinary Medicine Board of Overseers
 Wharton Board of Visitors

GENERAL FILE, 1975 - 1976

Box 236 Bicentennial Convocations, 1976
 Schedule
 General
 Correspondence, Dental Convocation
 Historical Archeology
 Founder's Day
 Concert Music Department
 American Studies
 Law School, (2 folders)
 Architectural Historians
 Special, President of France
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 American Physiological Society
 Economics Department
 Annenberg School of Communications

GENERAL FILE, 1975 - 1976

Box 236 Bicentennial Convocations, 1976 (cont.)

Planned but not held

Club of Rome, Department of Music, School of Allied Medicine,
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Special

Greek President Karamanlis

President of Liberia

Children's Hospital

Veterinary School

Queen of England

18th Century Studies

School of Social Work

COMMITTEE FILES, 1968 - 1977 (cont.)

Box 237 1968 - 1977

Committee on Corporate Responsibility [loaned 9-25-1978]

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Hearings 1971

January - April 1972

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International Harvester, 1975

General Motors Proxy Issue, Other Institutions, 1970,
(2 folders)

Penn Central, 1970, 1971

Gulf Oil Corporation, 1971

Dow Chemical Company, 1968

COMMITTEE FILES, 1968 - 1977 (cont.)

Box 238 1976 - 1977

Ad hoc Committee on Affiliations
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Board of Trustees, Miscellaneous
Select Committee on Budget
Council on Academic Deans
Alumni Affairs Committee
Annenberg Joint Committee
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Select Committee on Budget
Committee on Corporate Responsibility
 Proxies
 Shareholder
 Admissions Process
Development Policy Committee
Educational Policy Committee
Subcommittee on Electronics Communications
Finance Committee
Health Affairs Committee
Honorary Degree Committee
Investment Committee
Law School Board of Overseers
Moore School Trustees
Morris Arboretum Advisory Board
Nominating Committee
Committee on the Structure and Organization of Trustees
University of Pennsylvania Foundation, Inc.
University Press Committee
Veterinary Medicine Board of Overseers

COMMITTEE FILES, 1968 - 1977

1976 - 1977 (cont.)

Box 239 Educational Planning Committee
 University Facilities Committee
 Faculty Affairs Committee
 Faculty Grants and Awards Subcommittee
 Honorary Degrees Committee
 Subcommittee on Implementation of University Policy in the Conduct of
 Research Programs
 International Services Committee
 Laboratory Animal Care Committee
 Library Committee
 Morgan State-University of Pennsylvania Project
 Committee on Open Expression
 Performing Arts Council
 Personnel Benefits Committee
 Committee on Recreation and Intercollegiate Athletics
 Committee on Research
 Safety and Security Committee
 Search Committee for the Dean of the Nursing School
 Student Affairs Committee
 Student Fulbright Awards Committee
 Committee on Undergraduate Admissions and Financial Aid

BOARD OF TRUSTEES MATERIAL, 1976 - 1977

Box 240 Executive Board, papers relating to meetings
 July 1976
 September 1976, (2 folders)
 December 1976
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BOARD OF TRUSTEES MATERIAL, 1976 - 1977

Box 240 Executive Board, papers relating to meetings (cont.)
 May 1977
 General
 Miscellaneous
Social Lists, 1976 - 1977
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Board of Trustees, papers relating to meetings
 January 1976
 October 1976
 January 1977
 Correspondence
 Attendance
 Model Letters
 Memoranda, Schedules, Agenda
 Miscellaneous
 Minutes
 Resolutions
 Spouses Program
June 1977
 Attendance
 Correspondence
 Check Sheets for Meetings
 Minutes
 Miscellaneous
 Memoranda, Schedules, Agenda
 Model Letters
 Resolutions
 Spouses Program
 "Walk-About"

BOARD OF TRUSTEES MATERIAL, 1976 - 1977

- Box 240 Board of Trustees, papers relating to meetings
 June 1977 (cont.)
 Landscape Development Plan and Luncheon
 Resolutions for Future Meetings
 Hotel
 March 1977
 Attendance
 Miscellaneous

