

UNIVERSITY of PENNSYLVANIA



The University Archives
and Records Center

A Guide to the
Office of Alumni Records
Master Alumni File Collection, 1927 – 1977

6 Cubic ft.

UPF 1.8

Prepared by J. M. Duffin

May 2001

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**Office of Alumni Records
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Access is granted in accordance with the [Protocols for the University Archives and Records Center](#).

PROVENANCE

Transferred from the Office of Development and Alumni Affairs in 1991.

ARRANGEMENT

The collection is organized in one series, Microfilm, with four subseries: Archival Master, Print Master, Service Copy and 1981 Negative. All the subseries are arranged alphabetically by the content of the film reels.

AGENCY HISTORY

The Alumni Records Office has its origins in The University of Pennsylvania Fund, the first major fund raising campaign of the University launched in October 1924. One of the critical tasks that needed to be completed in order to start the campaign was the creation of an accurate and complete list of alumni of the University. In the spring of 1923, the Alumni Lists

Department was created to amass the names and current addresses of alumni as the first step in preparing for The University of Pennsylvania Fund and to prepare an alumni directory to be published in 1927. The office worked with the various alumni organizations to consolidate and create one master mailing list. In June of 1927 the Department of Lists was taken over by the Office of the Secretary of the University and transformed into the Alumni Records Office. The Alumni Records Office had charge over the former duties of the Lists Department as well as the creation of a biographical file of alumni, later called the Alumni Record File, and a master file of all people who attended the University. The centralized mailing list became an integral part of the fund raising efforts of the Alumni and Athletic Council.

Charles Harrison Cox was the first director of the office holding the title of Alumni Records Registrar. As part of the preparations for the alumni directory, which was never published, Cox proposed the creation of the an attendance record file which would be “a permanent authentic record containing the name of every person that attended the University, showing the department in which he is enrolled, the year in which he registered, the degree he received with the dates and his permanent class affiliations.” This record, called the Alumni Master File, would not only capture the names graduates but also non-graduates of the University. The Secretary of the University approved of the project and authorized Cox to commence compiling the information from all the surviving matriculation and other student records of the University. By 1930, the Alumni Record Office had compiled index cards, designed by Cox, for every person who attended the University between 1850 and 1930. The card file was updated on a regular basis and extended the attendance data back to the founding of the College of Philadelphia in 1754. In the 1970s when the Alumni Records Office, part of the Office of Development and Alumni Relations Office since the 1960s, began to computerize its operations, the Alumni Master File was discontinued and replaced by an electronic record. The last cards were updated in 1977.

SCOPE AND CONTENT

The Alumni Master File is a record all people who attended the University of Pennsylvania from c.1753 to 1977. The attendance information is typed and written on index cards. The cards give the name of the individual, their home address, and a listing of all those and years they attended as well as any degrees they earned and the date the degree was conferred. The collection consists of microfilm created in 1981 of the card file.

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INVENTORY

Archival Master

Box 1	Reel 1	AALDERS -- ANDERSON, Rob** [ACKART, G between ACKER, Car and Ch; ACKERSON, William Miles between ACKLES and ACKLEY; ACT to ACV filmed out of order; ADAMS, Her to Henry Allen, Jr. between ADAMES, Howard L. and Howard W.]
	Reel 2	ANDERSON, Rog -- AZ
	Reel 3	B -- BAYLIS
	Reel 4	BAYLISS -- BEQ
	Reel 5	BER -- BIGHAM, M
	Reel 6	BIGHAM, N -- BOYLE, J
	Reel 7	BOYLE, K -- BROWN, James P
	Reel 8	BROWN, James R -- BURKE
	Reel 9	BURKH -- CARTER, Mary M
	Reel 10	CARTER, Mary P -- CHILC
	Reel 11	CHILD -- CLARK

**Master Alumni File Collection
UPF 1.8
Inventory**

Microfilm (cont.)
Archival Master

Box 1	Reel 12	CLARKE -- COHEN, Harold D
	Reel 13	COHEN, Harold E -- COOK
	Reel 14	COOKE -- CRA
	Reel 15	CRE -- DARNELL, L
	Reel 16	DARNELL, M -- DENNIS, G
	Reel 17	DENNIS, H -- DIVEC
	Reel 18	DIVEL -- DULA
	Reel 19	DULAB -- EISENHAUER, P
	Reel 20	EISENHAUR, R -- FARMA
	Reel 21	FARME -- FISHMAN, C
	Reel 22	FISHMAN, D -- FLU
	Reel 23	FOA -- FRIEH
	Reel 24	FRIEL -- GARIC
	Reel 25	GARIN -- GILLEN, Wilfred** [GLE comes after
	Reel 26	GILLEN, William- GOSSLING, Walter B
	Reel 27	GOSSLING, Walter E -- GRIFFITH, W
	Reel 28	GRIFFITH, Z -- HANCE, Robert L. Jr.
	Reel 29	HANCE, Robert L. Jr. -- HAYS, Ch

Master Alumni File Collection
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Inventory

Microfilm (cont.)

