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## Central Files 4080177

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Columbia University, Mail Code 1127  
535 W. 114th St.  
New York, NY 10027

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URL: <http://www.columbia.edu/cu/lweb/indiv/rbml/index.html>

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## Table of Contents

---

Summary Information .....	3
History .....	3
Scope and Content .....	6
Arrangement .....	8
Administrative Information .....	8
Related Materials .....	10
Controlled Access Headings .....	10
Collection Inventory .....	11
Series I: Central Files .....	11
Subseries I.1: General Alphabetical .....	20
Subseries I.2: Personal Names .....	40
Subseries I.3: Corporate Names .....	572
Subseries I.4: Subjects .....	599
Series II .....	617
Series III .....	663
Series IV .....	708
Series V .....	749
Series VI .....	778
Series VII .....	794
Series VIII .....	810
Series IX .....	825
Series X .....	839
Series XI .....	853
Series XII .....	870
Series XIII .....	884
Series XIV .....	901

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## Summary Information

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<b>Repository:</b>	Rare Book and Manuscript Library
<b>Creator:</b>	Columbia University. Office of the President
<b>Title:</b>	Central Files (Office of the President records)
<b>ID:</b>	4080177
<b>ID:</b>	UA#0001
<b>Date [inclusive]:</b>	1890-1984
<b>Physical Description:</b>	927 linear feet 927 record cartons
<b>Language of the Material:</b>	English .
<b>Abstract:</b>	Central Files is composed chiefly of correspondence sent and received between Columbia University administrators and other University officers, faculty, and trustees, as well as correspondence sent and received between University administrators and individuals and organizations from outside the university.

### Preferred Citation

Identification of specific item; Date (if known); Central Files ; Box and Folder; University Archives, Rare Book & Manuscript Library, Columbia University in the City of New York.

[^ Return to Table of Contents](#)

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## History

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Central Files grew out of the information needs, working relationships, and activities of the president of the University as well as the secretary, provost, and other administrators. In order to comprehend the scope and content of Central Files, it is helpful to understand the changing relationships between the president and secretary of the University, the working relationships and administrative patterns established at Columbia during the 1890s and the early years of the twentieth century, and the changing needs and structure of the University administration over time.

[^ Return to Table of Contents](#)

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## History

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The records that eventually became Central Files originated in the Office of the President during the 1890s. President Seth Low's correspondence was organized by his personal secretary, William H.H. Beebe. Beebe later became the first secretary of the University, a position that was created in 1895 to assist the president in carrying out an ever-increasing number of administrative duties. As University secretary, Beebe continued to keep the president's correspondence, and this task remained a responsibility of the secretary's office until the 1970s.

[^ Return to Table of Contents](#)

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## History

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Close cooperation between the president and secretary continued throughout the administration of Nicholas Murray Butler, particularly until the 1920s. As new administrative responsibilities emerged, they often devolved on the president and the secretary until new posts could be created to undertake them. Information for the president was often funneled through the secretary.

[^ Return to Table of Contents](#)

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## History

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A closely interacting group of administrators and the centralization of administrative functions also helped to create and maintain Central Files. From the 1890s to 1920, in particular, administrative responsibilities were placed in the hands of these few individuals, many of whom remained at the University for decades. The president, treasurer, secretary, registrar, superintendent of buildings and grounds, and deans handled most administrative tasks. In addition, University Presidents Seth Low and Nicholas Murray Butler were actively and personally involved in administrative issues, kept close tabs on a range of issues and projects and frequently requested information from their staffs. Because Low and Butler were so intimately involved in administrative affairs, their records acted as the administrative files of the University.

[^ Return to Table of Contents](#)

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## History

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This close collaboration among administrators, the personal involvement of presidents, and a continuously increasing number of administrative tasks resulted in the creation of the large body of interrelated correspondence and other records that became Central Files. The patterns established in the 1890s and early 1900s of channeling information to the president and secretary, filing records under the name of the sender, and centrally collecting and disseminating information continued even as the University administration developed into a larger and more complex organization. Eventually, however, these patterns no longer served the differing business needs and administrative styles of a more modern, professionalized administration.

[^ Return to Table of Contents](#)

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## History

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Several important changes in the nature of Central Files occurred during Dwight D. Eisenhower's administration as president of the University from 1948 to 1952. During this time, there appears to have been a less direct relationship between the president, secretary, and Central Files. In addition, Eisenhower was often absent from the University and seems to have delegated many tasks to the provost, secretary, vice presidents, and other top administrators. These officers used Central Files as a depository and sent batches of records to the files as needed. It also appears that Eisenhower kept his own separate set of files and may not have used Central Files as much as his predecessors did. Finally, most of the records relating to Eisenhower's administration were removed from the University following his election as president of the United States. As a result, while Central Files remains an important resource for documenting the University and its administration during the late 1940s and the early 1950s, the records from this period provide less information on the presidency.

[^ Return to Table of Contents](#)

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## History

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Throughout the 1960s, Central Files seems to have become less useful to the majority of administrators. Documents regarding Central Files cite difficulties locating information; the

length of time needed to retrieve records; lack of subject filing; and administrators' concerns that, because of the filing system employed in Central Files, clerks were not able to locate all the materials relevant to their particular requests as reasons for reluctance to use the files and their proposed reorganization. (Plans for reforming the filing system were never realized. However, during the 1960s or 1970s, file clerks purged certain records dating prior to the 1940s. No documentation regarding what materials were removed from the files has been located). Other collections in the Archives that include records from this period show that many administrators were keeping their own separate sets of files. In fact, three top-level administrators made significant deposits of records to the files in 1967, apparently at the request of the secretary of the University. The absence of a single central figure requesting and filing information may also have contributed to the declining usefulness of the files as did the changing role of the secretary, whose post had become more administrative and less closely tied to the president and high-level policy decisions. For example, the Office of the Secretary was placed under the vice president in 1959, where it remained until 1969. Most importantly, the secretary's role as a link between the president and the rest of the administration appears to have lessened after the 1940s.

[^ Return to Table of Contents](#)

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## History

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A third important change in Central Files occurred in 1971. After seventy-six years, responsibility for Central Files was transferred from the secretary to the president's office. At the time, a major argument in support of the move was that the president's records should be managed by the president's office rather than that of the secretary. The relationship that began with William Beebe overseeing the president's voluminous correspondence had been outgrown by a burgeoning University administration, changing administrative styles, and differing concepts of the role of key administrative offices.

[^ Return to Table of Contents](#)

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## Scope and Content

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Central Files mostly contains correspondence sent and received between Columbia University administrators and other University officers, faculty, and trustees, as well as correspondence sent and received between University administrators and individuals and organizations from outside the University. In most cases, incoming correspondence and copies of replies are filed under the name of the individual or organization corresponding with University administrators.

[^ Return to Table of Contents](#)

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## Scope and Content

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Correspondents from within Columbia include presidents and high-level administrators (the provost, secretary of the University, treasurer and controller, and vice presidents); administrators in various administrative units such as facilities management, budget, student services, controller's, provost's and registrar's offices; presidents, deans, and directors of Columbia's affiliated institutions, colleges, graduate schools, and professional schools; faculty members, in particular those who served as departmental chairs, departmental executive officers or committee chairs; trustees, in particular the chair of the board and the chairs of trustee standing committees; alumni and benefactors; and the chairs of University standing and special committees.

[^ Return to Table of Contents](#)

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## Scope and Content

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Correspondents from outside Columbia include the presidents, administrators, and faculty of other colleges, universities, or research institutions; the officers of private foundations; government officials and military personnel; appointed officials of the New York State Department of Education; honorary degree recipients; dignitaries and politicians; members of the public; and, occasionally, students at the University.

[^ Return to Table of Contents](#)

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## Scope and Content

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Other records in the files include: reports, budgets, proposals, minutes and agenda, legal documents, personnel records, invitations, pamphlets, publications, floor plans, petitions, fliers, press releases, and speeches. Records represent the tenure of presidents Seth Low (1890-1901), Nicholas Murray Butler (1902-1945), acting president Frank D. Fackenthal (1945-1948), Dwight D. Eisenhower (1948-1953), Grayson Kirk (1953-1968), Andrew Cordier (1968-1970), and William J. McGill (1970-1980). The first few years of the tenure of President Michael I. Sovern (1980-1993) are also represented.

[^ Return to Table of Contents](#)

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## Arrangement

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This collection is arranged in 14 series. Correspondence within each folder is arranged chronologically and files can vary in size from a single folder to nearly 200 file folders on a particular person, corporate entity or topic. Each academic fiscal year (July 1 to June 30) after 1970-1971 constitutes a new series.

[^ Return to Table of Contents](#)

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## Administrative Information

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### Publication Statement

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### Revision Description

PTL created file from PDF Jocelyn Wilk edited front matter and container lists. Call number information added by Catherine C. Ricciardi. EAD was imported spring 2019 as part of the ArchivesSpace Phase II migration. 2011-10-18 2012-5-18 2015-11-19 2019-05-20

### Restrictions on Access

Due to the nature of these records, Central Files are closed for 25 years after their creation.

### Restrictions on Access

This collection is located onsite.



## **Acquisition**

In 1995, Central Files was transferred from the Office of the President to the Columbia University Archives, where it forms the Archives' core collection on the history of the University. Subsequent records, dating from 1971 onwards, have been periodically transferred to the Archives from the Office of the President.

## **Processing Information**

Records dating between 1890 and 1971 (681 cubic feet) in this collection were processed by David Hill, Linnea Anderson and Rhea Pliakas between 1995 and 1999.

## **Processing Information**

Records dating between 1971-1972 and 1974-1975 were processed by Abby Lester in 2003.

## **Processing Information**

Records dating from 1975-1976 to 1983-1984 were minimally processed by student employees Richard Mick (MFA 2011) and Madeline Stevens (MFA 2012).

## **Processing Information**

The initial processing of this collection (the 1890-1971 records) was made possible by a grant from the National Historical Publications and Records Commission.

## **Terms Governing Use and Reproduction**

Reproductions may be made for research purposes. The RBML maintains ownership of the physical material only. Copyright remains with the creator and his/her heirs. The responsibility to secure copyright permission rests with the patron.

## **Accruals**

Materials have been added to the collection since this finding aid was prepared. Contact [uarchives@columbia.edu](mailto:uarchives@columbia.edu) for more information.

[^ Return to Table of Contents](#)

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## Related Materials

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### Selected Related Material at Columbia

[Office of the Provost and Vice President for Academic Affairs records, 1939-2006 \[Bulk dates: 1956-2003\]](#) Columbia University Archives.

### Selected Related Material at Columbia

[University Protest and Activism Collection, 1958-1999 \[Bulk Dates: 1968-1972\]](#). Columbia University Archives.

### Selected Related Material at Columbia

[Columbia University in World War I Collection, 1914-1970](#). Columbia University Archives.

### Selected Related Material at Columbia

[Columbia University in World War II Collection, 1933-1956](#). Columbia University Archives.

[^ Return to Table of Contents](#)

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## Controlled Access Headings

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- Education and state
- College administrators
- College students
- Correspondence
- Reports
- Budgets
- minutes (administrative records)
- Personnel records
- Speeches (documents)
- Agreements
- Butler, Nicholas Murray, 1862-1947
- Cordier, Andrew W (Andrew Wellington), 1901-1975
- Eisenhower, Dwight D (Dwight David), 1890-1969
- Kirk, Grayson L. (Grayson Louis), 1903-1997
- Fackenthal, Frank Diehl, 1883-1968
- Low, Seth, 1850-1916
- McGill, William J. (William James), 1922-1997

- Sovern, Michael I.
- Columbia University
- Columbia University -- Alumni and alumnae
- Columbia University -- Administration
- Columbia University -- Buildings
- Columbia University -- Curricula
- Columbia University -- Faculty
- Columbia University -- Finance
- Columbia University -- Libraries
- Columbia University -- Officials and employees
- Columbia University -- Presidents
- Columbia University -- Student strike, 1968
- Columbia University -- Students
- Columbia University

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## Collection Inventory

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### Series I: Central Files, 1895-1971

#### Scope and Contents

Central Files documents a wide range of people, topics and functions. The strengths of Series I include documentation of the administration and governance of the University; Columbia's academic affairs and the administration of the academic divisions of the University; research programs and institutes; affiliated institutions and relations with other institutions; the development of disciplines and professions; the University's relations with the surrounding community; development programs; gifts to the University, donor relations, and alumni affairs; student affairs and services; campus planning and architecture; awards and honorary degrees; and events and ceremonies.

#### 1. Administration and Governance of the University:

Central Files reflects Columbia's development into a university; the formation and implementation of administrative policies and procedures; the structure of the University administration; the activities and role of the University's governing bodies; and the daily operations of the University.

#### 1. Administration and Governance of the University:

Central Files is a critical resource for documentation Columbia's development as a university. The earliest records in the files date from the administration of Presidents Low and Butler, who were instrumental in Columbia's transformation from a college into a university. Materials in the files chronicle the move to Morningside Heights, the establishment of schools and departments, the introduction of new administrative offices, and the increasing size and gradual professionalization of the administration.

#### 1. Administration and Governance of the University:

As the University grew, so did the number of administrative tasks and issues to be faced. Central Files provides information on the formation and implementation of new policies and procedures as well as the introduction of new administrative posts and offices. For example, during the Butler and Low administrators, the president and secretary often corresponded regarding administrative issues and how to carry out administrative tasks. It is sometimes possible to follow the development of a particular procedure or policy from early discussions in the correspondence to the implementation of the new

policy or procedure. Records in the files also relate to the formation of new administrative offices, many of which reflected the increasingly businesslike structure of the University administration. For example, the creation of the posts of vice president for business and comptroller as well as the evolution of new registration procedures are recorded in the files. The records also reflect the shift from assigning committees of faculty, alumni, and administrators to undertake tasks to the introduction of a new administrative post or office to oversee that task.

### **1. Administration and Governance of the University:**

Central Files is an important resource for understanding the structure of the University administration and the administrative reorganizations that took place throughout the twentieth century, such as the major restructuring that occurred in 1949 when the entire administration was studied and business operations, in particular, were significantly revised. In addition to administrative reorganizations, Columbia conducted a number of self-studies and long-range planning projects during the 1940s, 1950s, and 1960s. Some of the studies were University-wide, while others were aimed at a particular school or group of schools. A number of these projects are well documented in Central Files. Correspondence, reports, and working papers provide information on the motivation for the study, its mission and scope, the activities of the committee that was appointed to conduct the study, and the findings and recommendations of the study. Such records help to capture the University at a particular moment in time and provide information on a range of issues, such as space needs, finances, the mission and goals of the University, the curriculum, and the organizational structure of the University.

### **1. Administration and Governance of the University:**

Records in Central Files also contribute to the understanding of University governance. In particular, substantial correspondence in the files relates to the board of trustees. Over 100 of the sub-series in Series I contain materials regarding the board or correspondence from trustees. For the most part, materials in the files reflect the routine business of the board, such as arrangements for meetings, social engagements, and membership on the board. In some cases, Central Files also contains reports regarding the board and substantive correspondence about the powers of the trustees. Correspondence between trustees and the president also illustrates the involvement of the trustees in the life of the University in all its variety. In their letters, trustees, presidents, and administrators discussed topics such as academic freedom, University finances, donor relations, the appointment of deans and administrators, and the mission and role of the University. The routine business and, in some cases, activities of the standing committees of the trustees are also recorded. Trustees' committees that are reflected in the files include the committees on honors, education, buildings and grounds, and alumni affairs.

### **1. Administration and Governance of the University:**

Many of the records in Central Files relate to the daily operations of the University. The files record a host of routine tasks, including the management of administrative offices, in particular in terms of officer personnel, facilities and finances; the preparation of reports, bulletins, and other publications; and the scheduling of appointments and meetings, as well as administrative issues, such as University-wide employee benefits and labor relations. More importantly, Central Files documents admissions issues, registration and related tasks, finances, and facilities management through the University.

### **1. Administration and Governance of the University:**

A number of sub-series files in Central Files Series I concern issues related to admissions. Materials in the files chronicle a number of periods in which admissions criteria and procedures were reviewed and changed. In particular, the records relate to the College Entrance Examination Board and the University Committee on Entrance Examinations from the 1890s to the 1920s. These materials reflect the formation of standardized entrance examinations and include discussions of admissions criteria, the content of examinations, and examination policies and procedures. In addition, correspondence documents the reevaluation of admission criteria and procedures during the late 1940s, and correspondence and announcements reflect issues surrounding admissions and recruiting efforts during the late 1960s.

### **1. Administration and Governance of the University:**

Columbia's growing student body and the introduction of new schools presented complications for the antiquated registration system. Beginning in the 1890s, the University sought to improve the registration process and related tasks. Records regarding registration date from 1898 to 1971. In particular, Central Files records the formation of new registration procedures and the daily administration of registration and related tasks from 1898 to 1920. In some instances, the files also include enrollment statistics and the evaluation of enrollment trends.

### **1. Administration and Governance of the University:**

Central Files chronicles the University's sometimes troubled finances and documents the financial administration of the institution. Between the 1890s and the 1930s, Columbia continuously struggled to service the debt accrued by the purchase of a new campus and the initial phase of expansion. In addition, throughout the twentieth century, the University's budget and expenditures increased drastically, new endowments were created, and investments were acquired in many forms. Columbia also underwent several financial crises, including those that occurred in 1917-18 and the 1930s. Central Files contributes to the understanding of these trends. Specific topics related to University finances range from routine appropriations and expenditures, accounting and reporting, and the management of special funds to University-wide budgetary policy and the preparation of the annual budget, investment policies and planning, financial planning and analysis and the financial needs of the University.

### **1. Administration and Governance of the University:**

The management of Columbia's facilities is a common topic in Central Files. The records document construction and renovation projects, maintenance, and repairs. The continuous pressure of increased enrollment, growing numbers of faculty and staff, and new offices and departments made space needs a frequent topic of concern. Materials in the files document efforts to allocate space to competing offices and departments and attempts to carve more space out of existing buildings. Central Files also includes a number of studies that evaluate the use of individual buildings. For example, Low Memorial Library received the attention of at least two studies that assessed the condition of the building and use of space in it.

### **2. Columbia's Academic Affairs and the Administration of the University's Academic Division:**

The University's academic functions altered dramatically during the first half of the twentieth century. Schools, departments, and programs expanded or were created; new professorships were established; new subjects were added to the curriculum; numerous institutes were formed; library facilities, collections, and staff increased; and new degrees were introduced. The University also confronted issues involving its growing graduate and professional programs along with related questions surrounding the role of Columbia College and undergraduate educations in the University. Central Files contains correspondence, reports, proposals, minutes, and bulletins documenting numerous topics related to the academic affairs of the University. The records also reflect influences on Columbia's educational mission and academic policies.

### **2. Columbia's Academic Affairs and the Administration of the University's Academic Division:**

Schools: Central Files chronicles the history of a number of Columbia's schools and faculties, including undergraduate colleges, graduate, and professional schools; the continuing education division and home study program; and the summer session. Over 200 sub-series folders related to schools, and nearly 40 to Columbia College alone.

### **2. Columbia's Academic Affairs and the Administration of the University's Academic Division:**

The files document the establishment of several schools. For example, records describing the establishment of the School of International Affairs and a number of its institutes and programs date from 1931 through the 1940s. Issues relating to the formation of schools include funding and planning,

mission, curriculum, and facilities. Often, by reviewing the files of specific deans and administrators, it is possible to trace the history of a school over the course of decades, from its founding through its successive mergers, divisions, and administrative changes. To illustrate, the files contain extensive records on the School of Engineering and Applied Science and its predecessors (the School of Mines; Schools of Mines, Engineering and Chemistry; and the School of Engineering) dating from 1891 to the 1950s and, less comprehensively, from the 1950s to 1971. The development of graduate schools, including the School of Political Science; the Faculties of Political Science, Philosophy and Pure Science; the Graduate Faculties; and the Graduate School of Arts and Sciences, is chronicled from 1890 to 1939, 1949 to 1958, and the mid 1960s to 1971.

## **2. Columbia's Academic Affairs and the Administration of the University's Academic Division:**

Central Files also reflects the daily administration of the schools. Numerous files contain information on faculty recruiting and appointments, gifts, budgeting, the administration of departments and divisions within the school, relations with the University's administration (often in terms of finances and facilities), school administrative and advisory boards, facilities, prizes and awards, and finances. Materials relating to the academic affairs of individual schools, including degree requirements, the creation of new degrees, the mission of the school, the administration of doctoral examinations, and the curriculum of the school are also prevalent in Central Files. In addition, the files detail major building programs, special projects, long-range planning efforts, and funding campaigns.

## **2. Columbia's Academic Affairs and the Administration of the University's Academic Division:**

Academic Departments and Programs: Central files contain over 300 named folders related to the development and operation of numerous academic development and operation of numerous academic departments and programs. A number of these are documented over the course of decades. For example, the files provide a nearly complete record of the Department of Chemistry from 1890 to 1959, as well as a less comprehensive body of materials on the same department dating from 1960 to 1971. Records also chronicle the history of Asian studies at Columbia - including the Department of Chinese and Japanese, the Department of Chinese Languages and Literatures, the Committee on Oriental Studies, and the East Asian Institute - from 1891 to 1969. Records relating to the Department of Physics date from the 1890s to the 1950s.

## **2. Columbia's Academic Affairs and the Administration of the University's Academic Division:**

Correspondence, budgets, reports, and other records reflect a wide variety of subjects involving departments. Topics treated range from the routine to the substantive. Most often, the records relate to budgeting; faculty recruiting and appointments; arrangements for courses; prizes and awards; appropriations and expenditures; the management of special funds for research, prizes, and scholarships; departmental office facilities; faculty affairs, such as sabbaticals and travel arrangements; gifts to the department; and visiting professors and lecturers. Folders relating to the science departments also include information on research facilities, equipments, fieldwork, laboratories, and the administration of sponsored projects.

## **2. Columbia's Academic Affairs and the Administration of the University's Academic Division:**

In addition to the administrative issues listed above, department-related records illuminate more substantive topics regarding the curriculum, mission, faculty, and structure of the department. These subjects include staffing needs in terms of the number of faculty members required and fields for which the department hoped to hire a new faculty member; proposed special programs and new courses; course requirements; teaching loads; the establishment of named professorships; the curriculum of the department; the evaluation of faculty performance; and relations with other departments. On occasion, a department was evaluated by an outside committee comprised of faculty and administrators. The reports of these committees discuss issues ranging from the organization of the department to faculty performance to the curriculum. In some cases, records in Central Files also provide information on the

establishment of a department. The influence of particular donors, developments in the curriculum and the structure of the new department are among the topics that relate to this issue.

## **2. Columbia's Academic Affairs and the Administration of the University's Academic Division:**

Faculty: Records relating to schools, departments, and programs often include information on Columbia's faculty - both as individuals and in general terms. Most of the information regarding faculty is administrative in nature. For example, correspondence and budget letters related to faculty salaries, teaching loads, and courses and sometimes evaluate the work of faculty members. Materials in Central Files also record faculty personnel issues, such as appointments, recruiting efforts, appointments to fellowships, salaries, leaves, and benefits. In addition, correspondence, publications, and speeches help to document individual faculty members' committee responsibilities, professional activities, and attendance at conferences and official functions. In some cases, information regarding the administration of a faculty member's research projects, fieldwork, and writing projects is also available. Most of this material is routine in nature. Central Files does not include faculty members' research notes or lecture notes. Records also relate to faculty personnel policies and benefits on a University-wide basis. In particular, Central Files includes information regarding the formation and management of pension plans for University faculty.

## **2. Columbia's Academic Affairs and the Administration of the University's Academic Division:**

Central Files also documents the related topics of academic freedom and relations between the faculty and the University administration. In particular, the records reflect these issues during times of crisis, such as World War I, when several professors were dismissed from the University; the late 1940s and early 1950s, when a number of faculty members faced charges of communist activities; and the 1960s, when faculty-administration relations were strained by social and educational issues as well as conflicts over student unrest.

## **2. Columbia's Academic Affairs and the Administration of the University's Academic Division:**

Libraries: Columbia's library system changed dramatically during the first half of the twentieth century. New libraries were formed to serve the needs of specialized fields; library facilities, services, and collections were expanded; and the library staff grew from a single University librarian to a large staff of professionals. Central Files helps to chronicle this transformation and includes correspondence, reports, floor plans, newsletters, and financial statements relating to the Columbia University Libraries. Most of these materials date from the 1920s to the 1950s. The records documents facilities, personnel administration, library fees, finances and costs, collection management, gifts, the appraisal and acquisition of new collections, and policies of the University libraries as well as certain departmental and special libraries. Central Files also records the formation of the Rare Book and Manuscript Library and area studies libraries.

## **2. Columbia's Academic Affairs and the Administration of the University's Academic Division:**

Columbia's Academic Mission and Philosophy: Central Files is an important resource for identifying and understanding influences on the academic mission and philosophy of the University - from individual donors to social and political trends. In particular, records prior to the 1940s demonstrate ties with German academia through the Roosevelt Professorship, Germanistic Society of America, the Kaiser Wilhelm Professorship, and Columbia's Deutsches Haus. Later records show the effects of World War II, which had a profound influence on the schools and departments in the sciences and engineering as well as the financial underpinning of research at the University; the postwar era, when concerns over competition with communist governments raised issues regarding progress in science and engineering; and the 1960s and 1970s, when minority group and student pressure brought upheaval and change to the campus.

### **3. Research Programs and Institutes:**

Topics related to research include the formation of government, corporate, and foundation-sponsored research programs; the administration of research projects and research facilities; and the formation and operation of research institutes. While countless individual projects are documented, Central Files is particularly strong in the areas of physics, engineering, social sciences, and earth sciences research as well as the development of University-wide research programs and facilities.

### **3. Research Programs and Institutes:**

Central Files chronicles the institution of an organized research program at Columbia from government-sponsored projects hastily set up in response to wartime needs to the eventual founding of the University's Office of Projects and Grants. In particular, the records focus on government-sponsored research and the growth of ties between the government and the University during the 1940s and 1950s. For the most part, the records relate to facilities, security, financial administration, and personnel issues involving government contracts. Occasionally, the records also discuss policies guiding sponsored research and demonstrate the ways in which Columbia determined its relationship with the government, especially in terms of cost overhead. The files also include records relating to training programs that were run by the University for the government and military during World War II.

### **3. Research Programs and Institutes:**

Materials in Central Files also relate to the creation of research facilities at Columbia and the administration of research facilities and projects in departments, schools, and institutes. Most of the records documenting departmental research pertain to such routine subjects as payments to research assistants and laboratory equipment. Many departmental files, however, also contain research proposals that were submitted to foundations or reports summarizing research efforts in the department. Records in the files also document research-related issues and facilities on a University-wide basis. For example, records describe the founding and administration of the University's Nevis research facilities during the 1940s and 1950s.

### **3. Research Programs and Institutes:**

Records in Central Files chronicle developments in the fields of science and engineering research. In particular, the records relate to research in physics from 1935 to 1969 and research projects involving a variety of fields that took place in the engineering school and engineering departments from the 1890s through the 1950s. Social science research institutes are also well documented in the files. Related topics range from the establishment, mission, and funding of institutes to administrative issues, such as facilities and personnel. The records also include reports and funding proposals that describe the activities and accomplishments of research institutes. For example, files chronicle the organization, policies, and research goals of the Bureau of Applied Social Research, which began as the University's Office of Radio Research, from 1934 to 1960. Records dating from 1949 to 1960 chronicle the National Manpower Council and the Conservation of Human Resources Project, which were based at Columbia.

### **3. Research Programs and Institutes:**

Research in the earth sciences is also recorded in Central Files, first through records regarding the School of Mines and the Geology Department and, eventually, through materials relating to the formation and administration of the Lamont-Doherty Earth Observatory, which is documented from the 1940s to 1971. Related records chronicle relations between the observatory and the Lamont family, who donated the estate that houses it, as well as negotiations with the Doherty Foundation, which provided major funding for its further development. Other topics include Lamont-Doherty's funding, facilities, and faculty and the administration of research projects, such as the ocean core sample project. Occasionally, letters or reports provide accounts of expeditions. In addition, the records often pertain to the needs of the observatory and its relations with donors and the University.



#### **4. Affiliated Institutions:**

In addition to Columbia's schools, departments, and institutes, Central Files documents numerous other educational, research, social, and cultural institutions that are or were affiliated with Columbia. The files are an especially useful source of information on affiliations with New York area hospitals. Materials in the files relate to the formation of affiliation agreements; gifts to affiliates; and relations between affiliated institutions and Columbia, in particular in terms of finances, legal issues, faculty, and facilities. In some cases, it is possible to trace the history of an affiliation in order to see the development of a relationship with an institution and changes in that relationship over time. For example, Central Files chronicles the affiliation between Columbia University and Presbyterian Hospital, which began ca. 1910 and resulted in the creation of the Columbia-Presbyterian Medical Center in 1928.

#### **5. Columbia's Role in the Formation of Disciplines and Professions:**

Through records relation to schools, departments, programs, research, and affiliated institutions, Central Files also chronicles the growth of certain disciplines and professions, such as engineering, physics, chemistry, the social sciences, international affairs, and journalism. Correspondence and other records provide information on developments in the curriculum, funding efforts, and gifts supporting research and education in a particular area, prominent faculty in the field, the advent of professional training in certain fields, and the establishment of new programs and schools, as well as changes to existing ones in order to serve the needs of developing professions and disciplines.

#### **6. Community Relations:**

Since its move to Morningside Heights, Columbia has had an impact on the surrounding community. Community issues and problems have also had a growing influence on the University. Columbia's public relations and community relations are documented in a variety of sources in Central Files. Most prominently, Central Files is a useful source of information on Columbia's troubled community relations during the 1960s. The records relate to Columbia's efforts to improve public relations and address community issues; landlord-tenant conflicts between the University and the community; Columbia's plan to erect a gymnasium in nearby Morningside Park; urban renewal programs; and community services such as medical clinics and sports programs.

#### **7. Development, Gifts, Donor Relations, and Alumni Relations:**

Central Files contains extensive records regarding Columbia's development efforts, donor relations, alumni relations, benefactors, and gifts. In particular, the files are an important resource for information on the establishment, terms, and use of specific gifts and endowments. They also record such gifts as money, stocks, property, art and artifacts, library and manuscript collections, and equipment. Central Files also reflects the influence of donors on the University in terms of its finances, physical development, academic programs, and curriculum. Some files span many years, chronicling a donor's or potential donor's relationship with Columbia over time. Others record only a single gift or a short period of time.

#### **7. Development, Gifts, Donor Relations, and Alumni Relations:**

The files also relate to the development campaigns for the University in general as well as for its schools. A number of major funding campaigns, both those that were realized and those that were not successful, are well documented in Central Files. For example, files include information on the successful campaign for an engineering center and failed attempts to fund an arts center. Funding proposals are often a detailed source of information regarding the space needs, costs, mission, and activities of a proposed project and reflect the goals and priorities of the University at a particular point in time.

#### **7. Development, Gifts, Donor Relations, and Alumni Relations:**

Central Files also records the creation of a professional, organized development program at the University, which began in 1945 with the hiring of a development officer to plan a ten-year funding

program. The records document the formation of development strategies and priorities, the work of development committees, and the operation of the Development Office.

### **7. Development, Gifts, Donor Relations, and Alumni Relations:**

Closely connected to development is alumni relations. While Central Files is not a comprehensive source of information on alumni groups and relations, it offers evidence of the interaction between certain alumni groups, in particular the Alumni Federation of Columbia University, and the University administration. Most of the records pertain to routine preparations for alumni events and the administration of local and regional alumni clubs. Alumni involvement is the life of the University – whether through funding, the oversight of student activities, or interaction with the administration – is also reflected in Central Files. In addition to materials relating to the Alumni Federation and other alumni groups, most of which date from 1914 through the mid 1960s, Central Files also contains numerous letters from individual alumni who wrote to the president and administrators on topics ranging from football to academic freedom.

### **8. Student Life:**

The management of student affairs at Columbia has reflected the changing nature of student activities and student relations with the administration, a persistent concern for how student organizations reflect upon the University, and attempts to deal with conflicts between students and the administration. Between 1900 and the 1940s in particular, Columbia sought ways to centralize the administration of nonacademic services and to make those aspects of students' lives more conducive to a community spirit and more supportive of the academic function of the University. Central Files includes records from deans, deans of students, and the administrators and alumni who oversaw student groups, housing, discipline, athletics, health services, and other aspects of the students' lives outside the classroom.

### **8. Student Life:**

Although students are documents in Central Files, they usually appear as they were seen through administrators' eyes – as recipients of financial aid, scholarships, and awards; users of student services; disciplinary problems; or in terms of demographics and statistics. For example, records relate to the management of residence halls and the formation of student health services. Materials in the files also pertain to provisions for students' social, religious, and civic lives through the Earl Hall religious center, the Ferris Booth Hall student center (replaced by Lerner Hall), and other programs. Periodically, policies governing students and student groups are also discussed in the records. For example, records from the 1950s relate to the introduction of policies governing speakers sponsored by student groups following a controversy regarding a student-sponsored speaker.

### **8. Student Life:**

Central Files also helps to document issues surrounding female students at Columbia. A small body of records, including correspondence from the deans of Barnard College and the adviser to women graduate students, relates to housing, the admission of women to University courses, services for female students, and the status of women students on the campus. In addition, the files includes information regarding services for international students from the 1940s to 1971, as well as veterans' affairs and services during the 1940s and 1950s.

### **8. Student Life:**

One important issue that is reflected in Central Files is the relationship between students and the University, in particular during the campus disturbances of the 1960s. Correspondence between deans, administrators, and trustees as well as proctors' reports and official University announcements illustrate this relationship. The proctors' reports are of particular interest in illuminating student activities. They list and very briefly discuss student meetings, events, demonstrations, disciplinary problems and pranks, security violations, rules infractions, and rumors regarding protests. In some cases fliers that were distributed at demonstrations as well as student petitions are also found in the records. Among other

topics, the files reflect the administration's efforts to control and discipline students, responses to student demonstrations, attempts to respond to students' demands for reform of University government, and struggles with public relations issues.

#### **9. Campus Design, Planning, and Architecture:**

The original concept for much of Columbia's Morningside Heights campus was determined by the architectural firm of McKim, Mead & White. Materials in Central Files document the initial plan for the development of the new campus, the design of buildings, plans for further development of the site, space needs, and diversions from the original campus plan. The records also relate to major building projects - both those that were proposed but never undertaken and those that were completed. For example, projects recorded in the files include the design and construction of Low Memorial Library, a plan by I.M. Pei to construct towers in the center of campus, and efforts to erect a gymnasium in Morningside Park. Other buildings and facilities that are well documented in the files include Butler Library, Ken Hall, University Hall (now the site of Uris Hall), Engineering Terrace, the Baker Field athletic facility, and the South Field portion of the campus.

#### **9. Campus Design, Planning, and Architecture:**

Records relating to campus design and planning demonstrate trends in Columbia's architecture, influences on the physical growth and style of the campus, and concepts of the purpose of new buildings. In documenting Columbia's design and expansion, Central Files contributes to the understanding of the University's impact on the surrounding community and the development of the Morningside Heights neighborhood.

#### **10. Awards and Honorary Degrees:**

Countless prizes and awards - including those that were granted by individual departments or schools, the University, or nationally - are documented in Central Files. Topics relating to prizes and awards include their establishment, the selection of prize and award recipients, the management of prize funds, and the funding and purpose of prizes and awards. In particular, the records contain information on the Pulitzer Prizes dating from 1893 to 1971. Honorary degrees are also recorded in the files. Related topics include preparations for honorary degree convocations and the nomination and selection of degree recipients. The records also contain citations and speeches that were delivered at degree ceremonies.

#### **11. Events and Ceremonies:**

Official University ceremonies and certain special events are often documented in Central Files. Records relating to events include minutes, correspondence, proposals, fliers, programs, newsletters, lists, invitations, texts of citations and speeches, press releases, and floor plans. Many of the issues related to events and ceremonies are routine in nature. For example, Central Files documents seating plans, travel arrangements, menus, crowd control, publicity, and acceptances and regrets. Certain named files also contain more substantive information on the purpose of events. In particular, records from the 1950s chronicle Columbia's yearlong bicentennial celebration, which took place in 1954. Many of the folders in Central Files dating from this period contain at least a small amount of correspondence regarding the 200th anniversary celebrations, and several named files contain extensive correspondence, minutes, newsletters, and other related materials. Beginning in the mid 1940s and continuing through the 1950s, committees of administrators, faculty, and trustees began planning for the bicentennial. Related topics include the selection of themes for the celebration, planning and preparations for events, publicity, and anniversary-related development campaigns.

#### **11. Events and Ceremonies:**

Central Files also includes numerous records - such as correspondence, proceedings, and programs, regarding many lecture series, seminars, and conferences that were held at Columbia. Some lectures and seminars, such as the Bampton Lectures in America of the University Seminars, were University wide. Others were hosted by a particular department or school. For the most part, these records relate to the

appointment of lecturers or seminar and conference participants, travel arrangements, honoraria, and the management of special funds in support of lectureships and seminars. Certain named folders also contain information on the purpose of lecture series, conference and seminars, as well as information regarding the establishment of lecture series and the agenda and proceedings of conferences.

### Conclusion:

Central Files documents a critical time in the history of one of the nation's leading academic institutions. During the twentieth century, Columbia has not only undergone significant changes to its curriculum, facilities, administration, and student body but has also played an important role beyond its gates. By documenting the transformation of Columbia from a college to a university and recording the history of its many schools and departments, the formation of research programs at the University, Columbia's relations with other educational and cultural institutions, new directions in numerous academic disciplines and professions, and a host of other topics, Central Files takes its place as a major resource for researching the evolution of higher education in the United States.

## Subseries I.1: General Alphabetical, 1890-1971

### Scope and Contents

The first 318 cubic feet of correspondence and other records dating from 1890 to 1971 were filed under general alphabetical headings. Each letter of the alphabet is divided into chronological groups. For example, files labeled A-Az for 1930-1931 are followed by the A-Az files for 1931-1932 and so on. This sub-series contains the same types of materials relating to the same categories of subject as the rest of Central Files. It appears as though records were filed under general alphabetical headings when only a small amount of correspondence was received or when the subject of the correspondence was not considered to be important at the time. In spite of this, sub-series I.1 contains many substantial records as well as materials from significant persons and should not be overlooked by researchers.

### Scope and Contents

If a desired personal name, corporate name, or subject does not appear in the following sub-series, or if the name or subject is found but the time period of interest falls outside the date range given for the folder, it may still be possible to find relevant materials in this series, through the use of the Central Files card index, or by confining the search to a very specific date range.

Title/Description	Instances
A1890-1910	box 1
A1932-1933	box 1
A1933-1934	box 2
Aa, 1943-1944	box 2
Am, 1943-1944	box 3
American (A-Z), 1947-1948	box 3
An, 1947-1948	box 4
American (A-Z), 1950-1951	box 4
Ar, 1950-1951	box 5
Association of (A-Z), 1952-1953	box 5
Aa, 1953-1954	box 6

## Central Files 4080177

As, 1954-1955	box 6
Association of (A-Z), 1954-1955	box 7
Al, 1956-1957	box 7
American (A), 1956-1957	box 8
American (O-Z), 1957-1958	box 8
An, 1957-1958	box 9
Af, 1959-1960	box 9
Al, 1959-1960	box 10
American (D-N), 1960-1961	box 10
American (O-Z), 1960-1961	box 11
Association (B-Z), 1961-1962	box 11
At, 1961-1962	box 12
Au, 1962-1963	box 12
A1963-1964	box 13
At, 1963-1964	box 13
Av, 1963-1964	box 14
American (B-C), 1965-1966	box 14
American (D-Z), 1965-1966	box 15
Am, 1967-1968	box 15
American (A), 1967-1968	box 16
Ar, 1968-1969	box 16
Art, 1968-1969	box 17
Association, 1969-1970	box 17
At, 1969-1970	box 18
An, 1970-1971	box 18
Ar, 1970-1971	box 19
Bre, 1890-1910	box 19
Bri, 1890-1910	box 20
Bo, 1919-1924	box 20
Bu, 1919-1924	box 21
Bl, 1932-1933	box 21
Ba, 1933-1934	box 22

## Central Files 4080177

Bo, 1938-1939	box 22
Ba, 1939-1940	box 23
Bro, 1941-1942	box 23
Bu, 1941-1942	box 24
Bas, 1944-1945	box 24
Bea, 1944-1945	box 25
Bi, 1946-1947	box 25
Bo, 1946-1947	box 26
Bea, 1948-1949	box 26
Ben, 1948-1949	box 27
Ba, 1950-1951	box 27
Bal, 1950-1951	box 28
Bru, 1951-1952	box 28
Bu, 1951-1952	box 29
Ben, 1953-1954	box 29
Bon 1953-1954	box 30
Bl, 1954-1955	box 30
Bla, 1954-1955	box 31
Ble, 1955-1956	box 31
Bo, 1955-1956	box 32
Bor, 1956-1957	box 32
Br, 1956-1957	box 33
British, 1957-1958	box 33
Bro, 1957-1958	box 34
Bur, 1958-1959	box 34
Ba, 1959-1960	box 35
Ba, 1960-1961	box 35
Ban, 1960-1961	box 36
Bro, 1960-1961	box 36
Bru, 1960-1961	box 37
Bur, 1961-1962	box 37
Bus, 1961-1962	box 38

## Central Files 4080177

Bur, 1962-1963	box 38
Bus, 1962-1963	box 39
Bru, 1963-1964	box 39
Bu, 1963-1964	box 40
But, 1964-1965	box 40
Ba, 1965-1966	box 41
Bre, 1966-1967	box 41
Bri, 1966-1967	box 42
Bat, 1968-1969	box 42
Be, 1968-1969	box 43
Barr, 1969-1970	box 43
Bat, 1969-1970	box 44
Barr, 1970-1971	box 44
Bas, 1970-1971	box 45
But, 1970-1971	box 45
Ca 1890-1910	box 46
Car, 1910-1918	box 46
Ce, 1910-1918	box 47
Com, 1928-1930	box 47
Cos, 1929-1930	box 48
Cl, 1937-1938	box 48
Co, 1937-1938	box 49
Con, 1941-1942	box 49
Cr, 1941-1942	box 50
Com, 1944-1945	box 50
Cop, 1944-1945	box 51
Car, 1947-1948	box 51
Ce, 1947-1948	box 52
Car, 1949-1950	box 52
Cas, 1949-1950	box 53
Car, 1951-1952	box 53
Cas, 1951-1952	box 54

## Central Files 4080177

Chi 1952-1953	box 54
Ci, 1952-1953	box 55
Call, 1953-1954	box 55
Colu, 1953-1954	box 56
Columbia (A-Z), 1954-1955	box 56
Com, 1954-1955	box 57
Con, 1956-1957	box 57
Coo, 1955-1956	box 58
Cot 1956-1957	box 58
Council, 1956-1957	box 59
Ca, 1958-1959	box 59
Car, 1958-1959	box 60
Cas, 1959-1960	box 60
Ce, 1959-1960	box 61
Ca, 1960-1961	box 61
Car, 1960-1961	box 62
Cam, 1961-1962	box 62
Car, 1961-1962	box 63
Cu, 1961-1962	box 63
Ca, 1962-1963	box 64
Council (A-Z), 1962-1963	box 64
Cr, 1962-1963	box 65
Com, 1963-1964	box 65
Committee (A-Z), 1963-1964	box 66
Columbia (E-T), 1964-1965	box 66
Columbia (U-Z), 1964-1965	box 67
Columbia (L-Z), 1965-1966	box 67
Com, 1965-1966	box 68
Com, 1966-1967	box 68
Committees, 1966-1967	box 69
Columbia (U-Z), 1967-1968	box 69
Com, 1967-1968	box 70



## Central Files 4080177

College, 1968-1969	box 70
Columbia (A-P), 1968-1969	box 71
Chap, 1969-1970	box 71
Che, 1969-1970	box 72
Committee, 1969-1979	box 72
Con, 1969-1979	box 73
Co, 1970-1971	box 73
Col, 1970-1971	box 74
Der, 1890-1910	box 74
Di, 1890-1910	box 75
D1930-1931	box 75
Da, 1931-1932	box 76
Da, 1941-1942	box 76
De, 1941-1942	box 77
Do, 1945-1946	box 77
Dr, 1945-1946	box 78
De, 1949-1950	box 78
Dep, 1949-1950	box 79
Dep, 1952-1953	box 79
Di, 1952-1953	box 80
Dr, 1954-1955	box 80
Du, 1954-1955	box 81
Dun, 1956-1957	box 81
Da, 1957-1958	box 82
Da, 1959-1960	box 82
Das, 1959-1960	box 83
Department (A-Z), 1961-1962	box 83
Di, 1961-1962	box 84
Di, 1963-1964	box 84
Do, 1963-1964	box 85
De, 1966-1967	box 85
Den, 1966-1967	box 86

## Central Files 4080177

Do, 1968-1969	box 86
Don, 1968-1969	box 87
Den, 1970-1971	box 87
Department (A-Z), 1970-1971	box 88
E1933-1934	box 88
E1934-1935	box 89
Ea, 1946-1947	box 89
El, 1945-1947	box 90
Em, 1951-1952	box 90
Er, 1951-1952	box 91
Eg, 1956-1957	box 91
El, 1956-1957	box 92
Es, 1959-1960	box 92
Ea, 1960-1961	box 93
Em, 1963-1964	box 93
Ep, 1963-1964	box 94
El, 1967-1968	box 94
En, 1967-1968	box 95
Ep, 1970-1971	box 95
Es, 1970-1971	box 96
Fl, 1928-1930	box 96
F1930-1931	box 97
Fa, 1942-1943	box 97
Fi, 1942-1943	box 98
Fi, 1947-1948	box 98
Fo, 1947-1948	box 99
Fre, 1951-1952	box 99
Fri, 1951-1952	box 100
Fo, 1954-1955	box 100
Fon, 1954-1955	box 101
Fri, 1956-1957	box 101
Fu, 1956-1957	box 102

## Central Files 4080177

Fi, 1959-1960	box 102
Fis, 1959-1960	box 103
Fia, 1961-1962	box 103
Fis, 1961-1962	box 104
Fl, 1963-1964	box 104
Fo, 1963-1964	box 105
For, 1965-1966	box 105
Fra, 1965-1966	box 106
Fa, 1968-1969	box 106
Fe, 1968-1969	box 107
Fu, 1969-1970	box 107
Fa, 1970-1971	box 108
Gr, 1890-1910	box 108
Gre, 1890-1910	box 109
G1932-1933	box 109
G1933-1934	box 110
Ga, 1942-1943	box 110
Ge, 1942-1943	box 111
Gri, 1946-1947	box 111
Ga, 1947-1948	box 112
Gom, 1950-1951	box 112
Gr, 1950-1951	box 113
Gon, 1953-1954	box 113
Gr, 1953-1954	box 114
Gor, 1955-1956	box 114
G1955-1956	box 115
Gor, 1957-1958	box 115
Gra, 1957-1958	box 116
Gre, 1959-1960	box 116
Gri, 1959-1960	box 117
Gu, 1961-1962	box 117
Ga, 1962-1963	box 118

## Central Files 4080177

Gra, 1963-1964	box 118
Gre, 1963-1964	box 119
Gar, 1966-1967	box 119
Ge, 1966-1967	box 120
Gi, 1968-1969	box 120
Gl, 1968-1969	box 121
Ga, 1970-1971	box 121
Gar, 1970-1971	box 122
Ho, 1890-1910	box 122
Hom, 1890-1910	box 123
Hi, 1926-1928	box 123
Hac, 1928-1930	box 124
H1935-1936	box 124
Ha, 1936-1937	box 125
Ha, 1941-1942	box 125
Har, 1941-1942	box 126
Han, 1944-1945	box 126
Has, 1944-1945	box 127
Hon, 1946-1947	box 127
Hu, 1946-1947	box 128
Hap, 1949-1950	box 128
Has, 1949-1950	box 129
Has, 1951-1952	box 129
He, 1951-1952	box 130
Hat, 1953-1954	box 130
He, 1953-1954	box 131
Ha, 1955-1956	box 131
Ham, 1955-1956	box 132
Hen, 1956-1957	box 132
Hi, 1956-1957	box 133
Har, 1958-1959	box 133
Hart, 1958-1959	box 134

## Central Files 4080177

Hal, 1960-1961	box 134
Han, 1960-1961	box 135
Hu, 1961-1962	box 135
Hun, 1961-1962	box 136
Her, 1963-1964	box 136
Hi, 1963-1964	box 137
Har, 1965-1966	box 137
Has, 1965-1966	box 138
Has, 1967-1968	box 138
He, 1967-1968	box 139
Hop, 1968-1969	box 139
Hu, 1968-1969	box 140
Harr, 1970-1971	box 140
Has, 1970-1971	box 141
I1944-1945	box 141
I1945-1946	box 142
International (C-Z), 1954-1955	box 142
Ir, 1954-1955	box 143
International (A-G), 1959-1960	box 143
International (H-Z), 1959-1960	box 144
Int, 1963-1964	box 144
International (A-Z), 1963-1964	box 145
International (A-Z), 1967-1968	box 145
Ir, 1967-1968	box 146
International (A-N), 1970-1971	box 146
International (O-Z), 1970-1971	box 147
J1936-1937	box 147
J1937-1938	box 148
Jan, 1949-1950	box 148
Jl, 1949-1950	box 149
Je, 1956-1957	box 149
Jl, 1956-1957	box 150

## Central Files 4080177

Ja, 1961-1962	box 150
Jam, 1961-1962	box 151
Jap, 1965-1966	box 151
Je, 1965-1966	box 152
Je, 1970-1971	box 152
Jo, 1970-1971	box 153
K1934-1935	box 153
K1935-1936	box 154
Kl, 1943-1944	box 154
Kr, 1943-1944	box 155
Ke, 1948-1949	box 155
Ki, 1948-1949	box 156
Kl, 1952-1953	box 156
Ko, 1952-1953	box 157
Ko, 1955-1956	box 157
Kr, 1955-1956	box 158
Kr, 1958-1959	box 158
Ka, 1959-1960	box 159
Ka, 1962-1963	box 159
Ke, 1962-1963	box 160
Kl, 1964-1965	box 160
Kr, 1964-1965	box 161
Ku, 1967-1968	box 161
Ka, 1968-1969	box 162
Ke, 1970-1971	box 162
Ken, 1970-1971	box 163
La, 1919-1924	box 163
La, 1919-1924	box 164
Li, 1938-1939	box 164
La, 1939-1940	box 165
Li, 1944-1945	box 165
Lo, 1944-1945	box 166

## Central Files 4080177

Li, 1948-1949	box 166
Lo, 1948-1949	box 167
La, 1952-1953	box 167
Lar, 1952-1953	box 168
Li, 1954-1955	box 168
Lin, 1954-1955	box 169
Lor, 1956-1957	box 169
Lu, 1956-1957	box 170
Lar, 1959-1960	box 170
Le, 1959-1960	box 171
Lev, 1961-1962	box 171
Li, 1961-1962	box 172
Lea, 1963-1964	box 172
Lee, 1963-1964	box 173
Le, 1965-1966	box 173
Leh, 1965-1966	box 174
Les, 1967-1968	box 174
Li, 1967-1968	box 175
Lea, 1969-1970	box 175
Leed, 1969-1970	box 176
Lu, 1970-1971	box 176
Mca, 1890-1910	box 177
Mar, 1910-1918	box 177
Mas, 1910-1918	box 178
Mos, 1926-1928	box 178
Mca, 1928-1930	box 179
Mi, 1934-1935	box 179
Mc, 1935-1936	box 180
Me, 1940-1941	box 180
Mi, 1940-1941	box 181
Mas, 1943-1944	box 181
Me, 1943-1944	box 182

## Central Files 4080177

Ma, 1946-1947	box 182
Mas, 1946-1947	box 183
Mur, 1947-1948	box 183
Mca, 1948-1949	box 184
Min, 1949-1950	box 184
Mo, 1949-1950	box 185
Min, 1951-1952	box 185
Mo, 1951-1952	box 186
Mci, 1953-1954	box 186
Ma, 1953-1954	box 187
Men, 1954-1955	box 187
Mer, 1954-1955	box 188
Mon, 1955-1956	box 188
Mor, 1955-1956	box 189
Mo, 1956-1957	box 189
Moo, 1956-1957	box 190
Mos, 1957-1958	box 190
Mu, 1957-1958	box 191
Mad, 1959-1960	box 191
Man, 1959-1960	box 192
Me, 1960-1961	box 192
Mer, 1960-1961	box 193
Mo, 1961-1962	box 193
Moo, 1961-1962	box 194
Moo, 1962-1963	box 194
Mor, 1962-1963	box 195
Mo, 1963-1964	box 195
Mor, 1963-1964	box 196
Morningside (A-Z) 1964-1965 (1), 1964-1965	box 196
Morningside (A-Z) 1964-1965 (2), 1964-1965	box 197
Ma, 1966-1967	box 197
Man, 1966-1967	box 198



## Central Files 4080177

Mi, 1967-1968	box 198
Min, 1967-1968	box 199
Morningside (A-Z), 1968-1969	box 199
Mos 1968-19689	box 200
Morningside (A-Z) 1969-1970 (1), 1969-1970	box 200
Morningside (A-Z) 1969-1970 (2), 1969-1970	box 201
Mor, 1970-1971	box 201
Morningside (A-Z), 1970-1971	box 202
N1936-1937	box 202
Na, 1937-1938	box 203
Ni, 1946-1947	box 203
No, 1946-1947	box 204
Ni, 1950-1951	box 204
No, 1950-1951	box 205
New, 1953-1954	box 205
New York (A-K), 1953-1954	box 206
Ni, 1955-1956	box 206
Nu, 1955-1956	box 207
National (A-B), 1958-1959	box 207
National (C), 1958-1959	box 208
National (C), 1960-1961	box 208
National (D-H), 1960-1961	box 209
National (C), 1962-1963	box 209
National (D-E), 1962-1963	box 210
New York (A-K), 1963-1964	box 210
New York (L-S), 1963-1964	box 211
National (F-Z), 1965-1966	box 211
Ne, 1965-1966	box 212
New York (S-Z), 1967-1968	box 212
Ni, 1967-1968	box 213
National (O-Z), 1969-1970	box 213
Ne, 1969-1970	box 214

## Central Files 4080177

Os, 1890-1910	box 214
O', 1910-1918	box 215
O1949-1950	box 215
O', 1950-1951	box 216
O1958-1959	box 216
Op, 1958-1959	box 217
O', 1966-1967	box 217
Oa, 1966-1967	box 218
Per, 1890-1910	box 218
Pet, 1890-1910	box 219
Po, 1928-1930	box 219
Pa, 1930-1931	box 220
Pe, 1940-1941	box 220
Pf, 1940-1941	box 221
Par, 1945-1946	box 221
Pe, 1945-1946	box 222
Pa, 1949-1950	box 222
Pe, 1949-1950	box 223
Pl, 1952-1953	box 223
Po, 1952-1953	box 224
Pu, 1954-1955	box 224
Pa, 1955-1956	box 225
Pa, 1957-1958	box 225
Pam, 1957-1958	box 226
Pa, 1959-1960	box 226
Pas, 1959-1960	box 227
Pas, 1961-1962	box 227
Pe, 1961-1962	box 228
Pa, 1963-1964	box 228
Pal, 1963-1964	box 229
Por, 1964-1965	box 229
Pra, 1964-1965	box 230

## Central Files 4080177

Pa, 1967-1968	box 230
Pal, 1967-1968	box 231
Pam, 1969-1970	box 231
Pas, 1969-1970	box 232
Po, 1970-1971	box 232
Por, 1970-1971	box 233
Ro, 1890-1910	box 233
Roc, 1890-1910	box 234
Ro, 1933-1934	box 234
Ra, 1934-1935	box 235
Ra, 1942-1943	box 235
Re, 1942-1943	box 236
Ru, 1945-1946	box 236
Ra, 1946-1947	box 237
Rof, 1949-1950	box 237
Ros, 1949-1950	box 238
Ru, 1952-1953	box 238
Ra, 1953-1954	box 239
Ra, 1955-1956	box 239
Ran, 1955-1956	box 240
Ran, 1957-1958	box 240
Re, 1957-1958	box 241
Reg, 1959-1960	box 241
Res, 1959-1960	box 242
Ren, 1961-1962	box 242
Res, 1961-1962	box 243
Roc, 1963-1964	box 243
Rof, 1963-1964	box 244
Ros, 1965-1966	box 244
Ru, 1965-1966	box 245
Re, 1968-1969	box 245
Reg, 1968-1969	box 246

## Central Files 4080177

Ro, 1969-1970	box 246
Roc, 1969-1970	box 247
Ru, 1970-1971	box 247
Rus, 1970-1971	box 248
Sh, 1910-1918	box 248
Sher, 1910-1918	box 249
Sq, 1926-1928	box 249
Sa, 1928-1930	box 250
Sk, 1935-1936	box 250
Sa, 1936-1937	box 251
Sa, 1941-1942	box 251
Sc, 1941-1942	box 252
St, 1943-1944	box 252
Su, 1943-1944	box 253
Scho, 1946-1947	box 253
Se, 1946-1947	box 254
St, 1947-1948	box 254
Su, 1947-1948	box 255
Sp, 1949-1950	box 255
Sta, 1949-1950	box 256
Sen, 1951-1952	box 256
Sh, 1951-1952	box 257
St, 1952-1953	box 257
Ste, 1952-1953	box 258
Str, 1953-1954	box 258
Su, 1953-1954	box 259
Sti, 1954-1955	box 259
Str, 1954-1955	box 260
Su, 1955-1956	box 260
Sw, 1955-1956	box 261
Si, 1956-1957	box 261
Sw, 1956-1957	box 262

## Central Files 4080177

Su, 1957-1958	box 262
Sa, 1958-1959	box 263
Sc, 1959-1960	box 263
Sch, 1959-1960	box 264
Scho, 1960-1961	box 264
Sci, 1960-1961	box 265
Shi, 1961-1962	box 265
Si, 1961-1962	box 266
Sil, 1962-1963	box 266
Sl, 1962-1963	box 267
Shi, 1963-1964	box 267
Si, 1963-1964	box 268
Sj, 1964-1965	box 268
She, 1964-1965	box 269
Sp, 1965-1966	box 269
St, 1965-1966	box 270
Sti, 1966-1967	box 270
Stu, 1966-1967	box 271
Sum, 1967-1968	box 271
Sa, 1968-1969	box 272
Su, 1968-1969	box 272
Sup, 1968-1969	box 273
St, 1969-1970	box 273
Stat, 1969-1970	box 274
Sio, 1970-1971	box 274
Sl, 1970-1971	box 275
Te, 1910-1918	box 275
Th, 1910-1918	box 276
T1937-1938	box 276
T1938-1939	box 277
Ta, 1946-1947	box 277
Ti, 1946-1947	box 278

## Central Files 4080177

Th, 1951-1952	box 278
Ti, 1951-1952	box 279
Tr, 1954-1955	box 279
Tu, 1954-1955	box 280
Tc, 1958-1959	box 280
Tho, 1958-1959	box 281
Tho, 1961-1962	box 281
Ti, 1961-1962	box 282
Ti, 1964-1965	box 282
To, 1964-1965	box 283
Te, 1968-1969	box 283
Tem, 1968-1969	box 284
Tu, 1970-1971	box 284
Ua, 1890-1910	box 285
University of (R-Z), 1946-1947	box 285
U1947-1948	box 286
United (A-Z), 1953-1954	box 286
University of (A-E), 1953-1954	box 287
University of (E-K), 1956-1957	box 287
University of (L-N), 1956-1957	box 288
United States (S-Z), 1959-1960	box 288
University of (A-B), 1959-1960	box 289
University of (S-Z), 1961-1962	box 289
Ua, 1962-1963	box 290
United (A-Z), 1964-1965	box 290
United States (A-Q), 1964-1965	box 291
University (A-L), 1967-1968	box 291
University (M-Q), 1967-1968	box 292
University (A-C), 1969-1970	box 292
University of (D-L), 1969-1970	box 293
V1926-1928	box 293
V1928-1930	box 294

## Central Files 4080177

Vo, 1950-1951	box 294
Va, 1951-1952	box 295
Ve, 1958-1959	box 295
Va, 1959-1960	box 296
Va, 1967-1968	box 296
Ve, 1967-1968	box 297
War, 1910-1918	box 297
We, 1910-1918	box 298
Wa, 1932-1933	box 298
We, 1932-1933	box 299
Wa, 1941-1942	box 299
Wan, 1941-1942	box 300
Wa, 1945-1946	box 300
Wan, 1945-1946	box 301
Wa, 1948-1949	box 301
Wan, 1948-1949	box 302
Wo, 1950-1951	box 302
Wr, 1950-1951	box 303
Wen, 1953-1954	box 303
Wes, 1953-1954	box 304
War, 1955-1956	box 304
Was, 1955-1956	box 305
Wo, 1956-1957	box 305
Won, 1956-1957	box 306
Win, 1958-1959	box 306
Won, 1958-1959	box 307
Wh, 1960-1961	box 307
Wi, 1960-1961	box 308
We, 1962-1963	box 308
Weg, 1962-1963	box 309
Wo, 1963-1964	box 309
Wood, 1963-1964	box 310

Wood, 1965-1966	box 310
Wr, 1965-1966	box 311
War, 1968-1969	box 311
Was, 1968-1969	box 312
Wim, 1969-1970	box 312
Wo, 1969-1970	box 313
Y1924-1926	box 313
Y1926-1928	box 314
Y1958-1959	box 314
Y1959-1960	box 315
Z1940-1941	box 315
Z1941-1942	box 316
Z1970-1971	box 316
Alumni Association (A-Z), 1890-1910	box 680
Alumni (A-Z), 1968-1969	box 680
Alumni (A-Z), 1969-1970	box 681
Alumni (A-Z), 1970-1971	box 681
Students (A-Z), 1966-1967	box 681
Students (A-Z), 1970-1971	box 681

## Subseries I.2: Personal Names, 1890-1971

### Scope and Contents

Subseries consisting of records to, from, or about a person filed under the person's name. This is the only portion of Central Files that contains detailed descriptions of the contents of files. If a desired personal name does not appear in this sub-series, or if the name is found but the time period of interest falls outside the date range given for the folder, it may still be possible to find relevant materials in Series I.1 General Alphabetical, through the use of the Central Files card index, or by confining the search to a very specific date range.

Title/Description	Instances	
Aalto, Alvar file, 1964. (1 Folder) 10/1964-11/1964	box 673	folder 26
<b>Scope and Contents</b>		
Records regarding an honorary degree from Columbia University that was awarded to Alvar Aalto, a Finnish architect and designer. Records include correspondence and a newspaper clipping.		
Abel, Elie file, 1969-1971. (1 Folder) 12/1969-6/1971	box 509	folder 19



**Scope and Contents**

Correspondence between Elie Abel, Jeffery Loubat Professor and dean of the Graduate School of Journalism at Columbia University, and high level University administrators. Correspondence relates to the school. Topics include: faculty appointments, funding for the school, and budgeting.

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Abel, Theodore Fred file, 1947-1948. (1 Folder) 8/1947-5/1948	box 668	folder 39
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**Scope and Contents**

Correspondence between Theodore Fred Abel, professor of sociology and executive officer of the Department of Sociology at Columbia University, and the provost and secretary of the University. Correspondence relates to the department. Topics include faculty appointments, and budgeting.

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Abrams, Charles file, 1966-1967. (1 Folder) 12/1966-8/1967	box 36	folder 21
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**Scope and Contents**

Correspondence between Charles Abrams and Columbia University administrators. Abrams was a professor of urban planning and director of the Institute of Urban Environment in the School of Architecture. Records relate to the institute, the school, and urban planning. Records include: correspondence regarding efforts to acquire grant funding for a study of urban minority problems to be conducted by the institute and the Division of Urban Planning; a copy of "'The City,'" Abrams' address at the University of Chicago; a report by Abrams for the Community Renewal Program; and reports regarding urban renewal in Philadelphia and the use of computers by the urban planning division.

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Ackerman, Carl W. files, 1/1931-12/1947 1931-1956 (46 Folders)	box 360	folder 4 to 18
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**Scope and Contents**

Correspondence between Carl W. Ackerman, dean of the Graduate School of Journalism at Columbia University, and the president and other high " level administrators of the University. Also includes correspondence between Ackerman and publishers and journalists from the United States and South America. Records relate to four main subjects: the Graduate School of Journalism, the Pulitzer Prizes, the Maria Moors Cabot Prizes, and journalism and journalists in the United States and South America.

**Scope and Contents**

Topics related to the Graduate School of Journalism include: budgeting, faculty affairs, faculty appointments, teaching loads, gifts to the school, events, and the management of special funds. Includes: school budgets; correspondence and a proposal (ca. 1934-1935) regarding the establishment of graduate programs in the school; and reports and correspondence (ca. 1943-1946) regarding a school of journalism in China, which was sponsored by the University. Also includes a report, dating from 1937 which discusses the journalism school's relationship with the Columbia Daily Spectator. The records also include correspondence, proposals, and reports (ca. 1946-1951) regarding the establishment, funding, and administration of the American Press Institute, a professional development and education program for journalists. Also, correspondence and reports regarding the effect of " radio on journalism education (ca. 1937) and the work of the University's Radio Committee (ca. 1938).

**Scope and Contents**

Also, reports and correspondence regarding the Pulitzer Prizes. Related topics include: the nomination and selection of Pulitzer Prize recipients, the work of the Advisory Board of the Pulitzer Prizes, and administrative and financial issues regarding the prizes. Includes jury reports and correspondence regarding the ""Pulitzer Prize Playhouse. Also, correspondence and reports regarding the Maria Moors Cabot Prizes. Related topics include: the establishment of the prizes, the nomination and selection of recipients, and administrative issues relating to the prizes. Includes correspondence with the Cabot family. In addition, " Ackerman made a number of trips to South America to meet with journalists and promote journalism. The records include correspondence regarding South American newspapers and journalists as well as correspondence and reports regarding Ackerman's tours of South America during the 1930s and 1940s.

Ackerman, Carl W. files, 1/1948-6/1953	box 361	folder 1 to 19
Ackerman, Carl W. files, 7/1953-9/1956	box 362	folder 1 to 12
Adams, Charles M. file, 1943-1945 (1 Folder) 7/1943-6/1945, 1943-1945	box 387	folder 20

**Scope and Contents**

Correspondence between Charles M. Adams, assistant to the director of the libraries at Columbia University, and the provost of the University. Correspondence and reports relate to the appraisal and acquisition of library collections. Includes volume one, number 1 of Library Columns (November, 1943). Also, reports and minutes (ca. March, 1944) regarding the use of Low Memorial Library as an administration building. These reports relate to recommendations regarding the library that had been made in the Coykendal report of 1935.

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Adams, Edward D. file 1899-1918 (1 Folder) 3/1899-6/1918, 1899-1918	box 317	folder 1
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**Scope and Contents**

Correspondence between Edward D. Adams, president of the Germanistic Society of America, and the president and secretary of Columbia University regarding Deutsches Haus, Columbia's German cultural and educational center. Topics include: the purchase of Deutsches Haus and the effect of World War I on the center and on education in German culture. Also, correspondence and deeds of gift documenting the establishment of the Ernest Kempton Adams Fund for Physical Research, the management of special funds, and a gift to the University of scientific instruments.

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Adams, Henry A. file, 1954-1955 (1 Folder) 12/1954-2/1955, 1954-1955	box 671	folder 14
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**Scope and Contents**

Correspondence regarding a formal complaint that was brought against Columbia University by Henry A. Adams, a student who did not receive credit for a course. Includes a copy of the petition which was filed with the New York State Department of Education.

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Adams, John C. file, 1947-1948 (1 Folder) 9/1947-3/1948, 1947-1948	box 668	folder 40
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**Scope and Contents**

Correspondence between John C. Adams and high level administrators at Columbia University. Adams was president of Hofstra University and the secretary and treasurer of the Association of Colleges and Universities of the State of New York. Correspondence relates to the association's involvement in issues affecting higher education. Topics include discrimination in higher education and proposals for a state University. Includes a

transcript of a hearing before the State of New York Temporary Commission on the Need for a State University (October, 1947) and a copy of the Austin Mahoney anti-discrimination bill.

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Adams, L. Carroll (Louis Carroll) file, 1953-1954 (1 Folder) 7/1953-5/1954, 1953-1954	box 670	folder 22
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**Scope and Contents**

Correspondence between Louis Carroll Adams of the Department of Physical Education at Columbia University, and University administrators. Correspondence relates to the use of the University gymnasium by students from the Julliard School. Includes a booklet on requirements and procedures for the physical education program.

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Adenauer, Konrad file, (1 Folder) 1954 7/1954-10/1954, 1954	box 671	folder 15
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**Scope and Contents**

Records regarding the honorary degree from Columbia University that was awarded to Konrad Adenauer, the Chancellor of the West German Republic. The degree was awarded as part of the University's 1954 bicentennial celebration.

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Adler, Felix file, 1902-1910 (1 Folder) 4/1902-5/1910, 1902-1910	box 659	folder 1
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**Scope and Contents**

Correspondence between Felix Adler, professor of social and political ethics in the Faculty of Philosophy at Columbia University, and University president Nicholas Murray Butler. Correspondence relates to the establishment of a professorship of social and political ethics and Adler's appointment to the post in 1902. Correspondence also relates to Adler's term as Roosevelt Professor during 1908 and 1909. The Roosevelt Professorship sent an American professor to Germany to lecture and act as an educational and cultural emissary.

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Agger, Eugene Ewald file, 1911-1918 (1 Folder) 5/1911-6/1918, 1911-1918	box 664	folder 30
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**Scope and Contents**

Correspondence between Eugene Ewald Agger, associate professor of economics at Columbia University, and the president and secretary of the University. Most of the correspondence relates to Agger's work as executive secretary of the Intercollegiate War Loan and Savings Committee of

the Federal Reserve and his efforts to raise funds for the government during World War I.

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Agron, Norma file, 1965 (1 Folder), 1/1965-9/1965	box 54	folder 31
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**Scope and Contents**

Correspondence regarding the mental and physical health of a student in the School of General Studies.

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Aguirre y Lecube, Jose Antonio de file, 1942-1946 (1 Folder) 8/1942-12/1946, 1942-1946	box 668	folder 22
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**Scope and Contents**

Correspondence between Jose Antonio de Aguirre y Lecube, a lecturer in history at Columbia University, and University administrators. Correspondence relates to his five-year stay at Columbia and his return to Spain in order to support the Basque separatist movement.

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Albertson, Fred W. files, (2 Folders) 1945 7/1945-8/1945, 1945, 7/1945-8/1945	box 389	folder 17 to 18
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**Scope and Contents**

Records sent to the Columbia University administration by Fred W. Albertson. Records relate to Columbia's application for an FM radio license. Includes a proposal for operating a radio station as well as University by-laws and other records which were assembled in support of Columbia's application.

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Alderman, Edwin Anderson file 1904-1909 (1 Folder) 2/1902-3/1909, 1904-1909, 2/1902-3/1909	box 659	folder 2
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**Scope and Contents**

Correspondence between Edwin Anderson Alderman and the president and secretary of Columbia University. Alderman was president of Tulane University and later became president of the University of Virginia. Correspondence relates to a range of subjects. Topics include: Butler's invitation for Alderman to attend his installation in 1902 Columbia's merger with the College of Physicians and Surgeons, entrance examinations and the College Entrance Examination Board, the selection of candidates for chairs in economics and physics at the University of Virginia, the selection of a southern candidate for the Roosevelt Professorship, and honorary degrees. Includes correspondence regarding Butler's inaugural and Alderman's plans

to model his own installation at the University of Virginia on it.

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Aldridge, Walter H. file, 1952-1953 (1 Folder) 11/1952-6/1953, 1952-1953	box 669	folder 43
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**Scope and Contents**

Correspondence between Walter H. Aldridge and high level administrators at Columbia University. Aldridge was chairman of the board of Texas Gulf Sulphur Company and a University benefactor. Correspondence relates to Aldridge's gifts in support of a proposed University engineering center. Also, correspondence regarding the awarding of the Class of 1889 Prize Medal to Aldridge.

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Alexander, John W. files, 9/1958-6/1965, 1958-1965 (5 Folders), 9/1958-6/1965, 1958-1965	box 497	folder 8 to 12
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**Scope and Contents**

Correspondence between John W. Alexander, associate dean of Columbia College, and high level Columbia University administrators. Includes correspondence with the dean of Columbia College as well as individual students and their families. Correspondence relates to Columbia College, the University's undergraduate college. Much of the correspondence consists of letters regarding student affairs, academic standing, discipline, academic probation, and expulsion. Other topics include: events, prizes, the preparation and distribution of the student handbook, student groups, dormitory facilities, residence hall visitation policies, and space issues.

**Scope and Contents**

Records include: minutes of a meeting regarding conditions in residence halls and the administrative organization of the halls (July, 1962); a statement on policies regarding female visitors in residence halls (October, 1962) and other records regarding visitation policies; correspondence regarding the University's policy against the discriminatory fraternity membership requirements (ca. December, 1964), and correspondence regarding proposed community programs to be offered during the 1964 Summer Session.

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Alexander, Ralph S. file, 1952-1954. (1 Folder), 12/1952-5/1954	box 447	folder 24
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**Scope and Contents**

Correspondence between Ralph S. Alexander, professor of marketing at Columbia University, and

University administrators. Alexander chaired the University's Committee on the Bookstore, which studied the operation of the Columbia University Bookstore. Correspondence relates to the business of the committee and committee membership.

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Ali, Mohammed file, (1 Folder) 1954 Oct-54, 1954	box 671	folder 16
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**Scope and Contents**

Records regarding the honorary degree from Columbia University that was granted to Mohammed Ali, the prime minister of Pakistan, during Columbia's 1954 bicentennial celebration.

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Allen, Carolyn E. file, 1928-1930. (1 Folder), 7/1928-4/1930	box 667	folder 21
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**Scope and Contents**

Correspondence between Carolyn E. Allen, controller of the Council for Research in the Social Sciences at Columbia University, and the assistant secretary of the University. Correspondence relates to disbursements to council-funded projects.

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Allen, George M. files, 7/1945-5/1950 1945-1950., 7/1945-5/1950	box 391	folder 18 to 20
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Physical Description: (3 Folders)

**Scope and Contents**

Correspondence between George M. Allen, chairman of the Committee on Public Ceremonies and executive officer of the Department of Drafting at Columbia University, and high level University administrators. The Committee on Public Ceremonies oversaw the University's academic exercises, visits from dignitaries, and other official events. Most of the records consist of correspondence, schedules, and seating charts relating to opening exercises, commencement, and convocations. Includes a file, dating from 1950 which contains designs for academic robes. Also, correspondence and budgets relating to the Department of Drafting. Topics include faculty appointments, faculty affairs, and equipment.

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Allen, Jane McMurtry files, 9/1956-3/1960 1956-1960., 9/1956-3/1960	box 495	folder 23 to 24
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Physical Description: (2 Folders)

**Scope and Contents**

Correspondence between Jane McMurtry Allen, administrative assistant to the secretary of the University at Columbia University, and

University administrators. The records consist of correspondence and routine cover letters relating to: prizes and awards, personnel, scheduling, appointments, and supplies.

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Alley, Rayford W. file, 1952-1953. (1 Folder), 12/1952-6/1953	box 669	folder 44
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**Scope and Contents**

Correspondence between Rayford W. Alley and the president of Columbia University. Alley was a University benefactor and chairman of special gifts for the Law School Sustaining Fund. Correspondence relates to Alley's gifts to Columbia and the possibility of his nomination as a University trustee. Includes correspondence with the president's staff.

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Alt, Rita file, 1961-1965. (1 Folder), 9/1961-2/1965	box 504	folder 13
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**Scope and Contents**

Correspondence between Rita Alt and administrative offices at Columbia University. Alt appears to have overseen arrangements for events in the rotunda of Columbia's Low Memorial Library. The correspondence is routine.

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Althoff, Friedrich file, 1904-1908. (1 Folder), 12/1904-5/1908	box 659	folder 3
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**Scope and Contents**

Correspondence between Friedrich Althoff, the Prussian minister of education, and Columbia University president Nicholas Murray Butler. Correspondence relates to the Roosevelt Professorship, which sent American faculty to Germany to lecture and act as educational and cultural emissaries. Correspondence also relates to the Germanistic Society of America.

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Amick, Erwin H. file, 1955-1959. (1 Folder), 7/1955-2/1959	box 495	folder 3
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**Scope and Contents**

Correspondence between Erwin H. Amick and Columbia University administrators. Amick's appointments included associate dean of the School of Engineering and chairman of the Department of Chemical Engineering. Correspondence relates to the school. Topics include: budgeting, scheduling, facilities, personnel, sponsored projects and grants, and gifts to the school. Includes a proposal to establish a research division in the school (1958). The proposal discusses planning for the division and the organization and purpose of the division. Also,



correspondence regarding the routine business of the Department of Chemical Engineering.

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Anderson, T. W. (Theodore Wilbur) file, 1956-1960. (1 Folder), 8/1956-6/1960	box 492	folder 22
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**Scope and Contents**

Correspondence between Theodore W. Anderson of the Department of Mathematical Statistics at Columbia University, and University administrators. Correspondence relates to the department. Topics include faculty appointments and departmental personnel. Also, correspondence relating to Anderson's personnel issues.

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Angell, James W. files, 7/1947-6/1955 1947-1955., 7/1947-6/1955	box 409	folder 7 to 9
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Physical Description: (3 Folders)

**Scope and Contents**

Correspondence between James W. Angell, acting executive officer of the Department of Economics at Columbia University, and high level University administrators. Angell also served as chairman of the Informal Committee on University Salaries and the Committee on Instruction of the Faculty of Political Science. Correspondence relates to the department, the Faculty of Political Science (ca. 1952-1953), and a variety of other University-related subjects. Topics related to the Department of Economics include: enrollment, budgeting, lectures, faculty appointments, faculty affairs, funding for the department, and facilities. Includes departmental budgets. Topics related to the Faculty of Political Science include: the evaluation of departments, faculty appointments, faculty affairs, departmental budgeting, relations between the Faculty and the University administration, and faculty personnel policies. Includes a statement regarding academic freedom that was submitted to the administration by the faculty in May, 1953.

**Scope and Contents**

Also: correspondence (ca. 1949 to the 1950s) regarding faculty salary policies; correspondence and proposals regarding the Schuyler Fiske Seager Endowment and the Schuyler Fiske Seager Fellowship; a report regarding a proposed institute for research in industrial management at the University; and correspondence and a telegram regarding post-World War II aid to Europe.

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Anger, Charles A. files, 10/1950-1/1953 1950-1956., 10/1950-1/1953		
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box 431 folder 1 to  
20

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Anger, Charles A. files, 1/1953-6/1956

box 432 folder 1-19

**Scope and Contents**

Correspondence between Charles A. Anger, director of the Office of Development at Columbia University, and high level University administrators. The records consist of correspondence, reports, and proposals relating to the establishment of a development program at Columbia.

**Scope and Contents**

Topics include: the creation of development policies and procedures, donor relations, funding proposals, and the status of development campaigns. Includes reports and proposals regarding: building projects, schools, events, research projects, and institutes. Also includes charts, reports, and other records relating to the organization and strategies of the University's development program. Records related to development include a public relations study (September, 1951) and an in-depth evaluation of Columbia's development strategy, income, and activities (1953). Other related records include: charts of the University's development organization in 1954 correspondence relating to the business of the trustees' committee on development; minutes of the University Development Committee; records regarding budgeting and operations in the Development Office; and development pamphlets.

**Scope and Contents**

Records regarding other University-related topics include: a 1951 proposal to establish the Citizenship Center, which became the Ferris Booth Hall student center; a report on the University's Health Sciences division dating from 1952 and a survey and analysis of the School of General Studies, the School of Pharmacy, and the School of Social Work dating from 1951. Other related records include: correspondence, proposals, statements, and reports (ca. 1952-1955) relating to the University's attempts to fund an arts center; correspondence and reports (ca. 1953-1954) regarding Columbia's bicentennial fundraising campaign; and a press packet that was produced in 1954 for Columbia's bicentennial celebration.

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Anthony, Donald C. files, 8/1967-5/1971 1967-1971.,  
8/1967-5/1971

box 508 folder 11 to  
13

Physical Description: (3 Folders)

**Scope and Contents**

Correspondence between Donald C. Anthony, assistant director of the libraries at Columbia University, and University administrators. Most of the records consist of routine cover letters and acquisition records. The materials were forwarded to the Office of the Secretary, which issued acknowledgement letters for donations to the libraries.

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Arbolino, Jack N. file, 1954-1958. (1 Folder),  
7/1954-6/1958

box 480

folder 19

**Scope and Contents**

Correspondence between Jack N. Arbolino, assistant dean in the School of General Studies at Columbia University, and high level University administrators. Most of the correspondence relates to the School of General Studies, Columbia's continuing education division. Topics include: personnel, faculty appointments, prizes, and facilities.

**Scope and Contents**

Records include letters regarding the relationship between the School of General Studies and the University and public relations for the school, records regarding the revision of the General Studies curriculum (March, 1958), and records regarding procedures for the screening of non-matriculated students. Also includes cover letters and invitations.

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Arensberg, Conrad M. files, 7/1954-6/1959 1954-1959.,  
7/1954-6/1959

box 459

folder 19 to  
20

Physical Description: (2 Folders)

**Scope and Contents**

Correspondence between Conrad M. Arensberg, professor of anthropology at Columbia University, and high level University administrators. Arensberg held appointments as executive officer of the Department of Anthropology and head of the Interdisciplinary Project in Economic Aspects of Institutional Growth. Most of the records relate to the project. Topics include: personnel, salaries, staffing needs, expenditures, and finances. Includes reports on the project. Also, correspondence regarding the Department of Anthropology. Topics include: events, expenditures, funding for the department, facilities, and routine business.

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Armstrong, Robert H. file, 1947-1951. (1 Folder),  
5/1947-6/1951

box 669

folder 25

**Scope and Contents**

Correspondence between Robert H. Armstrong, William J. Donovan, and E. R. Liebert. Armstrong was a trustee of The Town Hall, an educational institution for the advancement of social and political science, ethics, and the arts. Armstrong chaired the special committee that had been appointed to examine the institution's program of activities. Donovan served as an alumni trustee of Columbia University and also headed Columbia Associates, a group of benefactors who contributed to the University's general fund. Liebert appears to have been The Town Hall's public relations and development director. Correspondence relates to the operation and reorganization of The Town Hall. Includes several reports on the institution's development and revenues.

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Arnaud, Leopold files, 4/1935-5/1959 1935-1959.,  
4/1935-5/1959

box 377

folder 1 to  
18

Physical Description: (18 Folders)

**Scope and Contents**

Correspondence between Leopold Arnaud and the faculty and high level administrators of Columbia University. Arnaud held numerous appointments at the University including dean of the School of Architecture; director of the School of Painting and Sculpture, which was the predecessor of the University's School of the Arts; and director of the School of Dramatic Arts. Arnaud also served on many committees, including the Committee on Art Properties, and advised the University administration on a variety of design projects.

**Scope and Contents**

Most of the correspondence, budgets, and reports relate to the School of Architecture (ca. 1935 to 1955), the School of Painting and Sculpture (ca. 1948 to the 1950s), and the School of Dramatic Arts (ca. 1948 to the 1950s). Topics related to the School of Architecture include: faculty appointments, student exchanges, faculty affairs, budgeting, appropriations, fellowships, scholarships, lectures, gifts to the school, facilities, requirements, teaching loads, arrangements for courses, prizes, and awards. Includes correspondence regarding the McKim Travelling Fellowships and the William Kinne Fellowships as well as correspondence, reports, and a newsletter relating to the Housing and Town Planning Program (ca. 1935-1955).

**Scope and Contents**

Topics related to the School of Painting and Sculpture include: budgeting, appropriations, facilities, and gifts to the school. Includes the director's first annual report. Although this document dates from 1949 it is filed with the records dating from July, 1957. Topics relating to the School of Dramatic Arts include budgeting and administrative issues involving dramatic productions and theater facilities. Includes correspondence regarding the relationship between the school and the Columbia University Players. Also, correspondence, budgets, and reports regarding Casa Italiana, Columbia's Italian culture and educational center. Topics include gifts, lectures, budgeting, and administrative issues from the late 1940s to the 1950s.

**Scope and Contents**

The records also include a small amount of correspondence documenting the work of the Committee on Art Properties, which selected and administered the University's art properties. Most of the correspondence relates to the care and sale of works of art during the 1950s. Also, correspondence regarding the administration of a number of special design projects including plaques, medals, exhibitions, and buildings. Arnaud also served on a committee which was created to evaluate and suggest uses for the Nevis Estate. The estate, which is in Irvington-on-Hudson New York, was donated to the University in 1935.

**Scope and Contents**

Includes some correspondence regarding the estate and committee business. Most of the correspondence dating from 1959 relates to Arnaud's retirement. Includes a report dating from January, 1959 which summarizes his education, professional life, and Columbia Career.

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Arrowsmith, Robert file, 1890-1914. (1 Folder),  
7/1890-5/1914

box 317

folder 2

**Scope and Contents**

Correspondence between Robert Arrowsmith, editor of Columbia Alumni News and secretary of the Columbia University Alumni Council, and Columbia University administrators. Topics include: alumni affairs, the administration of the Alumni Council office, the purpose and content of Columbia Alumni

News, and public relations involving academic freedom and the dismissal of faculty members.

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Avery, Samuel P. file, 1890-1918. (1 Folder), 7/1890-5/1918	box 317	folder 3
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**Scope and Contents**

Correspondence between Samuel P. Avery, a benefactor of Columbia University, and Seth Low, president of the University. Also, correspondence between Seth Low, University administrators, and others regarding Avery's gifts to Columbia. Topics include: Avery's gifts to establish the Avery building, Avery Architectural Library, Avery Architectural Fund, and a fine arts endowment fund.

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Ayer, Franklin A. file, 1956-1957. (1 Folder), 7/1956-5/1957	box 672	folder 5
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**Scope and Contents**

Correspondence between Franklin A. Ayer, president of the Columbia Engineering School Alumni Association, and the president of Columbia University. Correspondence relates to events and Ayer's involvement in the appointment of a new University trustee.

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Ayres, Harry Morgan files, 7/1939-5/1949 1939-1949., 7/1939-5/1949	box 380	folder 1 to 8
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Physical Description: (8 Folders)

**Scope and Contents**

Correspondence between Harry Morgan Ayres and the high level administrators of Columbia University. Ayres held a number of appointments including professor of English; director of the Summer Session; director of Casa Italiana, Columbia's Italian culture and educational center; director of the University Extension, the University's continuing education division; and chairman of the Committee on Extension Teaching. Ayers was also the first director of the School of General Studies, the successor to the University Extension. Most of the records consist of correspondence, budgets, and reports regarding the Summer Session and correspondence, budgets, reports, and minutes regarding the University Extension and its reorganization as the School of General Studies. Also includes correspondence and reports regarding Casa Italiana.