COMMITTEE FILES, 1953 - 1975

- Box 241 Finance Committee, Trustees', 1953 - 1975
 Baccalaureate Council, 1960 - 1963
 Conference Committee, 1953 - 1963
 Advisory Boards, 1960 - 1973
- Box 242 Long Range Planning Committee, Trustees', 1969 - 1973
 Medical Affairs Committee, 1954 - 1971
 The University: A Compendium of Interesting Documents About Various Aspects
 of the University
 Joint Committee of the Annenberg School of Communications, 1963 - 1969
 Investment and Insurance Committee, 1958 - 1959
 Investment Committee, 1973 - 1974

REPORTS, 1931, 1953 - 1971

- Box 243 Management and Organization Survey, Volumes 1 - 7
 President's Report, 1953 - 1954
 Undergraduate Affairs, Student Affairs Division, History of, 1965
 Medical Affairs, Survey, 1931
 Constituency Elections
 1965

REPORTS, 1931, 1953 - 1971

Box 243 Constituency Elections (cont.)
 1966
 1967
Box 244 1968 - 1971

UNIVERSITY COUNCIL MATERIAL, 1971 - 1975

Elections
 Constituencies 1 - 16
 Constituencies 17 - 27, Library Association

GENERAL CORRESPONDENCE, 1976 - 1977

Box 245 A
 Academic Appointments and Promotions
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 September 1976
 October - December 1976
 January - March 1977
 May - June 1977
 Archives
 Association of Governing Board of Universities and Colleges
 B
 Bulletins
 Distribution List
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GENERAL CORRESPONDENCE, 1976 - 1977 (cont.)

Box 245 Commencement
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 Academic Procession
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 Caterer
 Honorary Degrees
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 President's Lunch
 President's Dinner
 Printed Material
 Procedures for Program Participants
 Procedures Schools
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 Department Chairmen
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 E
 Emeritus Professors Reception
 F
 Faculty of Arts and Sciences
 Faculty Club
 Faculty Reception
 G

GENERAL CORRESPONDENCE, 1976 - 1977 (cont.)

- Box 245 General Correspondence
 General Alumni Society
 Grievance
 H
 Higher Education, Inc.
 Hilton Reservations
 I
 Invitations from Other Universities
 A - C
 D - J
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 P - Z
 Received
 La Napoule
 Meyerson, Martin, President
 \$100 Million Task Force
 Morris Arboretum
 Museum
- Box 246 N
 New Bureau
 Nomination and Election Committee Letter
 Nut Letters
 Opening Exercises
 Peace Studies
 Performing Arts Council
 Personnel
 Printing and Duplicating
 Provost, Staff Conference
 Registrar
 Requisitions
 Office Supplies

GENERAL CORRESPONDENCE, 1976 - 1977

- Box 246 Requisitions (cont.)
 Buildings and Grounds
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 S
 Senate University
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 Statutes, Charter, Publications, sent out
 Sunshine Law
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 Traveler's Credentials
 Trustees
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 Directory
 Directory Distribution
 Tuition Letter
 U
 University Press
 WXPN
Box 247 Faculty Senate Correspondence

UNIVERSITY COUNCIL MATERIAL, 1976 - 1977

- Council, papers relating to meetings
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 January 1977
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UNIVERSITY COUNCIL MATERIAL, 1976 - 1977

Box 247 Council, papers relating to meetings (cont.)
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 General Correspondence
 Steering Committee, papers relating to meetings
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COMMITTEE FILES, 1976 - 1977 (UC)

Chairmen, University Committees
Master Committee List
Original Committee List
Undergraduate Nominations
Bookstore Committee
Budget Committee
Calendar Committee
Committee on Committees, (2 folders)
Community Relations Committee
Conflict of Interest Committee
Disability Board

BOARD OF TRUSTEES MATERIAL, 1971 - 1977

- Box 248 Materials for Meetings, 1971
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 May, (2 folders)
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 October
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- Box 249 Executive Committee, 1971 - 1977

COMMITTEE FILES, 1954 - 1977

- Committee on Committees, 1971 - 1977
- Box 250 Educational Policy Committee, 1954 - 1975
 Alumni Trustees' Committee, 1956 - 1975
 Student Affairs Committee, 1954 - 1975
 Operations and Plant Committee, 1954 - 1965
 Development Committee, 1954 - 1975
 President's Staff Conference
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 Administration Officers, 1962 - 1974
 1968 - 1970
 1959 - 1968
 1954 - 1959

GENERAL CORRESPONDENCE, 1977 - 1978

- Box 251 A
 Acknowledgements
 Administrative Assembly

GENERAL CORRESPONDENCE, 1977 - 1978 (cont.)

