

University Archives and Records
University of Pennsylvania

**Houston Hall
Director's Office Records, 1924 - 1976**

UPE 10.7

22 Cubic ft.

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INVENTORY

Box 1 Contents of their Flight File, 1961 - 1964

- Financial Reports for 1962
- Flight Records Correspondence for 1962-1863
- Official Receipts for 1963
- Flights 1 through 7 for 1963
- Official Inquiries for 1963-1964
- Current Correspondence, 1963
- Official Flight Correspondence for 1964
- Flight Brochure, 1964
- Flights 1 through 9 for 1964
- Miscellaneous Correspondence
- Deposit slips and checks
- Questionable Eligibility Folder
- Legal Aspects of University Flights

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- Box 2 Houston Hall-Conference Coordinator File, 1953-1966
- Files from the years 1955-1959 in alphabetical order
 - Miscellaneous Events Arrangements, 1953-1964
 - Miscellaneous Groups Irvine Staging Sheets, 1957-1963
 - Miscellaneous Events - Requested and held
 - Inactive file numbers, 1955-1963
 - Irvine Reservations, 1959, 1961-1963
 - Houston Hall Personnel, 1963-1965
 - A-4 Student Forms, 1965
 - Irvine Bills sent 1962-1963
 - Penn flights checking accounts book
 - Seating arrangement for Academy of Music
 - Ticket holders for Philadelphia Concert Monday evening concert series, 1959-1964
 - Ticket holders for All Star Concert series, 1963-1964
 - Philadelphia Orchestra correspondence with Houston Hall, 1965-1966
- Box 2A Houston Hall general budget, 1957-1965, (wrapped ledger)
- Box 3 Flight refunds, 1965
- Flight applications, 1965
 - Spectacular, 1963-1964
 - Building and Grounds requisitions, 1963-1966
 - Irvine bills, 1964

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- Box 3 Office supplies requisitions, 1963-1965
- Box 4 Daily journals of activities for 1924-1928
- Box 5 Daily journals of activities for 1929-1935, 1937
- Box 6 Daily journals of activities for 1928-1942
- Box 7 Daily journals of activities for 1943-1944, 1946
- Bicentennial Guide Service Registration, 1940
- University Guide Service, 1926-1927
- Irvine Auditorium Reservations, 1930-1932, 1932-1934
- Box 8 Trial balances, July 1, 1927- Sept. 30, 1927
- Houston Hall sales, May 1924- July 1925
- Federal Board Sales Book No. 6, July 1, 1926 - July 1, 1927
- Houston Hall Sales Book and Supplement, 1923-1926
- Architectural Supply Store, books sold, 1926-1927
- Houston Hall sales Aug. 1925-July 1926
- Box 9 Times Cards, 1966-1967
- Irvine Bills, 1966-1967
- Summer Information & Elig. Requests
- Summer School, 1961-1962, 1964-1965
- Misc. Spectacular & Theatre Series Correspondence
- Movie Schedule, 1967-1968
- Houston Hall . Xerox Sheets, 1967-1968

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- Box 9 Budget Summaries, 1964-1965
- Cashier's Receipts , 1964-1965
- Expenditure Sheets, 1964-1965
- Petty Cash Vouchers, 1964-1965
- Time Sheets, 1964-1965
- Mail Service, 1966
- Time Cards, 1967-1968
- Bill Forms Houston Hall & Irvine, 1966
- Box 10 Philadelphia Orchestra Applications, 1966 -1967
- Flights - Refund Vouchers, 1966
- McClelland Hall Xerox Sheets, 1967-1968
- Conference Coordinator Non-University, Miscellaneous Correspondence
- Conference Coordinator University of Pennsylvania, Miscellaneous
Correspondence
- Conference Coordinator Files, 1962-1967
- Conference Coordinator Requests, 1959-1961
- Conference Coordinator Non- University, 1956-1965
- Irvine Reservations & Room 35, 1965
- Houston Hall Reservations Sheets, 1965
- Bill Forms, 1966-1967
- Philadelphia Orchestra, 1966-1967
- Houston Hall Correspondence, 1959-1966