Archival Master

Box 1	Reel 30	HAYS, Co -- HINKE** [HEWITT, Robert S. to HEWSON, William N. between HEYER, Helen Elizabeth and HEYER, Henry C.]
	Reel 31	HINKH -- HUGHES, I
	Reel 32	HUGHES, I -- IZ
	Reel 33	J -- JONES, K
	Reel 34	JONES, L -- KAVI
	Reel 35	KAVJ -- KERM** [KELLY, John A. comes after KELLY, John W.]
	Reel 36	KERN -- KLINE, Ra
	Reel 37	KLINE, Ri -- KRAUSER, J
	Reel 38	KRAUSER, K -- LARSON, G** [KUHL to KUHN, Herbert between KUEHER, Joanna and KUEHNER, Lois; KUHN, Irvin to KZ filmed after KUHLMANN, Ursula]
	Reel 39	LARSON, H -- LEPPA** [Missing LE to LEADER, Ja (see reel 40)]
	Reel 40	LE -- LEADER, Ja
	Reel 41	LEPPE -- LISA, J** [Missing between LESTER, Earl and LESTER, Martha]
Box 2	Reel 42	LISA, P -- LUND, The
	Reel 43	LUND, Tho -- MARCOC

Master Alumni File Collection
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Inventory

Microfilm (cont.)

Archival Master

Box 2	Reel 44	MARCOL -- MAT** [MARSHALL, Ter to MARUZZI, R between MATKEWSKY, Albert and MATLACHI, Lewis]
	Reel 45	MAU -- McFADDEN, And
	Reel 46	McFADDEN, Ann -- MERCER, Al
	Reel 47	MERCER, Au -- MILLER, Jacob A
	Reel 48	MILLER, Jacob E -- MONTG
	Reel 49	MONTH -- MOULTON, C
	Reel 50	MOULTON, D -- ND
	Reel 51	NE -- NORTH, J
	Reel 52	NORTH, L -- OWENS, T
	Reel 53	OWENS, V -- PATTERSON, Ruth E
	Reel 54	PATTERSON, Ruth F -- PILSON, F** [PERCACCIO, John Marie to PEREDNEY, Michael S. between PENROSE, Phillip Thomas and PENROSE, R.A.F.]
	Reel 55	PILSON, L -- Q
	Reel 56	R -- REID, Pam
	Reel 57	REID, Pat -- RID
	Reel 58	RIE -- ROGERS, John P
	Reel 59	ROGERS, John Patrick -- ROT

Master Alumni File Collection
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Microfilm (cont.)
Archival Master

Box 2	Reel 60	ROU -- SAF
	Reel 61	SAG -- SAX** [Missing SAT to SAW]
	Reel 62	SASLOFSKY -- SCHWARTZ, D
	Reel 63	SCHWARTZ, E -- SHABAKER, J
	Reel 64	SHABAKER, M -- SHOI
	Reel 65	SHOL -- SINGLETON, Joh
	Reel 66	SINGLETON, Jos -- SMITH, Thomas Fra
	Reel 67	SMITH, Thomas Fre -- SPEER, M
	Reel 68	SPEER, O -- STERN, O
	Reel 69	STERN, P -- STRONG, Ca
	Reel 70	STRONG, Ch -- TAUPEKA
	Reel 71	TAUPIN -- THORN, John
	Reel 72	THORN, John T -- TURNER
	Reel 73	TURNEY -- VHIE
	Reel 74	VIAE -- WALTERS, Bea** [VERNOL, R. S. comes after VERNON, Anna]
	Reel 75	WALTERS, Ben -- WENZEL, H [WAGONHOFFER, Mary comes after WAGONHURST]

Master Alumni File Collection
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Inventory

Microfilm (cont.)

Archival Master

Box 2	Reel 76	WENZEL, J -- WIEH** [WETHERILL, Alexandra to Alexandria between WEXLER, Herman Thomas and WEXLER, J. Martin]
	Reel 77	WIEK -- WINNE, B
	Reel 78	WINNE, C -- X
	Reel 79	Y -- Z

Print Master

Box 3	Reel 1	AALDERS -- ANDERSON, Rob** [ACKART, G between ACKER, Car and Ch; ACKERSON, William Miles between ACKLES and ACKLEY; ACT to ACV filmed out of order; ADAMS, Her to Henry Allen, Jr. between ADAMES, Howard L. and Howard W.]
	Reel 2	ANDERSON, Rog -- AZ
	Reel 3	B -- BAYLIS
	Reel 4	BAYLISS -- BEQ
	Reel 5	BER -- BIGHAM, M
	Reel 6	BIGHAM, N -- BOYLE, J
	Reel 7	BOYLE, K -- BROWN, James P
	Reel 8	BROWN, James R -- BURKE
	Reel 9	BURKH -- CARTER, Mary M
	Reel 10	CARTER, Mary P -- CHILC