Box 251 Administrative Officer
 Admissions Guideline
 AAU
 Affiliated Groups
 Allied Medical Professions, School of
 Almanac
 Alumni Relation
 American Association for Higher Education
 American Council on Education
 Analytic Arrivals
 Academic Appointments and Promotions
 General
 May - June 1977
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 January 1978
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 June 1978
 Associated Universities, Inc.
 Blanche Levy Park
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GENERAL CORRESPONDENCE, 1977 - 1978 (cont.)

- Box 251 The Chronicle
 Commencement
 Academic Procession
 Baccalaureate Speaker
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 President's Diner
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 President's Lunch
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 Conflict of Interest
 Continuum, College of General Studies
Box 252 COPUS Research Project of the University of Pennsylvania
 Coalition of Independent College and University Students
 Cosmopolitan Club of Philadelphia
 Council of Deans
 Council Room
 Commonwealth of Pennsylvania
 Comptroller's Office
 Daily Pennsylvanian
 Department Chairmen
 Development
 Diploma
 Enrollment Report
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Box 252 Executive Council
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 Faculty Senate
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 Gaddis, Paul O., Vice President for Management
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 Health Affairs, Office of
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 Higher Education, Inc.
 Hilton Reservations
 University City
 Capital Programs in the Department of Radiology & Ob/Gyn Depts.
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Box 253 Mail Service
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Opening Exercises
Parking
Pennsylvania Department of Education
Pennsylvania Gazette
Pennsylvania Association of Colleges and Universities
Personnel
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President's Office
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Public Relations and Affairs
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Box 253 Social List
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Box 254 State Appropriations
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 Tuition Letter
 University Attorney
 University Officers
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 Veterinary Medicine Student Letters, Tuition Increase
 Wharton School
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February

March

April

May

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September

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November

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Box 255 Miscellaneous

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Ad hoc Committee of Trustees on Administration Structure

Joint Committee of the Trustees of the Annenberg School

Audit Subcommittee

Committee on Alumni Affairs

Select Committee on Budget

Development Policy Committee

Educational Policy Committee

Electronic Subcommittee

Finance and Operations Committee

Health Affairs Committee

Honorary Degree Committee

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Box 255 Investment Board
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 Morris Arboretum Advisory Board
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 Recreation and Athletics Subcommittee
 Social Work Board of Overseers
 Student Affairs Committee
 Ad hoc Committee on Structure and Functions of the Trustees, 1978 - 1979
 University of Pennsylvania Foundation, Inc.
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 Council, papers relating to meetings
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Box 256 Council, papers relating to meetings (cont.)
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 Honorary Degree Committee
 International Programs Committee
 Library Committee
 Open Expression Committee
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Annenberg School
College of General Studies
Graduate Education
Undergraduate Engineering
Graduate Engineering
Fine Arts School
Graduate Faculties
Graduate School of Fine Arts
School of Nursing
School of Allied Medical Professions
School of Social Work
Veterinary School
Wharton Evening
Wharton School
Wharton Graduate

December 1977

Annenberg School
College of General Studies
Dental School
Graduate Education
Undergraduate Engineering
Graduate Engineering
Fine Arts School
Graduate Faculties
Graduate School of Fine Arts
Law School
School of Nursing
School of Allied Medical Professions
School of Social Work

COMMENCEMENT MATERIAL, 1974 - 1978

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December 1977 (cont.)