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- Box 10 Houston Hall Movies, 1965-1966
 Printing & Duplicating, 1966
 Time Sheets, 1966-1967
- Box 11 Buildings & Grounds Requisitions, 1966-1967
 Houston Hall Bills, 1966-1967
 Purchase Orders, 1963-1964, 1964-1965
 Houston Hall Account Book Sheets, 1964-1965
 Schedule of Events Sheets, 1966-1967
 Purchase Orders 11410, 1966-1967
 Calendar, 1967
 Events Registration Forms, 1967
 Delivery Receipts, 1966-1967
 McClelland Hall Receipts, 1966-1967
- Box 12 Irvine Auditorium
 Bills sent 1957-1963
 Comptroller sheets, 1958-1959
 Correspondence, 1957-1959
 Reservation Books, 1956-1958
 Philadelphia Orchestra Accounts, 1956-1962
 Houston Hall
 Budget: Proposals & Summaries, 1933-1946, 1961-1963

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- Box 12 Houston Hall (cont.)
- General Correspondence, 1957-1961
 - Robert Clappier Correspondence, 1957-1961
 - Expenditure Sheets, 1961-1962
 - Reservation Sheets, June - Dec. 1962
 - Daily Schedule Sheets, 1960-1962
 - Calendar, Non-University Events, 1957-1961
 - Instructions to Porters & Personnel
 - Bulletins, 1959-1960
 - Time Sheets, 1961-1963
 - Miscellaneous bills, requisitions, estimates and receipts, 1960-1963
- Box 13 Houston Hall Accounts, 1965-1966, 1966-1967
- Flights, 1965
 - Reservation Sheets, 1966
 - Philadelphia Orchestra, 1967-1968
 - Conference Coordinator Buildings, 1967 May to 1968 May
- Box 14 Reservation Cards, Aug. 1967 to June 1968
- Bills Jan. to June 1967
 - Calendar (Mr. Coddington), 1968
 - Flight Applications, 1967
 - Christmas Flights, 1967-1968

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- Box 14 Event Registrations, Slips 1967
 Charter Flights, 1966-1967
 Requisitions, 1966-1967
 Requisitions, B. & G., 1967-1968
- Box 15 Conference Coordinator Files
 University and Non-University Events, 1965 and before
 HHB Show Folders, 1962-1964
- Box 16 Conference Coordinator Files
 University and Non-University Events, 1965 and before
 HHB Show Folders, 1962-1964
 Office Files, 1967 and before
 HHB files, 1967 and before
 HHB program folders, 1967 and before
- Box 17 Office files, 1967 and before
 HHB files, 1967 and before
 HHB program folders, 1967 and before
- Box 18 Houston Hall Director's Office Administrative files
 Houston Hall Board - Penn Union Council Minutes from June 6, 1929 to
 May 4, 1976
 Four Program Activities scrapbooks
- Box 19 H.H.B. Projects

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- Box 19 Newspaper clippings and programs, Houston Hall 1896-1969
- Newspaper clippings and programs, Houston Hall 1969-1976
- One volume containing various reports on reorganization of student
- Houston Hall Sixtieth Anniversary
- Guest Book
- Project program - Graduate center - Unit 1 for the U. of Pa. University Planning, Office 1965 (November)
- Proposal for new student union - University of Pennsylvania, Peter U. Andrews, January 23, 1970
- Box 20 Summer mail for Houston Hall Board
- Schematic stage report - Houston Hall alterations and renovations
- Houston Hall development space reports and correspondence
- Permanent record
- Houston Hall alterations and renovations, minutes and pertinent documents
- Houston Portraits
- Box 21 Annual Reports, Clippings, 1950-1976
- Student Union Study Composite (Reorganization), 1965-1973
- Vice President for Student Affairs cumulative correspondence, 1957 Nov. - 1971 Dec.
- HHB Student Board Membership, sporadic, 1949-1973
- Report Flights, 1965-1973
- Rathskeller, 1972-1975
- Box 22 Cash Receipts, Book 5, 1923 - 1926

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