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
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


ARRANGEMENT

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." 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

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

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 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.

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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.
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
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 – June 1997
Rosemary McManus, March 1998 - July 2000
Leslie Laird Kruhly, September 2000
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
Lillian G. Burns, May 1960 - October 1962
Robert G. Lorndale, October 1962 - September 1969
Lloyd S. Herrick, January 1967 - September 1969
Barbara B. Wiesel, August 1978 - [1980]

List of Assistants to the Secretary (post created 1953)
William G. Owen, October 1953 - January 1956
Linda J. Smith, 1980

List of Associate Secretaries (post created 1969)
Duncan W. Van Dusen, September 1989 – July 1999
Eric Kaplan, August 2006 – 2010
Leslie Mellet, January 2011
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 1989.4

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.

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, resumés, and letters of recommendation for each candidate.

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

UPA 8
341 Cubic ft.

Access is granted in accordance with the Protocols for the University Archives and Records Center.

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 28  1946 - 1955 (cont.)
  Valley Forge
  Leonard Wood
  Trustees, 1947 - 1948
  Convocation, February 7, 1953
    Academic Procession
      (1)
Box 29
  (2)
  Diplomas
  General
  Program
  General
  Graduation material
Physical Therapy Certificates, Allied Medical Sciences, September 26, 1953
Diplomas, June 10, 1953
Academic Procession, June 10, 1953
Convocation - Marshals, February 7, 1953
Commencement Program, June 10, 1953
Tickets, June 10, 1953
Certificates of Distinction and Honors (diploma re-orders) June 10, 1953
Commencement, June 10, 1953
  Mr. Lane
  General
  Program Copy
  Corrections, Additions, Removals
  Diplomas
  Certificates of Distinction and Honors
  General
  Corrections, Additions, Removals
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 exit; they were consolidated, with boxes 51 and 52.]
Boxes 58 - 61 [These boxes no longer exit; they were reclassified, as UPA 1.2, Nos. 18 - 21.]
Boxes 62 - 70 [These boxes no longer exit; 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.]

<table>
<thead>
<tr>
<th>Box 78</th>
<th>1957 - 1960</th>
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<tbody>
<tr>
<td></td>
<td>Medical and Hospital Affairs Committee</td>
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<tr>
<td></td>
<td>Board of Physical and Biological Sciences</td>
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<td></td>
<td>Ad hoc Committee on University Patent Policy (Trustee's Committee)</td>
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<td></td>
<td>Supervisory Committee of the Pennsylvania Hospital</td>
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<td></td>
<td>Operations and Plant Committee (Trustees' Committee), 1958 - 1960</td>
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<tr>
<td></td>
<td>Student Affairs Committee (Trustee's Committee)</td>
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<td></td>
<td>Board of Teacher Education and Practice</td>
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<td></td>
<td>University Committees</td>
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<table>
<thead>
<tr>
<th>Box 79</th>
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<tbody>
<tr>
<td></td>
<td>Finance Committee (Trustees' Committee)</td>
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<td>Board of Humanistic Studies</td>
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<td>Investment and Insurance Committee (Trustees' Committee)</td>
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<td>Board of Law</td>
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<td>Board of Libraries</td>
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<td>Ad hoc Committee on the Administration of the Medical Division</td>
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<td>Board of Medical Education and Research</td>
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<thead>
<tr>
<th>Box 80</th>
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<tbody>
<tr>
<td></td>
<td>Advisory Board Study, 1957</td>
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<td>Advisory Council on Athletics</td>
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<td>Alumni Trustees' Committee</td>
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<td>Review Committee on the Belcher Report (Trustees' Committee)</td>
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<td>Committee on the Buckingham-Warrington Apartments</td>
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<td>Committee to Study Activities and Programs of Department</td>
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<td>Societies of the General Alumni Society</td>
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<td>Board of Business Education</td>
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<td>Development and Public Relations Committee (Trustees' Committee)</td>
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<thead>
<tr>
<th>Box 81</th>
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<tbody>
<tr>
<td></td>
<td>Educational Policy Committee (Trustees' Committee)</td>
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<tr>
<td></td>
<td>Board of Engineering Education</td>
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<td></td>
<td>Board of Education for Social Work</td>
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<tr>
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<td>Executive Board of the Trustees</td>
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</tbody>
</table>
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
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University Committees, 1965 - 1966

Box 120 Trustees’ Meetings*
   May 1966
   October 1966
   January 1966
   October 1964

University Council Committees
Faculty Handbook Committee, Advisory Subcommittee
Advisory Boards: Wistar Institute, Museum, Arboretum, etc.
Greenfield Center for Human Relations Advisory Board
Trustees’ Meetings
   October 1965
   January 1965
   May 1965
COMMITTEE FILES, 1956 - 1968 (cont.)