Veterinary School

Wharton Evening

Wharton School

Wharton Graduate

May 1978

Annenberg School

College of General Studies

Dental School

Dental Hygiene

Advanced Dental

Graduate Education

Undergraduate Engineering

Graduate Engineering

Fine Arts School

Graduate Faculties

Graduate School of Fine Arts

Law School

School of Medicine

School of Nursing

School of Allied Medical Professions

School of Social Work

Veterinary School

Wharton Evening

Wharton School

Wharton Graduate

General Honors Certificates

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- Box 259 N - Z
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- Box 260 Nason's Book
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- Box 261 Ad hoc Committee of the Trustees on Administrative Structure
 Affirmative Action Group, Minutes and Correspondence
 AIESEC Intern Exchange
 Almanac
 Alumni Relations
 American Association for Higher Education
 Administrative Assembly
 Admissions Guidelines
 American Council on Education
 Annenberg School of Communications
 Academic Appointments and Promotions
 August 1978

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Box 261 Academic Appointments and Promotions (cont.)
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Bequests, Alumnae Bequest Committee
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Budget, University
Career Planning Dinner
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 Academic Procession
 Baccalaureate Speaker
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 Marshals
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- Box 262 Commonwealth Relations
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 Council Review Committee, Report
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 Dental School
 Department of Education
 Directory of Business Firms of the Delaware Valley
 Educational Testing Service
 Engineering School
 Faculty of Arts and Sciences
 Federal Advisory Committee
 Financial Statements
 Flag, University
 Franklin Investment Company
 Gazette
 Gilbert, Meg
 Harvard Club of Philadelphia
 Health Affairs, Office of
 HERS
 Higgenbotham, Leon, J., Reception
 Hilton, Reservations
 Honorary Masters Degrees Reception

GENERAL CORRESPONDENCE, 1978 - 1979 (cont.)

- Box 262 Hospital
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 Monell Chemical Senses Center
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 Office of the Secretary
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 Penn Student Agencies
 Pennsylvania Association of Colleges and Universities
 Pennsylvania Columns
 Penn Women's Center
 Personal, Janis I. Somerville
 Personnel
 Planning Analysis, Office of
 Program for the Eighties
- Box 263 Reports on the Provost Office Organization, Summaries
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Box 263 Search Committees
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 Trustees
 State Senate Representatives of Pennsylvania
 Statutes, Charter, Publications sent out
 Statues, Legal Opinion of the Clarification of
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 Uni-Coll Corporation, Board of Directors
 United Nations University
 United Way Campaign
 University Attorney
 University Museum
 University Officers
 University Press
 UPDATE, Newsnote of the University
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 Wharton Econometric Forecasting Association, Inc., List
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Box 264 Curia Report on University Relations with Intelligence Agencies
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Box 264 General Correspondence
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 Steering Committee, papers relating to meetings
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Master Committee List
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Budget Committee
Chairmen, University Committee
Committee on Committees
Community Relations Committee
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 Disability Board
 Educational Planning Committee
 Facilities Committee
 Faculty Affairs Committee
 Faculty Grants and Awards Committee
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 Open Expression Committee
 Personnel Benefits Committee
 Recreation and Intercollegiate Athletics Committee
 Research Committee
 Student Affairs Committee
 Safety and Security Committee
 Space Committee
 Student Fulbright Awards Committee
 Undergraduate Admissions and Financial Aid Committee
 University of Pennsylvania Foundation, Inc.
 Honorary Degree Committee
 1966 - 1967
 1967 - 1968
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- Box 266 Invitations to other Colleges before 1977
 Estimates of Graduates
 Josten's Correspondence
 May 1977 Honors

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Box 266 Graduation Lists

 May 1977

 Annenberg School
 School of Dental Medicine
 Faculty of Arts and Sciences
 College of General Studies
 Advanced Dental School
 Engineering School, Graduate
 Engineering School, Undergraduate
 Dental Hygiene
 Graduate Faculty
 Graduate Education
 Graduate Fine Arts
 Law School
 School of Medicine
 School of Nursing
 School of Allied Medical Professions
 Veterinary School
 Wharton Evening
 Wharton Graduate
 Wharton
 Prizes and Awards for Program
 Academic Honors for Program

 August 1978

 Annenberg School
 College of General Studies
 Graduate Education
 Dental School
 Faculty of Arts and Sciences
 Graduate Faculty
 Graduate Fine Arts

COMMENCEMENT MATERIAL, 1978 - 1979

Box 266 Graduation Lists

August 1978 (cont.)