**Scope and Contents**

Topics related to the Summer Session include: financial planning, budgeting, finances, enrollment,

registration procedures, the preparation of the Summer Session announcement, faculty affairs, faculty salaries, personnel, and the school calendar. Includes correspondence regarding accelerated courses and the expansion of summer programs during World War II. Also includes Ayres' regular reports to the Administrative Board of Summer Session. Topics related to University Extension include: the organization and administration of the extension program, faculty appointments, financial administration, budgeting, and the status of extension faculty in the University. Includes a proposal and correspondence (ca.1944) regarding courses on radio. Also, reports and correspondence regarding the reorganization of University Extension as the School of General Studies. Includes summary histories, extracts of the annual reports of the Summer Session and University Extension (ca. 1943), and a report on the study of faculty and administrative responses to the proposed creation of the School of General Studies which took place during the fall of 1944.

**Scope and Contents**

Also includes the first annual report of the School of General Studies, which was released in June, 1948. The report discusses a range of topics including: the origin and mission of the school, the relationship of the faculty to the school, the student body, and the future needs of the school. Topics related to Casa Italiana include: the management of special funds, the effects of World War II on the center, and center finances. Includes reports regarding: events at Casa Italiana, its use by outside groups, the Friends of Casa Italiana, activities and programs at the center, the center's calendar, the use of the libraries, faculty activities, and center finances. These reports also document the activities of the Columbia University Committee for War Relief, which used the center's facilities. Includes a report of the Committee on the Future Plans of the Italian Department dating from April, 1948. Also, correspondence regarding Ayres' annuity plan, death, and funeral.

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Babbage, Richard Gordon file, 1936-1938. (1 Folder),  
1/1936-6/1938

box 378

folder 20

**Scope and Contents**

Correspondence between Richard Gordon Babbage, a trustee of Columbia University and chairman of the trustee's committee on finance, and high level University administrators. Babbage was also chairman of the University Sub Committee on a Retirement Program for Non-Teaching Employees. Most of the correspondence relates

to the development of a retirement program for University staff. Includes a report from the committee. Also, correspondence regarding the University's accounting procedures and procedures for amending the University statutes. Also includes correspondence regarding the Nevis Estate in Irvington-on-Hudson, New York. The estate was given to the University in 1935. Also, correspondence and a report regarding the financial administration of athletics programs.

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Bach, Richard F. file, 1911-1918. (1 Folder),  
2/1911-6/1918

box 664

folder 31

### Scope and Contents

Correspondence between Richard Bach and the president of Columbia University. Bach was a lecturer in the School of Architecture and also served as curator for the University. Most of the correspondence relates to the care and preservation of Columbia's art properties. Also, correspondence regarding budgeting for furniture and supplies in the School of Architecture and the Avery Library and reports on the use of funds in the school. Also includes correspondence regarding the proposed establishment of a life class in the school.

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Bachman, George W. files, 9/1931-6/1941 1931-1941.,  
9/1931-6/1941

box 376

folder 16 to  
17

Physical Description: (2 Folders)

### Scope and Contents

Correspondence between George W. Bachman, professor of parasitological and director of the School of Tropical Medicine in Puerto Rico, and the president and secretary of Columbia University. Correspondence relates to the school, which was established and operated with support from the University.

### Scope and Contents

Topics include: faculty appointments, preparation of the school's announcement, fund raising, research funding, finances, federal support for the school, lectures, and clinics. Includes correspondence and reports evaluating the school and its future needs in terms of staff, research, finances, departmental administration, and library collections. Also includes correspondence (ca. 1938) regarding the relationship between the school, the University, and the Puerto Rican government; correspondence (ca. 1939-1940) regarding a primate research colony; correspondence (ca. February, 1937) regarding President Butler's trip to the school. Other records include a long-range planning report (1937) and a faculty bibliography



that includes works published from 1926 to 1937. Also, correspondence and a report regarding the Rockefeller Foundation Nutrition Gift Fund in support of nutrition research at the school (ca. 1932) .

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Bacon, Rogers H. files, 8/1926-5/1937 1926-1937.,  
8/1926-5/1937

box 350

folder 17 to  
19

Physical Description: (3 Folders)

### **Scope and Contents**

Correspondence between Rogers H. Bacon and Nicholas Murray Butler, president of Columbia University. Includes correspondence with the University treasurer and secretary. Bacon was an alumni trustee and trustee of the University. He served as chairman of the University Committee on Athletics, president of the Alumni Federation of Columbia University, comptroller of athletics, and comptroller of Kings Crown. Most of the correspondence dating from 1926 and 1927 relates to University policies governing athletics and the funding of athletic programs. Includes correspondence regarding the University's boat house. Correspondence dating from 1934 to 1937 documents Bacon's activities as comptroller of athletics and comptroller of King's Crown. King's Crown was the alumni body which oversaw the budgets of certain student organizations.

### **Scope and Contents**

Topics include: athletic facilities, financial and accounting policies for athletics programs, student activity fees, and the financial management the student organizations which were administered by King's Crown. Includes budgets for Kings Crown activities and the Department of Physical Education and Intercollegiate Athletics. There is a gap in the records between 1929 and 1934.

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Baer, Albert M. file, 1958-1959. (1 Folder),  
8/1958-6/1959

box 672

folder 37

### **Scope and Contents**

Correspondence between Albert M. Baer and Columbia University president Grayson Kirk. Baer was chairman of the Council of the School of General Studies. Correspondence relates to Baer's trip to Japan and the School of General Studies, Columbia's continuing education division. Includes the text of a presentation on Columbia's role in the

New York City area that was given to the council by the dean of the School of General Studies.

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Baker, Elizabeth Feaster file, 1947-1948. (1 Folder), 7/1947-6/1948	box 668	folder 41
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**Scope and Contents**

Correspondence between Elizabeth Feaster Baker and the acting president and provost of Columbia University. Baker was a professor of sociology and executive officer of the Department of Sociology. Correspondence relates to the department. Topics include appropriations and faculty appointments.

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. Baker, Geo. H. (George Holbrook) files, 1890-1903. <u>Physical Description</u> : (3 Folders)	box 659	folder 4 to 6
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**Scope and Contents**

Correspondence between George H. Baker, the librarian of Columbia University, and University presidents Seth Low and Nicholas Murray Butler. The records consist of long letters on a variety of subjects. Topics include: gifts of money and books, the acquisition of books, collection development, the construction of Low Memorial Library, and library appropriations and expenditures. Includes information regarding a gift to establish the Avery Library. Also includes detailed information regarding the design and construction of Low Memorial Library.

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Baker, George F. file, 1915-1924. (1 Folder), 8/1915-5/1924	box 343	folder 1
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**Scope and Contents**

Correspondence between George Baker, a benefactor of Columbia University, and University president Nicholas Murray Butler. Correspondence relates to the establishment of Baker Field, Columbia's stadium in northern Manhattan. Correspondence documents Baker's gifts to the University for the purchase of the Dykman Property, now called Baker Field, and the construction of a stadium on the site. Also includes correspondence regarding University finances.

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Baker, George F. file, 1930-1932. (1 Folder), 2/1930-5/1932	box 667	folder 37
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**Scope and Contents**

Correspondence between George Baker, Jr. and the president of Columbia University. Baker was the son of University benefactor George Baker. Correspondence relates to Columbia's Baker Field athletic facility and to the University's unsuccessful

attempts to solicit funds from Baker for the construction of a new library.

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Baker, Richard file, 1951-1969. (1 Folder), 7/1951-5/1969	box 436	folder 14
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**Scope and Contents**

Correspondence between Professor Richard Baker and high level administrators at Columbia University. Baker held a number of appointments including secretary of the Faculty of Journalism, professor of journalism, and acting dean of the Graduate School of Journalism. The records consist of correspondence and minutes relating to the journalism school. Topics include: fees, policies, admissions, the administration of programs in the school, scholarships, financial aid, and student affairs. Correspondence dating from 1968 relates to the Maria Moors Cabot Prize and to Dean Emeritus Edward Barrett. Includes Baker's speech at the 30th presentation of the Cabot Prize.

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Baker, Stephen file, 1910-1918. (1 Folder), 9/1910-6/1918	box 664	folder 32
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**Scope and Contents**

Correspondence between Stephen Baker and the president and secretary of Columbia University. Baker was a trustee of the University and chaired the University's finance committee. He was also a member of the committees on the library and honors. Correspondence relates to a variety of subjects. Topics include: the preparation of the 1918-1919 budget, interest owed on bonds issued by the University, funding for the construction of a building to house the business school, Baker's gifts to the University, plans to erect a football field on South Field, the selection of trustees, and the appointment of Frederick A. Goetze as treasurer of the University. Includes copies of budgets.

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Bakhmetev, B. A. (Boris Aleksandrovich) files 1931. (1 Folder) May-31	box 667	folder 33
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**Scope and Contents**

Correspondence between Boris A. Bakhmetev, professor of engineering at Columbia University, and the president and secretary of the University. Includes correspondence with Professor Charles Lucke. Correspondence relates to Bakhmetev's appointment and a proposed course in mechanics.

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Baldwin, Charles Sears file, 1892-1910. (1 Folder), 12/1892-2/1910	box 659	folder 7
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**Scope and Contents**

Correspondence between Charles Sears Baldwin and the president and secretary of Columbia University. Baldwin held appointments as a tutor and instructor in Rhetoric in the Summer Session and the Department of Rhetoric and English Composition. Topics include: Baldwin's personnel issues, the nomination of the president-elect of Yale University for an honorary degree, and invitations. Includes detailed correspondence and a syllabus relating to proposed courses in rhetoric. Most of the correspondence dating from 1895 to 1910 is routine.

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Ballard, Charles W. file, 1939-1949. (1 Folder),  
7/1939-6/1949

box 380

folder 17

**Scope and Contents**

Correspondence between Charles W. Ballard, Dean of the College of Pharmacy at Columbia University, and the provost and secretary of the University. Records dating from 1939 to 1940 consist of correspondence and a proposal regarding the establishment of a course in clinical laboratory technology. Correspondence dating from 1945 to 1949 relates to the routine academic, faculty, and student affairs of the pharmacy school. Includes a long-range plan for the school. Among other topics, the plan discusses the pharmacy profession, the history of the school, pharmacy research and education, and the public service role of the pharmacy profession.

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Balme, D. M. (David M.) file, 1954-1955. (1 Folder),  
3/1954-6/1955

box 671

folder 17

**Scope and Contents**

Correspondence between David M. Balme and the president of Columbia University. Balme was principal of University College of the Gold Coast in west Africa and chairman of the editorial board of Universitas, the college's publication. Correspondence relates to routine issues. Includes four issues of Universitas dating from 1953 to 1954.

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Balter, Bluford H. J. file, 1954-1955. (1 Folder),  
9/1954-5/1955

box 671

folder 18

**Scope and Contents**

Correspondence and records that were sent to the president of Columbia University by New Orleans businessman H. J. Bluford Balter. Records relate to

Bluford's proposals to repeal the 16th amendment and place a 25 percent ceiling on federal taxes.

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Bancroft, Frederick file, 1895-1899. (1 Folder), 5/1895-1/1899	box 659	folder 8
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**Scope and Contents**

Correspondence between Frederick Bancroft, a lecturer in American history at Columbia University, and the president of the University. Correspondence relates to Bancroft's personnel issues and teaching.

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Bangs, Francis S. files, 3/1897-10/1918 1897-1918., 3/1897-10/1918	box 317	folder 4 to 8
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Physical Description: (5 Folders)

**Scope and Contents**

Correspondence between Francis S. Bangs, Columbia University presidents Seth Low and Nicholas Murray Butler, and other University administrators. Bangs was a trustee and alumnus of the University. Correspondence relates to Columbia's financial management, educational policy, student affairs, and government. bangs was a member of the committees on finance and education of Columbia University's board of trustees and also served as secretary of the Columbia University Alumni Association.

**Scope and Contents**

Topics include: the financial management of University athletics; Columbia's financial administration, policy, and reporting; and financial matters related to University real estate holdings. Also, student affairs in general, especially the affairs of athletic clubs; University government and the powers of the Trustees; and Columbia's educational role and educational policies. Includes correspondence regarding the dismissal of Professor James McKean Cattell in 1917.

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Barber, May M. files, 7/1953-6/1961 1953-1961., 7/1953-6/1961	box 450	folder 19 to 20
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Physical Description: (2 Folders)

**Scope and Contents**

Correspondence between May Moore Barber, acting director of the personnel office at Columbia University, and University administrators. Records relate to personnel policies and personnel administration. Topics include: salaries, benefits,

insurance, and tuition exemption. Many of the materials relate to individual University employees.

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Barger, Harold files, 9/1958-6/1971 1958-1971.,  
9/1958-6/1971

box 497

folder 20 to  
21

Physical Description: (2 Folders)

### Scope and Contents

Correspondence between Professor Harold Barger and high level administrators at Columbia University. Barger was a professor of economics and chairman of the Columbia University Chapter of the American Association of University Professors (AAUP). Beginning in 1970 he also chaired the University Senate Committee on Faculty Affairs. Most of the correspondence relates to faculty affairs at the University. Correspondence also relates to the Department of Economics (ca. 1961-1964) and to Barger's personnel issues. Includes routine invitations, acceptances, and regrets.

### Scope and Contents

Topics related to faculty affairs include: salaries, benefits, the retention of faculty members, and appointments. Related records include: a resolution against the National Defense Education Act by the Columbia chapter of the AAUP (January, 1960) and a statement regarding faculty salaries that was issued by the AAUP. Records dating from 1970 to 1971 include substantive letters regarding faculty housing, appointment policies, salaries, work loads, and benefits. Records from this period also include a University Senate resolution regarding the disruption of classes by demonstrations.

### Scope and Contents

Topics related to the economics department include: fellowships, faculty appointments, staffing needs, the economics library, and the retention of departmental faculty. Related records include: a report on conditions in the department and the needs of the department (May, 1964), a letter regarding the proposed merger of the business and economics libraries (February, 1962), and correspondence and working papers regarding the Ford Foundation Research Professorship in Economics (May, 1964) .

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Barker, Joseph W. files, 8/1930-6/1946 1930-1946.,  
8/1930-6/1946

box 359

folder 1 to  
16

Physical Description: (16 Folders)

**Scope and Contents**

Correspondence between Joseph W. Barker and the high level administrators of Columbia University. Barker held a number of appointments including dean of the School of Engineering, chairman of the Advisory Committee on Educational Policy, and chairman of the Committee on Men's Residence Halls. Most of the records consist of correspondence, budgets, and reports relating to the School of Engineering, residence halls, and the University's buildings and grounds.

**Scope and Contents**

Topics related to the School of Engineering include: degrees, the curriculum, programs, faculty appointments, staffing needs, teaching loads, scholarships, fellowships, appropriations, expenditures, the management of special funds, research funding, gifts to the school, budgeting, facilities, and equipment. Includes a report on instruction in physics (1934) and a report regarding the faculty and staffing needs of the school (1935). Also, correspondence documenting the school's activities during World War II. During the war, Barker served as special assistant to the under secretary of the Navy. Correspondence dating from 1941 to 1945 includes letters to and from Barker and his staff regarding the administration of the school in his absence. Topics include: the administration of government contracts; the University's V-12 naval training program; and administrative issues involving the education of veterans.

**Scope and Contents**

Topics related to University residence halls include: the management of dormitory staff, student services, the residence halls budget, the daily operation of residence halls, and policies regarding residence halls. Includes a proposal from the Furnald Hall House Committee, dating from 1934 which requests permission to have female visitors in the dormitory. Barker also advised the University administration on facilities-related issues. Includes correspondence regarding the design and construction of campus buildings; correspondence and reports (ca. 1934-1935) regarding daily operations, the physical plant, equipment, and safety; and correspondence and reports (ca. 1937) regarding labor relations with employees in the Buildings and Grounds Department.

**Scope and Contents**

Correspondence between Edward M. Barnet, acting assistant dean of the business school at Columbia University, and University administrators. correspondence relates to the selection of a new dean for the business school, routine administrative issues involving the school, and events at the school.

Barnouw, Adriaan Jacob file, 1947-1949. (1 Folder), 10/1947-2/1949                      box 409                      folder 20

**Scope and Contents**

Correspondence between Adriaan Jacob Barnouw, Queen Wilhelmina Professor of History at Columbia University, and University administrators. correspondence relates to Barnouw's personnel issues and retirement. Includes correspondence regarding his gift to the University of Dutch books.

Barnouw, Erik file, 1951-1954. (1 Folder), 2/1951-5/1954                      box 433                      folder 14

**Scope and Contents**

Correspondence between Associate Professor Erik Barnouw, editor of the Communications Materials Center at Columbia University, and the president of the University and the director of public relations. Records relate to a variety of topics. Includes a proposal for a television series entitled You and the Future ; correspondence regarding broadcasting courses which were offered by the School of General Studies, Columbia's continuing education division; and correspondence dating from 1953 regarding filming aboard the University's research vessel, the Vema. Includes many routine cover letters.

Baron, Salo Wittmayer files, 10/1940-5/1965 1940-1965., 10/1940-5/1965                      box 407                      folder 20 to 21

Physical Description: (2 Folders)

**Scope and Contents**

Correspondence between Salo Wittmayer Baron of Columbia University and the secretary, provost, and vice president of the University. Baron held and appointment as professor of Jewish history, literature and institutions and was later appointed director of the Center for Israeli Studies. Correspondence relates to a variety of topics including: fellowships and scholarships for the Center for Israeli Studies (ca. 1951), the establishment of an archive of Russian and Eastern European history and literature (the Bakhmeteff Archive), the Committee on Retirement Insurance (ca. 1962), the Publications Committee



of the Faculty of Political Science (ca. 1962), and funding for Baron's research and clerical assistants. Also, correspondence, minutes, and agenda (ca. 1962-1963) relating to the Advisory Committee of the Faculties and a proposed trimester system. There are gaps in the records from: 1941 to 1947, 1948 to 1950, 1954 to 1959, 1960 to 1962 and 1963 to 1964.

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Barr, Donald file, 1959-1960. (1 Folder), 9/1959-6/1960	box 672	folder 50
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**Scope and Contents**

Correspondence between Donald Barr and Columbia University administrators. Barr served as assistant to the dean of the School of Engineering at Columbia University and executive director of the Joint Program for Technical Education. Most of the correspondence relates to the Science Honors program for high school students. Also, Barr's proposal for the University to establish a boarding house for unmarried graduate students.

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Barrett, Edward W. files, 7/1954-6/1964	box 458	folder 1 to 20
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Barrett, Edward W. files, 1954-1969.	box 459	folder 1 to 5
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**Scope and Contents**

Correspondence between Edward W. Barrett, dean of the Graduate School of Journalism at Columbia University, and high level University administrators. Most of the records consist of correspondence, proposals, course descriptions and outlines, budgets, reports, copies of newspaper clippings, and invitations relating to the journalism school. Also: correspondence, programs, and speeches relating to the Pulitzer prizes and other journalism awards; correspondence and reports regarding public relations for the University and the United Nations; and correspondence regarding Barrett's personnel issues and professional activities.

**Scope and Contents**

Topics relating to the Graduate School of Journalism include: curriculum planning, the development of courses, gifts to the school, fees, the administration of programs in the school, prizes and awards, development, faculty appointments, faculty affairs, appropriations, facilities, scholarships, fellowships, and public relations. Includes the 50th anniversary annual report of the dean (1963); correspondence regarding the school's Half Century Fund (ca. 1963); correspondence regarding the Advanced International Reporting Program; correspondence regarding the Pulitzer scholarships; and a small

amount of correspondence documenting the school's science writing certification program during the 1960s. Topics relating to journalism awards include the: Pulitzer Prizes, Pulitzer Prize Fund, Maria Moors Cabot Prize, and Catherwood awards. Includes Barrett's speeches at Cabot Prize award ceremonies. Records regarding public relations consist of correspondence and reports (ca. 1958) regarding the development of a public relations program for Columbia. Also includes reports and other records (ca. 1954) regarding public relations strategy for the United Nations and the evaluation of public opinion regarding the United Nations. Records relating to Barrett's personnel issues, professional activities, and appearances include correspondence, invitations, and acknowledgement letters. Includes a number of speeches by Barrett. Also includes: correspondence regarding his resignation in 1968 his remarks regarding student protests, which were made to journalism school alumni in 1968 and a letter regarding the University's budget crisis, which was sent by Barrett and other prominent Columbians to University president Grayson Kirk in 1960.

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Barrett, John file, 1901-1909. (1 Folder), 9/1901-5/1909      box 659      folder 9

**Scope and Contents**

Correspondence between John Barrett and the president of Columbia University. Barrett served as United States minister to Panama. Most of the records date from his term as director of the International Bureau of American Republics. Correspondence relates to the establishment and administration of the John Barrett Prizes for papers on Latin American republics. Correspondence also relates to a proposed school of archeology in Mexico.

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Barrows, David P. file, 1933-1934. (1 Folder), 7/1933-2/1934      box 667      folder 39

**Scope and Contents**

Correspondence between Professor David P. Barrows and the president of Columbia University. Barrows was a professor of political science at the University of California, Berkeley. He served as Roosevelt Professor during the 1933-1934 academic year. The Roosevelt Professorship sent an American professor to Germany to lecture and act as an educational and cultural liaison. Correspondence includes discussion of life at German universities under the Nazi government and the future of the Roosevelt Professorship. In particular, the correspondence relates to life in East Prussia and the treatment

of Jews. Includes a handbill announcing one of Barrow's lectures.

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Barth, Lester G. file, 1948-1960. (1 Folder), 8/1948-5/1960	box 425	folder 13
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**Scope and Contents**

Correspondence between Lester G. Barth, chairman of the Department of Zoology at Columbia University. Correspondence relates to faculty appointments, equipment, and personnel in the department. Includes correspondence regarding plans for a new biology course.

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Bartok, Bela file, 1940-1941. (1 Folder), 10/1940-6/1941	box 668	folder 7
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**Scope and Contents**

Correspondence between Bela Bartok, the Hungarian pianist and composer, and the provost of Columbia University. Correspondence relates to Bartok's honorary degree from Columbia. Also, correspondence regarding Bartok's appointment as a visiting associate in music for 1941 and 1942. Includes a letter in which Bartok discusses his work with the Parry collection of Yugoslav folk music recordings.

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Baruch, Bernard M. file, 1960-1961. (1 Folder) 7/1960-6/1961.	box 672	folder 70
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**Scope and Contents**

Correspondence between Bernard M. Baruch and the president of Columbia University. Baruch was a benefactor of the University. Correspondence relates to his gifts to Columbia, including the funding of the Simon Baruch Chair of Physical Medicine and Rehabilitation.

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Barzun, Jacques files, 7/1946-6/1969 1946-1969., 7/1946-6/1969	box 401	folder 1 to 16
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Physical Description: (16 Folders)

**Scope and Contents**

Correspondence between Jacques Barzun and high level administrators at Columbia University. Barzun held numerous appointments at the University including professor of history, Seth Low Professor of History, dean of the Graduate Faculties, dean of the faculties and provost, university professor, and special assistant to the president on the arts. The records document a wide range of topics. In particular, they relate to the academic affairs of the Graduate Faculties and the University during the 1950s and 1960s. Also, correspondence regarding

Barzun's personnel issues and professional activities. Includes his address before a symposium on the role of the University that was held in February, 1968.

### **Scope and Contents**

Many of the records dating from 1946 to 1954 consist of correspondence, reports, and proposals relating to the committee on the University's bicentennial celebration. Barzun was chairman of the committee. Records from this period also relate to payroll and personnel in the Department of History, the management of Barzun's clerical assistance account, and payments to his assistants. Includes correspondence (ca. 1952) regarding the Woodrow Wilson Fellowship Program. Also includes correspondence regarding relations between the University and the surrounding community and relations between Columbia's administration and its students. Records dating from 1955 to 1958 consist of correspondence, budgets, reports, and lists relating to the Graduate Faculties. As dean of the Graduate Faculties, Barzun oversaw the Faculty of Political Science, the Faculty of Philosophy, and the Faculty of Pure Science. Topics include: fellowships, scholarships, faculty affairs, development policies and strategies, the administration of Ph.D. examinations, departmental affairs, policies regarding graduate students, research funding, the management of special funds, faculty salaries, publications, financial administration, and the management of the dean's office. Includes Barzun's announcements to faculty and staff. Also includes correspondence and a pamphlet regarding a proposed University arts Center. Beginning ca. 1958 Barzun served as dean of the faculties and provost. Records dating from the late 1950s through the 1960s relate to the academic affairs of the University. In particular, the records relate to faculty appointments and faculty affairs. Topics include: faculty leave policies, sabbatical leaves, faculty salaries, the ranking and classification of faculty positions, faculty personnel policies, and relations between the administration and the faculty. Other topics include: issues involving graduate students, the organization of departments and schools, academic policies and procedures, tuition and fees policies, instructional budgeting, the preparation of guides and handbooks, and the business of the University Council. Includes Barzun's announcements to deans and department heads, an organizational chart for Columbia's schools (1965),

and drafts of a University administrative guide (ca. 1963-1965) .

Bastable, C. W. (Charles William) files 1952-1963., 9/1952-6/1963	box 448	folder 20 to 21
<u>Physical Description:</u> (2 Folders)		
<b>Scope and Contents</b>		
Correspondence between Charles W. Bastable, assistant professor of accounting at Columbia University, and University administrators. records relate to the automation of the University accounting and budgetary system (ca. 1962). Includes procedures, policies, and suggested budget formats which were presented to the administration in preparation for the automation of the University's budget system. Includes a proposal, dating from 1952 which discusses plans to establish a school of accounting at the University.		
Baumeister, Theodore file, 1946-1948. (1 Folder) 7/1946-6/1948.	box 400	folder 19
<b>Scope and Contents</b>		
Correspondence between Theodore Baumeister, executive officer of the Department of Mechanical Engineering at Columbia University, and the acting president and secretary of the University. The records consist of correspondence and budgets relating to the department and correspondence regarding Baumeister's personnel issues. Department-related topics include: faculty appointments, budgeting, salaries, the use of government surplus equipment in the department, and appropriations.		
Baumgarten, Nancy Ann file, 1966-1969. (1 Folder), 3/1966-3/1969	box 54	folder 32
<b>Scope and Contents</b>		
Correspondence and other records regarding a scholarship for Nancy Ann Baumgarten, who received financial aid to attend the University of Miami as part of a scholarship program for faculty children.		
Bayerschmidt, Carl Frank files, 1946-1954., 7/1946-5/1954	box 401	folder 17 to 18
<u>Physical Description:</u> (2 Folders)		
<b>Scope and Contents</b>		
Correspondence between Carl Frank Bayerschmidt, acting executive officer of the Department of		

Germanic Languages at Columbia University, and the University's president, secretary, and dean of the Graduate Faculties. .

### Scope and Contents

The records consist of correspondence and budgets relating to the department. Topics include: staffing needs, faculty appointments, enrollment, budgeting, professorships, graduate and undergraduate instruction, faculty affairs, and visiting professors. Includes correspondence and budgets regarding Deutches Haus, Columbia's German culture and educational center. Also includes correspondence regarding the Queen Wilhelmina Professorship. Correspondence also relates to Bayerschmidt's personnel issues. Includes letters in German which Bayerschmidt translated for the University administration.

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Bayless, William A. file, 1958-1959. (1 Folder),  
7/1958-4/1959

box 672

folder 38

### Scope and Contents

Correspondence between William A. Bayless of the Columbia University Press and the secretary of the University. Correspondence relates to the cost of producing University bulletins.

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Bayne, Stephen F. files, 1942-1948 7/1942-4/1948.,  
1942-1948

box 389

folder 1 to 2

Physical Description: (2 Folders)

### Scope and Contents

Correspondence between Stephen Bayne, chaplain of Columbia University, and the acting president, provost, and secretary of the University. Most of the records consist of correspondence and reports relating to St. Paul's Chapel and Earl Hall, Columbia's nondenominational religious and social center. Includes correspondence between the University and the YMCA of Greater New York regarding the government and mission of Earl Hall. Also, correspondence regarding special religious services, the oversight of religious activities at the University, and the administration of the Bampton Lectures in America. Also includes correspondence relating to the selection of Bayne's successor.

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Beach, Samuel H. files, 1950-1958 10/1950-10/1958.,  
1950-1958

box 433

folder 15 to  
17

Physical Description: (3 Folders)

**Scope and Contents**

Correspondence between Samuel H. Beach, director of placement at Columbia University, and high level University administrators. The records consist of correspondence, budgets, and reports relating to job placement and the Placement Bureau. Topics include: armed forces recruiting, tuition exemption, draft deferment, and personnel administration. Includes correspondence regarding the National Service Information Center that was located at the University's Alumni House. Includes memoranda dating from July, 1957 which evaluate the University's placement services and organization. Also, correspondence regarding Beach's appointment and personnel issues.

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Beadle, George Wells file, 1965, 7/1965-10/1965

box 679

folder 2

**Scope and Contents**

Correspondence between George Wells Beadle, president of the University of Chicago, and Grayson Kirk, president of Columbia University. Correspondence relates to Beadle's presentation of the inaugural lecture for a lecture series entitled The Relationship between the Biological and Physical Sciences. Correspondence also relates to a dinner that was given in Beadle's honor. Includes a guest list.

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Beard, Charles Austin file, 1904-1917. (1 Folder), 5/1904-12/1917

box 317

folder 9

**Scope and Contents**

Correspondence between Charles Austin Beard, professor of history in the Department of History at Columbia University, and University administrators regarding a wide range of subjects. Topics include: the curriculum, teaching, student and faculty relations to the administration, and academic freedom. Also, correspondence between Beard and Nicholas Murray Butler, president of Columbia, discussing the teaching of politics and government, the University's political science curriculum, and suggestions for a public service curriculum. Correspondence also relates to faculty appointments in the Department of History as well as Beard's appointment, personnel issues, and teaching responsibilities. Includes a memorandum dated October 8, 1917 in which Beard announces his resignation and discusses his views on the relationship between the faculty and the trustees, World War I, academic freedom, and the status of

a Columbia professor. Also includes a petition in support of Beard.

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Beckhart, Benjamin Haggott file, 1950-1960. (1 Folder), 11/1950-6/1960	box 433	folder 18
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**Scope and Contents**

Correspondence between Benjamin Haggott Beckhart, professor of banking in the Graduate School of Business at Columbia University, and high level University administrators. Records relate to a variety of topics. Includes Beckhart's addresses to the Sixty-Fourth Annual Convention of the Iowa Bankers Association in October, 1950 and the Conference of Business Economists in March, 1951. Also includes correspondence regarding a commercial bank management program that was sponsored by the Graduate School of Business in November, 1959. Also, correspondence regarding Beckhart's personnel issues and professional activities. Includes his 1960 memorandum on relations between the faculty and administration of the business school and the administration of Dean Courtney Brown.

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Beckman, Charles O. file, 1960-1961. (1 Folder), 7/1960-5/1961	box 672	folder 71
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**Scope and Contents**

Correspondence between Charles O. Beckman, chairman of the Department of Chemistry at Columbia University, and University administrators. correspondence relates to the Department. Topics include: faculty appointments, budgeting, appropriations, grants, prizes, and the establishment of the Society of Columbia Chemists.

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Beckmann, Charles O. file, 1959-1960. (1 Folder), 7/1959-6/1960	box 672	folder 51
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**Scope and Contents**

Correspondence between Charles O. Beckmann, chairman of the Department of Chemistry at Columbia University, and high level University administrators. Correspondence relates to the department. Topics include: faculty appointments, budgeting, and the management of special funds.

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Beebe, W. H. H. (William Henry Harrison), f 1897-1906. 7/1897-1/1906 (1 Folder), 7/1897-1/1906	box 659	folder 10
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**Scope and Contents**

William H. H. Beebe served as both a private secretary to Columbia University president Seth Low and as Columbia's first secretary of the University.



During Beebe's term as Low's secretary, Low established the secretary's post to assist the president in the administration of the University. Following Low's resignation in 1901. Beebe continued to act as his personal secretary. The records consist of: correspondence between Beebe and Low while Low was vacationing in Maine; correspondence between Beebe and his staff while Beebe was vacationing in Maine; and correspondence (ca. 1902-1906) between Beebe, University secretary Frederick Paul Keppel, and University president Nicholas Murray Butler. correspondence relates to construction on Columbia's new Morningside Heights campus, daily appointments, budgeting, Low's mayoral campaign (ca. 1900), and the compilation of information and statistics requested by President Low.

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Beekman, Gerard file, 1890-1918. (1 Folder), 2/1890-4/1918	box 317	folder 10
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**Scope and Contents**

Correspondence between Gerard Beekman, a trustee of Columbia University and clerk of the board of trustees, and the president and secretary of the University. Topics include: trustee and University business, social engagements, gifts to the University, and the management of special funds. Includes correspondence regarding the Queen Wilhelmina Lectureship. Contains many routine cover letters.

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Beeson, Jack file, 1961-1967. 7/1961-6/1967 (1 Folder), 7/1961-6/1967	box 504	folder 14
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**Scope and Contents**

Correspondence between Jack Beeson, acting secretary of the Alice M. Ditson Fund in the Department of Music at Columbia University, and University administrators. Records relate to: the organization and administration of the fund, allocations to composers and performers from the fund, fund finances, and information on award recipients. Includes minutes of the Advisory Committee on the Alice M. Ditson Fund dating from 1962, 1963, 1964 and 1967. In addition to other topics, the minutes relate to fund finances and projects that were sponsored by the fund.

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Behre, Chas. H. (Charles H.) files, 1940-1963., 12/1940-6/1963	box 381	folder 1 to 5
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Physical Description: (5 Folders)

**Scope and Contents**

Correspondence between Charles H. Behre, professor of economic geology and executive officer of the

Department of Geology at Columbia University, and University faculty and administrators. Records dating from 1940 to 1950 relate to routine administrative issues and to Behre's personnel matters and professional activities. Includes Behre's proposal for a grant to study mineral deposits in Mexico. Records dating from 1950 to 1963 relate to the Department of Geology, the University's Lamont Geological Observatory, and the University's Ore Genesis laboratory. Topics related to the department of Geology include: faculty affairs, the administration of research projects, facilities, personnel, expenditures, equipment, appropriations, graduate students, teaching loads, fellowships, and scholarships. Includes correspondence regarding University relations with the Lamont family, the donors of the estate in palisades New York which houses the Lamont Observatory. Also includes correspondence regarding the management of the Kemp Memorial Fund, the James Furman Kemp Fellowship Fund, the Nathaniel Lord Britton Scholarship fund, and other special funds. Records relating to the Ore genesis Laboratory include a proposal to establish the laboratory (1950) and a report on laboratory activities for the academic year 1954-1955. Also, correpondence regarding Behre's appointment and personnel issues.

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Bell, Bernard Iddings file, 1933-1934. (1 Folder),  
8/1933-5/1934

box 667

folder 40

#### **Scope and Contents**

Correspondence between Bernard Iddings Bell and the president and secretary of Columbia University. Bell was an administrator at St. Stephen's College. Correspondence relates to unresolved financial and faculty issues following the consolidation of St. Stephen's College with Columbia. The two institutions were affiliated from 1928 to 1944. During that time St. Stephen's, which offered a progressive education to its students, served as an additional undergraduate college of the University. In 1941 St. Stephen's was renamed Bard College in honor of its founder, John Bard. Correspondence also relates to Bell's search for employment and arrangements for Columbia to present an honorary degree to Will Spens, vice-chancellor of Cambridge University.

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Bell, Lillian file, 1952-1953. (1 Folder), 12/1952-4/1953

box 669

folder 45

#### **Scope and Contents**

Correspondence between Lillian Bell and the president of Columbia University. Bell was a former cosmetics industry sales representative who wrote to

the president of the University regarding her medical and business troubles.

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Bemis, Samuel Flagg file, 1953-1954. (1 Folder), 9/1953-5/1954	box 670	folder 24
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**Scope and Contents**

Correspondence between Professor Samuel Flagg Bemis of Yale University and administrators at Columbia University. Correspondence relates to the Bancroft Prize and to the Latin-American Assembly Conference that was held during Columbia's bicentennial celebration in 1954.

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Benedict, Ruth file, 1936-1941. (1 Folder), 7/1936-5/1941	box 379	folder 6
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**Scope and Contents**

Correspondence between Ruth Benedict and the secretary of Columbia University. Benedict was an associate professor of anthropology and the executive officer of the Department of Anthropology. Most of the records consist of correspondence and financial records relating to the business of the department. Topics include: funding for research projects and field training, gifts to the department, and the management of special funds. Includes correspondence regarding funding from the Rockefeller Foundation and correspondence relating to the Boas Gift Fund. Also includes a report to the Rockefeller Foundation which briefly outlines the work of graduate students in the department.

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Benjamin, Marcus file, 1904-1917. (1 Folder), 2/1904-7/1917	box 317	folder 11
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**Scope and Contents**

Correspondence between Marcus Benjamin, president of the Columbia University Alumni Club of the District of Columbia, and Columbia University administrators. Topics include: preparations for social events, University public relations, faculty appointments, and the business of the club. Also, many cover letters and invitations.

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Benjamin, William Evarts file, 1938-1939. (1 Folder), 9/1938-6/1939	box 668	folder 3
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**Scope and Contents**

Correspondence between William Evarts Benjamin and Columbia University president Nicholas Murray Butler. Correspondence relates to Evarts' interest in becoming a University donor for tax purposes and

Butler's efforts to encourage Evarts to establish an endowment.

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Bentley, Eric file, 1958-1960. (1 Folder), 7/1958-6/1960      box 500      folder 14

**Scope and Contents**

Correspondence between Professor Eric Bentley and the high level administrators of Columbia University. Bentley was Brander Matthews Professor of Dramatic Literature and chairman of the Advisory Committee on the Program in the Arts. Correspondence relates to committee business as well as administrative issues and procedures involving the program. Topics include: budgeting, faculty appointments, and the preparation of a directory. Includes records regarding the establishment of a program in film and broadcasting leading to the MFA degree.

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Berg, Aaron W. file, 1950-1958. (1 Folder), 7/1950-5/1958      box 433      folder 19

**Scope and Contents**

Correspondence between Aaron W. Berg, chairman of the standing committee of the Columbia College alumni association, and high level administrators at Columbia University. The records consist of correspondence, reports, and minutes relating to the Columbia College Fund campaign, events, alumni relations, and development.

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Berg, Ivar E. file, 1970-1971. (1 Folder), 7/1970-7/1971      box 108      folder 20

**Scope and Contents**

Correspondence between Ivar E. Berg, associate dean of the Graduate Faculties at Columbia University, and high level University administrators. Correspondence relates to the Graduate Faculties. Topics include: assembling materials for the president's annual report, routine administrative issues, faculty appointments, special funds, and financial troubles in the School of the Arts. Also: correspondence and a report regarding the Council on Environmental Studies; correspondence and a press release regarding Berg's book, *Education and Jobs: The Great Training Robbery*; and correspondence and a press release regarding Berg's personnel issues and professional activities. Includes correspondence regarding Berg's resignation to return to teaching.

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Bergson, Henri file, 1911-1915. (1 Folder), 9/1911-10/1915      box 664      folder 33

**Scope and Contents**

Correspondence between Henri Bergson of the University of Paris and the president of Columbia University during Bergson's term as a visiting professor at Columbia. Most of the correspondence relates to Bergson's appointment, travel arrangements, and accommodations. Includes correspondence regarding the topics for his lectures.

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Berkey, Charles Peter files, 1911-1941., 11/1911-5/1941      box 343      folder 2 to 5

Physical Description: (4 Folders)**Scope and Contents**

Correspondence between Charles Peter Berkey, Newberry Professor of geology and executive officer of the Department of Geology and Minerology at Columbia University, and the president and secretary of the University. Most of the correspondence relates to the department of Geology, which became the Department of Geology and Minerology. Topics include: facilities, equipment, laboratories, the management of departmental collections, gifts to the department, budgeting, fellowships, scholarships, prizes, and awards. Includes correspondence regarding the department's relations with the American Museum of Natural History. Also includes correspondence relating to the creation of the James Furman Kemp Memorial Fund which was established to promote research and publication in geology. Also, correspondence regarding Berkey's personnel issues, professional activities, and retirement.

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Berle, Adolf Augustus file, 1928-1929. (1 Folder), 11/1928-4/1929      box 667      folder 22

**Scope and Contents**

Correspondence between Adolf Augustus Berle, professor of law at Columbia University, and the president of the University. Correspondence relates to Berle's appointment. Includes his report on new courses at the law school.

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Bermingham, Edward J. file, 1947-1956. (1 Folder), 12/1947-11/1956      box 672      folder 6

**Scope and Contents**

Correspondence between Edward J. Bermingham, a Columbia University trustee, and high level

University administrators. Correspondence relates to Birmingham's gifts to the University.

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Bernays, Edward L. file, 1953-1956. (1 Folder), 11/1953-5/1956	box 449	folder 22
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**Scope and Contents**

Correspondence between Edward L. Bernays, chairman of the Committee of the Educational Institute of the Air, and Columbia University president Grayson Kirk. Bernays seems to have been soliciting President Kirk's involvement in a number of projects. Includes: correspondence and a press release regarding a survey of public attitudes towards television commercials, correspondence regarding conferences on educational television, a proposal for an educational radio program, and a report of a conference on Americans abroad.

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Bethe, Hans Albrecht file, 1970 5 Feb-70 (1 Folder)	box 72	folder 25
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**Scope and Contents**

Correspondence regarding the nomination of Hans Albrecht Bethe to receive an honorary degree from Columbia University. Bethe, a nuclear physicist at the Weizmann Institute of Science in Israel, declined the degree on the grounds that he did not accept honorary degrees from American universities.

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Beveridge, Lowell P. file, 1947-1948. (1 Folder), 7/1947-6/1948	box 668	folder 42
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**Scope and Contents**

Correspondence between Lowell P. Beveridge, director of chapel music at Columbia University, and high level University administrators. Correspondence relates to the music program in St. Paul's Chapel. Topics include the chapel organ and choir. Also, correspondence regarding Beveridge's personnel issues.

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Beyer, Albin H. file, 1917-1918. (1 Folder), 4/1917-1/1918	box 664	folder 34
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**Scope and Contents**

Records regarding Albin Beyer, lecturer in civil engineering at Columbia University. The records relate to an investigation by the government to determine Beyer's loyalty during World War I.

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Bieler, Henry G. file, 1968 22/1968-3/1968 (1 Folder), 1968, 22/1968-3/1968	box 36	folder 22
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**Scope and Contents**

Correspondence regarding Henry G. Bieler's false claims to be associated with Columbia University in advertisements for a book entitled Food is Your Best Medicine.

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Bigongiari, Dino files, 1931-1950., 7/1931-7/1950

box 375

folder 18 to

Physical Description: (2 Folders)

19

**Scope and Contents**

Correspondence between Dino Bigongiari and the faculty and high level administrators of Columbia University. Much of the correspondence is with Frank Fackenthal, who served as secretary, provost, and acting president of the University. Bigongiari was DuPont Professor of Italian; executive officer of the Italian section of the Department of Romance Languages; and a member of the Administrative Board of Casa Italiana, Columbia's Italian culture and educational center. Most of the correspondence and reports relate to the Italian Department. Includes correspondence (ca. 1934) regarding the controversy involving the relationship between Casa Italiana and the Italian government. Topics related to the Italian Department include: scholarships, fellowships, faculty appointments, visiting professors, graduate instruction, the curriculum, staffing needs, faculty recruiting, and faculty affairs. Includes several reports and letters (ca. 1937-1938) which evaluate: the curriculum, requirements, and teaching methods of the department; the state of education in the classics; and departmental staffing needs. Also includes a report regarding the teaching method and requirements of the Department of Modern Languages and Literatures and the state of language instruction at the University. Also, correspondence regarding Bigongiari's personal affairs, including travel clearances for his trip to Italy following World War II. Includes correspondence regarding his retirement and the selection of his successor.

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Binion, Rudolph file, 1963-1967. (1 Folder),  
1/1963-6/1967

box 18

folder 29

**Scope and Contents**

Correspondence between Rudolph Binion, an associate professor in the Department of History at Columbia University, and the provost and provost's

office staff correspondence relates to Binion's personnel issues.

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Bishop, William Warner file, 1909 May-1909 (1 Folder), 1909	box 659	folder 11
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**Scope and Contents**

William Warner Bishop, the superintendent of the Reading Room in the Library of Congress, corresponded with Columbia University president Nicholas Murray Butler regarding the position of University librarian. The records consist of a letter and reprints of Bishop's articles on librarianship and Roman church mosaics and symbolism.

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Bitner, Harry file, 1951-1952. (1 Folder), 12/1951-9/1952	box 669	folder 32
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**Scope and Contents**

Correspondence between Harry Bitner, associate librarian in the Law Library at Columbia University, and the secretary of the University. correspondence relates to Bitner's professional activities. Includes supplements to the Index of Legal Periodicals (1952) .

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Black, Douglas M. files, 1945-1960. (2 Folders), 7/1945-3/1960	box 393	folder 13 to 14
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**Scope and Contents**

Correspondence between Douglas M. Black, a trustee of Columbia University, and the president and acting president of the University. Black chaired the trustee committees on buildings and grounds and honors and served on the trustee committees on development and alumni affairs. He also chaired the Trustee Committee on the Reorganization. The committee was involved in a major administrative reorganization of the University in 1949. Records relate to a wide range of subjects. Correspondence dating from 1945 to 1949 relates to construction projects, the management of Columbia's buildings and grounds, public relations, the University's development program, benefits for non-academic employees, relations between the University and Columbia College, and trustee affairs. Much of the correspondence dating from this period relates to the reorganization of the University's administrative structure in 1949. Includes an organizational chart of the University. Records dating from 1954 to 1955 Document the establishment of the Earle Fund and record gifts to the fund. Correspondence dating from 1957 to 1958 relates to honorary degrees, emeritus designations for university faculty members, and



the funding of the Citizenship Center (Ferris Booth Hall) .

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Black, William file, 1959-1960. (1 Folder), 12/1959-6/1960	box 672	folder 52
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**Scope and Contents**

Correspondence between William Black and high level administrators at Columbia University. Correspondence relates to Black's gift to the University for the construction of the William Black Medical Research Center.

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Blake, Joseph A. file, 1892-1913. (1 Folder), 6/1892-10/1913	box 317	folder 12
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**Scope and Contents**

Correspondence between Joseph A. Blake, professor of surgery and chair of the Department of Surgery at Columbia University, and University administrators. Topics include: equipment, facilities, personnel, faculty appointments, and fund raising in the Department of Surgery. Also, correspondence relating to special funds for medical research. Topics include the establishment of the Mackay Fund, which was used for research on surgical procedures, and the Crocker Fund for Cancer research. Also includes correspondence regarding Blake's appointment and personnel issues.

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Blanchard, Arthur H. file, 1911-1918. (1 Folder), 5/1911-1/1918	box 665	folder 1
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**Scope and Contents**

Correspondence between Arthur H. Blanchard, professor of highway engineering in the Department of Civil Engineering at Columbia University, and high level University administrators. Includes correspondence with the dean of the Faculty of Applied Science and Professor William Burr. Correspondence relates to: the establishment of graduate courses in highway engineering, Blanchard's appointment at Columbia, administrative issues involving the highway engineering courses, fundraising for the courses, and the elimination of the highway engineering graduate program due to lack of funds. Includes a program announcement. Blanchard also served as librarian of the University's Davis Library of Highway Engineering. Correspondence relates to the establishment and administration of the library and the donation of books for the library. Also, an offprint of a publication on the relationship between

universities and municipal engineering offices.  
Includes announcements advertising the publication.

Blanchard, Ralph H. files, 1947-1957., 7/1947-6/1957 <u>Physical Description:</u> (2 Folders)	box 409	folder 10 to 11
<b>Scope and Contents</b>		
Correspondence between Ralph H. Blanchard, chairman of Columbia University's Committee on Retirement Insurance, and high level University administrators. Correspondence dating from the 1940s relates to the establishment of a retirement plan for the University's non-academic employees, the administration of the University pension plan, and policies regarding retirement. Includes reports and pamphlets regarding retirement plans and policies. Also includes a table showing the age, gender, and years of service of the University's non-academic employees. Also, an address on disability insurance that was delivered by Blanchard in March, 1959 and correspondence regarding Blanchard's retirement.		
Blashfield, Edwin Howland file, 1898-1918. (1 Folder), 1/1898-5/1918	box 317	folder 13
<b>Scope and Contents</b>		
Correspondence between Edwin Howland Blashfield, chairman of the Advisory Committee on Art, and the president of Columbia University. correspondence relates to the University's buildings and art properties. The Advisory Committee on Art was established to oversee the selection of art works for Columbia and the administration of the University's art properties. Blashfield also advised University administrators regarding projects such as the design of Low Memorial Library, Kent Hall, and the Pulitzer Prize Medal.		
Bleich, Hans H. file, 1953-1954. (1 Folder), 12/1953-3/1954	box 670	folder 25
<b>Scope and Contents</b>		
Correspondence between Hans H. Bleich and Columbia University administrators. Bleich was director of the Institute of Air Flight Structures that was held at the University. Correspondence relates to the institute.		
Blodgett, William T. file, 1910-1914. (1 Folder), 11/1910-10/1914	box 665	folder 2

**Scope and Contents**

Correspondence between William T. Blodgett and the president and secretary of Columbia University. Blodgett was a benefactor of the University. Correspondence relates to the bequest and reconveyance of the Blodgett farm to Columbia, the establishment of courses in agriculture and forestry, and the purchase and sale of the Van Wyck farm.

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Bloetjes, Louis E. file, 1948-1949. (1 Folder),  
7/1948-4/1949

box 669

folder 8

**Scope and Contents**

Correspondence between Louis E. Bloetjes, counsellor to veterans at Columbia University, and the president and provost of the University. correspondence relates to the Office of the Counsellor to Veterans and federal regulations governing veterans' education. In particular, the records discuss the GI Bill's provisions for doctoral candidates.

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Bloor, William files, 7/1948-5/1957

box 415

folder 1 to  
19

**Scope and Contents**

Correspondence between William Bloor, treasurer of Columbia University, and the real estate manager, assistant treasurer, and other University administrators. The records consist of correspondence and financial records.

**Scope and Contents**

Topics include: the rental of space for use by the University, real estate-related income and expenditures, University properties, the Kings Crown Hotel, gifts to the University, endowment funds, the management of special funds, the management of income from investments, financial analysis, and the financial administration of sponsored projects. The records often document gift receipts and track non-routine appropriations. Includes some minutes of the trustee finance committee

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Bloor, William files, 6/1957-4/1960

box 416

folder 1 to  
20

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Bloor, William files, 5/1960-4/1964

box 417

folder 1 to  
18

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Bloor, William files, 5/1964-12/1967

box 418

folder 1 to  
18

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Bloor, William files, 12/1967-6/1971

	box 419	folder 1 to 12
Blumenthal, George file, 1905-1919. (1 Folder), 12/1905-4/1919	box 317	folder 14
<p><b>Scope and Contents</b></p> <p>Correspondence between George Blumenthal and the president and secretary of Columbia University regarding Blumenthal's gifts to Columbia and the Blumenthal Lectures.</p>		
<p><b>Scope and Contents</b></p> <p>Topics include: the organization and administration of the Blumenthal Lectures, the establishment of a fund to endow a chair in politics, and the selection of an appointee to hold the chair. Also, correspondence discussing Blumenthal's thoughts on the teaching of politics</p>		
Boag, E. T. (Edward T.) files, 1890-1909. (2 Folders), 12/1890-6/1909	box 659	folder 12 to 13
<p><b>Scope and Contents</b></p> <p>Correspondence between Edward T. Boag, registrar of the College of Physicians and Surgeons at Columbia University, and the offices of Columbia's president and secretary. Correspondence relates to: the registration of Columbia College seniors who were matriculating as first year medical students, issues involving student fees, arrangements for President Butler to sign the college's diplomas, and budgeting for the college.</p>		
<p><b>Scope and Contents</b></p> <p>Also includes correspondence regarding Butler's plans to distribute college announcements to seniors at good colleges, physicians in the eastern and middle states, and the secretaries of other medical schools. Includes a newspaper clipping regarding Boag's death in a drowning accident in 1909</p>		
Boardman, Harry, file, 1962-1963. (1 Folder), 7/1962-5/1963	box 673	folder 13
<p><b>Scope and Contents</b></p> <p>Correspondence between Harry Boardman, assistant provost of Columbia University, and University administrators. Most of the correspondence relates to his management of the University's furniture gift program.</p>		
Boas, Franz, 1895-1942. (7 folders), 10/1895-5/1942.	box 318	folder 1 to 7

**Scope and Contents**

Correspondence between Franz Boas, Professor of Anthropology at Columbia University, and University administrators and faculty regarding the Department of Anthropology, projects, and expeditions.

**Scope and Contents**

Topics relating to the department include: gifts to the department, faculty appointments, budgeting, finances, and staffing needs. Correspondence also relates to anthropological research and expeditions, funding and appropriations for a variety of projects, the development of work in anthropology and ethnography at Columbia and elsewhere, and the state of anthropological education in the early twentieth century.

**Scope and Contents**

Specific topics include: instruction in East Asian cultures at Columbia, an expedition to China in the early 1900s and the establishment and work of the International School of Archeology and Ethnography in Mexico (ca. 1910 to 1911). Includes research proposals. Correspondence from the 1940s deals mainly with research appropriations.

**Scope and Contents**

Also, brief exchanges of correspondence between Boas and Nicholas Murray Butler, president of Columbia University, regarding politics and academic freedom during World War I and World War II, respectively. Boas was also secretary of the Germanistic Society of America. Some correspondence discusses the society's gifts to Columbia. Also includes correspondence relating to Boas' appointment and personnel issues

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Bogert, Marston Taylor files, 1896-1939. (4 Folders),  
5/1896-6/1939

box 317

folder 15 to  
18

**Scope and Contents**

Correspondence between Marston Taylor Bogert, professor of organic chemistry and chair of the Department of Chemistry at Columbia University, and the president and secretary of the University.

**Scope and Contents**

Topics include: the finances, facilities, library acquisitions and holdings, personnel, staffing

needs, faculty appointments, and budgeting of the department.

### Scope and Contents

Also, correspondence discussing the state of chemistry as a profession and education in chemistry. Includes correspondence regarding Bogert's personnel issues, professional activities, and committee memberships

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Bogue, Morton G., file, 1940-1944. (1 Folder), 8/1940-3/1944	box 381	folder 21
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### Scope and Contents

Correspondence between Morton T. Bogue and the president, provost, and secretary of Columbia University. Bogue was an alumni trustee, a member of the trustee's committee on education and the University Committee on Athletics, and comptroller of athletics. Correspondence relates to items sent to the committee on education for approval as well as routine committee business and trustee affairs. Includes correspondence and budgets regarding financial administration and budgeting for athletics programs

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Bonbright, James Cummings, file, 1928-1935. (1 Folder), 8/1928-6/1935	box 354	folder 16
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### Scope and Contents

Correspondence between James Cummings Bonbright, secretary of the Council for Research in the Social Sciences at Columbia University, and the Secretary of the University. Correspondence dating from 1929 to 1930 relates to research appropriations which were made by the council. Correspondence dating from 1934 to 1935 relates to council appropriations for Bonbright's Judicial Valuation research project

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Booth, E. T. (Eugene Theodore) files, 1955-1957. (2 Folders), 7/1955-11/1957	box 495	folder 4 to 5
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### Scope and Contents

Correspondence between Eugene T. Booth, executive officer of the Department of Physics at Columbia University, and University administrators. Correspondence relates to the department.

### Scope and Contents

Topics include: facilities, personnel, the administration of research projects, staffing needs, equipment, and research funding. Includes a report

regarding research and discoveries in the department (1957). Also includes a proposal to expand the particle physics research program at the University's Nevis Laboratories, the site of the Nevis Cyclotron. The proposal discusses the expansion of research facilities, the possible research uses of the site, and the expansion project's proposed budget

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Booth, Willis H., file, 1955-1956. (1 Folder), 8/1955-5/1956	box 671	folder 55
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**Scope and Contents**

Correspondence between Willis H. Booth and Grayson Kirk, President of Columbia University. Booth provided funding for the completion of the University's Citizenship Center. The building, which was to be used as a student center, was renamed Ferris Booth Hall as a memorial to Booth's son. Records include newspaper clippings and a list of donors. Also, correspondence between President Kirk and William Taylor regarding the Citizenship Center Finance Committee

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Borchard, Stuart file, 1963-1964. (1 Folder), 1/1963-12/1964	box 673	folder 15
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**Scope and Contents**

Correspondence between Stuart Borchard and Columbia University administrators. Correspondence and brochures relating to properties that the University hoped to purchase from Borchard

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Borges, Jorge Luis file, 1970-1971. (1 Folder), 11/1970-4/1971	box 108	folder 21
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**Scope and Contents**

Correspondence regarding the honorary degree from Columbia University that was awarded to Jorge Luis Borges, an Argentinian writer. Correspondence relates to preparations for the honorary degree ceremony. Records include: the invitation and program for the ceremony, the text of the citation that was read during the ceremony, a press release regarding Borges, and a guest list

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Borglum, Gutzon file, 1913-1914. (1 Folder), 12/1913-6/1914	box 665	folder 3
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**Scope and Contents**

Correspondence between Gutzon Borglum and the president and secretary of Columbia University. Borglum was curator of an exhibition of the works

of Constantin Meunier that was held at Columbia's Avery Library.

### Scope and Contents

Topics include arrangements for the exhibition and exhibition-related expenditures

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Boring, William A., files, 1912-1933, 8/1912-6/1933 <u>Physical Description:</u> (2 Folders)	box 342	folder 13 to 14
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### Scope and Contents

Correspondence between William A. Boring, dean of the School of Architecture at Columbia University, and the University's president, secretary, and clerk of the board of trustees.

### Scope and Contents

Topics include: faculty appointments, fellowships, equipment, professorships, prizes, personnel, and facilities. Includes correspondence and a proposal (ca. 1927-1929) relating to plans for the establishment of a chair and a school of city planning. Also includes a memorandum, dated 1917 proposing the establishment of a camouflage training camp for the Army and letters regarding the design and planning of Columbia's Morningside Heights campus

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Borneman, John A. files, 1950-1964. (7 Folders), 7/1950-6/1964	box 433	folder 6 to 12
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### Scope and Contents

Correspondence between John A. Borneman and other Columbia University administrators and staff. Borneman held numerous appointments including assistant to the secretary of the university, assistant to the chairman of the Committee on Public Ceremonies, acting secretary of the university, and director of space allocation. The records consist of correspondence, schedules, reports, and lists. Most of the records relate to the routine business of the Office of the Secretary or to preparations for University ceremonies. Beginning ca. 1961 correspondence also relates to procedures for University space planning and allocation. Includes minutes of the Space Committee dating from 1962. Includes a Placement Office bulletin dating from 1958

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Borton, Hugh, files, 1948-1957. (2 Folders), 7/1948-4/1957	box 419	folder 16 to 17
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**Scope and Contents**

Correspondence between Hugh Borton, Professor of Japanese and Director of the East Asian Institute at Columbia University, and high level University administrators. The records consist of correspondence, budgets, and reports relating to the institute.

**Scope and Contents**

Topics include: the establishment of the institute, faculty appointments, funding for the institute and its faculty, faculty exchanges, faculty affairs, lectures, programs, research, and publications. Includes correspondence regarding an academic freedom case involving Professor Shigeto Tsuru and correspondence with Sir George Sansom (ca. 1953) regarding a history of Japan that was sponsored by the institute. Also, correspondence regarding Borton's personnel issues and resignation. Includes information regarding Borton's project to write a history of Japan

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Bowles, Frank Hamilton, files, 1934-1949. (8 Folders),  
3/1934-6/1949

box 378

folder 2 to 9

**Scope and Contents**

Correspondence between Frank Hamilton Bowles and the provost, secretary, and other high level administrators of Columbia University. Also includes correspondence with University faculty members. Bowles held a number of appointments including director of University admissions and secretary of the Pulitzer Scholarship Committee. He also served on the Administrative Board of University Extension, Columbia's continuing education division. Most of the records consist of correspondence, reports, and pamphlets regarding admissions. Records also relate to the Pulitzer Free Scholarships, University Extension, and international students.

**Scope and Contents**

Topics related to admissions include: admissions policies and procedures, admissions requirements, scholarships, recruiting candidates for admission, public relations, the management of special funds, placement services, and veterans affairs. Includes annual and special reports documenting admissions and enrollment trends and statistics, application statistics, and the geographic distribution of admissions candidates. Includes reports documenting the schools of business (1938), architecture (1939), optometry (1939), and journalism (1949).

**Scope and Contents**

Also, correspondence and a report regarding the Pulitzer Free Scholarships, which were granted to needy New York City high school graduates. The report relates to a study of Pulitzer Scholars and consists of a narrative section and statistics on the earnings, occupations, and publications of scholarship recipients. The records also include a small amount of materials relating to the University Extension. Includes a proposal to establish an evening college (November, 1943). Correspondence dating from 1948 relates to Bowles' resignation to become the director of the College Entrance Examination Board and to issues involving international students

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Bowman, John G. file, 1905-1910. (1 Folder),  
5/1905-6/1910

box 659

folder 14

**Scope and Contents**

Correspondence between John G. Bowman and the president and secretary of Columbia University. Bowman was an assistant and tutor in English and served as secretary of the Carnegie Foundation for the Advancement of Teaching. Most of the correspondence relates to the Carnegie Foundation (ca. 1907-1910). Includes correspondence regarding faculty retirement plans

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Braun, Wilhelm A. file, 1900-1943. (1 Folder),  
5/1900-5/1943

box 317

folder 19

**Scope and Contents**

Correspondence between Professor Wilhelm A. Braun of the Department of Germanic Languages and Literatures at Columbia University, and high level University administrators.

**Scope and Contents**

Braun was secretary of the Board of Religious and Social Work which oversaw Columbia's religious activities and helped to administer student social life and extracurricular activities. He also served as secretary of the Germanistic Society of America and director of Deutches Haus, Columbia's German cultural and educational center. Most of the correspondence relates to the administration of Deutches Haus during World War I and the re-examination of its purpose in response to anti-German sentiment

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Brebner, John Bartlet file, 1942-1943. (1 Folder),  
11/1942-7/1943

box 668

folder 15

**Scope and Contents**

Correspondence between John Bartlet Brebner, professor of history at Columbia University, and University administrators. Correspondence relates to a variety of subjects. Records include: a draft memorandum regarding the University's educational program for navy personnel, correspondence regarding relations between Columbia and Bard College, and correspondence regarding recruiting and appointments

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Brewer, George Evans file, 1910-1918. (1 Folder), 9/1910-6/1918

box 665

folder 4

**Scope and Contents**

Correspondence between George Evans Brewer, professor of surgery in the College of Physicians and Surgeons at Columbia University, and the president and secretary of the University. Includes correspondence with Samuel Lambert, dean of the College of Physicians and Surgeons. correspondence relates to the college.

**Scope and Contents**

Topics include: faculty appointments, funding, salaries, and proposed mergers with area hospitals. Also, detailed letters regarding army hospitals in France during World War I. The letters describe casualties, hospital affairs, bomb damage, and forays to the front lines.

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Brewer, L. A. (Lawrence Alfred) files, 1947-1956. (5 Folders), 9/1947-5/1956

box 409

folder 12 to 16

**Scope and Contents**

Correspondence between Lawrence A. Brewer of the Purchasing Department at Columbia University and University administrators.

**Scope and Contents**

Topics include: the purchase and sale of equipment and supplies, the authorization of purchases, and Brewer's personnel issues. Includes many cover letters.

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Brewster, W. T. (William Tenney) files, 1894-1930. (4 Folders), 5/1894-5/1930

box 317

folder 20 to 23

**Scope and Contents**

Correspondence between W. T. Brewster, professor of english and acting dean of Barnard College, and the president and secretary of Columbia University.

Correspondence relates to the administration of Barnard College, a women's college affiliated with Columbia. Brewster served as acting dean and, later, as provost and acting dean of Barnard

**Scope and Contents**

Topics include: faculty appointments, personnel issues, scheduling, budgeting, tuition and fees, student affairs and discipline, gifts to the college, public relations, staffing needs, financial aid, the curriculum, and college government. Also, correspondence discussing Barnard's mission, its relationship to New York City and to other institutions, and graduate education for women. Also includes correspondence on the administration of Barnard, the role of the dean, and the revision of the college statutes.

**Scope and Contents**

Includes the report of the Committee on the Conduct of Ph.D. Examinations. The report discusses Columbia's Ph.D. examination policies, criteria for granting the Ph.D., and procedures for the administration of examinations. Also, correspondence regarding Brewster's appointment and personnel issues. Records dating from 1929 to 1930 discuss Brewster's retirement

Brierly, Justin W. file, 1953-1954. (1 Folder),  
10/1953-6/1954

box 670

folder 26

**Scope and Contents**

Correspondence between Justin W. Brierly and Columbia University administrators. Brierly was regional chairman of the Colorado chapter of the University's Bicentennial Committee. Correspondence relates to University President Grayson Kirk's trip to Colorado in 1954 in order to take part in an alumni celebration of Columbia's bicentennial. Includes membership lists for the committee

Brinton, Christian file, 1914 (1 Folder) 2/1914-6/1914,  
1914, 2/1914-6/1914

box 665

folder 5

**Scope and Contents**

Correspondence between Christian Brinton and the secretary of Columbia University. Brinton was a representative of The Players Club who worked with the University to administer an exhibition of the works of Constantin Meunier at Columbia's Avery

Library. Correspondence relates to the exhibition catalog and exhibition-related expenditures

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Britton, Nathaniel Lord file, 1890-1916. (1 Folder), 11/1890-12/1916	box 318	folder 8
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**Scope and Contents**

Correspondence between Professor Nathaniel Lord Britton of the Department of Botany at Columbia University and high level University administrators regarding the department and the New York Botanical Garden.

**Scope and Contents**

Topics relating to the Department of Botany include: appointments, facilities, funding, equipment, research and educational collections, and staffing needs. Topics relating to the New York botanical Garden include: the establishment of the garden's site in the Bronx, relations between the garden and Columbia University, and the use of the garden's facilities for research.

**Scope and Contents**

Also, minutes of the Board of Managers of the New York Botanical Garden dating from 1913 to 1914 the By Laws of the New York Botanical Garden, and volume I, number I of the Bulletin of the New York Botanical Garden, dated 1896. Also, proposals for a program in forestry dating from 1896 to the early 1900s and correspondence relating to Britton's personnel issues

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Brookhart, Robert R. file, 1963-1964. (1 Folder), 7/1963-5/1964	box 673	folder 19
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**Scope and Contents**

Correspondence between Robert R. Brookhart, assistant to the secretary of Columbia University, and University administrators. Correspondence relates to routine administrative tasks.

**Scope and Contents**

Topics include: requisitions, pay orders, cash grants to individuals, and the updating of personnel records

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Brooks, Robert Romano Ravi file, 1954-1955. (1 Folder), 7/1954-6/1955	box 671	folder 19
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**Scope and Contents**

Correspondence between Robert Romano Ravi Brooks and the secretary of Columbia

University. Brooks was dean of Williams College in Williamstown, Massachusetts, and executive director of the Tuition exchange Program. Correspondence relates to tuition remission and tuition exchanges between Columbia, Barnard College, and other colleges and universities. Includes forms, announcements, and estimates. Also includes correspondence from Brooks' staff and memoranda from Brooks to tuition exchange liaison officers

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Brown, Arthur file, 1958-1962. (1 Folder), 5/1958-6/1962      box 500      folder 15

**Scope and Contents**

Correspondence between Arthur Brown, assistant dean of the School of General Studies at Columbia University, and high level University administrators. Records relate to: the discipline, academic standing, and expulsion of students. Other topics include: prizes, scholarships, and honors. Records include correspondence with individual students and their families. Includes student records

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Brown, Charles file, 1957-1959. (1 Folder), 12/1957-5/1959      box 493      folder 21

**Scope and Contents**

Complaint letters regarding Columbia University and the New York School of Social Work which were sent to the University administration by Charles Brown

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Brown, Clifford K. file, 1913-1916. (1 Folder), 12/1913-10/1916      box 665      folder 6

**Scope and Contents**

Correspondence between Clifford K. Brown and the secretary and chief clerk of Columbia University. Brown was general secretary of the University's Committee on Religious Work and a member of the Columbia University Christian Association and the University's chapter of the Young Men's Christian Association (YMCA). Correspondence relates to the mission of the Committee on Religious Work, which helped to oversee campus religious groups and programs, and the roles of campus Christian organizations. Includes routine correspondence regarding office space, the scheduling of events, and arrangements for meetings. Also includes minutes of the Committee on Religious Work dating from 1914

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Brown, Courtney C. files, 1953-1971. (28 Folders), 10/1953-6/1963      box 453      folder 1 to 20

**Scope and Contents**

Correspondence between Courtney C. Brown, dean of the Graduate School of Business at Columbia University, and University administrators and donors. The records consist of correspondence and press releases relating to the school.

**Scope and Contents**

Topics include: faculty appointments, research projects, funding for the school, and the business administration of the school. Includes a small amount of correspondence regarding the curriculum. Also includes an announcement from the Executive Program in Business Administration (1955) and a newsletter of the Executive Association of the Graduate School of Business dating from December, 1954. Brown was also deputy chairman of the National Manpower Council.

**Scope and Contents**

The council, which was established under the auspices of Columbia's Graduate School of Business, was composed of representatives from business, labor, medicine, public service and academia. The council studied manpower problems and worked towards a national manpower policy. Includes correspondence relating to the work of the council. Also, correspondence regarding Brown's appointment

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Brown, Courtney C. files, 2/1963-6/1971	box 454	folder 1 to 8
Brown, Elmer Ellsworth file, 1903-1910. (1 Folder), 1/1903-5/1910	box 659	folder 15

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**Scope and Contents**

Correspondence between Elmer Ellsworth Brown, United States commissioner of education, and the president and secretary of Columbia University. Most of the correspondence relates to national and international conferences on education. Also, correspondence regarding efforts to bring Chinese students to the United States (1908) and copies of regulations for the 10th International Art Exhibition, which was held at the Royal Crystal Palace of Munich in 1909

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Brown, Sevellon file, 1953-1954. (1 Folder), 7/1953-5/1954	box 670	folder 27
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**Scope and Contents**

Correspondence between Sevellon L. Brown, publisher of the Providence Journal and the Evening

Bulletin, and Columbia University administrators.  
Correspondence relates to: Columbia's 1954  
Bicentennial Celebration; the American Press  
Institute, Columbia's program of professional  
education for journalists; and Brown's candidacy for  
a honorary degree from Columbia

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Brown, T. E. (Thomas Edward) file, 1935 (1 Folder) Apr-35, 1935	box 667	folder 43
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**Scope and Contents**

A proposal by Thomas E. Brown entitled Proposed  
New Small Bore Range for Columbia University. The  
proposal, which appears to be for a firing range,  
includes blueprints and a construction budget

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Brownell, S. B. (Silas B.) files, 1896-1910. (2 folders), 5/1896-12/1910	box 659	folder 16 to 17
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**Scope and Contents**

Correspondence between Silas B. Brownell and the  
president of Columbia University. Brownell was  
a trustee of Barnard College, the women's college  
affiliated with Columbia. Correspondence relates to  
the college.

**Scope and Contents**

Topics include: the Barnard/Columbia Agreement  
(January 19, 1900), revisions to the by-laws of the  
Barnard board of trustees, plans for the construction  
of Milbank Quadrangle, and the search for a new  
dean of barnard (ca. 1908-1910). Records relating  
to the Barnard/Columbia Agreement include  
correspondence discussing the need for a resolution  
to stipulate that the dean of the college always be a  
woman

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Bruce, Smith file, 1942. (1 Folder), 4/1942-6/1942	box 668	folder 14
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**Scope and Contents**

Correspondence between Bruce Smith, secretary of  
the Institute for Public Administration at Columbia  
University, and the provost of the University.  
Correspondence relates to the budget of the institute  
for the 1942-1943 fiscal year

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Brucker, Herbert file, (1 Folder) 1939 7/1939-10/1939, 1939, 7/1939-10/1939	box 668	folder 4
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**Scope and Contents**

A report entitled A Report for the Radio Committee  
of Columbia University on Radio and Mass  
Communications (October, 1939). The report



discusses the relationship between radio and education, examines a proposal for the creation of a school of communications, and makes several recommendations regarding how Columbia should respond to developments in communications and broadcasting

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Bruner, Herbert Bascom file, 1943-1944. (1 Folder), 2/1943-5/1944	box 386	folder 10
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**Scope and Contents**

Correspondence between Herbert Bascom Bruner, professor of education in Teachers College at Columbia University, and the provost and secretary of the University. Records consist of correspondence and proposals relating to the planning and establishment of a program in rehabilitation training at Teachers College. The program was created in response to legislation proposing government-sponsored rehabilitation services for disabled veterans.

**Scope and Contents**

Topics include the mission, requirements, and curriculum of the program

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Brunner, Edmund de Schweinitz file, 1947-1959. (1 Folder), 9/1947-6/1959	box 409	folder 17
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**Scope and Contents**

Correspondence between Edmund de Schweinitz Brunner, chairman of the Board of Governors of the Bureau of Applied Social Research, and the vice president and other high level administrators of Columbia University. The records relate to research funding, the financial administration of the Bureau and of Bureau-sponsored projects, faculty appointments, personnel, and the administration of the Bureau.

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Bruno, Harry A. file, 1954 (1 Folder) June 1954, 1954, June 1954	box 670	folder 28
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**Scope and Contents**

A brochure celebrating the 30th anniversary of the public relations firm H. A. Bruno and Associates. The brochure was forwarded to Columbia University administrators by Harry A. Bruno

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Bryant, William Cullen files, 1952-1958. (3 folders), 7/1952-6/1958	box 448	folder 6 to 8
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**Scope and Contents**

Correspondence between William Cullen Bryant, chairman of the American Language Center in the School of General Studies at Columbia University, and University administrators. Includes correspondence with officials from aid organizations for international students. The records consist of correspondence and reports relating to the center.

**Scope and Contents**

Topics include: enrollment, orientation for international students, student affairs, financial aid, and student exchanges. The reports discuss the mission, staff, and educational and extracurricular programs of the center. Includes lists of international students. Also, a detailed report regarding a survey on teaching English in Japan that was prepared by Bryant for the Japan Society in 1955

Bryce, James Bryce file, 1900-1909. (1 Folder),  
4/1900-12/1909

box 659

folder 18

**Scope and Contents**

Correspondence between James Bryce, and the president of Columbia University. Bryce was a member of Parliament. Correspondence relates to Bryce's lecture series, "The Relation of Law to History", which was given in 1904

Bucher, Walter H. files, 1942-1956. (5 folders),  
12/1942-5/1956

box 386

folder 11 to  
15

**Scope and Contents**

Correspondence between Walter H. Bucher and the vice president and provost, dean of the graduate faculties, and other high level administrators of Columbia University. Bucher held a number of appointments including professor of Geology, Newberry Professor of Geology, and executive officer of the Department of Geology.

**Scope and Contents**

The records consist of correspondence and budgets relating to the Department of Geology. Also, correspondence regarding: Columbia's Lamont Geological Observatory, appropriations for Bucher's research and field work expenditures, and the management of a special fund that was established to support his research.

**Scope and Contents**

Also includes correspondence relating to his personnel issues and professional activities. Topics related to the Department of Geology include: faculty appointments, faculty affairs, equipment, laboratories, staffing needs, budgeting, appropriations, the management of special funds, field work, and visiting professors. Includes correspondence regarding the Woodbridge Prize and a letter, dating from 1950 which relates to research involving the carbon 14 dating process

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Buchler, Justus file, 1952-1953. (1 Folder), 7/1952-6/1953	box 669	folder 46
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**Scope and Contents**

Correspondence between Justice Buchler, Professor of Philosophy at Columbia University, and University administrators. Correspondence relates to expenditures for Buchler's research project

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Bucky, Philip file, 1947-1952. (1 Folder), 7/1947-6/1952	box 409	folder 18
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**Scope and Contents**

Correspondence between Philip Bucky, acting Executive Officer of the Department of Mining and Metallurgy at Columbia University, and the provost of the University. The records consist of correspondence and budgets relating to the department and the School of Mines.

**Scope and Contents**

Topics include: personnel, appropriations, faculty appointments, budgeting, and staffing needs. Includes correspondence regarding school finances and budgetary problems

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Bulger, Paul C. file, 1955-1959. (1 Folder), 7/1955-6/1959	box 489	folder 22
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**Scope and Contents**

Correspondence between Paul C. Bulger and Columbia University administrators. Bulger was provost of Teachers College and secretary of the college faculty. The records relate to Teachers College, an affiliate of Columbia University.

**Scope and Contents**

Topics include: admissions, personnel, and faculty affairs. Includes minutes of the Executive Committee of the Faculty of Teachers College dating from November, 1955. Also includes cover letters and

acknowledgement letters. Also, correspondence regarding Bulger's personnel issues

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Bumpus, H. C. (Hermon C.) file, 1903-1908. (1 Folder), 2/1903-4/1908                      box 659                      folder 19

**Scope and Contents**

Correspondence between Hermon C. Bumpus, director of the American Museum of Natural History, and the president of Columbia University. Correspondence relates to cooperation between the University and the museum.

**Scope and Contents**

Topics include: University and museum faculty, plans to appoint the director of the museum as an ex officio member of the University's Faculty of Pure Science, and fund raising for a bust of Charles Darwin that was to be presented to Christ's College at Cambridge University

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Burchell, Henry J. file, 1929-1930. (1 Folder), 9/1929-4/1930                      box 667                      folder 23

**Scope and Contents**

Correspondence between Henry J. Burchell, director of Casa Italiana at Columbia University, and the secretary and assistant secretary of the University. Correspondence relates to Casa Italiana, Columbia's Italian culture and educational center.

**Scope and Contents**

Topics include maintenance and funding for the center

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Burden, William A. M. files, 1956-1969. (2 folders), 1/1956-4/1969                      box 492                      folder 20 to 21

**Scope and Contents**

Correspondence between William A. M. Burden, a trustee of Columbia University, and high level University administrators. Most of the correspondence relates to routine trustee business and personal favors. Includes correspondence regarding the gift of the Twombly-Burden Room in Columbia's Low Memorial Library and correspondence (ca. 1966) regarding the controversy over the University's involvement with the Institute of Defense Analysis. Also, biographical information regarding burden and correspondence regarding his appointment as a trustee. Includes routine cover

letters, acknowledgement letters, acceptances and regrets, and invitations

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Burdick, Francis M. file, 1891-1909. (1 Folder), 5/1891-5/1909	box 659	folder 20
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**Scope and Contents**

Correspondence between Francis M. Burdick, professor of law in the School of Law at Columbia University, and the president and secretary of the University. Most of the correspondence is routine. Includes Burdick's congratulations to University President Seth Low on the reform of the New York City Charter in 1897 and correspondence regarding the administration of the Law Library (1901). Also includes minutes and correspondence regarding efforts by residents of Riverside Drive and Morningside Heights to close down illegal businesses at the corner of 110 Street and Broadway. The records, which date from 1899 refer to: the suppression of the nuisance at the south-west corner of Broadway and 110th Street, illegal resorts in the neighborhood, and the Little Coney Island nuisance

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Burgess, John William files, 1890-1930. (8 folders), 1/1890-6/1930	box 318	folder 9 to 16
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**Scope and Contents**

Correspondence between John William Burgess, Columbia University presidents Seth Low and Nicholas Murray Butler, and other University administrators regarding a wide range of topics. Burgess held appointments as Ruggles Professor of Constitutional Law, dean of the faculty of Political Science and dean of the Faculties of Political Science, Philosophy and Pure Science. At times, he also seems to have acted in President Butler's stead during the president's absences from campus.

**Scope and Contents**

Correspondence includes substantive discussion of issues surrounding Columbia's growth as a university, graduate education, and exchanges between German and American universities.

**Scope and Contents**

Topics include: relationships between the various schools of the University, new degree requirements, and the organization and growth of graduate instruction at the University. Includes correspondence on publicizing Columbia's new status as a university and explaining the university system to the public. Also, correspondence relating to the curriculum of Columbia College, then known as the

School of the Arts, and the relationship between the College and the University. Correspondence dating from Burgess' time as dean also deals with the business of the Faculty of Political Science and the Faculties of Political Science, Philosophy and Pure Science.

**Scope and Contents**

Topics include: faculty appointments, student affairs, faculty affairs, and the curriculum. includes correspondence regarding Burgess' personnel issues and gifts to the University. Also, Burgess' reminiscences of his time at Columbia which were prepared for the 50th anniversary of the Faculty of Political Science. Includes correspondence between Burgess and President Butler regarding a variety of issues including: happenings at the University during Butler's absences, University scandals, and public relations.

**Scope and Contents**

Also, substantive correspondence regarding the Roosevelt Professorship The Roosevelt Professor lectured at German universities and acted as a cultural emissary to German politicians and educators. Correspondence discusses the establishment and administration of the exchange professorship as well as the role and activities of the Roosevelt Professor. Includes correspondence and reports regarding German politics, society, higher education, and court life as well as the Roosevelt Professor's relations with German educators and officials. Includes correspondence on similar issues relating to the Kaiser Wilhelm Professorship, which brought German educators to the United States. Also, correspondence discussing the effect of World War I on Columbia's relations with German universities and American public opinion of Germany

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Burke, Robert file, 1936-1937. (1 Folder), 9/1936-9/1937      box 668      folder 1

**Scope and Contents**

Correspondence between attorneys for Robert Burke and Columbia University. Burke was a Columbia student who was dismissed for participating in a demonstration. Correspondence relates to the case and Burke's political activities

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Burlingame, Anson file, 1966-1967. (1 Folder), 1/1966-6/1967      box 18      folder 30

**Scope and Contents**

Correspondence between Anson Burlingame, director of the Office of Projects and Grants at Columbia University, and the vice president of the University. Correspondence relates to the administration of sponsored projects, grants, and government contracts at Columbia. Also, correspondence regarding University policies governing the payment of employee moving expenses

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Burlingame, C. Charles file, 1925-1929. (1 Folder),  
2/1925-4/1929

box 667

folder 14

**Scope and Contents**

Correspondence between C. Charles Burlingame and the president and secretary of Columbia University. Burlingame was executive officer of the joint administrative board of Columbia's medical school. Correspondence relates to the development of medical facilities in Manhattan.

**Scope and Contents**

Topics include: the transfer of land at 168th Street and Broadway from the Babies Hospital to the Neurological Institute of New York for the construction of medical facilities; the construction of the Neurological Institute's facilities at 168th Street; and the transfer of land at Riverside Drive to New York State for the construction of a state psychiatric institute and hospital. Includes project budgets and deeds

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Burmister, Donald M. file, 1969-1970. (1 Folder),  
10/1969-6/1970

box 72

folder 26

**Scope and Contents**

Records regarding Donald M. Burmister, professor of civil engineering in the School of Engineering and Applied Science at Columbia University. Burmister created the world's first soil mechanics laboratory at the University in 1933.

**Scope and Contents**

Topics include Burmister's achievements and his award from the American Society for Testing and Materials for his work in soil mechanics. Includes a copy of Burmister's report entitled "Hindsight Perspective and Foresight Forecasts" as well as a brief summary of the report. Also includes a photograph of Burmister and a letter in which he

discusses his views on the world wide ferment of underprivileged and oppressed peoples

Burns, Arthur files, 1947-1970. (7 Folders),  
1/1947-6/1970

box 676

folder 4 to  
10

### **Scope and Contents**

Correspondence between Arthur Burns and high level administrators at Columbia University. Burns held a number of appointments at the University including Professor of Economics, Executive Officer of the Department of Economics, Chairman of the Committee on Instruction, and Chairman of the Advisory Committee of the Faculties. Burns also served as director of research for the National Bureau of Economic Research and was a member of the Advisory Board of the Institute for Urban Land Use and Housing. After leaving the University, Burns became chairman of the federal Reserve Board during the Nixon administration. Records relate to a wide range of topics. Much of the material relates to: the Department of Economics, the responsibilities of the Advisory Committee of the Faculties, national economics and employment issues, and Burns' personnel issues and professional activities. Following his appointment to the Federal Reserve Board, Burns corresponded with University president Andrew Cordier regarding the funding of higher education.

### **Scope and Contents**

Topics related to the Department of Economics include: faculty affairs, visiting professors, arrangements for courses, teaching loads, the departmental curriculum, the management of special funds, budgeting and appropriations, and faculty recruiting and appointments.

### **Scope and Contents**

Most of the records dating from 1965 to 1967 consist of reports from the National Bureau of Economic Research. As Director of Research for the bureau, Burns forwarded numerous bureau reports on economics and related topics to the University administration. A number of these reports also date from 1962 to 1963.

### **Scope and Contents**

The records also include the annual report of the bureau dating from May, 1952. most of the records relating to Burn's professional activities consist of vouchers requesting payment for research and clerical assistance for his project on international



economic organization and social policies. Other records include his remarks regarding employment legislation that were delivered before a meeting of the American Statistical Association (September, 1962) and a reprint of his article, Hicks and the Real Cycle, from the Journal of Economic Philosophy. The records also relate to Burns' committee work. Most of the materials dating from 1961 to 1962 consists of records from the Advisory Committee of the Faculties. The records relate to: faculty affairs, faculty personnel policies, faculty salaries and benefits, and the business and mission of the committee. Materials relating to the Advisory Board of the Institute for Urban Land Use and Housing include a report on the development of the Morningside Heights neighborhood adjoining Columbia. In 1959 Burns also chaired a sub committee of the University Council that was charged with studying the functions and structure of the council. The records include the committee's findings and recommendations, which were called the Burns Report. Records relating to the Committee on Instruction include a report, statistics, and ballots regarding policies governing the composition of doctoral examination committees and the participation of extra-departmental faculty members on examination committees (December, 1958). Other records include correspondence documenting efforts to nominate David Truman for the presidency of the Academy of Political Science in 1962 and a report regarding business education at Columbia (November, 1952)

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Burr, William H. files, 1892-1916. (3 Folders),  
10/1892-6/1916

box 319

folder 1 to 3

### **Scope and Contents**

Correspondence between William H. Burr, Professor of Civil Engineering in the School of Mines at Columbia University, and University presidents Seth Low and Nicholas Murray Butler. Much of the correspondence relates to the Summer School of Surveying which was held at the University's Camp Columbia property in Lakeside, Connecticut.

### **Scope and Contents**

Topics include the: facilities, equipment, finances, mission, and curriculum of the summer school. Also, correspondence regarding the Department of Civil Engineering.