Box 121  University Council, 1965 - 1966, (2 folders)
    Steering Committee, September 1965
    Committee on Coordinated Planning, 1964 - 1967
    Development and Public Relations Committee, 1964 - 1967
    Educational Policy Committee, 1964 - 1967
    Board of Law, 1965 - 1966
    Board of Libraries, 1965 - 1966
    Board of Medical Education and Research, 1965 - 1966
    Financial Committees, 1965 - 1966

Box 122  Steering Committee, University Council, 1964 - 1965
    Contemporary Art Institute Advisory Committee, 1964 - 1967
    1963 - 1964
        Board of Libraries
        Operations and Plant Subcommittee on Insurance and Loss Prevention
        National Council of the University
        Steering Committee, University Council
        University Council, (2 folders)
    1964 - 1965
        Advisory Council on Athletics
        University Council

Box 123  1965 - 1966
        Committee on Faculty Affairs
        Conflict of Interest, Committee on
        Committee on Research
        Board of Physical and Biological Sciences
        Fine Arts, Board of Overseers
        Medical and Hospital Affairs Committee
        Morgan State College
        Operations and Plant Committee
        Board of Education for Social Work
        Trustees' Student Affairs
COMMITTEE FILES, 1956 - 1968
Box 123 1965 - 1966 (cont.)
    Investment Committee
    Board of Humanistic Studies
    Honorary Degree Committee
    Library Committee
    Committee on Planning and Development
    Financial Planning, University Council
    Placement Committee
    Committee on Continuing Education and Community Services
    President's Staff Conference
Box 124 [This box no longer exits; it was reclassified as UPA, 1.2.]
Box 125 University Committees
    1965 - 1966
    1966 - 1967
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GENERAL FILE, 1954 - 1967
Box 126 Questionnaires
    1956 - 1957, (2 folders)
    1955 - 1956, (2 folders)
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    1958 - 1959, (2 folders)
    1959 - 1960, (3 folders)
    Department Chairmen, 1959 - 1969
    Ford Foundation, (3 folders)
    Annual Reports, 1963 - 1967
Box 127 Diplomas, Sheepskin orders
    1954 - 1957
GENERAL FILE, 1954 - 1967
Box 127  Diplomas, Sheepskin orders (cont.)
         1958 - 1960
         Budget Information, 1957 - 1960
         Pennsylvania Loyalty Act
Box 128  [This box no longer exits; 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
GENERAL FILE, 1957 - 1968
Box 134     Honorary Degrees, 1957 - 1959
            Advanced Degrees, 1968 - 1969
            Commencement, 1969

REPORTS, 1965 - 1968
Box 135     University Council Committees
            1965 - 1968, (1)
Box 136     1965 - 1968, (2)

GENERAL FILE, 1936 - 1956
Box 137     Honorary Degrees, 1936 - 1956

SEARCH COMMITTEE FILES, 1969 - 1970
Box 138     President of the University, 1969 - 1970
Boxes 139, 140 [These boxes no longer exit; they were reclassified as UPA 1.2.]

UNIVERSITY COUNCIL MATERIAL, 1963 - 1970
Box 141     Committees, 1963
            Council
            1968 - 1969, (2 folders)
            1969 - 1970
            Steering Committee
            1968 - 1969
            1969 - 1970
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 exit; 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)
   "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
          Aspent 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 exit; they were reclassified as UPA 1.2.]

GENERAL CORRESPONDENCE, 1972 - 1973
Box 190  A
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Box 190  Bids

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   Committee for implementing University Policy, Research Program
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   Undergraduate Admissions and Financial Aid Committee
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Box 195 1971 - 1972 (cont.)

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  November - December 1973
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Box 197  Association of Governing Boards of Universities and Colleges
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UROTC
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Senate, University
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Box 200  Purchasing
  Substitute Diploma Material, 1966 - 1970

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Box 201  May (2)
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Box 203  Finance Subcommittee of the Trustees' Health Affairs Committee
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Box 204  President's Staff Conference
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Box 205  University Development Committee, 1972 - 1973
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Box 208  Report
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Box 208  Steering Committee, papers relating to meetings (cont.)
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 Council, papers relating to meetings
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 Booklets
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         Questions and Answers on Living-Learning Programs

Box 209  Report on University Council Membership Changes

 Council, papers relating to meetings
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REPORTS, 1966 - 1968

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Box 215  Questionnaires
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- M
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  - McDaniel, Walton, Honorary Degrees
  - Meyseron, Martin, President
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Box 219 Opening Exercises, (2 folders)
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GENERAL CORRESPONDENCE, 1974 - 1975 (cont.)