Engineering School, Undergraduate
Engineering School, Graduate
School of Social Work
School of Nursing
School of Allied Medical Profession
Law School
Veterinary School
Wharton
Wharton Evening
Wharton Graduate

December 1978

Annenberg School
Faculty of Arts and Sciences
Dental School
College of General Studies
Wharton School
Graduate Education
Engineering, Undergraduate
Engineering, Graduate
Graduate Fine Arts
Law School
School of Nursing
School of Public and Urban Policy
Wharton Evening School
Wharton Graduate School
Veterinary
School of Allied Medical Profession
Graduate Faculty

COMMENCEMENT MATERIAL, 1978 - 1979

Box 266 Graduation Lists (cont.)

May 1979

Annenberg School
College of General Studies
Dental Hygiene
Faculty of Arts and Sciences
School of Graduate Education
School of Nursing
School of Allied Medical Professions
School of Dental Medicine
Advanced Dental School
Engineering School, Graduate
Engineering School, Undergraduate
Graduate Fine Arts
Law School
School of Medicine
School of Social Work
School of Public and Urban Policy
Graduate Faculty
Veterinary School
Wharton Evening
Wharton Graduate
General Honors Certificates

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Box 267 Provost, 1978

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 Academic Appointments and Promotions
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 Association of Governing Boards
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 Comptroller
 Comptroller Survey
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 Copus Research Project
 Cotrell and Leonard
 Council of Deans
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 Department Chairmen Appointments
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 Editorial Projects for Education, Inc.
 Emeritus Faculty Reception

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- Box 268 Executive Council Minutes
 Faculty Club Catering Guide
 New and Emeritus Faculty Reception, (2 folders)
 Faculty Senate
 Foundations
 Graduate and Professional Students Association
 Gilbert, Meg
 Hospital
- Box 269 Honorary Master of Arts Degree, Reception
 Interdisciplinary Health Care Intersession
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 Ivy Day, 1980
 Judicial Officer
 Judicial Systems
 Labor Disputes
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 Museum Reception
 Office of the Secretary
 Opening Exercises
 Parents' Weekend
 Personnel
 President's Lecture and Reception
 Presidential Medal Dinner
 Provost Staff Conference
 Reports
 Women in the University of Pennsylvania

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- Box 269 Reports (cont.)
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 Purchasing
 Robert, Jacques
 ROTC
 Search Committee, Dean of the Faculty of Arts and Sciences
 Telephone Directory
 Thouron Scholarships
 Raveller's Credentials
 Tuition Letter
 Vice Provost
 WEFA Dinner
 Wexler Fellowship, Penn - Israel Program

COMMENCEMENT MATERIAL, 1979 - 1980

- Box 270 Graduation Lists
 August 1979
 Annenberg School
 College of General Studies
 Dental School
 Graduate Education
 Undergraduate Engineering
 Graduate Engineering

COMMENCEMENT MATERIAL, 1979 - 1980

Box 270 Graduation Lists

August 1979 (cont.)

Faculty of Arts and Sciences
Graduate Faculty
Graduate Fine Arts
Nursing
School of Allied Medical Professions
School of Social Work
School of Public and Urban Policy
Veterinary School
Wharton School
Wharton Evening School
Wharton Graduate School

December 1979

Annenberg School
College of General Studies
Dental School
Graduation Education
Undergraduate Engineering
Graduate Engineering
Faculty of Arts and Sciences
Graduate Faculty
Graduate Fine Arts
Law School
Nursing
School of Allied Medical Professions
School of Social Work
School of Public and Urban Policy
Veterinary Medicine
Wharton School

COMMENCEMENT MATERIAL, 1979 - 1980

Box 270 Graduation Lists

December 1979 (cont.)