### **Scope and Contents**

Topics include: laboratories, research projects, teaching methods, the curriculum, faculty

appointments, and departmental finances. Also includes correspondence on the construction of Low Memorial Library and other University buildings. Burr was also a member of the Isthmian Canal Commission. Some correspondence discusses his activities as a member of the commission while visiting the Panama Canal site

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Burrell, John Angus file, 1951-1952. (1 Folder), 9/1951-6/1952	box 669	folder 33
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**Scope and Contents**

Correspondence between Professor John Angus Burrell of the School of General Studies at Columbia University and the secretary and vice president of the University. Burrell chaired the University's Committee on Public Ceremonies, which oversaw academic ceremonies and other official functions. Correspondence relates to preparations for the 1952 commencement ceremonies and appointments in the School of General Studies, Columbia's continuing education division

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Burton-Opitz, Russell file, 1903-1910. (1 Folder), 5/1903-5/1910	box 659	folder 21
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**Scope and Contents**

Correspondence between Russell Burton-Opitz of the Department of Physiology at Columbia University and the president and secretary of the University. Burton-Opitz held appointments as instructor, adjunct professor, and associate professor and was also the administrative head of the department. Most of the correspondence relates to faculty appointments and other routine matters. Includes letters (ca. September, 1909) regarding the admission of women to courses offered by the department

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Bush, Robert R. file, 1970-1971. (1 Folder), 9/1970-2/1971	box 108	folder 22
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**Scope and Contents**

Correspondence between Robert R. Bush, chairman of the Department of Social Psychology at Columbia University, and University administrators. Much of the correspondence relates to departmental concerns regarding funding, space needs, and other issues. Includes correspondence with departmental faculty and students regarding a variety of topics. Also includes Bush's letter of resignation as chairman.

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Bush, Wendell T. file, 1911-1918. (1 Folder), 5/1911-6/1918	box 665	folder 7
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**Scope and Contents**

Correspondence between Wendell T. Bush, Associate Professor of Philosophy at Columbia University, and Nicholas Murray Butler, President of the University. Correspondence relates to: Bush's appointment, a lecture series on Greek religion that was given by Gilbert Murray, and the organization and housing of Butler's personal philosophy library for use by the University and the philosophy department. Includes copies of correspondence between Butler and Gilbert Murray

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Butler, Eliza R. file, 1934-1935. (1 Folder),  
9/1934-5/1935

box 667

folder 44

**Scope and Contents**

Correspondence between Eliza Butler and the secretary of Columbia University. Butler was the sister of University president Nicholas Murray Butler and the executive secretary of the Women's Committee on College Contacts. Includes correspondence with Virginia C. Gildersleeve, Dean of Barnard College and chairman of the Women's Committee on College Contacts. Correspondence relates to the work of the committee. Includes reports rating the quality of female graduate students at Columbia, based on academic and extracurricular factors, in order to award graduate residence scholarships. Also includes minutes from the committee's organizational meeting

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Butler, Nicholas Murray files, 1890-1948. (38 Folders),  
3/1890-4/1934

box 486

folder 1 to  
21

**Scope and Contents**

Correspondence between Nicholas Murray Butler, president of Columbia University from 1902 to 1945 and high level University administrators. Butler was one of the most influential figures at the University from the 1890s throughout the first half of the 20th century -- a critical period of development for the University. Prior to his appointment as president, Butler served as dean of the Faculty of Philosophy. Following his retirement in 1945 he continued to serve as president emeritus and a trustee of the University. As dean of the Faculty of Philosophy during the administration of President Seth Low (1890-1901), Butler was a major force behind the transformation of Columbia College into a University. As president, Butler led the University during one of its greatest periods of growth and change. Butler was intimately involved in numerous details of developing and administering the institution. The correspondence relates to a

wide range of subjects involving the development, mission, organization, administration, facilities, finances, faculty, and student body of the University. However, the materials are not a comprehensive record of Butler's presidency. His administration can be understood more fully by also reading the correspondence of the trustees, deans, and other top administrators who held office during Butler's presidency.

### **Scope and Contents**

The records include: copies of a few of Butler's speeches, pages from his appointment books (1940-1944), and a copy of Academic Freedom and allied Subjects: Being Excerpts from the Annual Reports of President Nicholas Murray Butler, 1905-1935 (filed with records dating from 1948). Also, a file on the furnishings of the President's House (1936-1947), including itemized billing information and correspondence regarding the special fund for the Furnishing and Equipment of the President's house, which was established in 1922. Includes an inventory of furniture dated December 1, 1936.

### **Scope and Contents**

Correspondence dating from Butler's term as dean of the Faculty of Philosophy (1890-1902) consists mostly of Butler's letters to Seth Low and copies of Low's replies. Includes numerous, detailed letters regarding the Faculty of Philosophy as well as other schools and departments at the University. Specific topics of interest include: the proposed integration of the School of Mines with Columbia College (November 3, 1893); Butler's objections to the creation of a trade school at Columbia (January 6, 1891); the University's affiliation with Teachers College, which Butler helped to establish in 1897 and which aligned with Columbia through agreements in 1893 and 1898 the establishment of a summer session in 1900 and Butler's involvement with organizations and committees outside of the University that dealt with college entrance requirements, secondary school curricula, and other educational issues.

### **Scope and Contents**

The files dating from Butler's presidency served several purposes and the nature of the files changes over time. Much of the correspondence dating from approximately 1901 to 1918 was sent to University administrators by Butler while he was traveling overseas. Correspondents include Trustee John B. Pine and University secretaries Frederick P.

Keppel and Frank D. Fackenthal. Correspondence dating from 1919 to 1930 consists of letters from Butler to Fackenthal and copies of Fackenthal's replies. Records from this period also include substantive correspondence (ca. 1919-1928) with Frederick J. E. Woodbridge, dean of the Graduate Faculties, and correspondence (ca. 1928-1930) with James C. Egbert, director of the University Extension, Columbia's continuing education division. Correspondence dating from 1930 to 1945 consists mostly of directives from Butler to Fackenthal, who served as secretary of the University until 1937 and Provost from 1937 to 1945 and University secretary Philip M. Hayden

Butler, Nicholas Murray files, 5/1934-12/1948	box 487	folder 1 to 17
Butler, Kate LaMontagne (Mrs. Nicholas Murray) file, 1947-1948. (1 Folder), 9/1947-5/1948	box 487	folder 18
Buttenwieser, Benjamin J., file, 1969-1971. (1 Folder), 7/1969-5/1971	box 509	folder 20

#### Scope and Contents

Correspondence between Benjamin J. Buttenwieser and high level administrators at Columbia University. Includes correspondence between Buttenwieser and Columbia presidents Andrew Cordier and William J. McGill. Buttenwieser was a trustee of the University. He also served on a number of committees, including the Committee on Development and the joint Administrative Board of the Medical Center. Correspondence relates to a variety of subjects.

#### Scope and Contents

Topics include: gifts to Columbia, trustee business, events, donor relations, honorary degrees, and the management of special funds. Includes correspondence discussing procedural problems with the system for acknowledging gifts to the University. Also includes routine invitations and acknowledgement letters

Butterfield, Kenyon L., file, 1926-1928. (1 Folder), 9/1926-5/1928	box 667	folder 17
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#### Scope and Contents

Correspondence between Kenyon L. Butterfield, president of the Michigan State College of Agriculture and Applied Science, and the president and secretary of Columbia University.

Correspondence relates to efforts to establish an institute of rural affairs at Columbia.

**Scope and Contents**

Topics include sources of funding for the institute and plans for conferences to be held at the institute

Cadorin, Ettore, file, 1917-1918. (1 Folder),  
6/1917-6/1918

box 665

folder 8

**Scope and Contents**

Correspondence between Ettore Cadorin, professor of Italian at Columbia University, and the president of the University. Correspondence relates to Cadorin's draft status in the Italian army during World War I, his petition for a waiver of the requirement to serve in the military, and his eventual return to Italy to serve in the army. Includes copies of correspondence with the Italian minister of foreign affairs, Italian ambassador, Italian counsel, and deputy of Venice

Calkins, Gary N., file, 1928-1930. (1 Folder),  
7/1928-1/1930

box 667

folder 24

**Scope and Contents**

Correspondence between Gary N. Calkins, professor of zoology at Columbia University, and the president and assistant secretary of the University. correspondence relates to the Department of Zoology.

**Scope and Contents**

Topics include: faculty appointments, equipment, and departmental facilities in Schermerhorn Hall. Includes a budget for scientific apparatus and a summary of space allocations in the department

Calkins, Robert D., files, 1941-1947. (8 Folders),  
7/1941-6/1947

box 385

folder 8 to  
16

**Scope and Contents**

Correspondence between Robert D. Calkins, dean of Columbia University's School of Business, and high level University administrators. The records consist of correspondence, budgets, and reports relating to the School of Business. Records also relate to veterans' affairs.

**Scope and Contents**

Topics related to the School of Business include: faculty affairs, budgeting, fellowships, research

funding, the financial administration of research projects, personnel, faculty appointments, facilities, gifts to the school, student affairs, faculty salaries, tuition and fees, and veterans' affairs. Includes correspondence regarding the establishment of the MBA and BS degrees (ca. 1944) and correspondence documenting the influence of World War II on the school.

**Scope and Contents**

Also includes correspondence and proposals regarding research programs including: consumer economics research (ca. 1945) and the establishment of a research program in real estate, urban land use, and housing (ca. 1945). Also includes long-range planning reports for the school (ca. 1943 and 1945) and correspondence and reports regarding certification programs in business and secretarial studies (ca. 1944). Also, correspondence and reports relating to veterans' affairs.

**Scope and Contents**

Topics include the Veterans Advisory Service and a University study of the need for government-sponsored educational programs for veterans. Also, the report of the Advisory Committee on Post-War Problems and Policies. The committee was established to consider Columbia's role in post-war education, public service, and public policy. Correspondence ca. 1946 relates to Calkins' resignation to become vice president and chairman of the General Education Board and the selection of his successor

Cammann, H. H. (Hermann H.), file, 1894-1908. (1 Folder), 1/1894-12/1908

box 659

folder 22

**Scope and Contents**

Correspondence between Hermann H. Cammann of the real estate office of H. H. Cammann & Co. and the president of Columbia University. Cammann was a trustee of Columbia and chairman of the Real Estate Committee of the Society of the New York Hospital. Correspondence relates to a variety of subjects involving Columbia's Morningside Heights campus.

**Scope and Contents**

Topics include: the purchase of the campus property from New York Hospital, the development of the campus, the purchase of the South Field addition to the campus, and the development of roads and subways in the neighborhood. Includes a detailed

letter regarding the disturbance that resulted from the disruption of a freshman dinner at the Carnegie Restaurant by sophomores from the University's School of Applied Science (December, 1897)

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Campbell, Joseph, files, 1946-1955. (48 folders), 7/1946-6/1950	box 402	folder 10 to 18
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**Scope and Contents**

Correspondence between Joseph Campbell and the high level administrators of Columbia University, the assistant treasurer, and donors. Much of the correspondence dating from 1955 is between the assistant treasurer and other University administrators. Campbell served as treasurer and was later appointed to serve as the University's first vice president for business affairs. The records consist of correspondence, financial records, and legal documents relating to University finances and financial administration. Also, agenda, correspondence, and financial records of the Advisory Committee on Investments and resolutions of the trustee committee on finance. Most of the records relate to appointments, appropriations, and income from endowments. Other topics include: University budget policies and procedures, accounting and financial analysis, investments and investment policy, the management of special funds, gifts to the University, real estate, insurance, and research and development contracts. Includes: a table showing gifts and bequests to the University from 1918 to 1948 a copy of the affiliation agreement between Columbia and the New York School of Social Work (1951), and an amendment to the Rockefeller Center lease (1953)

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Campbell, Joseph, files, 1946-1955., 7/1950-1/1953	box 403	folder 1 to 19
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Campbell, Joseph, files, 1946-1955., 2/1953-6/1955	box 404	folder 1 to 20
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Campbell, Oscar James, files, 1944-1958. (8 folders), 7/1944-6/1958	box 391	folder 10 to 17
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**Scope and Contents**

Correspondence between Oscar James Campbell, executive officer of the Department of English and Comparative Literature at Columbia University, and high level University administrators. Correspondence relates to the department and to attempts to establish an arts center at the University. Correspondence also relates to Campbell's personnel issues and committee memberships. Includes a lengthy memorandum (1948) regarding the mission and needs of the Faculty of Philosophy and a copy of



Campbell's address before the University's opening exercises in September, 1951. most of the records dating from the 1940s to the mid 1950s consist of correspondence, budgets, and reports relating to the Department of English and Comparative Literature.

**Scope and Contents**

Topics include: faculty appointments, faculty affairs, budgeting, appropriations, enrollment, visiting professors, prizes, graduate instruction, and staffing needs. Includes correspondence regarding the Brander Matthews Dramatic Museum, which was operated by the department. Also includes a number of letters regarding post-World War II overcrowding, enrollment, and staffing needs in the department and a copy of the departmental constitution dating from 1948. Campbell also chaired the Advisory Committee on the Arts Center. The committee worked to develop a University center for the fine and performing arts. Some of the records dating from the mid 1940s to the 1950s and most of the records dating from 1955 to 1958 consist of correspondence, reports, proposals, and minutes relating to attempts to establish the arts center.

**Scope and Contents**

Topics include: departments and schools to be included in the center, the proposed curriculum and programs of the center, space planning, and fund raising

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Canfield, James Hulme, files, 1890-1910. (4 folders),  
2/1890-6/1910

box 659

folder 23 to  
26

**Scope and Contents**

Correspondence between James Hulme Canfield and the president of Columbia University. Includes correspondence with Nicholas Murray Butler, who became president of Columbia in 1902 during his term as dean of the Faculty of Philosophy. Prior to Canfield's appointment at Columbia, he served as chancellor of the University of Nebraska and president of Ohio University. Canfield served as librarian of Columbia University from 1899 to 1909. Correspondence relates to a variety of subjects involving education, Canfield's career, and the Columbia University Libraries.

**Scope and Contents**

Correspondence dating from 1895 to 1899 dates from Canfield's terms as chancellor of the University of Nebraska and president of Ohio State University. During this time, Canfield and

Butler corresponded regarding recommendations for faculty appointments and the selection of a superintendent of schools for New York. Records from 1899 also include correspondence regarding Canfield's candidacy to become librarian of Congress and Butler's strong support for his appointment.

**Scope and Contents**

Correspondence dating from 1899 to 1909 dates from Canfield's term as librarian of Columbia University. Most of the records from this period consist of detailed correspondence regarding the operations and administration of the libraries. Topics include: acquisitions, gifts to the library, budgeting, and facilities. Includes: correspondence regarding preparations for Canfield's installation (1899), correspondence regarding the replacement of copyists with a printing press for the production of catalog cards (1899), and plans to extend reading privileges beyond the University (1899). Other records include a lengthy letter from Vladimir Simkhovitch in which he discusses anarchism and proposes a study of the subject (September, 1901) and correspondence regarding the national financial crisis of 1907. Also includes correspondence regarding Canfield's trip to England, France and Germany in the fall of 1907. During the trip, Canfield acted as Columbia's representative and investigated educational practices in each country. Correspondence dating from 1909 to 1910 relates to Canfield's death and his memorial tablet, which is located the University's St. Paul's chapel

Cannon, John D., file, 1965-1967. (1 Folder),  
9/1965-5/1967

box 507

folder 20

**Scope and Contents**

Correspondence between John D. Cannon, chaplain of Columbia University, and high level University administrators. Correspondence relates to a variety of subjects including religious events and issues involving the University's religious counsellors. Includes a letter regarding the University choir (September, 1965) and notes on meetings regarding a proposal to allow the Earl Hall religious center to be used as classroom space for elementary school students during a boycott of Public School 125 (April, 1967). Includes correspondence regarding Cannon's personnel issues and committee work

Carey, Jane Perry Clark file, 1948-1949. (1 Folder),  
7/1948-5/1949

box 669

folder 9

**Scope and Contents**

Correspondence between Jane Perry Clark Carey, assistant professor of government in Barnard College at Columbia University, and the secretary of the University. Correspondence relates to a travel grant in support of Carey's research trip to Germany and the administration of her research project

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Carey, Robert L., file, 1959 (1 Folder) 1/1959-3/1959, 1959, 1/1959-3/1959	box 672	folder 39
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**Scope and Contents**

Correspondence between Robert L. Carey, faculty chairman of the Columbia College alumni association, and the president of the University. correspondence relates to the annual Dean's Day celebration. Carey was in charge of Dean's Day events in 1959

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Carlton, Newcomb, file, 1916-1918. (1 Folder), 1/1916-4/1918	box 665	folder 9
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**Scope and Contents**

Correspondence between Newcomb Carlton, a Columbia University trustee, and the president and clerk of the University. Correspondence relates to Carlton's nomination to the board, the development of the University's medical school, the school's relations with Presbyterian hospital in New York City, and University public relations strategies. Includes a map of London's Mayfair District

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Carlton, Robert A. W., file, 1953-1954. (1 Folder), 8/1953-6/1954	box 670	folder 29
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**Scope and Contents**

Correspondence between Robert A. W. Carlton and Columbia University administrators. Carlton was chairman of the Egleston Medal Award Committee and a member of Columbia Associates, a group of University benefactors who made regular contributions to Columbia's general fund. Most of the correspondence relates to gifts to Columbia

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Carman, Harry J. files, 1943-1959. (11 folders), 7/1943-3/1959	box 389	folder 1 to 13
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**Scope and Contents**

Correspondence between Harry J. Carman, Moore Professor of History and Dean of Columbia College, and the high level administrators of Columbia University. Most of the records dating from 1943 to 1951 consist of correspondence, budgets, reports,

and newsletters relating to Columbia College and undergraduate instruction at the University. Also, records documenting numerous educational organizations and committees on which Carman served. Also includes Carman's reminiscences of his time at Columbia.

**Scope and Contents**

Topics related to Columbia College include: budgeting, the curriculum, faculty appointments, faculty affairs, financial administration, prizes and awards, gifts to the college, scholarships, enrollment, staffing needs, fund raising, long-range planning, and requirements. Reports relating to the college include: a report on the revision of the major system (1947), reports of the Special Committee on the State of Columbia College dating from the 1940s and a report on the development of an undergraduate science curriculum (1949). Includes reports and correspondence dating from the early to mid 1940s which relate to the proposed establishment of a third undergraduate college at the University.

**Scope and Contents**

Records relating to the educational committees and organizations on which Carman served include: a report of the Committee on Post-War Adult Education of the Adult Education Council of New York (1943); agenda and correspondence (ca. 1945-1949) relating to the Dean's Group, an organization of Ivy League deans that met to discuss a range of educational topics; correspondence and minutes (ca. 1957) of the Japan America Intellectual Exchange Program; and correspondence and reports (ca. 1950-1953) on the National Scholarship Service and Fund for Negro Students, which was chaired by Carman. Following his resignation in 1952 Carman continued to correspond with University administrators regarding a range of subjects.

**Scope and Contents**

Topics include invitations and administrative appointments as well as Carman's retirement and honors. Records from this period include his Reminiscences of Thirty Years

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Carmichael, Oliver C. file, 1947-1948. (1 Folder),  
7/1947-1/1948

box 668

folder 43

**Scope and Contents**

Correspondence between Oliver C. Carmichael and the acting president and provost of Columbia University. Carmichael was vice chairman of the

State of New York Temporary Commission on the Need for a State University. Correspondence relates to the commission, which studied proposals for a state University and anti-discrimination legislation involving colleges and universities. Correspondence also relates to a report on the cost of programs in higher education

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Carnegie, Andrew, file, 1896-1908. (1 Folder),  
11/1896-6/1908

box 659

folder 27

**Scope and Contents**

Correspondence between Andrew Carnegie and Nicholas Murray Butler, president of Columbia University. Only a few items, most of which are invitations, are dated prior to Butler's installation as president of the University in 1902. Most of the correspondence dating from 1902 to 1908 relates to Butler's attempts to solicit donations for various projects.

**Scope and Contents**

Topics include funding for: the purchase of the South Field extension to Columbia's Morningside Heights campus, the construction of an athletic field near the Hudson River between 116th and 120th streets, and the establishment of a foundation for the promotion of surgical science. Correspondence regarding funding for an athletic field also includes information regarding Columbia's ban on football in 1905

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Carpenter, George Rice, files, 1893-1909. (3 folders),  
1/1893-10/1909

box 320

folder 1 to 3

**Scope and Contents**

Correspondence between George Rice Carpenter, professor of Rhetoric and English Composition at Columbia University, and high level University administrators. Carpenter was also chairman of the Committee on Instruction and a member of the University Committee on Entrance Examinations.

**Scope and Contents**

Topics include: the Department of Rhetoric and English Composition, the Department of English and Comparative Literature, and entrance examinations and requirements. Topics relating to the Department of Rhetoric and English Composition include: faculty appointments, course scheduling, staffing needs, facilities, prizes, fellowships, and the organization of the department. Also, correspondence regarding the establishment of the Department of English

and Comparative Literature (ca. 1900) and the administration of the department.

### Scope and Contents

Topics include: departmental relations with Barnard College, the women's college affiliated with Columbia; English instruction for Barnard students; departmental relations with Extension Teaching, the University's adult education division; the curriculum of the department; and graduate instruction in the department. Also, correspondence relating to the University Committee on Entrance Examinations.

### Scope and Contents

Topics include: the business of the committee, admissions criteria, and the administration of entrance examinations. Also, correspondence regarding the routine business of the Committee on Instruction. Includes a study of teaching loads and faculty efficiency (ca. 1908) Also includes correspondence regarding registration procedures and the organization of the registrar's office as well as correspondence on the establishment of the George Rice Carpenter Memorial Library

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Carpenter, William H. files, 1890-1926. (11 folders),  
5/1890-3/1926

box 319

folder 4 to  
14

### Scope and Contents

Correspondence between William H. Carpenter, professor of Germanic philosophy in the Department of Germanic Languages and Literatures at Columbia University, and the president and secretary of the University. Carpenter also held numerous important administrative posts and committee appointments including: dean of the Graduate Faculties, secretary of the Committee on Higher Degrees, secretary of the University Council, secretary of the Columbia University Press, provost, and acting librarian. The primary focus of the correspondence is administrative, procedural and financial issues surrounding the University's academic affairs and faculty affairs.

### Scope and Contents

Topics include: funding, awarding and administering scholarships and fellowships; setting and monitoring degree requirements; interpreting course and degree requirements and policies to students; and addressing issues regarding the recognition of requirements and privileges between the various schools of the University. Other topics include: faculty appointments and benefits, the establishment

and administration of named professorships, gifts to the University, and equipment for laboratories and departments. Also, correspondence regarding the financial relationship between Columbia University Press and the University. Includes correspondence on faculty manuscripts which were submitted to the press. Also, correspondence relating to the administration of Columbia's libraries.

### **Scope and Contents**

Topics include: budgeting, facilities, collections, staff, finances, and policies

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Carpentier, Horace W., files, 1900-1918., 3/1900-5/1918      box 320      folder 4 to 6

Physical Description: (3 Folders)

### **Scope and Contents**

Correspondence between Horace W. Carpentier, a trustee and benefactor of Columbia University, and University presidents Seth Low and Nicholas Murray Butler. Correspondence relates to: Carpentier's gifts to support study and instruction in Asian culture, his other gifts to Columbia, and University finances and government.

### **Scope and Contents**

Much of the correspondence relates to Carpentier's support for the establishment of the Department of Chinese Languages and Literatures. Topics related to the department include: its mission, funding, faculty appointments, and the curriculum. Also, correspondence regarding carpentier's gift to establish the Dean Lung Professorship and his support for education and research in Asian cultures. Also includes correspondence discussing Carpentier's thoughts on education in Asian cultures and languages, American public opinion of China, and American political relations with China. Also, correspondence regarding Carpentier's numerous other gifts to columbia.

### **Scope and Contents**

Topics include: the establishment of the James S. Carpentier Fund in support of a lectureship in law, funding for Kent Hall, and the establishment of the Henry Berg Fund to promote what Carpentier described as humane education and the prevention of cruelty. also, correspondence with President Butler regarding a range of subjects.

**Scope and Contents**

Topics include: Columbia's government and mission, alumni representation, the powers of the board of trustees, and the University's financial problems and financial strategy. Includes a brief exchange of letters regarding the admission of women to the School of Law. Also includes a copy of Carpentier's will

Casals, Pablo, file, 1970 (1 Folder) 2/1970-5/1970, 1970, 2/1970-5/1970      box 72      folder 27

**Scope and Contents**

Correspondence regarding the honorary degree that was awarded to cellist Pablo Casals by Columbia University. Correspondence relates to preparations for the special convocation in honor of Casals. Records include: several copies of the program from the convocation, information regarding Casals' life and works, and the text of the president's introductory address at the degree presentation ceremony

Case, Everett Needham, file, 1947-1949. (1 Folder), 7/1947-6/1949      box 409      folder 19

**Scope and Contents**

Correspondence between Everett Needham Case, president of Colgate University, and Frank D. Fackenthal, the acting president of Columbia University. Includes correspondence with Columbia's provost. Case and Fackenthal represented the Association of Colleges and Universities of the State of New York at hearings regarding legislation to ban discrimination in college admissions that were held before the New York State Legislature and the Board of Trustees of the State University of New York. Most of the records consist of correspondence, reports, and statements regarding the anti-discrimination legislation and charges of discrimination which were brought against Columbia

Castro, Fidel file, 1959 (1 Folder) Apr-59, 1959      box 679      folder 25

**Scope and Contents**

Correspondence regarding a visit to Columbia University by Fidel Castro in April of 1959. Most of the records consist of intra-university memoranda regarding arrangements for the visit. Also includes a guest list and procedures to be followed during the visit

Caswell, Hollis L., files, 1948-1960., 7/1948-6/1960



Physical Description: (3 Folders )

box 419

folder 18 to  
20**Scope and Contents**

Correspondence between Hollis L. Caswell and high level administrators at Columbia University. Caswell served as Associate Dean, Dean, and President of Teachers College, an affiliate of Columbia. The records consist of correspondence and budgets regarding Teachers College. Also, correspondence and invitations (ca. 1955) relating to Caswell's inaugural as President of Teachers College and a number of letters regarding issues involving education and the education of teachers. Also, correspondence (ca. 1955) regarding negotiations between the Transport Workers Union of American (TWU) and the college.

**Scope and Contents**

Topics related to Teachers College include: faculty appointments, admissions and admission policies, relations between Teachers College and Columbia, the preparation of College announcements, and policies regarding cross-registration between Teachers College and the University's School of General Studies and College of Physicians and Surgeons. Includes correspondence regarding the Horace Mann and Lincoln schools, a proposal for a school on Morningside Heights (1957), and a proposal for a research and training program in comparative education (1959)

Cattell, James McKeen files, 1890-1923., 6/1890-2/1923

box 320

folder 7 to  
11Physical Description: (5 Folders)**Scope and Contents**

Correspondence between James McKeen Cattell, professor of psychology at Columbia University, University presidents Seth Low and Nicholas Murray Butler, and other University administrators.

**Scope and Contents**

Topics include the business and organization of Department of Psychology and Cattell's dismissal from the University.

**Scope and Contents**

Correspondence dating from 1890 to approximately 1917 relates to the Department of Psychology. In particular, the correspondence documents the frequent reorganizations and mergers in the department. During the period covered by these

records, the department became the Department of Psychology and Anthropology, the Department of Philosophy and Psychology, and, eventually, the Division of Philosophy, Psychology and anthropology. Topics related to the business of the department include: faculty appointments, laboratories, finances, personnel, course and degree requirements, and staffing needs. Include substantive correspondence on the curriculum in both psychology and anthropology.

### Scope and Contents

Also includes a proposal for the physical and psychological testing of students and related correspondence as well as correspondence regarding the application of psychology to teaching. Also, correspondence between Cattell and President Butler regarding the role of the faculty of Columbia College, the relationship between the faculty and the trustees, faculty relations with the administration, and the powers of the faculty. Also, correspondence between Cattell, Butler, and University trustees regarding Cattell's dismissal in 1917. Also includes correspondence between Butler, trustees, faculty, alumni, and the public regarding Cattell's dismissal. Includes reports, legal documents, and clippings regarding the case

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Chalmers, Margaret, file, 1956-1957. (1 Folder),  
7/1956-5/1957

box 672

folder 7

### Scope and Contents

Records submitted to the Columbia University administration by Margaret Chalmers, administrative assistant to the Director of the University's School of International Affairs. Among other topics, the records relate to the evaluation of candidates for Ford Foundation fellowships and efforts to conduct a census of School of International Affairs students

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Chaloner, John Armstrong, file, 1929-1930. (1 Folder),  
5/1929-6/1930

box 667

folder 25

### Scope and Contents

Correspondence between John Armstrong Chaloner and the secretary and trustees of Columbia University. Chaloner was a benefactor of the University. Correspondence relates to the Chaloner Historical Prize

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Chamberlain, Joseph Perkins file, 1911-1948. (1 Folder),  
4/1911-6/1948

box 342

folder 15

**Scope and Contents**

Correspondence between Joseph Perkins Chamberlain, a benefactor of Columbia University and secretary of the advisory board of the University's Legislative Drafting Research Fund, and high level University administrators. Correspondence dating from 1911 to 1918 relates to Chamberlain's gift to establish the Legislative Drafting Research Fund, the endowment of a professorship of legislative drafting, the work of the Advisory Board of the Legislative Drafting Research Fund, and the administration of the Fund office.

**Scope and Contents**

Also, correspondence dating from 1947 to 1948 documenting the work of the Committee on Student Organizations to study issues surrounding the approval of speakers sponsored by student groups and to write regulations governing the selection of speakers by student organizations. There is a gap in the records between 1918 and 1947

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Chamberlain, Lawrence H., files, 1947-1967.,  
10/1947-6/1965

box 410

folder 1 to  
19

Physical Description: (20 Folders)

**Scope and Contents**

Correspondence between Joseph A. Chamberlain and the high level administrators of Columbia University. Chamberlain held numerous appointments including executive officer of the Department of Public Law, Dean of Columbia College, and Vice President of the University. Correspondence dating from the 1940s relates to the Department of Public Law. Records dating from the 1950s consist of correspondence, reports, proposals, budgets, and discussion papers relating to the academic affairs of Columbia College. Much of the correspondence dating from the 1960s relates to Chamberlain's responsibilities as vice president. Also, correspondence (ca. 1950-1955) relating to the Columbia Forum on Democracy, a leadership conference for students from area high schools. includes the proceedings of the forum.

**Scope and Contents**

Topics related to the Department of Public Law include: staffing needs, the curriculum, prizes, teaching loads, and undergraduate instruction. includes correspondence regarding the Bennett Prize. Topics related to Columbia College include: faculty appointments, prizes, student organizations and activities, scholarships, faculty affairs, the curriculum, and requirements. Includes records

regarding the relationship between Columbia College and the University and correspondence regarding University long-range planning.

### Scope and Contents

Also includes a proposal, dating from 1950 which argues for a national examination for the purpose of indentifying candidates for military service. As vice president, Chamberlain appears to have assumed University-wide academic and administrative responsibilities that were similar to his activities as dean of Columbia College. Additional topics related to the University include: development, building programs, student affairs, and policies regarding students

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Chamberlain, Lawrence H. files, 7/1965-6/1967	box 411	folder 1
Chamberlain, Lydia C., files, 1919-1924., 1/1919-6/1924	box 667	folder 5 to 6

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Physical Description: (2 Folders)

### Scope and Contents

Correspondence between Lydia C. Chamberlain, a benefactor of Columbia University, and the University's president, secretary and clerk of the board of trustees. Correspondence relates to the Lydia C. Roberts Graduate Fellowships and the Lydia C. Roberts Travelling Fellowships. The fellowships were established to fund the graduate education of caucasian college graduates from Iowa. Includes a copy of Chamberlain's will and the agreement between Chamberlain and the New York Trust Company to establish the fellowship funds

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Chamberlain, Mervin A., file, 1956-1957. (1 Folder), 10/1956-6/1957	box 672	folder 8
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### Scope and Contents

Correspondence between Mervin A. Chamberlain, professor of air science at Columbia University, and University administrators. Correspondence consists of personal messages

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Chamberlin, Jo Hubbard, file, 1954-1955. (1 Folder), 12/1954-3/1955	box 671	folder 20
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### Scope and Contents

Correspondence between Jo Hubbard Chamberlain, associate director of the American Assembly, and the president's office at Columbia University. includes correspondence with businessmen and faculty members. Correspondence relates to the American Assembly, a national conference and discussion

program that was based in the Graduate School of Business at Columbia University.

**Scope and Contents**

Topics include: gifts to the assembly and events

Chambers, Frank W. file, 1946-1947. (1 Folder),  
9/1946-5/1947

box 668

folder 27

**Scope and Contents**

Correspondence between Frank W. Chambers, president of the Alumni Federation of Columbia University, and the acting president of the University. Correspondence relates to: the administration of the federation, the financial relationship between the federation and the University, and the care of alumni records

Chandler, Charles Frederick files, 1890-1917,  
1/1890-10/1917

box 319

folder 15 to  
18

Physical Description: (4 Folders)

**Scope and Contents**

Correspondence between Charles Frederick Chandler, professor of chemistry and dean of the School of Mines at Columbia University, and University presidents and other administrators regarding the School of Mines, the Department of Chemistry, and the role of the dean. Much of the correspondence deals with the Department of Chemistry.

**Scope and Contents**

Topics include: laboratories, equipment and supplies, appointments, staffing needs, facilities, personnel, tuition and fees, instruction in the department, and departmental privileges. Also, correspondence regarding the laboratories and facilities of the School of Mines, the design of Havermeyer Hall, and the chemistry curriculum of the School of mines and the University's medical school. Also includes correspondence between Chandler and President Seth Low regarding the role of the dean and relations between Chandler and Low. Also includes correspondence relating to Chandler's personnel issues

Chandler, Norman, file, 1960-1961. (1 Folder),  
9/1960-3/1961

box 672

folder 72

**Scope and Contents**

Correspondence between Norman Chandler and high level administrators at Columbia University.

Chandler was an alumnus of the University and president of the Time-Mirror Company. Correspondence relates to a luncheon meeting regarding admissions and Chandler's suggestions for appointments to the Pulitzer Prize Committee

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Chapman, John Martin, file, 1953-1954. (1 Folder), 7/1953-5/1954	box 670	folder 30
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**Scope and Contents**

Correspondence between John Martin Chapman of the Graduate School of Business at Columbia University and University administrators. Correspondence relates to the Consumer Management Program that was held at Columbia's Arden House conference center

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Chase, Daniel, file, 1956-1957. (1 Folder), 7/1956-5/1957	box 672	folder 9
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**Scope and Contents**

Correspondence between Daniel Chase, executive director of the Sportsmanship Brotherhood, and the president and trustees of Columbia University. Correspondence relates to various events sponsored by the Sportsmanship Brotherhood

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Chase, William J., file, 1948-1949. (1 Folder), 7/1948-6/1949	box 669	folder 10
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**Scope and Contents**

Correspondence between William J. Chase, assistant chaplain of Columbia University, and University administrators. Correspondence relates to the chaplain's Office and religious activities at the University.

**Scope and Contents**

Topics include: religious services, organ concerts in Columbia's St. Paul's Chapel, and budgeting for religious activities. Includes Christmas cards and condolence letters

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Chauvet, Marie-Claude, file, 1966 (1 Folder) 3/66, 1966, 3/66	box 18	folder 20
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**Scope and Contents**

Correspondence between Marie-Claude Chauvet, a visiting professor at Columbia University, and the secretary of the University. Correspondence relates to Chauvet's visa

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Cheatham, Elliott Evans files, 1945-1956., 4/1945-6/1956	box 405	folder 15 to 16
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Physical Description: (2 Folders)

**Scope and Contents**

Records sent to Columbia University administrators from Elliot Evans Cheatham, professor of law at the University. The records document four projects in which Cheatham was involved on behalf of the administration. The records relate to the Bureau of Applied Social Research (ca. 1945-1946), admissions policies and the admissions office (1948), the Committee on University Education for the Professions (1955), and the School of Painting and Sculpture (1956).

**Scope and Contents**

Records dating from 1945 to 1946 consist of 3 reports from the Committee on Social Science Agencies to the Council for Research in the Social Sciences. The reports discuss the organization, policies, and research goals of the Bureau of Applied Social Research and relations between the bureau and the Council for Research in the Social Sciences. Records dating from 1948 consist of correspondence and a report regarding the revision of admissions policies and procedures, the administration of the admissions office, and the establishment of the Office of the director of University Admissions. Records dating from 1955 consist of multiple copies of a report from the Committee on University Education for the Professions to the University Council. The report discusses the University's role in providing professional education, the relationship between undergraduate instruction and professional education, and the University's educational objectives and methods. Records dating from 1956 consist of correspondence and a report regarding the administration of Columbia's School of Painting and Sculpture and its relationship to the University

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Cheeseman, T. M. (Timothy Matlock), file, 1893-1916. (1 box 318 folder 17 Folder), 6/1893-10/1916

**Scope and Contents**

Correspondence between Timothy M. Cheeseman and Nicholas Murray Butler, president of Columbia University.

**Scope and Contents**

Topics include: the administration of Columbia's medical school and the Vanderbilt Clinic, the selection of a director for the University's cancer

research center, and University relations with  
Presbyterian Hospital

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Childs, Richard S., file, 1940 (1 Folder) 5/1940-6/1940, box 668 folder 5  
1940, 5/1940-6/1940

**Scope and Contents**

Correspondence between Richard S. Childs, chairman of the Institute for Public Administration at Columbia University, and the provost of the University. Correspondence relates to the institute.

**Scope and Contents**

Topics include: relations between the institute and Columbia, budgeting, University concerns regarding the staff of the institute, and proposals for the institute's reorganization. Includes an audit of the institute for the 1938-1939 fiscal year

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Chittenden, R. H. (Russell H.), file, 1898-1909. (1 Folder), box 659 folder 28  
1/1898-5/1909

**Scope and Contents**

Correspondence between Russell H. Chittenden and the president of Columbia University. Chittenden was director of the Department of Physiological Chemistry in Columbia's College of Physicians and Surgeons. Correspondence dating from 1898 to 1901 relates to the creation of the department, Chittenden's appointment, and faculty appointments in the department. Records dating from 1909 consist of one letter regarding Chittenden's son. There is a gap in the records between 1901 and 1909

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Chrystie, Thomas Wittier file, 1948-1955. (1 Folder), box 425 folder 14  
7/1948-6/1955

**Scope and Contents**

Correspondence between Thomas Wittier Chrystie and the president and secretary of Columbia University. Chrystie was an alumni trustee. Correspondence relates to: arrangements to care for the graves of Columbia University president Nicholas Murray Butler and his wife, the inscriptions on the gravestones, and the disposition of certain of president Butler's personal items. Correspondence also relates to personal favors, events, and Chrystie's committee memberships.

**Scope and Contents**

Includes a newspaper clipping regarding the death of Chrystie's father and prominent Columbia



alumnus, T. L. Chrystie (1954). Also includes routine invitations

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Churchill, Winston, file, 1945-1946. (1 Folder), 12/1945-5/1946	box 668	folder 21
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**Scope and Contents**

Records relating to the honorary degree that was conferred on Winston Churchill by Columbia University. Includes the text of Churchill's speech at the degree ceremony. Includes newspaper clippings and announcements relating to the Committee on Permanent Peace, a newly-established campus organization that opposed Churchill's foreign policy

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Clark, Alexander, file, 1965-1966. (1 Folder), 10/1965-4/1966	box 18	folder 21
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**Scope and Contents**

Correspondence between Alexander Clark, director of the Office of University Placement and Career Planning at Columbia University, and University administrators. Correspondence relates to the 1965 Columbia Conference on Careers and the dissolution of the Advisory Committee on Student Agencies. Includes two copies of the placement office's annual report for the 1964-1965 academic year

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Clark, Donald L., file, 1946-1947. (1 Folder), 12/1946-4/1947	box 668	folder 28
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**Scope and Contents**

Records relating to the proposed establishment of a new school of the arts at Columbia University. The records appear to have been forwarded to the University administration by Donald L. Clark, a professor of rhetoric at Columbia and chairman of the committee that was appointed to determine the organization and administration of the new school. Includes budgets for the project and committee reports

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Clark, John Bates file, 1895-1910. (1 Folder), 2/1895-5/1910	box 659	folder 29
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**Scope and Contents**

Correspondence between John Bates Clark, professor of political economy in the Department of Economics and Social Sciences at Columbia University, and the president and secretary of the University. Most of the correspondence relates to Clark's personnel matters. Much of the correspondence also relates to

Barnard College, the women's college affiliated with Columbia.

**Scope and Contents**

In particular, the correspondence discusses: the division of Clark's teaching responsibilities between the University and Barnard College; his concerns over being perceived as a Barnard faculty member; and disputes between University president Seth Low, the dean of the School of Political Science, and the University Council regarding the use of Columbia faculty to teach Barnard courses and the admission of Barnard students to University courses. Also, routine correspondence regarding faculty appointments and faculty affairs in the Department of Economics and Social Sciences

Clark, John Maurice, file, 1954-1955. (1 Folder), 10/1954-3/1955	box 671	folder 21
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**Scope and Contents**

Correspondence between John Maurice Clark, professor of political economy at Columbia University, and the secretary of the University. Correspondence relates to the honorary degree that was awarded to Clark during Columbia's 1954 bicentennial celebration. Correspondence also relates to Clark's service as an escort to Elizabeth II, Queen of England, during her visit to Columbia in 1954. Includes biographical information on Clark. Also, records relating to Clark's personnel issues and appointment

Clark, Kenneth, file, 1954, 9/1954-10/1954 <u>Physical Description:</u> (1 Folders)	box 671	folder 22
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**Scope and Contents**

Correspondence between Kenneth Clark, chairman of the Arts Council of Great Britain, and the secretary of Columbia University. Correspondence relates to the honorary degree that was awarded to Clark at Columbia's 3rd Bicentennial Convocation in 1954. Includes biographical information on Clark

Clarke, Hans Thacher file, 1928-1933. (1 Folder), 8/1928-6/1933	box 667	folder 26
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**Scope and Contents**

Correspondence between Hans Thacher Clarke, professor of biological chemistry at Columbia University, and the secretary of the University. correspondence relates to the Gies Fellowship in

Biological Chemistry and Clarke's work on the  
University's Committee on Patent Procedure

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Clay, Lucius D., file, 1960 (1 Folder) 1/1960-6/1960, 1960, 1/1960-6/1960	box 672	folder 53
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**Scope and Contents**

Correspondence from Lucius D. Clay, chairman of the Columbia-Presbyterian Medical Center Development Committee. Most of the correspondence consists of acknowledgement letters to donors. Also, a letter regarding docking for the Vema, the research vessel that belonged to the University's Lamont Geological Observatory

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Clough, Shepard Bancroft, file, 1948-1954. (1 Folder), 11/1948-6/1954	box 425	folder 15
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**Scope and Contents**

Correspondence between Shepard B. Clough, Professor of History in the Department of History at Columbia University, and high level University administrators. Most of the records dating from the 1940s relate to a student exchange program and the preparation of doctoral dissertations in the history department. Clough also served on the administrative committee for Casa Italiana, Columbia's Italian culture and educational center. Many of the records dating from the 1950s relate to Casa Italiana.

**Scope and Contents**

Topics include: personnel, events, and Clough's relations with other faculty members. Clough also chaired the University's placement committee. Records include correspondence and statistics regarding job placement for University graduates

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Coe, Edward B., files, 1896-1914., 4/1896-10/1914 <u>Physical Description:</u> (2 Folders) )	box 320	folder 12 to 13
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**Scope and Contents**

Correspondence between Edward B. Coe, a trustee of Columbia University and chairman of the trustee committees on honors and education, and the president and secretary of the University.

**Scope and Contents**

Topics include: the business of the trustees, arrangements for trustee meetings, and setting the agenda items for trustee meetings. Also, correspondence relating to the work of the

committees on education and honors as well as the academic affairs of the University.

### Scope and Contents

Topics include: faculty appointments; the reorganization of departments, in particular the Department of Economics; and honorary degree nominations. Also, a brief exchange of letters (ca. 1910) with Nicholas Murray Butler, president of Columbia, regarding the rights and responsibilities of the faculty and trustees and a conflict between instruction in the Department of History and the religious beliefs of students

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Coffee, Joseph D., files, 1953-1966., 7/1953-1/1966

box 455

folder 1 to  
14

Physical Description: (14 Folders )

### Scope and Contents

Correspondence between Joseph D. Coffee and other Columbia University administrators. Coffee held appointments as development director for Columbia College and assistant to the president for alumni affairs. Correspondence relates to: University development activities and strategies in general; specific gifts, funds, or development projects; public relations; alumni relations; and events. Also, correspondence relating to Coffee's resignation to become vice president of Eisenhower College. Includes many congratulatory letters dating from 1966.

### Scope and Contents

Records relating to development projects include: reports (ca. 1953-1954) on the planning and use of buildings; a development brochure promoting the University's plan to erect a gymnasium in Morningside Park; correspondence regarding the Columbia Gymnasium Building Fund; correspondence regarding the organization and membership of the Gymnasium Committee; and correspondence regarding the administration of the Development Office. Also includes records relating to the planning and funding of the University's Citizenship Center, which became the Ferris Booth Hall student center, and programs from the center's ground-breaking ceremony in 1957

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Cohen, Audrey C., file, 1969 (1 Folder) Sep-69, 1969

box 90

folder 20

### Scope and Contents

Correspondence between Audrey C. Cohen, executive director of the Women's Talent Corps and founder of the College for Human Services

(Audrey Cohen College), and Columbia University administrators. Correspondence relates to the establishment of the College for Human Services. Records include reports regarding the college and the Women's Talent Corps (1967-1968). Also includes articles and other information regarding Cohen, The College for Human Services, and the Women's Talent corps

Cohn, Adolphe, files, 1890-1917., 11/1890-8/1917

box 320

folder 14 to  
17

Physical Description: (4 Folders)

### Scope and Contents

Correspondence between Adolphe Cohn, chairman of the Department of Romance Languages at Columbia University, and the president and secretary of the University. Correspondence relates to the department, language requirements, and issues surrounding Columbia's transformation into a University. Topics related to the Department of Romance Languages include: faculty recruiting and appointments, faculty affairs, the evaluation of junior faculty, personnel, budgeting, course scheduling, the curriculum, prizes, facilities, and finances.

### Scope and Contents

Also, correspondence with University presidents Seth Low and Nicholas Murray Butler regarding language requirements for admission to the University and the administration of entrance examinations in the romance languages. Also, correspondence regarding the establishment of Columbia as a university, the effect of the University's growth on Columbia College, and the College's relationship to the University's graduate and professional schools. Also includes correspondence relating to Cohn's professional activities and relations with French academics

Colahan, Thomas S., file, 1961-1964. (1 Folder),  
9/1961-4/1964

box 504

folder 15

### Scope and Contents

Correspondence between Thomas S. Colahan, associate director of admissions for Columbia College, and Columbia University administrators. most of the records consist of itineraries for recruiting trips to high schools. Includes correspondence regarding tuition levels and the recruiting of candidates for admission to Columbia

Colbert, Charles files, 1959-1963., 5/1959-6/1963

Physical Description: (3 Folders)

box 501

folder 12 to  
14**Scope and Contents**

Correspondence between Charles Colbert and high level administrators at Columbia University. Much of the correspondence dating from 1959 relates to Colbert's appointment as dean of Columbia's School of Architecture and his plans for the organization of the school and the dean's office. Records dating from 1960 to 1963 relate to the school.

**Scope and Contents**

Topics include: facilities, equipment, events, prizes and awards, the management of special funds, gifts to the school, and fellowships. Includes the curriculum for a new BA degree in planning (February, 1961) and a lengthy memorandum regarding Colbert's administrative and personnel policies for the school (September, 1961). Records dating from 1963 consist of minutes and correspondence regarding Colbert's dismissal. Also, records regarding campus planning at Columbia. Includes minutes of the Advisory Committee on Architecture and Planning (June, 1961). The minutes discuss the role of the committee and of architects in designing and planning the Columbia campus

Cole, Charles Chester files, 1951-1953., 10/1951-6/1953

box 436

folder 15 to  
19Physical Description: (5 Folders)**Scope and Contents**

Correspondence between Charles Chester Cole, associate dean of Columbia College at Columbia University, and high level University administrators. Correspondence relates to the routine administration of the college. Includes correspondence regarding faculty appointments and prizes in the college. Also, reports (ca. 1951-1957) that record income from fees and a detailed report (1951) regarding college aptitude tests and the recruiting of prospective science majors. Also, a small amount of correspondence regarding the Bancroft Prize

Cole, N. (Frank Nelson) file, 1895-1917. (1 Folder),  
3/1895-11/1917

box 320

folder 18

**Scope and Contents**

Correspondence between Frank Nelson Cole, professor of mathematics at Columbia University, and the president of the University. Cole held several committee appointments at the University

and at Barnard College, the women's college affiliated with Columbia. He was chairman of the Barnard Committee on Curriculum and Scheme of Attendance, chairman of the Committee on Admissions of Barnard College, and secretary of the University's Faculty of Pure Science.

### Scope and Contents

Topics related to Barnard College include the college's admissions requirements and policies as well as individual candidates for admission to the college. Topics related to the Faculty of Pure Science include: the creation of the Committee on Instruction of the Faculty of Pure Science, degree requirements, the establishment graduate degrees in engineering, faculty affairs, and faculty appointments. Includes minutes of the Committee on Instruction dated February, 1915. Also, correspondence relating to Cole's appointment and personnel issues. Many letters are brief and routine in nature. Contains little correspondence regarding the Department of Mathematics

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Cole, William Graham file, 1947-1948. (1 Folder),  
7/1947-2/1948

box 668

folder 44

### Scope and Contents

Correspondence between William Graham Cole, counsellor to Protestant students at Columbia University, and the acting president of the University. Correspondence relates to contributions to the Religious Counselors' Inter-Faith Fund. Also, correspondence regarding Cole's appointment

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Coleman, Arthur Prudden file, 1946-1949. (1 Folder),  
7/1946-1/1949

box 405

folder 17

### Scope and Contents

Correspondence between Arthur Prudden Coleman, assistant professor of Polish languages and literatures in the Department of East European Languages at Columbia University, and high level University administrators. Correspondence, bulletins, and other records dating from 1946 to 1947 relate to the American Association of Teachers of Slavonic and East European Languages. Correspondence dating from 1948 to 1949 relates to Coleman's resignation in protest over the funding of the Adam Mickiewicz Chair by the Polish government. Includes a biographical pamphlet on Adam Mickiewicz which was published in 1940

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Coleman, Henry S., files, 1954-1967., 7/1954-2/1967

box 470

folder 18 to  
19

Physical Description: (2 Folders)

**Scope and Contents**

Correspondence between Henry S. Coleman and high level administrators at Columbia University. Coleman was assistant to the dean of Columbia College and was later appointed director of admissions for the college.

**Scope and Contents**

Topics include: admissions, scholarships, and the recruiting of candidates for admission. Includes correspondence regarding individual candidates for admission

Coles, J. Ackerman (Jonathan Ackerman) file 1896-1909. (1 Folder) 12/1896-10/1909      box 659      folder 30

**Scope and Contents**

Correspondence between Jonathen Ackerman Coles, an alumnus and benefactor of Columbia University, and the president of the University. Coles was a graduate of the School of the Arts (Columbia College) in 1864 and the College of Physicians and Surgeons in 1868. Correspondence relates to Coles' gifts to the University for the acquisition of statuary.

**Scope and Contents**

Topics include busts of Homer, Minerva, and Benjamin Franklin. includes correspondence regarding proposed gifts which were refused by the University

Collins, George Roseborough file, 1959-1960. (1 Folder), 8/1959-5/1960      box 672      folder 54

**Scope and Contents**

Correspondence between George Roseborough Collins and high level administrators at Columbia University. Collins was an associate professor of fine arts and executive secretary of the University's Committee on the Program in the Arts. Correspondence relates to: faculty affairs, appropriations, and other routine issues involving the administration of the arts program. Includes correspondence regarding Collins' personnel issues

Collins, Walter, file, 1957-1958. (1 Folder), 9/1957-5/1958      box 672      folder 22



**Scope and Contents**

Correspondence between Walter Collins and the associate provost of Columbia University. Correspondence relates to routine requests for permission for student groups to erect tables in front of Low Memorial Library

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Colony, R. J. (Roy Jed), file, 1925-1936. (1 Folder), 9/1925-4/1936	box 667	folder 45
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**Scope and Contents**

Correspondence between Roy J. Colony, assistant professor of geology at Columbia University, and the secretary of the University. Correspondence relates to Colony's retirement

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Commager, Henry Steele, file, 1955-1956. (1 Folder), 8/1955-5/1956	box 671	folder 56
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**Scope and Contents**

Correspondence between Henry Steele Commager, professor of American history at Columbia University, and University administrators. correspondence relates to Commager's personnel issues

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Commoner, Barry file, 1970-1971. (1 Folder), 10/1970-3/1971	box 108	folder 23
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**Scope and Contents**

Correspondence regarding the proposed appointment of biologist Barry Commoner to a post at Columbia University. Includes letters for and against Commoner's appointment and correspondence regarding issues surrounding his appointment. Also includes a memorandum regarding the decision not to extend an offer to Commoner

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Compton, George Brokaw file, 1911-1914. (1 Folder), 7/1911-5/1914	box 659	folder 31
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**Scope and Contents**

Correspondence between George Brokaw Compton, an alumnus of Columbia University, and the president and secretary of the University. Compton was secretary of the Columbia Alumni Council and editor of the Columbia Alumni News. Most of the records consist of correspondence regarding scholarships. Includes reports on scholarships

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Conant, James Bryant, file, 1939-1952. (1 Folder), 1/1939-6/1952	box 385	folder 1
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**Scope and Contents**

Correspondence between James Bryant Conant, president of Harvard University, and the president and secretary of Columbia University. Correspondence dating from 1939 relates to attempts by the American Association of Universities to develop a plan for providing asylum to displaced scholars. Includes the program's statement of principles.

**Scope and Contents**

Topics include: the status of displaced scholars, the selection of aid recipients, and funding for the program. Correspondence dating from 1951 to 1952 relates to arrangements for Conant to give the 1952 Bampton Lectures in America. Includes a program of the lecture series

Condon, Lawrence R. file, 1941 (1 Folder)  
1/1941-6/1941, 1941, 1/1941-6/1941

box 668

folder 8

**Scope and Contents**

Correspondence between Lawrence R. Condon and high level administrators at Columbia University. Condon served as chairman of the Committee of the Class of 1921. Includes the committee's report entitled Survey of the Relationship of Columbia College to Columbia University

Cooper, Carl R., file, 1954 (1 Folder) 1/1954-5/1954,  
1954, 1/1954-5/1954

box 670

folder 31

**Scope and Contents**

Correspondence between Carl R. Cooper, an alumnus of Columbia University, and University administrators. Correspondence relates to Cooper's attendance, as a representative of Columbia, at the inauguration of the president of Kalamazoo College

Cooper, George V. file, 1950-1954. (1 Folder),  
7/1950-5/1954

box 433

folder 20

**Scope and Contents**

Correspondence between George V. Cooper of the Affiliated Alumni Clubs of Columbia University and high level University administrators. Most of the correspondence relates to alumni clubs, development, alumni relations, and alumni affairs. Includes a draft alumni club handbook and volume 1, number 1 of The Affiliate, the newsletter of Columbia's alumni clubs. Also, correspondence

regarding nominations for honorary degrees and scholarships

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Cooper, John Sherman, file, 1958-1959. (1 Folder), 8/1958-1/1959	box 672	folder 40
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**Scope and Contents**

Correspondence between Senator John Sherman Cooper of Kentucky and the secretary of Columbia University. Sherman was appointed to give the Mary Keating Das Memorial Lectures for 1959. Correspondence relates to preparations for the lectures

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Cooper, Kent, file, 1952-1953. (1 Folder) 7/1952-2/1953	box 669	folder 47
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**Scope and Contents**

Correspondence between Kent Cooper, executive director of The Associated Press, and the Vice President and Provost of Columbia University. correspondence relates to plans to commission a portrait of Carl Ackerman, former dean of Columbia's Graduate School of Journalism. Includes a list of donors who supported the project

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Cordier, Andrew W., files, 1961-1971., 11/1961-6/1971 <u>Physical Description:</u> (16 Folders)	box 505	folder 1 to 16
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**Scope and Contents**

Correspondence between Andrew W. Cordier, president of Columbia University, and high level University administrators, University donors and alumni, and funding agencies. From 1962 until his appointment as acting president in 1968 Cordier served as Dean of the Faculty of International Affairs, director of the European Institute, and professor of international relations. He also chaired the Coordinating Committee on International Affairs. Records dating from 1962 to 1968 consist of correspondence, reports, and funding proposals relating to the School of international Affairs and Columbia's international studies programs. In 1968 following the resignation of President Grayson Kirk, Cordier agreed to serve as acting president of the University for one year. In 1969 he accepted a one-year appointment as president of the University. Records dating from 1968 to 1971 consist of correspondence, statements, press releases, notes, and clippings regarding Cordier's presidency, campus unrest, relations between Columbia and the community, and relations between students, faculty and the administration. Topics include: demonstrations, discipline, public relations, and Cordier's efforts to improve communication with

students. Beginning in 1970 the records also include correspondence regarding University finances, income, and development.

### **Scope and Contents**

Prior to Cordier's appointment as dean of the Faculty of International Affairs, he served as under-secretary of the United Nations. He was also a member of the United States Committee of the Dag Hammarskjold Foundation. Records dating from 1961 until approximately 1965 include correspondence between Cordier and Columbia University president Grayson Kirk regarding the work of the committee and the foundation. The records include a certificate of incorporation for the committee (February, 1962) and copies of a brochure regarding the foundation.

### **Scope and Contents**

Topics related to the School of International Affairs include: appropriations, the management of special funds, faculty affairs, administrative issues involving programs and institutes in the school, the business of the Advisory Board of the School of International Affairs, funding for the school, faculty appointments, facilities, events, and gifts to the school. Related records include: a report (April 1963), brochure (October, 1963), and correspondence and floor plans (1967-1968) regarding plans for Columbia's new international affairs building; reprints of two articles by Cordier (1963); his speech on the professionalization of international studies (filed December, 1966); correspondence and a report regarding professorships funded by the Ford Foundation (ca. May-June, 1965); a report on the Research Project on National Income in East Central Europe (November, 1967); and Cordier's eulogy for Adlai Stevenson, which was delivered at a memorial service in Columbia's St. Paul's Chapel. The records also include a small amount of correspondence, press releases, and newspaper clippings dating from 1971 when Cordier returned to the school after his term as president.

### **Scope and Contents**

Topics include events and donor relations. Most of the records from 1971 consist of calendar pages. The records also include a report on gifts and grants that were received by the school between 1962 and 1971.

### **Scope and Contents**

Topics related to the campus disturbances of 1968 1969 and 1970 include: demonstrations, discipline,

public relations, Black studies programs, the Naval Reserve Officer's Training Corps (NROTC) and campus recruiting by the military, Columbia's plans to erect a gymnasium in Morningside Park, and Cordier's efforts to improve communication between students, faculty and administrators. Many of the records consist of press releases and Cordier's statements on a variety of subjects related to demonstrations. Among other topics, Cordier issued statements regarding: the Cox Commission's report on the investigation of the 1968 campus disturbances; relations between students and the administration, the role of the University, and disciplinary policies (August 23, 1968); the reorganization of the University's Earl Hall religious center as the Center for Religion and Life (January, 1970); and military action in Vietnam. Other related records include: substantive letters regarding the handling of demonstrations and issues involving campus unrest; a press release regarding Cordier's appointment; his open letter to students regarding the situation on campus (September 10, 1968); a transcript of his appearance on Face the Nation (August 24, 1969); telegrams regarding the Vietnam War and Kent State riots that were sent to President Richard Nixon by Cordier and the presidents of other universities; Cordier's 1970 commencement address; and his calendar pages. Also, two files of records regarding Cordier's investiture as president and two files of congratulatory letters from alumni, donors, and the public. Some of these letters also discuss campus demonstrations

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Corey, Walter R., files, 1953-1965., 7/1953-4/1965 <u>Physical Description:</u> (2 Folders)	box 451	folder 9 to 10
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**Scope and Contents**

Correspondence between Walter R. Corey, assistant dean of the School of Engineering at Columbia University, and University administrators. correspondence relates to the School of Engineering.

**Scope and Contents**

Topics include: personnel, faculty appointments, finances, financial aid, and prizes. Also, correspondence relating to Corey's personnel issues

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Cornell, Milton L., files, 1926-1949., 8/1926-5/1949 <u>Physical Description:</u> (2 Folders)	box 351	folder 12 to 13
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**Scope and Contents**

Correspondence between Milton L. Cornell, president of the Alumni Association of the School of Mines, Engineering, and Chemistry at Columbia University,

and the president of the University. Correspondence dating from 1926 to 1928 relates to the work of the Alumni Committee on the Engineering Schools which was appointed by President Nicholas Murray Butler to study School of Mines, Engineering, and Chemistry and to report on its enrollment, faculty, facilities, requirements, and standing. Correspondence dating from 1946 to 1949 relates to the work of the University Development Plan Committee which was appointed by Acting President Frank D. Fackenthal to study the University and develop a report on its future goals and needs. Includes the committee's report. Also, routine correspondence regarding the Society of Older Graduates

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Coss, John J., files, 1911-1939., 8/1911-6/1939

box 343

folder 6 to  
12

Physical Description: (7 Folders)

### **Scope and Contents**

Correspondence between Professor John J. Coss of Columbia University and the president and secretary of the University. Coss held a number of appointments including, professor of philosophy, director of the Summer Session, executive officer of the Department of Philosophy, and chairman of the Advisory Board of the Columbia University Statistical Bureau. Correspondence relates to the department, the Summer Session, and the bureau. Topics related to the Department of Philosophy include: faculty appointments, faculty affairs, departmental finances and budgeting, scholarships, personnel, and special events. Includes departmental budgets. Also, correspondence (ca. 1924-1926) documenting the work of the Executive Committee of the 6th International Congress of Philosophy and the agenda of the Congress. Also, correspondence and budgets (ca. 1911) regarding plans for a celebration commemorating Roger Bacon as well as a script outline for a pageant in honor of Bacon.

### **Scope and Contents**

Topics related to the Summer Session include: finances, the curriculum, scholarships, faculty appointments, student affairs, registration, and budgeting. Includes Summer Session budgets and financial statements. Also includes correspondence and a report regarding a workers' class which was offered during 1929 and 1930. The report documents teaching methods, curriculum, enrollment, and other topics related to the course. As director of the Summer Session, Coss seems to have been active in a number of studies and proposals involving student programs. These include a study of the University's extra-curricular programs and

services for students (ca. 1927) and a report from the University Committee on Graduate Training in Collegiate Teaching, dated 1931.

### Scope and Contents

Records related to the Statistical Bureau include a report and map (ca. 1926) entitled "The Distribution of the Negro in Harlem" as well as a small amount of other correspondence and reports. Also, correspondence regarding the closing of Seth Low Junior College, a two-year junior college in Brooklyn which was affiliated with the University's continuing education division. Also includes correspondence relating to Coss' personnel issues and professional activities

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Coster, Douglas W., file, 1947-1948. (1 Folder),  
9/1947-6/1948

box 668

folder 45

### Scope and Contents

Correspondence between Douglas W. Coster, Columbia University's liaison to the United Nations, and the secretary of the University. correspondence relates to the Office of the University Committee on the United Nations.

### Scope and Contents

Topics include: the establishment of the office and its programs, the maintenance of office facilities, student internships, and budgeting. Includes reports for the Summer Session of 1947 and the 1947-1948 academic year

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Coudert, Frederic R., file, 1893-1901. (1 Folder),  
1/1893-10/1901

box 321

folder 23

### Scope and Contents

Correspondence between Frederic R. Coudert, a trustee of Columbia University and a member of the Committee on Education of the board of trustees, and Seth Low, president of the University.

### Scope and Contents

Topics include: faculty appointments, Coudert's nomination to the board of trustees, and his resignation. Contains mostly routine correspondence

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Coudert, Frederic R., files, 1893-1954., 1/1893-5/1954  
Physical Description: (3 Folders)

box 321

folder 1 to 3

**Scope and Contents**

Correspondence between Frederic R. Coudert, a trustee of Columbia University and a member of the trustee committees on education and honors, and the president, acting president, faculty, and trustees of Columbia University. Correspondence relates to trustee business and the academic affairs of the University.

**Scope and Contents**

Topics include: the membership of the board of trustees, arrangements for meetings, faculty appointments, student affairs, special lectures, and the relationship between the University and Teacher's College. Also, correspondence regarding nominations for honorary degrees. Contains many routine cover letters, invitations, and acknowledgement letters. There is a gap in the records between 1919 and 1944

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Courtney, Philip, file, 1956-1960. (1 Folder),  
9/1956-6/1960

box 495

folder 25

**Scope and Contents**

Correspondence between Philip Courtney and high level administrators at Columbia University. Courtney was president of Coty, Inc. and chairman of the United States Council of the International Chamber of Commerce. The records consist of correspondence, cover letters, clippings, and invitations relating to a variety of subjects.

**Scope and Contents**

Topics include the routine business of the American Society of the French Legion of Honor, membership in the legion, and legion events. Other records include: several letters regarding the quiz show scandal involving Columbia professor Charles Van Doren's appearance on 21 and the role and dangers of television; a speech and statement on the problems of television (1959); and a speech and memorandum on international monetary problems and American monetary policies (1958)

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Cowan, L. Gray (Laing Gray), file, 1953 (1 Folder)  
2/1953-5/1953, 1953, 2/1953-5/1953

box 669

folder 48

**Scope and Contents**

Correspondence between Laing Gray Cowan, assistant professor of government and assistant director of the School of International Affairs at Columbia University, and the secretary of the University. Correspondence relates to Cowan's leave



of absence and the awarding of the Einstein Prize in  
1953

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Coykendall, Frederick, files, 1911-1954., 9/1911-3/1954	box 345	folder 1 to 10
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Physical Description: (10 Folders)

### Scope and Contents

Correspondence between Frederick Coykendall, a trustee of Columbia University, the president and other high level University administrators, trustees, and donors. Coykendall served as an alumni trustee and trustee from 1916 to 1954. He was a member of the committees on finance and education and served as chairman of the board from 1933 until his death in 1954.

### Scope and Contents

Correspondence relates to a wide range of topics including: the merger of Columbia University's medical school with Presbyterian Hospital; University finances and debt service; and the transition period between the administration of long-time University president, Nicholas Murray Butler, to the administrations of University presidents Dwight D. Eisenhower and Grayson Kirk. Correspondence dating from 1911 to 1924 relates to the merger between Columbia's College of Physicians and Surgeons and Presbyterian Hospital in New York. Topics include: the organization of the medical school, the funding and purchase of a location for the new medical school and hospital, proposed facilities and curricula, and other issues related to the establishment, funding, and administration of the new organization. Much of the correspondence consists of copies of letters from trustees, University administrators, the dean of the medical school, and the general Education Board which were forwarded to Coykendall for his comments.

### Scope and Contents

Records dating from the 1920s to the 1940s deal with a range of University-related issues. These include: correspondence and reports (ca. 1924-1940) regarding the publications, administration, income, and publication costs of the Columbia University Press; correspondence regarding University finances and debt service, gifts to the University, and the management of special funds; and correspondence and reports (ca. 1930 to the early 1940s) documenting the work of University Patent, Inc. which was run by Columbia in order to secure patents for work done by University faculty members. Also includes correspondence and reports from the 1930s which document the work of the

Committee on Residence Halls and Dining Halls and correspondence (ca. 1942-1943) relating to the creation of a comptroller's office, which was established to oversee certain administrative tasks and the manage University's buildings and grounds.

### Scope and Contents

Much of the correspondence dating from the mid 1940s to 1954 deals with routine trustee business. However, records from this period also include some correspondence regarding the retirement of President Butler, the selection of Dwight D. Eisenhower as president of the University, Eisenhower's resignation, and the inaugural of Grayson Kirk as president. Includes a letter dating from February 3, 1949 in which Eisenhower discusses the role of higher education in combating communism

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Cragin, Edwin B., file, 1894-1909. (1 Folder),  
4/1894-2/1909

box 659

folder 32

### Scope and Contents

Correspondence between Professor Edwin B. Cragin of Columbia University and the president and secretary of the University. Cragin's appointments included secretary of the Faculty of Medicine, professor of obstetrics, and professor of gynecology. Most of the correspondence relates to faculty and student affairs.

### Scope and Contents

Topics include: candidates for degrees, attendance figures, and students who were caught cheating

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Craigmyle, Ronald M., file, 1959 (1 Folder),  
10/1959-12/1959

box 672

folder 55

### Scope and Contents

Correspondence between Ronald M. Craigmyle and Columbia University president Grayson Kirk. Craigmyle was a University trustee and chairman of the trustees' committee on development and alumni affairs. Correspondence relates to: Craigmyle's gift to Columbia, the 40th anniversary of the Class of 1920 and a gift from Percy Uris for the construction of a building for the Graduate School of Business. Also includes minutes of the Trustee Committee on Development and Alumni Affairs

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Crampton, Henry E., file, 1899-1909. (1 Folder),  
1/1899-12/1909

box 659

folder 33

**Scope and Contents**

Correspondence between Henry E. Crampton, professor of Zoology in Barnard College at Columbia University, and the president and secretary of the University. Crampton also chaired the committee in charge of commencement. Most of the correspondence relates to preparations for commencement ceremonies. Also, correspondence regarding Crampton's personnel matters and appointment as Hewitt Lecturer for the 1906-1907 academic year

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Crawford, Rebekeh, file, 1924-1925. (1 Folder),  
1/1924-2/1925

box 667

folder 15

**Scope and Contents**

Correspondence between Rebekeh Crawford, a benefactor of Columbia University, and the secretary of the University. Correspondence relates to Crawford's donation of books for use by undergraduate students and the agreement between Crawford and Columbia that the collection be named the Misses Crawford School Library

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Cristo-Loveanu, Olga, files, 1964-1969., 2/1964-8/1969  
Physical Description: (2 Folders)

box 90

folder 21 to  
22

**Scope and Contents**

Correspondence between Olga Cristo-Loveanu and Columbia University administrators. Mrs. Cristo-Loveanu was the widow of Elie Cristo-Loveanu, a painter and professor of Romanian languages at Columbia. Correspondence relates to: Mrs. Cristo-Loveanu's personal finances and requests for financial assistance from the University; disputes between the University and Mrs. Cristo-Loveanu regarding missing and damaged paintings and reimbursement for the artworks; proposals for the completion of Elie Cristo-Loveanu's manuscript of a Romanian etymological dictionary; and numerous requests for various types of assistance and favors from the University

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Crocker, Francis B., file, 1890-1910. (1 Folder),  
11/1890-3/1910

box 659

folder 34

**Scope and Contents**

Correspondence between Francis B. Crocker, professor of electrical engineering and head of the Department of Electrical Engineering at Columbia University, and the president and secretary of

the University. Correspondence relates to the department.

### Scope and Contents

Topics include: equipment, faculty appointments, and faculty affairs. Includes detailed correspondence regarding the departmental curriculum (ca. 1905-1908) and correspondence regarding the establishment of a four-year course in electrical engineering (1891)

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Cromwell, Lincoln file, 1946-1947. (1 Folder), 10/1946-4/1947	box 668	folder 29
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### Scope and Contents

Correspondence between Lincoln Cromwell, president of St. Luke's Hospital in New York City, and the president of Columbia University. Most of the correspondence relates to cooperation between colleges, hospitals, and churches in the Morningside Heights area in order to address community problems

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Cross, Harold L. file, 1948-1949. (1 Folder), 12/1948-5/1949	box 669	folder 11
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### Scope and Contents

Correspondence between Harold L. Cross, associate dean of the Graduate School of Journalism at Columbia University, and the provost and secretary of the University. Correspondence relates to scholarships, student affairs, and alumni affairs

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Cross, Robert D., file, 1965-1967. (1 Folder), 3/1965-4/1967	box 18	folder 31
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### Scope and Contents

Correspondence between Robert D. Cross, chairman of the Department of History at Columbia University, and high level University administrators. Includes correspondence with William T. R. Fox, professor of international relations and director of the Institute of War and Peace Studies. Correspondence relates to the Department of History.

### Scope and Contents

Topics include: staffing needs and funding for graduate students. In particular, the correspondence relates to a departmental search for someone to teach Latin American topics and attempts to hire E. Bradford Burns over the objections of a University ad hoc committee. Includes the committee report on the search. Also, correspondence regarding Cross'

personnel issues and resignation to become the president of Hunter College

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Crow, Allen B. files, 1955-1956., 8/1955-10/1956	box 495	folder 6 to 7
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Physical Description: (2 Folders)

**Scope and Contents**

Most of the records consist of correspondence between Allen B. Crow, president of the Economic Club of Detroit, and Frank Abrams of the council for Financial Aid to Higher Education. The correspondence was forwarded to Columbia University administrators by Crow. Also, correspondence between Crow and high level Columbia administrators regarding an address on the financing of higher education and the relationship between business and education that was given at the Economic Club by Columbia University president Grayson Kirk

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Croxton, Frederick Emory, files, 1945-1961., 9/1945-4/1961	box 393	folder 15 to 20
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Physical Description: (6 Folders)

**Scope and Contents**

Correspondence between professor Frederick Emory Croxton of Columbia University and high level University administrators. Croxton held a number of appointments including professor of statistics, director of the Statistical Laboratories, secretary of the Faculty of Columbia College, and interim director of admissions. He also served on numerous committees including the Committee on School Problems of Faculty Families, the Committee on Government Surplus Equipment, and the Committee on Space Analysis. Most of the records relate to admissions, the Registrar's Office, and issues involving schooling for faculty children. Includes records regarding a wide range of additional topics. Records related to the Committee on School Problems of Faculty Families consist of correspondence and reports (ca. 1946-1959).

**Scope and Contents**

Topics include: public schooling in the University neighborhood, attempts to establish a school at the University, and scholarships for faculty children to attend private schools. Records related to admissions and the Registrar's Office include correspondence, reports, and budgets (ca. 1951-1960). Topics include: application and admissions statistics, class numbering and scheduling, individual candidates for

admission, financial aid, and the management of the Foreign Student Advisor's Office.

### Scope and Contents

Other records include: correspondence and lists regarding membership in the Faculty of Columbia College (ca. 1945-1960), correspondence and lists regarding the acquisition of surplus government equipment (ca. 1945-1947), correspondence regarding the equipment and administration of the University's statistics laboratory, and correspondence and reports (ca. 1956-1961) regarding campus space assignments and long-range space planning

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Cumming, Robert Denoon file, 1959-1960. (1 Folder), 10/1959-6/1960	box 672	folder 56
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### Scope and Contents

Correspondence between Robert Denoon Cumming and Columbia University administrators. Cumming was an associate professor of philosophy and acting chairman of the Department of Philosophy. Correspondence relates to faculty affairs in the department. Also, correspondence regarding Cumming's personnel issues

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Cunliffe, John William, file, 1919-1930. (1 Folder), 9/1919-6/1930	box 349	folder 1
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### Scope and Contents

Correspondence between John William Cunliffe, professor of English and director of the School of Journalism at Columbia University, and the president and secretary of the University. Much of the correspondence relates to Cunliffe's appointment and the routine administration of the School of Journalism. Includes some correspondence regarding the selection of Pulitzer Prize recipients.

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Curry, W. A. (Walter Andrew), files, 1946-1952., 7/1946-5/1952	box 405	folder 18 to 20
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Physical Description: (3 Folders)

### Scope and Contents

Correspondence between Walter A. Curry, executive officer of the department of Electrical Engineering and secretary of the Faculty of Engineering at Columbia University, and the acting president, university secretary, and dean of the School of Engineering. Most of the records consist of correspondence and budgets relating to the Department of Electrical Engineering.

**Scope and Contents**

Topics include: faculty appointments, budgeting, equipment, and faculty affairs. Includes correspondence regarding membership in the Faculty of Engineering

Curti, Merle Eugene, file, 1952-1953. (1 Folder), 10/1952-3/1953

box 669

folder 49

**Scope and Contents**

Correspondence between Merle E. Curti, professor of history at the University of Wisconsin, and high level administrators at Columbia University. Correspondence relates to Curti's appointment to give the Gino Speranza Lectures on American Traditions and Ideals

Curtis, Carlton C., file, 1898-1910. (1 Folder), 7/1898-5/1910

box 659

folder 35

**Scope and Contents**

Correspondence between Professor Carlton C. Curtis and the president and secretary of Columbia University. Curtis held a number of appointments including assistant professor and professor of botany and acting head of the Department of Botany. Correspondence relates to the department.

**Scope and Contents**

Topics include staffing needs, faculty appointments, and student affairs. Includes correspondence regarding the reorganization of the department in 1907. Also, correspondence regarding Carlton's personnel issues. Much of the correspondence is routine

Curtis, J. Montgomery, files, 1951-1961., 9/1951-4/1961  
Physical Description: (8 Folders)

box 437

folder 1 to 8

**Scope and Contents**

Correspondence between J. Montgomery Curtis, professor of journalism at Columbia University, and University administrators. Curtis was also director of the American Press Institute, a professional development and education program for journalists which was run by the journalism school. The records consist of correspondence, reports, articles, and newspaper clippings regarding the institute.

**Scope and Contents**

Topics include: institute finances, attendance, programs, the management of special funds in

support of the institute, and institute sponsors. Includes membership lists, annual reports to the institute's board, and routine gift acknowledgement letters. Also includes reports documenting a seminar for journalists in South East Asia.

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Curtis, John G., files, 1890-1909., 3/1890-6/1909	box 321	folder 4 to 7
<u>Physical Description:</u> (4 Folders)		

**Scope and Contents**

Correspondence between Professor John G. Curtis of the Department of Physiology in the College of Physicians and Surgeons at Columbia University and the president and secretary of the University. Correspondence relates to the curriculum of the college and the business of the department. Topics related to the College of Physicians and Surgeons include the development of a four-year undergraduate program in medicine and the organization of departments in the college. Topics related to the Department of Physiology include: faculty appointments, facilities, laboratories, and equipment. Includes, a report on the history and condition of the department written by Curtis before his retirement in 1909. Also includes correspondence (ca. 1907-1908) regarding anti-vivisection legislation and the purpose and proper conduct of animal research

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Cushing, Harry Alonzo, file, 1898-1909. (1 Folder), 3/1898-12/1909	box 660	folder 1
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**Scope and Contents**

Correspondence between Professor Harry Alonzo Cushing and the president and secretary of Columbia University. Cushing held appointments as a tutor and lecturer in history, professor of law, and acting dean of the School of Law. Most of the correspondence relates to routine matters involving Cushing's personnel issues and the administration of the School of Law. Includes correspondence and newspaper clippings regarding Cushing's resignation in protest over the appointment of Harlan Fiske Stone as dean of the law school. The records also include a detailed report of the Special Committee on Library Policies. The report discusses staffing, the improvement of library facilities, and the organization of the University libraries

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Custer, Ben Scott file, 1958-1959. (1 Folder), 7/1958-6/1959	box 672	folder 41
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**Scope and Contents**

Correspondence between Ben Scott Custer, director of the Columbia College Citizenship Program, and the president of Columbia University. Correspondence relates to his appointment and personnel issues. Includes a press release

Cutright, Harold G. file, 1953 (1 Folder) 3/1953-4/1953, 1953, 3/1953-4/1953      box 669      folder 50

**Scope and Contents**

Correspondence between Harold G. Cutright and the president and special advisor to the president at Columbia University. Correspondence relates to Cutright's newspaper columns and issues regarding political activity and academic freedom. Includes newspaper clippings and Methodist pamphlets. Records make note of Lou Little, the University football coach

Cutting, Olivia M., file, 1913-1918. (1 Folder), 8/1913-9/1918      box 665      folder 10

**Scope and Contents**

Correspondence between Olivia M. Cutting, the widow of Columbia University Trustee William Bayard Cutting, and the president of the University. Correspondence relates to the establishment of the William Bayard Cutting fellowships and proposed alternate uses of the fellowship funds during World War I. Includes letters regarding the negative impact of World War I on University finances

Cutting, R. Fulton (Robert Fulton), file, 1894-1909. (1 Folder), 1/1894-10/1909      box 660      folder 2

**Scope and Contents**

Correspondence between Robert Fulton Cutting and the president of Columbia University. Correspondence relates to a variety of subjects regarding the University and social issues. Among other topics, the records document: Cutting's gifts to Columbia in support of prizes for student essays, his appointment as a Curtis Medal judge for 1903 funding for the New York Association for Improving the Condition of the Poor, starvation in Russia, and the Fulton Memorial Association

Cutting, William Bayard file, 1890-1910. (1 Folder), 1/1890-3/1910      box 660      folder 3

**Scope and Contents**

Correspondence between William Bayard Cutting and the president and secretary of Columbia University. Cutting was chairman of the University's finance committee and a member of the Citizen's Relief Committee. Correspondence relates to the University and social problems.

**Scope and Contents**

Topics include: Cutting's gifts to the Columbia, fund raising for the University, University finances, Cutting's opposition to the creation of a business school at the University, and relief work on Manhattan's lower East Side. Includes a number of detailed letters from Columbia president Seth Low regarding salaries, Low's opinions on departments and faculty members, and other topics

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Dahlke, June H., file, 1965-1967. (1 Folder),  
7/1965-6/1967

box 507

folder 16

**Scope and Contents**

Routine correspondence regarding expenditures and reimbursements

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Dale, Samuel S., file, 1933-1934. (1 Folder),  
8/1933-5/1934

box 667

folder 41

**Scope and Contents**

Correspondence between Samuel S. Dale, a benefactor of Columbia University, and the University's president, secretary and clerk of the board of trustees. Correspondence relates to arrangements for Columbia to maintain the Thomas and Fanny Dale Memorial Library, which Dale had donated to the University

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Dalton, Jack, file, 1959-1961. (1 Folder), 10/1959-6/1961

box 501

folder 21

**Scope and Contents**

Correspondence between Jack Dalton and high level administrators at Columbia University. Dalton served as Dean of the University's School of Library Service. Correspondence relates to the school.

**Scope and Contents**

Topics include: appropriations, faculty affairs, faculty appointments, and membership on the advisory council of the school

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Dana, H. W. L. (Henry Wadsworth Longfellow) 1917. (1 Folder), 3/1917-12/1917

box 321

folder 9

**Scope and Contents**

Correspondence between Professor Henry W. L. Dana of the Department of English and Comparative Literature at Columbia University, and Nicholas Murray Butler, president of Columbia. Correspondence relates to Dana's dismissal from the University in 1917. Also, correspondence between butler and University administrators and trustees as well as letters to Butler from alumni regarding Dana's case.

**Scope and Contents**

Topics include: the controversy over Dana's memberships in The People's Council and the Collegiate Anti-Militaristic League, his dismissal from the University, and academic freedom. Also, correspondence regarding the activities of the Committee of Nine, the Committee on Education, and the Special committee of Inquiry into the State of Teaching in the University in relation to Dana's dismissal and issues of academic freedom

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Danielson, Charles S., files, 1905-1935., 9/1905-11/1935	box 322	folder 1 to 16
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Physical Description: (16 Folders)

**Scope and Contents**

Correspondence between Charles S. Danielson, the bursar of Columbia University, and University administrators. Routine correspondence regarding the processing of salary, loan, gift, and other financial transactions

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Darling, Edward A., files, 1890-1905., 10/1890-1/1905	box 660	folder 4 to 6
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Physical Description: (3 Folders)

**Scope and Contents**

Correspondence between Edward A. Darling, superintendent of buildings and grounds at Columbia University, and the president of the University. Most of the records consist of correspondence, bids, proposals, and budgets regarding the purchase and development of Columbia's Morningside Heights campus.

**Scope and Contents**

Topics include: the removal of existing buildings, construction, meetings with Charles Follen McKim of the architectural firm of McKim, Meade & White, funding for the new site, and furnishing and equipping the new campus. Also, correspondence regarding the investigation of a theft of microscopes

(1899) and correspondence regarding Darling's death and his bequest to the University (ca. 1903-1905)

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Darrach, William, files, 1903-1931., 5/1903-4/1931	box 349	folder 2 to 9
<u>Physical Description:</u> (8 Folders)		

**Scope and Contents**

Correspondence between William Darrach, dean of the College of Physicians and Surgeons at Columbia University, and the president and secretary of the University. Much of the correspondence relates to the medical school.

**Scope and Contents**

Topics include: activities and programs, faculty affairs, management of the school's libraries, faculty appointments and recruiting, prizes, fellowships, and research funding. Includes correspondence regarding the administration of Columbia-Presbyterian Medical Center and the Vanderbilt Clinic. Also, correspondence and other records regarding the School of Tropical Medicine in Puerto Rico

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Das, Nilima file, 1959-1960. (1 Folder), 8/1959-4/1960	box 672	folder 57
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**Scope and Contents**

Correspondence between Nilima Das of the Taraknath Das Foundation and high level administrators at Columbia University. Correspondence relates to the awarding of the Taraknath Das Foundation Prize to Leon Finder, a professor at Queens College. Includes a list of prize recipients. Also, correspondence regarding memorial lectures in honor of Taraknath Das and the routine business of the Das foundation

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Das, Taraknath files, 1949-1957., 12/1949-6/1957	box 428	folder 21 to 22
<u>Physical Description:</u> (2 Folders)		

**Scope and Contents**

Correspondence between Taraknath Das, a lecturer in history and benefactor of Columbia University, and high level University administrators. Das was also chairman of the Taraknath Das Foundation and the Mary Keating Das Committee. Correspondence relates to the Mary Keating Das Memorial Lectures, Das' relations with Indian officials, and his work to promote Indian studies and the understanding of India in the United States. Includes a number of addresses and lectures regarding India. Also includes correspondence regarding the selection of Mary Keating Das lecturers and the management of the

Mary Keating Das Fund. Includes invitations and routine correspondence

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David, Henry, files, 1955-1960., 7/1955-5/1960	box 488	folder 16 to 18
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Physical Description: (3 Folders)

**Scope and Contents**

Correspondence between Henry David, executive director of the National Manpower Council, and high level administrators at Columbia University. The National Manpower Council, which was established under the auspices of Columbia's Graduate School of Business, consisted of representatives from business, labor, medicine, public service, and academia. The council studied human resources issues and worked to stimulate the use of human resources and the development of a national human resources policy. The records consist of correspondence, reports and statements regarding council research and correspondence relating to membership in the council.