Box 219  Requisitions
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         Purchasing
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Box 220 [This box no longer exists; it was reclassified as UPA 1.2.]

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         Educational Policy 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
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         Physical Planning and Development Committee
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Box 226  Dental School
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Box 226  Institute for Environmental Medicine
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         Moore School of Electrical Engineering
         Morgan-Pennsylvania Faculty Committee
         Museum, University
         National Humanities Center
         News Bureau
         Opening Exercises
         Personnel
         Phi Beta Kappa
         Provost
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         Publications Office
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         Requisitions
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         Retirement, Early
         Reserve Officers Training Corps
         NROTC (Navy)
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GENERAL CORRESPONDENCE, 1975 - 1976 (cont.)
Box 226 Senate University
Smoking, Provost's Memorandum on
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   Administration
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Universities Research Association
Visual Arts, Council on
Wharton School
Wistar Institute

COMMITTEE FILES, 1974 - 1975 (BT)
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   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
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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
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Box 228  Faculty of Arts and Sciences, Board of Overseers
          Finance Committee
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          Health Affairs Committee
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          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
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          Research Committee, 1973 - 1974
          Research Programs Subcommittee for Implementing University Policy
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Box 228  Staff Management
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Council, papers relating to meetings

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Box 230

Correspondence

Steering Committee, papers relating to meetings

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Box 230 1974 - 1975 (cont.)

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Box 231

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Faculty Grants and Awards Committee
Honorary Degrees Committee
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International Services Committee
Laboratory Animal Care Committee
Library Committee
Morgan State - University of Pennsylvania Cooperative Project
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Personnel Benefits Committee
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Box 231  1974 - 1975 (cont.)

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  Student Fulbright Awards Committee
  Committee to Improve Teaching
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    (2 folders)
  University Facilities Committee
  University Scholars, 1974
  WXPN Constitution, 1975
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Box 232  1975 - 1976

  Academic Planning Committee
  Master Committee List
  Chairmen of University Committees
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  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
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Box 232 1975 - 1976 (cont.)

Subcommittee on Honorary Degrees
Laboratory Animal Care Committee
Library Committee
Nominations and Elections Committee
  Rough Draft of Committees
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  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
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UNIVERSITY COUNCIL MATERIAL, 1975 - 1976

Box 233 Council, papers relating to meetings (cont.)
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  March
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  Preliminary List
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Senate Advisory Committee
Back Up Material
Correspondence
Steering Committee, papers relating to meetings
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  April
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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

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Executive Board, (2 folders)
Papers Relating to Meetings
August 1975
September
December, (2 folders)
November
March 1976
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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
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        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
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        Social Work Committee
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        University of Pennsylvania FNDA
        University Press Committee
        Veterinary Medicine Board of Overseers
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GENERAL FILE, 1975 - 1976
Box 236  Bicentennial Convocations, 1976
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        Correspondence, Dental Convocation
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        Founder's Day
        Concert Music Department
        American Studies
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        Special, President of France
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        American Physiological Society
        Economics Department
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GENERAL FILE, 1975 - 1976
Box 236  Bicentennial Convocations, 1976 (cont.)
  Planned but not held
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    Queen of England
    18th Century Studies
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COMMITTEE FILES, 1968 - 1977 (cont.)
Box 237  1968 - 1977
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    International Harvester, 1975
    General Motors Proxy Issue, Other Institutions, 1970, (2 folders)
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- Personnel Benefits Committee
- Committee on Recreation and Intercollegiate Athletics
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Graduate Faculties
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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
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Fine Arts School
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Graduate School of Fine Arts
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Veterinary School
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May 1978

Annenberg School
College of General Studies
Dental School
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Graduate Education
Undergraduate Engineering
Graduate Engineering
Fine Arts School
Graduate Faculties
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Faculty of Arts and Sciences
College of General Studies
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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
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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
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  Veterinary
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- Faculty of Arts and Sciences
- School of Graduate Education
- School of Nursing
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- School of Dental Medicine
- Advanced Dental School
- Engineering School, Graduate
- Engineering School, Undergraduate
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- Law School
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        April
        June
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  Procedures
    Participants
    Schools
  Schedules
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Copus Research Project
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Box 269  Honorary Master of Arts Degree, Reception
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         Judicial Officer
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         Museum Reception
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   ROTC
   Search Committee, Dean of the Faculty of Arts and Sciences
   Telephone Directory
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   Tuition Letter
   Vice Provost
   WEFA Dinner
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      College of General Studies
      Dental School
      Graduate Education
      Undergraduate Engineering
      Graduate Engineering
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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
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Wharton School
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Box 270  Graduation Lists

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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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Audit Committee
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