Master Alumni File Collection
UPF 1.8
Inventory

Microfilm (cont.)
Print Master

Box 3	Reel 11	CHILD -- CLARK
	Reel 12	CLARKE -- COHEN, Harold D
	Reel 13	COHEN, Harold E -- COOK
	Reel 14	COOKE -- CRA
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	Reel 18	DIVEL -- DULA
	Reel 19	DULAB -- EISENHAUER, P
	Reel 20	EISENHAUR, R -- FARMA
	Reel 21	FARME -- FISHMAN, C
	Reel 22	FISHMAN, D -- FLU
	Reel 23	FOA -- FRIEH
	Reel 24	FRIEL -- GARIC
	Reel 25	GARIN -- GILLEN, Wilfred** [GLE comes after
	Reel 26	GILLEN, William- GOSSLING, Walter B
	Reel 27	GOSSLING, Walter E -- GRIFFITH, W
	Reel 28	GRIFFITH, Z -- HANCE, Robert L. Jr.

Master Alumni File Collection
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Microfilm (cont.)
Print Master

Box 3	Reel 29	HANCE, Robert L. Jr. -- HAYS, Ch
	Reel 30	HAYS, Co -- HINKE** [HEWITT, Robert S. to HEWSON, William N. between HEYER, Helen Elizabeth and HEYER, Henry C.]
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	Reel 33	J -- JONES, K
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	Reel 36	KERN -- KLINE, Ra
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Microfilm (cont.)
Print Master

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	Reel 44	MARCOL -- MAT** [MARSHALL, Ter to MARUZZI, R between MATKEWSKY, Albert and MATLACHI, Lewis]
	Reel 45	MAU -- McFADDEN, And
	Reel 46	McFADDEN, Ann -- MERCER, Al
	Reel 47	MERCER, Au -- MILLER, Jacob A
	Reel 48	MILLER, Jacob E -- MONTG
Box 4	Reel 49	MONTH -- MOULTON, C
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	Reel 53	OWENS, V -- PATTERSON, Ruth E
	Reel 54	PATTERSON, Ruth F -- PILSON, F** [PERCACCIO, John Marie to PEREDNEY, Michael S. between PENROSE, Phillip Thomas and PENROSE, R.A.F.]
	Reel 55	PILSON, L -- Q
	Reel 56	R -- REID, Pam
	Reel 57	REID, Pat -- RID
	Reel 58	RIE -- ROGERS, John P

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Microfilm (cont.)
Print Master

Box 4	Reel 59	ROGERS, John Patrick -- ROT
	Reel 60	ROU -- SAF
	Reel 61	SAG -- SAX** [Missing SAT to SAW]
	Reel 62	SASLOFSKY -- SCHWARTZ, D
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	Reel 78	WINNE, C -- X
	Reel 79	Y -- Z

1981 Negative

Box 6	Reel 1	Aalders -- Azzolina
	Reel 2	Ba, Abous -- Bequill
	Reel 3	Beraha -- Boyle, K
	Reel 4	Boyle -- Burkey
	Reel 5	Burkhard -- Chilcotte
	Reel 6	Child -- Clark
	Reel 7	Clarke -- Cooke
	Reel 8	Cooke, A -- Darne
	Reel 9	Darne -- Divecc
	Reel 10	Divel -- Eisenh
	Reel 11	Eisen -- Farma
	Reel 12	Farme -- Flutt

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Microfilm (cont.)
1981 Negative

Box 6	Reel 13	Foa -- Frieh
	Reel 14	Freil-- Garican
	Reel 15	Garin -- Gossl
	Reel 16	Gossl -- Hance
	Reel 17	Haunce -- Hays
	Reel 18	Hays -- Hinke
	Reel 19	Hinkh-- Hughes
	Reel 20	Hughes -- Jones, K
	Reel 21	Jones, L -- Kermo
	Reel 22	Kern -- Krauser, J
	Reel 23	Krauser, K -- Leppanen
	Reel 24	Lepper -- Lund
	Reel 25	Lund -- Matzer
	Reel 26	Mau -- Mercer
	Reel 27	Mercer -- Montgomery
	Reel 28	Month-- Nee
	Reel 29	Nefeli-- Owens
	Reel 30	Owens, V -- Pilson

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Microfilm (cont.)
1981 Negative

Box 6	Reel 31	Pilson-- Quwsada
	Reel 32	R -- Ridyard
	Reel 33	Rif-- Rotzell
	Reel 34	Roub -- Saftas
	Reel 35	Sag -- Schwartz, D
	Reel 36	Schwartz, E-- Shoiock
	Reel 37	Sholander-- Smith
	Reel 38	Smith, Thomas -- Stern
	Reel 39	Stern, P -- Taupeka
	Reel 40	Taupin-- Turner
	Reel 41	Turney-- Vhiel
	Reel 42	Vi-- Wenzel, Carol
	Reel 43	Wenzel, C. L.-- Winne, Barbara
	Reel 44	Winne, Charles-- Zywaton, Sidney

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