Wharton Evening School

Wharton Graduate School

May 1980

Annenberg School

College of General Studies

Dental Hygiene School

Graduate Education

Undergraduate Engineering

Graduate Engineering

Faculty of Arts and Science

Graduate Faculty

Graduate Fine Arts

Law School

Medicine, School of

Nursing, School of

School of Allied Medical Professions

School of Social Work

School of Public and Urban Planning

Veterinary Medicine, School of

Wharton Evening School

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Diploma Orders, Josten

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 Franklin Investment
 Coopers and Lybrand Report
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- Box 271 Electronic Communications Committee (cont.)
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 January
 Budget and Finance Committee
 September
 Meyerson Proposal
 June
 Dietrich Hall
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 January
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 Deficit Retirement
 WEFA
 Financial Report
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Box 274 Investment Board (cont.)
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 First Pennsylvania
Student Life Committee
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Box 275 Budget Committee
 Honorary Degree Committee
 International Programs Committee
 Laboratory Animal Care Committee
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 Open Expression Committee

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 Recreation and Intercollegiate Athletics Committee
 Research Committee
 Safety and Security Committee
 Space Committee
 Student Affairs Committee
 Student Fulbright Awards Committee
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Box 276 Correspondence
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Committee on Committees
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Faculty Affairs Committee
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Box 278 Traveler's Credentials
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 Facilities Committee
 Laboratory Animal Care Committee
 Library Committee
 Personnel Benefits Committee
 Research Committee
 Safety and Security Committee
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 - Daily Pennsylvanian Advisory Board
 - Disability Board
 - Facilities Committee
 - Faculty Grants and Awards Committee
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 - International Programs Committee
 - Laboratory Animal Care Committee
 - Library Committee
 - Open Expression Committee
 - Personnel Benefits Committee
 - Recreation and Intercollegiate Athletics Committee
 - Research Committee
 - Safety and Security Committee
 - Space Committee
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 - Undergraduate Admission and Financial Aid Committee
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- Box 280 1981 - 1982 (cont.)
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- Box 282 Council and Steering Committee, Minutes, final copy
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FF 2 8 November 1967 - 19 September 1974
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FF 3 1963, 1977
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FF 5 Committee Descriptions and Arrangements
FF 7 Constituent Members and Representatives
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FF 10 8 May 1963 - 13 May 1964
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FF 6	American Civilization Advisory Council, 1973 - 1974
FF 7	Board of Overseers of the School of Veterinary Medicine, 1979 - 1984
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School of Nursing, Board of Overseers
- FF 9 October 1984
- FF 10 May 1985
- FF 11 September 1985
- FF 12 School of Social Work, Board of Overseers, September 1978
Wharton School, Board of Overseers
- FF 13 1974, 1975
- FF 14 October 1978
- FF 15 Veterinary School, Board of Overseers, 1985

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- FF 16 Judicial System, 1974 - 1982
- FF 17 Alpha Tau Omega Case, 1983
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- FF 18 (1)
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- FF 21 Faculty Affirmative Action Study, 1991

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FF 22 Chronicle of Higher Education Surveys, 1983

FF 23 Oversight Boards

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Box 322 1920

January to June

A - Sh

Box 323

Se - Z

July to December

A - Li

Box 324

Mc - Z

1921

Box 325 1922

1923

January to June

Box 326

July to December

1924

1925

A - Fi

Box 327

Fu - Z

1926

January to June

A - Law

Box 328

Len - Z

GENERAL FILE, 1920 - 1943

Box 328	1926 (cont.) July to December A - Tea
Box 329	Ter - Z
	1927
Box 330	1928 January to June July to December A - Te
Box 331	Tr - Z
	1929 January to June
Box 332	July to December
	1930 January to June July to December A - Board of Law
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	1937 January to June
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	1938 January to June A - R
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- Box 337 1938 (cont.)
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- Box 338 1940
 1941, Photo and Letter Concerning John Young Burk
 1943, University Flag

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- Box 339 Report of Degree Granting Institutions to the State Council of Education
 Faculty Information Blanks, College - Wharton
- Box 340 College, Assistant Instructor - Wharton, Other Administration Positions

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- Box 341 Honorary Degree Committee, 1915 - 1945

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