**Scope and Contents**

Records include: the council's statement in response to federal equal pay legislation; an evaluation of the council's report on vocational education, A Policy for Skilled Manpower; correspondence regarding the council's Womanpower report (ca. June, 1957); correspondence relating to a study of the governmental labor force (ca. July, 1959); a printed compilation of reviews of council reports dating from 1951 to 1956 and council minutes dating from February 18, 1956 and November 17, 1956

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Davidson, Arthur T., file, 1968-1969. (1 Folder), 6/1968-7/1969	box 90	folder 23
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**Scope and Contents**

Correspondence and other records regarding the dismissal of Arthur T. Davidson, head of surgery at Harlem Hospital, and Davidson's subsequent discrimination lawsuit against Columbia University. Includes reports regarding the case and correspondence between attorney's regarding settlements

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Davies, Julien T., file, 1900-1909. (1 Folder), 11/1900-10/1909	box 660	folder 7
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**Scope and Contents**

Correspondence between Julian T. Davies, president of the Columbia College alumni association, and the

president of Columbia University. Correspondence relates to alumni representation on the University's board of trustees, which was first approved in 1909. Correspondence also relates to fund raising

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Davies, Milton J., file, 1912-1916. (1 Folder), 12/1912-4/1916	box 665	folder 11
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**Scope and Contents**

Correspondence between Milton J. Davies, assistant to the director of Columbia University's Extension Teaching division, and the secretary of the University. Includes correspondence with James C. Egbert, director of Extension Teaching. Correspondence relates to the Institute of Arts and Sciences, a program of public lectures and short courses which were offered through Columbia's continuing education division

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Davis, Charles, file, 1928-1930. (1 Folder), 12/1928-6/1930	box 667	folder 27
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**Scope and Contents**

Correspondence between Charles Davis and the president and secretary of Columbia University. Includes correspondence with the director of University Extension, Columbia's continuing education division. Davis was a benefactor of the University. Correspondence relates to a lecture series by psychologist Alfred Adler and the possibility of establishing an academy of human science

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Davis, Kingsley, files, 1950-1954., 7/1950-5/1954 <u>Physical Description:</u> (2 Folders)	box 433	folder 21 to 22
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**Scope and Contents**

Correspondence between Kingsley Davis, head of the Bureau of Applied Social Research at Columbia University, and the president and vice president of the University. Correspondence relates to research projects and publications sponsored by the Bureau of Applied Social Research. Includes draft proposals (ca. 1953) to establish an international population research center. Also, routine correspondence regarding funding for Davis' own research projects from the Council for Research in the Social Sciences

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Davis, Paul H. files, 1945-1951., 12/1945-2/1951 <u>Physical Description:</u> (11 Folders)	box 396	folder 1 to 11
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**Scope and Contents**

Correspondence between Paul H. Davis and the high level administrators of Columbia University,

University alumni, trustees, and donors. Davis was recruited in 1945 to head a ten-year development program for the University. He served as general secretary and, later, as the vice president in charge of development. Most of the records consist of correspondence, reports, minutes, agenda, and notes relating to the University's development, alumni relations, and public relations activities. Other related records include: clippings, pamphlets, lists, press releases and budgets. Also, correspondence relating to prizes, funds, gifts, and awards.

### Scope and Contents

Topics include the Ambrose Monell Medal, Columbia American Scholars, the Harriman Estate (Arden House), and the Pupin Medal. Also includes records documenting preparations for the inauguration of University president Dwight D. Eisenhower and correspondence regarding Davis' appointment and resignation

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Davison, William H. file, 1959-1961. (1 Folder), 5/1959-6/1961	box 501	folder 22
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### Scope and Contents

Correspondence between William H. Davison and high level administrators at Columbia University. Davison was a professor of naval science and commanding officer of the University's Naval Reserve Officers Training Corps (NROTC) program. Correspondence relates to the NROTC program.

### Scope and Contents

Topics include: faculty affairs, faculty appointments, and administrative issues. Includes a pamphlet regarding the NROTC program at Columbia (November, 1960)

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Dawson, Charles R., file, 1958-1959. (1 Folder), 9/1958-3/1959	box 18	folder 35
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### Scope and Contents

Correspondence between Professor Charles R. Dawson and the president and vice president of Columbia University. Dawson was president of the Men's Faculty Club at the University and chairman of the University Committee on Athletic Eligibility. Correspondence relates to his appointment as chairman of the committee and a stag party that was held at the Men's faculty Club in April of 1959

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Dawson, Ray file, 1957-1958. (1 Folder), 8/1957-12/1958	box 672	folder 23
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**Scope and Contents**

Correspondence between Ray Dawson, professor of botany at Columbia University, and high level University administrators. Correspondence relates to routine requests for permission to use University property for a series of auctions. Also, correspondence regarding the use of the mansion at the University's Nevis Estate in Irvington-on-Hudson, New York

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Dayton, Robert W., Mrs., file, 1950-1951. (1 Folder), 10/1950-4/1951	box 669	folder 26
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**Scope and Contents**

Correspondence between Mrs. Robert W. Dayton, associate director of admissions at Barnard College, and the secretary of Columbia University. Correspondence relates to tuition exemption for the daughters of University faculty who were applying to Barnard

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De Bary, William Theodore, files, 1958-1971., 8/1958-6/1971	box 497	folder 13 to 18
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Physical Description: (6 Folders)

**Scope and Contents**

Correspondence between William Theodore De Bary and high level administrators at Columbia University. De Bary held a number of appointments at Columbia including professor of Chinese and Japanese, Horace Walpole Carpentier Professor of Oriental Studies, director of the Columbia College Oriental Studies Program, chairman of the Department of Chinese and Japanese, chairman of the Committee on Oriental Studies, director of the East Asian Language and Area Center, chairman of the Executive Committee of the University Senate, and vice president for academic affairs. Correspondence dating from 1958 to 1969 relates to Asian studies at Columbia. Correspondence dating from 1969 to 1971 relates to Columbia during the campus disturbances of the late 1960s and early 1970s. Also, a report from the Dean's Committee on the Humanities Courses in Columbia College to the dean of Columbia College (March, 1963). The report discusses the humanities portion of Columbia's Core Curriculum and includes the results of a survey of students in humanities courses.

**Scope and Contents**

Topics related to the Department of Chinese and Japanese include: appropriations, faculty appointments, the East Asian library, funding



for programs and research, faculty affairs and immigration issues, budgeting, and the financial administration of departmental research projects. Topics related to Asian studies include: the Columbia College Oriental Studies Program (ca. 1960-1964); the Committee on Oriental Studies, which was established in 1961 to oversee undergraduate Asian studies; and the East Asian Language and Area Center, which was established to conduct research and education in the languages, cultures, and history of China, Japan, and Korea (ca. 1963-1965). related records include: an annual report of the college oriental studies program for the 1960-1961 academic year; annual reports of the Committee on Oriental Studies for the 1962-1963 1963-1964 and 1964-1965 academic years; comprehensive reports on the East Asian center for the 1962-1963 and 1964-1965 academic years as well as the Summer Sessions of 1964 and 1965 a report on the Ming Biographical History Project, a study of the 14th through the 17th centuries in China that was conducted by the Association for Asian Studies (October, 1964); and a press release regarding a high school Asian studies program (July, 1965). Includes three articles regarding Asian studies: Asian Studies for Undergraduates from the Journal of Higher Education (vol. xxx, no. 1); East Asian Studies: A Comprehensive Program from Annals of the American Academy of Political and Social Science (vol. 356 November, 1964); and Education for a World Community from the Bulletin of the Association of American Colleges (vol. L, no. 4). Also, one file of substantive reports on the East Asian center dating from 1963 to 1964. Some of the reports are duplicates. Records dating from 1969 to 1971 relate to campus unrest and the business of the University Senate.

### Scope and Contents

The records include a number of letters discussing policies regarding demonstrations and discipline. Includes a statement on campus unrest by University president Andrew Cordier (August, 1969) and a press release that quotes a letter from president William J. McGill regarding the disruption of a Puerto Rican history class by a demonstration. Also, substantive memoranda regarding University organization, policies, finances, and other University Senate agenda items. Records dating from 1971 consist of press releases regarding De Bary's appointment as vice president for academic affairs

**Scope and Contents**

Correspondence between Mario P. de Brito of the Administrative Department of Public Service in Brazil and the secretary of Columbia University. Correspondence relates to the translation of Columbia's bulletin into Portuguese for distribution in Brazil

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De Forest, Robert W. file, 1896-1916. (1 Folder), 10/1896-1/1916	box 321	folder 11
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**Scope and Contents**

Correspondence between Robert W. De Forest, President of the Charity organization Society of the City of New York and Secretary of the Metropolitan Museum of Art, and Nicholas Murray Butler, President of Columbia University. Also, correspondence between De Forest and Presbyterian Hospital administrators. Correspondence relates to the establishment of an affiliation agreement between Columbia and Presbyterian Hospital (ca. 1910-1911), relations between the University and the hospital, and relations between Columbia and the Metropolitan museum of Art

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de Ynchausti, Manuel Ma., file, 1942-1944. (1 Folder), 7/1942-6/1944	box 668	folder 16
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**Scope and Contents**

Correspondence between Manuel Ma. de Ynchausti and the provost and secretary of Columbia University. Correspondence relates to Ynchausti's anonymous gift in support of a lecturing position at the University for Dr. Jose Antonio de Aguirre

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Dean, Bashford, file, 1890-1917. (1 Folder), 11/1890-11/1917	box 321	folder 10
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**Scope and Contents**

Correspondence between Bashford Dean, adjunct professor of zoology at Columbia University, and the president and secretary of the University. Also includes Dean's letters to Henry Fairfield Osborn, Da Costa Professor of Biology at Columbia University.

**Scope and Contents**

Topics include: field work, research trips, the acquisition of specimens. Includes correspondence describing specimens viewed in the field or at other institutions. Also, correspondence regarding fellowships and facilities in the departments of biology and zoology. Dean was also director of the College of the City of New York Summer School of

Biology which was held at Cold Spring Harbor, New York (ca. 1890). Includes a detailed report discussing the: student body, lectures, curriculum, organization, equipment, and expenses of the school

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Deane, Herbert A., file, 1966-1969. (1 Folder),  
11/1966-5/1969

box 508

folder 6

**Scope and Contents**

Correspondence between Herbert A. Deane and high level administrators at Columbia University. Deane's appointments included dean of the Graduate Faculties and vice provost of academic planning. Most of the correspondence related to the Graduate Faculties is routine. However, some correspondence relates to: student affairs and discipline, faculty affairs, demonstrations, and relations between students and the administration. Includes Deane's speech on student attitudes towards institutions (1968). In particular, the speech addresses anarchist and nihilist opposition to institutions. As vice provost, Deane was charged with evaluating and revising the University's structure and mission. Includes a proposal for changes to the organization and government of the University (1968). Among other topics, the proposal discusses discipline, the role of the faculty, and the relationship of students to the administration. Also, correspondence regarding Deane's personnel issues

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DeKoff, Irving, file, 1968-1969. (1 Folder),  
7/1968-6/1969

box 54

folder 33

**Scope and Contents**

Records regarding the appointment of Irving DeKoff as director of student interests at Columbia University. Most of the records relate to personnel issues and other routine topics

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Del Manzo, Milton C., file, 1941-1951. (1 Folder),  
7/1941-10/1954

box 386

folder 1

**Scope and Contents**

Correspondence between Milton C. Del Manzo, provost of Teachers College at Columbia University, and the provost and secretary of the University.

**Scope and Contents**

Topics include membership in the Faculty of Teachers College, student affairs, and enrollment privileges for Teachers College and University

courses. Includes a copy of the revised by-laws of Teachers College dated September, 1941

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Delacorte, George T., files, 1962-1970., 9/1962-8/1970 <u>Physical Description:</u> (2 Folders)	box 508	folder 14 to 15
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**Scope and Contents**

Correspondence between George T. Delacorte, president of Dell Publishing Company, and the president and vice president of Columbia University. Correspondence relates to Delacorte's gifts to Columbia. Includes correspondence regarding funding for the College Walk landscaping project and the erection of gates on College Walk at the Broadway and Amsterdam Avenue entrances to Columbia's Morningside Heights campus. Also includes numerous routine acknowledgement letters

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Delafield, E. C. (Edward C.) file, 1967-1968. (1 Folder), 7/1967-6/1968	box 36	folder 23
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**Scope and Contents**

Correspondence between Edward C. Delafield and administrators at Columbia University. Correspondence relates to Delafield's gift to Columbia of his estate, Fieldston Hall, for use as a botanical garden.

**Scope and Contents**

Topics include: the renaming of the estate as the Edward C. Delafield Botanical Garden, issues regarding taxes and the rebuilding of city streets through and around the estate, possible uses for the house and land, and the question of who would live in the main house at the estate. Includes a report regarding the estate and Delafield as well as a newspaper clipping regarding the gift of the estate. Also includes correspondence regarding Delafield's complaints that the property was not being used as he intended

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DelliQuadri, Fred, files, 1959-1967., 9/1959-6/1967 <u>Physical Description:</u> (6 Folders)	box 501	folder 15 to 20
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**Scope and Contents**

Correspondence between Fred DelliQuadri, dean of the New York School of Social Work, and high level administrators at Columbia University. The records consist of correspondence and reports relating to the school.

**Scope and Contents**

Topics include: faculty appointments, events, funding for the school, alumni relations, development, cooperation between the school and social service agencies, gifts to the school, the management of loan funds, and faculty affairs. Also, many of the records dating from 1964 to 1965 consist of correspondence and reports regarding the Mobilization for Youth program, which was established to control and prevent juvenile delinquency on Manhattan's Lower East Side. Also includes a file of records regarding a reception for Dean DelliQuadri and his wife. Records related to the school of social work include: records regarding the school's change of name to the Columbia University School of Social Work (1962); by-laws of the school's advisory council and a summary report regarding the council (January, 1963); annual reports of the school from the 1961-1962, 1963-1964 and 1965-1966 academic years; and a proposal to establish a center for training and research in intergroup relations to be named for Eleanor Roosevelt (July, 1966)

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DeNisco, Adam A., file, 1961-1965. (1 Folder),  
7/1961-6/1965

box 504

folder 16

**Scope and Contents**

Correspondence between Adam DeNisco, Columbia University's security officer, and University administrators. The correspondence is routine

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Devine, Edward T., file, 1900-1918. (1 Folder),  
1/1900-5/1918

box 321

folder 12

**Scope and Contents**

Correspondence between Edward T. Devine, director of the School of philanthropy and general secretary of the Charity Organization Society of the City of New York, and high level administrators at Columbia University. Correspondence documents Columbia's activities in relation to social work, social services, charities, and hospitals. Also, correspondence regarding the School of Philanthropy.

**Scope and Contents**

Topics include: Columbia's financial support for the school, relations between the school and the University, and faculty appointments in the school. Devine also served as a special representative of the American Red Cross. Includes correspondence discussing his work as a representative of the Red Cross after the San Francisco earthquake of 1906 as

an observer of the condition of German prisoners in Russian camps during World War I, and as a relief worker in Paris between 1916 and 1918. Much of this correspondence is administrative. However, there is some discussion of Devine's activities and of conditions in the field

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Dewey, John, file, 1898-1939. (1 Folder), 7/1898-10/1939	box 321	folder 13
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**Scope and Contents**

Correspondence between John Dewey, professor of philosophy in the Department of Philosophy and Psychology at Columbia University, and the president and secretary of the University. Correspondence relates to the department.

**Scope and Contents**

Topics include: special lectures, facilities, faculty appointments, budgeting, fellowships, and course scheduling. Also, correspondence regarding Dewey's personnel issues and memberships on University committees

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Dewey, Thomas E., file, 1953-1954. (1 Folder), 7/1953-4/1954	box 670	folder 32
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**Scope and Contents**

Correspondence between Thomas E. Dewey, governor of New York, and Columbia University administrators. Correspondence relates to invitations for Dewey to speak at University events. Includes invitations for Dewey to speak at the 25th anniversary of the Columbia-Presbyterian Medical Center

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Dibrell, A. G. (Aquila Gibbs), file, 1956-1959. (1 Folder), 9/1956-6/1959	box 493	folder 22
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**Scope and Contents**

Correspondence between Aquilla G. Dibrell, professor of naval science in the Naval Reserve Officers Training Corps (NROTC) at Columbia University, and University administrators. Correspondence relates to the NROTC program.

**Scope and Contents**

Topics include: facilities, prizes and awards, personnel, and NROTC policies and programs. Includes invitations

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Dickey, Frank A., files, 1911-1919., 3/1911-3/1919

Physical Description: (2 Folders)

box 665

folder 13 to  
14

**Scope and Contents**

Correspondence between Frank A. Dickey and the president, secretary, and consulting engineer of Columbia University. Dickey served as assistant registrar and registrar of the University. Correspondence relates to the numerous responsibilities of the Registrar's Office.

**Scope and Contents**

Topics include: fees, classroom size, examination procedures, student records, and diplomas. Includes a report on examination procedures in the law school and a report on the operation of the student mail system

Dickson, Lois, file, 1956-1958. (1 Folder),  
11/1956-6/1958

box 495

folder 26

**Scope and Contents**

Correspondence between Lois Dickson, acting foreign student advisor at Columbia University, and University administrators. Correspondence relates to issues involving international students.

**Scope and Contents**

Topics include: admissions, orientation, financial aid, immigration and visas, and events. Includes: correspondence regarding admissions and financial aid for Hungarian students during the 1950s directories of international students dating from 1957 and a copy of Columbia Worldwide, the international student newsletter. According to a note in the file, correspondence dated prior to 1956 is filed under Lois D. Stich

Dielman, Frederick, file, 1905-1907. (1 Folder),  
2/1905-12/1907

box 660

folder 8

**Scope and Contents**

Correspondence between Frederick Dielman of the National Academy of Design and the president of Columbia University. Correspondence relates to an agreement between the University and the academy and the formation of a faculty of fine arts at Columbia

Dillenberger, John file, 1952-1953. (1 Folder),  
7/1952-5/1953

box 669

folder 51

**Scope and Contents**

Correspondence between John Dillenberger, associate professor of religion and acting executive officer of the Department of Religion at Columbia University, and high level University administrators. Correspondence relates to administrative issues involving the department. Includes supporting documents for a report on the relationship between Columbia and Union Theological Seminary

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Dilworth, Carolyn C., file, 1953-1954. (1 Folder),  
7/1953-6/1954

box 670

folder 33

**Scope and Contents**

Correspondence between Carolyn C. Dilworth, administrative assistant to the dean of the School of Law at Columbia University, and University administrators. Correspondence relates to various issues.

**Scope and Contents**

Topics include: the school's Hardship Fund, a gift to the school from Mrs. Harlan Fiske Stone, prizes, and student affairs

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Dinsmoor, William Bell, files, 1934-1954., 7/1934-6/1954  
Physical Description: (2 Folders)

box 375

folder 14 to  
15

**Scope and Contents**

Correspondence between Professor William Bell Dinsmoor and the high level administrators of Columbia University. Dinsmoor held appointments as professor of architecture and, later, professor of archeology. He served as executive officer of the Department of Fine Arts, which was reorganized as the Department of Fine Arts and Archeology. Records relate to the department and to attempts to establish a University arts center. Most of the records dating from the 1930s consist of correspondence, reports and proposals which evaluate the faculty, organization, curriculum, and future needs of the Department of Fine Arts. Correspondence and budgets also document the routine business of the department during this period.

**Scope and Contents**

Topics include: budgeting, finances, faculty affairs, and relations with the Metropolitan Museum of Art. In particular, the correspondence discusses the appointment of Professor Margaret Beiber, who was a displaced German scholar, and her status in the department. Most of the records dating from the



1940s to the 1950s consist of correspondence and budgets relating to the department.

**Scope and Contents**

Topics include: faculty affairs, faculty appointments, budgeting, and finances. Includes proposals to establish a fine arts center and a University art museum (ca. 1947). Also includes correspondence regarding a proposed Apollinic Festival of fine arts, letters, and sciences (ca. 1936). Also, correspondence regarding Dinsmoor's personnel issues and research

8/1958-9/1960 Dirlick, Richard, files, 1958-1960.,  
8/1958-9/1960

box 500

folder 16 to  
17

Physical Description: (2 Folders)

**Scope and Contents**

Correspondence between Richard Dirlick, an employee in the Alumni Records Center at Columbia University, and University administrators. most of the records consist of routine forms relating to alumni mailings and address updates

Dittmar, Moritz A., files, 1948-1954., 11/1948-5/1954

box 425

folder 16 to  
17

Physical Description: (2 Folders)

**Scope and Contents**

Records forwarded from Moritz A. Dittmar to Columbia University president Grayson Kirk. Dittmar was secretary of Columbia University's College of Pharmacy. Records include: minutes of the Board of Trustees of the College of Pharmacy; the by-laws of the college; and reports from the dean, treasurer, and other administrators of the college.

Dix, Morgan, files, 1890-1908., 2/1890-5/1908

box 660

folder 9 to  
10

Physical Description: (2 Folders)

**Scope and Contents**

Correspondence between Morgan Dix and the president of Columbia University. Dix was rector of the Parish of Trinity Church in New York City, a Columbia trustee, and a member of the trustees' committee on honors. Much of the correspondence relates to honorary degrees, University ceremonies, and faculty appointments. Dix also served on the committee on the Course and the Committee on Education. Correspondence dating from 1890 to 1895 relates to the curriculum in a number of Columbia's schools. Also includes: correspondence regarding religious issues involving

the teaching of Hebrew Scriptures (April, 1904);  
Dix's recommendation letters for candidates  
for admission to the University; and newspaper  
clippings regarding his death in 1909

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Dobbie, Elliott V. K., file, 1946-1947. (1 Folder), 8/1946-6/1947	box 668	folder 30
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**Scope and Contents**

Correspondence between Professor Elliot V. K. Dobbie and Columbia University administrators. Correspondence relates to the Faculty of Philosophy. Topics include faculty appointments and salaries

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Dodd, David L., file, 1948-1952. (1 Folder), 7/1948-5/1952	box 427	folder 16
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**Scope and Contents**

Correspondence between David L. Dodd, associate dean of the Graduate School of Business at Columbia University, and University administrators and faculty. Most of the records relate to the school. Topics include: course scheduling, facilities, personnel, and financial aid. Includes a 1952 proposal regarding the revision of accounting courses for the business major. Also, correspondence regarding the reorganization of the University's administration that took place in 1949 and the establishment of the Office of the Vice President for Business Affairs

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Dodds, Harold W., file, 1953-1954. (1 Folder), 2/1953-4/1954	box 448	folder 9
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**Scope and Contents**

Correspondence between Harold W. Dodds, president of Princeton University, and high level administrators at Columbia University. The records consist of correspondence and press releases relating to Dodds' address before the Columbia University Bicentennial opening dinner. Includes the text of his address. Also, correspondence between Dodds and University president Grayson Kirk regarding the Association of American Universities. Includes memoranda from Dodds regarding the response to a statement on academic freedom that was released by the association in March, 1953

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Dodge, Grace H., files, 1893-1914., 2/1893-12/1914 <u>Physical Description:</u> (3 Folders)	box 321	folder 14 to 16
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**Scope and Contents**

Correspondence between Grace H. Dodge, a founder and benefactor of Teachers College at Columbia

University, and University presidents Seth low and Nicholas Murray Butler. Most of the correspondence is between Dodge and President Low.

**Scope and Contents**

Topics include: the representation of Teachers College on University governing bodies, financial relations between the College and the University, the extension of University privileges to Teachers College students, faculty appointments, issues regarding women students, and the administration of Teachers College and Columbia University. Includes correspondence regarding religious quotas for admission to the Horace Mann School at Teachers College (ca. 1908). Correspondence between Dodge and President Butler deals primarily with Teachers College finances and the membership of the college's board of trustees. Includes correspondence regarding Butler's plan to absorb the Teachers College board into the University's board of trustees and the affiliation of the two institutions in 1914

Dodge, M. Hartley, files, 1901-1964., 5/1901-4/1964 <u>Physical Description:</u> (17 Folders)	box 323	folder 1 to 17
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**Scope and Contents**

Correspondence between Marcellus Hartley Dodge and the trustees and high level administrators of Columbia University. Dodge was an alumnus, benefactor, and trustee of the University and also served as clerk of the University's board of trustees. Contains mostly routine business or courtesy correspondence on a variety of topics as well as invitations, cover letters, and acknowledgement letters. Also, correspondence relating to fund raising, campus development, the acquisition of real estate, gifts to the University, donor relations, and trustee relations

Dodge, William E., file, 1890-1903. (1 Folder), 4/1890-6/1903	box 660	folder 11
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**Scope and Contents**

Correspondence between William E. Dodge, a benefactor of Columbia University, and University president Seth Low. Most of the correspondence relates to Earl Hall, Columbia's nondenominational religious and social center. Dodge funded Earl Hall as a memorial to his son

Dohr, James L., files, 1951-1960., 7/1951-4/1960 <u>Physical Description:</u> (7 Folders)	box 437	folder 9 to 15
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**Scope and Contents**

Correspondence between James L. Dohr, professor of accounting in the Graduate School of Business at Columbia University, and University president Grayson Kirk. Dohr also held appointments as a special assistant to the president and the director of the Institute of Accounting. The records relate to a survey and evaluation of Columbia's financial and accounting procedures (ca. 1957-1958) and the reorganization of the University's budget, accounting, and financial reporting operations (ca. 1959-1960). Also, routine gift acknowledgement letters. Dohr was also a special assistant to President Kirk. Includes correspondence with the president on a variety of topics

Dombroff, Seymour, file, 1955-1956. (1 Folder),  
8/1955-6/1956

box 671

folder 57

**Scope and Contents**

Correspondence between Seymour Dombroff, associate professor of naval science at Columbia University, and high level University administrators. Correspondence relates to the Naval Reserve Officers Training Corps (NROTC).

**Scope and Contents**

Topics include: facilities, expenditures, prizes and awards, and faculty appointments. Includes copies of a Navy directive regarding the transfer of Air Force Reserve Officers Training Corps (AFROTC) students to the NROTC program.

Donald, David Herbert, file, 1952-1953. (1 Folder),  
10/1952-4/1953

box 669

folder 52

**Scope and Contents**

Correspondence between David Herbert Donald, associate professor of history, and the secretary of Columbia University. Correspondence relates to funding for Donald's research project and his retirement plan

Donovan, William J., file, 1946-1947. (1 Folder),  
7/1946-6/1947

box 668

folder 31

**Scope and Contents**

Correspondence between Major General William J. Donovan and Columbia University administrators.

Among other topics, the correspondence relates to Donovan's honorary degree from Columbia

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Donzelot, Pierre, file, 1953-1955. (1 Folder), 11/1953-6/1955	box 451	folder 11
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**Scope and Contents**

Correspondence between Pierre Donzelot and high level administrators at Columbia University. Donzelot was director general of the French Ministry of National Education and permanent representative of French universities in the United States. Correspondence relates to Donzelot's honorary degree from Columbia as well as arrangements for events and visits to the University. Includes a catalog from an exhibition entitled French Universities and their Pursuit of Freedom. Includes invitations and routine correspondence. Some of the correspondence is in French

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Dougherty, Richard A., file, 1954-1955. (1 Folder), 9/1954-6/1955	box 671	folder 23
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**Scope and Contents**

Correspondence between Richard A. Dougherty, deputy commissioner of community relations in the New York City police department, and Robert Harron, assistant to the president of Columbia University. Correspondence relates to publicity for the police department's community projects, including Little League teams in Harlem. Other topics include: Morningside Heights, Inc., a community development and urban renewal program that included Columbia and other area institutions; security at public events during Columbia's 1954 bicentennial celebration; and arrangements to provide Dougherty with tickets to Columbia athletic events

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Dougherty, Richard Erwin file, 1953-1955. (1 Folder), 7/1953-3/1955	box 451	folder 12
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**Scope and Contents**

Correspondence between Richard Erwin Dougherty and Columbia University president Grayson Kirk. The records consist of correspondence and reports regarding the University's project to fund an engineering center. Dougherty chaired the committee in charge of planning the center.

**Scope and Contents**

Topics include the: funding, long-range planning, mission, and design of the center. Includes a memorandum (February, 1954) from James K.

Finch, Dean Emeritus of the School of Engineering.  
The memorandum recounts the history of the  
school's space problems

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Douglas, Archibald, files, 1919-1941., 3/1919-5/1941      box 348      folder 19 to  
Physical Description: (3 Folders)      21

**Scope and Contents**

Correspondence between Archibald Douglas, a trustee of Columbia University, and the president and secretary of the University. correspondence relates to a variety of issues.

**Scope and Contents**

Topics include: the work of the stadium committee and planning for the University's stadium, planning for a school of international affairs, scholarships in the Faculty of Applied Science, gifts to Columbia, and University finances. includes a report on the gift to Columbia of the Nevis Estate in Irvington-on-Hudson, New York. Also includes a report on the University's ambulance corps during World War I

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Dowling, Noel Thomas, files, 1947-1955., 9/1947-5/1955      box 411      folder 2 to 3  
Physical Description: (2 Folders)

**Scope and Contents**

Correspondence between Noel Thomas Dowling, Nash Professor of Law at Columbia University, and high level University administrators. Dowling advised the University administration on a variety of policy decisions and administrative issues. Records relate to the reorganization of the University's administrative structure in 1949 retirement policies (ca. 1947-1953), and the rights of student groups to bring speakers to campus (ca. 1950-1951).

**Scope and Contents**

The records include correspondence and drafts (ca. 1947-1949) regarding the restructuring of the University's administration and the establishment of the Development Committee, Development Office, and Office of the Vice President for Business Affairs. Also, correspondence, proposals, and reports (ca. 1947-1953) documenting retirement policies and the Committee on Retirement Plans. Also includes correspondence and a file of working papers (ca. 1950-1951) documenting the work of the Committee on Student Organizations and Speakers to establish policies governing student groups. Also,

correspondence (ca. 1954-1955) regarding Dowling's honorary degree from Columbia

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Dowling, Robert W. file, 1954-1955. (1 Folder), 1/1954-5/1955	box 451	folder 13
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**Scope and Contents**

Correspondence between Robert W. Dowling and Columbia University administrators. Dowling was president of the City Investing Company and chairman of the Policy Committee of the New York City Department of Commerce and Public Events. The records consist of correspondence and invitations relating to arrangements for events and committee meetings. Includes committee minutes dating from January and April, 1955

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Downing, Augustus S., files, 1904-1926., 2/1904-4/1926 <u>Physical Description:</u> (3 Folders)	box 323	folder 18 to 20
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**Scope and Contents**

Correspondence between Augustus S. Downing, first assistant commissioner of education in the New York State Education Department, and the president and secretary of Columbia University.

**Scope and Contents**

Topics include: Columbia's authority to grant degrees and the recognition of new degrees offered by the University, legislation affecting educational institutions, and state scholarships. Includes a detailed letter dated April, 1910 in which Downing responds to Columbia's proposal for the establishment of a department of agriculture at the University

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Draper, A. S. (Andrew Sloan) file, 1898-1910. (1 Folder), 3/1898-1/1910	box 660	folder 12
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**Scope and Contents**

Correspondence between Andrew S. Draper and the president of Columbia University. Draper served as president of the University of Illinois and, beginning in 1904 as Commissioner of Education in the New York State Education Department. Correspondence dating from 1898 to 1904 relates to attempts to get Draper to accept an appointment as superintendent of schools for New York City. Also includes correspondence regarding Draper's honorary degree from Columbia. Correspondence dating from 1904 to 1909 relates to a variety of issues involving higher education.

**Scope and Contents**

Topics include: Draper's plan for the organization of the New York State Education Department; a failed attempt to promote cooperation between the education department and the College Entrance Examination Board and the creation of the New York State Examinations Board (1905); and Columbia's combined course of overlapping college and professional education. Includes invitations and routine correspondence

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Dresser, Daniel LeRoy file, 1899-1907. (1 Folder),  
4/1899-4/1907

box 660

folder 13

**Scope and Contents**

Correspondence between Daniel LeRoy Dresser, an alumnus of Columbia University, and the president of the University. Dresser appears to have been a benefactor of the University. Correspondence relates to: fund raising and planning for the purchase of the South Field extension to Columbia's Morningside Heights campus; Columbia's 1905 ban on football; and plans to locate a University athletic field at 220th Street (the Dyckman property) and along the Hudson between 116th and 120th streets. Includes blueprints for an athletic field. Also includes a newspaper clipping, which dates from 1907 regarding Dresser's bankruptcy in 1903

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Drew, Thomas Bradford, files, 1948-1957.,  
7/1948-6/1957

box 425

folder 18 to  
20

Physical Description: (2 Folders)

**Scope and Contents**

Correspondence between Thomas Bradford Drew, executive officer of the Department of Chemical Engineering at Columbia University, and high level University administrators. The records consist of correspondence, budgets, and policies relating to the department.

**Scope and Contents**

Topics include: arrangements for courses, equipment, faculty affairs, student affairs, personnel, the retention of faculty members, and the administration of the department's Chandler Chemical Museum. Also, correspondence and working papers of the Committee on Industrial Research dating from the 1950s.



**Scope and Contents**

Topics include: the funding, personnel, and administration of sponsored research projects; policies regarding research and development contracts; and the administration of research and development contracts

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Dubinsky, David, file, 1943-1951. (1 Folder), 3/1943-8/1951	box 669	folder 34
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**Scope and Contents**

Correspondence between David Dubinsky, president of the International Ladies Garment Workers' Union, and the associate provost of Columbia University. Correspondence relates to proposals to endow a chair at Columbia as a memorial to Victor Alter and Henry K. Erlich, Jewish labor leaders in Poland who had been executed for political and labor activities. Includes biographical information on Alter and Erlich

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Dudley, David A., file, 1959-1960. (1 Folder), 10/1959-6/1960	box 672	folder 58
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**Scope and Contents**

Correspondence between David A. Dudley, director of undergraduate admissions at Columbia University, and high level University administrators. Correspondence relates to a variety of topics involving admissions. Records include a paper regarding the introduction of a writing sample as a requirement for college admission; the results of admissions questionnaires that were completed by School of Engineering freshmen; and routine correspondence regarding admissions. Also, correspondence regarding a dispute between Dudley and the University president as well as Dudley's resignation

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Dunn, Charles Wesley, file, 1948-1949. (1 Folder), 7/1948-4/1949	box 669	folder 12
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**Scope and Contents**

Correspondence between Charles Wesley Dunn and the provost of Columbia University. Correspondence relates to plans to endow a chair and an institute in food law at the University's School of Law

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Dunn, Gano file, 1928-1933. (1 Folder), 8/1928-6/1933	box 354	folder 17
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**Scope and Contents**

Correspondence between Gano Dunn, a trustee of Columbia University, and the president and other

trustees of the University. Dunn was chairman of the trustee's committee on buildings and grounds. Most of the correspondence relates to the renovation, maintenance, and funding of University buildings. Includes correspondence regarding research facilities and residence halls. Also includes correspondence and reports regarding corruption in the management of the University's power plant (ca. 1933). Also, correspondence regarding the selection of a dean for the School of Engineering (ca. 1929-1930).

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Dunn, L. C. (Leslie Clarence) files, 1940-1959.,  
7/1940-6/1959

box 382

folder 1 to 6

Physical Description: (6 Folders)

### **Scope and Contents**

Correspondence between Leslie C. Dunn and high level administrators at Columbia University. Dunn held a number of appointments including executive officer of the Department of Zoology, secretary of the University's Faculty Fellowship Fund, director of the Institute for the Study of Human Variation. He was also a member of the Nevis Committee, which oversaw the University's Nevis Estate research facility, and the Committee on the Program, which was established ca. 1941 in order to propose changes to the University curriculum in light of the changing needs of society. Most of the records dating from 1940 to 1945 relate to the zoology department and the Faculty Fellowship Fund, a fund which was established to aid displaced European scholars. Records dating from the 1940s and 1950s also document a variety of subjects related to sponsored research at the University. In particular, the records relate to administrative issues involving research in genetics. Most of the records dating from 1951 to 1959 relate to the Nevis Biological Field Station, the Nevis Committee, or the Institute for the Study of Human Variation. Also, correspondence regarding Dunn's personnel issues and a memorandum (May, 1943) regarding his research on genetics. Includes his 1937 Armistice Day radio address on science and democracy and science and the arts. There is a gap in the records between 1949 and 1951. Records related to the Department of Zoology consist of correspondence and budgets.

### **Scope and Contents**

Topics include: faculty appointments, equipment, facilities, appropriations, expenditures, faculty affairs, budgeting, the administration of grants and sponsored projects, and the administration of research projects. Includes correspondence regarding the celebration of the department's 50th anniversary in 1942 joint programs with the American Museum

of Natural History, and the Jessup lectures. Also includes a proposal for a Navy training program (November, 1942). The proposal discusses the purpose, instructional method, curriculum, and staffing of the program. Records related to the faculty Fellowship Fund include correspondence and reports documenting assistance to scholars who fled Europe between 1935 and 1945.

### Scope and Contents

Topics include: faculty appointments; financial, salary, and immigration issues involving displaced scholars; and fund finances. Includes a 10-year summary report which discusses the fund's mission and the effects of World War II on scholars. Also includes a list of aid recipients from 1935 to 1941. Records relating to research include correspondence, reports, questionnaires, and papers. The materials were compiled in 1945 in response to a survey by the government's Office of Scientific Research and Development (OSRD) that studied scientific research in American universities.

### Scope and Contents

Topics include: research expenditures, research policies, and general issues involving research funding. Records related to the Nevis Biological Field Station and the Nevis Committee include correspondence and reports. Also, correspondence, reports, announcements, proposals, and bibliographies relating to the Institute for the Study of Human Variation.

### Scope and Contents

Topics include: the administration of genetics and biology research projects, facilities, research funding, budgeting, and faculty affairs. In particular, the records deal with the establishment and eventual closing of the institute. Includes a report regarding the institute's research activities (July, 1956). Also includes a proposal to establish a genetics department (April, 1948)

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Dunning, John R., files, 1949-1969., 7/1949-6/1959  
Physical Description: (28 Folders)

box 429

folder 1 to  
22

### Scope and Contents

Correspondence between John R. Dunning and faculty and high level administrators at Columbia University. Dunning held a number of appointments including: Professor of Physics, Director of Scientific Research, Chairman of the Committee on Government Aided Research, chairman of the

Development Committee on Science and Research, and dean of the School of Engineering. Records relate to: the Department of Physics; the Division of Scientific Research; the School of Engineering, which became the School of Engineering and Applied Science; the establishment of the University's engineering center; and Dunning's personnel issues and career. Also, correspondence and minutes (ca. 1950) regarding the Eugene Higgins Trust and a 1949 proposal regarding the gift to the University of Arden House and the use of the property.

### **Scope and Contents**

Records regarding the Department of Physics consist of routine correspondence. Topics relating to the department include the Pupin Medal and departmental personnel. Records regarding research consist of correspondence, lists, financial records, and proposals. Related topics include: financial administration, indirect costs, expenditures, appropriations, research and development contracts, government contracts, the management of special funds, facilities, faculty appointments, payments to research associates, and the administration of faculty and research personnel. Includes records regarding the electron microscope, aeronautics, and atomic energy. records relating to the School of Engineering consist of correspondence, budgets, clippings, proposals, reports, and pamphlets.

### **Scope and Contents**

Topics include: scholarships, professorships, faculty appointments, personnel, departmental business, enrollment, the administration of the Dean's Office, the curriculum, research contracts awarded to the school, degrees, faculty affairs, budgeting, the establishment of programs, and student affairs. Includes minutes of faculty meetings (ca. 1956-1957) as well as minutes of the Electronics Research Laboratories Administrative Board and related records (ca. 1958-1959). Also includes: correspondence (ca. 1961) regarding the establishment of the School of Engineering and Applied Science, Dunning's 1962 report on the school and the relationship between science and engineering, and correspondence (ca. 1964) regarding the school's centennial anniversary. Records relating to the Engineering Center consist of correspondence, reports, proposals, and acknowledgement letters (ca. 1950-1956).

### **Scope and Contents**

Topics include fund raising for the center and the design of the center. Records relating to Dunning's

personnel issues and career include correspondence, press releases, and a 1968 biographical statement.

### Scope and Contents

Topics include his involvement in atom splitting research at the University in 1939 and his resignation as dean of the School of Engineering and Applied Science in 1969. Includes the proceedings of a press conference on engineering manpower and scientific training in the United States and the Soviet Union that was held in July, 1955. Also includes correspondence, by-laws, and a certificate of incorporation relating to the establishment of the Basic Science Foundation (ca. 1959). The foundation supported research in science and engineering

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Dunning, John R., files, 7/1959-3/1969	box 430	folder 1 to 6
Dunning, William Archibald, file, 1891-1918. (1 Folder), 2/1891-6/1918	box 321	folder 17

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### Scope and Contents

Correspondence between William Archibald Dunning, Professor of History in the Department of History at Columbia University, and the President and Secretary of the University. Correspondence relates to the Department of History.

### Scope and Contents

Topics include: course scheduling, staffing needs, budgeting, faculty appointments, the curriculum, teaching assignments, and personnel. Also, a report regarding the establishment and organization of a faculty advisor program and correspondence regarding Dunning's personnel issues

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Dwight, Arthur S., file, 1919-1923. (1 Folder), 9/1919-2/1923	box 667	folder 7
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### Scope and Contents

Correspondence between Arthur S. Dwight and Columbia University's president, secretary and clerk of the board of trustees. Dwight was a trustee of the University and chairman of the trustees' committee on buildings and grounds. Correspondence relates to the business of the committee on buildings and grounds and plans for the erection of a war memorial. Includes minutes and a blueprint from a joint meeting of University trustees and faculty members from the Schools of Mines, Engineering, and Chemistry (November, 1920). The records relate

to the organization of the schools, the recruiting of faculty members, and publicity for the schools

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Dyke, Dorothy Louise, file, 1962-1965. (1 Folder), 5/1962-7/1965	box 18	folder 22
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**Scope and Contents**

Correspondence relates to the closing of University records on Dorothy Louise Dyke and her husband, Dunward H. Dyke

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Earle, Ethel Deodata, file, 1905-1909. (1 Folder), 12/1905-11/1909	box 660	folder 14
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**Scope and Contents**

Correspondence between Ethel Deodata Earle and the president and trustees of Columbia University. Ethel Earle was the widow of Mortimer L. Earle, a professor of classical philology at Columbia's Barnard College. Correspondence relates to Professor Earle's death and Mrs. Earle's efforts to secure a pension from the University

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East, Bion R., file, 1947-1948. (1 Folder), 7/1947-6/1948	box 668	folder 46
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**Scope and Contents**

Correspondence between Bion R. East, dean of the School of Dental and Oral Surgery at Columbia University, and University administrators. Correspondence relates to the school.

**Scope and Contents**

Topics include: appropriations and expenditures, the opening of the school's Kamen Seminar Room, and prizes awarded by the school

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Eastwood, R. Parker (Robert Parker), files, 1952., 7/1952-8/1952	box 670	folder 1 to 2
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Physical Description: (2 Folders)

**Scope and Contents**

Correspondence between Robert Parker Eastwood, assistant dean of the Graduate School of Business at Columbia University, and University administrators. Correspondence relates to the school.

**Scope and Contents**

Topics include routine personnel administration and faculty affairs. Includes materials that were submitted to the committee in charge of deciding

whether to continue undergraduate instruction at the business school

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Eden, Anthony, file, 1951-1952. (1 Folder), 7/1951-1/1952	box 669	folder 35
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**Scope and Contents**

Correspondence between Anthony Eden, British secretary of state for foreign affairs, and Grayson Kirk, the vice president and provost of Columbia University. Includes correspondence with Arthur Hays Sulzberger, publisher of the New York Times. Correspondence relates to eden's honorary degree from Columbia and his appointment to deliver the Gabriel Silver Lectures. Includes copies of Eden's speech at the honorary degree ceremony and programs from the ceremony

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Edman, Irwin, files, 1946-1954., 7/1946-9/1954 <u>Physical Description:</u> (2 Folders)	box 411	folder 19 to 20
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**Scope and Contents**

Correspondence between Irwin Edman, executive officer of the Department of Philosophy at Columbia University, and the acting president and secretary of the University. The records consist of correspondence and budgets relating to the department.

**Scope and Contents**

Topics include: prizes, special lectures, budgeting, staffing needs, faculty appointments, faculty affairs, and budgeting. Includes correspondence regarding the awarding of the Butler Medal and the Woodbridge Prize. Also, correspondence regarding Edman's personnel issues, committee memberships, and professional activities. Includes a memorial biographical pamphlet regarding Edman.

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Egbert, J. C. (James Chidester) files, 1894-1942., 6/1894-6/1942 <u>Physical Description:</u> (14 Folders)	box 324	folder 1 to 14
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**Scope and Contents**

Correspondence between James Chidester Egbert, and high level administrators at Columbia University. Egbert held numerous posts at the University including director of the Summer Session; director of the School of Business; and director of Extension Teaching, Columbia's continuing education division. Correspondence dating from the 1890s relates to the funding of the American School of Classical Studies in Rome. Topics

related to the Summer Session include: faculty appointments, publicity and advertising, budgeting, expenditures, finances, events, tuition and fees, and the organization and operation of the summer program. The correspondence also documents the role of the school in the University system and its administrative and financial relationship to the University.

### Scope and Contents

Topics related to Extension Teaching include: expenditures, tuition and fees, faculty appointments, instructional costs, course scheduling, teaching assignments, finances, budgeting, the curriculum, and personnel. Includes correspondence regarding Home Study, the University's correspondence course. Also includes correspondence regarding the use of radio as an educational resource. Also, routine correspondence relating to the School of Business. Includes correspondence proposing the addition of the subject of economic geography to the curriculum of the school. Also, correspondence regarding Egbert's work on numerous committees including a committee to study the relationship between Columbia University and Teachers College, the Committee on Religious Work, and the University Commons Committee

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Egbert, Lester D., files, 1948-1959., 8/1948-1/1959

box 425

folder 21 to  
22

Physical Description: (2 Folders)

### Scope and Contents

Correspondence between Lester D. Egbert and high level administrators at Columbia University. Egbert was president of Brown, Crosby & Co., Inc. and a trustee of Columbia University. He chaired the trustees' development committee and served on numerous other trustee committees. Correspondence dating from 1948 to 1949 relates to the establishment of a retirement plan for the University's non-academic employees. Records dating from the 1950s consist of correspondence and minutes relating to development and alumni relations. Includes a 1954 report regarding the University's development program. Also, routine correspondence regarding trustee business and Egbert's gifts to the University

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Egleston, Thomas, file, 1890-1899. (1 Folder),  
1/1890-10/1899

box 660

folder 15

### Scope and Contents

Correspondence between Professor Thomas Egleston and the president of Columbia University. Egleston



held appointments as professor of metallurgy and professor emeritus of metallurgy in the School of Mines. Correspondence relates to the school.

### Scope and Contents

Topics include: the school's facilities at Columbia's 49th Street campus; the reorganization of departments in the school (ca. 1892-1893); Egleston's efforts to create a metallurgical laboratory and to increase funding for metallurgical collections and supplies (1896); and the donation of Egleston's collection of specimens, books, and periodicals (1897). Includes correspondence regarding the history of the School of Mines and the evaluation of other mining schools (July, 1894)

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Eilenberg, Samuel file, 1957-1960. (1 Folder),  
7/1957-5/1960

box 495

folder 27

### Scope and Contents

Correspondence between Samuel Eilenberg, executive officer of the Department of Mathematics at Columbia University, and University administrators. Correspondence relates to the department.

### Scope and Contents

Topics include: personnel, faculty appointments, finances, and facilities

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Eisenhower, Dwight D., files, 1947-1961., 7/1947-5/1961  
Physical Description: (10 Folders)

box 411

folder 4 to  
13

### Scope and Contents

Correspondence between Dwight D. Eisenhower and the trustees and high level administrators of Columbia University. Also includes: correspondence between University administrators regarding Eisenhower, correspondence between Eisenhower's staff and the University, and letters that were received by Eisenhower and then forwarded to the University for handling. Eisenhower was president of the University from 1948 to 1953. (He took leave without pay in 1951 in order to campaign for president.) Most of the records relate to the period prior to his arrival and the period immediately following his resignation. Although the records do include some materials dating from his term as president of the University, they are not a comprehensive record of his administration.

**Scope and Contents**

Includes correspondence and minutes regarding preparations for Eisenhower's inaugural as president of the University as well as invitations, programs, and printed copies of his inaugural address. Also includes correspondence regarding Eisenhower's move to Columbia and his plans for the operation of the President's Office. Also: letters from Eisenhower regarding his views on his role as president of Columbia and the University's mission; correspondence regarding the reorganization of the University's administrative structure that took place in 1949 statements regarding a controversy involving funding from Eastern European governments; and a small number of Eisenhower's speeches. Includes his farewell addresses to Columbia's faculty and student body. Also, correspondence and proposals documenting studies by the Conservation for Human Resources Project and the American Assembly, an organization that Eisenhower helped to establish. Other topics include: events, convocations, visits from dignitaries, University development activities, and Columbia's 1954 bicentennial. Includes newspaper clippings regarding Eisenhower's presidential campaign

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Eliot, Charles William files, 1897-1908.,  
12/1897-10/1908

box 660

folder 16 to  
17

Physical Description: (2 Folders)

**Scope and Contents**

Correspondence between Charles William Eliot, president of Harvard University, and Columbia University presidents Seth Low and Nicholas Murray Butler. Correspondence relates to a range of subjects involving Columbia and higher education in general.

**Scope and Contents**

Topics include: admissions criteria for graduate schools, efforts to develop standardized entrance examinations for admission to college, the establishment of Barnard College, the reform of collegiate athletics, Columbia's athletic facilities, and efforts to establish a school of archeology and ethnography in Mexico City. Includes: detailed letters from President Low regarding the development of Columbia's Collegiate Course for Women, which allowed female students to audit courses at the University; correspondence regarding President Butler's interest in making knowledge of the Bible as literature a prerequisite for college admission; and correspondence regarding the

decision to change Columbia's name from Columbia College to Columbia University

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Elizabeth II, Queen, file, 1957 (1 Folder) 7/1957-10/1957, 1957, 7/1957-10/1957	box 679	folder 26
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**Scope and Contents**

Correspondence between Hugh Bullock, president of the Pilgrims of the United States and the English Speaking Union, and Bernard M. Shanley, secretary to President Dwight D. Eisenhower. Correspondence relates to a invitation to attend a dinner in honor of Elizabeth II, Queen of England

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Elliott, Edward S. file, 1940-1943. (1 Folder), 7/1940-5/1943	box 380	folder 18
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**Scope and Contents**

Correspondence between Edward S. Elliott, director of athletics at Columbia University, and University provost Frank D. Fackenthal. The records consist of correspondence and budgets relating to the Department of Physical Education and the Division of Intercollegiate Athletics.

**Scope and Contents**

Topics include budgeting and gifts to the department. Includes a report on the University's intramural sports program for 1941

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Ely, Richard Theodore, file, 1928-1929. (1 Folder), 10/1928-2/1929	box 667	folder 28
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**Scope and Contents**

Correspondence between Richard Theodore Ely, director of the Institute for Research in Land Economics and Public Utilities, and the president of Columbia University. Correspondence relates to the proposed relocation of the institute from Northwestern University to Columbia. The proposed move was not completed due to a lack of funding and office space

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Emerson, Harold E., files, 1965-1971., 7/1965-6/1971 <u>Physical Description</u> : (2 Folders)	box 507	folder 21 to 22
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**Scope and Contents**

Correspondence between Harold E. Emerson and high level administrators at Columbia University. Emerson held appointments as executive director of Columbia's National Alumni Program and vice president of development and alumni relations. Correspondence relates to alumni events and

programs, development, gifts to Columbia, and routine administrative issues regarding alumni and the Office of Development and Alumni Relations. Includes routine invitations

Englund, John E., file, 1955-1958. (1 Folder), 7/1955-6/1958

box 495

folder 8

**Scope and Contents**

Correspondence between John E. Englund, executive officer of the Department of Mechanical Engineering at Columbia University, and University administrators. Correspondence relates to the department. Topics include: personnel, faculty appointments, finances, expenditures, and equipment

Ennis, Anne B. files, 1950-1958., 8/1950-1/1958  
Physical Description: (7 Folders)

box 434

folder 1 to 7

**Scope and Contents**

Correspondence between Anne B. Ennis and Columbia University administrators. Ennis was the University paymaster. Records relate to the routine processing of salary and benefits payments

Erpf, Armand G. file, 1959-1961. (1 Folder), 9/1959-5/1961

box 501

folder 23

**Scope and Contents**

Correspondence between Armand G. Erpf and high level administrators at Columbia University. Erpf was chairman of Columbia Associates, a group of benefactors who agreed to make regular contributions to Columbia's general fund.

**Scope and Contents**

Topics include gifts to the University and University finances

Erskine, John, file, 1911-1918. (1 Folder), 3/1911-6/1918

box 665

folder 15

**Scope and Contents**

Correspondence between Professor John Erskine and the president of Columbia University. Erskine was a professor of English at Columbia University and acting director of the Education Department of the YMCA of Greater New York. Correspondence dating from 1911 to 1917 relates to Columbia's English Department.

**Scope and Contents**

Topics include delinquent students and the use of profanity during English courses. Records dating from 1918 document Erskine's work for the YMCA in France during World War I. Includes YMCA Educational Department reports and pamphlets

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Ettinger, Karl E., file, 1954 (1 Folder) 1/1954-2/1954, 1954, 1/1954-2/1954	box 670	folder 34
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**Scope and Contents**

Correspondence between Columbia University administrators and Karl E. Ettinger, a research consultant for the congressional Special Committee to Investigate Tax Exempt Foundations. Records relate to foundation support for colleges and universities. Includes a questionnaire and supporting documents regarding funding from foundations. Also includes a chronological list of contributions to the University from foundations between 1920 and 1953

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Evans, Austin P., files, 1934-1952., 7/1934-6/1952 <u>Physical Description:</u> (2 Folders)	box 375	folder 16 to 17
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**Scope and Contents**

Correspondence between Austin P. Evans and the high level administrators of Columbia University. Evans was a professor of history, executive officer of the Department of History, and chairman of the Committee on Instruction of the Faculty of Political Science. Most of the correspondence relates to the Department of History. Correspondence also relates to the Program in International Administration and the University Seminars.

**Scope and Contents**

The University Seminars promote interdisciplinary, inter-institutional study and discussion of a variety of topics and problems. Topics related to the department of History include: staffing needs, teaching loads, faculty affairs, professorships, faculty recruiting, appropriations, budgeting, the curriculum, the Bennett Prize, and fellowships. Topics related to the Program in International Administration include: faculty appointments, degrees, scholarships, the curriculum, and enrollment between 1940 and 1943. Includes reports on the program. Also, correspondence and reports documenting the work of the Committee on Instruction.

**Scope and Contents**

The committee approved courses and academic programs and also oversaw other issues involving the academic affairs of the University. Also, a proposal and correspondence regarding the University Seminars, which were established to promote interdisciplinary, inter-institutional discussion of a range of topics and issues.

**Scope and Contents**

Topics include: the establishment, budgets, format, purpose, and content of the Seminars (ca. 1944-1945). Also includes a 1947 report on the reorganization of the Graduate Faculties

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Evans, Luther Harris, files, 1961-1967., 6/1961-4/1967      box 504      folder 1 to 4  
Physical Description: (4 Folders)

**Scope and Contents**

Most of the records dating from 1961 to 1962 consist of materials that were forwarded to the Columbia University administration by Luther Harris Evans of the National Education Association. Records from this period relate to two National Education Association projects. Evans chaired a working group that was involved in: providing published materials to developing countries, assisting countries with the establishment of publishing and printing programs, and helping to create government book programs.

**Scope and Contents**

Includes two files containing the group's report. Also includes correspondence and reports regarding the Educational Implications of Automation Project, which addressed the impact of computers on education. Correspondence dating from 1966 to 1967 relates to Evans' appointment at Columbia as director of international and legal collections. Records from 1967 include materials relating to the work of the National Ellis Island Association, Inc. to develop the Ellis Island site as an historic monument. Also, a report on UNESCO programs that was authored by Evans and a report from the American Conference on Universities and the Quest for Peace, which was held in Lima, Peru, in November of 1964. There is a gap in the records between 1962 and 1966

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Everett, Walter, file, 1953-1957. (1 Folder),      box 451      folder 14  
 7/1953-3/1957

**Scope and Contents**

Correspondence between Walter Everett, associate director of the American Press Institute at Columbia University, and University administrators. The American Press Institute, which was operated by Columbia's Graduate School of Journalism, provided professional development and education programs for journalists. Records relate to the institute's finances and arrangements for events. Includes lists relating to seminars for city editors and lists and biographical information relating to seminars for Latin American journalists. Also includes the minutes of the annual meeting of the American Press Institute which was held in April, 1955. Also, correspondence relating to Everett's personnel issues.

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Ewing, W. Maurice (William Maurice) files, 1944-1971.,  
7/1944-6/1971

box 394

folder 1 to  
14

Physical Description: (14 Folders)

**Scope and Contents**

Correspondence between Professor Maurice Ewing and the high level administrators of Columbia University, donors, and funding agencies. Ewing held appointments as professor of geology and, later, director of the University's Lamont Geological Observatory. Includes correspondence with University presidents Grayson Kirk, Andrew Cordier, and William McGill.

**Scope and Contents**

Most of the records consist of correspondence, reports, proposals, clippings, press releases, and photographs. These records relate to the administration, funding, and faculty of the Lamont Geological Observatory, Columbia's facility for research and instruction in the earth sciences. Also, some items of correspondence relating to the Vetelsen Prize and Vetelsen Visiting Professorship. Includes remarks made at the presentation of the first Vetelsen Prize to Ewing.

**Scope and Contents**

Also, correspondence regarding Ewing's personnel issues, awards, honors, and professional activities. Includes a photograph of Ewing and copies of some of his published papers. Topics related to the Lamont Geological Observatory include: staffing needs, faculty recruiting and appointments, faculty standing and accomplishments, the administration of government- and corporate-sponsored research projects, public relations, fund raising, relations between the observatory and the University,

facilities, space needs, and the oversight of the observatory's research vessels.

### Scope and Contents

Includes correspondence regarding the establishment of the Observatory through a gift from the Lamont Family and subsequent relations between the University, Ewing, and the Lamonts. Also includes correspondence (ca. 1968-1971) regarding a grant in support of the observatory from the Doherty Foundation. Most of the correspondence dating from 1970 to 1971 consists of letters regarding relations between the faculty at Lamont and the University administration. Includes correspondence regarding disciplinary action taken against Professor Bruce C. Heezen. Also includes photographs of the observatory's research vessels. Also, correspondence, reports, and proposals documenting proposed and actual research projects and instructional programs at the Lamont Observatory.

### Scope and Contents

Topics include: cooperation between the observatory and the Bermudan government to establish a seismological research station (ca. 1951-1952), a proposed study of ocean floor movement (ca. 1959), a research cruise to Trinidad in 1952 and the Ocean Sediment Drilling project (1966). Other projects include: a proposed graduate program in meteorology (ca. 1960), the establishment of the American Association of Universities for Polar Research (ca. 1960), and the Lamont Observatory's involvement in the Apollo 11 mission. Includes a letter dating from January, 1954 which describes an accident on board the observatory's research vessel and the death of one of the crew members.

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Facciolo, Francis file, 1970 (1 Folder) 2/1970-4/1970, 1970, 2/1970-4/1970

box 90

folder 24

### Scope and Contents

Correspondence regarding Francis Facciolo, a Columbia University student who took part in demonstrations at the University's Kent Hall in November of 1969. Records include: the report of Facciolo's disciplinary hearing (February, 1970), a report on Facciolo's appeal of the judgment that resulted from the hearing (February, 1970), transcripts of the disciplinary hearing, and a letter to the Joint Committee on Disciplinary affairs regarding Facciolo's appeal

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Fackenthal, Frank Diehl, files, 7/1905-4/1937

box 481

folder 1 to 20



### **Scope and Contents**

Correspondence between Frank Diehl Fackenthal and other high level administrators at Columbia University. Fackenthal held important appointments during his more than 50 years at Columbia. He served as secretary, provost, and acting president of the University. He also chaired a number of committees, was a member of numerous others, and served as a trustee of the University. The records relate to a wide range of subjects. The records consist of: correspondence relating to Fackenthal's time as chief clerk in the Office of the Secretary under Secretary Frederick P. Keppel (1909-1910); correspondence, reports, proposals, and other records relating to Fackenthal's term as secretary of the University (1910-1937); correspondence, reports, and other records relating to his administration as provost (1937-1945) and Columbia's activities during World War II; correspondence, press releases, and proposals regarding the retirement of long-time University president Nicholas Murray Butler and Fackenthal's term as acting president (1945-1948); correspondence, invitations, cover letters, and other records relating to his term as a trustee and president emeritus (1949-1963); and correspondence regarding his death and memorial (1968-1969). Also, a small amount of correspondence dating from 1905 when Fackenthal was a Columbia College student and manager of the Columbia University Musical Clubs. Includes a list of club alumni.

### **Scope and Contents**

While serving as secretary of the University under President Butler, Fackenthal handled increasing numbers of tasks and assumed new responsibilities as the University's administration changed and grew. During Fackenthal's administration, the Office of the Secretary became an increasingly important administrative unit. In 1937 Fackenthal was appointed provost, a position which was reinstated in order to give him a post more suited to his responsibilities. Throughout his terms as secretary and provost, Fackenthal worked closely with Butler, responded to his inquiries and suggestions on a wide range of subjects, and undertook a huge number of projects at his request. He also informed Butler of decisions by University committees and answered inquiries from other administrators and faculty. In the correspondence, Fackenthal often provides information or advice on: how to accomplish a task or solve a problem; the use of funds and gifts; the application and interpretation of policies, agreements, statutes, and by-laws; the origin of decisions and policies; and the administration and organization of schools,

offices, and departments. Butler and Fackenthal also corresponded regarding how to bring issues to the University's board of trustees and the meaning or result of a trustee resolution. On occasion, they corresponded about the promotion of individual faculty members and officers -- discussing their qualifications, predicting how they might react if not promoted, and determining how to address problems involving the promotion. While Butler was abroad, Fackenthal corresponded with him regarding University news and administrative issues.

### **Scope and Contents**

Topics related to Fackenthal's term as secretary include: scheduling and keeping the calendar, the administration of University printing services, the preparation and distribution of University publications, the compilation of statistics and information for the president's annual reports, student affairs, scholarship recipients, University mailings, faculty affairs, faculty appointments and recruiting, appropriations, the establishment and membership of committees, financial policies, the management of special funds, administrative issues involving prizes and awards, gifts to the University, fees, faculty standing and performance, faculty personnel administration and benefits, donor relations, University budgetary and financial troubles, honorary degrees, medals, space allocation, and the selection of deans and administrators.

### **Scope and Contents**

Records of interest dating from Fackenthal's term as secretary include: a report regarding the reinstatement of football, which had been banned at Columbia since 1905 (February, 1915); correspondence relating to Fackenthal's term as secretary of the Kahn Foundation for the Foreign Travel of American Teachers (begins ca. 1927); a statement regarding the leasing of the Rockefeller Center site (December 28, 1928); correspondence regarding the University's new pension plan agreement with the Carnegie Foundation (ca. 1925-1929); correspondence regarding the University's 175 anniversary (ca. 1927-1929); a proposal for the creation of an institute of human behavior (August, 1929); correspondence regarding efforts to establish a Japanese culture center (ca. 1929); and several letters regarding the protests by alumni, donors, and students that ensued when the University agreed to send a representative to the 500th anniversary of the University of Heidelberg (March, 1936).

### **Scope and Contents**

As provost, Fackenthal undertook many of the same responsibilities that he had assumed as secretary. However, he did not administer as many routine tasks or respond to as many routine requests for the president. During his term as provost, Fackenthal was involved in: policy issues, University finances and budgeting, the selection of deans and administrators, donor relations, trustee affairs, and honorary degrees. He was also an important figure in the oversight of Columbia's war-time programs during World War II and, as a member of the University Committee on War Research, was involved in the development of Columbia's sponsored research program. Related topics include: the negotiation and administration of government contracts and sponsored research agreements, research policies, security, faculty leaves for national service and research appointments, space allocation, special programs which were established by Columbia during the war, the education of veterans, and veterans' affairs. Includes correspondence regarding the establishment of a training program for the Navy and correspondence regarding the post-war need for an engineering research center and the development of work in engineering and science. Beginning during the 1940s the records also include reports from the Committee on Honors regarding honorary degree candidates.

### **Scope and Contents**

Records of interest dating from Fackenthal's term as provost include: a lengthy memorandum evaluating budget resolutions from 1930 to 1940 (January 2, 1940); a report (May 4, 1937) on proposed uses for the Nevis Estate, which was given to the University in 1935 and correspondence regarding the estate (ca. May, 1937); correspondence regarding the creation of a committee to study radio as an educational tool and the formation of a radio department at the University (ca. 1938-1939); correspondence regarding the financial relationship between Columbia and the Institute for Public Administration (ca. 1940); correspondence regarding the establishment of the Office of the Comptroller to oversee certain financial and facilities functions (1942); and a report on a University Council resolution to establish of a school of international affairs (February, 1945).

### **Scope and Contents**

Records dating from 1945 to 1948 relate to Nicholas Murray Bulter's retirement and Fackenthal's administration as acting president of the University.

Beginning in 1946 the records include Fackenthal's statements and speeches on a variety of topics. Other records include: a press release regarding Fackenthal's appointment (October, 1945); a proposal for a campus medical service (November, 1947); statements regarding plans for Columbia's bicentennial celebration in 1954 and a report of the bicentennial committee (ca. April, 1947); records regarding tuition and the composition of the student body (ca. 1948); and the handbook of the Advisory Board of the Graduate School of Journalism (1948).

### Scope and Contents

Following his retirement in 1948 Fackenthal continued to serve as acting president emeritus and a trustee of the University until 1965. Administrators continued to correspond with Fackenthal regarding the origin of policies, decisions, and procedures. Other topics include: Columbia's 1954 bicentennial (ca. 1949-1954), trustee business, and honorary degrees. The records also include: correspondence regarding the major reorganization of the University's administrative structure that took place in 1949 a plan by the Manhattanville Neighborhood Center for community programs and urban renewal (March, 1949); and a memorandum regarding the Columbia University Press that was written in response to the report of the President's Committee on the Educational Future of the University (November, 1957). Fackenthal also served as chairman of the trustees' committee on education. The records include correspondence regarding committee business and a long-range plan and report (ca. March, 1960) from the committee on the Lamont Geological Observatory, Columbia's center for research and education in the earth sciences. Correspondence dating from 1962 to 1963 relates to Fackenthal's health and his gifts to the University. Records dating from 1968 to 1969 relate to his death from injuries which were received in a car accident that took place in 1965.

### Scope and Contents

Topics include his death and memorial service and the Fackenthal Fund. Includes a copy of the Jacques Barzun's address at Fackenthal's memorial service. Also Includes many invitations and cover letters

Fackenthal, Frank Diehl, files, 5/1937-4/1944	box 482	folder 1 to 19
Fackenthal, Frank Diehl, files, 5/1944-2/1969	box 483	folder 1 to 20
Faggi, John A. B. files, 1962-1971., 8/1962-6/1971		

Physical Description: (3 Folders)

box 504

folder 20 to  
22**Scope and Contents**

Correspondence between John A. B. Faggi, director of the Foreign Student Center at Columbia University, and University administrators. Records dating from 1962 to 1967 consist of correspondence, reports, budgets, and pamphlets relating to international student programs in the Foreign Student Center and the American Language Program.

**Scope and Contents**

Topics include: events, expenditures, student affairs, services for international students, personnel, faculty affairs, and finances. Includes a number of annual reports. Among other topics, the reports discuss orientation programs, events, facilities, enrollment, requirements, and educational programs. Includes the first issue of *Visa*, the monthly international student newsletter (March, 1963), and correspondence regarding the World Dance Festival, which was held at Columbia in 1965. Most of the records dating from 1970 to 1971 relate to Faggi's term as director of Casa Italiana, Columbia's Italian culture and educational center. Includes his letter of resignation as director of the center. Also, correspondence regarding Faggi's personnel issues and his letter regarding the robbery of some of his family members. There is a gap in the records between 1967 and 1969

Falise, Alphonse, file, 1955-1959. (1 Folder),  
9/1955-3/1959

box 495

folder 9

**Scope and Contents**

Correspondence between Alphonse Falise, Columbia University security officer, and University administrators. Correspondence relates to parking and security incidents

Farinholt, L. H. (Larkin Hundley), file, 1957-1958. (1  
Folder), 7/1957-5/1958

box 672

folder 24

**Scope and Contents**

Correspondence between Larkin H. Farinholt and Columbia University administrators. Farinholt held appointments as director of Columbia University's chemical laboratories and assistant to the dean of Columbia College. Correspondence relates to space

needs in the chemistry department and Farinholt's  
personnel issues

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Farnam, Henry W., file, 1913-1915. (1 Folder), 2/1913-5/1915	box 665	folder 16
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**Scope and Contents**

Correspondence between Henry W. Farnam, professor of economics at Yale University, and the president and secretary of Columbia University. correspondence relates to Farnam's nomination as Roosevelt Professor for the 1914-1915 academic year. The Roosevelt Professorship sent an American professor to Germany to lecture and act as an educational and cultural liaison. Farnam's term as Roosevelt Professor was postponed due to the outbreak of World War I

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Farrar, L. Leighton file, 1964-1967. (1 Folder), 7/1964-1/1967	box 503	folder 24
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**Scope and Contents**

Correspondence between L. Leighton Farrar, director of the budget at Columbia University, and University administrators. Correspondence relates to appropriations, the management of accounts, and the allocation of expenditures. Includes instructions for formulating the University budget. Most of the records are routine

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Feis, Herbert file, 1955-1956. (1 Folder), 8/1955-6/1956	box 671	folder 58
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**Scope and Contents**

Correspondence between Herbert Feis and Columbia University administrators. Feiss participated in the University Seminar on Peace and held an appointment as an associate in the seminar. The University Seminars promote interdisciplinary, inter-institutional discussion of a variety of problems and issues. For the most part, the records do not relate to the seminars. Correspondence relates to funding for Feis' research project from the Council for Research in the Social Sciences and the administration of the project. Also, correspondence regarding Feis' personnel issues

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Feiss, Carl file, 1957-1958. (1 Folder), 7/1957-3/1958	box 672	folder 25
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**Scope and Contents**

Correspondence between Carl Feiss, a city planning and urban renewal consultant, and administrators at Columbia University. Includes a report on the Morningside Heights neighborhood adjoining Columbia. Also includes correspondence

regarding Morningside Heights, Inc., a community development and urban renewal organization that included Columbia and other area institutions

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Fellini, Federico file, 1970 (1 Folder) 3/1970-5/1970, 1970, 3/1970-5/1970	box 90	folder 25
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**Scope and Contents**

Records regarding the nomination of Frederico Fellini to receive an honorary degree from Columbia University. Fellinin declined the invitation

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Fels, William C., files, 1956-1958., 9/1956-4/1958 <u>Physical Description:</u> (5 Folders)	box 488	folder 11 to 15
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**Scope and Contents**

Correspondence between William C. Fels, associate provost and director for student interests at Columbia University, and University administrators. The records consist of correspondence, statements, and speeches on a wide range of subjects related to the academic and student affairs of the University. Also, Fels was often asked to evaluate plans or reports written by University offices and committees or outside organizations and agencies. Some of his comments are interesting and substantive. Also includes: correspondence and speeches regarding standardized testing; correspondence regarding Fel's appointment; Fels' speech regarding admissions policy and mandatory college education, which was delivered at the Conference on Rising Enrollment on March 30, 1957 and a small amount of correspondence with Fels after he became president of Bennington College.

**Scope and Contents**

Topics related to academic and student affairs include: the management of student organizations, policies regarding student organizations, lobbying for educational funding and other issues related to higher education, admissions, housing, fees, financial aid, and financial aid policies. Includes: correspondence regarding the definition of research associates (ca. 1957) correspondence regarding the University's radiation safety protocols (ca. May, 1957), and a study of the roles and organization of University committees (ca. June, 1957)

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Fermi, Enrico, file, 1937-1948. (1 Folder), 3/1937-3/1948	box 668	folder 47
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**Scope and Contents**

Correspondence between Enrico Fermi, professor of physics at Columbia University, and the president

and secretary of the University. Correspondence relates to: Fermi's emigration to the United States and appointment at Columbia, staffing needs for his research project on atomic energy, and his departure following World War II in order to conduct research in New Mexico and the University of Chicago. Also, correspondence regarding Fermi's honorary degree from Columbia

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Ferrero, Guglielmo, file, 1908-1909. (1 Folder), 3/1908-12/1909	box 660	folder 18
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**Scope and Contents**

Correspondence between Guglielmo Ferrero and the president of Columbia University. Correspondence relates to a lecture series that was given by Ferrero at the University and Ferrero's honorary degree from Columbia

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Fife, Robert Herndon, files, 1920-1948., 3/1920-2/1948 <u>Physical Description:</u> (6 Folders)	box 349	folder 10 to 15
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**Scope and Contents**

Correspondence between Robert Herndon Fife, Gebhart Professor of Germanic Languages at Columbia University, and high level University administrators. Fife held a number of appointments including executive officer of the Department of Germanic Languages and chairman of the Council for Research in the Humanities. Correspondence relates to the Department of Germanic Languages and the Department of Eastern European Languages.

**Scope and Contents**

Topics related to the Department of Germanic Languages include: faculty affairs, arrangements for courses, publication of the Germanic Review, faculty appointments and recruiting, personnel, budgeting, enrollment, staffing needs, and special lectures. Includes correspondence regarding special lectures in Swedish during the 1940s the Queen Wilhelmina Lectureship; and the administration of Deutches Haus, Columbia's German culture and educational center. Also includes departmental budgets.

**Scope and Contents**

Fife was chairman of the Advisory Committee to the Dean on the Department of Eastern European Languages. Correspondence, budgets, and reports document the organization and administration of the department during the 1930s and 1940s. Also, correspondence regarding funding for the Council for Research in the Humanities from the



General Education Board and annual reports of the Council from the 1930s. Also, correspondence and reports on the establishment of an oriental institute during the 1940s and a 1944 proposal for the revision of the foreign language curriculum. Includes correspondence relating to Fife's personnel issues and retirement

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Finch, James Kip, files, 1910-1952., 8/1910-12/1942 <u>Physical Description:</u> (21 Folders)	box 343	folder 13 to 18
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**Scope and Contents**

Correspondence between Professor James Kip Finch and high level administrators at Columbia University. Finch was Renwick Professor of Civil Engineering and, later, associate dean of the School of engineering. Records relate to the Department of Civil Engineering; Camp Columbia, the University's facility in Lakeside, Connecticut; and the School of Engineering. Records also document the administration of research projects, including corporate- and government-sponsored research, and the School of Engineering's response to World War I and World War II through research, special programs, and curriculum revisions. Includes correspondence with President Nicholas Murray Butler, Provost Frank D. Fackenthal, and Joseph Barker, the dean of the School of Engineering.

**Scope and Contents**

Topics related to Camp Columbia include the administration and facilities of the camp during the 1910s. Records consist of correspondence reports and statistics. Includes a report of the Officer Training Course which was held at the camp during 1917. Topics related to the Department of Civil Engineering include: research, laboratory facilities and equipment, financial administration, and staffing needs. includes annual reports of the department's research laboratories. Also, correspondence and reports documenting the School of Engineering from 1941 to the 1950s.

**Scope and Contents**

Topics related to the school include: nominations for honorary degrees, laboratories, faculty appointments, gifts to the school, admissions, fellowships, salaries, and budgeting. Includes Finch's 1942 address, Science, Engineering and the Modern World, which outlines the school's response to World War II; correspondence (ca. 1942) relating to the work of the Committee on the Admission of Women

to the Engineering School; and the school's long range planning report, dated 1943.

### Scope and Contents

Also includes correspondence regarding a Navy officers' training program which was held at Columbia during World War II. Also, correspondence regarding the administration of sponsored research projects and research facilities as well as correspondence documenting the work of the University's Committee on Patent Policy and Committee on Industrial Research

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Finch, James Kip, files, 1943-1952 (15 folders), 1/1943-5/1952	box 344	folder 1 to 15
Findlay, Hugh, file, 1940-1941. (1 Folder), 7/1940-6/1941	box 668	folder 9

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### Scope and Contents

Correspondence between Professor Hugh Findlay and the provost of Columbia University. Correspondence relates to the University's Institute of Horticulture, which was located at Columbia's Nevis Estate in Irvington-on-Hudson, New York.

### Scope and Contents

Topics include: audits, maintenance, the allotment of land to faculty in the botany department, payments to lecturers at the institute, and the institute's summer session classes

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Finley, John H. file, 1903-1918. (1 Folder), 4/1903-6/1918	box 321	folder 18
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### Scope and Contents

Correspondence between John H. Finley, president of the College of the City of New York and, later, commissioner of education for New York State, and the president and secretary of Columbia University. Mostly routine correspondence and invitations.

### Scope and Contents

Topics include: prizes, committee memberships, and legislation affecting higher education. Includes correspondence in which Finley and Nicholas Murray Butler, president of Columbia University, exchange opinions on a variety of topics. Also includes correspondence regarding Finley's nomination for an honorary degree from the University

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First, Wesley, files, 1965-1968., 1/1965-6/1968		
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Physical Description: (3 Folders)

box 506

folder 16 to  
18**Scope and Contents**

Correspondence between Wesley First, director of University relations at Columbia University, and high level University administrators. Correspondence relates to: relations between Columbia and the surrounding community, University public relations and press relations strategy, and publicity for University events. Records include: statements regarding student demonstrations at Columbia; statements regarding plans to erect a University gymnasium in Morningside Park; policies regarding speakers engaged by student groups (October, 1965); minutes of the University Relations Committee from January, April and November of 1966 and January of 1967 a proposal for a University public relations program (January, 1966); a letter regarding relations with the African American community (July, 1966); and addresses by University president Grayson Kirk on a variety of subjects. Also, correspondence regarding First's appointment and personnel issues as well as routine acknowledgement letters

Fischelis, Robert L., file, 1957-1965. (1 Folder),  
9/1957-8/1965

box 18

folder 13

**Scope and Contents**

Correspondence between Robert L. Fischelis, executive officer of the Columbia University Research Project on Hungary, and high level University administrators. Includes correspondence with Professor Henry L. Roberts. Correspondence relates to a 1957 court case involving a dispute regarding a lease between the Columbia University Research Project on Hungary and Dr. Wilhelm Korff. Fischelis provided testimony in the case and requested statements from the University absolving him of any responsibility in the case beyond his testimony

Fish, Hamilton, file, 1889-1893. (1 Folder),  
12/1889-10/1893

box 660

folder 19

**Scope and Contents**

Correspondence between Hamilton Fish, chairman of Columbia University's board of trustees, and the president of the University. Correspondence relates to a variety of subjects.

**Scope and Contents**

Topics include: the use of the Wheelock property in Manhattan for athletic facilities, Columbia's merger with the College of Physicians and Surgeons, faculty appointments in the School of Law, and Columbia's Morningside Heights campus

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Fish, Stuyvesant, file, 1893-1907. (1 Folder),  
2/1893-12/1907

box 660

folder 20

**Scope and Contents**

Correspondence between Stuyvesant Fish, president of the Illinois Central Railroad Company, and the president of Columbia University. Correspondence relates to a variety of subjects.

**Scope and Contents**

Topics include Fish's gifts to the University and nominations for honorary degrees. Includes correspondence regarding memorials to Stuyvesant's father, Hamilton Fish, and his grandfather, Nicholas Fish. Both men had served as chairmen of Columbia's board of trustees. Also includes correspondence and clippings regarding railroad regulation and correspondence regarding the selection of suitable candidates from the School of Mines to run a mine in Mexico

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Fisher, Ernest M. files, 1946-1959., 9/1946-3/1959  
Physical Description: (3 Folders)

box 406

folder 1 to 3

**Scope and Contents**

Correspondence between Ernest M. Fisher, professor of land economics and director of the Institute for Urban Land Use and Housing at Columbia University, and the acting president of the University, Columbia administrators, and the Rockefeller Foundation. Correspondence relates to the establishment and administration of the Institute for Urban Land Use and Housing. Includes budgets, reports, proposals, and publications.

**Scope and Contents**

Topics include: funding for the institute, faculty appointments, research methods, grants administration, staffing needs, faculty affairs, and financial administration. Also, addresses entitled "How Columbia University Serves Business and Industry" and "Basic Research in Urban Land Use" which were given by Fisher in 1952. Also, reports dating from January, 1951 regarding the proposed

affiliation between Columbia and the School of Insurance

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Fisher, George F., files, 1892-1920., 12/1892-3/1920 <u>Physical Description:</u> (5 Folders)	box 325	folder 1 to 5
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**Scope and Contents**

Correspondence between George Fisher, bursar of Columbia University, and the president and secretary of the University.

**Scope and Contents**

Topics include: purchasing, admissions, registration, tuition and fees, and the payment of bills. Includes correspondence documenting the reorganization of these functions to suit the changing needs of the growing University. Contains many routine authorizations for payments. Also, correspondence regarding Fisher's personnel issues and the probate of his estate

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Fishman, Aaron file, 1956-1957. (1 Folder), 10/1956-5/1957	box 672	folder 10
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**Scope and Contents**

Correspondence between Aaron Fishman, an alumnus of Columbia College, and Grayson Kirk, the president of Columbia University. Fishman published an alumni newsletter for the Class of 1923. Correspondence relates to the newsletter. Also, personal correspondence regarding the death of a classmate and Fishman and Kirk's shared interest in photography

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Fiske, Thomas S., files, 1891-1928., 1/1891-6/1928 <u>Physical Description:</u> (5 Folders)	box 325	folder 6 to 10
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**Scope and Contents**

Correspondence between Thomas S. Fiske, secretary of the College entrance Examination Board and professor in the Department of Mathematics at Columbia University, and the president and other high level administrators of the University.

**Scope and Contents**

Topics include: admissions policies and requirements, the content of entrance examinations, scholarships and awards, and the business of the Committee on Entrance Examinations. Also, correspondence regarding the Department of Mathematics.

**Scope and Contents**

Topics include: budgeting, the routine business of the department, and the evaluation of the department's standing

FitzGibbon, Thomas O'Gorman file, 1953-1958. (1 Folder), 12/1953-5/1958 box 451      folder 15

**Scope and Contents**

Correspondence between Thomas O'Gorman FitzGibbon, a Columbia University alumnus and trustee, and University president Grayson Kirk. FitzGibbon chaired the Columbia Law School Sustaining Fund and served as president of the Columbia Law School Alumni Association. Correspondence relates to gifts to the University. Includes a 1956 report regarding the Columbia University Club and the transcript of a meeting of the Columbia University Law School Alumni Association which was held in London in July of 1957. Also includes routine correspondence and invitations

Fleming, Frederic S. file, 1946-1949. (1 Folder), 7/1946-5/1949 box 406      folder 10

**Scope and Contents**

Correspondence between Frederic S. Fleming and the acting president and provost of Columbia University. Fleming was rector of Trinity Church in New York City and a trustee of Columbia University. He served on a number of trustee committees and chaired the trustees' committee on honors. Correspondence relates to the committee on honors, the nomination and selection of honorary degree recipients, convocations and other events, and development. Includes correspondence regarding the appointment of a University chaplain

Fleming, Matthew C. file, 1911-1918. (1 Folder), 8/1911-5/1918 box 665      folder 17

**Scope and Contents**

Correspondence between Matthew C. Fleming, counsel for the Presbyterian Hospital in New York City, and the secretary of Columbia University. Correspondence relates to academic appointments for visiting doctors at the hospital

Fletcher, Jefferson Butler file, 1904-1910. (1 Folder), 5/1904-4/1910 box 660      folder 21

**Scope and Contents**

Correspondence between Jefferson Butler Fletcher, professor of comparative literature at Columbia University, and the president and secretary of the University. Correspondence relates to the Department of Comparative Literature.

**Scope and Contents**

Topics include staffing needs, recruiting, and student affairs. Includes correspondence regarding the merger of the Department of English and the Department of Comparative Literature

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Fletcher, Walter D., file, 1953-1960. (1 Folder),  
10/1953-5/1960

box 451

folder 16

**Scope and Contents**

Correspondence between Walter D. Fletcher, a Columbia University trustee and chairman of the Nomination Committee of the Trustees, and high level University administrators. Correspondence relates to trustee business and to relations between the University and Presbyterian Hospital in New York City.

**Scope and Contents**

Topics include: development, honors, and arrangements for events. Includes minutes of the hospital's administrative board dating from 1953 to 1955. Also includes routine invitations and personal messages. Also, correspondence (ca. 1958) regarding the nomination of candidates for the post of president of the State University of New York

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Flexner, Abraham, file, 1910-1918. (1 Folder),  
3/1910-1/1918

box 665

folder 18

**Scope and Contents**

Correspondence between Abraham Flexner, chairman of the General Education Board, and the president of Columbia University. Includes correspondence with the deans of Teachers College and the College of Physicians and Surgeons. Records relate: to the reorganization of Columbia's medical school, the proposed consolidation of the medical schools at Columbia and Cornell University, and dealings with New York State officials regarding cooperation between Columbia and hospitals in New York City. Includes a pamphlet and report on medical education at the University of Chicago and

three copies of a memorandum on medical education  
at Columbia

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Flood, Merrill M., files, 1953-1956., 12/1953-6/1956 <u>Physical Description:</u> (2 Folders)	box 451	folder 17 to 18
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**Scope and Contents**

Correspondence between Merrill M. Flood, director of the Columbia Institute for Research in the Management of Industrial Production, and University administrators. Records relate to the planning, establishment, funding, and eventual closing of the institute.

**Scope and Contents**

Topics include: research projects, finances, the curriculum, procedures and regulations, and administrative issues. Includes proposals regarding the institute's organization, government, staffing, and research. Also includes research project reports

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Foley, Henry M. file, 1957-1960. (1 Folder), 10/1957-6/1960	box 495	folder 28
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**Scope and Contents**

Correspondence between Henry M. Foley, chairman of the Department of Physics at Columbia University, and high level University administrators. Correspondence relates to the department.

**Scope and Contents**

Topics include: staffing needs, expenditures, faculty appointments, committee memberships, personnel, facilities, the administration of research projects, and salaries. Includes a report and a proposal regarding particle physics research at the University's Nevis Laboratories, the site of the Nevis Cyclotron. Also includes letters on the relationship between science and liberal arts education, the proposed creation of a separate school for undergraduate science majors, and undergraduate engineering education

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Forbesner, Ruth file, 1961-1962. (1 Folder), 9/1961-5/1962	box 673	folder 6
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**Scope and Contents**

Correspondence between Ruth Forbesner and other administrative assistants in the Office of the Secretary at Columbia University.



**Scope and Contents**

Topics include: requisitions, the management of funds, office equipment, and other routine matters

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Foster, John, file, 1953-1954. (1 Folder), 12/1953-3/1954	box 670	folder 35
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**Scope and Contents**

Correspondence between Professor John Foster of the Graduate School of Journalism at Columbia University, and University administrators. Records include correspondence regarding the television news program News-O-Rama and clippings regarding the stained glass window of the Statue of Liberty that was given to the journalism school

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Foucher, A. (Alfred), file, 1915-1916. (1 Folder), 8/1915-9/1916	box 665	folder 19
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**Scope and Contents**

Correspondence between Alfred Foucher, professor of Indian languages and literatures at the University of Paris, and the president and secretary of Columbia University. Correspondence relates to Foucher's appointment as a visiting professor for the 1915-1916 academic year and his return to France in 1916. Includes a document entitled L'Enseignement de L'Indianisme a Columbia University

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Fox, Dixon Ryan, file, 1921-1934. (1 Folder), 4/1921-3/1934	box 347	folder 18
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**Scope and Contents**

Correspondence between Dixon Ryan Fox, professor of history at Columbia University, and the president and secretary of the University. Correspondence relates to events and publications commemorating Columbia's history. Includes correspondence and a report documenting the work of the committee in charge of planning Columbia's 175th anniversary. Also includes correspondence regarding gifts of portraits, including the gift of a portrait of King George II of England. Also, correspondence regarding Fox' personnel issues and professional activities

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Fox, Edward B. files, 1940-1958., 8/1940-5/1958 <u>Physical Description:</u> (15 Folders)	box 381	folder 6 to 20
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**Scope and Contents**

Correspondence between Edward B. Fox, an administrator at Columbia University, and the provost, secretary, and other University administrators. Fox held positions as: assistant

registrar, assistant dean of Columbia College, associate registrar, and registrar. Records relate to the registrar's functions, the University during World War II, and student affairs.

### Scope and Contents

Topics include: registration procedures, tuition and fees, the academic calendar, arrangements for examinations, classroom space needs and scheduling, arrangements for events, and the care of student records

### Scope and Contents

Topics related to student organizations and government include: the purpose and membership of student groups, the authorization and oversight of student groups, eligibility and academic standing, arrangements for student-sponsored events, and the use of campus facilities. Also, correspondence, fliers, and pamphlets documenting student responses to World War II. Includes records regarding the Columbia Council for Peace and Democracy and the University Committee for the Defense of Academic Freedom. Also, correspondence regarding Fox's retirement and personnel issues

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7/1951-6/1958 Fox, William T. R., files, 1951-1958.,  
7/1951-6/1958

box 437

folder 16 to  
17

Physical Description: (2 Folders)

### Scope and Contents

Correspondence between Professor William T. R. Fox of Columbia University and high level University administrators. Fox held a number of appointments including professor of international relations, director of the Institute of War and Peace Studies, and chairman of the Council for Research in the Social Sciences. The records consist of correspondence relating to the establishment, administration, and work of the Institute of War and Peace Studies as well as correspondence and reports regarding sponsored research projects. Includes an agreement between the institute and the Special Committee to Study the Foreign Aid Program of the United States Senate. Also includes a description of the television news program, Voices to America, and a copy of Fox's study of Anglo-American relations dating from 1952

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Fraenkel, George K., files, 1967-1971., 7/1967-6/1971

box 508

folder 16 to  
17

Physical Description: (2 Folders)

**Scope and Contents**

Correspondence between George K. Fraenkel and high level administrators at Columbia University. Fraenkel's appointments included chairman of the Department of Chemistry and dean of the Graduate Faculties. Correspondence relates to the department and the Graduate Faculties.

**Scope and Contents**

Topics include: faculty affairs, faculty appointments, research funding, the composition of the student body, the discipline of student's involved in protests, and issues involving students and the draft. includes correspondence regarding the creation of the Graduate School of Arts and Sciences. In particular, these records relate to the revision of instructional budgeting procedures. Also, correspondence regarding Fraenkel's personnel issues

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Francis, Clarence, file, 1952 (1 Folder) 7/1952-8/1952, 1952, 7/1952-8/1952	box 670	folder 3
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**Scope and Contents**

Correspondence between Clarence Francis, chairman of the board of General Foods Corporation, and Columbia University administrators. Records relate to proposals to establish the Institute of Nutrition Sciences. Also includes a copy of "Unquote", a digest of important speeches. The digest contains a speech by Francis

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Frankel, Charles, file, 1951-1970. (1 Folder), 7/1951-5/1970	box 436	folder 20
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**Scope and Contents**

Correspondence between Charles Frankel, Old Dominion Professor of Philosophy and Public Affairs at Columbia University, and University administrators and staff. The records consist of correspondence and press releases relating to Frankel's research projects and correspondence regarding his personnel issues. Includes newspaper clippings regarding his resignation as Assistant Secretary of State for Cultural Affairs. Also includes biographical information

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Fraser, Leon file, 1913-1917. (1 Folder), 3/1913-12/1917	box 665	folder 20
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**Scope and Contents**

Correspondence between Leon Fraser, an instructor in the Department of Public Law at Columbia University, and the secretary of the University. Correspondence relates to Fraser's appointment

and comments he made to the press regarding a Plattsburg Speech. It is not clear to what speech the records refer

Frederika, Queen, files, 1963-1964., 9/1963-6/1964	box 673	folder 20 to 21
<u>Physical Description:</u> (2 Folders)		
<b>Scope and Contents</b>		
Records regarding the visit to Columbia University of Queen Frederika, consort of Paul I, King of the Hellenes. Records include: correspondence, newspaper clippings, and photographs		
Freeman, Douglas Southall, file, 1947-1948. (1 Folder), 9/1947-6/1948	box 668	folder 48
<b>Scope and Contents</b>		
Correspondence between Douglas Southall Freeman and Columbia University administrators. Freeman appears to have been the publisher of the News Leader in Richmond, Virginia. Correspondence relates to Freeman's appointment as chairman of the jury that selected the recipient of the Bancroft Prize for 1948. Correspondence relates to his appointment and jury business		
Freeman, Edwin, file, 1959-1960. (1 Folder), 7/1959-2/1960	box 672	folder 59
<b>Scope and Contents</b>		
Correspondence between Edwin Freeman, assistant to the director of financial aid at Columbia University, and the secretary of the University. Correspondence relates to loan payments. Also, two copies of a report regarding fellowships for the 1959-1960 academic year		
Fremd, Charles A., file, 1930-1945. (1 Folder), 6/1930-1/1945	box 668	folder 23
<b>Scope and Contents</b>		
Correspondence between Charles A. Fremd, public relations officer for the New York National Guard, and administrators at Columbia University. correspondence relates to Fremd's application for the position of University director of public relations. Includes a pamphlet regarding Marcellus Hartley Dodge, who was chairman of the University's board of trustees		
French, Daniel Chester file, 1898-1923. (1 Folder), 1/1898-11/1923	box 321	folder 19

**Scope and Contents**

Correspondence between Daniel Chester French, and the president, secretary, and clerk of the board of trustees of Columbia University. French produced the Alma Mater statue and other works for the University and was a member of the University's Advisory Committee on Art. The committee was established to oversee the selection of art works for Columbia and the administration of the University's art properties.

**Scope and Contents**

Topics include: the design of French's Alma Mater statue, the evaluation of the artistic merits of works offered to Columbia, the design of pieces commissioned by the University, and the placement of art works on the campus. Includes French's comments on the Pulitzer Prize Medal

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Freudenstein, Ferdinand, file, 1958-1961. (1 Folder),  
7/1958-6/1961

box 500

folder 20

**Scope and Contents**

Correspondence between Ferdinand Freudenstein, chairman of the department of Mechanical Engineering at Columbia University, and high level University administrators. Correspondence relates to the department.

**Scope and Contents**

Topics include: faculty appointments, faculty affairs, and the disposal of equipment. Correspondence also relates to the appointment of Professor Rudolf Beyer as a visiting professor in the department. Includes a proposal for undergraduate education in science and engineering and funding for equipment to be used in instructional experiments (April, 1961)

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Freyre, Gilberto file, 1954 (1 Folder) 9/1954-10/1954,  
1954, 9/1954-10/1954

box 671

folder 24

**Scope and Contents**

Correspondence between Gilberto Freyre, a Brazilian writer and social anthropologist, and the secretary of Columbia University. Correspondence relates to the honorary degree that was awarded to Freyre at Columbia's 3rd Bicentennial Convocation in 1954. Includes biographical information on Freyre.

Also, correspondence regarding Freye's frequent appointments as a visiting professor at the University

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Friedmann, Wolfgang, file, 1959-1960. (1 Folder), 7/1959-4/1960	box 672	folder 60
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**Scope and Contents**

Correspondence between Wolfgang Friedmann, professor of law at Columbia University and chairman of the Council for Research in the Social Sciences, and University administrators. Most of the records relate to the Arden House Conference on Joint International Business Ventures in Economically Underdeveloped Countries (March, 1960). Records include: a conference agenda, a list of participants, and summary reports from conference panels. Also, correspondence regarding funding for Friedmann's research and routine matters regarding the Council for Research in the Social Sciences

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Friess, Horace Leland file, 1952-1961. (1 Folder), 1/1952-6/1961	box 437	folder 23
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**Scope and Contents**

Correspondence between Professor Horace Leland Friess of the Department of Philosophy at Columbia University and University administrators. Records relate to the Department of Philosophy and the establishment of a religion department at Columbia. Includes correspondence and a report regarding problems in the philosophy department. Friess was also chairman of the University Seminar on Religion and Health. Includes a report on the seminar

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Fritz, Kurt vonfile, 1946-1953. (1 Folder), 9/1946-6/1953	box 409	folder 5
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**Scope and Contents**

Correspondence between Kurt von Fritz, executive officer of the Department of Greek and Latin at Columbia University, and University administrators. Correspondence dated circa 1946 relates to the reorganization of the department. Includes a proposal regarding the reorganization. Correspondence, budgets, and other records dating from 1947 to 1949 relate to the department.

**Scope and Contents**

Topics include: faculty affairs, faculty recruiting, and budgeting. Includes minutes of departmental meetings. Among other topics, the minutes discuss enrollment, faculty, curriculum, the progress of degree candidates, prizes, and Ph.D. examinations. Also includes reports and proposals discussing

departmental instruction, requirements, curriculum. Correspondence dating from 1952 to 1953 relates to the work of the committee which was appointed to oversee the Stanwood Cockey Lodge Foundation's gift in support of publications in classical philology and literature

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Frohock, W. M. (Wilbur Merrill), file, 1947-1948. (1 Folder), 8/1947-4/1948	box 668	folder 49
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**Scope and Contents**

Correspondence between Wilbur M. Frohock, professor of French in the Department of Romance Languages at Columbia University, and high level University administrators. Correspondence relates to Frohock's appointment, housing, and personnel issues

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Fukuda, Bisen file, 1952-1953. (1 Folder), 8/1952-1/1953	box 670	folder 4
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**Scope and Contents**

Correspondence between Bisen Fukuda and the Columbia University administration. Correspondence relates to Chinese scrolls that were given to the University by Fukuda. Includes letters written in Japanese and the accompanying translations

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Fuld, Leonhard Felix, file, 1910-1918. (1 Folder), 11/1910-7/1918	box 665	folder 21
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**Scope and Contents**

Correspondence between Leonhard Felix Fuld and the president and secretary of Columbia University. Fuld appears to have been an alumnus of the University. Correspondence relates to problems involving the reprinting of the King's College alumni directory. Includes a letter discussing negative publicity regarding Barnard College that was being circulated by a freelance, undergraduate writer

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Fullerton, George S., file, 1911-1916. (1 Folder), 1/1911-12/1916	box 665	folder 22
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**Scope and Contents**

Correspondence between George S. Fullerton, professor of philosophy at Columbia University, and the president and secretary of the University. most of the correspondence relates to Fullerton's experiences during a faculty exchange program in Austria in 1913 and 1914. Other correspondence relates to: attempts to bring the International Congress of Philosophy's annual conference to Columbia, Fullerton's opinions on life in Munich during World

War I, and the administrative practices of American universities

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Furey, Ralph, files, 1945-1968., 7/1945-6/1968 <u>Physical Description:</u> (16 Folders)	box 395	folder 1 to 16
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**Scope and Contents**

Correspondence between Ralph Furey, director of physical education and intercollegiate athletics at Columbia University, and high level University administrators, university development officers, and others. Most of the records consist of correspondence and budgets relating to the Department of Physical Education, intramural sports, and intercollegiate athletics. Also, correspondence and proposals regarding the University's Morningside Park gymnasium project (ca. 1954-1967) and University-run community athletic programs. Topics related to the Department of Physical Education include: faculty appointments, expenditures, the organization of the department, budgeting, gifts, and facilities. Athletics-related topics include: facilities, team finances, prizes, awards, athletic eligibility, intercollegiate athletics rules and agreements, and the appointment of coaches. Includes correspondence regarding football and other sports, the Varsity Club, and University athletic facilities at Baker Field and South Field. Also includes copies of the Lines on Lions athletics newsletter, minutes and correspondence of the University Committee on Athletics, reports and correspondence of the NCAA Television Committee, and a small number of football game programs. Includes a poster for an Army-Columbia football game in October, 1952

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Furst, Clyde files, 1902-1931., 10/1902-2/1931 <u>Physical Description:</u> (5 Folders)	box 325	folder 11 to 15
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**Scope and Contents**

Correspondence between Clyde Furst and the faculty and high level administrators of Columbia University. Furst was secretary of Teachers College, an affiliate of Columbia University; secretary of the Carnegie foundation for the Advancement of Teaching; and secretary of the Teachers Insurance and Annuity Association.

**Scope and Contents**

Topics include: trustee business and faculty appointments at Teacher's College, retirement annuities for University faculty, and the University's retirement plan and policies. Includes a brief exchange of detailed letters regarding the School of



Dental and Oral Surgery and dental education at the University (ca. 1926)

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Gabriel, Ralph Henry, file, 1954-1958. (1 Folder), 8/1954-5/1958	box 483	folder 21
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**Scope and Contents**

Correspondence between Ralph H. Gabriel and administrators at Columbia University. Correspondence relates to Gabriel's appointment as Gino Speranza lecturer for the 1954-1955 academic year and the Gino Speranza Lectures in American Traditions and Ideals. Correspondence also relates to the selection of the Loubat Prize recipient for the 1957-1958 academic year

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Gardinier, Clarence H., file, 1932-1933. (1 Folder), 9/1932-2/1933	box 667	folder 38
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**Scope and Contents**

Correspondence between administrators at Columbia University and St. Stephen's College regarding Clarence Gardinier's claims for payment for architectural plans that he developed for St. Stephen's College

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Gardner, Hugh H., file, 1955-1956. (1 Folder), 11/1955-3/1956	box 671	folder 59
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**Scope and Contents**

Correspondence between Major Hugh H. Gardner and Robert Harron, assistant to the president of Columbia University. Correspondence relates to University president Grayson Kirk's visit to Japan and Gardner's assistance to Kirk and his wife during the trip. Includes clippings regarding the trip

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Garrelts, Jewell M., files, 1947-1967., 7/1947-6/1967 <u>Physical Description:</u> (5 Folders)	box 411	folder 14 to 18
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**Scope and Contents**

Correspondence between Jewell M. Garrelts and Columbia University administrators. Garrelts was the executive officer of the Department of Civil Engineering at Columbia University and was later appointed associate dean of the School of Engineering. Records relate to the department and the school.

**Scope and Contents**

Topics include: salaries, faculty appointments, budgeting, expenditures, appropriations, conferences, scholarships, and the administration

of research projects. Includes reports regarding departmental research laboratories and correspondence and budgets regarding the Institute for Air Flight Structures. Garrelts was also chairman of the Industrial Reactor Laboratories Advisory Committee. Includes reports and correspondence (ca. 1960) regarding the mission, equipment, and facilities of the laboratories. Also, correspondence regarding his personnel matters and committee memberships

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Garrett, Henry Edward, files, 1945-1952., 9/1945-7/1952 <u>Physical Description:</u> (2 Folders)	box 394	folder 15 to 16
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**Scope and Contents**

Correspondence between Henry Edward Garrett, executive officer of the Department of Psychology at Columbia University, and the acting president and secretary of the University. The records consist of correspondence and budgets relating to the department.

**Scope and Contents**

Topics include: requisitions and expenditures for equipment, faculty appointments, and facilities

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Gates, John, file, 1957. (1 Folder), 3/1957-4/1957	box 672	folder 11
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**Scope and Contents**

Records relating to the controversy surrounding a speech by John Gates that was given at Columbia University. Gates, who was editor of the New York Daily Worker, spoke at Columbia at the invitation of a student group. The event sparked a controversy that led to the enactment of University regulations regarding the sponsoring of speakers by student organizations

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Gay, Peterfile, 1965-1970. (1 Folder), 12/1965-5/1970	box 90	folder 26
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**Scope and Contents**

Correspondence regarding Peter Gay, professor of history at Yale University and an alumnus of Columbia University. Includes a letter from the Columbia University alumni association that congratulates Gay on the publication of his new book. Also includes a letter regarding Gay's request for a Dunning Fund grant to purchase historiographical materials

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Gellatly, John, file, 1928-1929. (1 Folder), 7/1928-3/1929	box 667	folder 29
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**Scope and Contents**

Correspondence between John Gellatly of Gellatly Galleries and the president of Columbia University. Correspondence relates to Gellatly's offer to donate his art collection to Columbia on the condition that the University build a museum to house it. Correspondence also relates to the University's unsuccessful attempts to raise money for the museum

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Gellhorn, Alfred, file, 1967-1968. (1 Folder),  
9/1967-4/1968

box 36

folder 24

**Scope and Contents**

Correspondence between Alfred Gellhorn, professor of medicine at Columbia University and director of the University's institute for cancer research, and University administrators. Correspondence relates to the Delafield Hospital.

**Scope and Contents**

Topics include: the needs of the hospital, solutions to problems facing the hospital, Gellhorn's proposals to form affiliations with other hospitals, and relations with Presbyterian hospital. Includes minutes of a meeting regarding the future of the Delafield Hospital. Also, correspondence regarding Gellhorn's resignation to become Dean of the school of medicine at the University of Pennsylvania. Includes newspaper clippings regarding his resignation and appointment as dean

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Gellhorn, Walter, file, 1950-1958. (1 Folder),  
9/1950-5/1958

box 434

folder 16

**Scope and Contents**

Correspondence between Walter Gellhorn, professor of law at Columbia University and chairman of the University's Advisory Committee of the Faculties, and high level University administrators. Records relate to academic freedom issues and the creation a committee to evaluate Columbia's policies regarding student-sponsored guest speakers. Includes Gellhorn's memorandum in response to accusations that he was involved in communist activities. Also includes Gellhorn's testimony regarding the accusations against him (1952). Also, correspondence (ca. 1956-1957) relating to the Graduate Faculties.

**Scope and Contents**

Topics include: the business of the Advisory Committee of the faculties, policies regarding

research assistants, tuition remission, and the academic affairs of the graduate schools

Gentzler, W. Emerson (Waldo Emerson), files, 1/1942-6/1946	box 373	folder 1 to 16
Gentzler, W. Emerson (Waldo Emerson) files, 7/1932-12/1941	box 372	folder 1 to 16
Gentzler, W. Emerson (Waldo Emerson) files, 7/1946-4/1952	box 374	folder 1 to 18
Gentzler, W. Emerson (Waldo Emerson) files, 5/1952-6/1957	box 375	folder 1 to 12

**Scope and Contents**

Correspondence between W. Emerson Gentzler and the high level administrators of Columbia University. Gentzler held a number of positions at the University including secretary of appointments, bursar, assistant provost, and director of student interests. Correspondence relates to a variety of topics involving financial transactions, financial aid during the Depression, the business affairs of the University, and student affairs. most of the correspondence dating from 1932 to 1935 documents cash payments to students from the University's Emergency Relief Fund, the administration of National Youth Administration loan programs, and federal Emergency Recovery Administration-sponsored work projects for Columbia students. Much of the correspondence dating from 1935 to 1950 relates to the business administration of the University.

**Scope and Contents**

Topics include: procedures for recording income from fees and fines, the deposit of gift checks, the management of special funds, accounting issues involving the University's budget, appropriations and expenditures, and the policies and procedures of the Bursar's Office. correspondence, minutes, and financial records dating from 1950 to 1957 relate to the business administration and student affairs of the University. Most of the correspondence relates to financial matters and personnel administration.

**Scope and Contents**

Topics include: benefits policies, grants and contracts, facilities, benefits programs for faculty and employees, tuition exchange programs, and tuition exemption policies. The records also document the work of the director of student interests and the Committee on Student Organizations. Includes correspondence regarding the discriminatory membership policies of University

fraternities, correspondence and reports regarding the student medical service, and correspondence regarding the constitution of the Columbia University Student Council

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George II, King of the Hellenes, file, 1941-1942. (1 Folder) 11/1941-6/1942 Correspondence between the president of Columbia University and the Greek Consul., 11/1941-6/1942	box 668	folder 13
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**Scope and Contents**

Correspondence relates to the conferral of an honorary degree on George II, King of Greece. Includes the text of President Butler's and George II's speeches

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Gerig, John L., file, 1926-1944. (1 Folder), 11/1926-5/1944	box 347	folder 19
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**Scope and Contents**

Correspondence between John L. Gerig, professor of Celtic and executive officer of the Department of Romance Languages at Columbia University, and high level University administrators. Gerig seems to have been in charge of administering the Romanic Review, which was published by the department. Correspondence relates to the Romanic Review and to routine departmental business. Includes reports on the Romanic Review and a memorandum regarding its history. Also, correspondence regarding Gerig's personnel issues and retirement

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Germann, George B., files, 1898-1902., 4/1898-6/1902 <u>Physical Description:</u> (2 Folders)	box 660	folder 22 to 23
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**Scope and Contents**

Correspondence between George B. Germann, registrar of Columbia University, and the president of the University. Correspondence relates to registration and other administrative issues.

**Scope and Contents**

Topics include: the establishment of registration procedures, the preparation of statistics for the president's annual reports, fees, diplomas, fellowships, and scholarships. Includes a report which compares Columbia's entrance requirements for 1860 1880 and 1902. Also includes correspondence regarding Germann's appointment to oversee purchasing for the University

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Gibson, Edwin T. file, 1952-1955. (1 Folder), 8/1952-1/1955	box 448	folder 10
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**Scope and Contents**

Correspondence between Edwin T. Gibson and high level administrators at Columbia University. Gibson served as executive director of the American Assembly and executive secretary of the Faculty Steering Committee for the Harriman Campus. Includes correspondence with benefactors of the American Assembly and scholars. The correspondence relates to Arden House and the American Assembly. Arden House is located on Columbia's Harriman Campus, which was donated to Columbia by W. Averill Harriman

**Scope and Contents**

The site is used as a University conference center. Arden House was also the home of the American Assembly, a national conference and discussion program affiliated with Columbia.

**Scope and Contents**

Topics include: salaries, faculty appointments, programs offered by the American Assembly, events at Arden House, and development. Includes acknowledgement letters and invitations

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Giddings, Franklin Henry, files, 1891-1928.,  
5/1891-6/1928

box 321

folder 20 to  
21

Physical Description: (2 Folders)

**Scope and Contents**

Correspondence between Franklin Henry Giddings, professor of sociology and the history of civilization in the Department of Sociology at Columbia University, and high level University administrators. correspondence relates to the department and to the School of Political Science.

**Scope and Contents**

Topics include: staffing needs, teaching assignments, gifts, budgeting, faculty appointments, personnel, prizes, and special lectures. Also, correspondence and proposals regarding the sociology curriculum and projects in sociology and social services. Includes correspondence relating to cooperation between Columbia and The People's Institute. Also, correspondence regarding Giddings' appointment, personnel issues, and retirement. Includes a letter dated June, 1894 in which Giddings supports opening University courses to women

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Gies, William John, files, 1898-1930., 12/1898-5/1930

box 327

folder 1 to 3

Physical Description: (2 Folders)

**Scope and Contents**

Correspondence between William John Gies of the Department of Biological Chemistry at Columbia University and the University's faculty and high level administrators. Correspondence relates to the department.

**Scope and Contents**

Topics include: staffing needs, faculty appointments, personnel, gifts to the department, fellowships, budgeting, publications, and research. Includes correspondence regarding the reorganization of the department and its relations with other departments and schools. Also includes detailed correspondence and reports on departmental activities, faculty research on cancer and other subjects, and the needs of the department. Also, correspondence and a report regarding the evaluation and ranking of the School of Dental and Oral Surgery during the 1920s. Also includes correspondence relating to Gies' personnel issues

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Gifford, James P. file, 1947-1953. (1 Folder),  
8/1947-5/1953

box 411

folder 21

**Scope and Contents**

Correspondence between James P. Gifford, associate dean of the Columbia University School of Law, and high level University administrators. Correspondence relates to the school.

**Scope and Contents**

Topics include: faculty affairs, scholarships, administrative issues, and prizes. Includes a report on Gifford's trip to the Midwest and West in order to establish job placement contacts and build alumni relations for the school. Also includes a petition protesting the style of the school's diploma, which was submitted by law students in 1948. Also, correspondence regarding Gifford's personnel issues.

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Gildersleeve, Virginia Crocheron files, 1900-1947.,  
12/1900-6/1947

box 326

folder 1 to  
19

Physical Description: (19 Folders)

**Scope and Contents**

Correspondence between Virginia Crocheron Gildersleeve, dean of Barnard College, and the president, secretary, and provost of Columbia University as well as other faculty and officers of Barnard and Columbia. Much of the correspondence

relates to Barnard College, the women's college affiliated with Columbia University.

### Scope and Contents

Topics include: faculty appointments, teaching assignments, faculty affairs, budgeting, events, entrance requirements, and privileges extended to the students of the College and the University. Also, correspondence relating to issues regarding women students.

### Scope and Contents

Topics include: female graduate and undergraduate students, the status and role of women graduate students in the University, Columbia's obligations involving the education of women, the work of the advisor to women graduate students, the propriety and safety of female students, women's housing, and the social and educational needs of women students. Also includes correspondence regarding Gildersleeve's appointment and personnel issues

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Gill, Laura D., files, 1900-1907., 11/1900-6/1907

box 660

folder 24 to  
25

Physical Description: (2 Folders)

### Scope and Contents

Correspondence between Laura D. Gill, dean of Barnard College, and the president of Columbia University. Correspondence relates to Barnard College, the women's college affiliated with Columbia. Much of the correspondence deals with faculty appointments and faculty affairs. Includes correspondence regarding the development of formal registration procedures for the University and problems involving the registration of students who took courses in Teachers College, Barnard College, or the University Extension. Also includes correspondence regarding Gill's installation in 1901 and a letter from Barnard Alumni that calls for her dismissal (December, 1905)

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Gillett, Henry W. file, 1926-1929. (1 Folder),  
11/1926-11/1929

box 350

folder 20

### Scope and Contents

Correspondence between Henry W. Gillett, professor of dentistry in the School of Dental and Oral Surgery at Columbia University, and the president of the University.



**Scope and Contents**

Topics include: the Ewall Medal, proposed research projects, and the dental school's fund raising strategy. Also, correspondence regarding Gillett's gift to the school

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Gilman, Daniel Coit file, 1890-1901. (1 Folder),  
11/1890-6/1901

box 660

folder 26

**Scope and Contents**

Correspondence between Daniel C. Gilman, president of Johns Hopkins University, and Seth Low, president of Columbia University. Correspondence relates to a variety of subjects.

**Scope and Contents**

Topics include: fellowships and Johns Hopkins (1890); Low and Gilman's thoughts on liberal education, the study of Greek and Latin, and proposed changes to the curriculum of Columbia College; a meeting of the National Educational Association that was held in 1903 the proposed establishment of a national university; recommendations for faculty appointments, and Gilman's candidacy for an appointment as superintendent of schools for New York City (1896)

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Ginzberg, Eli, files, 1946-1969., 9/1946-4/1969

box 406

folder 4 to 9

Physical Description: (6 Folders)

**Scope and Contents**

Correspondence between Eli Ginsberg, Hepburn Professor of Economics and director of the Conservation of Human Resources project at Columbia University, and high level University administrators. Correspondence dating from 1943 to 1950 authorizes payments to staff working on projects sponsored by the Council for Research in the Social Sciences. Correspondence dating from 1949 to 1957 relates to the establishment, administration, and research projects of the Conservation of Human Resources project and the National Manpower Council.

**Scope and Contents**

The council, which was established under the auspices of Columbia's Graduate School of Business, was composed of representatives from business, labor, medicine, public service, and academia. The council studied human resources issues and worked towards the development of a national manpower policy. Includes project reports and conference

proceedings. Also, two policy papers regarding the Middle East (1956) and Iran and Southern Asia (1969)

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Gladwyn, Hubert Miles Gladwyn Jebb file, 1965. (1 Folder) Oct-65	box 18	folder 23
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**Scope and Contents**

Correspondence regarding preparations for a lecture series on the Atlantic Community that was given at Columbia University by Hubert Miles Gladwyn Jebb, 1st Baron Gladwyn. Gladwyn was a British diplomat and a member of the House of Lords

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Gleason, Martin J. file, 1969 (1 Folder) 4/1969-9/1969, 1969, 4/1969-9/1969	box 90	folder 22
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**Scope and Contents**

Correspondence between Martin J. Gleason, vice president for public affairs at Columbia University, and University administrators. Correspondence relates to: Gleason's appointment to the recently-created post of vice president for public affairs, the routine business of the vice president's office, University-community relations issues, and community programs. Records include a report that proposes steps to improve relations between Columbia and the surrounding communities (July, 1969) and a job description for the vice president for University relations. Also includes a report on University policies governing Black studies, the Naval Reserve Officers Training Corps (NROTC), military research at the University, urban renewal projects, University-owned apartments, University expansion, religious counselors, and residence halls

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Glock, Charles Y. files, 1950-1957., 7/1950-6/1957 <u>Physical Description:</u> (5 Folders)	box 434	folder 8 to 12
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**Scope and Contents**

Correspondence between Charles Y. Glock, executive director of the Bureau of Applied Social Research at Columbia University, and high level University administrators. Correspondence relates to the bureau and to bureau-sponsored research projects. Topics related to the bureau include: finances, personnel, facilities, and relations between the bureau and the University. Topics related to research projects include: funding, salaries, and expenditures. Includes a number of research project proposals

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Gluck, Dorothy file, 1964 (1 Folder) 3/1964-7/1964, 1964, 3/1964-7/1964	box 18	folder 14
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**Scope and Contents**

Correspondence between Dorothy Gluck and the vice president of Columbia University. Gluck was an alumna of Columbia University. Correspondence relates to Gluck's proposed gift to the University

Goebel, A. (Arthur), files, 1951-1964., 7/1951-5/1964 <u>Physical Description:</u> (3 Folders)	box 437	folder 18 to 20
<b>Scope and Contents</b>		
Correspondence between Arthur Goebel of the Department of Buildings and Grounds at Columbia University and the secretary and provost of the University. The records consist of requisitions and estimates for repairs, services, and equipment		
Goebel, Julius, file, 1953-1954. (1 Folder), 12/1953-5/1954	box 670	folder 36
<b>Scope and Contents</b>		
Correspondence between Julius Gobel, professor of law at Columbia University, and University administrators. Routine correspondence regarding payments for typing services related to the preparation of a history of the law school		
Goetze, Frederick A. files, 1898-1949. (181 Folders), 4/1898-4/1916	box 461	folder 1 to 17
Goetze, Frederick A. files, 5/1916-5/1926	box 462	folder 1 to 17
Goetze, Frederick A. files, 6/1926-12/1929	box 463	folder 1 to 18
Goetze, Frederick A. files, 1/1930-7/1933	box 464	folder 1 to 17
Goetze, Frederick A. files, 8/1933-2/1937	box 465	folder 1 to 18
Goetze, Frederick A. files, 3/1937-5/1940	box 466	folder 1 to 21
Goetze, Frederick A. files, 6/1940-9/1942	box 467	folder 1 to 18
Goetze, Frederick A. files, 10/1942-1/1945	box 468	folder 1 to 20
Goetze, Frederick A. files, 2/1945-11/1946	box 469	folder 1 to 19
Goetze, Frederick A. files, 12/1946-3/1949	box 470	folder 1 to 17

### **Scope and Contents**

Correspondence between Frederick A. Goetze and other high level administrators at Columbia University. During more than 50 years at Columbia, Goetze held appointments as consulting engineer; superintendent of buildings and grounds; comptroller of student organizations; dean of the Faculty of Applied Science (also called the School of Mines, Engineering, and Chemistry for part of this period); comptroller of the University; and treasurer. Many of the records relate to Columbia's facilities. Goetze joined the University when it had just moved to its new campus at Morningside Heights on Manhattan's upper west side. Goetze administered Columbia's buildings and grounds during an important period of campus development, construction, and expansion. Correspondence also relates to: student affairs; the Faculty of Applied Science; University employees; and the financial administration of the University. Records related to Columbia's facilities include: correspondence, floor plans, budgets, maps, and blueprints dating from 1895 to approximately 1913.

### **Scope and Contents**

Topics include: maintenance, renovation, and construction projects; the development of Columbia's Morningside Heights campus; campus design and planning; the placement of art properties and trophies; equipment inspection and the analysis of equipment needs; the management of the Buildings and Grounds Department and buildings and grounds employees; payments for utilities and services; the University's physical plant (plumbing, electrical, and heating); construction bids and estimates; space needs; student services; safety; purchasing procedures and operations; and gifts in support of buildings, gates, and other facilities. Includes a rendering of Kent Hall (1909). Other campus buildings which are documented by the records include: Low Memorial Library, Earl Hall, University Hall, and Hamilton Hall. as comptroller of student organizations during the early 1900s Goetze oversaw official student groups and activities.

### **Scope and Contents**

Topics related to student affairs and student groups include: housing, the management of scholarship funds, and arrangements and authorization for events. includes a letter regarding disturbances between freshmen and sophomores in May, 1901. Also includes three tickets to a basketball game and

dance, which was held at Columbia's gymnasium in December, 1909

**Scope and Contents**

Topics related to the Faculty of Applied Science from 1906 to approximately 1917 include: requirements, recruiting, faculty appointments, faculty affairs, budgeting, facilities, equipment, fund raising, departmental affairs, and the development of departments, courses, and programs in the school. Includes a letter regarding housing for women students (February, 1910). Goetze served as comptroller from 1913 to 1916 and treasurer from 1916 to 1948. As comptroller and treasurer, he oversaw University financial operations and the administration of non-academic employees. He also responded to requests from the University administration for information on project costs and prepared income projections for the University. Although the records from this period contain some substantive materials, many of the records consist of routine form memoranda regarding appropriations. In particular, records from the mid to late 1940s become increasingly routine in nature.

**Scope and Contents**

Topics include: issues and policies regarding the University's non-academic employees; financial issues regarding mergers and affiliations, the establishment of programs, and construction projects; the approval of construction and renovation projects and project costs; funding for sponsored research projects; and the University's development strategies and financial needs. Other topics include: appointments, wills, gifts, salaries, pension benefits, income from special funds, the management of special funds, budgeting, and the business of the trustees' committee on finance. Also, correspondence regarding government contracts and research projects during World War II. Includes a list of Columbia's non-academic employees which shows their gender, ages, titles, salaries, and years of service (December, 1915). Also includes an agreement between Columbia and the Community Service Society regarding the New York School of Social Work (June 11, 1940)

Goodell, Warren files, 1953-1970., 7/1953-6/1970  
Physical Description: (4 Folders)

box 452

folder 14 to  
 17

**Scope and Contents**

Correspondence between Warren Goodell and other high level administrators at Columbia University. Goodell held a number of appointments including:

assistant to the director and associate director of the University's Nevis Cyclotron Laboratories; associate director of Columbia's Office of Projects and Grants, which was established to oversee sponsored projects at the University; and vice president for administration. Records relate to the Nevis laboratories and sponsored projects.

**Scope and Contents**

Correspondence dating from 1967 to 1970 relates to the responsibilities of the vice president for administration. Topics related to the Nevis Cyclotron Laboratories include: equipment, facilities, finances, the administration of sponsored research projects, and the administration of the laboratories. Records relating to the Office of Projects and Grants include lists of sponsored projects and contracts and cover letters for contracts. As vice president for administration, Goodell was responsible for a variety of tasks relating to the facilities and operations of the University. Topics include: computers and data processing, space planning, facilities management, campus architecture, capital funds, and the management of University finances. Includes correspondence regarding the creation of the post of vice president for administration

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Goodnow, Frank Johnson, file, 1890-1914. (1 Folder), 10/1890-12/1914

box 327

folder 3

**Scope and Contents**

Correspondence between Frank Johnson Goodnow, professor of administrative law in the Department of Public Law at Columbia University, and high level University administrators. Goodnow was also secretary of the Faculty of Political Science and chairman of the Committee on Instruction of the Faculty of Political Science. Much of the correspondence relates to the School of Political Science and the Department of Public Law.

**Scope and Contents**

Topics related to the School of Political Science and the Faculty of Political Science include: degree requirements, admissions, and faculty appointments. Includes correspondence regarding the curriculum in law, political science, public service, and social economy. Topics related to the Department of Public Law include: teaching assignments, faculty appointments, the organization of the department, and the curriculum. Also, correspondence regarding Goodnow's appointment as a legal advisor to the Chinese government in 1913. Among other issues, Goodnow discusses Chinese politics and proposals to

establish a school of political science in Peking. Also includes correspondence on Goodnow's personnel issues and professional activities

Goodrich, Carter, files, 1946-1959., 7/1946-5/1959

box 406

folder 11 to 14

Physical Description: (4 Folders)

**Scope and Contents**

Correspondence between Professor Carter Goodrich of Columbia University and high level University administrators. Goodrich held appointments as professor of economics, executive officer of the Department of Economics, and chairman of the Committee on Instruction of the Faculty of Philosophy. The records consist of correspondence and budgets relating to the Department of Economics and correspondence, resolutions, and minutes regarding the Faculty of Philosophy. Also, a report regarding the Department of Mathematical Statistics (March, 1951)

**Scope and Contents**

Topics related to the economics department include: faculty appointments, staffing needs, faculty affairs, budgeting, appropriations, and payments to research assistants. Includes records regarding the Julius Beer Lectures and records relating to the Committee on Economics Instruction in Columbia College (ca. 1946). Topics related to the Faculty of Philosophy include: professorships, faculty affairs, financial aid policies, and faculty appointments. Includes reports evaluating departmental budgets and individual items of correspondence regarding faculty housing, faculty salaries, and faculty relations with the University administration.

Goodrich, L. Carrington (Luther Carrington) 1945-1960., 7/1945-6/1960

box 394

folder 17 to 18

Physical Description: (2 Folders)

**Scope and Contents**

Correspondence between L. Carrington Goodrich, Dean Lung Professor of Chinese at Columbia University, and high level University administrators. Goodrich was executive officer of the Department of Chinese and Japanese and served as chairman of the Committee on Instruction of the Faculty of Philosophy. Records relate to the department and the Faculty of Philosophy. Includes a letter regarding the reorganization of the University's administration that took place in 1949 and the selection of persons to fill newly-created administrative posts. Records

relating to the Department of Chinese and Japanese consist of correspondence and budgets.

### Scope and Contents

Topics include: fellowships, faculty affairs, visiting professors and lecturers, and arrangements for courses. Includes correspondence regarding the Chinese Cultural Scholarships. Topics related to the Faculty of Philosophy include: faculty salaries, faculty appointments, and departmental affairs

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Gorbman, Aubrey file, 1952-1955. (1 Folder),  
7/1952-6/1955

box 448

folder 11

### Scope and Contents

Correspondence between Aubrey Gorbman, executive officer of the Department of Zoology at Columbia University, and the secretary and assistant provost of the University. The records consist of correspondence and budgets relating to the department.

### Scope and Contents

Topics include: appropriations, budgeting, expenditures, faculty affairs, and faculty appointments. Includes a photograph of departmental staff dating from 1954.

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Gossett, William T., files, 1961-1971., 7/1961-6/1971

box 504

folder 17 to  
19

Physical Description: (3 Folders)

### Scope and Contents

Correspondence between William T. Gossett and high level administrators at Columbia University. Gossett, who was vice president and general counsel of Ford Motor Company, served as a Columbia trustee. Records dating from 1961 to 1965 consist of routine correspondence, personal notes, acknowledgement letters, and invitations.

### Scope and Contents

Topics include: events, trustee business, and Gossett's gifts to Columbia. Records dating from 1967 also relate to the Columbia Campaign development program. Records dating from 1968 also relate to Gossett's appointment as president of the American Bar Association. The records include printed copies of a number of Gossett's speeches on society, politics, business, and other issues. There are



gaps in the records from 1965 to 1967 and 1968 to 1971.

Gottheil, Richard J. H. (Richard James Hora 1891-1918., 3/1891-5/1918) box 327 folder 4 to 5

Physical Description: (2 Folders)

**Scope and Contents**

Correspondence between Professor Richard J. H. Gottheil and the president and other high level administrators of Columbia University. Gottheil was a professor of rabbinical literature in the Department of Oriental Languages and, later, head of the Department of Semitic Languages.

**Scope and Contents**

Topics include: faculty appointments, gifts to the department, the acquisition of collections, special lectures, scholarships, prizes, and departmental relations with other schools. Includes correspondence regarding the Dean Lung Fund for the study of Asian cultures and languages and a gift to Columbia of Babylonian tablets. Also, some of the correspondence dating from the early 1900s relates to the American School for Oriental Study and Research in Palestine.

Gould, Edwin file, 1926-1931. (1 Folder), 5/1926-6/1931 box 351 folder 14

**Scope and Contents**

Correspondence between Edwin Gould, an alumnus and benefactor of Columbia University, and the president of the University.

**Scope and Contents**

Topics include: funding for the Edwin Gould Boat House, the planning and construction of the boat house, and donor relations. Includes a print of the boat house

Grabeau, A. W. (Amadeus William) file, 1911-1918. (1 Folder), 1/1911-5/1918 box 665 folder 23

**Scope and Contents**

Correspondence between Amadeus W. Grabeau, professor of geology at Columbia University, and the president of the University. Includes correspondence with Frederick A. Goetze, Dean of the Faculty of Applied Science. Correspondence relates to issues involving geology and paleontology at Columbia.

Topics include faculty affairs in the geology department

Grady, James T. file, 1940-1945. (1 Folder), 7/1940-6/1945	box 382	folder 7
<b>Scope and Contents</b>		
Correspondence between James T. Grady, director of public information at Columbia University, and the provost of the University. Correspondence relates to public relations and publicity for a wide range of events, promotions and retirements, and programs. Includes press releases		
Graff, Henry F., file, 1961-1965. (1 Folder), 7/1961-4/1965	box 503	folder 26
<b>Scope and Contents</b>		
Correspondence between Henry Graff, chairman of the Department of History at Columbia University, and high level University administrators. Correspondence relates to the department.		
<b>Scope and Contents</b>		
Topics include: faculty affairs, funding for the department, special lectures and other events, prizes, and routine administrative issues. Includes correspondence regarding plans to establish a joint professorship of history with Cambridge University in England. Also, correspondence regarding Graff's personnel issues		
Graham, Clarence H., file, 1956-1958. (1 Folder), 2/1956-6/1958	box 483	folder 22
<b>Scope and Contents</b>		
Correspondence relates to Clarence H. Graham, executive officer of the Department of Psychology at Columbia University, and University administrators. Correspondence relates to the department. Topics include: faculty recruiting and appointments, faculty affairs, appropriations, and facilities		
Graham, John C., file, 1968 (1 Folder) Dec-68, 1968	box 54	folder 34
<b>Scope and Contents</b>		
Routine service requests and office supply orders that were placed by the assistant secretary of the University.		
Grant, Edward J., files, 1919-1950., 9/1919-3/1950 <u>Physical Description:</u> (16 Folders)	box 350	folder 1 to 16

**Scope and Contents**

Correspondence between Edward J. Grant, registrar of Columbia University, and high level University administrators. Much of the correspondence is about tuition and fees policies and related amendments to the statutes. Also, correspondence and reports on a variety of topics including: tuition remission, enrollment, the preparation of diplomas, recognition of student organizations, student affairs, scholarships, prizes, fellowships, athletic eligibility, University publications and announcements, University privileges, and the administration of the registrar's Office. Includes correspondence and reports on the enrollment of veterans in 1946 and 1947

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Grebler, Leo, file, 1953. (1 Folder), 1/1953-6/1953

box 670

folder 5

**Scope and Contents**

Correspondence between Leo Grebler, acting director of the Institute for Urban Land Use and Housing at Columbia University, and University administrators. Records relate to administrative issues involving the institute

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Green, Norvin H. file 1953-1954. (1 Folder), 7/1953-6/1954

box 670

folder 37

**Scope and Contents**

Correspondence between Norvin H. Green and Columbia University administrators. Green was a Columbia alumnus and a member of Columbia Associates, a group of benefactors who made regular contributions to Columbia's general fund. Correspondence relates to gifts to Columbia

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Greenberg, Jack file, 1957-1958. (1 Folder), 8/1957-6/1958

box 672

folder 26

**Scope and Contents**

Correspondence regarding payments to assistants who were working on a research project for Jack Greenberg, a faculty member in the Sociology department at Columbia University

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Greene, Evarts Boutell, files, 1926-1940., 10/1926-1/1940  
Physical Description: (2 Folders)

box 351

folder 15 to  
16

**Scope and Contents**

Correspondence between Evarts B. Greene, professor of history at Columbia University, and the president and secretary of the University. Greene was also Chairman of the University Committee on

Japanese Studies. Most of the records consist of correspondence and reports regarding the Institute of Japanese Studies.

### Scope and Contents

Topics include: instruction in Japanese and other Asian languages and cultures, long-range planning for the institute, gifts to the institute, faculty appointments and recruiting, and funding for the institute. Includes correspondence regarding collections management and the acquisition of books, art, and artifacts. Includes a report on the state of Japanese studies at Columbia which was written by Sir George Sansom in 1936. Also, correspondence dating from 1926 to 1928 regarding the Loubat Prize Jury

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Greene, Jerome D. file, 1929-1931. (1 Folder),  
8/1929-6/1931

box 354

folder 18

### Scope and Contents

Correspondence between Jerome D. Greene, associate professor of business at Columbia University, and University president Nicholas Murray Butler. Greene was Chairman of the Executive Committee of the Japanese Culture Center of America. Correspondence relates to the establishment of a Japanese culture center at Columbia.

### Scope and Contents

Topics include: the acquisition of books and materials, the purpose and policies of the center, and relations with Japanese donors

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Greer, David H. file, 1897-1918. (1 Folder),  
2/1897-3/1918

box 327

folder 6

### Scope and Contents

Correspondence between David H. Greer and the high level administrators of Columbia University. Greer was rector of Saint Bartholomew's Church in New York City, coadjutor bishop of New York, and a trustee of Columbia University. Contains mostly correspondence and invitations regarding the business of the University's board of trustees. Includes correspondence regarding the appointment of a chaplain at Columbia as well as the University's religious and charity work. Also includes the draft of an appeal for the American Church Institute for

Negroes which discusses the purpose and activities  
of the institute

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Gregory, William K. file, 1905-1930. (1 Folder), 4/1905-5/1930	box 329	folder 1
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**Scope and Contents**

Correspondence between Professor William K. Gregory and the president and secretary of Columbia University. Gregory held appointments in the Department of Zoology at Columbia University and the Department of Vertebrate Paleontology at the American Museum of Natural History. Most of the correspondence relates to the African Anatomical Expedition. The expedition, which traversed the Congo River in 1929 in search of gorillas for use as specimens, was jointly funded by the University and the museum. Includes correspondence regarding negotiations with French and Belgian officials for permission to hunt gorillas. Also includes an account of the killing of a male gorilla and a report containing Gregory's observations regarding gorillas and local peoples. Also, correspondence relating to Gregory's appointment and personnel issues

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Griffin, O. J. (Orange J.) file, 1904-1906. (1 Folder), 2/1904-5/1906	box 660	folder 27
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**Scope and Contents**

Correspondence between Orange J. Griffin, assistant secretary of the College of Pharmacy, and the secretary and chief clerk of Columbia University. Most of the records consist of routine correspondence and cover letters. Includes college financial reports for 1899 to 1903 and 1902 to 1903. Also includes a copy of the college's charters, by-laws, and code of ethics

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Grimm, Peter, files, 1946-1956., 11/1946-6/1956 <u>Physical Description</u> : (2 Folders)	box 451	folder 20 to 21
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**Scope and Contents**

Correspondence between Peter Grimm, chairman of the board of William A. White & Sons, and high level administrators at Columbia University. Grimm was an alumnus of the University and president of Columbia Associates, a group of University benefactors who contributed regularly to Columbia's general fund. Correspondence relates to gifts to the University and nominations for honorary degrees. Includes routine invitations and acknowledgement letters

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Gross, Robert, file, 1960-1966. (1 Folder), 6/1960-2/1966	box 501	folder 24
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**Scope and Contents**

Correspondence between Professor Robert Gross of the Department of Mechanical Engineering at Columbia University and high level University administrators. Correspondence relates to Gross' appointment and personnel issues. Includes recommendation letters

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Grove, Charles C., file, 1911-1920. (1 Folder),  
3/1911-6/1920

box 665

folder 24

**Scope and Contents**

Correspondence between Charles C. Grove and the president and secretary of Columbia University. Includes correspondence with Professor George Pegram. Grove held appointments as assistant professor in the Department of Mathematics at Columbia University and secretary of the Faculty of Columbia College. Correspondence relates to two topics: 1.) membership in the Columbia College faculty and 2.) the elimination of Grove's position and subsequent concern over legal issues involving his dismissal

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Gruliow, Agnes Forrest, file, 1955-1956. (1 Folder),  
9/1955-2/1956

box 671

folder 60

**Scope and Contents**

Correspondence between Agnes Forrest Gruliow, acting president of the Greenhouse Group Parents Association, and the secretary of Columbia University. Correspondence relates to the Columbia-Greenhouse Nursery School, which was affiliated with the University.

**Scope and Contents**

Topics include: the administration of the school as well as planning and budgeting for the school. Records include: the school handbook, a list of staff members, a questionnaire for parents, and a report on the school

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Grundfest, Harry, file, 1953-1956. (1 Folder),  
11/1953-4/1956

box 671

folder 25

**Scope and Contents**

Records regarding Harry Grundfest, professor of neurology at Columbia University. The records relate to an investigation of Grundfest's alleged communist activities. Includes reports, transcripts of senate hearings, correspondence, samples of Grundfest's publications and statements, and Grundfest's curriculum vitae as well as copies of "Counterattack",

an anti-communist newsletter. Also includes letters regarding Grundfest from members of the public to Grayson Kirk, president of Columbia University

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Gruver, William R. file, 1959-1960. (1 Folder), 7/1959-3/1960	box 672	folder 61
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**Scope and Contents**

Correspondence between William R. Gruver, an alumnus of Columbia University's School of General Studies, and high level University administrators. Correspondence relates to a variety of topics, including the annual Dean's Day celebration that took place in 1959

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Guest, Eleftheria, file, 1967-1968. (1 Folder), 6/1967-8/1968	box 72	folder 13
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**Scope and Contents**

Correspondence and reports regarding the termination and workers compensation case of Eleftheria Guest

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Gulick, Luther Halsey, file, 1940-1941. (1 Folder), 7/1940-3/1941	box 668	folder 10
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**Scope and Contents**

Correspondence between Luther Halsey Gulick, director of the Institute of Public Administration at Columbia University, and the provost of the University. Correspondence relates to routine matters involving the institute.

**Scope and Contents**

Topics include budgeting and space needs. Includes an auditor's report for the 1939-1940 fiscal year and a report from the director (January, 1941)

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Gunn, Mary file, 1964-1965. (1 Folder), 8/1964-6/1965	box 18	folder 15
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**Scope and Contents**

Correspondence between Mary Gunn, an administrative assistant in the Office of the Secretary at Columbia University, and the secretary of the University and other office staff. Correspondence relates to arrangements for University ceremonies, including commencement and convocations

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Guthrie, William D. file, 1911-1918. (1 Folder), 1/1911-5/1918	box 665	folder 25
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**Scope and Contents**

Correspondence between William D. Guthrie, Ruggles Professor of Constitutional Law at Columbia University, and the president of the University. Includes correspondence with Harlan Fiske Stone, dean of the University's School of Law. Correspondence relates to Guthrie's appointment as Ruggles Professor and preparations for his lectures on constitutional law that were to be delivered at the Sorbonne in Paris

Gutmann, James files, 1951-1960., 9/1951-6/1960	box 437	folder 21 to 22
<u>Physical Description:</u> (2 Folders)		

**Scope and Contents**

Correspondence between James Gutmann, professor of philosophy at Columbia University, and University administrators. Gutmann served as executive officer of the Department of Philosophy and was later appointed chairman of the department. The records consist of correspondence and budgets regarding the department.

**Scope and Contents**

Topics include: faculty affairs, staffing needs, and the retention of faculty members. much of the correspondence is routine

Ha, Joseph M. file, 1961-1963. (1 Folder), 2/1961-2/1963	box 503	folder 27
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**Scope and Contents**

Correspondence between Joseph M. Ha and Columbia University administrators. Ha held a number of appointments involving the oversight of international students. He served as coordinator of interfaith work with foreign students, the Chaplain's assistant for foreign student work, and director of the Foreign Student Center. Many of the records relate to events for international students. Includes a report dating from 1961

Haas, Henry C., file, 1953-1955. (1 Folder), 9/1953-10/1955	box 451	folder 22
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**Scope and Contents**

Correspondence between Henry C. Haas, an alumnus of the School of Engineering at Columbia University, and the president and other University administrators. Haas was editor of 1905 "This Way!", the newsletter and reunion bulletin of the School of Engineering Class of 1905. Includes copies of newsletters as well as routine cover letters and



acknowledgement letters. Also includes a letter from Haas regarding environmental issues

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Hacker, Louis Morton, files, 1946-1958. (14 Folders), 9/1946-6/1958	box 405	folder 1 to 14
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**Scope and Contents**

Correspondence between Louis Morton Hacker and the provost and secretary of Columbia University. Hacker was the director of the University's School of General Studies and later served as dean of the Faculty of General Studies. The School of General Studies succeeded the University Extension as Columbia's continuing education division. The records consist of correspondence and budgets relating to the early years of the School of General Studies.

**Scope and Contents**

Topics include: curriculum and programs, financial administration, facilities, relations between the school and the University, faculty affairs, degree requirements, community relations, and the student body. Also, minutes of the first meeting of the University's Bicentennial Committee, which was held in September 1946 and a report outlining plans for the anniversary celebration

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Hackett, Frank S., file, 1947-1948. (1 Folder), 9/1947-5/1948	box 668	folder 50
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**Scope and Contents**

Correspondence between Frank S. Hackett, headmaster of the Riverdale Country School, and the acting president of Columbia University. Correspondence relates to the school.

**Scope and Contents**

Topics include the development of the school's curriculum. Includes a proposal for implementing the world school method at the Riverdale School

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Hadden, Gavin, file, 1929 (1 Folder) 7/1929-12/1929, 1929, 7/1929-12/1929	box 667	folder 30
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**Scope and Contents**

Correspondence between Gavin Hadden and the secretary of Columbia University. Hadden was a civil engineer who appears to have been retained by the University. Correspondence relates to Gavin's plans

for the development of the University's property at  
Baker Field in upper Manhattan

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Hadley, Arthur Twining file, 1899-1918. (1 Folder), 10/1899-4/1918	box 660	folder 29
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**Scope and Contents**

Correspondence between Arthur Twining Hadley, president of Yale University, and the president and acting president of Columbia University. Much of the correspondence relates to faculty exchange programs.

**Scope and Contents**

Topics include: the Roosevelt Professorship, which sent American faculty to Germany to lecture and act as educational and cultural emissaries; the Kaiser Wilhelm Professorship, which brought a German professor to lecture in the United States; and a proposed Japanese exchange program. Includes correspondence that relates to a dispute between Yale and Columbia over the obligations of the Kaiser Wilhelm Professor (1908). Also, correspondence relating to: scholarships and fellowships (1916), Hadley's advice on the process of selecting deans (1904), and a dispute between Yale and Columbia over the sale and donation to Columbia of the Reinhard manuscript collection (1904). Also includes correspondence and a report on Columbia's combined course, which overlapped undergraduate and professional education

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Hadley, William A., file, 1952-1953. (1 Folder), 11/1952-6/1953	box 670	folder 6
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**Scope and Contents**

Correspondence between Associate Professor William A. Hadley of the Department of Mechanical Engineering at Columbia University and University administrators. Correspondence relates to a Job Evaluation Study. Also, correspondence regarding Hadley's personnel issues

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Haggstrom, Robert J., file, 1955-1956. (1 Folder), 5/1955-5/1956	box 671	folder 61
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**Scope and Contents**

Correspondence between Robert J. Haggstrom, professor of Air Science at Columbia University, and high level University administrators. Correspondence relates to the University's Air Force Reserve Officers Training Corps (AFROTC) air sciences program.

**Scope and Contents**

Topics include: enrollment, admissions, tuition exemption, budgeting and expenditures, prizes, and student affairs. Records include: proceedings of the AFROTC Unit Selection Board, correspondence with the provost's office regarding the possible closing of the program, and a Department of Air Sciences bulletin

Haig, Robert Murray files, 1941-1953. (7 Folders),  
7/1941-6/1953

box 386

folder 2 to 8

**Scope and Contents**

Correspondence between Robert Murray Haig, McVikar Professor of political Economy and executive officer of the Department of Economics at Columbia University, and the provost and secretary of the University. Most of the records relate to the Department of Economics and long-range planning for a new political science building. Also, correspondence (ca. 1942) regarding Columbia's relationship with the Institute for Public Administration, correspondence (ca. 1946) regarding the selection of a dean for the School of Business, a report evaluating a plan to institute fees for library services, and correspondence regarding Haig's personnel issues. Records dating from 1941 to 1943 and 1946 to 1947 consist of correspondence and budgets relating to the Department of Economics.

**Scope and Contents**

Topics include: faculty appointments, personnel issues, faculty affairs, arrangements for courses, budgeting, research funding and expenditures, prizes, acquisitions of library materials, and facilities. Some of the records also document the effects of World War II on the department. Records dating from 1945 to 1949 consist of correspondence, minutes, reports, financial records, pamphlets, architectural plans, and proposals documenting the work of the Committee to Examine the Need for a New Political Science Building. Haig was chairman of the committee.

**Scope and Contents**

Topics include: departmental space requirements, proposed renovations, and fund raising

Haile-Selassie, Teferra, file, 1954 (1 Folder)  
2/1954-6/1954, 1954, 2/1954-6/1954

box 670

folder 65

**Scope and Contents**

Correspondence regarding Teferra Haile-Selassie, Emperor of Ethiopia, and his receipt of an honorary degree from Columbia University. Includes an itinerary of his trip through the United States, Canada, and Mexico

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Halford, Ralph S., files, 1957-1968. (13 Folders),  
7/1957-12/1968

box 494

folder 1 to  
13

**Scope and Contents**

Correspondence between Ralph S. Halford and high level administrators at Columbia University. Halford held appointments as executive officer of the Department of Chemistry, vice provost for projects and grants, and dean of the Graduate Faculties. Correspondence relates to: the Department of Chemistry during the 1950s and 1960s the Office of Projects and Grants and issues involving grants and sponsored projects during the 1950s and 1960s and the Graduate Faculties during the 1960s. Topics related to the Department of Chemistry include: faculty appointments, facilities, personnel, finances, the administration of research projects, and research funding. Topics related to sponsored projects and grants include: indirect costs, administrative issues involving sponsored projects and grants, matching funds, University policies regarding research funding, and routine expenditures involving projects and grants.

**Scope and Contents**

Includes numerous routine award notification letters and cover letters regarding the terms of research contracts. Also includes: records regarding the functions of the Office of Projects and Grants and the Faculty Committee on Projects and Grants, quarterly reports from the Office of Projects and Grants, correspondence regarding the Watson Scientific Computing Laboratory (ca. 1963-1965), a letter regarding the history of the computing center (August, 1963), and a proposal for research projects in the University's Electronics Research Laboratories (October, 1958). As dean of the Graduate Faculties (formerly the Faculties of Political Science, Philosophy, and Pure Science), Halford oversaw the University's graduate division. Records dating from Halford's term as dean relate to: faculty affairs, development, gifts, personnel, tuition and fees, and the administration of Ph.D. examinations

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Hall, Charles Cuthbert, file, 1897-1907. (1 Folder),  
2/1897-12/1907

box 660

folder 28

**Scope and Contents**

Correspondence between Charles Cuthbert Hall, president of Union Theological Seminary, and the president of Columbia University. Most of the records consist of routine correspondence, invitations, and recommendation letters. Includes correspondence from Nicholas Murray Butler, the president of Columbia University. The letters discuss the role of religion in education and the establishment of faculties of theology in American universities. Also includes correspondence relating to Hall's terms a president of the Religious Education Association

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Hall, George Henry, file, 1913-1916. (1 Folder),  
4/1913-11/1916

box 665

folder 36

**Scope and Contents**

Correspondence between George Henry Hall and the president and clerk of the board of trustees of Columbia University. Hall was an artist and benefactor of the University. Correspondence relates to Hall's gift of paintings and 15,000. Includes copies of Hall's will

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Hallock, William, files, 1892-1910. (2 Folders),  
3/1892-5/1910

box 327

folder 7 to 8

**Scope and Contents**

Correspondence between William Hallock, professor of physics in the Department of Physics at Columbia University, and the president and faculty of the University.

**Scope and Contents**

Topics include: equipment and supplies, expenditures, budgeting, gifts, faculty appointments, staffing needs and personnel in the Department of Physics. Includes correspondence regarding the organization of the department and its relations with other departments in the University. Also, correspondence relating to Hallock's appointment, personnel issues, and committee memberships

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Hamilton, Robert P., file, 1953-1954. (1 Folder),  
7/1953-6/1954

box 670

folder 38

**Scope and Contents**

Correspondence between Professor Robert P. Hamilton and Columbia University administrators. Hamilton was a professor of law and secretary of the University's Faculty of Law. Correspondence relates to faculty affairs in the law school and membership

in the Faculty of Law. Correspondence also relates to a proposal for a master of comparative law degree.

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Hamlin, A. D. (Alfred D. F.), files, 1894-1918. (3 Folders) 5/1894-6/1918	box 327	folder 9 to 11
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**Scope and Contents**

Correspondence between Alfred D. Hamlin, executive head of the School of Architecture at Columbia University, and the president and other high level administrators of the University. Also includes correspondence between Hamlin and other architects. Correspondence relates to the School of Architecture.

**Scope and Contents**

Topics include: personnel, faculty appointments, fellowships, staffing needs, and publicity. Includes detailed correspondence and reports evaluating the organization, faculty, administration, curriculum, and performance of the school. also, correspondence regarding the relationship between the School of architecture and the Society of Beaux-Arts Architects (ca. 1911). The correspondence discusses whether the school should adopt the society's programs and grading criteria. Also includes correspondence regarding campus design, in particular the use of South Field and the design of buildings at Barnard College. Also, correspondence relating to Hamlin's appointment, personnel issues, and professional activities

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Hammar skjold, Dag, file, 1954-1955. (1 Folder), 6/1954-4/1955	box 671	folder 26
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**Scope and Contents**

Correspondence between Dag Hammar skjold, secretary general of the United Nations, and the secretary of Columbia University. Most of the correspondence relates to the honorary degree that was awarded to Hammar skjold at Columbia's 3rd Bicentennial Convocation in 1954. Hammar skjold was also the principal speaker at the convocation. Also: a press release regarding Hammar skjold's appearance at the University's Charter Day Dinner in 1954 correspondence between Hammar skjold and University president Grayson Kirk regarding collaboration between the United Nations and the University; and two United Nations publications

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Hammett, Louis P., files, 1951-1958. (4 Folders), 7/1951-6/1958	box 446	folder 18 to 21
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**Scope and Contents**

Correspondence between Louis P. Hammett, professor of chemistry and executive officer of the Department of Chemistry at Columbia University, and high level University administrators. Includes correspondence with funding agencies and University faculty members. The records consist of correspondence and budgets relating to the Department of Chemistry and correspondence, reports, and minutes regarding the Division of government Aided Research and government-sponsored research at the University. Also, correspondence and programs relating to a meeting of the National Academy of Science which was held at Columbia in November, 1954. Also includes a 1957 report from the Committee on Professional Training of the American Chemical Society. Topics related to the Department of Chemistry include: student affairs, faculty appointments, staffing needs, faculty affairs, research funding, the appointment of laboratory assistants, fellowships, and facilities.

**Scope and Contents**

Includes: correspondence regarding the Chandler Medal, a 1954 report on teaching assistanceships in the department and problems with the recruiting of qualified graduate students, and a 1956 report regarding departmental space problems and undergraduate enrollment. Beginning ca. 1956 the records also relate to government-sponsored research. Much of the material relates to: the administration of research contracts and research personnel, contract negotiations, and relations with the government. Includes: a report (1957) to the National Science Foundation regarding University research activities; a letter and brief report (1957) regarding University policies and criteria for accepting government contracts; a letter (February, 1957) regarding the institute for Defense Analysis; and correspondence and minutes (ca. 1958) regarding contracts and contract policies in the University's Electronics Research Laboratories. Also, correspondence regarding Hammett's personnel issues and committee memberships and a reprint of his article, Rights and Responsibilities in the Search for Knowledge, which appeared in Chemical and Engineering news in 1954

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Hance, William Adams, file, 1947-1962. (1 Folder),  
8/1947-5/1962

box 412

folder 1

**Scope and Contents**

Correspondence between William Adams Hance, assistant dean of Columbia College, and the

secretary of Columbia University. Correspondence relates Columbia College, the University's undergraduate college.

### Scope and Contents

Topics include: scholarships, prizes, and the recruiting of students. Hance was also chairman of the Advisory Committee of the Faculties. Related topics include retirement policies and faculty fringe benefits

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Handler, Milton, file, 1954 (1 Folder) 1/1954-5/1954, 1954, 1/1954-5/1954	box 670	folder 39
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### Scope and Contents

Correspondence between Milton Handler, professor of law in the School of Law at Columbia University, and University administrators. Correspondence relates to Handler's personnel issues. Includes two printed copies of Handler's lecture on antitrust law that was delivered to the New York Bar Association in 1954

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Hardman, J. B. S. (Jacob Benjamin Salutsky) 1952-1953. (1 Folder), 7/1952-5/1953	box 670	folder 7
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### Scope and Contents

Correspondence between Jacob B. S. Hardman and Columbia University administrators. Correspondence relates to the financial administration of the Labor Leadership Study, which was supported by the Columbia-based bureau of Applied Social Research

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Harkness, Edward Stephen files, 1910-1935. (4 Folders) 11/1910-4/1935	box 342	folder 16 to 19
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### Scope and Contents

Correspondence between Edward Stephen Harkness, a benefactor of Columbia University, and high level University administrators. Includes legal documents, minutes, reports, acknowledgement letters, and cover letters. Records dating from 1911 to 1923 relate to Harkness' gift to the University to fund the purchase and construction of a new medical school campus and document the University's efforts to solicit Harkness for funds.

### Scope and Contents

Related topics include: fund raising efforts on behalf of the medical center, the purchase and construction of the medical center, and negotiations with Presbyterian Hospital. Records dating from 1928 to 1935 relate to Harkness' subsequent gifts



to the medical school and the construction of additional buildings at the medical center. Also, correspondence regarding Harkness' gifts to build Butler Library, then known as South Hall, and the construction of the library building

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Harmon, Francis Stuart file, 1956-1957. (1 Folder), 8/1956-1/1957	box 672	folder 12
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**Scope and Contents**

Correspondence between Francis Stuart Harmon and Columbia University administrators. Harmon chaired a special committee of Riverside Church that was appointed to study the possibility of installing radio and television transmitters on Riverside Church, which is located near Columbia University. Includes a copy of the committee report, which discusses religious television broadcasts

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Harper, Joseph W. file, 1890-1909. (1 Folder), 2/1890-5/1909	box 661	folder 1
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**Scope and Contents**

Correspondence between Joseph W. Harper of the Harper & Brothers publishing company and the president of Columbia University. Harper was a Columbia trustee, chairman of the trustees' committee on buildings and grounds, and a member of the library committee. Topics related to the committee on buildings and grounds include: buildings at Columbia's 49th Street campus, the hiring of a new superintendent of buildings and grounds in 1890 and the purchase of the property for Columbia's new campus at Morningside Heights. Topics related to the library committee include routine business. Other topics include: the establishment of the Columbia University Press (ca. 1890-1893); the exhibition of books that was part of Columbia's exhibit at the World's Columbian Exposition (1893); a portrait of Columbia trustee Hamilton Fish (1894); the use of funds from Harper's estate (1896); and the decision to change Columbia's name from Columbia College to Columbia University

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Harper, Philip S. file, 1951 (1 Folder) 6 Aug-51, 1951	box 669	folder 3
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**Scope and Contents**

Correspondence between Philip S. Harper, president of Harper-Wyman Company, and John R. Dunning, dean of the School of Engineering at Columbia University. In the correspondence, Harper expresses concern about the socialistic trends in teaching at Columbia. Includes newspaper clippings regarding

a citizen training course in Columbia's Teachers  
College

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Harper, R. A. (Robert Almer) file, 1911-1918. (1 Folder), 2/1911-6/1918	box 665	folder 27
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**Scope and Contents**

Correspondence between Robert A. Harper, Torrey Professor of Botany at Columbia University, and the president and secretary of the University. Correspondence relates to Harper's appointment as Torrey Professor. Correspondence also relates to faculty affairs and budgeting in the Department of Botany

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Harper, William Rainey file, 1893-1906. (1 Folder), 9/1893-2/1906	box 660	folder 30
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**Scope and Contents**

Correspondence between William Rainey Harper, president of the University of Chicago, and the president of Columbia University. Correspondence relates to: scholarships and fellowships at the University of Chicago, the creation of the Association of American Universities, and Harper's death in 1906

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Harris, Reed file, 1932 (1 Folder) 4/1932, 1932, 4/1932	box 378	folder 1
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**Scope and Contents**

Correspondence between Reed Harris and Columbia University president Nicholas Murray Butler, the dean of Columbia College, and the University counsel. Includes correspondence with Harris' attorney. Harris was editor in chief of the Columbia Daily Spectator, the college's student newspaper. Correspondence relates to Harris' allegations regarding graft in the University dining services, his suspension and subsequent reinstatement, and the University's investigation of Harris and The Spartan Society. Includes correspondence regarding the powers of the University and the public relations issues surrounding the case

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Harris, William Torrey, file, 1892-1908. (1 Folder), 2/1892-12/1908	box 661	folder 2
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**Scope and Contents**

Correspondence between William Torrey Harris and the president and secretary of Columbia University. Harris was commissioner of education in the Bureau of Education at the Department of the Interior. Most of records consist of routine correspondence and invitations. Includes correspondence regarding two

issues -- changing the name of Columbian University and the problem of fake diplomas -- which were brought before Congress by the University. Also, two detailed letters (May, 1908) in which Harris argues against socialism, in particular the socialist beliefs of Henry George and Edward Bellamy

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Harrison, Charles Custis file, 1902-1909. (1 Folder), 1/1893-12/1909	box 661	folder 3
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**Scope and Contents**

Correspondence between Charles Custis Harrison, provost of the University of Pennsylvania, and the president of Columbia University. Correspondence relates to a variety of subjects. Topics include: entrance examinations; the College Entrance Examination Board; and efforts to establish a school of American archeology, ethnography, and linguistics in Mexico

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Harrison, George L., file, 1947-1948. (1 Folder), 8/1947-5/1948	box 668	folder 51
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**Scope and Contents**

Correspondence between George L. Harrison and the acting president of Columbia University. Harrison was a University trustee. Correspondence relates to a variety of subjects. Topics include: trustee nominations, arrangements for trustee meetings, and Harrison's gifts to Columbia

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Harrison, T. Carter, file, 1959-1960. (1 Folder), 9/1959-3/1960	box 672	folder 62
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**Scope and Contents**

Correspondence between T. Carter Harrison, director of development in the School of General Studies at Columbia University, and University administrators. Most of the correspondence relates to the fund raising campaign for the General Studies Fund

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Harriss, C. Lowell, files, 1947-1970. (2 Folders), 12/1947-5/1970	box 412	folder 2 to 3
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**Scope and Contents**

Correspondence between C. Lowell Harriss, professor of economics in the Department of Economics at Columbia University, and high level University administrators. Harriss held appointments as associate professor and professor of economics. Most of the correspondence relates to Harriss' research projects.

**Scope and Contents**

Topics include payments to his research and clerical assistants and the financial administration of research projects. Also, reports and correspondence regarding Harriss' professional activities. Topics include: his work as Columbia's representative to the International Institute of Public Finance in 1950 his trip to Europe for a taxation conference in 1951 and his sabbatical leave as a Fullbright lecturer in the Netherlands from 1953 to 1954. Includes copies of a number of papers by Harriss. Correspondence dating from 1969 to 1970 includes letters in which Harriss advises the University regarding tax issues

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Harron, Robert files, 1945-1965. (34 Folders),  
7/1945-6/1955

box 397

folder 1 to  
19

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Harron, Robert files, 7/1955-6/1965

box 398

folder 1 to  
15

**Scope and Contents**

Correspondence between Robert Harron, director of university relations at Columbia University, and high level University administrators. Correspondence relates to University publicity and community relations.

**Scope and Contents**

Topics include: events, appointments, programs, public services, faculty achievements, University finances, gifts to the University, awards, honorary degrees, research, discoveries, and buildings. Includes drafts and final copies of press releases. The records document Columbia's public relations strategies in response to anti-communist politics during the 1940s and 1950s and to the University's increasing community relations troubles during the early 1960s. The records also document publicity for the University's bicentennial in 1954

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Hart, Albert Gailord file, 1958-1961. (1 Folder),  
7/1958-6/1961

box 500

folder 21

**Scope and Contents**

Correspondence between Albert Gailord Hart, chairman of the Department of Economics at Columbia University, and high level University administrators. Correspondence relates to the department.

**Scope and Contents**

Topics include: faculty affairs, staffing needs, faculty appointments, budgeting, gifts, and funding for the department. Includes correspondence regarding

the Ford Foundation Research Professorships and the Ford Research Professorship committee (ca. 1960-1961). Also includes a proposal and a brief exchange of letters regarding plans for a research program in international economics (January, 1961)

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Haskell, Henry S. file, 1940-1943. (1 Folder), 7/1940-8/1943	box 382	folder 8
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**Scope and Contents**

Correspondence between Henry S. Haskell and Provost Frank D. Fackenthal of Columbia University. Haskell was University president Nicholas Murray Butler's assistant at the Carnegie Foundation for International Peace, where Butler served as director. Correspondence relates to funding for: fellowships, faculty travel, aid to displaced European scholars, and other purposes

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Hasler, Frederick E. file, 1954-1955. (1 Folder), 7/1954-5/1955	box 671	folder 27
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**Scope and Contents**

Correspondence between Frederick E. Hasler of the Chemical Bank and Trust Company and the president and secretary of Columbia University. Hasler chaired Columbia's Bicentennial Birthday Fund. Correspondence relates to the honorary degree that was awarded to Hasler at Columbia's 1955 commencement ceremony. Correspondence also relates to: events, Hasler's gifts to Columbia, and the Bicentennial Fund. Includes correspondence between Hasler and donors.

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Hassialis, M. D. (Menelaos Dimitri), files, 1952-1971. (4 Folders), 7/1952-6/1971	box 448	folder 12 to 15
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**Scope and Contents**

Correspondence between Menelaos D. Hassialis, Henry Krumb Professor of Mining at Columbia University, and high level University administrators. Hassialis held appointments at executive officer of the School of Mines and chairman of the Henry Krumb School of Mines. The records consist of correspondence and budgets relating to the school.

**Scope and Contents**

Topics include: sponsored research, budgeting, personnel, finances, faculty appointments, research assistants, and faculty affairs. Includes: correspondence and a procedures manual relating to the Columbia University Mineral Beneficiation Laboratory; correspondence regarding Industrial Reactor Laboratories; and a report, dating from 1964

which relates to the school's electrical engineering and electronics research laboratories. Records dating from 1970 to 1971 consist of the text and translation of a German university bill. These documents were sent to Columbia president's Cordier and McGill as an example of an alternative university governmental structure and an alternate role for the University senate

Hastings, John, files, 1951-1970. (180 Folders), 7/1951-12/1953	box 438	folder 1 to 21
Hastings, John, files, 1/1954-1/1956	box 439	folder 1 to 19
Hastings, John, files, 2/1956-3/1958	box 440	folder 1 to 20
Hastings, John, files, 4/1958-2/1960	box 441	folder 1 to 21
Hastings, John, files, 2/1960-1/1962	box 442	folder 1 to 21
Hastings, John, files, 1/1962-5/1963	box 443	folder 1 to 20
Hastings, John, files, 5/1963-12/1964	box 444	folder 1 to 20
Hastings, John, files, 1/1965-2/1967	box 445	folder 1 to 21
Hastings, John, files, 3/1967-6/1970	box 446	folder 1 to 17

**Scope and Contents**

Press releases and correspondence from John Hastings, director of the office of Public Information at Columbia University. Most of the records consist of press releases relating to a wide range of topics. Includes monthly reports regarding public relations activities and correspondence regarding the public information office. Also includes Pulitzer Prize press packets and a report on the Pulitzer Prizes which contains a list of prize recipients from 1917 to 1957

Hastings, Thomas S., file, 1890-1897. (1 Folder), 3/1890-1/1897	box 661	folder 4
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**Scope and Contents**

Correspondence between Thomas S. Hastings, president of Union Theological Seminary, and the president of Columbia University. Correspondence relates to a variety of subjects.

**Scope and Contents**

Topics include: opening courses at Columbia and Union Theological Seminary to students from both institutions, a proposal for Columbia to begin offering Bachelor of Divinity degrees, and women students

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Hatch, Vermont, file, 1954-1959. (1 Folder),  
9/1954-4/1959

box 480

folder 20

**Scope and Contents**

Correspondence between Vermont Hatch, a trustee of Columbia University, and the president and vice president of the University. Correspondence relates to a variety of subjects.

**Scope and Contents**

Topics include: personal favors, Hatch's committee memberships, and his death, funeral, and estate. includes a report of the Alumni Federation Survey Committee dated October, 1954 (the Hatch Report ). The report discusses alumni organizations, alumni programs, and fund raising. Also includes a draft of the agreement between Columbia and the New York School of Social Work (July, 1959).

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Hatfield, Henry Caraway, file, 1947-1948. (1 Folder),  
12/1947-4/1948

box 668

folder 52

**Scope and Contents**

Correspondence between Professor Henry Caraway Hatfield of the Department of Germanic Languages at Columbia University and University administrators. Hatfield was also editor of The Germanic Review, which was published by the department. Correspondence relates to the finances of the Germanic Review. Also, correspondence regarding Hatfield's appointments

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Hawkes, Herbert E., files, 1910-1943. (11 Folders),  
10/1910-5/1943

box 346

folder 1 to  
11**Scope and Contents**

Correspondence between Herbert E. Hawkes, dean of Columbia College, and high level administrators, faculty members, religious counsellors at Columbia University. Although dean of Columbia's undergraduate college, Hawkes was also involved in overseeing extracurricular programs and student services on a University-wide basis. He served on a number of committees including the Board of Religious and Social Work and the Committee on Men's Residence Halls. Most of the

correspondence relates to University residence halls and other issues involving students' lives outside of the classroom. Related topics include: student disturbances and discipline, student social life and social events, the oversight of student organizations and athletics, and the role of religious counselling at the University. Includes correspondence regarding the administration of Earl Hall, Columbia's nondenominational religious and social center, and the relationship between Earl Hall and the YMCA of Greater New York. Much of the correspondence also relates to the academic affairs of Columbia College.

### Scope and Contents

Topics include: the curriculum, the organization of departments, prizes and awards, faculty affairs, faculty appointments, and admissions. Includes correspondence, reports, and proposals regarding significant curriculum revisions, the nature and role of undergraduate instruction, the student body of the college, and the college's responsibilities towards its students. Also, correspondence regarding the administration and awarding of scholarship and fellowship funds and correspondence relating to student aid policies in general. Includes correspondence regarding the Kellet Fellowships. Also, correspondence regarding numerous other topics related to Columbia College, residence halls, student services, and gifts to the College. Correspondence also documents the effects of World War I and World War II on the University's curriculum and finances

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Hawley, Harriet, file, 1904-1910. (1 Folder),  
2/1904-3/1910

box 661

folder 5

### Scope and Contents

Correspondence between Harriet Hawley, secretary to the dean of Teachers College at Columbia University, and the president and secretary of the University. Most of the records consist of routine correspondence and cover letters.

### Scope and Contents

Topics include: faculty appointments, financial information and statistics for the president's annual reports, and payments to cover the cost of instruction

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Hay, John, file, 1898-1904. (1 Folder), 10/1898-6/1904

box 661

folder 6

### Scope and Contents

Correspondence between John Hay, United States secretary of state, and the president of Columbia



University. Most of the records consist of routine correspondence, invitations, recommendation letters and letters of introduction.

**Scope and Contents**

Topics include: efforts by University president Seth Low to have the British government send all of its official publications to the University library and Hay's plan to recruit student interpreters to serve in China

Hayden, Philip M., files, 1926-1949. (20 Folders), 7/1926-5/1949

box 460

folder 1 to 20

**Scope and Contents**

Correspondence between Philip M. Hayden and other high level administrators at Columbia University. Hayden served as assistant secretary of the University under Frank D. Fackenthal and later succeeded Fackenthal as secretary of the University. Correspondence relates to the numerous responsibilities of the Office of the Secretary, one of Columbia's top administrative units. During Hayden's term as secretary, the office compiled statistics and information for administrative purposes; handled personnel issues involving faculty and employees; researched issues involving the interpretation and implementation of University policies and statutes and the use of gifts and special funds; and oversaw routine administrative tasks such as the preparation of catalogs and announcements, mailings, and the University calendar. The records include both substantive letters and memoranda as well as routine notes and cover letters. Also, 1 Folder of correspondence, charts, minutes, and amendments to the statutes relating to the major reorganization of the University's administrative structure that took place in 1949.

**Scope and Contents**

The records relate to a wide range of other topics including: budgeting and operations in the secretary's office, job placement services for students, policies regarding scholarships and fellowships, the awarding of scholarships and fellowships, the business of the Council for Research in the Social Sciences, Columbia's Upper Estate (the site of Rockefeller Center), and preparations for events. The records include: minutes and correspondence (ca. 1934) relating to residence halls, a report of the special committee that was appointed to study the use of the University's Claremont Avenue Apartments (1934), resolutions and a report regarding a proposed University

arts center (1946), correspondence regarding the business of the University Council, and (beginning in the 1940s) resolutions of the University Council. Also, correspondence regarding Hayden's retirement.

**Scope and Contents**

Topics related to faculty personnel include: retirement plans and other benefits, faculty affairs, and accounting and financial planning for retirement funds. Much of the correspondence relates to retirement benefits and survivor's benefits for individual faculty members and their spouses. The records include: correspondence and reports regarding the University's retirement plan (ca. 1929-1930); records regarding the state of University clerical staff (October, 1946); and a report (September, 1933) on a review of the minutes from meetings of the University's board of trustees prior to 1892 which was conducted by the secretary's office in order to determine policies regarding pensions, widow's benefits, emeritus status, and other personnel issues. Topics related to University employees include the classification of job titles and status, tuition exemption, and employee personnel policies during the 1930s.

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Hayes, Carlton Joseph Huntley, files, 1910-1942. (3 Folders), 9/1910-4/1942

box 344

folder 16 to 18

**Scope and Contents**

Correspondence between Carlton Joseph Huntley Hayes, Seth Low Professor of History and executive officer of the Department of History at Columbia University, and the president and secretary of the University. Correspondence relates to the Department of History and Hayes' post-World War I study of France.

**Scope and Contents**

Topics related to the Department of History include: faculty appointments, staffing needs, faculty affairs, personnel, the curriculum, fellowships, the management of special funds, research funding, and budgeting. Includes correspondence and reports (ca. 1921 1938 and 1941) evaluating the department's educational strengths and weaknesses, curriculum, faculty, and degree requirements.

**Scope and Contents**

Much of the correspondence dating from the mid to late 1920s relates to a study of economic and social development in post-war France which was sponsored by the Council for Research in the Social

Sciences. Includes reports on the project. Also, correspondence, reports and proposals regarding a variety of University-related topics. These include: correspondence (ca. 1912-1914) documenting the work of the Committee on Student Organizations and the creation of King's Crown, an alumni group which was established to oversee the budgets of certain student organizations; a 1921 report from the Joint Committee on Graduate Instruction which recommends changes to the University's faculty salary policies; and a proposal (ca. 1922) for instruction in Geography.

### Scope and Contents

Also includes Hayes' letter in support of Professor Charles Beard who was dismissed from the University in 1917. Includes correspondence relating to Hayes' professional activities and retirement

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Hayt, E. K., file, 1911-1918. (1 Folder), 1/1911-6/1918	box 665	folder 28
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### Scope and Contents

Correspondence between E. K. Hayt, assistant registrar and assistant bursar for the College of Physicians and Surgeons at Columbia University, and the secretary of the University. Includes correspondence with the University bursar and treasurer. Correspondence relates to the college. Topics include: budgeting, scholarships, and other financial matters

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Hazard, John N. file, 1954-1955. (1 Folder), 10/1954-1/1955	box 671	folder 29
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### Scope and Contents

Correspondence between John N. Hazard, professor of public law at Columbia University, and University faculty members and administrators. hazard appears to have been involved with the American Slavic and East European Review. Correspondence relates to the journal and routine topics involving Slavic and Eastern European studies. Includes the annual report of the American Association for the Advancement of Slavic Studies, Inc. Also, records relating to Hazard's personnel issues

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Hazeltine, Harold D., file, 1911-1917. (1 Folder), 4/1911-11/1917	box 665	folder 29
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### Scope and Contents

Correspondence between Harold D. Hazeltine, a reader in English law at Cambridge University, and the president and secretary of Columbia University. Correspondence relates to: Hazeltine's visit to

deliver a lecture series on the history of English law, his possible appointment at Columbia, and the University's purchase of the Bushe-Fox law library. it also appears as though Hazeltine may have visited the University as Carpentier Lecturer

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Heald, Henry T. file, 1953-1954. (1 Folder), 7/1953-1/1954	box 670	folder 40
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**Scope and Contents**

Correspondence between Henry T. Heald and Columbia University administrators. Heald was chancellor of New York University and chairman of the Education Group of the Greater New York Fund. Most of the correspondence relates to Heald's honorary degree from Columbia. Includes biographical information on Heald. Correspondence also relates to efforts to develop an arts center at Columbia and the University's involvement with the Greater New York Fund

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Healy, Charles C., files, 1953-1956. (2 Folders), 8/1953-6/1956	box 452	folder 20 to 21
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**Scope and Contents**

Correspondence between Charles C. Healy, a Columbia University development officer, and University administrators, donors, trustees, and faculty. Topics include: donor relations, gifts to the University, development activities, estates, special funds, and scholarships. Includes a photograph of the annual Class Dinner (May, 1954). Also, minutes of the University's Committee on Wills and Special Gifts dating from February and December, 1954 and January, 1956

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Heaton, John Langdon, file, 1911-1916. (1 Folder), 11/1911-7/1916	box 665	folder 30
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**Scope and Contents**

Correspondence between John Langdon Heaton, editor of The World newspaper, and the president of Columbia University. Correspondence relates to the University's School of Journalism. Topics include: the establishment of the school, the nature and composition of the school's advisory board, and the appointment of the school's first director. includes two letters in which Heaton vigorously opposes the nomination of Professor John W. Cunliffe as director of the school and a report from Heaton to Joseph Pulitzer regarding Columbia

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Heezen, Bruce C., file, 1967 (1 Folder) May-67, 1967	box 18	folder 32
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**Scope and Contents**

A press release (April 20, 1967) regarding Bruce C. Heezen's work to retrieve cosmic body fragments from the site of ancient asteroid collisions in the Pacific and Indian oceans. Heezen was an associate professor of geology at Columbia University's Lamont Geological Observatory

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Hefferline, Ralph file, 1957-1958. (1 Folder), 7/1957-4/1958	box 672	folder 27
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**Scope and Contents**

Correspondence regarding payments to laboratory assistants who were working for Jack Hefferline in the psychology department at Columbia University

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Heindel, Richard Heathcote file, 1953-1954. (1 Folder), 7/1953-6/1954	box 670	folder 41
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**Scope and Contents**

Correspondence between Richard Heathcote Heindel, deputy director of the UNESCO relations staff, and Columbia University administrators. Correspondence relates to the United States National Commission for UNESCO and the Institute on World Affairs and International Cooperation, which was located at Pennsylvania State University. Records include: an outline of a course that was taught by Heindel at the Institute on World Affairs and International Cooperation; a pamphlet on the institute; and an outline of a conference on the social impact of industrialization and urban conditions in Africa

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Heisler, Lillian file, 1957-1959. (1 Folder), 7/1957-12/1959	box 494	folder 14
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**Scope and Contents**

The records consist of cash deposit vouchers which were sent to the Columbia University administration by Lillian Heisler, administrative assistant for the University's Building Fund office. The vouchers record gifts to the Building Fund

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Heller, Lee N. file, 1962-1965. (1 Folder), 7/1962-1/1965	box 505	folder 17
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**Scope and Contents**

Routine correspondence regarding campus audio visual services. Includes one interesting

memorandum regarding classroom facilities (May 27, 1963)

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Hendin, Herbert, file, 1970 (1 Folder) 7/1970-10/1970, 1970, 7/1970-10/1970	box 108	folder 24
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**Scope and Contents**

Correspondence between Herbert Hendin, a research associate in psychiatry at the Columbia University Health Service, and University administrators. Some of the correspondence relates to Hendin's study of depression, drug addiction, and suicide among Columbia College students. includes an outline of the study as well as a copy of a study entitled "Student Revolutionaries: Who Are They?" Also, correspondence regarding the University tennis club. Topics related to the club include: expenditures, gifts, fund raising, increasing interest in the tennis program, a proposed tennis program for Harlem youth, and budgeting

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Hennessy, Wesley J., files, 1952-1970. (4 Folders), 7/1952-6/1970	box 448	folder 16 to 19
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**Scope and Contents**

Correspondence between Wesley J. Hennessy and high level administrators at Columbia University. Hennessy was assistant dean of the School of Engineering and was later appointed executive dean of the School of Engineering and Applied Science (SEAS). Correspondence relates to the school.

**Scope and Contents**

Topics include: faculty appointments, salaries, development, finances, financial aid, gifts to the school, appropriations, the management of special funds, faculty affairs, and faculty personnel policies. Includes correspondence (ca. 1964-1965) regarding the work of the committees on instruction and educational policy of the SEAS and correspondence (ca. 1969) regarding faculty and student relations with the school. Also includes the text of Hennessy's address in honor of the school's centennial in March, 1965. Also, correspondence, press releases, and minutes regarding Hennessy's appointment, personnel issues, and committee memberships. Includes correspondence (ca. 1969) with University president Cordier regarding the restructuring of University government

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Henry, Ambrose, D., files, 1913-1937. (4 Folders), 4/1913-6/1937	box 345	folder 11 to 14
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**Scope and Contents**

Correspondence between Ambrose D. Henry, high level administrators at Columbia University, and the chairman of the University's board of trustees. Ambrose was chairman of the trustee's committee on buildings and grounds and president of the Alumni Association of Columbia College. Correspondence relates to alumni and student affairs, Columbia's buildings and campus, and the Buildings and Grounds Department. most of the correspondence dating from 1913 to 1920 relates to alumni and student affairs.

**Scope and Contents**

Topics include: the election of alumni trustees, student services, student social life and extracurricular activities, and class gifts to the University. Most of the correspondence dating from the mid 1920s to the late 1930s relates to Columbia's buildings and the Department of Buildings and Grounds.

**Scope and Contents**

Topics include: campus design and planning, building programs and construction projects, the renovation and maintenance of campus buildings, real estate purchases, and funding for construction and renovation projects. Includes correspondence regarding the design and construction of Butler Library, then known as South Hall; the gift to Columbia of the Nevis Estate (ca. 1934); and the planning of a women's residence hall. Also includes correspondence (ca. 1935-1937) regarding labor relations policies and relations with the Columbia University Employees Organization of Buildings and Grounds, an employee association in the Buildings and Grounds Department. Includes correspondence regarding employee pensions and salaries donations and correspondence regarding Hepburn's nomination for an honorary degree and election to the University's board of trustees

Herpers, Richard files, 1947-1962. (91 Folders), 7/1947-6/1953	box 471	folder 1 to 23
Herpers, Richard files, 7/1953-6/1956	box 472	folder 1 to 20
Herpers, Richard files, 7/1956-4/1958	box 473	folder 1 to 20
Herpers, Richard files, 4/1958-3/1960	box 474	folder 1 to 21
Herpers, Richard files, 4/1960-3/1962		

**Scope and Contents**

box 475

folder 1 to 7

Correspondence between Richard Herpers and other high level administrators at Columbia University. Herpers held numerous appointments including assistant to the chairman of the Committee on Public Ceremonies, assistant to the secretary of the University, secretary of the University, and secretary of the Executive Committee of the University Council. Most of the records relate to the numerous responsibilities of the Office of the Secretary. Records also relate to Columbia's official events and ceremonies, the work of the University Council, and the work of the Advisory Committee on Educational Policy.

**Scope and Contents**

Records related to University ceremonies include correspondence, schedules, floor plans, and programs dating from the 1940s. The records document academic ceremonies and other events at the University. Includes records regarding the installation of Dwight D. Eisenhower as president of the University in 1949. Records documenting the University Council consist of correspondence, resolutions, agenda, and extracts of minutes dating from the 1940s and the 1950s. The records relate to a range of subjects.

**Scope and Contents**

Topics include: academic policies; the establishment of institutes, programs, and courses; degrees; fellowships; scholarships; and the routine business of the University Council. Also, resolutions, minutes, and correspondence relating to the Advisory committee on Educational Policy during the 1950s.

**Scope and Contents**

Most of the records relate to Herper's terms as assistant secretary and secretary of the University. Records documenting the secretary's duties consist of correspondence, budgets, procedures, policies, and memoranda dating from the 1950s. The Office of the Secretary was one of the top administrative units at the University. During Herpers' administration, the secretary and his staff handled: numerous, University-wide administrative tasks; personnel issues involving faculty and employees; and trustee affairs.



**Scope and Contents**

Topics include: the administration of prizes and awards, assembling statistics and information for administrative purposes, the origin and purpose of gifts and special funds, interpretation of the terms governing the use of gifts and funds, preparation of the University bulletins, the wording of degrees and certificates, the business of various University committees, honorary degrees, issuing official University credentials, arrangements for the printing of University publications, the care of University records, emergency loans to students and faculty, orders for medals and certificates, orders for academic regalia, and arrangements for events

**Scope and Contents**

Topics related to faculty and staff personnel include: retirement and other benefits plans and policies, faculty travel arrangements, faculty appointments, tuition exchanges for faculty children, and personnel record-keeping. Topics related to the Columbia's board of trustees include: arrangements for meetings, trustee resolutions, and other trustee business. Individual records of note include: correspondence and resolutions regarding the school of General Studies, Columbia's continuing education division; the University's weekly calendar (beginning ca. 1953); a draft of the faculty handbook (1958); a eulogy for former secretary Philip M. Hayden, which was delivered February 18, 1959 correspondence regarding Herpers' death and memorial service in 1961 and a copy of the eulogy for Herpers

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Herrmann, Jeffrey files, 1965-1967. (2 Folders),  
2/1965-11/1967

box 54

folder 22 to  
23

**Scope and Contents**

Correspondence between Jeffrey Herrmann and Columbia University administrators. Herrmann was a research assistant who was conducting a study of the faculty resignations that took place between 1945 and 1967. Most of the records consist of work study time sheets and policies relating to the administration of Herrmann's work study position. Includes some correspondence regarding the faculty study, which was called the faculty attrition study, and a list of faculty members who resigned between 1945 and 1967

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Herrod, B. file, 1954. (1 Folder) Jan-54

box 671

folder 62

**Scope and Contents**

A report on self government that was submitted to Columbia University

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Herter, Christian Archibald file, 1903-1910. (1 Folder), 4/1903-2/1910	box 661	folder 7
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**Scope and Contents**

Correspondence between Professor Christian Archibald Herter and the president of Columbia University. Herter was a professor of pharmacology and therapeutics in the Department of Pharmacology, Materia Medica, and Therapeutics at Columbia University. Correspondence relates to a variety of subjects.

**Scope and Contents**

Topics include: a proposed pharmacology laboratory, a scholarship in pharmacology, and Herter's thoughts on the teaching of therapeutics and the therapeutics curriculum. Also, correspondence regarding Herter's appointment

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Hervey, Walter L. file, 1892-1908. (1 Folder), 4/1892-9/1903	box 661	folder 8
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**Scope and Contents**

Correspondence between Walter L. Hervey, president of Teachers College at Columbia University, and the president of the University. Most of the correspondence relates to the Pulitzer Scholarships, which were established in 1903 through a donation from Joseph Pulitzer. Other topics include the relationship between Columbia and Teachers College and proposed changes to the Teachers College curriculum

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10/1900-4/1918 Hervey, William Addison files, 1900-1918. (4 Folders), 10/1900-4/1918	box 328	folder 1 to 4
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**Scope and Contents**

Correspondence between William Addison Hervey, registrar of Columbia University and chairman of the Committee on Admissions, and the president and secretary of the University. Correspondence relates to the planning and administration of admissions and registration procedures. Includes correspondence regarding the reorganization of the University's registration procedures in 1908

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Heuser, Frederick J., files, 1917-1955. (3 Folders), 3/1917-3/1955	box 345	folder 16 to 18
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**Scope and Contents**

Correspondence between Professor Frederick J. Heuser of Columbia University and the high level administrators of the University. Heuser was a professor of Germanic languages and literatures; corresponding secretary of the Germanistic Society of America; and director of Deutches Haus, Columbia's German cultural and educational center. Correspondence relates to Deutches Haus and the work of the Germanistic Society of America. Most of the correspondence dating from 1928 to 1945 records gifts to a fund in support of Deutches Haus. Other topics related to Deutches Haus include: expenditures, the selection of a building for the center, and the revision of the center's mission following World War I. Records dating from 1946 to 1955 consist of correspondence, reports, and annual reports documenting the activities of the Germanistic Society of America

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Heuss, John file, 1953-1955. (1 Folder), 12/1953-3/1955      box 488      folder 22

**Scope and Contents**

Correspondence between John Heuss, rector of the Parish of Trinity Church in New York City, and Columbia University administrators. Heuss was a trustee of the University. The records consist of routine cover letters and invitations.

**Scope and Contents**

Topics include: trustee business, events related to Columbia's bicentennial celebration in 1954 and honorary degrees. Includes a newspaper clipping regarding Heuss

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Hewitt, Abram S. file, 1890-1904. (1 Folder), 12/1890-10/1904      box 661      folder 9

**Scope and Contents**

Correspondence between Abram S. Hewitt and the president of Columbia University. Hewitt was an alumnus of Columbia College who served as chairman of the Barnard College board of trustees and, briefly, as a columbia trustee. Correspondence relates to a variety of subjects.

**Scope and Contents**

Topics include: Hewitt's gifts to the University, his fund raising efforts, the Columbia College Building Fund, and Hewitt's work as chairman of the Columbia University Alumni Memorial Hall Committee. Includes correspondence regarding a biography of Hewitt's father-in-law, Peter Cooper,

which was not published due to the objections of Peter cooper's widow. Also includes a letter regarding plans to incorporate Cooper Union into the educational system of the the University

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Heye, George G. file, 1915-1916. (1 Folder), 11/1915-2/1916	box 665	folder 31
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**Scope and Contents**

Correspondence between George G. Heye and the president of Columbia University. Includes correspondence with Franz Boas and Henry Fairfield Osborn. Correspondence relates to proposals for cooperation between the Heye Museum (the Museum of the American Indian), the American Museum of Natural History, and Columbia University. Correspondence dating from 1917 to 1918 concerns Marshall H. Saville, Loubat Professor of American archaeology. The correspondence discusses Saville's role at the University and the museum

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Hibbitt, George Whiting file, 1958-1960. (1 Folder), 8/1958-5/1960	box 500	folder 22
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**Scope and Contents**

Correspondence between George Whiting Hibbitt, associate dean of Columbia College, and the administrators of Columbia University. Most of the records consist of routine correspondence regarding the academic standing, discipline, and expulsion of students. Includes correspondence with individual students and their families. Also includes student records. Also, correspondence relating to Hibbitt's personnel issues

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Hickey, Maurice file, 1951-1952. (1 Folder), 8/1951-6/1952	box 669	folder 37
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**Scope and Contents**

Correspondence between Maurice Hickey, associate dean of the Faculty of Medicine at Columbia University, and the secretary of the University. includes correspondence with donors to the medical school. Correspondence relates to gifts in support of scholarships and prize funds in the School of Dental and Oral Surgery. Includes a list of prize recipients for 1952

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Hicks, Frederick C. file, 1911-1923. (1 Folder), 8/1911-8/1923	box 346	folder 12
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**Scope and Contents**

Correspondence between Frederick C. Hicks, assistant librarian at Columbia University, and the president and secretary of the University. Correspondence relates to the administration of the University's library system.

**Scope and Contents**

Topics include: acquisitions, personnel, finances and budgeting, library privileges, gifts to the libraries, and library policies. includes correspondence relating to the work of the Library Council and the Law School Committee on the Law Library. Also includes a 1920 report on the Law Library

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Hight, Gilbert file, 1955-1957. (1 Folder),  
7/1955-4/1957

box 495

folder 10

**Scope and Contents**

Correspondence between Gilbert Hight of the Department of Greek and Latin at Columbia University, and University administrators. Correspondence relates to routine departmental business.

**Scope and Contents**

Topics include: staffing needs, personnel, and recruiting

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Hildes-Heim, Norman E., file, 1964-1966. (1 Folder),  
7/1964-6/1966

box 506

folder 19

**Scope and Contents**

Correspondence between Norman E. Hildes-Heim and high level administrators at Columbia University. Correspondence relates to Hildes-Heim's efforts to secure a teaching appointment in the School of Architecture

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Hill, David Jayne file, 1910-1918. (1 Folder),  
9/1910-4/1918

box 665

folder 32

**Scope and Contents**

Correspondence between David Jayne Hill, American ambassador to Germany, and the president and secretary of Columbia University. Includes correspondence with Professor John Burgess. Correspondence relates to Hill's appointment to give the Carpentier Lectures at Columbia in 1911. Also, letters regarding Columbia's proposal for an

international lecture series on United States' foreign policy

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Hillard, A. L., file, 1967-1969. (1 Folder), 5/1967-2/1969      box 72      folder 14

**Scope and Contents**

Correspondence from Columbia University alumnus A. L. Hillard. Correspondence consists of complaint letters regarding the Columbia University Forum. Includes two issues of the Forum

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Hinckley, A. Dexter (Alfred Dexter) file, 1943-1944. (1 Folder), 7/1943-5/1944      box 668      folder 17

**Scope and Contents**

Correspondence between Alfred Dexter Hinckley, assistant to the dean in the School of Engineering at Columbia University, and University administrators. Correspondence relates to the school.

**Scope and Contents**

Topics include: scholarships; funding for student housing; and the University's Engineering, Science, and Management War Training (ESMWT) program. Includes enrollment and course information for the program. Also, correspondence regarding Hinckley's personnel issues

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Hirst, Gertrude file, 1911-1919. (1 Folder), 2/1911-1/1919      box 665      folder 33

**Scope and Contents**

Correspondence between Gertrude Hirst, assistant professor of classical philology in Barnard College, and the president of Columbia University. Correspondence relates to Hirst's appointment. Correspondence also relates to the Department of Classical Philology at Barnard College, the undergraduate women's college affiliated with Columbia. Includes minutes of departmental meetings (1913 and 1914). Also, a letter from University president Nicholas Murray Butler regarding advances in women's education and a detailed letter in which Hirst responds to a report on faculty pension plans

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Hirth, Friedrich file, 1902-1918. (1 Folder), 4/1902-6/1918      box 321      folder 22

**Scope and Contents**

Correspondence between Friedrich Hirth, Dean Lung Professor of Chinese in the Department of Chinese Languages and Literatures at Columbia

University, and the president and secretary of the University. Most of the correspondence relates to the establishment of the department and the Dean Lung Professorship. Other topics related to the department include: staffing needs, faculty appointments, special lectures, events, and the acquisition and administration of library collections. Also, correspondence regarding lectures on fine arts in China which were given by Hirth at the Metropolitan Museum of Art in 1905. Also, correspondence relating to Hirth's appointment, personnel issues, and retirement

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Hixson, Arthur W., files, 1945-1954. (2 Folders),  
7/1945-10/1954

box 394

folder 19 to  
20

### Scope and Contents

Correspondence between Arthur W. Hixson, executive officer of the Department of Chemical Engineering at Columbia University, and high level University administrators. Most of the records consist of correspondence and budgets relating to the department. Also, correspondence (ca. 1954) regarding Hixson's receipt of an honorary degree from the University. Includes biographical information about Hixson. Topics related to the Department of Chemical Engineering include: personnel issues, research funding, budgeting and appropriations, faculty appointments, and faculty affairs. Includes correspondence regarding the Chandler Chemical Museum. Also includes a long-range plan for the department dating from January, 1946. Among other topics, the plan discusses the department's curriculum, enrollment, facilities, graduate program, and staffing needs

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Hodgdon, Daniel Russell file, 1921-1927. (1 Folder),  
5/1921-10/1927

box 667

folder 18

### Scope and Contents

Correspondence between Daniel Russell Hodgdon and high level administrators at Columbia University. Includes correspondence between administrators and between administrators and the University's attorney. Hodgson was the principal of the Columbus, Ohio, schools. Correspondence relates to Hodgdon's dispute with Columbia over admission to the University's School of Law and Columbia's refusal to enroll him because he was on the University's black list

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Hoffman, Isidor B. files, 1953-1961. (2 Folders),  
10/1953-6/1961

box 452

folder 18 to  
19

**Scope and Contents**

Correspondence between Rabbi Isidor B. Hoffman, counsellor to Jewish students at Columbia University, and University administrators. Most of the records consist of cash deposit vouchers for gifts in support of the University's Jewish counsellors

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Hofstadter, Albert file, 1956-1957. (1 Folder), 7/1956-5/1957	box 672	folder 13
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**Scope and Contents**

Correspondence between Albert Hofstadter, chairman of the Department of Fine Arts and Archaeology, and high level University administrators. Correspondence relates to routine departmental business

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Hogan, Frank S. file, 1961-1964. (1 Folder), 7/1961-6/1964	box 507	folder 1
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**Scope and Contents**

Correspondence between Frank S. Hogan and high level administrators at Columbia University. Hogan, who was the district attorney for New York County, served as an alumni-trustee of the University and chairman of the Columbia College Council. Correspondence relates to a variety of subjects.

**Scope and Contents**

Topics include: trustee business, the composition and mission of trustee committees, and issues involving the University's residence halls. Includes: a report on dormitories by the Columbia College Council (February, 1962); correspondence regarding tuition increases, University finances, and the role of the college council in setting tuition and fees (ca. November, 1961-February, 1962); and routine acknowledgement letters and personal notes

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Hogue, Helen file, 1958. (1 Folder), 7/1958-11/1958	box 672	folder 42
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**Scope and Contents**

Correspondence regarding medical and personnel issues involving Helen Hogue, an assistant in the Office of the President at Columbia University

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Hohenberg, John, files, 1953-1971. (25 Folders), 7/1953-6/1959	box 456	folder 1 to 15
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Hohenberg, John, files, 7/1959-6/1971	box 457	folder 1 to 10
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**Scope and Contents**

Correspondence between John Hohenberg, professor of journalism at Columbia University, and high level University administrators. Hohenberg served as secretary of the Advisory Board of the Pulitzer Prize and administered the Pulitzer Prizes for over twenty years. Most of the records consist of correspondence, minutes, agenda, jury reports, newspaper clippings, programs, and press releases relating to the Pulitzer Prizes.

**Scope and Contents**

Topics include: publicity, the selection of jury members, and the nomination and selection of prize recipients. Includes: correspondence regarding the establishment of the Pulitzer Prize Playhouse television program, a list of jurors dating from 1917 to 1959 an advisory board policy statement dating from 1959 and correspondence with Joseph Pulitzer Jr. Also, a draft of the Columbia Report, which was issued by a special committee of the trustees in July, 1966. Among other topics, this extensive, long-range planning report discusses the: curriculum, research, facilities, student life, faculty, administration, and public role of the University. Hohenberg was also secretary of the Faculty of Journalism. Correspondence relates to fellowships and faculty business. Includes correspondence regarding the Grantland Rice Fellowships. Also, records regarding Hohenberg's personnel issues and professional activities. Includes records relating to his address before the Air War College in June, 1954

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Holcomb, Herbert C. file, 1963 (1 Folder) 2/1963-7/1963, 1963, 2/1963-7/1963	box 673	folder 22
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**Scope and Contents**

Correspondence regarding the dismissal of Herbert C. Holcomb, a technician in the Language Laboratory at Columbia University

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Holt, L. Emmett (Luther Emmett) file, 1901-1906. (1 Folder), 5/1901-10/1906	box 661	folder 10
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**Scope and Contents**

Correspondence between Luther Emmett Holt, professor of the diseases of children in the Faculty of Medicine at Columbia University, and the president of the University. Much of the correspondence is routine. Includes correspondence regarding faculty appointments. Also includes New York State proposals regarding combined undergraduate and medical degrees. The proposals include information on curriculum and entrance requirements. Also,

correspondence regarding Holt's appointment as director of the Vanderbilt Clinic in 1904 and other personnel issues

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Hopkins, John T. file, 1928-1936. (1 Folder), 12/1928-6/1936	box 354	folder 19
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**Scope and Contents**

Correspondence between John T. Hopkins, supervisor of purchasing at Columbia University, and the secretary of the University. Correspondence relates to the authorization and recording of purchases and the management of the Purchasing Department

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Hopper, John J. file, 1895-1898. (1 Folder), 5/1895-6/1898	box 661	folder 11
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**Scope and Contents**

Correspondence between John J. Hopper and Columbia University administrators. Hopper was a civil engineer and contractor who was hired by the University. The records consist of correspondence and proposals regarding the construction of Columbia's Morningside Heights campus.

**Scope and Contents**

Topics include: foundations, sewers, and other masonry projects. The proposals include cost estimates for construction projects

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Hoslett, Schuyler, file, 1954-1955. (1 Folder), 7/1954-4/1955	box 671	folder 28
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**Scope and Contents**

Correspondence between Schuyler Hoslett and the secretary of Columbia University. Hoslett was an associate professor of business administration and director of the Executive Program in Business Administration, which was offered by the Graduate School of Business at Columbia University. Correspondence relates to the routine administration of the program and Hoslett's personnel issues. Includes a statistical profile of executive program members

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Houssay, Bernardo A. file, 1954 (1 Folder) 9/1954-10/1954, 1954, 9/1954-10/1954	box 671	folder 30
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**Scope and Contents**

Correspondence between Bernardo A. Houssay, a scientist at the Institute of Biological and Medical Studies (Instituto de Biologia y Mediciaa

Experimental) in Buenos Aires, and high level administrators at Columbia University. Correspondence relates to the honorary degree that was awarded to Houssay at Columbia's 3rd Bicentennial Convocation in 1954. Includes biographical information regarding Houssay.

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Hovde, Carl files, 1968-1970. (2 Folders),  
7/1968-11/1970

box 508

folder 19 to  
20

**Scope and Contents**

Correspondence between Carl Hovde, dean of Columbia College, and high level administrators at Columbia University. Hovde was dean of the college during the campus disturbances of the late 1960s.

**Scope and Contents**

Topics include: the government of resident halls, student life, financial issues regarding student organizations, and the organization of undergraduate instruction in Columbia College and the School of General Studies

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Howe, Henry Marion files, 1897-1906. (2 Folders),  
3/1897-4/1906

box 328

folder 5 to 6

**Scope and Contents**

Correspondence between Henry Marion Howe, professor of metallurgy in the Department of Metallurgy at Columbia University, and the president and secretary of the University. Topics related to the department include: facilities, laboratories, equipment and supplies, expenditures, budgeting, finances, gifts to the department, faculty appointments, staffing needs, and faculty affairs. Also, correspondence regarding Howe's appointment and professional activities. Includes an abstract of a paper on technical education at Columbia which was presented by Howe to the Association of American Universities in January, 1904

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Howe, Herbert B. file, 1926-1935. (1 Folder),  
8/1926-6/1935

box 351

folder 22

**Scope and Contents**

Correspondence between Herbert B. Howe, a Columbia University administrator, and the president and secretary of the University. Howe was chairman of the Committee on Men's Residence Halls and director of Earl Hall, Columbia's nondenominational religious and social center. most of the correspondence relates to housing fees and the management and maintenance of University residence halls. Includes a student petition, dating

from 1926 which protests living conditions in John Jay hall

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Howson, Roger files, 1924-1948. (11 Folders),  
9/1924-5/1948

box 351

folder 1 to  
11

**Scope and Contents**

Correspondence between Roger Howson, librarian of Columbia University, and high level University administrators. Correspondence relates to the administration of the Columbia University Libraries from the 1920s through the 1930s as well as Columbia's history and historical records. Topics related to the Columbia University Libraries include: library personnel, the acquisition of books and collections, library operations, gifts to the libraries, library privileges, facilities, insurance, budgeting, and departmental libraries. Also correspondence relating to donor relations and the evaluation of collections offered to the libraries.

**Scope and Contents**

Howson also served as an associate in history from 1939 to 1947 and seems to have conducted research on the history of the University. Correspondence dating from 1940 to 1946 relates to a variety of historical subjects including the University's Charters and Statutes and the Board of Trustees. Includes correspondence regarding the evaluation and disposition of the papers of John B. Pine, clerk of the University's board of trustees, and correspondence regarding other historical and official University records. Also includes manuscript chapters of a history of Columbia University

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Hoxie, R. Gordon (Ralph Gordon), file, 1948-1949. (1 Folder), 7/1948-6/1949

box 669

folder 13

**Scope and Contents**

Correspondence between Ralph Gordon Hoxie, assistant to the provost of Columbia University, and high level University administrators. Correspondence relates to the various responsibilities of the provost's office.

**Scope and Contents**

Topics include: faculty affairs, fraternities, scholarships, issues involving registration for the draft, and the University budget. Also,

correspondence regarding the need for primary and secondary schools near the Columbia campus

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Hoyt, N. Demingfile 1946-1947. (1 Folder), 7/1946-6/1947	box 668	folder 32
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**Scope and Contents**

Correspondence between N. Deming Hoyt and Columbia University administrators. Hoyt served as assistant to the director of admissions and advisor to foreign students. Correspondence relates to international students at Columbia. Includes an annual report for the 1946-1947 academic year from the International Committee of Columbia University. Also, correspondence regarding Hoyt's personnel issues and professional activities, including his grant to study comparative education in Paris

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Hubbard, Benjamin A., files, 1934-1953. (5 Folders), 9/1934-5/1953	box 378	folder 15 to 19
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**Scope and Contents**

Correspondence between Benjamin A. Hubbard and the provost and secretary of Columbia University. Hubbard was director of Kings Crown, an alumni organization which oversaw the budgets of certain student groups. Most of the records consist of the annual financial reports of the director of Kings Crown and the budgets of Kings Crown organizations. Also, correspondence regarding administrative issues and policies involving student organizations and government. Includes minutes of the King's Crown Advisory Committee dating from 1948 to 1952. Also includes correspondence regarding prizes and scholarships

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Huber, Francis, file, 1898-1901. (1 Folder), 12/1898-5/1901	box 661	folder 12
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**Scope and Contents**

Correspondence between Francis Huber, instructor in the diseases of children at Columbia University, and the president of the University. Correspondence relates to an endowment to establish the Abraham Jacobi Ward for Children at Roosevelt Hospital and Columbia's authority to appoint physicians to serve as instructors in the ward

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Hudnut, Joseph files, 1926-1936. (2 Folders), 3/1926-2/1936	box 352	folder 1 to 2
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**Scope and Contents**

Correspondence between Professor Joseph Hudnut of Columbia University and the secretary of the

University. Hudnut was a professor of the history of architecture. He served as acting director and acting dean of Columbia's School of Architecture prior to his appointment as dean of the school in 1934. Most of the correspondence relates to the School of Architecture. Topics related to the School of Architecture include: faculty appointments, faculty affairs, budgeting, expenditures, degrees, the curriculum, and alumni relations.

**Scope and Contents**

Includes correspondence proposing the creation of a town planning studio and a report, dating from 1934 which proposes the reorganization of the school. Also, correspondence and reports regarding Hudnut's resignation and the appointment of Leopold Arnaud as acting dean. Includes a report regarding the teaching method and educational philosophy of the school and a report containing Hudnut's recommendations regarding the selection of a new dean. Also, correspondence and reports regarding architectural and public service projects in the School of Architecture.

**Scope and Contents**

Topics include: cooperation between the school and the Federal Emergency Housing Administration during the Depression; a study of the Clairmont Avenue Apartments (ca. 1934); and the use of the Nevis Estate, which was donated to the University in 1935

Hudson, Perry B. files, 1941-1964. (2 Folders),  
8/1941-3/1964

box 673

folder 23 to  
24

**Scope and Contents**

Correspondence and legal documents relating to a lawsuit that was brought against doctors at Columbia University's College of Physicians and Surgeons by Professor Perry B. Hudson

Humphrey, Hubert H., file, 1966-1967. (1 Folder),  
10/1966-3/1967

box 18

folder 33

**Scope and Contents**

Correspondence between Vice President Hubert H. Humphrey and Grayson Kirk, the president of Columbia University. Among other topics, the correspondence relates to an invitation for Humphrey to visit the Lamont Geological Observatory, Columbia's facility for research and education in the earth sciences. Also includes a

congressional report on the space program that was forwarded to Kirk by Humphrey

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Humphreys, G. H. W. (George Herbert William 1950-1951. (1 Folder), 12/1950-4/1951	box 669	folder 27
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**Scope and Contents**

Correspondence between George H. W. Humphreys, Director of the Surgical Service at Columbia University, and the secretary of the University. Correspondence relates to Humphreys' leave to travel to Taiwan and his visit to the National Taiwan University Medical College in order to investigate the possibility of a working relationship between the College and Columbia

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Hungate, Thad L., files, 1928-1957. (3 Folders), 1/1928-4/1957	box 352	folder 16 to 18
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**Scope and Contents**

Correspondence between Thad. L. Hungate and the faculty and staff of Teachers College at Columbia University, the high level administrators of the University, and personnel at Teachers Insurance and Annuity Association. Hungate was the auditor and controller of Teachers College, which was affiliated with Columbia. Correspondence relates to personnel issues and retirement benefits for Teachers College faculty. Also, correspondence and proposals regarding Teachers College retirement plans and policies. Most of the correspondence from the 1950s relates to the budget of Teachers College. Includes a plan, dating from 1956 which proposes a joint Teachers College-Columbia University development program. There are gaps in the records from 1930 to 1939 1942 to 1946 1948 to 1950 and 1951 to 1953

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Hunningher, Benjamin, file, 1953-1954. (1 Folder), 10/1953-5/1954	box 670	folder 43
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**Scope and Contents**

Correspondence between Professor Benjamin Hunningher and Columbia University administrators. Hunningher held an appointment as Queen Wilhelmina Professor of the History, Language and Culture of the Netherlands. Correspondence relates to: the nomination of Pieter Geyl as an University honorary degree candidate and the gift of a stained glass window from Netherlands Antilles to the city of New York. Includes a translation of Hunningher's

article on Columbia, which was printed in the  
Nieuwe Rotterdamse Courant

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Hunt, Douglas, file, 1969-1971. (1 Folder), 3/1969-6/1971	box 508	folder 21
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**Scope and Contents**

Correspondence between Douglas Hunt, vice president for finance at Columbia University, and high level University administrators. Correspondence relates to Columbia's finances, financial policies, and accounting and reporting procedures. In particular, the records relate to policies regarding restricted and special funds and attempts to establish a computerized accounting system. Includes some correspondence documenting the beginnings of Columbia's financial crisis of the 1970s. Also includes correspondence regarding the responsibilities, organization, and management of the vice president's office

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Huntington, Anna Hyatt file, 1963-1967. (1 Folder), 7/1963-7/1967	box 18	folder 24
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**Scope and Contents**

Correspondence between Anna Hyatt Huntington and faculty and administrators at Columbia University. Correspondence relates to Huntington's sculptures, visits to her studio in Connecticut, and the possibility of a donation from Huntington to the University. Includes correspondence between faculty members regarding Huntington

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Huntington, Archer M. file, 1901-1918. (1 Folder), 5/1901-6/1918	box 328	folder 7
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**Scope and Contents**

Correspondence between Archer M. Huntington, president of the Hispanic Society of America, and Nicholas Murray Butler, president of Columbia University.

**Scope and Contents**

Topics include: gifts in support of Hispanic studies at Columbia, the endowment in support of the Butler Medals, and other gifts to the University

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Huntington, George S. files, 1891-1918. (3 Folders), 11/1891-3/1918	box 328	folder 8 to 10
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**Scope and Contents**

Correspondence between George S. Huntington, head of the Department of anatomy in the College of



Physicians and Surgeons at Columbia University, and the president and secretary of the University.

### Scope and Contents

Topics include: facilities, laboratories, equipment, the acquisition of specimens, faculty appointments, personnel, expenditures, and publications. Includes some correspondence on the administration of the Museum of Human and Comparative Morphology

Hurd, Charles P. files, 1956-1971. (15 Folders), 11/1956-3/1971

box 490

folder 1 to 15

### Scope and Contents

Correspondence between Charles P. Hurd, registrar of Columbia University, and University administrators. Correspondence relates to: the University's academic calendar, admissions, tuition exemption and tuition exchanges, tuition and fees, income from tuition and fees, classroom scheduling, enrollment, student affairs, registration procedures, regulations governing the awarding of degrees, attendance requirements, student services, and the preparation of diplomas and certificates. Includes a report on the academic calendar (1956) and registrar's reports that include enrollment statistics

Hurewitz, J. C. file, 1952-1956. (1 Folder), 8/1952-4/1956

box 449

folder 13

### Scope and Contents

Correspondence between J. C. Hurewitz, assistant professor of government in the Near and Middle East Studies Institute at Columbia University, and the secretary of the University. Records relate to Hurewitz's research and clerical assistants. Hurewitz was also president of the University-affiliated Tompkins Hall Nursery School. Includes annual reports of the school from 1954 and 1955 as well as correspondence regarding the school (ca. 1955). Also includes a reprint of Hurewitz's article on the United Nations and Palestine, which was published in international Organization in 1953

Hutchison, John A., file, 1957-1960. (1 Folder), 7/1957-6/1960

box 494

folder 24

### Scope and Contents

Correspondence between John A. Hutchison, chairman of the Department of Religion at Columbia University, and University administrators. Correspondence relates to the department.

**Scope and Contents**

Topics include: faculty appointments, expenditures, finances, and events. Includes a bulletin for graduate studies in religion for the 1957-1958 academic year. Records also relate to the establishment of the department. During the period covered by the records, graduate religious instruction at Columbia was overseen by the Joint Committee for the Ph.D. in Religion. The records include a committee agenda from May, 1950 and a proposal for the formal establishment of a religion department (June, 1960).

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Hutton, R. (Frederick Remsen) files, 1891-1907. (7 Folders), 12/1891-4/1907

box 328

folder 11 to  
17

**Scope and Contents**

Correspondence between Professor Frederick R. Hutton and the president of Columbia University. Hutton was a professor of mechanical engineering in the Department of Mechanical Engineering and, later, Dean of the faculty of Applied Science. Topics related to the Department of Mechanical Engineering include: the organization of the department, expenditures, gifts to the department, tuition and fees, and relations with other departments. Includes detailed correspondence regarding the curriculum and mission of the department and technical education at Columbia. Also includes correspondence regarding the management, instructional use, and equipment of departmental laboratories. Topics related to the Faculty of Applied Science include: student and faculty affairs, prizes and awards, scholarships, and degrees. Also, correspondence regarding Hutton's professional activities and retirement

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Hyde, James H., file, 1946-1947. (1 Folder), 9/1946-6/1947

box 668

folder 33

**Scope and Contents**

Correspondence between James H. Hyde and the acting president of Columbia University. Correspondence relates to various routine issues. Includes correspondence regarding Hyde's gift to Columbia

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Ihrig, Ruth, file, 1955-1956. (1 Folder), 9/1955-6/1956

box 671

folder 63

**Scope and Contents**

Correspondence between Ruth Ihrig, departmental secretary in the Department of Music at Columbia University, and University administrative staf

Correspondence relates to expenditures and requests for equipment and supplies

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Ikeda, Hayato, file, 1961 (1 Folder) 3/1961-6/1961, 1961, 3/1961-6/1961	box 673	folder 1
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**Scope and Contents**

Correspondence between Columbia University administrators and Japanese diplomats and politicians regarding an honorary degree that was to be awarded to Hayato Ikeda, the prime minister of Japan

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Imbrie, John, file, 1965-1967. (1 Folder), 12/1965-6/1967	box 36	folder 16
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**Scope and Contents**

Correspondence between Professor John Imbrie and administrators at Columbia University. Imbrie was a professor of geology and chairman of the geology department. He also served on the Advisory Board of the Lamont Geological Observatory, Columbia's facility for research and education in the earth sciences. Records relate to the geology department and to teaching and research in geology at the University.

**Scope and Contents**

Records include: a report on problems in the geology department, a proposal for the future organization of teaching and research in geology, and correspondence regarding a proposal to move the geology department to the Lamont Geological Observatory. Other topics include: departmental space needs, faculty appointments, and the nomination of professor Miyashiro to be the first recipient of the Vetlesen Visiting Professorship Award. Also, correspondence regarding Imbrie's dissatisfaction with his position at Columbia, his request for a leave, and his resignation

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Ingalls, Roscoe C., files, 1953-1959. (2 Folders), 11/1953-11/1959	box 495	folder 11 to 12
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**Scope and Contents**

Correspondence between Roscoe C. Ingalls and Columbia University administrators. Ingalls was an alumni trustee of the University and president of Columbia Associates, a group of benefactors who regularly made gifts in support of Columbia's general fund. Correspondence relates to Ingalls' gifts

to the University. Includes routine cover letters, acknowledgement letters, and invitations

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Inghram, Howell A., file, 1957-1958. (1 Folder), 7/1957-2/1958	box 672	folder 28
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**Scope and Contents**

Correspondence between Howell A. Inghram, director of the Institute of Accounting at Columbia University, and the vice president of the University. Correspondence relates a variety of routine topics. Includes a letter regarding the tax laws governing prizes and awards granted to students and faculty members by educational institutions

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Ingraham, George L., file, 1910-1918. (1 Folder), 12/1910-5/1918	box 665	folder 34
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**Scope and Contents**

Correspondence between George L. Ingraham and the president and clerk of the board of trustees of Columbia University. Ingraham, who was presiding justice of the Appellate Division of the the New York State Supreme Court, was a Columbia trustee and president of the University's Law School Alumni Association. Among other topics, the correspondence relates to: the University's legal affairs, the creation of the trustee's committee on legal affairs, the appointment of a counsel for the University, pacifists at Columbia during World War I, and the question of admitting women to the University's School of Law. Includes a transcription of a court hearing for Miss Parker, a student pacifist who contested Columbia's decision to withhold her degree

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Ireland, Bernard P., files, 1946-1959. (3 Folders), 7/1946-5/1959	box 407	folder 15 to 17
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**Scope and Contents**

Correspondence between Bernard P. Ireland, associate director of University admissions at Columbia University, and the University's provost, secretary, and assistant to the president. Correspondence relates to admissions requirements, the recruiting of candidates for admission, and individual candidates for admission. Also, correspondence regarding the administration and activities of the admissions office

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Izard, Thomas C., files, 1949-1960. (5 Folders), 7/1949-6/1960	box 433	folder 1 to 5
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**Scope and Contents**

Correspondence between Thomas C. Izard, director of the Summer Session at Columbia University, and high level University administrators. Includes some correspondence with the Administrative Board of Summer Session. The records consist of correspondence, budgets, financial statements, and reports relating to the Summer Session.

**Scope and Contents**

Topics include: enrollment, faculty affairs, fees, relations between the Summer Session and schools at the University, the government and administration of Summer Session, and arrangements for courses. Includes a flier advertising the 1959 Summer Session. Also, correspondence regarding a meeting of the Association of Summer Session Directors that was held in October, 1954

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Jackson, A. V. Williams, files, 1890-1933. (2 Folders),  
4/1890-11/1933

box 328

folder 18 to  
19

**Scope and Contents**

Correspondence between A. V. Williams Jackson, professor of Indo-Iranian languages in the Department of Indo-Iranian Languages at Columbia University, and the president and secretary of the University.

**Scope and Contents**

Topics include: facilities, expenditures, and gifts to the department. Includes correspondence regarding Jackson's appointment as Columbia's representative to the 10th International Congress of Orientalists, which was held in 1894. Also, correspondence regarding Jackson's personnel matters and professional activities. Includes a number of letters describing his trips to India in 1901 and Persia in 1903

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Jackson, Daniel Dana, file, 1912-1918. (1 Folder),  
10/1912-5/1918

box 665

folder 35

**Scope and Contents**

Correspondence between Daniel Dana Jackson, professor of chemical engineering at Columbia University, and the president and secretary of the University. Includes correspondence with the dean of the School of Mines and Engineering. Correspondence relates to Jackson's appointment and to routine business in the Department of Chemical Engineering. Includes a letter regarding

conditions in the department's Chandler museum of chemistry

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Jackson, John G., files, 1947-1958. (2 Folders), 9/1947-4/1958                      box 412                      folder 4 to 5

**Scope and Contents**

Correspondence between John G. Jackson, a trustee of Columbia University, and high level University administrators. Jackson was a member of the trustee committees on legal affairs and development and served as chairman of the Council on Medical Affairs. Correspondence relates to trustee business and University government.

**Scope and Contents**

Topics include: the establishment of the Committee on Development; the relationship between the trustee committees on development and finance; amendments to the University charter, statutes, and by-laws; policies regarding faculty appointments; and University finances. Includes a 1952 statement outlining the trustees' position on academic freedom and the University's administration, finances, mission, and student facilities. Also, correspondence, pamphlets, and other records regarding the columbia-Presbyterian Medical Center and other medical institutions which were affiliated with the University

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Jackson, W. T. H. (William Thomas Hobdell), 1955-1956. (1 Folder), 9/1955-10/1956                      box 671                      folder 64

**Scope and Contents**

Correspondence between William T. H. Jackson, executive officer of the Department of Germanic Languages at Columbia University, and high level University administrators. Correspondence relates to the department.

**Scope and Contents**

Topics include: staffing needs, faculty affairs, expenditures, and faculty appointments. Also, correspondence regarding the Germanic Review and correspondence regarding Jackson's personnel issues

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Jacobi, A. (Abraham) file, 1893-1908. (1 Folder), 12/1893-6/1908                      box 661                      folder 13

**Scope and Contents**

Correspondence between Professor Abraham Jacobi and the president of Columbia University. Jacobi held appointments as clinical professor, professor,

and emeritus professor of the diseases of children. Correspondence relates to problems involving an agreement between the University and Roosevelt Hospital. Also includes a long letter regarding the history of instruction in the diseases of children in New York City and recommendations regarding the curriculum of the Department of the Diseases of Children. Also, routine correspondence and cover letters

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Jacobs, Albert C., files, 1940-1950. (16 Folders),  
9/1940-6/1950

box 383

folder 1 to  
16

### **Scope and Contents**

Correspondence between Albert C. Jacobs and other Columbia University administrators. Jacobs held appointments as assistant to the president for veterans' affairs and provost. He also served as chairman of numerous committees including the Committee on Public Ceremonies, the Committee on Campus Protection, and the Advisory Committee on Veterans affairs.

### **Scope and Contents**

Most of the records relate to veterans' affairs (ca. 1945-1949) and the academic and administrative affairs of the University from 1947 to 1949. There is no correspondence dating from 1943 to 1944 while Jacobs was on leave for military service. Correspondence dating from 1940 to 1942 documents the work of the Committee on Public Ceremonies, which oversaw academic ceremonies and other public University functions, and the Committee on Campus Protection, which was created during World War II to develop safety procedures for the University. Records dating from 1945 to 1949 include correspondence and reports regarding veterans' affairs.

### **Scope and Contents**

Topics include services for veterans and administrative issues and policies involving the registration of veterans. Other veteran-related topics include: admissions, advanced placement credit, housing, enrollment, student affairs, and relations with veterans' agencies. Includes correspondence regarding the administration of Camp Shanks, the University's temporary housing facility. Most of the records dating from 1947 to 1950 consist of correspondence, reports, and financial records relating to the academic and administrative affairs of the University during Jacobs' tenure as provost. Topics related to academic affairs include: faculty affairs, faculty appointments, enrollment, policies

regarding scholarship and fellowship funds, tuition and fees, named professorships, student health services, academic ceremonies, departmental budgeting, and student affairs. Topics related to administrative affairs include: University finances and business administration, administrative appointments, and benefits policies and payroll administration for non-academic personnel. Includes correspondence regarding the appointment of a University chaplain (ca. 1947-1948) the creation of the post of vice president in charge of business affairs in 1949.

**Scope and Contents**

Also, correspondence regarding the agenda and activities of the Advisory committee on Educational Policy. The committee assisted in the development of policies and budget recommendations governing the University's teaching activities. Also, correspondence and other records regarding anti-discrimination legislation (the Austin-Mahoney Bill) and discrimination in higher education (ca. 1947-1948). The records also include correspondence and copies of the University statutes that document changes to the relationship between Columbia University and Teacher's College (ca. 1948). Most of the correspondence dating from 1949 to 1950 relates to Jacob's resignation to become chancellor of the University of Denver, the selection of Grayson Kirk as provost of the University, and the honorary degree that was granted to Jacobs by the University.

**Scope and Contents**

Includes correspondence and a report on the proposed Middletown College Extension, which was intended to accommodate the growing college-bound population. Also includes Jacob's speeches on a variety of topics

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Jacoby, Harold, files, 1893-1918. (2 Folders),  
6/1893-4/1918

box 328

folder 20 to  
21

**Scope and Contents**

Correspondence between Harold Jacoby, Rutherford Professor of Astronomy at Columbia University, and the president and secretary of the University. Most of the correspondence relates to the Department of Astronomy.

**Scope and Contents**

Topics include: teaching assignments, staffing needs, budgeting, the organization of the department,



personnel, research funding, appropriations, equipment, and undergraduate instruction at Columbia College and Barnard College. Includes correspondence regarding Professor Rees, the head of the department. Also includes a proposal for a student observatory

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Jacques-Meunier, M. C., file, 1910-1914. (1 Folder),  
10/1910-6/1914

box 666

folder 6

**Scope and Contents**

Correspondence between M. C. Jacques-Mennier and the secretary of Columbia University. Jacques-Mennier was the son-in-law of sculptor Constantin Meunier and the executor of his estate. Correspondence relates to arrangements for an exhibition of Constantin Meunier's works that was held at Columbia in 1914. Includes correspondence between administrators, alumni, and other parties regarding the exhibition. Also, correspondence regarding the purchase of Meunier's work, Martelleur, by a committee of alumni as a gift to the University

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Jakobson, Romanfile, 1948-1949. (1 Folder),  
7/1948-4/1949

box 669

folder 14

**Scope and Contents**

Correspondence between Roman Jakobson, professor of Czechoslovak studies at Columbia University, and the provost of the University. Most of the correspondence relates to the Thomas G. Masaryk Chair of Czechoslovak Studies.

**Scope and Contents**

Topics include: funding for the Masaryk Chair from the Czechoslovakian government and possible changes to the chair's title to reflect changes in the government of Czechoslovakia

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James, Marquis, file, 1951-1954. (1 Folder),  
10/1951-6/1954

box 447

folder 9

**Scope and Contents**

Correspondence between Professor James Marquis and the Office of the Secretary at Columbia University. Most of the records consist of expense statements and pay requisitions relating to a Rockefeller Foundation grant in support of Marquis' biography of Booker T. Washington. Includes a

proposal for the project and correspondence related to the project

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James, Walter B., file, 1893-1909. (1 Folder), 11/1893-3/1909	box 661	folder 14
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**Scope and Contents**

Correspondence between Professor Walter B. James and the president of Columbia University. James held a number of appointments including professor of the practice of medicine and Bard Professor of the Practice of Medicine. Correspondence relates to a variety of subjects.

**Scope and Contents**

Topics include: faculty appointments, faculty salaries, the Proudfit Fellowship, the appointment of a medical director of the gymnasium in order to improve the health and care of students, and the need for a new public hospital on Manhattan's West Side

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Janeway, Theodore C., file, 1910-1914. (1 Folder), 6/1910-5/1914	box 665	folder 36
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**Scope and Contents**

Correspondence between Theodore C. Janeway, Bard Professor of the practice of Medicine in the College of Physicians and Surgeons at Columbia University, and the president and secretary of the University. Includes correspondence with the dean of the college and the clerk of the University's board of trustees. Correspondence relates to the Department of the Practice of Medicine.

**Scope and Contents**

Topics include budgeting and plans to expand the department

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Janowitz, Blanche A., file, 1970-1971. (1 Folder), 7/1970-1/1971	box 108	folder 25
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**Scope and Contents**

The records appear to be crank letters and other materials mailed to the University

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Jansen, Arthur, file, 1953-1954. (1 Folder), 10/1953-5/1954	box 670	folder 44
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**Scope and Contents**

Correspondence between Arthur Jansen and Columbia University administrators. Jansen was a lecturer in finance and a member of the

Subcommittee on Undergraduate Affairs of the Standing Committee of the Alumni Association of Columbia College. The records consist of correspondence and reports relating to the alumni association

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Jefferson, Joe, files, 1957-1960. (3 Folders),  
7/1957-6/1960

box 494

folder 21 to  
23

**Scope and Contents**

Correspondence between Joe Jefferson, director of admissions and financial aid at Columbia University, and University administrators. Correspondence relates to: University loan funds, financial aid programs, and financial aid policies; issues involving the establishment of governmental student loan programs and government financing for college tuition; and the routine business of Columbia's admissions and financial aid office. Includes a proposal by the New York State Higher Education Assistance Corporation for a college loan program

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Jeffery, Arthur, files, 1945-1959. (2 Folders),  
7/1945-6/1959

box 394

folder 21 to  
22

**Scope and Contents**

Correspondence between Arthur Jeffery, executive officer of the department of Semitic Languages at Columbia University and chairman of the University's Bampton Lecture Committee, and high level University administrators. Most of the correspondence relates to the department and to the selection and appointment of Bampton lecturers. Also, correspondence regarding Jeffery's personnel issues and professional activities. Includes correspondence regarding his one-year appointment to the School of Oriental Studies at the American University in Cairo in 1946. Includes a letter dating from June, 1946 which discusses his travels, meetings with fellow scholars, and regional politics

**Scope and Contents**

Topics related to the Department of Semitic Languages include: staffing needs, faculty recruiting, special lecturers, visiting professors, faculty appointments, faculty affairs, and budgeting. Includes correspondence regarding the administration of courses in Indo-Iranian languages and cultures and proposals for programs in Ethiopian and Armenian studies

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Jemmott, Marion E., file, 1965-1966. (1 Folder),  
7/1965-12/1966

box 507

folder 23

**Scope and Contents**

Correspondence regarding routine administrative issues

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Jenkins, Helen Hartley, file, 1901-1910. (1 Folder), 10/1901-3/1910	box 661	folder 15
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**Scope and Contents**

Correspondence regarding gifts to Columbia University from Helen Hartley Jenkins (Mrs. George W. Jenkins). Includes correspondence regarding Hartley Hall, which was funded as a memorial to Marcellus Hartley by Jenkins, who was Hartley's daughter, and Marcellus Hartley Dodge, who was his grandson. The correspondence includes only one letter from Jenkins. The letter relates to a gift in support of a building to be used for graduate work

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Jenks, Jeremiah Whipple, file, 1906-1908. (1 Folder), 10/1906-12/1908	box 661	folder 16
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**Scope and Contents**

Correspondence between Professor Jeremiah Whipple Jenks of Cornell University and the president and secretary of Columbia University. Correspondence relates to Jenks' appointment as Blumenthal Lecturer for the 1907-1908 academic year

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Jensen, Herbert R., file, 1948-1949. (1 Folder), 9/1948-6/1949	box 669	folder 15
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**Scope and Contents**

Correspondence between Herbert R. Jensen and Columbia University administrators, faculty, and alumni. Jensen was manager of University audio-visual services. Correspondence relates to the University's audio-visual needs. Includes correspondence regarding the filming of the installation of Dwight D. Eisenhower as president of the University. Also includes a 106 page survey of audio-visual department activities

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Jervey, Huger W., files, 1926-1949. (2 Folders) 10/1926-6/1949	box 352	folder 3 to 4
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**Scope and Contents**

Correspondence between Huger W. Jervey and the president and secretary of Columbia University. Jervey was dean of Columbia's School of Law. After resigning the deanship, Jervey was appointed director of the University's Institute of International Affairs, which became the Parker

School of Advanced International Studies and was later renamed the Parker School of Foreign and Comparative Law. Correspondence dating from 1926 to 1928 relates to the School of Law. Correspondence dating from 1931 to 1932 and 1947 to 1948 relates to the Institute of International Affairs and the Parker School. There are gaps in the records from 1928 to 1931 and 1932 to 1947. Topics related to the School of Law include: faculty appointments, faculty affairs, appropriations, fees, and scholarships. Includes a proposal for a criminology program, dated 1926. Also includes correspondence regarding Jervey's resignation and the appointment of Young B. Smith as dean of the school.

### Scope and Contents

Correspondence dating from 1931 to 1932 relates to the establishment and funding of the Institute of International Affairs, which became the Parker Institute for Advanced International Studies. Includes a proposal that discusses the staffing needs, teaching methods, mission, and organization of the institute. Also includes correspondence regarding the creation of the Administrative Board of the Institute of International Affairs. Correspondence dating from 1947 to 1948 is between Jervey and the acting president of the University, the University provost, and the dean of Columbia's School of International Affairs. The correspondence relates to the reorganization of the Parker School of Advanced International Affairs as the Parker School of Foreign and Comparative Law. Includes correspondence regarding budgeting, facilities, and the Parker Fund. Correspondence from this period also relates to Jervey's retirement

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Jespersion, Otto file, 1908-1909. (1 Folder),  
11/1908-12/1909

box 661

folder 17

### Scope and Contents

Correspondence between Professor Otto Jespersen of the University of Copenhagen and Columbia University administrators. Correspondence relates to Jespersen's appointment as a visiting professor of English philology for the 1909-1910 academic year. Includes correspondence regarding his travel arrangements

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Jesse, R. H. (Richard H.), file, 1901-1909. (1 Folder),  
6/1901-5/1909

box 661

folder 18

### Scope and Contents

Correspondence between Richard H. Jesse, president of the University of Missouri, and Nicholas Murray

Butler, president of Columbia University. Jesse and Butler exchanged opinions and advice on a variety of subjects relating to the administration of their respective institutions.

**Scope and Contents**

Topics include recommendations for faculty appointments and the organization and administration of graduate schools

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Jessup, Philip C., files, 1940-1959. (4 Folders),  
7/1940-5/1959

box 384

folder 19 to  
22

**Scope and Contents**

Correspondence between Professor Philip C. Jessup of Columbia University and high level University administrators. Jessup held a number of appointments including professor of international law, Hamilton Fish Professor of International Law and Diplomacy, assistant director of the Program of Training in International Administration, chairman of the Committee on Instruction of the Faculty of Political Science, and chairman of the Columbia University Council on Atomic Age Studies. He was also a member of the Administrative Board of the School of International Affairs. Most of the records relate to Columbia's activities and programs in the fields of public affairs, international affairs, and international law. includes correspondence, proposals, and reports (ca. 1940-1942) regarding attempts to develop the Columbia University Program. The program was intended to: 1.) organize and direct the University's teaching and research and 2.) find ways to apply the knowledge and expertise of University faculty to national and international affairs.

**Scope and Contents**

Also, correspondence and a proposal (ca. 1943-1944) regarding the Training Program in International Administration, which was a predecessor of the School of International Affairs. In addition, the records include a report regarding relations between the United Nations and the University (ca. 1946-1947). Also, correspondence (ca. 1950-1954) regarding Jessup's nomination to the United Nations General Assembly and charges of communist activities that were brought against him. Also includes correspondence (ca. 1957-1959) regarding the Advisory Committee of the Faculties; a funding proposal for a study of the international administration of space (1958); and correspondence (ca. 1959) regarding the Columbia University Council for Atomic Age Studies, which sought to

address issues involving the study and use of atomic energy. Also, correspondence relating to Jessup's personnel issues, service during World War II, payments to research assistants, and arrangements to take part in the University Seminars

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Jesup, Morris K. file, 1893-1906. (1 Folder),  
3/1893-10/1906

box 661

folder 19

**Scope and Contents**

Correspondence between Morris K. Jesup, President of the American Museum of Natural History, and the president of Columbia University. Much of the correspondence relates to Franz Boas, who served as curator of the museum's ethnological division and was appointed to the faculty at Columbia in 1896. Topics include Boas' work in eastern Asia and his personnel matters

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Johnson, Douglas Wilson, files, 1929-1944. (3 Folders),  
12/1929-1/1944

box 357

folder 3 to 5

**Scope and Contents**

Correspondence between Professor Douglas Wilson Johnson of Columbia University and the provost and secretary of the University. Johnson was Newberry Professor of Geology and executive officer of the Department of Geology. Most of the correspondence relates to the department.

**Scope and Contents**

Topics include: faculty appointments and recruiting, staffing needs, budgeting, equipment, and appropriations for research projects. Johnson also seems to have been in charge of studying a dispute between the Department of Music and the chapel music director (ca. 1940). Includes a report regarding the conflict.

**Scope and Contents**

Also, correspondence dating from 1929 to 1930 consists of detailed letters from Johnson to Nicholas Murray Butler, president of the University. The letters discuss Johnson's activities during his leave of absence to attend the International Geological Congress in South Africa and conduct research and field work in Australia, New Zealand, Asia, and Hawaii. The letters contain anecdotes regarding the countries which were visited by Johnson and information about geological phenomena and meetings with colleagues. Much of the

correspondence dating from 1942 to 1944 relates to Johnson's health and personnel issues

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Johnson, Kenneth D., file, 1949-1955. (1 Folder), 10/1949-5/1955	box 433	folder 13
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**Scope and Contents**

Correspondence between Kenneth D. Johnson, dean of the New York School of Social Work, and the president and secretary of Columbia University. Johnson was also president of the Greater New York Council for Foreign Students and chairman of the University's Committee on the Harriman Campus. Records relate to Columbia's membership in the council for foreign students (ca. 1954) and the development of the University's Harriman Estate and Arden House conference center (ca. 1950). Includes speeches which were given by Johnson at the New York School of Social Work in 1949 and 1953. Also includes a letter and newspaper clipping regarding Johnson's appointment as a guardian of the children of Julius and Ethel Rosenberg

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Johnson, Robert S., file, 1954 (1 Folder) 1 Sep-54, 1954	box 671	folder 3
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**Scope and Contents**

Four issues of Voiceways, a quarterly publication of the New York Telephone Company. Includes an essay that appears to have been prepared for submission to Voiceways by Robert Harron, the assistant to Columbia University president Grayson Kirk

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Johnston, William D., files, 1909-1914. (3 Folders), 3/1909-1/1914	box 325	folder 16 to 18
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**Scope and Contents**

Correspondence between William D. Johnston, librarian of Columbia University, and high level University administrators. Correspondence relates to the Columbia University Libraries.

**Scope and Contents**

Topics include: the libraries' administrative offices, budgeting, the acquisition and management of collections, gifts, and facilities. Includes correspondence regarding the administration of the Law Library. Also, correspondence relating to Johnston's appointment and personnel issues

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Jones, Adam Leroy, files, 1900-1931. (3 Folders), 1/1900-4/1931	box 327	folder 12 to 14
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**Scope and Contents**

Correspondence between Adam Leroy Jones, chairman of the Committee on Undergraduate Admissions at Columbia University, and the University's faculty and high level administrators. Contains substantive correspondence regarding the University's admissions criteria. Includes correspondence regarding individual candidates for admission

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Jones, S. Guernsey, file, 1969 (1 Folder) 8 Nov-69, 1969      box 90      folder 2

**Scope and Contents**

A report on student unrest at Colgate University in 1969 that was forwarded to the Columbia University administration by S. Guernsey Jones

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Jones, Thomas Roy, file, 1952-1954. (1 Folder), 3/1952-6/1954      box 447      folder 10

**Scope and Contents**

Correspondence between Thomas Roy Jones, president of Daystrom, Inc. and chairman of the Graphic Arts Center Program at Columbia University, and University president Grayson Kirk. Includes correspondence between Jones and contributors to the program. Records relate to plans for establishing a center where Columbia's library collections relating to printing and publishing would be available to the graphic arts industry. Most of the records consist of letters acknowledging gifts in support of the center. Includes a copy of the project proposal and copies of newspaper clippings regarding the center

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Joseph, Frank E., file, 1957-1958. (1 Folder), 7/1957-5/1958      box 672      folder 29

**Scope and Contents**

Correspondence between Frank E. Joseph and Grayson Kirk, the president of Columbia University. Joseph, who was an alumnus of Columbia College and the University's School of Law, served on the Cleveland Commission on Higher Education. Most of the correspondence relates to President Kirk's suggestions for appointments to the commission. Includes a letter regarding Joseph's appointment to the Columbia College Council

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Jusserand, J. J. (Jean Jules), file, 1911-1917. (1 Folder), 10/1911-6/1917      box 665      folder 37

**Scope and Contents**

Correspondence between Jean J. Jusserand, French ambassador to the United States, and the president and secretary of Columbia University. Correspondence relates to: visiting French faculty at Columbia and Jusserand's Pulitzer Prize for *With Americans of Past and Present Days*. Includes an inquiry about industrial and commercial instruction at Columbia

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Kahn, William E., files, 1965-1971. (3 Folders), 7/1965-6/1971

box 507

folder 24 to 26

**Scope and Contents**

Correspondence between William E. Kahn and high level administrators at Columbia University. Includes correspondence with the University's director of student interests. Kahn served as proctor of the University during the campus disturbances of the late 1960s and early 1970s. Most of the records consist of Kahn's reports to the administration. The reports list and briefly discuss student meetings, events, and demonstrations; disciplinary problems and pranks; security violations and rules infractions; and rumors regarding protests.

**Scope and Contents**

These reports provide a partial account of happenings on campus between 1969 and 1971. The records also contain official accounts of demonstrations, including protests that were held in September and November of 1968 and February of 1969. Includes some copies of fliers that were distributed at demonstrations

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Kain, A., file, 1959-1960. (1 Folder), 9/1959-6/1960

box 672

folder 63

**Scope and Contents**

Crank Letters

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Kaiser, Clara A., file, 1959-1960. (1 Folder), 7/1959-6/1960

box 672

folder 64

**Scope and Contents**

Correspondence between Clara A. Kaiser, acting dean of the New York School of Social Work, and high level administrators at Columbia University. Correspondence relates to the school.

**Scope and Contents**

Topics include: the relationship between Columbia and the school of social work, faculty affairs in the

school, and the selection of Fred DelliQuadri as the new dean of the school

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Kaiser, John Boynton, file, 1954 (1 Folder) 9/1954-12/1954, 1954, 9/1954-12/1954	box 671	folder 32
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**Scope and Contents**

Correspondence between John Boynton Kaiser, President of the New York State Library School Association, and the president and provost of Columbia University. Correspondence relates to: financial assistance to Columbia from the association, a study of Columbia's School of Library Service, and Columbia's 1954 Charter Day celebration. Also includes two articles regarding libraries and librarianship

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Kapitsa, P. L. (Petr Lenonidovich), file, 1969. (1 Folder), 4/1969-12/1969	box 90	folder 29
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**Scope and Contents**

Correspondence regarding the honorary degree from Columbia University that was awarded to Petr L. Kapista, a Russian physicist and the designer of the Sputnik I satellite. Correspondence relates to preparations for the honorary degree ceremony. Records include: invitations, programs from the ceremony, newspaper clippings, the draft of an article regarding Kapista, biographical information regarding Kapista, and the text of University president Andrew Cordier's introductory address at the degree ceremony

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Kay, Marshall, files, 1947-1958. (4 Folders), 9/1947-5/1958	box 412	folder 6 to 9
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**Scope and Contents**

Correspondence between Marshall Kay, executive officer of the Department of Geology at Columbia University, and high level University administrators. The records consist of correspondence and budgets relating to the department and to the Lamont Geological Observatory, Columbia's facility for research and instruction in the earth sciences.

**Scope and Contents**

Topics include: faculty appointments, equipment, faculty affairs, events, fellowships, and scholarships. Kay also chaired a number of committees which were involved in faculty salaries, fellowships, and scholarships. The records include reports from these committees. Kay also chaired the Summer Session Committee. Includes a report of the committee dating from May, 1958. Also, correspondence

regarding the administration of Kay's research projects

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Kayan, Carl F., file, 1948-1953. (1 Folder), 8/1948-6/1953	box 427	folder 17
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**Scope and Contents**

Correspondence between Carl Kayan professor of mechanical engineering and executive officer of the Department of Mechanical Engineering at Columbia University, and high level University administrators. Includes correspondence with the dean of the School of Engineering. The records consist of correspondence and budgets relating to the department.

**Scope and Contents**

Topics include: faculty appointments, budgeting, faculty affairs, expenditures, appropriations, facilities, and space needs. Includes correspondence regarding the use of the Sheffield Building as an engineering center. Also, correspondence regarding Kayan's professional activities, travel, and personnel issues

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Kayden, Eugene M., file, 1964-1968. (1 Folder), 8/1964-5/1968	box 72	folder 15
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**Scope and Contents**

Correspondence between Professor Eugene M. Kayden of the University of the South and administrators at Columbia University. Correspondence relates to Kayden's gifts of volumes of his translations of Russian poetry and funds to establish the Pushkin Poetry and Literature Fund

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Keener, William A., files, 1890-1904. (2 Folders), 3/1890-1/1904	box 661	folder 20 to 21
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**Scope and Contents**

Correspondence between William A. Keener and the president and secretary of Columbia University. Keener held appointments as professor of private law, professor of law, Kent Professor of Law, and dean of the School of law. Correspondence relates to the law school.

**Scope and Contents**

Topics include: the restructuring of the law school and the revision of its curriculum in 1892 faculty affairs, student affairs, the acquisition of books for the Law Library, and examinations. Includes the dean's report for 1898. Also, correspondence

regarding Keener's concern that Columbia's amateur athletics program be kept free of professional athletes. Also includes correspondence regarding thefts from gymnasium lockers

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Keep, Austin B. file, 1908-1916. (1 Folder), 1/1908-11/1916	box 665	folder 38
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**Scope and Contents**

Correspondence between Austin B. Keep, a Ph.D. candidate in the Department of Political Science at Columbia University, and the clerk of the University's Board of Trustees, the University librarian, and the superintendent of buildings and grounds. Correspondence relates to Keep's dissertation, which included a chapter on the library of King's college; funding to publish the dissertation; and efforts to provide Keep with University housing

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Keller, Allan H., file, 1953-1954. (1 Folder), 8/1953-5/1954	box 670	folder 45
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**Scope and Contents**

Correspondence between Allan H. Keller and Columbia University administrators. Keller was an assistant professor of journalism in Columbia's Graduate School of Journalism and a staff writer for the "New York World Telegram" and "The Sun". Includes Keller's article about Columbia, which was written for the University's bicentennial in 1954

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Kemp, J. (James Furman), files, 1891-1918. (3 Folders), 6/1891-1/1918	box 324	folder 15 to 17
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**Scope and Contents**

Correspondence between James Furman Kemp, professor of geology in the Department of Geology at Columbia University, and the president of the University. Kemp held a number of posts at the University including secretary of the Faculty of Applied Science, chairman of the Committee on Student Employment, chairman of the Faculty Committee on Athletics, and Secretary of the University Council. Most of the correspondence relates to the Department of Geology or the administration of student organizations and student services. Topics related to the Department of Geology include: the organization of the department, field work, the curriculum, departmental collections, special lectures, fellowships and scholarships, personnel, faculty appointments, evaluations of faculty performance, finances, and budgeting. Topics related to student organizations and services include:

student employment services, athletic clubs, and the faculty advisor program.

**Scope and Contents**

Includes correspondence regarding policies and public relations related to football and correspondence regarding Columbia's ban on football in 1905. Also, correspondence relating to the Faculty of Applied Science.

**Scope and Contents**

Topics include: arrangements for faculty meetings, the agenda of faculty meetings, degree requirements, the granting of degrees, and the curriculum. Also, correspondence regarding Kemp's appointment, personnel issues, and retirement

Kemp, Richard C., file, 1959-1960. (1 Folder),  
7/1959-6/1960

box 672

folder 65

**Scope and Contents**

Correspondence between Richard C. Kemp, associate director of residence halls at Columbia University, and high level University administrators. Correspondence relates to routine issues involving the administration of Columbia's residence halls

Kempthorne, James L., file, 1966 (1 Folder) 5 Jan-66,  
1966

box 18

folder 2

**Scope and Contents**

Correspondence between James L. Kempthorne and the president of Columbia University. Kempthorne, who was a former Columbia College student, solicited the University for an honorary degree

Kenen, Peter B., files, 1969-1971. (2 Folders),  
7/1969-5/1971

box 510

folder 1 to 2

**Scope and Contents**

Correspondence between Peter B. Kenen and high level administrators at Columbia University. Kenen held a number of appointments including Wesley Clair Mitchell Professor of Economics, Chairman of the Department of Economics, Provost, and Advisor to the President. Most of the correspondence relates to Kenen's responsibilities as provost.

**Scope and Contents**

Topics include: University finances and investment policies, gift and endowment income, fringe benefit funds, and budgeting. Includes a report on

research projects and research policies (October, 1971). Much of the correspondence also relates to Kenen's personnel issues and professional activities. Includes: a press release regarding his appointment as chairman of the economics department, his speech on United States monetary policy (May, 1970), his resignation letter (March, 1971), and correspondence regarding the distribution of his files to other administrative offices (February, 1971)

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Kennedy, John S., file, 1893-1910. (1 Folder),  
1/1893-4/1910

box 661

folder 22

**Scope and Contents**

Correspondence between John S. Kennedy and Nicholas Murray Butler, the president of Columbia University. Kennedy was a trustee of the University and a member of the trustees' committee on finance. Much of the correspondence relates to Kennedy's gifts to Columbia.

**Scope and Contents**

Topics include funding for the construction of Hamilton Hall and plans to use a bequest from Kennedy for the completion of University Hall. Also, correspondence regarding: Butler's priorities for campus construction projects, Butler's plans to merge Columbia's medical school with an established hospital, and Butler and Kennedy's views regarding Jewish representation on the board of trustees and the threatened withdrawal of support from Jewish donors. Other topics include: Kennedy's election to the board in 1903 the work of the finance committee, and University finances

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Kennedy, Robert H., file, 1953-1954. (1 Folder),  
2/1953-4/1954

box 449

folder 14

**Scope and Contents**

Robert Kennedy served as alumni chairman of the Bicentennial Fund for the Medical Sciences at Columbia University. Mostly newsletters relating to the University's bicentennial development campaign for the medical sciences. Includes copies of the Campaign Reporter and the Medical Scientist. Also includes some correspondence regarding the campaign

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Kenseth, Harald E., file, 1953-1954. (1 Folder),  
4/1953-1/1954

box 670

folder 46

**Scope and Contents**

Correspondence between Harald E. Kenseth and Columbia University administrators. Kenseth was

secretary of the University's Council of Medical Affairs and director of the Bicentennial Fund for the Medical Sciences. Correspondence relates to alumni gifts in honor of Columbia's 1954 bicentennial celebration. Correspondence also relates to the Brydges Act, legislation that affected the practice of medicine by interns and residents in hospitals. Includes newspaper clippings

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Keppel, Frederick P., files, 1900-1922. (5 Folders)  
1/1900-6/1922

box 459

folder 11 to  
15

### **Scope and Contents**

Correspondence between Frederick P. Keppel and Columbia University presidents Seth Low and Nicholas Murray Butler. Keppel held a number of administrative posts including assistant secretary of the university, secretary of the university, and dean of Columbia College. Beginning in the 1890s the secretary of the University worked closely with the president. During the early 1900s the secretary became one of Columbia's top administrators. The secretary's responsibilities changed and grew with the University. Correspondence relates to a range of topics involving the University and Columbia College.

### **Scope and Contents**

Includes budgets, telegrams, notes, and cover letters. Keppel served as assistant secretary under William H. H. Beebe from 1900 to 1902. Most of the correspondence from this period relates to routine administrative duties and the gathering of information and statistics requested by President Low. The correspondence consists of letters that Low sent to the secretary's office from his vacation home in Maine and Keppel's replies. This portion of the records compliments the correspondence files relating to President Seth Low, which are also located in Central Files. Keppel was secretary of the University from 1902 to 1910. Correspondence from this period relates to more substantive issues regarding the administrative and academic affairs of the University.

### **Scope and Contents**

Topics include: graduation requirements, degrees, scholarships, the administration of academic departments, the curriculum, preparations for events, and the University budget.



### **Scope and Contents**

Includes correspondence regarding the responsibilities and work load of the secretary's office, University record-keeping, and the business of the President's Office. In addition, Keppel was secretary during a critical period of Columbia's development as a university. The records document the: development of the University's policies, administrative operations, and procedures; government of the University and its organizations; and application and interpretation of the University's policies, statutes, and charter. Keppel served as dean of Columbia College, the University's undergraduate college, from 1910 to 1918. Records from this period consist of correspondence between Keppel and University president Nicholas Murray Butler and between Keppel and his successor as secretary of the University, Frank D. Fackenthal.

### **Scope and Contents**

Topics include: faculty appointments, faculty affairs, student affairs and advising, prizes and awards, scholarships, endowments, the student body, student academic standing and probation, and the evaluation of faculty performance. Includes correspondence (ca. 1901-1913) regarding enrollment, recruiting, the composition of the student body (in particular Jewish students), and the establishment of a residential college. Specific, related documents include: Keppel's comments (dated October, 1912) on a plan to distribute scholarships throughout the United States and Canada and his comments (dated May, 1913) on a proposal by the Committee on education to require residence at the University.

### **Scope and Contents**

Also includes correspondence (ca. 1911) regarding the requirements, degrees, and curriculum of the proposed combined course in the School of engineering and Columbia College and correspondence (ca. 1915) regarding scholarships which were endowed by Joseph Pulitzer. Records dating from 1917 to 1918 consist of correspondence regarding University business and Keppel's personnel issues. During this time, Keppel was on leave at the War Department where he served as third assistant secretary of war. Correspondence dating from 1922 relates to Keppel's status as an officer of the University while he was serving as

administrative commissioner for the United States at  
the International Chamber of Commerce in Paris

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Kernochan, John M., files, 1955-1960. (2 Folders), 7/1955-5/1960	box 495	folder 13 to 14
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**Scope and Contents**

Correspondence between John M. Kernochan, director of the Legislative Drafting Research Fund at Columbia University, and University administrators. Correspondence relates to routine personnel administration, gifts to the fund, and fund finances. Includes correspondence and a proposal relating to a project to modernize state constitutions (ca. 1957). Also includes correspondence regarding the establishment of a council to promote interdisciplinary approaches to issues involving the development of atomic energy (ca. 1956).

**Scope and Contents**

Topics include the purpose, creation, and membership of the council, which later became the Council for Atomic Age Studies

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Kerr, Paul F., files, 1945-1964. (12 Folders), 7/1945-4/1964	box 399	folder 1 to 12
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**Scope and Contents**

Correspondence between Professor Paul Kerr of Columbia University and University administrators and faculty. Kerr held a number of appointments including professor of minerology, executive officer of the Department of Geology, Newberry Professor of Minerology, and research coordinator for the geology department. He also served as chairman of the Committee on Patents and the Administrative Committee of the James Furhman Kemp Memorial Fund. Most of the records consist of correspondence, financial records, budgets, and proposals relating to the Department of Geology and geological research and instruction at the University. Also, correspondence and reports relating to a number of committees and correspondence regarding Kerr's trip to Libya in 1964.

**Scope and Contents**

Topics related to the Department of Geology and geological research and instruction include: faculty appointments, staffing needs, faculty affairs, personnel issues, the performance and professional standing of faculty members, facilities, the curriculum, appropriations, expenditures,

equipment, prizes, research funding, and the administration of research projects.

**Scope and Contents**

Includes correspondence regarding the management of the James Furhman Kemp Memorial Fund and the K. C. Li fund. Includes correspondence and other records regarding the establishment and development of a program in geophysics (ca. 1946-1950) and the establishment and administration of the Lamont Geological Observatory, Columbia's facility for research and instruction in the earth sciences. Also includes correspondence regarding departmental relations with the Geological Society of America, which had its headquarters at the University. Also, correspondence and reports relating to committees on which Kerr served. Records include the preliminary report of the Columbia Development Plan Committee, which was responsible for conducting a comprehensive evaluation of the University, and the committee's report (October, 1954) on the professional standing of University faculty. Also included are: correspondence relating to the University's policies on inventions and patents, correspondence regarding the Committee on Patents (ca. 1959), and records regarding the establishment and awarding of the James Furhman Kemp Medal for Distinguished Service in Geology

Kettering, Charles Franklin, file, 1954 (1 Folder) 4/1954, 1954, 4/1954                      box 670                      folder 47

**Scope and Contents**

A copy of a speech that was given at the Columbia University Engineering Alumni Association's Egelston Medal Award Dinner by Charles Franklin Kettering, the director of General Motors Corporation. The speech is entitled "An Inventor Looks at Technical Education."

Keyser, Cassius Jackson, files, 1900-1917. (2 Folders), 10/1900-6/1917                      box 327                      folder 15 to 16

**Scope and Contents**

Correspondence between Cassius Jackson Keyser, administrative head of the Department of Mathematics at Columbia University, and high level University administrators. Correspondence relates to the Department of Mathematics and the Faculty of Applied Science.

**Scope and Contents**

Topics include: faculty affairs, faculty appointments, the evaluation of faculty performance, personnel issues, and staffing needs. Also, correspondence relating to keyser's personnel issues and professional activities.

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King, Charles Glen file, 1954-1956. (1 Folder), 10/1954-5/1956	box 488	folder 10
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**Scope and Contents**

Correspondence between Professor Charles Glen King of Columbia University and University administrators. King was a professor of chemistry and acting director of the University's Institute of Nutrition Sciences. Correspondence relates to his personnel issues. Includes proposals and correspondence relating to the establishment of the Institute of Nutrition Sciences

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King, Helen S., file, 1960-1965. (1 Folder), 8/1960-6/1965	box 503	folder 25
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**Scope and Contents**

Correspondence between Helen S. King, administrative assistant to the president of Columbia University. The correspondence relates to routine administrative issues in the President's Office and other high level offices.

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King, W. V. (Willard Van Orsdel), files, 1903-1948. (2 Folders), 12/1903-6/1948	box 327	folder 17 to 18
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**Scope and Contents**

Correspondence between Willard V. King, president of the Columbia Trust Company and a trustee of Columbia University, and the president of the University.

**Scope and Contents**

Topics include: University finances, gifts to the University, and Columbia's fund raising efforts. Includes a detailed report dating from 1928 on the University's fund raising projects and strategies. Much of the more recent correspondence documents the work of the trustee's committee on honors

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Kingsland, Helen S., file, 1904-1906. (1 Folder), 12/1904-12/1906	box 661	folder 23
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**Scope and Contents**

Correspondence between Helen S. Kingsland and the president of Columbia University. Correspondence relates to Kingsland's efforts to enroll her son at Columbia and his subsequent withdrawal from Columbia. Correspondence also relates to her gift of a stained glass window for the University's St. Paul's Chapel

Kinnear, Elizabeth K., file, 1951-1952. (1 Folder),  
7/1951-5/1952

box 669

folder 38

**Scope and Contents**

Correspondence between Elizabeth K. Kinnear, executive secretary of Earl Hall at Columbia University, and the assistant provost of the University. Correspondence relates to Earl Hall, Columbia's nondenominational religious and social center.

**Scope and Contents**

Topics include: budgeting, arrangements for conferences, and gifts to Earl Hall

Kinnicut, Francis P., file, 1891-1904. (1 Folder),  
6/1891-3/1904

box 661

folder 24

**Scope and Contents**

Correspondence between Francis P. Kinnicut, Professor of Clinical Medicine at Columbia University, and the president and secretary of the University. Most of the correspondence relates to gifts from Mrs. A. A. Anderson in support of medical facilities at Roosevelt Hospital and agreements between the University and the hospital regarding those facilities

Kirby, Gustavus T., file, 1899-1918. (1 Folder),  
2/1899-5/1918

box 329

folder 2

**Scope and Contents**

Correspondence between Gustavus T. Kirby, an alumnus of Columbia University, and the president of Columbia University. Most of the correspondence relates to the work of the Alumni Committee on Athletic Policy.

**Scope and Contents**

Topics include: the management of the football team, Columbia's ban on football in 1905 the University's attempts to acquire an athletic field, athletic eligibility requirements, and the affairs of

individual student athletes. Includes correspondence regarding the Intercollegiate Athletic Association and the Columbia University Club

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Kirchwey. George W., files, 1891-1918. (4 Folders), 4/1891-1/1918	box 329	folder 3 to 6
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**Scope and Contents**

Correspondence between George W. Kirchwey, professor of law and, later, dean of the School of Law at Columbia University, and the president and other high level administrators of the University.

**Scope and Contents**

Topics include: the reorganization of the School of Law, the revision of the school's curriculum and degree requirements, the establishment of a three-year course in law, and the administration and statutes of the school. Other topics include: faculty affairs, staffing needs, teaching loads, course scheduling, facilities, and the administration of the Law Library. includes correspondence between Kirchwey and President Butler regarding criticism of the school's administration and Kirchwey's resignation

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Kirk, Grayson L., files, 1947-1969. (48 Folders), 8/1947-6/1952	box 673	folder 27 to 32
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Kirk, Grayson L., files, 7/1952-9/1959	box 674	folder 1 to 20
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Kirk, Grayson L., files, 10/1959-5/1969	box 675	folder 1 to 22
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**Scope and Contents**

Correspondence between Grayson L. Kirk and high level administrators at Columbia University. Also includes correspondence with trustees, alumni, faculty members, and the public. Other records include: reports, proposals, press releases, and speeches. Kirk held numerous appointments at Columbia including provost, vice president and provost, and president. Records dating from 1947 through 1949 relate to Kirk's terms as acting director of Columbia's School of International Affairs, executive director of the European Institute, chairman of the University Committee on the United Nations, associate provost, and provost.

**Scope and Contents**

Records dating from this period also relate to preparations for Columbia's 200th anniversary celebration, which was held in 1954. In addition, records dating from 1948 also relate to Kirk's

responsibilities as chairman of the committee that was in charge of planning the inauguration of Dwight D. Eisenhower as President of the University. Records dating from 1950 to 1953 relate to Kirk's duties as vice president and provost of the University under Eisenhower. Records dating from 1953 to 1968 relate to Kirk's term as president of the University. Also, records regarding Kirk's personnel issues, travel arrangements, and honors as well as a number of book reviews that were written by Kirk. Records regarding Kirk's time at the School of International Affairs include reports, proposals and correspondence. Many of these records document Columbia's programs in international affairs as well as University relations with the United Nations.

### **Scope and Contents**

Records include: a proposal for a University research center to be established in conjunction with the United Nations (December, 1947); reports regarding a project to prepare a series of international relations publications entitled Topical Studies in International Relations (1947 1948 and 1949); correspondence regarding planning and funding for the School of International Affairs; correspondence regarding visiting professors in the school; and correspondence regarding the business of the University Committee on the United Nations. Records relating to the European Institute in the School of International Affairs include: correspondence, lists of course descriptions (February, 1949), and a report regarding the institute (April, 1949). Records dating from 1948 include correspondence and lists regarding the inauguration of Dwight D. Eisenhower as president of Columbia University. Topics relating to the inaugural include: the business of the Inauguration Committee, membership on the committee, preparations for the inaugural and related events, and expenditures for the ceremony.

### **Scope and Contents**

Records regarding Kirk's terms as associate provost, provost, and vice president and provost include correspondence, statements and announcements, proposals, reports, and speeches. Also includes routine cover letters and invitations. As provost and vice president and provost during the Eisenhower administration, Kirk responded to presidential directives, made inquiries on the president's behalf, and acted as a coordinator to facilitate the operation of the University's administration. Due to Eisenhower's frequent absences from campus, Kirk and a small cadre of other high level administrators handled many presidential duties and were active

in making and implementing numerous policy decisions.

### **Scope and Contents**

The many topics documented in the records include: academic policy issues and policy decisions, the interpretation of University rules and policies, faculty affairs and faculty appointments, the selection and appointment of administrators, planning for the establishment of institutes and programs, alumni and trustee relations, development programs, the mission of committees, committee memberships, preparations for meetings and events, appropriations, ceremonies, gifts to the University, benefits, personnel policies, awards, and honorary degrees.

### **Scope and Contents**

Although Kirk's responsibilities as assistant provost, provost, and vice president and provost were similar, records dating from his tenure as assistant provost tend to be more routine and are less interesting than later materials. Records of interest from Kirk's terms as assistant provost, provost, and vice president and provost include: a statement on endowed scholarships and discriminatory policies involving scholarships (November, 1949); commencement addresses and numerous other speeches regarding politics, higher education, communism, foreign policy, and a wide range of other topics; citations delivered at honorary degree convocations; Kirk's letters to Eisenhower, which kept the president informed regarding University business while he was away from the campus; and a press release regarding a joint project with the American Broadcasting Company (ABC) to broadcast a series of faculty lectures followed by question and answer sessions with students.

### **Scope and Contents**

The records also include a number of proposals for programs and projects. These include: a proposal to establish the University Seminar on the Professions (June, 1950), a proposal for the Institute for Research in Industrial Management (November, 1950), and a report regarding the proposed affiliation between Columbia's School of General Studies and the School of Insurance (May, 1951). Records dating from Kirk's administration as president of Columbia University include: correspondence, newspaper clippings, lists, itineraries, newsletters, programs, press releases, statements, invitations, agenda, cover letters, notes, speeches, partial speech texts, and draft speeches.



Also includes routine correspondence with office staff and numerous cross-reference memoranda that refer to records in the files. Most of the records dating from 1953 to 1958 relate to: arrangements for events, trips, and speaking engagements. Other records include: correspondence, lists, speeches, and schedules regarding Columbia's 1954 bicentennial celebration; an account of President and Mrs. Kirk's trip to Venezuela (July, 1955); correspondence regarding early planning efforts for the University's project to erect a gymnasium in Manhattan's Morningside Park; and letters that Kirk sent to the University while traveling in Turkey and India (January, 1956). beginning circa 1959 and continuing to the mid 1960s the records become more routine in nature. Many of the records from this period are routine invitations, cover letters, acknowledgement letters, and lists regarding such topics as subscriptions and memberships, honorary degrees, and arrangements for meetings and events. Beginning during this period, the records also include typed notes recording telephone conversations and office visits.

### **Scope and Contents**

Among numerous other topics, many of these notes relate to development and finances. Records of interest from this period include: Kirk's statement to the House of Representatives' Select Committee on Government Research regarding federal funding for research (November 20, 1963); a note book that appears to be from a trip to Chili; two files of reports, mailing lists, correspondence, and working papers relating to a six year report on University finances and development (1959-1961); a follow-up report to the six year report (May 7, 1965); two files of notes, working papers, and pamphlets relating to Kirk's trip to Africa from December of 1961 to January of 1962 and notes on the African trip that are filed with records dating from the same period. Records dating from the early 1960s also relate to Kirk's routine duties as president of the Council on Foreign Relations and president of the Association of American Universities. Most of these records relate to routine arrangements for events. Almost all of the records dating from 1965 to 1969 deal with campus unrest and related issues. Most of these records consist of press releases, statements, and speeches. Some of the materials are lengthy and detailed.

### **Scope and Contents**

Topics include: student demonstrations, building takeovers, the state of higher education in the United States, the resumption of military recruiting on the Columbia campus in January

of 1968 relations between the students and the administration, and educational and administrative restructuring that resulted from the crisis. Records dating from this period also relate to urban and minority issues and programs as well as the recruiting and hiring of minorities at Columbia. Also includes: a statement regarding Kirk's retirement, a draft of his 1967 commencement address, and a press release on the appointment of Andrew Cordier as acting president of the University

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Kirk, Marion Sands (Mrs. Grayson L.), files, 1952-1961. (3 Folders), 9/1952-2/1961      box 676      folder 1 to 3

**Scope and Contents**

Correspondence between Mrs. Grayson L. Kirk (Marion Sands Kirk), wife of Columbia University president Grayson Kirk, and the president's office staf Correspondence relates to routine issues involving events, social engagements, and employees of the President's House. Also, numerous daily schedules that were forwarded for entry into Mrs. Kirk's calendar

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Kirkland, S. N., file, 1969 (1 Folder) 2/1969-3/1969, 1969, 2/1969-3/1969      box 72      folder 16

**Scope and Contents**

Several copies of a letter to S. N. Kirkland from Andrew Cordier, acting president of Columbia University. In the letter, Cordier responds to kirkland's concerns that student demonstrations at Columbia are having a negative impact on University fund raising efforts. Includes a newspaper clipping regarding the campus disturbances

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Kirkpatrick, T. B. (Thomas Bruce), file, 1945-1948. (1 Folder), 7/1945-5/1948      box 394      folder 23

**Scope and Contents**

Correspondence between Thomas B. Kirkpatrick, professor of physical education at Columbia University, and the acting president and secretary of the University. Correspondence and budgets relate to faculty appointments and faculty affairs in the Department of Physical Education and Kirkpatrick's personnel issues

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Kluback, William, files, 1954-1961. (2 Folders), 2/1954-2/1961      box 673      folder 2 to 3

**Scope and Contents**

Correspondence regarding William Kluback, a Columbia University graduate whose degree was revoked for plagiarizing material in his dissertation

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Knapp, Charles S., file, 1910-1918. (1 Folder),  
7/1910-6/1918

box 665

folder 39

**Scope and Contents**

Correspondence between Charles S. Knapp and the president, secretary, and registrar of Columbia University. Includes correspondence with Mason D. Gray of East High School in Rochester, New York, and C. B. Upton of Teachers College. Knapp was a professor in the Department of Classical Philology at Barnard College and chairman of the University's Committee on Public Ceremonies. Correspondence relates to the work of the committee, which oversaw preparations for academic ceremonies and other official events. Includes committee budgets.

**Scope and Contents**

Topics include the role of the committee and plans for improving commencement. Also, records relating to the Department of Classical Philology and its needs

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Knopf, Alfred A., files, 1958-1968. (2 Folders),  
10/1958-6/1968

box 500

folder 18 to  
19

**Scope and Contents**

Correspondence between Alfred A. Knopf and high level administrators at Columbia University. Knopf was a benefactor of the University. Records dating from 1958 to 1959 relate to Knopf's honorary degree from Columbia and arrangements for events. Includes routine invitations and a newspaper clipping regarding the 1959 commencement ceremony. Records dating from 1966 to 1968 relate to a variety of subjects.

**Scope and Contents**

Topics include: personal favors, Knopf's gifts to Columbia, a memorial dinner for Knopf's wife, the establishment of the Blanche Knopf Prize for French Literature, and arrangements for events. Includes a substantive personal letter to Knopf from University president Grayson Kirk in which Kirk discusses the recent takeover of campus buildings by Students for a Democratic Society, police action against the demonstrators, and the faculty's role in campus demonstrations (May, 1968). Also includes many routine invitations, acceptances and regrets, and

acknowledgement letters. In 1966 Knopf received the University's Alexander Hamilton medal. The records include the text of his speech at the annual Alexander Hamilton Dinner

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Knox, Raymond C., files, 1907-1942. (4 Folders), 12/1907-6/1942	box 329	folder 7 to 10
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**Scope and Contents**

Correspondence between Raymond C. Knox, Chaplain of Columbia University, and the president and other high level administrators of the University. Correspondence relates to the administration of the chaplain's office and Saint Paul's Chapel and the work of the Administrative Board of Religious and Social Work. Includes detailed reports (ca. 1909-1910) and a history of the development of religious education, services, and activities at Columbia between 1908 and 1940. Also, correspondence relating to Knox's appointment and professional activities. Includes a detailed report on his trip to Europe in 1932 to study European religious education

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Koopman, Bernard Osgood, file, 1951-1956. (1 Folder), 7/1951-6/1956	box 447	folder 21
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**Scope and Contents**

Correspondence between Bernard Osgood Koopman, executive officer of the Department of Mathematics at Columbia University, and University administrators. The records consist of correspondence and budgets related to the department.

**Scope and Contents**

Topics include: faculty affairs, appropriations, faculty appointments, and departmental membership in the American Mathematical Society. Also, correspondence relating to Koopman's personnel issues

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Kraus, Horatio S., file, 1918-1923. (1 Folder), 9/1918-4/1923	box 667	folder 8
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**Scope and Contents**

Correspondence between Horatio S. Kraus, director of the Columbia University Paris Bureau, and the president and secretary of the University. Correspondence relates to the representation of Columbia in the American University Union, a Paris-based organization for the promotion of educational ties between the United States and France during World War I. Correspondence includes discussion of

the union's goals and plans for post-war activities. Also, correspondence and notes regarding the war and the participation of Columbia students and alumni in the fighting. Correspondence dating from the post-war period relates to the shipment of a theater model to the University

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Krekovic, Kristian, file, 1955-1956. (1 Folder), 9/1955-4/1956	box 671	folder 65
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**Scope and Contents**

Records relating to an exhibition of works by Kristian Krekovic, a croatian-born artist from Peru. Records include: copies of the exhibition program, brochures regarding Krekovic's work and life, and newspaper clippings and publications regarding exhibitions of his work

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Kristeller, Paul Oskar, file, 1952-1961. (1 Folder), 10/1952-6/1961	box 449	folder 15
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**Scope and Contents**

Correspondence between Professor Paul Oskar Kristeller and Columbia University administrators. Correspondence relates to payments to Kristeller's research and clerical assistants and the financial administration of his research projects. Includes a 1953 reprint of his article on the University of Bologna and the Renaissance. Also, correspondence regarding Kristeller's personnel issues

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Krout, John Allen, files, 1939-1962. (26 Folders), 3/1939-6/1957	box 392	folder 1 to 18
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Krout, John Allen, files, 7/1957-5/1962	box 393	folder 1 to 8
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**Scope and Contents**

Correspondence between John Allen Krout and the faculty and administrators of Columbia University. Krout held numerous appointments including executive officer of the Department of History; acting director of the School of General Studies and the Summer Session; dean of the Faculties of Political Science, Philosophy, and Pure Science; associate provost; vice president and provost; and vice president. He also chaired many committees including the Committee on the Eisenhower Installation and the President's Commission on the State of the University. Many of the records relate to the academic affairs and administration of the University during Krout's terms as vice president and provost and vice president of the University. Records also relate to the Department of History, School of General Studies, and the Graduate faculties as well as to numerous special committees and

projects. Includes a file of extracts from a history of Columbia University and related correspondence, reports, and notes dating from 1936 to 1946. also includes speeches that were given by Krout on a variety of occasions and a press release regarding the University's Morningside Park gymnasium project. Records relating to the Department of History consist of correspondence and budgets dating from the mid to late 1940s.

### **Scope and Contents**

Topics include: faculty affairs, faculty appointments, arrangements for courses, the management of special funds, financial administration, research funding, visiting lecturers, and visiting professors. Includes a proposal for a program in American civilization dating from 1944. Also, correspondence, dating from the mid 1940s to the 1950s which relates to disbursements and receipts for publications supported by the Council for Research in the Social Sciences. Records relating to the School of General Studies and the Summer Session consist of correspondence dating from 1948 to 1949.

### **Scope and Contents**

Topics related to the School of General Studies, which is Columbia's continuing education division, include: faculty affairs, personnel issues, enrollment, financial administration, and the selection of a new director for the school. In addition, Krout was acting director of the school during a period of greatly increased enrollment. Some of the correspondence discusses the effects of this increase on the school. Topics related to the Summer Session include financial administration and the selection of a new director for the summer program. Records relating to the Faculties of Political Science, Philosophy, and Pure Science consist of correspondence, proposals, and other records dating from approximately 1949 to 1953. Many of the records relate to the faculty affairs and financial administration of the Graduate Faculties.

### **Scope and Contents**

Other common topics include: the authorization of research and travel expenditures, arrangements for faculty members to act as University representatives to other institutions, and faculty appointments to various committees and boards. Other topics include: the scheduling of Ph.D. examinations, faculty salaries, membership in the Graduate Faculties, departmental affairs, policies regarding visiting professors, expenditures for special lectures and seminars, and faculty personnel policies. As vice

president and provost and vice president, Krout handled similar tasks on a University-wide basis. Records from this period relate to numerous topics involving the academic affairs and administration of the University. Includes correspondence and statutes (ca. 1954) regarding a review of faculty appointment and faculty job classification policies and correspondence with the Faculty Committee on Honors (ca. 1953-1961) regarding the selection of honorary degree recipients.

### Scope and Contents

Also includes correspondence documenting attempts to establish a center for the fine and performing arts at the University during the mid to late 1950s and reports on the School of Painting and Sculpture dating from the same period. Also, reports (ca. 1950-1952) of the President's Commission on the State of the University. The commission was created to conduct a comprehensive review of the University. Includes reports evaluating Columbia College, the School of General Studies, the School of Library Service, the Graduate School of Journalism, the School of Business, the School of International Affairs, the School of Engineering, the Faculty of Philosophy, and the Faculty of Law

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Krumb, Henry, files, 1950-1971. (3 Folders),  
2/1950-3/1971

box 434

folder 13 to  
15

### Scope and Contents

Correspondence between Henry Krumb, an alumnus and trustee of Columbia University, and high level University administrators. Much of the correspondence relates to the University's School of Mines and the proposed establishment of a University engineering center. Includes copies of correspondence with Dwight D. Eisenhower regarding the importance of engineering to national security. Also, correspondence regarding Krumb's gifts to the University, his estate, the Henry Krumb Mining Engineering Fund, the use of his bequest to the University, and his honorary degree from Columbia. Also, correspondence between University administrators regarding these topics and correspondence (ca. 1970-1971) regarding the Henry Krumb Chair in Mining

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Krumm, John M., files, 1952-1965. (8 Folders),  
7/1952-5/1965

box 451

folder 1 to 8

### Scope and Contents

Correspondence between John M. Krumm, chaplain of Columbia University and executive officer of the religion department, and University administrators.

The records consist of correspondence, budgets, and reports relating to the University's religious activities and the business of the religion department. Also, correspondence regarding Krumm's appointment, personnel issues and resignation. Includes correspondence (ca. 1964-1965) relating to Krumm's conflicts with the University administration over political issues.

### Scope and Contents

Topics include: the management of Earl Hall, Columbia's nondenominational religious and social center; the management of St. Paul's Chapel and the chaplain's office; religious instruction and the religion curriculum; routine faculty affairs and budgeting in the religion department; and services and events held at St. Paul's Chapel. Includes reports regarding the religious life of the University and the activities of the chaplain's office. Also includes programs, schedules, clippings, fliers, and brochures documenting chapel services and events

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Krutch, Joseph Wood, file, 1917-1958. (1 Folder), 10/1917-2/1958

box 670

folder 8

### Scope and Contents

Correspondence between Joseph Wood Krutch of the Department of English and Comparative Literature at Columbia University and University administrators. Krutch held appointments as an instructor and professor of English and as an associate in journalism. Most of the correspondence relates to faculty affairs in the English department. Krutch also chaired the Advisory Committee on the Brander Matthews Theatre. Includes correspondence regarding the business of the committee and proposals to establish a drama school at the University

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Kulp, J. Laurence (John Laurence), file, 1954-1955. (1 Folder), 10/1954-6/1955

box 671

folder 33

### Scope and Contents

Correspondence between John Laurence Kulp, associate professor of geochemistry in the Department of Geology at Columbia University, and the president and other high level administrators of the University. Correspondence relates to the department.

### Scope and Contents

Topics include: the opening of the University's new Geochemistry Laboratory, an archaeological study of Manhattan Island, and funding for the



department. Includes a program from the opening of the Geochemistry Laboratory. Also, correspondence regarding Kulp's personnel issues

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Kusch, Polykarp, files, 1949-1971. (12 Folders),  
8/1949-6/1971

box 430

folder 7 to  
18

### **Scope and Contents**

Correspondence between Polykarp Kusch, professor of physics at Columbia University, and high level University administrators. Includes correspondence with physics department staff. Kusch held a number of appointments including executive officer of the Department of Physics, chairman of the Committee on Instruction of the Faculty of Pure Science, chairman of the Advisory Committee on the Ernest Kempton Adams Fund, executive director of the Columbia University Radiation Laboratories, and vice president and dean of the faculties. Records relate to the physics department, academic and faculty affairs in the Faculty of Pure Science, and a variety of topics involving the University and higher education from 1969 to 1971. Also, Kusch's appointments files, which contain invitations and routine acceptances and regrets, and press releases and clippings regarding Kusch's appointment as vice president in 1969. Records relating to the Department of Physics consist of correspondence and budgets.

### **Scope and Contents**

Topics include: faculty appointments, appropriations, expenditures, fellowships, arrangements for courses, and faculty recruiting. Records relating to the Committee on Instruction of the Faculty of Pure Science consist of correspondence and minutes beginning ca. 1954.

### **Scope and Contents**

Topics include faculty appointments and the evaluation of departmental budgets. Includes reports and correspondence relating to the Committee on the Boese Fellowships (ca. 1951-1957). Correspondence regarding the Columbia University Radiation Laboratories relates to the administration of sponsored projects. As vice president and dean of the faculties, Kusch corresponded with deans and the president of the University regarding University finances, campus unrest, and other topics. Includes a detailed memorandum (March, 1970) regarding the state of the University; Kusch's statement regarding an environmental teach-in that was held in April, 1970 and his address regarding the problems of social change that was delivered at Case Western

Reserve University in May, 1970. Also includes a comprehensive report dating from July, 1970 which evaluates: campus security and unrest, teaching loads, facilities, athletics, the School of Architecture, the School of Engineering and Applied Science, the School of the Arts, Columbia College, and the School of General Studies

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La Mer, Victor K. file, 1945-1964. (1 Folder), 8/1945-12/1964	box 395	folder 17
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**Scope and Contents**

Correspondence between Victor K. La Mer, professor of chemistry and secretary of the Faculty of Pure Science at Columbia University, and high level University administrators.

**Scope and Contents**

Correspondence relates to membership in the Faculty of Pure Science, the administration of sponsored projects in the Chemistry Department, and La Mer's personnel issues. Also, correspondence and a press release, dating from 1958 which relate to La Mer's participation in an exchange program between the United States and Australia

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LaFarge, C. Grant (Christopher Grant), file 1933-1934. (1 Folder), 11/1933-5/1934	box 667	folder 42
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**Scope and Contents**

Correspondence between the president of Columbia University and Christopher Grant Lafarge of the architectural firm, Lafarge & Son. Lafarge headed the Committee on the Columbia School of Architecture, which was charged with studying and evaluating the school. Includes a report from the committee

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LaLiberte, Patrice, file, 1959-1960. (1 Folder), 7/1959-6/1960	box 672	folder 66
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**Scope and Contents**

Correspondence between Patrice LaLiberte, an employee in the printing services department at Columbia University, and University administrators. Correspondence relates to the production of University bulletins, programs, and other publications

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Lambert, Emily G., files, 1945-1952., 9/1945-5/1952 <u>Physical Description:</u> (2 Folders)	box 396	folder 12 to 13
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**Scope and Contents**

Correspondence between Emily G. Lambert, bursar of Barnard College, and the secretary of Columbia University. Barnard College is the women's college affiliated with Columbia. Most of the records consist of Barnard College budgets dating from the 1946-1947 1950-1951 and 1952-1953 fiscal years. Includes correspondence regarding retirement benefits for Barnard faculty

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Lambert, Samuel W., files, 1903-1921., 11/1903-5/1921	box 330	folder 1 to 15
<u>Physical Description:</u> (15 Folders)		

**Scope and Contents**

Correspondence between Samuel W. Lambert, dean of the College of Physicians and Surgeons at Columbia University, and the president and secretary of the University. Correspondence relates to the College and the various medical departments of the University. Includes correspondence regarding the Columbia War Hospital.

**Scope and Contents**

Topics include: degree requirements, relations with area hospitals, legislation affecting the medical school, compliance with health codes, the curriculum, the effect of World War I on the school, faculty appointments, faculty affairs, budgeting, the management of special funds, enrollment, fund raising, admissions, and admissions requirements. Includes correspondence regarding the admission of women as well as reports and correspondence regarding revisions to the curriculum. Also, correspondence relating to Lambert's retirement and receipt of an honorary degree

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Lamprecht, K. file, 1910-1924. (1 Folder), 9/1910-1/1924	box 665	folder 40
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**Scope and Contents**

Correspondence between Professor K. Lamprecht of the University of Leipzig, Germany, and the president of Columbia University. Correspondence relates to the Roosevelt Professorship, which sent an American professor to Germany to lecture and act as an educational and cultural liaison. The correspondence discusses efforts to arrange for the Roosevelt Professor to give annual lectures in Leipzig

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Lane, William H., files, 1948-1965. (109 Folders), 7/1948-6/1953	box 420	folder 1 to 20
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Lane, William H. files, 7/1953-2/1956		
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	box 421	folder 1 to 19
Lane, William H. files, 3/1956-6/1958	box 422	folder 1 to 20
Lane, William H. files, 7/1958-3/1960	box 423	folder 1 to 19
Lane, William H. files, 5/1960-6/1963	box 424	folder 1 to 19
Lane, William H. files, 7/1963-6/1965	box 425	folder 1 to 12

**Scope and Contents**

Correspondence between William H. Lane, controller of Columbia University, and the chief accountant, manager of the Government Contract Division, and other University administrators. Includes correspondence between Lane and Controller's Office staff. The records consist of correspondence and financial statements. Topics relate to: gifts to the University, check requests, expenditures, appropriations, disbursements, the management of special funds, grants administration, indirect costs, accounting procedures, and faculty and staff benefits.

Lang, Serge, files, 1966-1971., 11/1966-4/1971	box 507	folder 9 to 15
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Physical Description: (7 Folders)

**Scope and Contents**

Correspondence between Professor Serge Lang and high level administrators at Columbia University. Includes correspondence between Lang and professors at other universities and correspondence between Columbia administrators regarding Lang. Lang, who eventually resigned his post in protest over a variety of social and political issues, wrote frequently regarding: relations between students and the administration, academic freedom, the role of faculty in the University, and the effect of research funding on faculty. Includes correspondence regarding Columbia's relations with the Institute for Defense Analysis and a paper on relations between students and the administration. Also includes numerous copies of Lang's lengthy paper explaining his resignation from the University and discussing numerous social and political topics

Langeland, Earle E. file, 1965-1967. (1 Folder), 7/1965-2/1967	box 508	folder 1
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**Scope and Contents**

Correspondence between Earle E. Langeland, vice president for business and finance at Columbia University, and high level University administrators. The records consist of correspondence, reports and working papers relating to: University finances, operations, utilities and services, accounting and financial reporting procedures, the preparation of financial reports, retirement plans, and policies and procedures governing student loans. Also, correspondence regarding Langeland's appointment and personnel issues

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Lanson, Gustave file, 1911-1917. (1 Folder), 4/1911-6/1917	box 665	folder 41
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**Scope and Contents**

Correspondence between Professor Gustave Lanson of the University of Paris and the president and secretary of Columbia University. Correspondence relates to Lanson's two appointments as visiting professor of French literature -- one during the 1911-1912 academic year and one during the 1916-1917 academic year

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Lathrop, William G. file, 1892-1896. (1 Folder), 1/1892-6/1896	box 661	folder 25
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**Scope and Contents**

Correspondence relates to William G. Lathrop and the president of Columbia University. Lathrop was a Columbia trustee. Correspondence relates to a variety of subjects.

**Scope and Contents**

Topics include financial issues involving a University athletic field in Williamsbridge and Lathrop's administration of the University's Student Aid Fund

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Laubach, Frank C. file, 1950-1952. (1 Folder), 8/1950-2/1952	box 669	folder 39
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**Scope and Contents**

Pamphlets, articles, and newsletters regarding the work of Frank C. Laubach, a missionary and literacy teacher. The records were submitted to the Columbia University administration in support of Laubach's candidacy for an honorary degree from the University

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Lawrence, Benjamin B. file, 1896-1918. (1 Folder), 7/1896-6/1918	box 329	folder 11
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**Scope and Contents**

Correspondence between Benjamin B. Lawrence, a trustee of Columbia University and president of the Alumni Association of the Schools of Mines, Engineering and Chemistry, and the president of the University and clerk of the board of trustees. Correspondence relates to numerous topics regarding the trustees, the School of Mines, and Lawrence's gifts to the University. Also includes a brief exchange of letters with Nicholas Murray Butler, president of Columbia, regarding academic freedom and the dismissal of professors James McKeen Cattell and H. W. L. Dana in 1917

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Lawrence, William file, 1911-1918. (1 Folder),  
4/1911-4/1918

box 665

folder 42

**Scope and Contents**

Correspondence between William W. Lawrence, professor of English and secretary of the Faculty of Philosophy at Columbia University, and the president and secretary of the University. Correspondence relates to membership in the Faculty of Philosophy, donations of books to the Carpentier Library, and Lawrence's appointments and personnel issues. includes a letter criticizing the Carnegie Foundation's plan to provide insurance and annuities for college faculty

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Lazarsfeld, Paul Felix, files, 1940-1959., 2/1940-6/1959  
Physical Description: (8 Folders)

box 380

folder 8 to  
16

**Scope and Contents**

Correspondence between Professor Paul Felix Lazarsfeld of Columbia University and high level University administrators. Lazarsfeld held a number of appointments including professor of sociology, executive officer of the Department of Sociology, chairman of the Department of Sociology, and Quetelet Professor of Social Science. He was also the director of the Universty's Office of Radio Research, which became the bureau of Applied Social Research. Most of the correspondence relates to the Office of Radio Research.

**Scope and Contents**

Includes correspondence regarding the Bureau of Applied Social Research and the Department of Sociology.

**Scope and Contents**

Most of the correspondence regarding the Office of Radio Research relates to payments for research staff and office personnel. Other topics include: the financial relationship between the office and the University, income from consulting services performed by the office, finances, grant administration, government contracts, and publications. Includes correspondence and reports regarding the transfer of the Office of Radio Research from Princeton University to Columbia and correspondence regarding research funding from the Rockefeller Foundation, Ford Foundation, and other sources. Also includes correspondence and a report regarding the influence of World War II on the work of the office; a report dating from June, 1947 that relates to a study of radio programs in the New York City; and Lazarsfeld's statement regarding the funding and programming of educational television which was given to the Temporary State Commission on Educational Television in January, 1953

**Scope and Contents**

Topics related to the Department of Sociology include: budgeting, faculty appointments, faculty affairs, arrangements for courses, teaching loads, the curriculum, finances, and departmental organization. Includes a proposal for graduate instruction in social theory, social organization, and population theory, which is attached to the department's budget letter from 1951 and a report dating from December, 1950 which relates to the reorganization and expansion of the department. Also, correspondence regarding Lazarsfeld's personnel issues

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Lee, Calvin B. T. file, 1964-1966. (1 Folder),  
8/1964-4/1966

box 18

folder 16

**Scope and Contents**

Correspondence between Calvin B. T. Lee and the president and vice president of Columbia University. Lee was an assistant dean and director of the Citizenship Program, Office of King's Crown Activities, and Ferris Booth Hall student center at Columbia. Kings Crown activities were the officially recognized student organizations whose budgets were overseen by the Kings Crown alumni organization. Correspondence relates to the mission and activities of the Citizenship Program, Kings Crown office, and Ferris Booth Hall.

**Scope and Contents**

Topics include tutorial programs for neighborhood children and the role of the University in fulfilling the goals of The Great Society. Also, correspondence regarding Lee's internship in the office of the president of Bryn Mawr College

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Lee, Eleanor file, 1953-1960. (1 Folder), 9/1953-5/1960      box 451      folder 23

**Scope and Contents**

Correspondence between Professor Eleanor Lee of the Department of Nursing at Columbia University and University administrators. Lee held appointments as professor of nursing, acting executive officer of the Department of Nursing, and associate dean for nursing in the Faculty of medicine. Correspondence relates to the Department of Nursing.

**Scope and Contents**

Topics include: scholarships, development, tuition benefits, and personnel

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Lee, Frank H. file, 1951-1956. (1 Folder), 7/1951-5/1956      box 447      folder 11

**Scope and Contents**

Correspondence between Frank H. Lee, executive officer of the Department of Graphics at Columbia University, and high level University administrators. Correspondence relates to routine departmental business including faculty appointments and appropriations. Lee also chaired the Committee on the Combined Plan, which was created to study proposals for a combined engineering and liberal arts degree. Includes records relating to conferences the combined degree that were held in 1954 and 1955. Also includes a copy of the Columbia Engineering Quarterly which contains the proceedings of the October, 1954 conference. Also, correspondence regarding Lee's personnel issues

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Lee, Frederick S., files, 1893-1918., 12/1893-6/1918      box 330      folder 16 to 17  
Physical Description: (2 Folders)

**Scope and Contents**

Correspondence between Professor Frederic S. Lee of the Department of Physiology in the College of Physicians and Surgeons at Columbia University and the president and secretary of the University. Correspondence relates to the Department of Physiology.



**Scope and Contents**

Topics include: faculty appointments, the management of special funds, budgeting, departmental finances, and personnel. Includes correspondence dating from 1911 regarding Lee's appointment to give the Jesup Lectures, a series of lectures which presented recent scientific advances in a popular format. Also, correspondence regarding Lee's personnel issues and professional activities. Includes a reprint of his article, "The Scope of Modern Physiology".

Lehman, Herbert H. file, 1957-1958. (1 Folder), 11/1957-6/1958 box 672 folder 30

**Scope and Contents**

Correspondence between Senator Herbert H. Lehman and administrators at Columbia University. Correspondence relates to a series of lectures that were given by Lehman at the University. Correspondence also relates to Lehman's honorary degree from Columbia

Leichter, Franz S. file, 1968-1969. (1 Folder), 12/1968-1/1969 box 72 folder 17

**Scope and Contents**

Correspondence between Franz S. Leichter and administrators at Columbia University. Leichter was the assemblyman who represented the West Harlem and Morningside Heights neighborhoods adjoining the Columbia campus on Manhattan's upper west side. Correspondence relates to University-community relations.

**Scope and Contents**

Topics include: conflicts over Columbia's expansion plans, legislation affecting the University's expansion plans, and invitations to community meetings. Includes a report and meeting notes regarding community relations and related issues. Also includes information regarding a proposal to construct a complex designed by I. M. Pei in the center of the Columbia campus

Leigh, Robert D. files, 1953-1959., 10/953-6/1959 box 454 folder 17 to 20  
Physical Description: (4 Folders)

**Scope and Contents**

Correspondence between Robert D. Leigh and high level administrators at Columbia University. Leigh was director of the Russell Sage Foundation

Communications Study and chairman of Columbia's University Seminar on Public Communication. Records relate to the seminar, the Bennington Communications Study, the Columbia University Libraries, tuition and fees policies, and the University's School of Library Service. In 1956 Leigh was appointed dean of Columbia's School of Library Service. Most of the records relate to the school between 1954 and 1959. Also, correspondence regarding Leigh's appointment and retirement. Includes correspondence regarding administrative issues involving the University Seminar on Public Communications. The University Seminars were interdisciplinary, inter-institutional meetings which explored current problems and issues. Also, reports on the Bennington Communications Study, which explored the impact of the media on public communication. The reports date from December, 1953 and April, 1956

### Scope and Contents

Topics related to the School of Library Service include: personnel, faculty appointments, salaries, development, expenditures, funding for the school, budgeting, appropriations, faculty affairs, and the revision of the school's curriculum and requirements. Includes correspondence regarding the appointment of a new dean for the school in 1959. Also includes records relating to the facilities and services of the Columbia University Libraries and copies of Columbia Library World, the library staff newsletter. Leigh also chaired the University's Special Committee on Tuitions. Includes minutes and reports to the committee dating from August to September, 1957. Also includes correspondence regarding tuition policies and income from tuition and fees

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Leuallen, E. E. (Elliot Emerson), file, 1952-1960. (1 Folder) 8/1952-6/1960

box 449

folder 16

### Scope and Contents

Correspondence between Elliot E. Leuallen, dean of the College of Pharmacy at Columbia University, and University administrators. correspondence relates to the routine business of the school. Includes a report proposing research projects for the school and a program from the college's bicentennial conference, "Pharmacy and the Conquest of Disease", which was held in 1954. Also includes copies of the college newsletters the Bronze Mortar and the Anodyne

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Levene, Howard, file, 1953-1954. (1 Folder), 7/1953-6/1954

box 670

folder 48

**Scope and Contents**

Correspondence between Howard Levene and Columbia University administrators. Levene's appointments included assistant professor of Mathematical Statistics and Biometrics, chairman of the Committee on Statistical Applications, acting executive officer of the Department of Mathematical Statistics, and acting director of the Institute for the Study of Human Variation.

**Scope and Contents**

Correspondence relates to faculty affairs in the Department of Mathematical Statistics. Also, correspondence and budgets relating to the Institute for the Study of Human Variation

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Levenson, Bernard file, 1955 (1 Folder) 4 Jan-55, 1955	box 671	folder 3
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**Scope and Contents**

One copy of Planning for Advanced Training in Social Research: Panel Analysis Workbook by Bernard Levenson

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Levers, Elizabeth D. files, 1951-1960., 7/1951-6/1960 <u>Physical Description:</u> (3 Folders)	box 447	folder 12 to 14
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**Scope and Contents**

Correspondence between Elizabeth D. Levers, bursar of Columbia University, and University administrators. The records consist of correspondence and cover letters relating to routine financial administration in the president's and secretary's offices. Includes a small amount of correspondence regarding University financial aid programs

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Levi, Julian Clarence, file, 1967-1971. (1 Folder), 11/1967-5/1971	box 508	folder 18
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**Scope and Contents**

Correspondence between Julian Clarence Levi and the president of Columbia University. Levi was a benefactor of the University.

**Scope and Contents**

Correspondence relates to his gifts to Columbia. In particular, the correspondence relates to his support for the development and care of the Boulton collection of indigenous music. Includes

correspondence regarding the recognition of Levi as  
Columbia's oldest living graduate

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Levine, Howard, file, 1956-1957. (1 Folder),  
10/1956-6/1957

box 672

folder 14

**Scope and Contents**

Correspondence between Howard Levine, director of sports information at Columbia University, and the president of the University.

**Scope and Contents**

Correspondence relates to a tribute to Lou Little, the Columbia football coach, who was retiring after 27 years of service. Includes an informational brochure regarding University athletics

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Levine, Leon, files, 1954-1959., 7/1954-5/1959  
Physical Description: (2 Folders)

box 478

folder 18 to  
19

**Scope and Contents**

Correspondence between Leon Levine, director of the Office of Radio-TV Relations at Columbia University, and high level University administrators. The records consist of correspondence, reports, proposals, and schedules relating to the Office of Radio-TV Relations.

**Scope and Contents**

Topics include: equipment, supplies, space needs, and expenditures. includes: correspondence regarding the establishment of the office (1950), Levine's periodic reports on the activities of the office, program schedules, and proposals for television series. Also, records regarding the recording and televising of campus events as well as radio and television appearances by University faculty, administrators, and students. Also, correspondence regarding University public relations and publicity. Includes correspondence relating to publicity for Columbia's bicentennial celebration in 1954

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Levinthal, Cyrus, files, 1968-1970., 9/1968-5/1971  
Physical Description: (2 Folders)

box 509

folder 1 to 2

**Scope and Contents**

Correspondence between Cyrus Levinthal, chairman of the Department of Biological Sciences at Columbia University, and high level University administrators.

**Scope and Contents**

Correspondence relates to the department. Topics include: facilities, committee memberships, and personnel. Much of the correspondence relates to efforts to plan and construct a life sciences building. Other topics include: long-range planning for and the structure of biological science programs (ca. 1971); cooperation between the department and the University's Lamont-Doherty Geological Observatory in order to conduct oceanographic research; the establishment of pre-professional programs for minority students; and coordination between graduate and undergraduate medical programs. Includes a five-year plan for the biological sciences program

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Lewis, Howard J. file, 1956 (1 Folder) 1/1956-8/1956, 1956, 1/1956-8/1956	box 672	folder 15
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**Scope and Contents**

Correspondence between journalist Howard J. Lewis and the assistant to the president of Columbia University. Correspondence relates to Lewis' proposal for a monthly publication on research at the University

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Liard, Louis, file, 1911-1917. (1 Folder), 2/1911-6/1917	box 665	folder 43
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**Scope and Contents**

Correspondence between Louis Liard, vice-rector of the Sorbonne, and the president and secretary of Columbia University.

**Scope and Contents**

Correspondence relates to faculty exchanges between the Sorbonne and Columbia that were interrupted by World War I. Includes Liard's advice on the reorganization the University's Department of Romance Languages and Literatures

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Liggett, N. W., files, 1894-1910., 2/1894-4/1910 <u>Physical Description:</u> (2 Folders)	box 661	folder 26 to 27
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**Scope and Contents**

Correspondence between N. W. Liggett and the president of Columbia University. Liggett was the registrar and bursar of Barnard College, the women's college affiliated with Columbia.

**Scope and Contents**

Correspondence relates to: registration, fees, the administration of examinations, and budgeting,

includes budgets and other financial records. Also includes correspondence regarding arrangements between Barnard and Columbia to divide the responsibilities of certain faculty members between the two institutions

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Lindquist, H. L. (Harry L.), file, 1953-1954. (1 Folder), box 670 folder 49  
9/1953-1/1954

**Scope and Contents**

Correspondence between Harry L. Lindquist, publisher of *Stamps: A Weekly Magazine of Philately*, and Columbia University administrators. The records consist of correspondence and an article regarding a stamp that was issued in 1954 in honor of Columbia's bicentennial celebration

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Lindsay, Samuel McCune, file, 1910-1918. (1 Folder), box 665 folder 44  
11/1910-6/1918

**Scope and Contents**

Correspondence between Samuel McCune Lindsay and the president and secretary of Columbia University. Lindsay held an appointment as a professor in the University's Faculty of Political Science and was president of the Academy of Political Science and chief of the Economic and Social Service Corps. Most of the correspondence relates to Lindsay's work as president of the Academy of Political Science and the publication of the *Bulletin of Social Legislation*. Includes discussion of possible topics for investigation and legislation, such as the humane treatment of children and animals. Includes a letter regarding widow's pension laws in New York State (October 7, 1916)

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Linford, Henry B., file, 1953-1954. (1 Folder), box 670 folder 50  
7/1953-4/1954

**Scope and Contents**

Correspondence between Professor Henry B. Linford of the Department of Chemical Engineering at Columbia University, and University administrators. Correspondence relates to faculty affairs in the department. Includes a legal opinion regarding a dispute between Columbia and New York City regarding sales tax

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Link, Wendell H., file, 1952-1953. (1 Folder), box 670 folder 9  
11/1952-5/1953

**Scope and Contents**

Correspondence between Wendell H. Link, assistant director of the Oral History Research Office at

Columbia University, and University administrators.  
Topics include the origins of the oral history  
office and issues involving group interviews that  
documented the San Francisco United Nations  
Conference

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Linton, Ralph, file, 1943-1944. (1 Folder), 7/1943-6/1944      box 668      folder 18

**Scope and Contents**

Correspondence between Ralph Linton, head of the  
Department of Anthropology at Columbia University,  
and the president and provost of the University.  
Correspondence relates to the department.

**Scope and Contents**

Topics include: funding for research, salaries for  
short-term instructors, and arrangements for courses.  
Includes the departmental budget for the 1944-1945  
fiscal year and correspondence regarding Linton's  
personnel issues. Also includes a small amount of  
correspondence regarding Ruth Benedict's personnel  
issues

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Lippmann, Walter, file, 1931-1932. (1 Folder),  
11/1931-6/1932      box 667      folder 36

**Scope and Contents**

Correspondence between Walter Lippmann, a  
journalist with the New York Herald Tribune,  
and the president of Columbia University.  
Correspondence relates to an invitation for  
Lippmann to deliver a public lecture in the  
University's Institute for Arts and Sciences and to  
Lippmann's honorary degree from Columbia

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Lipset, Seymour Martin, file, 1952-1953. (1 Folder)  
7/1952-5/1953      box 670      folder 10

**Scope and Contents**

Correspondence between Seymour Martin Lipset  
and administrators at Columbia University.  
Correspondence relates to Lipset's International  
Typographical Union study, which was funded  
by the Columbia-based Bureau of Applied Social  
Research. Topics include the financial and personnel  
administration of the project

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Littauer, Sebastian B., file, 1952-1953. (1 Folder),  
11/1952-5/1953      box 670      folder 11

**Scope and Contents**

Correspondence between Sebastian B. Littauer,  
acting executive officer of the Department of

Industrial Engineering at Columbia University, and University administrators. Correspondence relates to administrative issues involving the department. Includes personnel information relating to Professor Seymour Lipset. Also includes a report to the University Council from the Committee on Certificates

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Little, Lou, file, 1947-1960. (1 Folder), 9/1947-5/1960      box 412      folder 10

**Scope and Contents**

Correspondence between Lou Little, coach of Columbia University's football team, and University administrators. Topics include: public relations, administrative issues regarding athletics programs, the recruiting of athletes, and the academic affairs of players. Includes a football program dating from November, 1956 which contains a tribute to Little. Also, correspondence regarding Little's retirement

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Litwak, Eugene, file, 1958-1959. (1 Folder), 11/1958-4/1959      box 672      folder 43

**Scope and Contents**

Correspondence between Eugene Litwack, assistant professor of sociology at Columbia University, and University administrators. Correspondence relates to Litwack's personnel issues

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Livingston, A. Arthur (Albert Arthur), file 1911-1917. (1 Folder), 8/1911-7/1917      box 665      folder 45

**Scope and Contents**

Correspondence between Albert Arthur Livingston, associate professor of Italian at Columbia University, and the president, secretary, and treasurer of the University; clerk of the University's board of trustees; dean of the School of Law; and attorneys representing Livingston and his estranged wife. Correspondence relates to: Livingston's fiscal and legal problems, his failure to make alimony payments, the garnishing of his wages, and his dismissal from the faculty

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Livingston family files, 1904-1909., 10/1904-9/1909      box 533      folder 6 to 7  
Physical Description: (2 Folders)

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Livingston, Robert Tevoit, files, 1947-1957., 10/1947-6/1957      box 412      folder 11 to 14

Physical Description: (4 Folders)



**Scope and Contents**

Correspondence between Robert Tevoit Livingston, executive officer of the Department of Industrial Engineering at Columbia University, and high level University administrators. Includes correspondence with the dean of the School of Engineering. The records consist of correspondence and budgets relating to the Department of Industrial Engineering. Also, records regarding the field of industrial operations and Livingston's professional activities. Includes copies of a number of papers and pamphlets authored by Livingston. Also includes letters from Livingston regarding relations between the School of Engineering and Columbia College and the appointment of deans for Columbia College, the School of General Studies, and the School of Engineering

**Scope and Contents**

Topics related to the Department of Industrial Engineering include: equipment, staffing needs, appropriations, budgeting, faculty appointments, enrollment, and financial administration. The records also document conditions in the department following World War II. Includes a 1949 report regarding the department. Records related to industrial operations include correspondence (ca. 1949) regarding Livingston's tour of engineering schools in order to study their curricula and to promote industrial management and correspondence regarding operations research and labor relations. Also includes a proposal for an institute for research in industrial management at Columbia (1950) and programs, pamphlets, and correspondence (ca. 1952-1957) regarding utility management workshops which were organized by the University

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Livingstone, James Duane, file, 1910-1918. (1 Folder),  
8/1910-5/1918

box 665

folder 46

**Scope and Contents**

Correspondence between James Duane Livingston, chairman of the Standing Committee of the Alumni Association of Columbia College, and the president and secretary of Columbia University. Includes correspondence with the clerk of the University's board of trustees.

**Scope and Contents**

Correspondence relates to the preparation of the committee's resolutions and annual reports and the membership of the committee. Includes a letter to Livingston from John B. Pine, clerk of the board

of trustees, in which pine warns of a report of the standing committee that could be personally and publicly damaging to University president Nicholas Murray Butler (October 13, 1910). Also, correspondence regarding military training for Columbia undergraduates during World War I

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Livingstone, Richard Winn file, 1954 (1 Folder) 7/1954-10/1954, 1954, 7/1954-10/1954	box 671	folder 36
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**Scope and Contents**

Correspondence between Richard Winn Livingstone, president of Corpus Christi College at Oxford University, and the president and vice president of Columbia University. Correspondence relates to the honorary degree that was awarded to Livingstone at Columbia's 3rd Bicentennial Convocation in 1954. Includes biographical information regarding Livingstone

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Lleras Camargo, Alberto file, 1954 (1 Folder) 7/1954-10/1954, 1954, 7/1954-10/1954	box 671	folder 35
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**Scope and Contents**

Correspondence between Alberto Lleras Camargo, secretary general of the Organization of American States, and the president and vice president of Columbia University. Correspondence relates to the honorary degree that was awarded to Camargo at Columbia's 3rd Bicentennial Convocation. Includes biographical information regarding Camargo

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Llewellyn, Karl N. file, 1947-1948. (1 Folder), 10/1947-5/1948	box 668	folder 53
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**Scope and Contents**

Correspondence between Professor Karl N. Llewellyn of the School of Law at Columbia University, and the provost and secretary of the University. Correspondence relates to Llewellyn's retirement plan and the administration of his research projects

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Lloyd, Evan B., file, 1953-1956. (1 Folder), 9/1953-6/1956	box 455	folder 17
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**Scope and Contents**

Correspondence between Evan B. Lloyd, director of development for the Engineering Development Program at Columbia University, and University administrators. Most of the records consist of routine acknowledgement letters for gifts in support of

engineering research and the University's proposed  
engineering center

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Lobeck, A. K. (Armin Kohl) file, 1929-1954. (1 Folder),  
1/1929-5/1954

box 668

folder 11

**Scope and Contents**

Correspondence between Armin K. Lobeck and Columbia University administrators. Lobeck was a professor of geology at the University and director of the Geographical Press. Correspondence dating from the 1930s relates to the Department of Geography and Minerology.

**Scope and Contents**

Topics include: faculty affairs, financial needs, equipment for the Ore Deposit Laboratory, appropriations, and expenditures. Correspondence dating from 1953 to 1954 relates to Lobeck's personnel issues and the Geographical Press. Includes a pamphlet regarding the press. There is a gap in the records between 1941 and 1953

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Lockwood, Dean Putnam, file, 1912-1918. (1 Folder),  
3/1912-5/1918

box 665

folder 47

**Scope and Contents**

Correspondence between Dean Putnam Lockwood and the president and secretary of Columbia University. Lockwood was an assistant professor in the Department of Classical Philology and served as acting University librarian. Most of the records relate to the Columbia University Libraries between 1915 and 1918.

**Scope and Contents**

Topics include: relations between libraries at Columbia, relations with other libraries outside of the University, budgeting for the libraries, the acquisition of collections, gifts of books and collections, and the appointment of library personnel. Includes: letters regarding a collection of Chinese and Tibetan books; letters regarding correspondence by Washington Irving; reports on the allotment of funds for purchasing books; and minutes of the Library Council. Also, some correspondence regarding the routine business of the Department of Classical Philology

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Logsdon, Richard H., files, 1948-1967., 10/1948-6/1967  
Physical Description: (19 Folders)

box 426

folder 1 to  
19

**Scope and Contents**

Correspondence between Richard H. Logsdon, director of the Columbia University Libraries, and high level University administrators. The records consist of correspondence, statistical reports, budgets, and financial statements relating to the University's libraries. Also, correspondence regarding the membership of the Library Committee and the Library Council as well as reports to the University Council regarding the libraries. Also, two letters from Logsdon regarding his tour of afghanistan in 1953. Topics related to the libraries include: acquisitions, library materials budgets, library privileges, personnel, scheduling, library policies, gifts to the libraries, budgeting, library operations, departmental and special libraries, donor relations, and development. Includes copies of Columbia Library World, the library newsletter. Also includes correspondence regarding the Columbia University Libraries Staff Association and an extensive report on library: equipment, personnel, services, programs, resources, administration, and finances (1957).

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Longcope, Warfield T., file, 1911-1918. (1 Folder),  
5/1911-5/1918

box 665

folder 48

**Scope and Contents**

Correspondence between Warfield T. Longcope and the president and secretary of Columbia University. Includes correspondence with the dean of the University's College of Physicians and Surgeons. Longcope was an associate professor of the practice of medicine and served as a major in the Medical Reserve Corps.

**Scope and Contents**

Correspondence relates to Longcope's appointment and his attempts to secure funding for research assistants from the Coolidge Fellowship Fund. Includes a letter in which Longcope voices his opinions on establishing a medical clinic at Presbyterian Hospital in New York City

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Longenecker, Herbert E., file, 1957(1 Folder) 6 Jan-57

box 672

folder 1

**Scope and Contents**

A report on faculty salaries that was forwarded to the Columbia University administration by Herbert E. Longenecker, vice president of Chicago Professional Colleges. The report is entitled "University faculty Compensation Policies and Practices in the United States: A Study of the policies, practices, and problems related to

supplemental compensation of university faculty members"

Longwell, Daniel file, 1953(1 Folder) 1 Nov-53	box 670	folder 5
<b>Scope and Contents</b>		
Correspondence regarding articles about Columbia that were published in Life and Time in honor of the University's 1954 bicentennial		
Loos, Melvin, files, 1947-1959., 7/1947-5/1959	box 412	folder 15 to 19
<u>Physical Description:</u> (5 Folders)		
<b>Scope and Contents</b>		
Correspondence between Melvin Loos, manager of Columbia University's printing office, and the secretary of the University. Correspondence relates to the printing of University publications and other University printing jobs. Includes correspondence dating from 1953 that relates to the selection of the University color, Columbia Blue		
Lord, Austin W. file, 1912-1915. (1 Folder), 2/1912-5/1915	box 665	folder 49
<b>Scope and Contents</b>		
Correspondence between Austin W. Lord, director of the School of Architecture at Columbia University, and the president and secretary of the University. Correspondence relates the reorganization of the Department of Architecture as the School of Architecture and the subsequent changes in policies, personnel, and the curriculum. Topics of particular concern include: student dissension in the school, conditions in ateliers, and issues involving the status of the director of the school as a practicing architect and the quality of the school's administration. Includes a budget for the 1912-1913 academic year		
Lord, Clifford Lee, files, 1958-1964., 7/1958-6/1964	box 497	folder 1 to 7
<u>Physical Description:</u> (7 Folders)		
<b>Scope and Contents</b>		
Correspondence between Clifford Lee Lord and the president and secretary of Columbia University. Lord, who was the director of the State Historical Society of Wisconsin, was appointed dean of Columbia's School of General Studies in 1958. Correspondence relates to General Studies, Columbia's continuing education division.		

**Scope and Contents**

Topics include: faculty affairs, lecturers for General Studies courses, development, student affairs, special funds, expenditures appropriations, events, administrative issues involving General Studies programs, gifts to the school, tuition and fees, and administrative procedures. In particular, the records include substantive correspondence regarding the status, future, and role of the School of General Studies. Also, correspondence regarding Lord's personnel issues and his resignation in 1964 to become president of Hofstra University. Most of the records regarding the status, role, and future of General Studies date from 1963 to 1964. Related records include: a letter from University president Grayson Kirk regarding the future role of the school (July, 1963); a letter regarding the status and name of the school (July, 1963); and correspondence regarding the controversy over a proposed minimum enrollment age. Other records include: a copy of History News (Vol XVI, no. 4) containing Lord's address as president of the American Association for State and Local History; an agreement with Jewish Theological Seminary regarding a joint program to be administered through General Studies (April, 1959); dean's reports dating from 1959 to 1960 and 1961 to 1963 statistics regarding the student body (January, 1960); a report regarding the proposed establishment of an honor system in the school (February, 1960); a brochure/report regarding the school (May, 1962); a table of the school's tuition and fees income from the 1950-1951 academic year to the 1961-1962 academic year (September, 1963); correspondence regarding the school's move to Lewisohn Hall (ca. 1963-1964); and Lord's 1964 Dean's Day speech, College for Adults

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Lord, Herbert G. files, 1900-1921., 5/1900-1/1921

box 329

folder 13 to  
14

Physical Description: (2 Folders)

**Scope and Contents**

Correspondence between Herbert G. Lord, professor of philosophy and chairman of the Committee on Student Organizations at Columbia University, and the University's president, secretary, and clerk of the board of trustees. Most of the correspondence relates to the oversight of student organizations and the University's 1905 ban on football. Other topics include: athletic eligibility requirements, rules governing student organizations, University recognition of student clubs, and athletic events. Includes some correspondence regarding the Henry Berg Fund for Humane Education. Also,

correspondence regarding Lord's committee  
memberships and retirement

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Loth, David, file, 1953-1955. (1 Folder) 3/1953-6/1955      box 449      folder 17

**Scope and Contents**

Correspondence between David Loth, director of publicity for the Columbia University bicentennial, and the special assistant to the president of the University. Records relate to bicentennial events and University public relations. Includes press releases regarding bicentennial events and minutes of the Bicentennial Public Relations Policy Group (October, 1953 - May, 1954). Also, a report dating from June, 1953 which discusses the history of Columbia's involvement with the Rockefeller Center site.

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Lotz, John, files, 1949-1961., 3/1949-6/1961      box 426      folder 20 to  
Physical Description: (2 Folders)      21

**Scope and Contents**

Correspondence between Professor John Lotz of the Department of Uralic and Altaic Languages at Columbia University and high level University administrators. Lotz held a number of appointments including associate professor of linguistics and Hungarian studies and professor of linguistics. Most of the correspondence relates to his personnel issues. Includes the agenda for a conference on Uralic and Altaic studies that was held at the University in May, 1956 and a copy of Lotz' paper entitled Linguistics: Symbols Make Humans. Records dating from 1959 to 1961 relate to the department. Includes a report on the department and the development of a related area studies library. Also, correspondence relating to the administration of the Sackler collection of Asian art objects which were donated to the University by Arthur M. Sackler

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Loubat, J. (Joseph Florimond), file, 1888-1918. (1 Folder)      box 324      folder 18  
6/1888-2/1918

**Scope and Contents**

Correspondence between Joseph Florimond Loubat, a benefactor of Columbia University, and the president of the University. Also, correspondence between the president, the secretary of the University, and others regarding Loubat and his gifts to Columbia. Much of the correspondence relates to Loubat's gift to establish a professorship in American archeology and the appointment of Marshall H. Saville, curator of mexican and Central American archeology at the American Museum of Natural History, to the professorship. Includes a

detailed report dating from March, 1911 regarding an expedition to southern Mexico. In the report, Saville discusses relations with Mexican government officials and problems with the expedition. Also, correspondence relating to the establishment of the Loubat Prize and Loubat's other gifts to Columbia

Lovejoy, Clarence E., files, 1928-1944., 10/1928-4/1944      box 357      folder 6 to 8

Physical Description: (3 Folders)

**Scope and Contents**

Correspondence between Clarence E. Lovejoy, executive secretary of the Alumni Federation of Columbia University, and the University's high level administrators and other alumni club officers. Much of the correspondence is with Frank D. Fackenthal during his tenure as secretary and, later, provost of the University. Correspondence relates to the administration of alumni organizations, alumni involvement in the University, and alumni record keeping

**Scope and Contents**

Topics include: gifts to the University, fund raising, alumni events, prizes, scholarship funds, alumni publications, and the financial management of alumni organizations. Includes a report on an analysis of University publicity which was conducted by the Alumni Federation in 1929 and 1930. Also includes correspondence (ca. 1930) regarding a proposed expansion of University Hall. Correspondence also relates to the appointment of alumni to serve as Columbia's representatives to ceremonies at other institutions

Lovejoy, John M. file, 1953-1954. (1 Folder),      box 670      folder 52  
11/1953-4/1954

**Scope and Contents**

Correspondence between John M. Lovejoy and Columbia University administrators. Lovejoy seems to have been a University benefactor. Correspondence relates to gifts to Columbia

Lovell, Earl B., files, 1898-1918., 10/1898-5/1918      box 329      folder 15 to  
Physical Description: (2 Folders)      16

**Scope and Contents**

Correspondence between Earl B. Lovell, head of the Department of Civil Engineering at Columbia University, and the president, secretary, and faculty of the University. Most of the correspondence dating prior to 1910 relates to the administration



of summer courses in engineering which were held at the University's Camp Columbia property in Lakeside, Connecticut. Most of the correspondence dating from 1910 to 1918 relates to the curriculum, faculty affairs, and budgeting of the Department of Civil Engineering. Also, correspondence regarding Lovell's personnel issues.

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Low, Seth files, 1891-1917., 10/1891-7/1917

box 459

folder 6 to  
10

Physical Description: (5 Folders)

### **Scope and Contents**

Correspondence between Seth Low, president of Columbia University from 1890 to 1901 and the secretary and assistant secretary of the University. Includes correspondence with trustees, administrators, and University president Nicholas Murray Butler. Records relate to: a range of topics involving the business of the University from 1891 to 1901 Low's resignation from the presidency in 1901 Low's activities as a trustee of the University; and plans for a memorial to Low (ca. 1916 to 1917). Includes invitations, cover letters, telegrams, and reports. Also includes two undated petitions from students. Most of the correspondence documenting Low's presidency dates from 1897 to 1901.

### **Scope and Contents**

Correspondence from this period consists of letters regarding University business that Low sent to the secretary's office from his vacation home in Maine and copies of the secretary's replies. At Low's request, the secretary's office: collected and prepared information and statistics for a variety of purposes, kept track of projects and committees, researched issues, and interpreted University policies. The correspondence contains a wealth of administrative detail on a wide range to topics during a critical period in Columbia's history -- the transformation of Columbia from a college into a University.

### **Scope and Contents**

Topics include: the daily administration of the University, University government and organization, the design and construction of Low Memorial Library, the preparation of the president's annual reports, and Columbia's move to Morningside Heights. The correspondence also documents Low's administrative style and some of his concerns regarding the University and shows how the University changed during his term as president.

**Scope and Contents**

Correspondence dating from 1900 to 1901 also compliments the correspondence files relating to Assistant Secretary of the University Frederick P. Keppel, which are also located in Central Files. Much of the correspondence dating from 1901 relates to Low's resignation from the presidency in order to campaign for election as mayor of New York City. Includes his official letter of resignation dated October, 1901. Also includes letters regarding Low's resignation that were sent by trustee John B. Pine to other members of the board. Also includes correspondence regarding the selection of Nicholas Murray Butler as president. Low also served as a Columbia trustee from 1881 to 1916. Much of the correspondence that was written after Low's resignation from the presidency in 1901 relates to his activities as a trustee of the University.

**Scope and Contents**

Topics include Low's membership on the Special Committee on Agriculture and his interest in proposals for the establishment of a university in China. Also includes correspondence between Low, President Nicholas Murray Butler, and trustees George L. Rives and John B. Pine regarding Low's informal withdrawal from the board in 1911 and formal resignation in 1914. Low's withdrawal resulted from his objections to a plan to allow the General Convention of the Episcopal Church to meet at the University. Low, who felt that Jewish groups should also be accommodated at the University, stopped attending trustee meetings while avoiding the public explanation that would have been necessitated by an immediate, formal resignation. Includes correspondence regarding the bachelor of laws (LL.B.) degree which was conferred on Low upon his resignation.

**Scope and Contents**

Correspondence dating from 1916 to 1917 relates to efforts to erect a memorial tablet for Low in Columbia's St. Paul's Chapel. Includes a blueprint of the tablet

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Lowe, Harold E., files, 1952-1967., 10/1952-6/1967

box 449

folder 4 to  
12

Physical Description: (9 Folders)

**Scope and Contents**

Correspondence between Professor Harold E. Lowe and high level Columbia University administrators. Lowe held appointments as professor of physical education, director of University admissions, and

director of student interests and assistant to the vice president. Records relate to admissions and Lowe's numerous responsibilities as director of student interests and assistant to the vice president. Most of the correspondence relates to admissions.

### Scope and Contents

Topics include: admissions criteria, the recruiting of admissions candidates, the preparation of University announcements, application and admissions statistics, accreditation, and the administration of the Admissions Office. Also, correspondence between Lowe and the vice president regarding a wide range of University-related subjects.

### Scope and Contents

Topics include: space allocation, residency requirements, student activities, student housing issues and policies, University real estate management and policies, tenants in University-owned buildings, student affairs and discipline, University administrative offices, and development. The records from this period include routine correspondence interspersed with more substantive documents

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Lowell, A. Lawrence (Abbot Lawrence), file, 1911-1917. (1 Folder), 2/1911-3/1917	box 666	folder 1
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### Scope and Contents

Correspondence between Abbot Lawrence Lowell, president of Harvard University, and the president of Columbia University. Correspondence relates to financial assistance for Chinese students attending American universities and a multi-university agreement to staff a British army hospital during World War I

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Lowenthal, Max, file, 1962-1964. (1 Folder), 3/1962-6/1964	box 108	folder 26
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### Scope and Contents

Correspondence between Max Lowenthal and Columbia University administrators. Correspondence relates to Lowenthal's proposed anonymous gift to the University's botany department for the establishment of a phytotron in Israel and Columbia's rejection of the offer

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Lucke, Charles E., files, 1903-1918., 5/1903-4/1930 <u>Physical Description</u> : (2 Folders)	box 329	folder 17 to 18
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**Scope and Contents**

Correspondence between Charles E. Lucke, Stevens Professor of Mechanical Engineering at Columbia University, the president, administrators and faculty of the University, and others outside of the University.

**Scope and Contents**

Topics include: the curriculum, appointments, course scheduling, expenditures, gifts, and laboratories in the Department of Mechanical Engineering. Includes a detailed proposal, blueprints, and drawings for an engineering building (ca. 1927). Also, correspondence relating to Lucke's professional activities and committee memberships

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Ludwig, Frederick J., file, 1947 (1 Folder) 4 Aug-47, 1947      box 668      folder 5

**Scope and Contents**

Two copies of a report entitled The Present Condition of the Law in the State of New York with Respect to Discrimination in Education (August, 1947). Supporting documents are attached to the reports. The records appear to relate to: a lawsuit that brought charges of discrimination in admissions practices against Columbia and an number of other universities, proposals for a state university in New York, and legislation banning discrimination in higher education

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Luening, Otto, file, 1957 (1 Folder) 4/1957-7/1957, 1957, 4/1957-7/1957      box 672      folder 31

**Scope and Contents**

Correspondence between Otto Luening, professor of Music in the Department of Music at Columbia University, and University administrators. Correspondence relates to funding for Luening's research. Includes a report on experimental music that was submitted to the administration by Luening

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Lynd, Robert Staughton files, 1934-1960., 6/1934-5/1960      box 378      folder 10 to 14  
Physical Description: (5 Folders)

**Scope and Contents**

Correspondence between Robert Staughton Lynd and the acting president, provost, and secretary of Columbia University; other University administrators; and Columbia faculty. Lynd held numerous appointments including professor of sociology, executive officer of the Department of Sociology, Giddings Professor of Sociology, chairman

of the Advisory Board of the Bureau of Applied Social Research, and chairman of the University Radio Committee. He was also a member of the Committee on Student Organizations and Speakers. Most of the materials consist of correspondence and financial records from the Office of Radio Research, which became the Bureau of Applied Social Research in 1944. Records also relate to the Department of Sociology, the oversight of student groups, and academic freedom. Topics related to the Office of Radio Research include: relations between the office and the Rockefeller Foundation, accounting, the receipt of grant payments, research funding, and expenditures. Most of the records dated prior to 1944 consist of bills which were submitted to the office for payment.

### Scope and Contents

Correspondence dating from 1944 to 1946 relates to the office's reorganization as the Bureau of Applied Social Research. Includes correspondence regarding research projects and a history of the Office of Radio Research. Topics related to the Department of Sociology include: faculty affairs, fellowships, personnel, and finances. Includes a report from November, 1945 which evaluates the department and discusses its long-term goals. Also, correspondence documenting the work of the Committee on Student organizations and Speakers. The committee was created to establish policies for overseeing student groups and the selection of speakers by student organizations. Also, individual letters regarding a variety of topics including academic freedom and the rights and responsibilities of students and faculty. Includes a lengthy memorandum dating from April, 1941 in which Lynd discusses American society and politics

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MacCallum, W. G. (William George) file, 1908-1917. (1 Folder), 12/1908-5/1917      box 331      folder 1

### Scope and Contents

Correspondence between William G. MacCallum, professor of pathology in the Department of Pathology in the College of Physicians and Surgeons at Columbia University, and the president and secretary of the University.

### Scope and Contents

Topics include: routine departmental business, research conducted in the department, and the management of the Crocker Fund for Cancer Research. Also, correspondence regarding relations between the College of physicians and Surgeons

and area hospitals (ca. 1910) and a report on residency requirements as a component of medical education (ca. 1912). Also, correspondence relating to MacCallum's appointment and resignation. Includes a bibliography of his works

MacDowell, Edward, files, 1896-1904., 4/1896-4/1904      box 661      folder 28 to 29  
Physical Description: (2 Folders)

**Scope and Contents**

Correspondence between Edward MacDowell, professor of music in the Department of Music at Columbia University, and the president of the University. MacDowell was also head of the University's Mendelssohn Glee Club.

**Scope and Contents**

Correspondence relates to the department. Topics include: the establishment of the department (1896), staffing needs, the curriculum, student affairs, departmental library collections, and the admission of women. Also, correspondence regarding MacDowell's personnel issues. includes letters and photocopies of clippings regarding his controversial resignation in 1904

MacGregor, Robert L., file, 1953-1954. (1 Folder), 11/1953-5/1954      box 670      folder 53

**Scope and Contents**

Correspondence between Robert L. MacGregor, business manager of Georgetown University, and Columbia University administrators. MacGregor appears to have been a candidate for a position at Columbia. Includes his curriculum vitae and brochures regarding Georgetown

MacIver, Robert M., files, 1927-1957., 4/1927-4/1957      box 351      folder 17 to 21  
Physical Description: (5 Folders)

**Scope and Contents**

Correspondence between Professor Robert M. MacIver and the president, secretary, and provost of Columbia University. MacIver held appointments as Leiber Professor of Political Science, Philosophy and Sociology and executive officer of the Department of Sociology.

**Scope and Contents**

Correspondence relates to the Department of Sociology as well as a number of projects with which MacIver was involved. Topics related to

the Department of Sociology include: faculty appointments, faculty affairs, budgeting, student affairs, research, personnel, and special lectures. Includes correspondence regarding the grant Squires Prize. Also, correspondence, proposals, and reports documenting two depression-era projects at the University. Includes correspondence documenting the establishment and work of President Butler's Commission on Economic Questions. The commission, which consisted of faculty from Columbia and other institutions, studied a range of economic issues facing the country during the Depression.

### Scope and Contents

Includes a draft of the commission's report, which was released in 1933. Also includes a 1933 proposal by Columbia's Faculty of Political Science for the creation of a national public works commission. Other records include correspondence and a legal document regarding discrimination charges which were brought against the University by the American Jewish Congress (ca. 1944) and reports on the Juvenile Delinquency Project at City College (ca. 1956-1957). MacIver was director of the project. Among other topics, the reports discuss New York City's police department, 600 schools, and the juvenile detention system

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Mackenzie, Ossian R. file, 1951-1953. (1 Folder),  
8/1951-6/1953

box 447

folder 15

### Scope and Contents

Correspondence between Ossian R. Mackenzie, assistant dean of the Graduate School of Business at Columbia University, and high level University administrators. Most of the correspondence relates to the school.

### Scope and Contents

Topics include scholarships and fellowships. Includes an outline of the school's Consumer Credit Management Program (July, 1953). Also includes a brochure regarding the school's course on the Port of New York, which was offered in 1953. Also, Mackenzie's presentation to a meeting of the New York State Association of Colleges of Business Administration that was held in March, 1953. Also includes correspondence between Mackenzie and Milton Halsey Thomas, curator of the Columbiana

Library, regarding a gift of art properties from Lloyd  
Langston

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MacLaurin, Richard C., file, 1907-1909. (1 Folder), 10/1907-5/1909	box 662	folder 1
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**Scope and Contents**

Correspondence between Richard C. MacLaurin, professor of mathematical physics in the Department of Physics at Columbia University, and high level University administrators. The records consist of correspondence, recommendation letters, and biographical information relating to MacLaurin's appointment and personnel issues.

**Scope and Contents**

Topics include MacLaurin's appointment as Jessup Lecturer to give a series of lectures at the American Museum of Natural History and his resignation from the University to become president of the Massachusetts Institute of Technology

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Macmahon, Arthur Whittier, files, 1946-1959., 1/1946-5/1959	box 395	folder 18 to 20
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Physical Description: (3 Folders)

**Scope and Contents**

Correspondence between Walter Whittier Macmahon, Eaton Professor of public Administration in the Department of Public Law and Government at Columbia University, and high level University administrators. Records dating from 1946 relate to international students. Records dating from 1956 to 1959 relate to the President's Committee on the Educational Future of the University. The committee, which was chaired by Macmahon, was created to evaluate the University and produce a long-range plan. Also, correspondence regarding Macmahon's retirement, personnel issues, and honorary degree from the University.

**Scope and Contents**

Records relating to international students include correspondence and an abstract of the proceedings of the Conference on Foreign Student Problems and Policies that was held in Chicago in May, 1946. Also includes the report of the Committee to Study the Responsibility of Columbia University Toward Foreign Students dating from June, 1946. Records relating to the President's Committee on the Educational Future of the University include reports on: the Lamont Geological Observatory, a proposed arts center, and the Summer Session. Also includes



the interim report of the committee, dated 1958.  
 Topics relating to the committee include: committee membership, the scope of the study, expenditures, the administration of studies conducted by the committee, and routine committee business

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Macmillan, Harold, file, 1967-1968. (1 Folder), 11/1967-1/1968	box 36	folder 25
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**Scope and Contents**

Correspondence regarding the honorary degree that was awarded to Harold Macmillan, the former prime minister of Great Britain. Records include: the text of the address that was delivered by University president Grayson Kirk at the honorary degree ceremony; biographical information regarding Macmillan; and correspondence regarding arrangements for the honorary degree ceremony

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Macy, Cornelia Page, file, 1936 (1 Folder) 6 Jan-36, 1936	box 667	folder 4
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**Scope and Contents**

Records forwarded to the Columbia University administration by Cornelia Page Macy, who appears to have served as University recorder. The records consist of a report entitled Statistics Regarding Staff and Salaries from 1928-29 to 1935-36 Inclusive and a budget showing promotions and salary increases that were requested by departments for the 1936-1937 fiscal year

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Macy, V. Everit file, 1897-1916. (1 Folder), 4/1897-11/1916	box 331	folder 2
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**Scope and Contents**

Correspondence between V. Everit Macy, chairman of the board of trustees of Teachers College at Columbia University, and the president and other high level administrators of the University.

**Scope and Contents**

Topics include: the University Settlement Society and its relations with Columbia, the relationship between Teachers College and Columbia University, and proposals to establish a Carnegie library school at Teachers College. Also, correspondence regarding the work of the buildings and grounds committee of the board of trustees. Correspondence relates to bidding and contracting for campus construction projects and the management of campus buildings.

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Magloire, Paul Eugene file, 1955 (1 Folder) 1/1955-2/1955, 1955, 1/1955-2/1955	box 671	folder 37
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**Scope and Contents**

Correspondence between Paul Eugene Magloire, president of Haiti, and the president and other administrators of Columbia University. Correspondence relates to Magloire's visit to New York City and his honorary degree from Columbia. Records include: a press kit regarding his visit, a copy of his remarks at the honorary degree ceremony, and a photograph of the ceremony

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Main, Thomas F., file, 1903-1917. (1 Folder), 11/1903-4/1917

box 331

folder 3

**Scope and Contents**

Correspondence between Thomas Main, secretary of the College of Pharmacy in the City of New York, and the president and secretary of Columbia University. Most of the correspondence relates to the membership of the board of the College of Pharmacy and relations between the college and Columbia. Includes many cover letters, invitations, and acknowledgement letters

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Malfetti, James L. files, 1954-1956., 7/1954-6/1956  
Physical Description: (4 Folders)

box 488

folder 6 to 9

**Scope and Contents**

Correspondence between James L. Malfetti, assistant director of the bicentennial at Columbia University, and other University administrators. Correspondence relates to routine administrative issues involving Columbia's 200th anniversary celebration in 1954.

**Scope and Contents**

Topics include: expenditures, payroll, preparations for events, events scheduling, the closing of the Office of the Bicentennial, and the closing of the bicentennial celebration's accounts. Includes a summary speech regarding the bicentennial. Also, correspondence regarding a trip to Asia by University president Grayson Kirk (ca. 1955-1956)

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Malloy, Edward J. files, 1953-1961., 10/1953-6/1961  
Physical Description: (2 Folders)

box 455

folder 15 to 16

**Scope and Contents**

Correspondence between Edward J. Malloy, director of the Department of King's Crown Activities at Columbia University, and the secretary and assistant provost of the University. King's Crown was an alumni organization which oversaw certain student groups. The Department of King's Crown Activities

administered the student organizations that fell under the jurisdiction of King's Crown.

### Scope and Contents

Topics include: the finances of student groups, event scheduling, space allocation for student clubs, appropriations for student groups, the King's Crown budget, and problems involving student organizations. Includes correspondence regarding the business of the King's Crown Advisory Committee

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Malone, Dumas, file, 1948-1959. (1 Folder),  
7/1948-5/1959

box 427

folder 18

### Scope and Contents

Correspondence between Dumas Malone, professor of history at Columbia University, and the secretary of the University. The records consist of correspondence and cover letters relating to a Rockefeller Foundation grant in support of Malone's project to write a biography of Thomas Jefferson.

### Scope and Contents

Topics include payments to his research assistants and other project expenditures. Malone also chaired the Speranza Lecture Committee and the Bancroft Prize Jury. Correspondence dating from 1953 to 1959 relates to the Speranza Lectures, which were established in 1952 to study American traditions and ideas from an historical perspective. Correspondence dating from 1958 to 1959 relates to the selection of the Bancroft Prize recipient. Includes correspondence regarding Malone's personnel issues

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Malraux, Andre file, 1965-1968. (1 Folder),  
2/1965-1/1968

box 72

folder 18

### Scope and Contents

Correspondence regarding the nomination of Andre Malraux for an honorary degree from Columbia University. Malraux, who was an author and the French minister of state in charge of cultural affairs, declined the degree

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Mangravite, Peppino, files, 1954-1959., 9/1954-5/1956  
Physical Description: (2 Folders)

box 492

folder 18 to  
19

### Scope and Contents

Correspondence between Peppino Mangravite, chairman of the School of Painting and Sculpture at Columbia University, and University administrators. Correspondence relates to the school. Topics include:

exhibitions, scholarships, and the curriculum and programs of the school. Also, correspondence regarding attempts to establish a University arts center; correspondence regarding Mangravite's role as an arts ambassador for the University while he was on leave in Europe; and speeches and correspondence regarding art and art education

Manning, Clarence Augustus, file, 1926-1928. (1 Folder), 11/1926-6/1928      box 667      folder 19

**Scope and Contents**

Correspondence between Clarence Augustus Manning, professor of Slavonic languages at Columbia University, and the president of the University. Correspondence relates to the establishment and organization of the Institute of Czechoslovak Studies and the Institute of Polish Culture

Mannion, Winifred E., files, 1957-1965., 12/1957-9/1965      box 494      folder 15 to 20  
Physical Description: (6 Folders)

**Scope and Contents**

Correspondence between Winifred E. Mannion of the Payroll Department at Columbia University, and University administrators. Correspondence relates the disbursement of retirement allowances, salary advances, and other types of payments to University employees

Mapes, Charles Halster, file, 1911-1918. (1 Folder), 6/1911-7/1918      box 666      folder 5

**Scope and Contents**

Correspondence between Charles Halster Mapes and the president, secretary, and treasurer of Columbia University. Mapes, who was secretary of the Mapes Formula and Peruvian Guano Company, chaired the University Committee on Athletics.

**Scope and Contents**

Correspondence relates to intercollegiate athletics at Columbia.

**Scope and Contents**

Topics include: financial issues related to athletics; sports facilities; the Columbia-Fordham University baseball rivalry; the search for funding to resume football, which had been banned at the University since 1905 and plans to hire Hamilton Fish, Jr. as football coach. Includes a report discussing

recommendations that the University resume its football program

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Marks, Paul A. files, 1969-1971., 8/1969-6/1971                      box 510                      folder 3 to 5

Physical Description: (3 Folders)

**Scope and Contents**

Correspondence between Paul A. Marks, dean of the Faculty of Medicine at Columbia University and vice president for medical affairs, and high level University administrators. Correspondence relates to the schools and hospitals of Columbia's health sciences division.

**Scope and Contents**

Topics include: faculty affairs, the appointment of faculty and fellows, relations with area hospitals, relations with the New York City Health and Hospitals Corporation, funding for medical research, policies governing research funding, budgeting and finances in the Faculty of Medicine, the administration of the Faculty of Medicine and the dean's office, and the business of various health sciences committees. Also, correspondence regarding Marks' appointment and personnel issues. Related records include: a letter regarding the classification of faculty positions and the creation of additional levels of faculty appointments (May 8, 1970), a draft of Marks' first annual report (March, 1971), a speech by Marks on health care education (November, 1970), correspondence regarding the School of Nursing, a report on proposed programs for a school of health sciences (June, 1971), and proposals regarding the revision of faculty tenure policies (April-June, 1971)

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Marraro, Howard Rosario, files, 1945-1961., 7/1945-4/1961                      box 396                      folder 14 to 16

Physical Description: (3 Folders)

**Scope and Contents**

Correspondence between Howard Rosario Marraro, executive officer of the Italian section of the Department of Romance Languages at Columbia University, and high level University administrators. Most of the records consist of routine correspondence and cover letters. Records relating to the Italian Department consist of correspondence and budgets.

**Scope and Contents**

Topics include: payments to research assistants, budgeting, faculty affairs, expenditures, and gifts

to the department. Includes announcements of the American Division of the Istituto per la Storia del Rosorgimento Italiano. Also, correspondence regarding Marraro's personnel issues and honorary degree from the University of Bologna. Includes copies of a number of his articles and papers

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Marshall, John E., file, 1955 (1 Folder) 6 Oct-55, 1955      box 671      folder 6

**Scope and Contents**

A letter and a report regarding the need for public schools in the Morningside Heights neighborhood adjoining Columbia University. The materials were written and submitted to the University by John E. Marshall, an educational consultant

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Martin, Lowell Arthur, file, 1951-1953. (1 Folder), 11/1951-6/1953      box 447      folder 16

**Scope and Contents**

Correspondence between Professor Lowell Arthur Martin, professor of library service and dean of the School of Library Service at Columbia University and high level University administrators. Records relate to the school.

**Scope and Contents**

Topics include: budgeting, personnel, and faculty appointments. Includes correspondence regarding the establishment of the degree of Doctor of Library Service. Also, correspondence regarding martin's personnel issues

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Martinet, Andre file, 1947-1954. (1 Folder), 7/1947-2/1954      box 412      folder 20

**Scope and Contents**

Correspondence between Andre Martinet, professor of linguistics at Columbia University, and the secretary and provost of the University. Martinet was executive officer of the Department of Indo-Iranian and Comparative Linguistics, which became the Department of General and comparative Linguistics. The records consist of correspondence and budgets relating to the department.

**Scope and Contents**

Topics include: faculty appointments, the management of special funds, and faculty affairs. includes a proposal to establish a center for language

instruction at the University. Also, correspondence regarding Martinet's personnel issues

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Mason, Daniel Gregory file, 1910-1930. (1 Folder), 9/1910-5/1930	box 346	folder 13
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**Scope and Contents**

Correspondence between Daniel Gregory Mason, MacDonell Professor of Music at Columbia University, and the president and secretary of the University.

**Scope and Contents**

Correspondence relates to Mason's personnel issues and the Department of Music. Topics related to the department include: personnel, prizes, teaching loads, and arrangements for courses. Includes correspondence and a report (ca. 1917) on the role of music education in a liberal arts curriculum, a report dating from 1929 on the organization and curriculum of the department, and a report dating from 1929 on the University's choirs

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Massa, Gil Gil, file, 1964-1967. (1 Folder), 6/1964-5/1967	box 36	folder 17
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**Scope and Contents**

The records consist of lengthy and detailed correspondence, legal documents, transcripts, and student records documenting a petition from Gil Massa that Beatriz Massa de Gil be given credit for doctoral level courses in the School of Library Service. Includes correspondence between attorneys, consular officials, and Columbia administrators

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Massie, Adrian M. file, 1960-1961. (1 Folder), 8/1960-3/1961	box 673	folder 5
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**Scope and Contents**

Correspondence between Adrian M. Massie, a trustee of Columbia University, and the president of the University. Correspondence relates to the trustees' committee on finance and the sub-committee on investments. Among other topics, the correspondence relates to a disagreement involving the strategies for seeking funding from the Rockefeller Foundation for the University medical center

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Mathews, Troup, files, 1947-1951., 7/1947-6/1951 <u>Physical Description:</u> (6 Folders)	box 413	folder 14 to 19
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**Scope and Contents**

Correspondence between Troup Mathews, counselor to veterans and foreign student advisor at Columbia University, and high level University administrators. Includes correspondence with officials from the United States Immigration and Naturalization Service. The records consist of correspondence and budgets relating to the University's international student program and the Office of the Foreign Student Advisor. Also, correspondence, by-laws, and a report relating to the Greater New York council for Foreign Students (ca. 1949) and correspondence regarding Columbia's relations with the National Association of Foreign Student Advisors (ca. 1949).

**Scope and Contents**

Topics include: the establishment of Columbia's international student program, policies regarding international students, financial aid for international students, and immigration and visa issues for visiting students and faculty. Much of the correspondence relates to financial aid, in particular emergency financial aid for Chinese students from 1948 to 1951. Includes international student directories and a proposal for orientation lectures on American life to be given to international students. Topics related to the Office of the Foreign Student Advisor include: finances, budgeting, and programs

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Mathews, Brander, files, 1892-1924., 11/1892-5/1924      box 331      folder 4 to 5  
Physical Description: (2 Folders)

**Scope and Contents**

Correspondence between Brander Mathews, professor of dramatic literature at Columbia University, and the president and secretary of the University regarding the Department of English and Comparative Literature and the Brander Mathews Dramatic Museum. Correspondence dated prior to 1908 relates to the conflict between Mathews and Professor George Woodbury over the administration of the department and the subsequent division of the department into the Department of Comparative Literature and the Department of English. Includes some correspondence between Mathews and Woodbury. Much of the correspondence dating from 1908 to 1924 relates to the Brander Mathews Dramatic Museum.

**Scope and Contents**

Topics include: the establishment and administration of the museum, gifts to the museum, and the acquisition of theater models. Includes:



correspondence regarding arrangements for lectures on literature held during 1909 and 1910 Matthews' 1906 letter to the president of the University regarding the admission of women to his graduate course, and a speech which was given by Matthews in 1909. Also includes correspondence relating to Matthews' personnel issues and professional activities

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Matzke, Edwin B., file, 1953-1960. (1 Folder), box 455 folder 18  
8/1953-6/1960

**Scope and Contents**

Correspondence between Professor Edwin B. Matzke of Columbia University and high level University administrators. Matzke's appointments included professor of botany and chairman of the Department of Botany. Correspondence relates to the department.

**Scope and Contents**

Topics include: faculty appointments, facilities, equipment, gifts to the department, personnel, faculty parking, and appropriations. Includes annual reports regarding research projects in the Laboratory of Plant Morphology during the mid-1950s and a printed copy of a speech that was given by Matzke at the New York Botanical Garden in June, 1959

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Mayer, R. E. (Ralph Edward), file, 1900-1918. (1 Folder), box 331 folder 6  
5/1900-6/1918

**Scope and Contents**

Correspondence between Professor Ralph E. Mayer and the president and secretary of Columbia University. Mayer held numerous appointments including professor of engineering drafting in the Department of Engineering and the Department of Mechanical Engineering, secretary of the Committee on Instruction of the Schools of Mines, Engineering and Chemistry, secretary of the Faculty of Applied Science, and chairman of the Committee on Instruction of the Faculty of Applied Science. Most of the correspondence is routine in nature.

**Scope and Contents**

Topics include: admissions, membership in the Faculty of Applied Science, and faculty appointments. Also, correspondence relating to Mayer's appointment and personnel issues

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Mayo-Smith, Richmond file, 1891-1901. (1 Folder), box 662 folder 2  
8/1891-11/1901

### Scope and Contents

Correspondence between Richmond Mayo-Smith, professor of political economy and social science in the Faculty of Political Science at Columbia University, and the president of the University.

### Scope and Contents

Correspondence relates to a variety of subjects. Topics include: the publication of Mayo-Smith's book on statistics, the gathering of statistics on dependent children in New York City, and information regarding the value of currency that was requested by University president Seth Low. Also, correspondence and reports relating to Mayo-Smith's work on the Committee on Special Students. Includes discussions on admitting women graduate and undergraduate students to senior level courses in Columbia College

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McBain, Howard Lee, files, 1913-1936., 6/1913-6/1936      box 347      folder 1 to 7

Physical Description: (7 Folders)

### Scope and Contents

Correspondence between Professor Howard Lee McBain of Columbia University and the president and secretary of the University. McBain held a number of appointments including: professor of municipal science and administration; administrative head of the Department of Public Law; Dean of the Faculties of Political Science, Philosophy and Pure Science; and chairman of the Council for Research in the Social Sciences.

### Scope and Contents

Correspondence dating from 1913 to 1928 relates to the Department of Public Law and to McBain's personnel issues. Topics include: routine departmental business, faculty affairs, faculty appointments, and appointments to named professorships. Also, correspondence documenting the work of the Joint Committee on Graduate Instruction (ca. 1926-1928).

### Scope and Contents

Correspondence dating from 1929 to 1936 relates the Faculties of Political Science, Philosophy, and Pure Science. Topics include the administration of departments in the Graduate Faculties and the evaluation of departmental performance and faculty. Includes correspondence regarding the Department of Fine Arts during the mid 1930s. Other topics include financial aid policies

and the administration of fellowships and scholarships. Includes correspondence regarding the Cutting Traveling Fellowships. Additional topics relating to the Graduate Faculties include: faculty appointments, graduate student affairs, tissue involving graduate instruction, research appropriations, the management of the Special Fund for Research, and the 50th anniversary of the Faculty of Political Science. Records from this period also include some items of correspondence regarding the Department of Public Law. Also, reports of the Council for Research in the Social Sciences (ca. 1929-1935), correspondence documenting University relations with the National Institute of Public Administration (ca. 1930-1935), and correspondence and a proposal regarding studies in Asian cultures and the work of the Committee on the Japanese Culture Center (ca. 1929-1930). Includes correspondence relating to McBain's appointment, personnel matters, and death

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McCastline, William H., files, 1912-1948., 5/1912-6/1948      box 347      folder 8 to 9

Physical Description: (2 Folders)

**Scope and Contents**

Correspondence between William H. McCastline and the president and secretary of Columbia University. McCastline was the college physician of Teachers College and, later, Columbia University's health and sanitary officer.

**Scope and Contents**

Correspondence relates to the establishment of the University Medical Service. Also, correspondence and reports regarding University health programs, student services, conditions in campus residence halls, and a variety of other health and safety issues. includes correspondence relating to McCastline's personnel issues

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McCaw, Sandy file, 1960-1961. (1 Folder),      box 673      folder 4  
11/1960-5/1961

**Scope and Contents**

Correspondence between Sandy McCaw, foreign student advisor at Columbia University, and University administrators. Correspondence relates to a variety of subjects involving international students.

**Scope and Contents**

Topics include: visas and immigration issues, orientation, and events. Includes correspondence regarding a conflict between the Chinese Students

Club and the Chinese Students Association. Also includes two copies of the 1960-1961 international student directory

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McConnell, Robert E. file, 1957-1958. (1 Folder), 9/1957-5/1958	box 672	folder 32
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**Scope and Contents**

Correspondence between Robert E. McConnell and Columbia University administrators. McConnell was a benefactor of the University who offered funds to increase the number of engineering students in order to further American competition with the U.S.S.R. in the fields of science and engineering. Correspondence relates to his offer of financial assistance for students who transferred to the School of Engineering

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McCrea, Nelson G. files, 1894-1936., 5/1894-6/1936 <u>Physical Description:</u> (2 Folders)	box 329	folder 19 to 20
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**Scope and Contents**

Correspondence between Nelson G. McCrea, Anthon Professor of Latin Language and Literature at Columbia University, and the president, secretary, and other high level administrators of the University. Correspondence relates to faculty appointments and personnel in the Department of Latin, which became the Department of Classical Philology. Includes minutes of departmental meetings. McCrea was chairman of the Committee on Admissions. Topics related to admissions include: admissions requirements and policies, publicity, and the recruiting of candidates for admission. McCrea was also acting secretary of the College Entrance Examination Board. Board-related correspondence deals with committee memberships and the work of the Board in general

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McCrea, Roswell C., files, 1908-1942., 1/1908-5/1942 <u>Physical Description:</u> (2 Folders)	box 329	folder 21 to 22
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**Scope and Contents**

Correspondence between Roswell C. McCrea and the president and secretary of Columbia University. McCrea was Hepburn Professor of Economics, head of the Department of Economics, and dean of the School of Business. Topics related to the School of Business include: faculty appointments, scholarships, prizes and awards, gifts, and personnel. Includes some correspondence regarding faculty in the Department of Economics. Correspondence dating from 1908 to 1910 is from McCrea while he was at the School of Philanthropy in New York

City. Correspondence relates to the administration of the Henry Berg Foundation for the Promotion of Humane Education, arrangements for lectures sponsored by the foundation, and the preparation of a bibliography of works sponsored by the foundation. Includes reports regarding the foundation. Also, correspondence regarding McCrea's personnel issues and retirement

McDonnell, John N., file, 1961-1962 (1 Folder)                      box 673                      folder 7  
8/1961-5/1962, 1961-1962, 8/1961-5/1962

**Scope and Contents**

Correspondence between John N. McDonnell and Grayson Kirk, the president of Columbia University. McDonnell was president of the College of Pharmacy of the City of New York, which was affiliated with Columbia.

**Scope and Contents**

Topics include: the relationship between the College of Pharmacy and the University, the acquisition of land for a new college building, changes in tuition levels, and fund raising for the college. Records include: several monthly reports on the college, pamphlets, and a report entitled "The Development Plan of the College of Pharmacy of the City of New York, Columbia University" in 1962.

McFarlane, Charles T. file, 1910-1918. (1 Folder),                      box 666                      folder 2  
11/1910-5/1918

**Scope and Contents**

Correspondence between Professor Charles T. McFarlane and the president and secretary of Columbia University. McFarlane was a professor of geography and controller of Teachers College. Most of the correspondence relates to the routine financial business of the college.

**Scope and Contents**

Topics include: employee bonuses, gift funds, and printing costs. Includes correspondence regarding plans by New York City to acquire college property in the Bronx in order to construct a new road. Includes a blueprint of city plans for the property

McGill, William J. files, 1956-1971., 2/1956-9/1971                      box 509                      folder 3 to  
Physical Description: (11 Folders)    13

**Scope and Contents**

Correspondence between William J. McGill, president of Columbia University, and high

level University administrators. Also includes correspondence between administrators regarding a variety of topics. The records include numerous subject files regarding various issues and events. Many of the records consist of McGill's speeches and statements. Among other subjects, McGill addressed such issues as: relations between students and the University, the state of higher education, the problems of urban universities, relations between Columbia and the surrounding community, and University finances. The records also consist of correspondence and press releases dating from McGill's term as president-elect.

**Scope and Contents**

Topics include: his appointment to the presidency, expenditures, faculty appointments, and publicity. Also: correspondence, lists, acceptance and regret letters, and minutes relating to McGill's inauguration; pages from his calendar, and one file of correspondence regarding McGill's personnel issues while he was on the faculty at Columbia between 1956 and 1965

McGoey, Thomas A. files, 1938-1971., 8/1938-6/1955 <u>Physical Description:</u> (40 Folders)	box 484	folder 1 to 20
McGoey, Thomas A. files, 7/1955-6/1971	box 485	folder 1 to 20

**Scope and Contents**

Correspondence between Thomas A. McGoey and other Columbia University administrators. McGoey held appointments as director of residence halls, assistant business manager, business manager, vice president for business, and special consultant to the president. He also served on the University's Committee on Government Aided Research, which oversaw the administration of sponsored research projects. Most of the records dating from 1938 to 1949 consist of correspondence, budgets, and financial statements relating to Columbia's residence halls. Records dating from 1941 to 1945 also relate to the University during World War II. Records dating from 1949 to 1970 relate to Columbia's facilities, personnel, operations, and other business matters

**Scope and Contents**

Topics related to the administration of residence halls include: dormitory staff, budgeting and appropriations, furnishings, residence hall finances and financial planning, social and recreational facilities, dormitory operating costs, income from housing fees, room rates, the renovation

of dormitories, and special housing needs and arrangements.

### **Scope and Contents**

Includes records regarding individual residence hall employees. Also includes information on the John Jay Grill (January, 1939). Topics related to Columbia during and immediately following World War II include: Navy contracts governing housing and services for midshipmen who were enrolled in Columbia's naval training program, the University's post-war housing crisis, housing and services for veterans, and the management of the Shank's Village veterans' housing facility in Rockland County, New York. As business manager, McGoey oversaw the: personnel, buildings and grounds, purchasing, residence halls, food service, and construction offices as well as the University bookstore.

### **Scope and Contents**

Topics related to Columbia's business affairs include: facilities, personnel administration, and campus services. Other topics include: equipment, the administration of contracts and sponsored projects, labor relations, the renovation and management of special facilities and laboratories, employee benefits, purchasing, the management of the physical plant, and the administration of the Department of Buildings and Grounds. Records include: correspondence regarding the Nevis Laboratories, Columbia's nuclear physics research facility and the site of the Nevis Cyclotron; budgets and correspondence relating to the Department of Buildings and Grounds; correspondence regarding the selection of architects for a proposed arts center (ca. 1955); records regarding the budget and administration of the Lamont Geological Observatory, Columbia's facility for education and research in the earth sciences; and a program from the second annual dinner of Columbia's Twenty-Five Year Club in honor of employees with 25 years of more of service (October, 1955).

### **Scope and Contents**

In addition, McGoey chaired the Advisory Committee on Non-Academic Personnel Policy. Includes correspondence and some minutes regarding tuition exemption, labor relations, employee wages and benefits, and personnel policies. McGoey was also a member of the Manhattanville Neighborhood Association. Includes correspondence regarding Morningside Park. Only a small portion of the records date from 1967 to 1971. As vice president for business and special

consultant to the president, McGoey continued to undertake many of the same responsibilities that he had assumed as business manager. In addition, the records also relate to campus security. includes a brief account of a protest against weapons research at the University and a flier related to the demonstration (September, 1970)

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McGuire, Harold F., files, 1958-1960., 12/1958-6/1960 <u>Physical Description:</u> (5 Folders)	box 500	folder 9 to 13
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**Scope and Contents**

Correspondence between Harold McGuire, president of the Alumni Federation of Columbia University, and high level University administrators. Most of the records relate to planning and funding for the construction of a University gymnasium in Morningside Park as well as the lease of park property from the New York City parks department. Correspondence also relates to the Alumni Federation, alumni relations, and alumni trustees. The records include routine invitations.

**Scope and Contents**

Records related to the Morningside Park Gymnasium project include copies of the first and second reports of the gymnasium committee. The reports include photographs of the gymnasium site, plans of the building and its community facilities, and a draft of the lease for land in Morningside Park. Records related to alumni issues include: a lengthy letter regarding the role and status of the Alumni Federation and the financial relationship between other alumni groups and the federation (December, 1958); a lengthy memorandum regarding alumni relations (July, 1959); and correspondence regarding amendments to the by-laws governing alumni trustees (ca. January-February, 1959)

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McGuire, William James, files, 1961-1967., 5/1961-5/1967 <u>Physical Description:</u> (2 Folders)	box 503	folder 22 to 23
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**Scope and Contents**

Correspondence between William James McGuire, professor of social psychology in the Department of Social Psychology at Columbia University, and University administrators. Most of the records relate to personnel issues

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McIntosh, Millicent C., files, 1948-1962., 7/1948-6/1962 <u>Physical Description:</u> (13 Folders)	box 413	folder 1 to 13
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**Scope and Contents**

Correspondence between Millicent C. McIntosh and high level administrators at Columbia University. The records consist of correspondence, budgets, reports, and publications relating to Barnard College, the women's college affiliated with Columbia. McIntosh was appointed dean of the college in 1947 and president of the college in 1952.

**Scope and Contents**

Topics include: cooperation between Barnard and Columbia, faculty salaries, college finances, budgeting, and development. Includes minutes of the Barnard College board and correspondence regarding trustee business. Also includes a report regarding the college curriculum (1948); the report on a survey of Barnard faculty, staff, students, and alumni regarding library services and facilities (1954); and correspondence discussing the college's policy regarding communist activities (1953). Also, correspondence regarding McIntosh's committee memberships and retirement

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McKee, Ralph H. file, 1925-1926. (1 Folder),  
10/1925-4/1926

box 667

folder 16

**Scope and Contents**

Correspondence between Ralph H. McKee, professor of chemical engineering at Columbia University, and the president of the University. Includes correspondence between the president and Emory R. Bruckner, a United States attorney, and William J. Donovan, assistant to the attorney general. Correspondence relates to: McKee's testimony in the case of United States vs. Standard Oil Company, inquiries into McKee's conduct while serving as an engineer for Parmac Porcupine Mines, and questions of witness intimidation involving the case that were raised by the United States Department of Justice

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McKinley, William file, 1897-1900. (1 Folder),  
4/1897-11/1900

box 661

folder 30

**Scope and Contents**

Letters from Columbia University president Seth Low to William McKinley. Several of the letters relate to international affairs and several contain Low's recommendations regarding McKinley's appointments of the: ambassador to England, librarian of Congress, and superintendent of the

United States Coast and Geodetic Survey. Includes one brief letter from McKinely.

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McKnight, N. M. (Nicholas McDowell), files 1933-1957., box 376 folder 1 to  
8/1933-5/1957 15

Physical Description: (15 Folders)

**Scope and Contents**

Correspondence between Nicholas M. McKnight and the high level administrators of Columbia University. McKnight held numerous appointments including associate dean of Columbia College, acting dean of the college, dean of students in Columbia College, director of the Columbia University Civil Defense Program, chairman of the Committee on Student Loans, chairman of the Committee on Eligibility, and chairman of the Committee on Physical Plans for the Citizenship Center. Most of the correspondence relates to student affairs and the administration of Columbia College, the University's undergraduate college

**Scope and Contents**

Topics related to the administration of the college include: housing policies, facilities, scholarships, fellowships, the management of special funds, gifts to the college, and prizes. During World War II, McKnight served as acting dean of the college. Correspondence from this period also relates to faculty affairs, teaching loads, course scheduling, and teaching assignments. Includes correspondence and reports documenting the University's war-related activities and programs including the V-12 naval training program, and the Naval Reserve officers Training Corps. Also includes a report regarding the Committee on Volunteer Participation, which organized student groups to help with the war effort (ca. 1942). Topics related to student life and student organizations include: the supervision and financial administration of student organizations, athletic eligibility, the recruiting of candidates for admission, student social life, and disciplinary issues. Includes correspondence and reports regarding fraternities.

**Scope and Contents**

Topics include fraternity housing and the University's policies regarding fraternities' discriminatory membership clauses. Also includes correspondence regarding the need for a student center and a proposal for a citizenship center. These records relate to the establishment of Ferris Booth Hall, the University's student center. In addition, the records include correspondence and reports regarding student loans (ca. 1933-1956). Topics

include: fund management, the balance of the student loan fund, and statistics on amounts loaned. Includes a report, dating from 1951 which discusses the University's scholarship and fellowship program

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McLane, James W., files, 1890-1904., 3/1890-5/1904	box 661	folder 33 to 35
<u>Physical Description:</u> (3 Folders)		

**Scope and Contents**

Correspondence between James W. McLane and the president of Columbia University. McLane's appointments included professor of obstetrics, president of the College of Physicians and Surgeons, and dean of the college of Physicians and Surgeons.

**Scope and Contents**

Topics include: the merger of the University and the college in 1891 college affiliates, the Sloane hospital for Women and the Vanderbilt Clinic; the construction of new facilities at the college campus on 59th street; plans to establish a dental school (ca. April-May, 1892) and a new hospital (ca. November, 1893); the medical education of women (December, 1898); lobbying efforts involving state legislation governing cadavers (ca. 1892 and 1895) and medical examinations (February, 1896); and fundraising, including relations with the Vanderbilt family (ca. 1885 and 1902)

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McMenamin, Edward B. files, 1957-1969., 8/1957-9/1963	box 475	folder 8 to 18
<u>Physical Description:</u> (21 Folders)		

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McMenamin, Edward B. files, 10/1963-5/1969	box 476	folder 1 to 10
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**Scope and Contents**

Correspondence between Edward B. McMenamin and other high level administrators at Columbia University. McMenamin's appointments included associate provost and director of student interests, associate provost, associate provost and director of personnel, and secretary of the University.

**Scope and Contents**

Correspondence dating from 1957 to 1961 relates to student organizations, preparations for events and meetings, and the administration of faculty and staff personnel. Includes records related to the University Council. Most of the records date from McMenamin's term as secretary of the University during the 1960s.

### **Scope and Contents**

Correspondence from this period relates to the numerous responsibilities of the Office of the Secretary.

### **Scope and Contents**

Also, correspondence regarding McMenamain's personnel issues and appointments. Topics related to student organizations include the recognition of official student organizations and the oversight of finances, events, and other issues involving student groups. Includes correspondence relating to the Committee on Student Organizations. Topics related to faculty and staff personnel include: retirement plans and other benefits for faculty, non-academic staff personnel policies, faculty personnel policies, loans to faculty members, faculty affairs, and procedures for personnel administration. Includes correspondence (ca. 1958) and a report (dated October, 1957) regarding the development of job classifications for departmental research associates.

### **Scope and Contents**

Records dating from 1957 to 1961 also include correspondence relating to the Committee on Administrative Statistics and the Radiation Safety Office. Most of the records relate to the responsibilities of the secretary's office. The Office of the Secretary is one of the top administrative offices in the University. The secretary and his staff handled numerous, University-wide administrative tasks; issues involving faculty personnel; and trustee business.

### **Scope and Contents**

Topics include: the administration of the offices that reported to the secretary, the business and membership of numerous University committees, University mailings, the management of the secretary's office, fellowships and scholarships, awards, ceremonies, events, and the issuing of University credentials.

### **Scope and Contents**

Includes lists of scholarship and fellowship recipients. Topics related to faculty personnel include: procedures for the preparation of faculty appointment letters, tuition exemption, the appointment of professors emeriti, and faculty job classifications. Includes minutes of the Committee on Insurance and Retirement (December 13, 1961). Topics related to trustee affairs include preparations

for meetings and routine trustee business. Also, resolutions, agenda, minutes, and working papers relating to the University Council. Topics include council business, council membership, and a variety of subjects related to the academic affairs of the University

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McMillin, Emerson, file, 1915-1922. (1 Folder),  
8/1915-6/1922

box 666

folder 3

**Scope and Contents**

Correspondence between Emerson McMillin, a benefactor of Columbia University, and Nicholas Murray Butler, president of the University. Includes correspondence with the secretary and chief clerk of the University. Records relate to McMillin's gift in support of a building for Columbia's new business school as well as negotiations and plans for the construction of the building. Includes correspondence regarding the postponement of construction and the re-drafting of the terms of the gift. Also includes project budgets

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McMurtrie, Douglas C. file, 1915-1918. (1 Folder),  
11/1915-6/1918

box 666

folder 4

**Scope and Contents**

Correspondence between Douglas C. McMurtrie and: the secretary of Columbia University; the treasurer of the "Columbia Daily Spectator", the student newspaper of Columbia College; and Walter Mohr, the University proctor and chief clerk. McMurtrie appears to have been head of the University Printing Office. Correspondence relates to the operation of the printing office between 1915 and 1918. Records include: several memoranda on improving facilities and services in the office, a report on the facilities and services of the Harvard University Press, and a letter describing the adverse working conditions for employees in the office

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McNamara, William J. file, 1952-1953. (1 Folder),  
8/1952-6/1953

box 670

folder 12

**Scope and Contents**

Correspondence between William J. McNamara, executive officer of the Department of Air Science and Tactics at Columbia University, and University administrators. Correspondence relates to administrative issues involving the Air Force Reserve Officers' Training Corps (AFROTC). Includes

correspondence regarding awards presented to students in the department

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McWhood, Leonard B. files, 1898-1909., 7/1898-11/1909	box 661	folder 31 to 32
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Physical Description: (2 Folders)

**Scope and Contents**

Correspondence between Leonard B. McWhood and the president of Columbia University. McWhood's appointments included assistant in music, tutor in music, and adjunct professor of music. Correspondence relates to a variety of subjects.

**Scope and Contents**

Topics include: the curriculum and needs of the music department (ca. 1904), the establishment of the Faculty of Fine Arts (1904), the University's glee club, the chapel organist, and public concerts. Also, correspondence (ca. 1898-1901) regarding exhibitions at Omaha, Nebraska, and Buffalo, New York, which were designed to promote the University and recruit students from the west. Also, correspondence regarding McWhood's disagreements with the head of the music department and his subsequent resignation in 1904. Also includes reprints of two articles by McWhood, The Function of Music in the College Curriculum and The Present Status of Music in Colleges. Both articles date from 1907

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Mehta, G. L. (Gaganvihari Lallubhai) file, 1954. (1 Folder), 11/1954-12/1954	box 671	folder 39
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**Scope and Contents**

Correspondence between Indian ambassador G. L. Mehta and the president of Columbia University. Correspondence relates to the honorary degree that was awarded to Mehta at Columbia's 3rd Bicentennial Convocation. Includes copies of speeches by Mehta

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Melman, Seymour file, 1951-1960. (1 Folder), 7/1951-9/1960	box 447	folder 17
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**Scope and Contents**

Correspondence between Seymour Melman, professor of industrial engineering at Columbia University, and University administrators. Most of the correspondence relates to payments to research and clerical assistants. Includes a copy of a memorandum dated December, 1960 from Melman

to Senator John Kennedy regarding arms control and disarmament

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Melville, Ward files, 1945-1971., 7/1945-10/1971 <u>Physical Description:</u> (2 Folders)	box 396	folder 17 to 18
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**Scope and Contents**

Correspondence between Ward Melville, a trustee of Columbia University, and the acting president, secretary, and other trustees of the University. Melville served on the trustee committees on education, buildings and grounds, honors, and finance. Topics include: campus planning, faculty appointments, administrative appointments, nominations for honorary degrees, and trustee business. Includes many cover letters, routine correspondence, and invitations

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Menges, Karl Heinrich file, 1954-1961. (1 Folder), 1/1954-5/1961	box 670	folder 54
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**Scope and Contents**

Correspondence between Karl Heinrich Menges, associate professor of Altaic philosophy, and Columbia University administrators. Correspondence relates to the establishment of a department of Uralic and Altaic languages at Columbia.

**Scope and Contents**

Topics include faculty affairs, the proposed departmental curriculum, and controversy regarding the selection of an executive officer for the department. Also, correspondence regarding Menges' personnel issues and housing needs. Includes complaint letters from Mrs. Carl Menges regarding living conditions and the activities of students and other tenants in their apartment building. Also includes correspondence regarding an attack on Menges in 1960

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Merriam, Augustus C. file, 1891-1901. (1 Folder), 9/1891-11/1901	box 662	folder 3
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**Scope and Contents**

Correspondence between Augustus C. Merriam, professor of Greek archeology and epigraphy at Columbia University, and University president Seth Low. Merriam also chaired the Committee on Entrance Examinations. Correspondence relates to University entrance examinations and the departments of Greek and Latin.

**Scope and Contents**

Topics include: Merriam's reluctance to accept New York State Board of Regents certificates, administrative issues regarding entrance examinations, Merriam's ideas regarding graduation requirements for Greek and Latin and the types of degrees to be offered by classics departments, and the organization of the departments of Greek and Latin

Merritt, H. Houston (Hiram Houston) files, 1958-1970., 4/1960-4/1965 <u>Physical Description:</u> (47 Folders)	box 499	folder 1 to 20
Merritt, H. Houston (Hiram Houston) files, 7/1958-3/1960	box 498	folder 1 to 19
Merritt, H. Houston (Hiram Houston) files, 5/1965-6/1970	box 500	folder 1 to 8

**Scope and Contents**

Correspondence between Hiram Houston Merrit and high level administrators at Columbia University. Merrit's appointments included dean of Columbia's College of Physicians and Surgeons and vice president in charge of medical affairs. Most of the records dating from 1958 to 1964 consist of routine correspondence and form letters.

**Scope and Contents**

Topics include personnel issues and appointments for faculty, fellows, and research personnel and the recording of payments on gifts in support of medical research and instruction. Records dating from 1964 to 1970 are somewhat more substantive than the earlier materials.

**Scope and Contents**

In addition to faculty, fellows, and research appointments, correspondence from this period relates to: development, relations with area hospitals, appropriations, and the use of special funds. Includes many curriculum vitae and lists of appointees. Also, reports, correspondence and other records relating to the Columbia-Presbyterian Medical Center (CPMC) and reports, tables, and correspondence on the center's development fund. Also includes correspondence regarding Merrit's personnel issues and retirement. Records of interest include a letter regarding research funding procedures and policies at the CPMC (February, 1964); a report on the history of the administration of the CPMC (February, 1964); and a draft of a



promotional report on the medical center (August, 1959).

**Scope and Contents**

Among other topics, the report discusses medical care and research at the center. Other records of interest include: a report by Merrit in which he advises a colleague on the planning of a medical school for the University of Central Venezuela (August, 1961); a program from a series of lectures in celebration of the anniversary of the Institute of Cancer Research at the Francis Delafield Hospital (March, 1962); a report on dental education at Columbia (February, 1965); a proposal for the establishment of the International Institute for the Study of Human Reproduction (September, 1965); a photograph of Merrit (December, 1963); a statement regarding the severing of relations between Columbia and Bellevue Hospital (December, 1966); reports and correspondence regarding the Department of Nursing and nursing education (ca. October-November, 1967); and correspondence and a press release regarding relations with Harlem Hospital and the New York City Department of Hospitals

Merton, Robert King, files, 1945-1958., 7/1945-5/1958

box 399

folder 13 to  
16

Physical Description: (4 Folders)

**Scope and Contents**

Correspondence between Robert King Merton, professor of sociology and executive officer of the Department of Sociology at Columbia University, and the president, provost and other University administrators. Includes correspondence with funding agencies. Most of the records consist of correspondence and proposals relating to the Bureau of Applied Social Research and the Department of Sociology. Topics related to the Bureau of Applied Social Research include: the administration of grants and research projects, expenditures, awards, and funding for the Bureau and the Council for Research in the Social Sciences. Topics related to the Department of Sociology include: faculty appointments, staffing needs, enrollment, facilities, and personnel issues. Includes proposals, correspondence, and reports documenting actual and proposed programs and studies in the Bureau and the Department.

**Scope and Contents**

Topics include: a proposed center for advanced training in sociology (ca. October, 1950), a proposed affiliation with the Rural Settlement Institute (1946),

and a proposed health care conference (1954). Also includes correspondence regarding a project to study letters which were sent to Dwight D. Eisenhower regarding his candidacy for president. Includes an abstract of the letters (October, 1949)

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Metzger, Walter P., files, 1953-1956., 10/1953-6/1956 <u>Physical Description:</u> (2 Folders)	box 455	folder 19 to 20
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**Scope and Contents**

Correspondence between Walter P. Metzger, secretary of the Council for Research in the Social Sciences at Columbia University, and the secretary of the University. The records consist of vouchers for payments to research and clerical assistants and other expenditures involving council-sponsored projects.

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Meyer, Anna E. H., file, 1901-1910. (1 Folder), 1/1901-5/1910	box 662	folder 4
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**Scope and Contents**

Correspondence between Anna E. H. Meyer, secretary of Barnard College, and the secretary of Columbia University. Correspondence relates to Barnard College, the undergraduate women's college affiliated with Columbia.

**Scope and Contents**

Topics include: faculty appointments, membership on the college's board of trustees and trustee committees, the preparation of the college catalog, prizes, honors, and examination schedules

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Meyer, Annie Nathan file, 1890-1910. (1 Folder), 1/1890-5/1910	box 662	folder 5
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**Scope and Contents**

Correspondence between Annie Nathan Meyer and the president of Columbia University. Meyer was a trustee of Barnard College, the undergraduate women's college affiliated with Columbia. She also chaired the committee on education and was a member of the committee on finance. Correspondence relates to a variety of subjects.

**Scope and Contents**

Topics include: the education of women, trustee affairs, the relationship between Barnard and Columbia, the division of faculty member's teaching responsibilities between Barnard and the University,

and Meyer's work on the education and finance committees

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Meylan, George L. file, 1903-1918. (1 Folder), 3/1903-5/1918	box 331	folder 7
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**Scope and Contents**

Correspondence between George L. Meylan, medical director of Columbia University's gymnasium and professor of physical education, and the president and secretary of the University. Topics include: curriculum and programs in physical education and hygiene; the administration of the University's medical services, physical education programs, and gymnasium; the medical examination of students; and advice to students on health and exercise. Includes a brief exchange of letters regarding Meylan's involvement in recreation programs for French soldiers during World War I. Also includes correspondence relating to his appointment and personnel issues

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Michael, Jerome file, 1952 (1 Folder) 1/1952-5/1952, 1952, 1/1952-5/1952	box 669	folder 40
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**Scope and Contents**

Correspondence between Jerome Michael, professor of law at Columbia University, and the vice president and provost of the University. Michael chaired a committee that studied a proposal for an affiliation between The Town Hall theater and Columbia. Includes the committee's report and promotional pamphlets regarding the theater

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Michelfelder, Phyllis, files, 1956-1963., 8/1956-5/1963 <u>Physical Description:</u> (2 Folders)	box 490	folder 16 to 17
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**Scope and Contents**

Correspondence between Phyllis Michelfelder and Columbia University administrators. Michelfelder served as director of public relations for Barnard College, the undergraduate women's college affiliated with Columbia. She was later appointed director of college relations for Columbia College, the University's undergraduate college. Correspondence relates to publicity for conferences and numerous other events, public relations strategy, and alumni relations

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Mikasa no Miya Takahito, Prince file, 1965. (1 Folder), 4/1965-9/1965	box 679	folder 27
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**Scope and Contents**

Correspondence regarding the visit to Columbia University by Mikasa no Miya Takahito, Prince of Japan. Includes correspondence between University faculty members and administrators as well as correspondence with the consul general of Japan

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Milburn, John G. files, 1919-1928., 1/1919-4/1928

box 348

folder 22 to  
23

Physical Description: (2 Folders)

**Scope and Contents**

Correspondence between John G. Milburn, a trustee of Columbia University and chairman of the trustee committee on legal affairs, the president of the University, and the clerk of the board of trustees.

**Scope and Contents**

Topics include: University government and administration; bequests to the University; the membership of the board of trustees of Barnard College, a women's college affiliated with Columbia; relations with area hospitals; and the creation of Columbia-Presbyterian Medical Center. Includes correspondence from President Butler which discusses his views on University government. Also includes a 1923 report on the Pulitzer Prize Fund and correspondence (ca. 1917) regarding the dismissal of Professor James McKeen Cattell

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Miller, Clyde R. file, 1947-1948. (1 Folder),  
10/1947-11/1948

box 412

folder 21

**Scope and Contents**

Correspondence between Clyde R. Miller, professor of education in Teachers College at Columbia University, and University administrators. Correspondence relates to the controversy involving Miller's attempts to rescind the Pulitzer Prize that had been awarded to Frederick Woltman of the New York World Telegram. The records also relate to Miller's dismissal; his involvement in the Methodist Church; and academic freedom

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Miller, Dickinson Sergeant file, 1898-1910. (1 Folder),  
9/1898-5/1910

box 662

folder 6

**Scope and Contents**

Correspondence between Dickinson Sergeant Miller, professor of philosophy at Columbia University, and high level University administrators. Much of the correspondence relates to the University chaplain and the chaplain's advisory committee.

Includes correspondence regarding the appointment of Chaplain Raymond Knox. Also includes committee minutes. Other records include: correspondence regarding the philosophy curriculum, appointment letters, and a book of philosophy and psychology essays in honor of Professor William James

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Miller, Donald B. file, 1950-1952. (1 Folder),  
7/1950-5/1952

box 434

folder 17

**Scope and Contents**

Correspondence between Donald B. Miller, assistant to the dean of the School of Engineering at Columbia University, and high level University administrators. Includes correspondence with the dean of the engineering school. Records relate to the school. Topics include: facilities, finances, scheduling, personnel, recruiting, faculty affairs, special funds, and scholarships. Includes correspondence regarding the Jay L. White Student Loan Fund

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Miller, Edgar G. files, 1953-1955., 8/1953-6/1955  
Physical Description: (2 Folders)

box 457

folder 11 to  
12

**Scope and Contents**

Correspondence between Edgar J. Miller, dean of the Graduate Faculties at Columbia University, and University administrators. The Graduate Faculties were comprised of the Faculty of Political Science, Faculty of Philosophy, and Faculty of Pure Science.

**Scope and Contents**

Topics include: degree requirements, tuition exemption, faculty appointments, arrangements for Ph.D. examinations, fellowships, and expenditures. Much of the correspondence relates to faculty members' travel expenditures. Also, reports (ca. 1954-1955) of the Special Committee on Tuition Exemption for University Personnel

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Miller, Edmund H. file, 1896-1906. (1 Folder),  
5/1896-10/1906

box 662

folder 7

**Scope and Contents**

Correspondence between Edmund H. Miller, adjunct professor of analytical chemistry and assaying at Columbia University, and the president and secretary of the University. Miller also chaired the American Chemical Society and the University's Committee on Admissions to the Schools of Applied Science. Correspondence relates to the Schools of Applied Science.

**Scope and Contents**

Topics include: faculty appointments, admissions, and the restructuring of professional and undergraduate science programs and degrees. Includes correspondence relating to meetings of the American Chemical Society.

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Miller, Frederick files, 1945-1954., 7/1945-6/1954	box 398	folder 16 to 20
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Physical Description: (5 Folders)

**Scope and Contents**

Correspondence between Frederick R. Miller, director of the Department of Buildings and Grounds at Columbia University, and University faculty and administrators. The records consist of correspondence, budgets, floor plans, and financial records relating to: the maintenance, management, and construction of University buildings; the administration of the Department of Buildings and Grounds; and buildings and grounds services. Includes floor plans and correspondence relating to renovations, daily operations, and maintenance at the University's Nevis Estate (ca. 1950). The estate, which is located in Irvington-on-Hudson New York, was used as a research facility and was the site of Columbia's Nevis Cyclotron

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Miller, J. M. (Julian Malcolm) file, 1958. (1 Folder), 8/1958-12/1958	box 672	folder 44
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**Scope and Contents**

Correspondence between Julian M. Miller, associate professor of chemistry at Columbia University, and University administrators. Correspondence relates to Miller's personnel issues

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Miller, J. Marshall file, 1947-1954. (1 Folder), 7/1947-5/1954	box 412	folder 22
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**Scope and Contents**

Correspondence between J. Marshall Miller, associate professor of planning and director of the Planning and Housing Division of the School of Architecture at Columbia University, and high level University administrators. Correspondence relates to urban planning work in the School of Architecture. Includes correspondence regarding a conference on community planning that was held at the University in June, 1947. Also includes a proposal to build a parking garage next to Columbia's University Hall.

Also, correspondence regarding Miller's personnel issues

Miller, James Alexander file, 1947-1948. (1 Folder), 10/1947-6/1948	box 668	folder 55
<b>Scope and Contents</b>		
Correspondence between James Alexander Miller and the acting president and provost of Columbia University. Miller was a University trustee. Correspondence relates to the DuBois Fellowship and honorary degrees. Includes a list of honorary degree nominations for the 1947-1948 academic year		
Miller, Linda R. file, 1928-1937. (1 Folder), 5/1928-8/1937	box 667	folder 31
<b>Scope and Contents</b>		
Correspondence between Linda R. Miller, a benefactor of Columbia University, and the president of the University. Correspondence relates to Miller's gift to establish the Nathan J. Miller Chair in Jewish History and Culture and the subsequent efforts to find a candidate for the post who was acceptable to both Miller and the University. Includes correspondence between the president of the University and candidates for the post		
Miller, Margaret M. file, 1955-1957. (1 Folder), 7/1955-6/1957	box 495	folder 15
<b>Scope and Contents</b>		
Correspondence between Margaret M. Miller, advisor to women students at Columbia University, and University administrators. Most of the correspondence relates to the administration of the graduate student lounge in room 301 Philosophy Hall.		
<b>Scope and Contents</b>		
Topics include: budgeting, expenditures, and gifts. Includes statistical reports on female graduate students at Columbia dating from 1954 to 1955		
Miller, P. J. (Philip Justice) file, 1955-1956. (1 Folder), 10/1955-6/1956	box 671	folder 67
<b>Scope and Contents</b>		
Correspondence between Philip J. Miller, service supervisor in the Department of Physics at Columbia University, and high level University administrators. Records relate to the department.		

**Scope and Contents**

Topics include: salaries, expenditures, facilities, the use of the Pupin Fund, and classroom assignments and scheduling. Includes a statistical analysis of the departmental budget

Millet, Frank D. file, 1905-1910. (1 Folder),  
4/1905-2/1910

box 662

folder 8

**Scope and Contents**

Correspondence between Frank D. Millet, secretary of the American Academy in Rome, and Nicholas Murray Butler, president of Columbia University. Millet also served on the Columbia University Advisory Committee on Art. Most of the correspondence relates to the American Academy in Rome.

**Scope and Contents**

Topics include: Butler's appointment as a trustee of the academy, student affairs, finances, and information on the minutes and by-laws of the academy. Includes a booklet that describes the academy and its origins. Also includes detailed letters from George W Breck, director of the American Academy in Rome, to Millet. The letters discuss students and finances. Also, letters regarding a portrait of butler that was painted by Millet. The only records that relate to the Advisory Committee on Art consist of correspondence regarding Millet's appointment to the committee

Millett, John David file, 1947-1954. (1 Folder),  
9/1947-6/1954

box 412

folder 23

**Scope and Contents**

Correspondence between John David Millett, professor of public administration at Columbia University, and University president Grayson Kirk. Most of the records consist of routine correspondence, cover letters and invitations. Includes correspondence regarding Kirk's address at Millett's inaugural as president of Miami University in Ohio

Mills, C. Wright (Charles Wright), file, 1947-1958. (1 Folder), 11/1947-6/1958

box 414

folder 1

**Scope and Contents**

Correspondence between C. Wright Mills, professor of sociology at Columbia University, and the



secretary of the University. Correspondence relates to the management of Mill's research account.

### Scope and Contents

Topics include payments to research and clerical assistants. Also, correspondence regarding Mill's personnel issues

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Mills, Frederick Cecil file, 1945-1954. (1 Folder), 9/1945-5/1954	box 396	folder 19
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### Scope and Contents

Correspondence between Frederick C. Mills, professor of economics and executive officer of the Department of Economics at Columbia University, and high level University administrators. Mills also chaired the Executive Committee of the Council for Research in the Social Sciences. Records include correspondence and budgets.

### Scope and Contents

Topics include degree requirements, faculty appointments, and personnel in the Department of Economics (1945-1946) and Mills' personnel issues (ca. 1947-1954). Also, correspondence and reports regarding research funding. Related topics include a proposed biopsychology project (ca. 1946) and a grant to improve the University's facilities and personnel for research in the behavioral sciences (ca. 1950-1951)

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Miner, Dwight C. file, 1946-1955. (1 Folder), 8/1946-6/1955	box 405	folder 21
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### Scope and Contents

Correspondence between Professor Dwight C. Miner of Columbia University and high level University administrators. Correspondence relates to the Department of History.

### Scope and Contents

Topics include: salaries, appointments, budgeting, personnel, and faculty affairs. In 1946 Miner was appointed to edit the University's bicentennial publications and write a history of the University. Includes plans for the publication of histories which were produced for the University's bicentennial celebration in 1954

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Minthorne, Leonard L. file, 1945-1946. (1 Folder), 9/1945-5/1946	box 668	folder 24
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**Scope and Contents**

Correspondence between Leonard L. Minthorne and Columbia University administrators. Minthorne was a Columbia alumnus and benefactor. Correspondence relates to his gift to establish a scholarship in support of one year of graduate study at Columbia for graduates of Pacific College in Oregon. Includes correspondence regarding the selection of a female student to receive a scholarship for the School of Journalism

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Mistral, Gabriela, file, 1954 (1 Folder) 7/1954-11/1954, 1954, 7/1954-11/1954	box 671	folder 38
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**Scope and Contents**

Correspondence between Gabriela Mistral and the president and vice president of Columbia University. Mistral was a writer, Chilean counsel, and recipient of the Nobel Prize for Literature. Correspondence relates to the honorary degree that was granted to Mistral by Columbia University in 1954. Includes biographical information regarding Mistral

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Mitchell, Edward, files, 1890-1908., 2/1890-6/1908 <u>Physical Description:</u> (3 Folders)	box 662	folder 9 to 11
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**Scope and Contents**

Correspondence between Edward Mitchell and the president of Columbia University. Mitchell was a trustee of the University and served as chairman of the trustee committees on finance and education. Correspondence relates to a variety of subjects.

**Scope and Contents**

Topics include: the merger between Columbia and the College of Physicians and Surgeons, University finances, funding for the construction of Kent Hall, and issues involving degrees and the curriculum. Includes a letter detailing Mitchell's opposition to the appointment of alumni trustees, which provides an historical perspective on the issues of alumni representation on the board (May 6, 1907). Also includes a letter and clippings regarding a hazing incident in which a freshman fired a gun and a letter from a student regarding cheating at the University (January 23, 1905)

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Mitchell, Henry Bedinger file, 1900-1918. (1 Folder), 5/1900-4/1918	box 662	folder 12
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**Scope and Contents**

Correspondence between Professor Henry Bedinger Mitchell and the president of Columbia University. Mitchell held appointments as professor of mathematics and secretary of the Faculty of Columbia College. He also chaired the Committee on Admissions and the Committee on Instruction. Records dating from 1900 to 1904 consist of several letters relating to Mitchell's appointment as a tutor. Records dating from 1905 to 1918 consist of detailed correspondence relating to: entrance examinations, the University's curriculum, admissions requirements, and graduation requirements. Also, correspondence regarding Mitchell's plan to open the University's library and athletic facilities to alumni and correspondence regarding the establishment of a course on the fundamentals of religion

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Mitchell, S. A. (Samuel Alfred), file, 1910-1917. (1 Folder), 6/1910-11/1917

box 666

folder 7

**Scope and Contents**

Correspondence between Samuel A. Mitchell and the president and secretary of Columbia University. Mitchell was an assistant professor in the Department of Astronomy and secretary of the Faculty of Columbia College. Correspondence relates to: membership in the Faculty of Columbia College, the evaluation of the state of astronomy at Columbia and long-range plans for the astronomy department, Mitchell's work at the Yerkes Observatory, and his eventual resignation from the University

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Mitchell, Wesley Clair file, 1930-1931. (1 Folder), 10/1930-6/1931

box 667

folder 34

**Scope and Contents**

Correspondence between Wesley Clair Mitchell, professor of economics at Columbia University, and the president of the University. Correspondence relates to the Department of Economics. Topics include: budgeting, the role of the department in the University, and faculty salaries

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Mitchell, William J. file, 1955-1963. (1 Folder), 7/1955-6/1963

box 495

folder 16

**Scope and Contents**

Correspondence between William J. Mitchell, professor of music and acting chairman of the Department of Music at Columbia University, and University administrators.

**Scope and Contents**

Correspondence relates to the department and to preparations for a 200th anniversary festival honoring Mozart. Topics related to the department include: the search for a new departmental chairman, finances, and equipment. Topics related to the Mozart Festival include: scheduling, programming, reservations, finances, and membership on the festival committee. Also, routine correspondence regarding the awarding of the Bearn's Prize (1963) and correspondence relating to Mitchell's personnel issues

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Mixer, Charles W. files, 1947-1969., 7/1947-7/1969

box 414

folder 2 to  
13

Physical Description: (12 Folders)

**Scope and Contents**

Correspondence between Charles W. Mixer, assistant director of the Columbia University Libraries, and the acting president and provost of the University. Correspondence relates to the administration and operations of the University's libraries.

**Scope and Contents**

Topics include: personnel administration, collection management, acquisitions, appropriations, expenditures, the management and renovation of library facilities, development, and financial administration. Includes many routine acknowledgement letters regarding gifts to the libraries. Includes the constitution of the Columbia University Library Staff Association (1948) and correspondence regarding the Edith Elmer Wood library (ca. 1947) and the Bancroft Prize

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Monroe, Paul file, 1910-1918. (1 Folder),  
10/1910-5/1918

box 666

folder 8

**Scope and Contents**

Correspondence between Paul Monroe, professor of the history of education and dean of Teachers College, and the president and secretary of Columbia University. Includes correspondence with J. E. Woodbridge, dean of the University's Faculties of Political Science, Philosophy, and Pure Science. Correspondence concerns relations between Columbia and Teachers College.

**Scope and Contents**

Topics include faculty appointments and financial matters. Records include: a memorandum outlining reasons for continued cooperation between the

two institutions (December 12, 1914); letters proposing a Columbia school of political science at Peking University in China; and a memorandum on standardizing course numbers throughout the University

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Montague, W. P. (William Pepperell) file, 1911-1918. (1 Folder), 4/1911-5/1918      box 666      folder 9

**Scope and Contents**

Correspondence between William P. Montague, professor of philosophy in Barnard College at Columbia University, and the president and secretary of the University. Correspondence relates to the Hewlitt Lectures in 1912. Also, correspondence relating to Montague's protest over the dismissal of Professor Albert A. Livingston, who appears to have been dismissed from the University in 1917 as a result of his scandalous divorce. Includes a transcript of Montague's comments on academic freedom and pacifism

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Moore, Douglas files, 1940-1962., 9/1940-5/1962      box 382      folder 10 to 20  
Physical Description: (11 Folders)

**Scope and Contents**

Correspondence between Douglas Moore, professor of music at Columbia University, and the president, secretary and provost of the University. Correspondence relates to the Department of Music, the University's choirs, and music funds and prizes. Topics related to the Department of Music include: budgeting, appropriations, workshops, equipment, faculty appointments, the curriculum, arrangements for concerts, prizes, faculty affairs, and the purchase of musical scores and recordings. Includes departmental budgets. Includes correspondence documenting the effect of World War II on the department, correspondence regarding Columbia's Core Curriculum, and a report and five year plan (ca. 1954) on the departmental library. Also, correspondence regarding: the Alice M. Ditson Fund, which was established to support musicians and music programs; the Bearns Prize, which supported the publication of American music; and disbursements to musicians and music programs from the Pulitzer Prize Fund. Includes minutes of the Committee on the Alice M. Ditson Fund. Also, correspondence and reports relating to the conflict between the Department of Music and the chapel music director over the administration of the Chapel Choir. Also includes correspondence regarding Moore's personnel issues and professional activities as well as clippings and programs regarding The

Ballad of Baby Doe, an operetta which was written  
by Moore

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Moore, Henry L. file, 1902-1910. (1 Folder), 3/1902-4/1910	box 662	folder 13
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**Scope and Contents**

Correspondence between Henry L. Moore, adjunct professor of political economy at Columbia University, and the president of the University. Correspondence relates to Moore's personnel issues. Includes a very brief letter which mentions the Committee on Social Settlements and the issue of University privileges for settlement workers

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Moore, John Alexander file, 1949-1952. (1 Folder), 7/1949-6/1952	box 430	folder 19
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**Scope and Contents**

Correspondence between John Alexander Moore, executive officer of the Department of Zoology at Columbia University, and high level University administrators. The records consist of correspondence and budgets relating to the department. Topics include: budgeting, facilities, appropriations, personnel, faculty appointments and recruiting, prizes, and special funds

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Moore, John Bassett, files, 1891-1918., 4/1891-4/1918 <u>Physical Description:</u> (2 Folders)	box 331	folder 8 to 9
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**Scope and Contents**

Correspondence between John Bassett Moore, Hamilton Fish Professor of international Law and Diplomacy in the School of Political Science at Columbia University, and the president and secretary of the University. Much of the correspondence relates to the administration of an international law program in the School of Political Science.

**Scope and Contents**

Topics include: faculty appointments, staffing needs, arrangements for courses, and prizes. Also, correspondence and other records regarding the Legislative drafting Research Fund. Includes a 1913 report of the Administrative Board of the Legislative Drafting Research Fund. Also, correspondence regarding Moore's personnel issues and professional activities including correspondence from Moore

while he was at the Department of State during the Spanish-American War

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Moore, Maurice T., files, 1955-1968., 7/1955-5/1957 <u>Physical Description:</u> (5 Folders)	box 495	folder 17 to 21
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**Scope and Contents**

Correspondence between Maurice T. Moore, chairman of Columbia University's board of trustees, and high level University administrators. Most of the records consist of correspondence, invitations, and acknowledgement letters relating to trustee business. Related topics include: scheduling meetings and events, membership on trustee committees, the selection of new trustees, and the administration of the Trustees Room in Low Memorial Library. Also, correspondence and other records regarding a variety of topics related to the University and higher education. Records include: correspondence regarding the reform of the University budget system, in particular budgeting for Columbia College; Moore's speech, "The Case for Columbia", which discusses the nature and mission of the University's development program (1959); correspondence and clippings regarding corporate aid to higher education (ca. 1957); and a letter regarding the suspension of military recruiting at Columbia in 1967 (December 27, 1967). Also, routine correspondence and other records regarding a dinner in honor of Moore, his official portrait, his retirement as chairman of the board, the establishment of the Maurice T. Moore Professorship, and his honorary degree from the University (ca. 1967-1968)

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Moore, Robert files, 1940-1950., 7/1940-11/1950 <u>Physical Description:</u> (5 Folders)	box 385	folder 17 to 21
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**Scope and Contents**

Correspondence between Robert Moore and Columbia University administrators. Moore held a number of posts including secretary of appointments, director of the Office of Non-Academic Staff Personnel, and director of the Placement Bureau. The records consist of correspondence, reports, minutes, and proposals relating to student and alumni job placement services, University personnel policies and personnel administration, employee wages and benefits, and the establishment of a five-day work week at the University. The Appointments Office and, later, the Placement Bureau were responsible for job placement services for students and alumni. The Central Personnel Office, which became the Office of Non-Academic Staff Personnel,

administered all non-academic employees - except for the buildings and Grounds Department staff. The office also oversaw instructors and visiting scholars. Includes a personnel procedures handbook. Also includes correspondence regarding veterans' affairs and the University Guide Service

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Morales Otero, Pablo file, 1941-1949. (1 Folder), 7/1941-4/1949	box 386	folder 9
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**Scope and Contents**

Correspondence between Pablo Morales Otero, director of the School of Tropical Medicine in Puerto Rico, and the provost and secretary of Columbia University. Most of the correspondence relates to faculty appointments and the preparation of school announcements and reports

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Moran, Henry G., files, 1949-1953., 7/1949-6/1953 <u>Physical Description:</u> (2 Folders)	box 430	folder 20 to 21
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**Scope and Contents**

Correspondence between Henry G. Moran, professor of naval science at Columbia University, and high level University administrators. Records relate to the Naval Reserve Officers Training Corps (NROTC) program at Columbia. Topics include: space needs, student affairs, budgeting, housing, and faculty appointments. Includes a copy of the program's requirements for 1953

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Morgan, J. Pierpont (John Pierpont) file, 1891-1911. (1 Folder) 4/1891-4/1911	box 331	folder 10
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**Scope and Contents**

Correspondence between J. Pierpont Morgan and his staff and Columbia University presidents Seth Low and Nicholas Murray Butler. Most of the correspondence relates to the purchase and funding of Columbia's Morningside Heights campus and the University's appeals to Morgan for funding

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Morgan, O. S. (Ora S.) files, 1911-1931., 10/1911-5/1931 <u>Physical Description:</u> (2 Folders)	box 346	folder 14 to 15
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**Scope and Contents**

Correspondence between Professor Ora S. Morgan of the Department of Agriculture at Columbia University and the president and secretary of the University. Also includes copies of correspondence between other faculty members in the department. Correspondence relates to agriculture courses



which were offered through Extension Teaching, Columbia's continuing education division.

**Scope and Contents**

Topics include the administration and funding of the program. Also, correspondence and proposals regarding plans to establish a national agriculture foundation and an institute of rural affairs (ca. 1930) and correspondence (ca. 1930) relating to the University Committee on Rural Affairs. Also includes a proposal for a study of European agricultural policy by Rexford G. Tugwell

Morgan, Thomas Hunt file, 1912-1918. (1 Folder),  
1/1912-5/1918

box 666

folder 10

**Scope and Contents**

Correspondence between Thomas Hunt Morgan, professor of zoology at Columbia University, and the president and secretary of the University. Correspondence relates to Morgan's lecture on heredity and gender, which was given as part of the Jessup Lectures. Includes correspondence regarding the publication of the lecture by Columbia University Press. Also includes a report entitled Provisional Report of the Committee on Promotion of the Appreciation of Research

Morgan, William Fellowes file, 1910-1918. (1 Folder)  
12/1910-6/1918

box 666

folder 11

**Scope and Contents**

Correspondence between William Fellowes Morgan and the president, secretary, treasurer, and clerk of the board of Columbia University. Morgan was a Columbia alumnus, a trustee of the University, and a member of the Graduate Advisory Committee of the Columbia University Christian Association. Correspondence relates to Morgan's activities as an alumnus and trustee. In particular, the records relate to his support for the Columbia University Christian Association and work on the trustees' library committee. Includes a letter that discusses the need for a committee to oversee religious activities

Morris, Richard Brandon files, 1953-1967.,  
7/1953-1/1967

box 457

folder 13 to  
14

Physical Description: (2 Folders)

**Scope and Contents**

Correspondence between Richard Brandon Morris, chairman of the Department of History at Columbia

University, and high level University administrators. Correspondence relates to Morris' personnel issues, payments to his research assistants, and the business of the Department of History. Much of the correspondence is routine. Topics related to the department include: faculty affairs, faculty appointments, and appropriations. Includes agenda of the executive committee of the department. Also includes information regarding the John Jay Papers. Morris also chaired the Mayor's Task Force on Municipal Archives. Includes a report of the task force dating from 1967

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Morton, Dudley J. file, 1929-1956. (1 Folder),  
1/1929-4/1956

box 352

folder 19

**Scope and Contents**

Correspondence between Morton J. Dudley, an associate professor in the Department of Anatomy at Columbia University, and the president and secretary of the University. Correspondence relates to the African Anatomical Expedition, which was sponsored by the University and the American Museum of Natural History. In 1929 the expedition traversed the Congo River in search of gorillas for use as specimens.

**Scope and Contents**

Topics include the funding, purpose, and staffing of the expedition. Includes a proposal for the project and a map of the route that was followed by the expedition. Records dating from 1956 consist of proposals for a research project involving physics and genetics

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Moschides, Elly M. file, 1969-1970. (1 Folder),  
10/1969-12/1970

box 108

folder 27

**Scope and Contents**

Correspondence and a report regarding the demotion, reinstatement, and subsequent resignation of Elly M. Moschides, director of the Harlem hospital blood bank. Records relate to the terms of her demotion and reinstatement as well as charges brought against her for discrimination and falsifying her credentials

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Mosely, Philip E., files, 1951-1969., 2/1951-5/1969  
Physical Description: (3 Folders)

box 434

folder 18 to  
20

**Scope and Contents**

Correspondence between Professor Philip E. Mosely of Columbia University and high level University

administrators. Mosely held appointments as professor of international relations, director of the University's Russian Institute, and associate dean of the Faculty of International Affairs. Most of records consist of correspondence, budgets, and reports relating to the Russian Institute and related programs. Also, correspondence and a proposal (ca. 1951) regarding plans for a center for the study of labor movements and a small amount of correspondence regarding a variety of topics related to the Faculty of International Affairs (ca. 1968-1969).

### Scope and Contents

Topics related to the Russian Institute include: fellowships, research and publications, personnel, and relations with Eastern European universities and organizations. Includes correspondence documenting the Administrative Committee of the Russian Institute and copies of the institute's alumni newsletter. Other related records include correspondence, financial records, and a proposal regarding a Russian language training program for the United States Air Force that was run by the institute in 1953. Among other topics, the records document the finances and curriculum of the program. Also, correspondence regarding the establishment of an archive of Russian and Eastern European history at the University, which may have been the predecessor of the University's Bakhmeteff Archive. Includes the minutes of the Executive Committee of the Archive of Russian and East European History and Culture

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Moser, Hermann A. file, 1965-1966. (1 Folder),  
11/1965-9/1966

box 18

folder 26

### Scope and Contents

Correspondence between Hermann A. Moser assistant professor of biochemistry at Columbia University, and the provost of the University. Includes correspondence with David Rittenberg, chairman of the department of Biochemistry at Columbia's College of Physicians and Surgeons. Correspondence relates to Moser's appointment and a dispute regarding the terms of his resignation

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Moses, Alfred J. file, 1892-1909. (1 Folder),  
3/1892-12/1909

box 662

folder 15

### Scope and Contents

Correspondence between Professor Alfred J. Moses and Columbia University president Nicholas Murray Butler. Moses was a professor of mineralogy and chairman of the Division of Geology, Geography,

and Mineralogy. Correspondence relates to the division.

### Scope and Contents

Topics include: faculty appointments, courses in mineralogy, and the Egleston Mineralogical museum. Includes correspondence regarding the theft of gold and platinum specimens from the museum. Also, correspondence regarding the construction of Havermeyer Hall and the division's move to the hall as well as correspondence regarding Moses' study abroad in 1896

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Moses, Robert, files, 1954-1962., 7/1954-5/1962

box 487

folder 19 to  
22

Physical Description: (4 Folders)

### Scope and Contents

Correspondence between Robert Moses and high level Columbia University administrators during Moses' term as commissioner of the City of New York Department of Parks. Much of the correspondence is with Grayson Kirk, president of Columbia. Correspondence relates to the development of Morningside Park, which bordered the eastern pedge of Columbia's Morningside Heights campus on the upper west side of Manhattan.

### Scope and Contents

Topics include: Columbia's plans to build a gymnasium in the park, Moses' thoughts on the gymnasium project, and the leasing of park land to the University. Includes a draft of an agreement between the city and the University for the construction of a gym. Also: speeches by Moses; a brief exchange of letters regarding academic freedom, which resulted from a critique of the 1964 World Fair by a Columbia professor; and correspondence regarding urban planning, campus planning, and Columbia's community services

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Mosley, Alfred file, 1902-1909. (1 Folder),  
3/1902-6/1909

box 662

folder 14

### Scope and Contents

Correspondence between Alfred Mosley and Columbia University president Nicholas Murray Butler. Correspondence relates to a study of education in the United States and Germany which was funded by Mosley, who hoped to report the findings to the British public.

**Scope and Contents**

Topics include arrangements for English educators to tour the United States. Also, correspondence regarding attempts to arrange an intercollegiate athletic competition. Includes Butler's comments on athletics at Columbia (November 18, 1897)

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Moss, Melvin L. file, 1968-1971. (1 Folder),  
8/1968-6/1971

box 509

folder 14

**Scope and Contents**

Correspondence between Melvin L. Moss, dean of the School of Dental and Oral Surgery at Columbia University, and high level University administrators. Correspondence relates to the school.

**Scope and Contents**

Topics include: staffing needs, personnel, gifts to the school, accreditation, relations with Presbyterian Hospital, relations with the surrounding community, and school finances. Includes correspondence regarding the role of dentistry in public health (ca. 1971). Also, correspondence between administrators regarding the school and Moss as well as correspondence regarding Moss' personnel issues.

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Mudd, Harvey S. file, 1953-1955. (1 Folder),  
7/1953-3/1955

box 451

folder 24

**Scope and Contents**

Correspondence between Harvey S. Mudd, an alumnus and benefactor of Columbia University, and University administrators. Mudd was chairman of the regional alumni fund raising campaign for southern California. The campaign was instituted in honor of the University's bicentennial celebration in 1954. Correspondence relates to Mudd's gifts to the University, development activities, and arrangements for events. Includes correspondence regarding Mudd's death. Also includes routine invitations and acknowledgement letters

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Mudd, Seely G. file, 1957-1959. (1 Folder),  
7/1957-4/1959

box 497

folder 22

**Scope and Contents**

Correspondence between Seely G. Mudd and high level administrators at Columbia University. Mudd was a benefactor of the University. Correspondence relates to funding and planning for the University's engineering center and the establishment of the

Seely W. Mudd Memorial Scholarship Endowment  
Fund. Includes telegrams

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Mullen, C. I. (Catherine I.) file, 1950-1959. (1 Folder),      box 435      folder 21  
7/1950-6/1959

**Scope and Contents**

Correspondence between Catherine Mullen, associate director of the budget at Columbia University, and high level University administrators. Correspondence relates to routine financial administration and budgeting.

**Scope and Contents**

Topics include: the establishment of accounts, appointments, resolutions of the budget committee, faculty affairs, and appropriations

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Muller, Henri Francois file, 1929-1934. (1 Folder),      box 352      folder 20  
4/1929-5/1934

**Scope and Contents**

Correspondence between Professor Henri Francois Muller and the president and secretary of Columbia University. Muller was a professor of romance philology and executive officer of the University's Department of Romance Languages and Literatures. Correspondence relates to the department.

**Scope and Contents**

Topics include: faculty appointments, faculty recruiting, and budgeting. Includes correspondence regarding the administration of Maison Francais, Columbia's French culture and educational center

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Mullins, John M. files, 1951-1961., 2/1951-6/1961      box 435      folder 1 to  
Physical Description: (19 Folders)      19

**Scope and Contents**

Correspondence between John M. Mullins, an administrator at Columbia University, and other University administrators. Mullins held appointments as secretary of the University Advisory Committee on Athletics, chairman of the Space Allocation Committee, registrar of the University, and director of the budget. Most of the records consist of correspondence, budgets, and lists relating to registration.

**Scope and Contents**

Topics include: tuition and fees, credits, prizes, tuition remission, veterans affairs, registration

procedures, and the administration of the registrar's Office. Includes enrollment statistics. Also includes a small number of minutes from the University Advisory Committee on Athletics

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Mumford, Lewis file, 1950-1951. (1 Folder), 2/1950-6/1951	box 432	folder 20
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**Scope and Contents**

Correspondence between Lewis Mumford and the secretary of Columbia University. Correspondence relates to Mumford's appointment as Bampton Lecturer for the 1950-1951 academic year.

**Scope and Contents**

Topics include: arrangements for the lectures, the subject of Mumford's lecture, and his stipend. Includes a program from the 1950-1951 Bampton Lectures in America, which were held at the University in April and May, 1951

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Munroe, Henry S., files, 1890-1910., 1/1890-6/1910 <u>Physical Description</u> : (4 Folders)	box 331	folder 11 to 14
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**Scope and Contents**

Correspondence between Professor Henry S. Munroe of Columbia University and the president of the University. Munroe held a number of appointments including professor of mining, chairman of the Department of Mining, and, later, Dean of the Faculty of Applied Science. Correspondence relates to the Department of Mining, the School of Mines, and the Faculty of Applied Science. Topics related to the Department of Mining and the School of Mines include: faculty appointments, laboratories, facilities, equipment, arrangements for courses, and gifts. Includes detailed correspondence dating from 1890 to 1896 regarding a proposed reorganization of the Department of Mining and the School of Mines and revisions to the curriculum in the School of Mines and Columbia College. Also includes a report on the George Crocker Summer School of Mines, which was held in Colorado in 1904.

**Scope and Contents**

Correspondence dating from Munroe's tenure as dean of the Faculty of Applied Science relates to a variety of topics including faculty appointments, membership in the Faculty of Applied Science, enrollment, and admissions

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Munsterberg, Hugo file, 1910-1911. (1 Folder), 7/1910-4/1911	box 666	folder 12
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**Scope and Contents**

Correspondence between Hugo Munsterberg and the president of Columbia University. Includes correspondence with the dean of the Faculties of Political Science, Philosophy and Pure Science. Munsterberg was a professor of psychology at Harvard University and an exchange professor at the Amerika Institut in Germany. Correspondence relates to Munsterberg's efforts to promote the newly-founded Amerika Institut and to involve various German-American cultural organizations in the institute's activities. Includes press clippings and letters recounting Kaiser Wilhelm's reception of Munsterberg and Charles A. Smith, who was Roosevelt Professor for the 1910-1911 academic year. The Roosevelt Professorship sent an American professor to Germany to lecture and act as an educational and cultural liaison. Includes a 14 page letter in which Munsterberg complains about Smith's behavior

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Murphy, Joseph M. files, 1951-1962., 8/1951-6/1962	box 447	folder 18 to 19
<u>Physical Description:</u> (2 Folders)		

**Scope and Contents**

Correspondence between Joseph M. Murphy, director of the Columbia Scholastic Press Association, and high level University administrators. Founded in 1925 the Columbia Scholastic Press Association sponsors annual conventions for the staffs of high school publications. The association is run by the Columbia University Press. The records consist of correspondence, press releases, and programs relating to the association.

**Scope and Contents**

Topics include: personnel, events, appointments, and the development of scholarship funds. Includes correspondence regarding the association's annual convention and response letters from participants. Also, correspondence regarding Murphy's personnel issues

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Murray, Clyde E., file, 1953-1954. (1 Folder), 10/1953-3/1954	box 670	folder 55
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**Scope and Contents**

Correspondence between Clyde E. Murray and Columbia University administrators. Murray was executive director of the Manhattanville Neighborhood Center and the University's advisor on community projects. Correspondence relates



to: Columbia's relations with the surrounding community, the establishment of a community relations office at the University, and a study of relations between universities and the communities of New York City

Murray, Gilbert file, 1910-1916. (1 Folder), 10/1910-8/1916	box 666	folder 13
<b>Scope and Contents</b>		
Correspondence between Gilbert Murray, professor of classics at Oxford University, and the president and secretary of Columbia University. Correspondence relates to lectures on Greek religion and the study of Greece and Rome that were given at Columbia by Murray. Includes a letter from Murray to the president of Columbia in which Murray recommends a number of British classics professors for a position at Columbia		
Murray, Roger file, 1956-1958. (1 Folder), 8/1956-6/1958	box 490	folder 18
<b>Scope and Contents</b>		
Correspondence between Roger Murray, associate dean of the Graduate School of Business at Columbia University, and University administrators. Correspondence relates to the school.		
<b>Scope and Contents</b>		
Topics include: faculty appointments, budgeting, gifts to the school, finances, job placement services, personnel, and scheduling. Includes a small number of records regarding the elimination of the school's evening program		
Nagel, Ernest, file, 1966-1967. (1 Folder), 10/1966-6/1967	box 36	folder 18
<b>Scope and Contents</b>		
Correspondence regarding the appointment of Ernest Nagel, John Dewey Professor of Philosophy at Columbia University, as university professor. Includes biographical information on Nagel and a newspaper clipping regarding his appointment as university professor		
Nash, John McLean, files, 1890-1916. (39 Folders) 1890-12/1901	box 476	folder 11 to 18
Nash, John McLean, files, 1/1902-12/1912	box 477	folder 1 to 17
Nash, John McLean, files, 1/1913-11/1916		

**Scope and Contents**

box 478

folder 1 to  
14

Correspondence between John McLean Nash, treasurer of Columbia University, and the president and secretary of the University. Includes correspondence from Nash's staff. Correspondence relates to University finances. Prevalent topics include: gifts to the University, bequests, endowments, personnel appointments, salaries, and student loan funds. Includes correspondence authorizing disbursements; correspondence regarding trustee actions on financial issues; letters, which Nash sent to the president, regarding the University's finance committee; and correspondence between Nash and President Seth Low on financial policies and other issues. Correspondence dating from 1910 to 1916 when Nash corresponded mostly with the secretary of the University, is more routine. Includes a copy of a memorandum (April 15, 1911) from Trustee Willard V. King to Trustee George L. Rives. In the memorandum, King suggests that Nash be removed as treasurer and appointed as a trustee, complains about commissions received by Nash, and proposes to replace Secretary Frank D. Fackenthal

Nash, Stephen P., file, 1890-1898. (1 Folder),  
3/1890-6/1898

box 662

folder 16

**Scope and Contents**

Correspondence between Stephen P. Nash and the president of Columbia University. Nash was a Columbia trustee and also chaired the trustees' committee on education. Correspondence relates to the work of the committee on education, University president Seth Low's involvement in educational issues, and a range of other subjects.

**Scope and Contents**

Topics include: Nash's advice to Low regarding the president's prerogatives and University procedures; matters pertaining to the New York State Board of Regents, including Low's membership on a committee to advise the board regarding colleges in New York State, Columbia's practice of not allowing the board to inspect the campus, and other jurisdictional issues; the merger of Columbia with the College of Physicians and Surgeons; and issues regarding significant changes to the teaching method in the School of Law and the establishment of the Master of Laws degree

Neare, Lucia, file, 1955-1956. (1 Folder), 7/1955-5/1956

box 671

folder 68

**Scope and Contents**

Correspondence between Lucia Neare and high level administrators at Columbia University. Neare served as assistant dean of the Faculties of Political Science, Philosophy, and Pure Science. Correspondence relates to routine expenditures and memorials for deceased professors. Includes a list of faculty members in the Faculties of Political Science, Philosophy, and Pure Science. Also includes a memorandum regarding the international Education Exchange Service and International Cooperation Administration. Also, correspondence regarding Neare's personnel issues

Negri, Peter J. file, 1953-1956. (1 Folder),  
10/1953-5/1956

box 457

folder 15

**Scope and Contents**

Correspondence between Peter J. Negri, professor of naval science in the Naval Reserve Officers Training Corps (NROTC) at Columbia University, and high level University administrators. The records consist of correspondence and budgets relating to the NROTC program and the Department of Naval Science.

**Scope and Contents**

Topics include: facilities, appointments, budgeting, admissions, and policies regarding the appointment of Naval personnel. Includes a proposal for an NROTC armory

Nehru, Jawaharlal, file, 1949 (1 Folder) 9/1949-10/1949,  
1949, 9/1949-10/1949

box 679

folder 21

**Scope and Contents**

Correspondence regarding the awarding of an honorary degree to Jawaharlal Nehru by Columbia University. Much of the correspondence relates to the selection of guests to attend the degree ceremony. Other topics include arrangements for the ceremony and other scheduled events. Includes the text of the citation that was read at the degree ceremony by Provost Albert Jacobs and two copies of Nehru's address at the ceremony

Nelson, Clifford C., file, 1957-1958. (1 Folder),  
9/1957-5/1958

box 672

folder 33

**Scope and Contents**

Correspondence between Clifford C. Nelson, vice president of the American Assembly, and the secretary of Columbia University. The American

Assembly was a national conference and discussion program that was based in Columbia's Graduate School of Business. Correspondence relates to: Nelson's appointment, the use of special funds, arrangements for meetings of the University's board of trustees, and other routine topics

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Nelson, Henry K., files, 1950-1961. (13 Folders), 7/1950-6/1961	box 436	folder 1 to 13
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**Scope and Contents**

Correspondence between Henry K. Nelson, director of purchasing at Columbia University, and University administrators. Routine correspondence and cover memoranda regarding requisitions for equipment and supplies

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Nelson, John M. file, 1946-1947. (1 Folder), 10/1946-5/1947	box 668	folder 34
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**Scope and Contents**

Correspondence between John M. Nelson, professor of chemistry at Columbia University, and University administrators. Correspondence relates to Nelson's personnel issues and retirement

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Neumann, Franz L., file, 1952-1954. (1 Folder), 9/1952-5/1954	box 670	folder 13
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**Scope and Contents**

Correspondence between Professor Franz L. Neumann of the Department of Public Law and Government at Columbia University, and University administrators. Correspondence dating from 1952 to 1953 relates to an exchange program with the Freed University of Berlin and the Adenaur Scholarship for study in Germany. Includes student records. Records dating from 1953 to 1954 relate to routine administrative issues involving the department. Includes a memorandum regarding the report of the University Committee on Foreign and Comparative Law

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Neutra, Richard Joseph, file, 1953-1954. (1 Folder), 7/1953-2/1954	box 670	folder 56
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**Scope and Contents**

Correspondence between Richard Joseph Neutra and Columbia University administrators. Neutra, who was an architect, dedicated his book, Survival through Design, to the University. Correspondence relates to the dedication of Neutra's book and the possibility of donating architects' papers to the

University. Also, ballots nominating Neutra for a honorary degree from the University

Nevins, Allan, files, 1935-1971. (7 Folders),  
10/1935-4/1971

box 379

folder 7 to  
13

### **Scope and Contents**

Correspondence between Allan Nevins, DeWitt Clinton Professor of American History at Columbia University, and University administrators. Much of the correspondence relates to Nevin's research and writing projects and to writing projects in the Department of History. Correspondence also relates to library and manuscript collections, the Department of History, and the University's Oral History Research office. Nevins was involved in a number of projects to research and write biographies or corporate histories. Related topics include: arrangements and agreements regarding projects, project funding through grants and gifts, publishing arrangements, and the payment of research assistants. includes a few brief project proposals. Projects which are documented in the records include: Nevin's biographies of John D. Rockefeller and Hamilton Fish; a proposed biography of University president Seth Low; a proposed history of the airplane industry; histories of Ford Motor Company, Weyerhauser, and United States Steel; a volume of Alexander Hamilton's writings; and Nevin's history of the Civil War, which was entitled Ordeal of the Union. Also, correspondence and financial records documenting Nevins' professional activities.

### **Scope and Contents**

Topics include: financial and travel arrangements for Nevins' tenure as Harmsworth Professor of American History at Oxford University and for his trip to South Africa, Australia, and New Zealand for the Office of War Information (ca. 1943-1944). In both cases, there is no correspondence from Nevins while he was abroad. Includes one letter dating from February, 1944 in which Nevins summarizes his trip to Australia and New Zealand and comments on the journey and on institutions of higher education in each country. Also, correspondence regarding the acquisition or proposed acquisition of numerous library, manuscript, and personal papers collections.

### **Scope and Contents**

Topics include: the papers of University president Seth Low, the library of Professor Ely, and the diary of George Templeton Strong. Also includes correspondence regarding the papers of long-time

University president Nicholas Murray Butler and a biography of Butler (ca. 1948-1949 and 1955-1959 respectively). Beginning ca. 1944 much of this correspondence relates to the estate of Professor Frederick Bancroft, the establishment of the Bancroft Prize, and the work of the Bancroft prize Committee. Also, correspondence, financial records, and reports regarding the Oral history Research Office during the mid to late 1950s.

**Scope and Contents**

Topics include: the establishment of the office, accounting and financial administration, and funding for the office. Includes a report dating from January, 1956 which documents the mission and activities of the office and discusses the importance of oral history. Also, correspondence relating to the business of the Department of History during the 1940s and 1950s.

**Scope and Contents**

Topics include: the management of special funds, graduate students, faculty affairs, payments for research assistance, and Nevins' efforts to find employment for former graduate students. Correspondence dating from 1958 relates to Nevins' retirement. Most of the correspondence dating from 1964 to 1970 relates to three topics: Nevins' gift to establish the Allan Nevins Professorship of American Economic History, negotiations regarding a proposed biography of Adlai Stevenson, and University support for Nevins' work on Ordeal of the Union. Other topics include: Nevins' gift of papers to the library, his receipt of the Columbia University Libraries Citation for Distinguished Service, and his death and estate

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Newberry, John S., file, 1889-1901. (1 Folder),  
12/1889-1/1901

box 662

folder 17

**Scope and Contents**

Correspondence between John S. Newberry, professor of geology and paleontology at Columbia University, and University administrators. Correspondence dating from 1889 to 1891 relates to a variety of subjects. Includes correspondence with University president Seth Low regarding the demolition of the geology department's building and the difficulties involved in moving to new facilities. Also includes a copy of a letter from Newberry to A. Schermerhorn that discusses departmental needs in terms of facilities and staff. Records dating from 1901 consist of several letters, which were written after

Newberry's death, regarding a portrait and bronze relief of Newberry

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Nichols, E. (Ernest Fox), file, 1903-1910. (1 Folder), box 662 folder 18  
2/1903-4/1910

**Scope and Contents**

Correspondence between Ernest Nichols, professor of experimental physics at Columbia University, and the president of the University. Nichols also chaired the Ernest Kempton Adams Fellowship in Physical Research Committee. Correspondence relates to the Department of Physics and the University's physics laboratories. Records related to the department include detailed letters regarding the department's needs.

**Scope and Contents**

Topics include: staffing, finances, and facilities. Topics related to physics laboratories include the Pheonix Laboratories in Fayerweather Hall and Nichols' proposal to use the Pheonix Fund to establish a physics lab in the Riverdale section of the Bronx. Also, correspondence regarding Nichols' appointment as president of Dartmouth College in 1909.

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Nichols, William H., file, 1912-1918. (1 Folder), box 666 folder 14  
1/1912-6/1918

**Scope and Contents**

Correspondence between William H. Nichols, a benefactor of Columbia University, and the president of the University. Correspondence relates to chemistry research and education at Columbia.

**Scope and Contents**

Topics include: a gift from Nicholas for laboratory improvements in Havermeyer Hall and the renaming of the chemistry laboratory as the Nichols Laboratory of General Chemistry in his honor, proposals for donations to the Department of Chemistry, the recruiting of chemistry faculty, and the Chandler Lectures. Nichols also served as president of the Eighth International Congress of Applied Chemistry. Includes correspondence regarding the use of Columbia facilities by the congress

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Nicolson, Marjorie Hope, files, 1940-1963. (6 Folders), box 379 folder 17 to  
4/1940-3/1963 22

### **Scope and Contents**

Correspondence between Professor Marjorie Hope Nicolson and the high level administrators of Columbia University. Nicolson was the first woman to be appointed to a full professorship in the University's Graduate Faculties. She held a number of appointments including professor of English, William Peterfield Trent Professor of English and Comparative Literature, chairman of the Department of English and Comparative Literature, and chairman of the Committee on Instruction of the Faculty of Philosophy. Most of the records consist of correspondence and budgets relating to the Department of English and Comparative Literature and correspondence, budgets, and reports regarding faculty and departmental affairs in the Faculty of Philosophy.

### **Scope and Contents**

Much of the correspondence is with provosts Grayson Kirk and Albert C. Jacobs and Vice President and Provost John Krout. Other correspondents include the president, acting president, secretary, and dean of the Graduate faculties. Topics related to the Department of English and Comparative Literature include: faculty appointments, faculty affairs, graduate students and graduate instruction, teaching and work loads, faculty recruiting, budgeting, and departmental personnel. Includes correspondence regarding conditions in the department during the late 1940s and the early 1950s. The letters discuss: increased enrollment in the department, overcrowding, staffing needs, the quality of instruction and graduate work in the department, teaching and work loads, faculty and secretarial salaries, and the department's standing in comparison to departments at other Universities.

### **Scope and Contents**

Also includes correspondence regarding the Brander Matthews Library and the Miron Cristo-Louveneau Prize. Records related to the Faculty of Philosophy often discuss departmental affairs. Related topics include: the organization of departments, departmental budgets, faculty salaries, and departmental rankings and reputations. Includes reports and correspondence regarding the Italian Department (1944), the Department of Near East and Middle East Languages (1954), the Department of Fine Arts and Archeology (1955), the Department of Mathematics (1958), and the Department of Philosophy (1960).



**Scope and Contents**

Other topics related to the Faculty of Philosophy include: faculty appointments, the powers of the University administration in relation to the affairs of the Faculty of Philosophy, and issues involving research funding. Also, a proposal for publications to be produced in honor of Columbia's bicentennial (1950) and correspondence (ca. 1941-1945) proposing candidates for appointment as dean of Barnard College, the women's college affiliated with Columbia. Also, correspondence regarding Nicolson's appointment and professional activities. Includes a 1957 pamphlet and bibliography honoring Nicolson. Most of the correspondence dating from 1961 to 1963 relates to the death of long-time departmental secretary Adele Mendelsohn. Includes correspondence regarding Nicolson's retirement and honorary degrees

Nishi, Shunji F., file, 1947-1948. (1 Folder),  
7/1947-6/1948

box 669

folder 1

**Scope and Contents**

Correspondence between Shunji Nishi, acting chaplain of Columbia University, and high level University administrators. Correspondence relates to religious activities and issues at the University.

**Scope and Contents**

Topics include: the religion curriculum, the search for a new University chaplain, budgeting for religious activities, the administration of St. Paul's Chapel, and issues involving Union Theological Seminary

Norris, Henry Lee, files, 1901-1944. (21 Folders),  
2/1904-6/1944

box 332

folder 1 to  
21

**Scope and Contents**

Correspondence between Henry Lee Norris, the director of buildings and grounds at Columbia University, and high level University administrators. Topics include: construction and renovation projects, building maintenance, the University's power plant, student housing, landscaping on Columbia's Morningside Heights campus, arrangements for events, security, government-sponsored research contracts, and the management of the Department of Buildings and Grounds and its employees

Norton, A. Warren, file, 1950-1951. (1 Folder),  
7/1950-9/1951

box 435

folder 20

**Scope and Contents**

Correspondence between A. Warren Norton, director of Columbia University's bicentennial celebration, and the vice president and trustees of the University. Correspondence relates to preparations for Columbia's bicentennial, which took place in 1954. Topics include nominations for bicentennial honorary degrees and medals. Includes a detailed proposal for the celebration. Also, correspondence regarding the business of the committee on honors of the University's board of trustees

Norton, Matthew F., file, 1948-1949. (1 Folder), box 669 folder 16  
7/1948-2/1949

**Scope and Contents**

Correspondence between Matthew Norton and other Columbia University administrators. Norton was an assistant to the director of admissions and appears to have overseen the admission of international students. Correspondence relates to the admission of international students, admission requirements for international students, and the recognition of Columbia degrees by foreign universities

Novas, Lois D., file, 1958-1960. (1 Folder), box 500 folder 23  
7/1958-6/1960

**Scope and Contents**

Correspondence between Lois D. Novas, foreign student advisor at Columbia University, and high level University administrators. Correspondence relates to international students.

**Scope and Contents**

Topics include: funding for international students, orientation programs, student affairs, the status of international students at the University, and immigration and visa issues. Includes: a report on the status of Hungarian students at Columbia (December, 1958); a table of enrollment statistics for the 1957-1958 and 1958-1959 academic years; and the foreign student directory for the 1958-1959 and 1959-1960 academic years

Nugent, James, file, 1958-1959. (1 Folder), box 672 folder 45  
8/1958-6/1959

**Scope and Contents**

Correspondence between James Nugent, manager of Columbia University's apartment house properties,

and University administrators. Correspondence relates to University apartments

Nussbaum, Arthur, file, 1946-1956. (1 Folder), 10/1946-6/1956

box 405

folder 22

**Scope and Contents**

Correspondence between Arthur Nussbaum, a visiting research professor of public law at Columbia University, and the secretary of the Council for research in the Social Sciences. Correspondence relates to payments to Nussbaum's research and clerical assistants

Nye, Joseph P., files, 1953-1967. (8 Folders), 8/1953-5/1967

box 454

folder 9 to 16

**Scope and Contents**

Correspondence between Joseph P. Nye, director of university residence halls at Columbia University, and University administrators. Records relate to housing issues and the administration of Columbia's residence halls and apartments.

**Scope and Contents**

Topics include: faculty and student housing policies, dormitory administration, damages and repairs to dormitories, the inspection of residence halls, housing requirements, maintenance and renovations, and the administration of residence hall staff

**Scope and Contents**

Includes occupancy statistics. Nye was also chairman of the University's Committee on Public Safety. Includes a limited amount of correspondence regarding the business of the committee. Records related to resident halls and housing include: a proposal for a graduate residence hall dating from 1958 reports on the repair and renovation of residence halls and the status of the Residence Hall Reserve Fund for the furnishing and upkeep of dormitories; and a letter from students dated March, 1964 which protests an increase in housing rates. Also, correspondence (ca. 1963-1964) regarding the conversion of the Arizona Hotel into student housing and the eviction of the building's tenants

Nyquist, Ewald B., files, 1948-1951. (5 Folders), 8/1948-6/1951

box 428

folder 1 to 5

**Scope and Contents**

Correspondence between Ewald B. Nyquist, director of admissions at Columbia University, and University

administrators and Admissions Office staff. The records consist of correspondence, reports, and budgets relating to admissions.

### Scope and Contents

Topics include: the admissions process, the operation of the Admissions Office, admissions policies, admissions examinations, the admission of international students, and application and enrollment trends. Includes correspondence with applicants and their families regarding admissions, complaints, and appeals. Also, correspondence (ca. 1948-1950) regarding charges of discrimination in University admissions policies and procedures. Includes related correspondence regarding the format of the University's application for admission form

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O'Brien, Justin file, 1958-1961. (1 Folder),  
8/1958-6/1961

box 500

folder 24

### Scope and Contents

Correspondence between Justin O'Brien, chairman of the French section of the Department of Romance Languages at Columbia University, and University administrators. Correspondence relates to the department. Most of the records are routine. Topics include: faculty appointments, assembling committees to study nominations for faculty appointments, and faculty affairs

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O'Connell, Donald W., file, 1956-1957. (1 Folder),  
7/1956-5/1957

box 672

folder 17

### Scope and Contents

Correspondence between Donald W. O'Connell, assistant dean of the Graduate School of Business at Columbia University, and high level University administrators. Correspondence relates to the Institute of Advanced Management. The institute was part of Columbia's Institute of Arts and Sciences, which was a program of public lectures and short courses. Also, correspondence regarding O'Connell's personnel issues

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Odell, George Clinton Densmore, file, 1895-1909. (1 Folder), 5/1895-6/1909

box 662

folder 19

### Scope and Contents

Correspondence between George Clinton Densmore Odell, professor of English at Columbia University, and the secretary of the University. Odell was in charge of admissions for special students. Correspondence relates to Odell's personnel issues

and the admission of candidates who were classified as special students. Includes correspondence regarding the admission or rejection of candidates based on compositions (exercise books) which were submitted in lieu of entrance examinations

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Olcott, George N., file, 1898-1917. (1 Folder), 10/1898-10/1917	box 331	folder 15
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**Scope and Contents**

Correspondence between George N. Olcott, professor of Latin at Columbia University, and the president and other high level administrators of the University. Most of the correspondence relates to Olcott's appointment and personnel issues as well as his bequest to the University

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Oldham, George Ashton, file, 1904-1909. (1 Folder), 12/1904-1/1909	box 662	folder 20
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**Scope and Contents**

Correspondence between George Ashton Oldham, acting chaplain of Columbia University, and the president and secretary of the University. Correspondence relates: to arrangements for religious services at the University, difficulties involving the search for a new chaplain, and the move to the University's new St. Paul's Chapel

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Olds, Glenn A., file, 1959-1960. (1 Folder), 7/1959-2/1960	box 672	folder 67
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**Scope and Contents**

Correspondence between Glenn A. Olds, president of Springfield College, and Robert Harron, assistant to the president of Columbia University. Correspondence relates to the search for a director of public affairs at Springfield College and arrangements for Harron to visit the college

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Olmsted, Frederick Law, file, 1893-1907. (1 Folder), 5/1893-2/1907	box 662	folder 21
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**Scope and Contents**

Correspondence between Frederick Law Olmsted, son of landscape architect Frederick Law Olmsted, and administrators and faculty at Columbia University. Includes correspondence between Olmsted, Columbia administrators, and Charles McKim. Correspondence relates to the planning, design, and landscaping of Columbia's new Morningside Heights campus on Manhattan's upper

west side. Few items date from 1893 and 1898. Most of the records date from 1904 and 1906

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Olmsted, Robert G., files, 1960-1963. (5 Folders),  
8/1960-6/1963

box 504

folder 5 to 9

**Scope and Contents**

Correspondence between Robert G. Olmstead, vice president of business and finance at Columbia University, and University administrators. As vice president, Olmstead oversaw the University's financial operations, facilities, and non-academic services. The records consist of correspondence, financial reports, proposals, and budgets.

**Scope and Contents**

Topics include: tax issues, the administration of grants and contracts, income and expenditures, the annual audit of University accounts, development funds, insurance, retirement plans, and issues involving the offices that reported to Olmstead. Includes a statistical report with information on the University's non-academic employees (September, 1964)

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Onis, Federico de, files, 1916-1954. (5 Folders),  
5/1916-5/1954

box 346

folder 16 to  
20

**Scope and Contents**

Correspondence between Professor Federico de Onis and high level administrators at Columbia University, University faculty, and persons at other universities in Spain and South America. Onis was head of the Department of Romance Languages and director of the Hispanic Institute at Columbia. Correspondence relates to the Department of Romance Languages; the Spanish Institute in the United States, which became the Hispanic Institute; and Casa Hispanica, Columbia's center for education in Central American, South American, and Spanish languages and cultures

**Scope and Contents**

Topics related to the Department of Romance Languages include: faculty appointments, staffing needs, faculty affairs, enrollment, curriculum, and budgeting. Includes proposals (ca. 1932) to add instruction in Spanish culture to the curriculum. Topics related to the Hispanic Institute include: the establishment of the institute, its programs and goals, the administration of the institute, finances, gifts to the institute, budgeting, and the institute's endowment. Includes correspondence which documents the relationship between the

Hispanic Institute and Casa Hispanica. Also includes reports, budgets, and a brochure. Also, correspondence documenting relations with cultural and educational institutions in Spain and Latin America. Includes correspondence regarding methods for publicizing the University in Latin America. Also, correspondence relating to Onis' efforts on behalf of Hispanic faculty members at Columbia as well as correspondence regarding his appointment and professional activities

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Oppenheimer, J. Robert, file, 1954-1955. (1 Folder) 12/1954-4/1955	box 671	folder 40
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**Scope and Contents**

A copy of a radio address that was given by J. Robert Oppenheimer, nuclear physicist and director of the Institute of Advanced Study at Princeton University. Oppenheimer's address was part of a series of broadcasts that were made in honor of Columbia University's bicentennial celebration. Also, newspaper clippings regarding a dispute between Oppenheimer and the University of Washington

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Orchard, John E., files, 1946-1954. (4 Folders), 9/1946-6/1954	box 406	folder 15 to 19
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**Scope and Contents**

Correspondence between John E. Orchard, acting dean of the School of Business at Columbia University, and high level University administrators. Correspondence relates to the school and to the search for a new dean. Orchard also chaired the Faculty Steering Committee for Arden House and the American Assembly. Arden house, which was the former Harriman mansion, was donated to the University in 1950 by W. Averill Harriman. The house was used as a conference center and housed the American Assembly. The American Assembly, which was affiliated with the University, sponsored semi-annual conferences on national problems. Includes records (ca. 1954) regarding committee meetings and the agenda, funding, and membership of the American Assembly

**Scope and Contents**

Topics related to the School of Business include: budgeting, faculty appointments, salaries, personnel issues, the administration of research projects, and faculty affairs. Records documenting the school include school budgets as well as correspondence, announcements, and pamphlets documenting programs and fellowships in the school. Also includes the school's annual report for 1947. Among other topics, the report discusses the curriculum of

the school and the elimination of undergraduate  
courses in the school

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Ortiz, Fernando, file, 1954 (1 Folder) 7/1954-10/1954, 1954, 7/1954-10/1954	box 671	folder 41
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**Scope and Contents**

Correspondence between anthropologist Fernando Ortiz and the president of Columbia University. Correspondence relates to the honorary degree that was awarded to Ortiz at Columbia's 3rd Bicentennial Convocation in 1954. Includes biographical information regarding Ortiz

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Orton, Lawrence M., file, 1953-1954. (1 Folder), 9/1953-3/1954	box 670	folder 59
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**Scope and Contents**

Correspondence between Lawrence M. Orton and Columbia University administrators. Orton was executive director of Morningside Heights Inc., an urban renewal and community development organization that included Columbia and other area institutions. The records consist of correspondence and reports regarding relations between Columbia and the surrounding community as well as public safety, civic improvement, and other issues involving the Morningside Heights neighborhood on Manhattan's upper west side

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Osborn, Fairfield, file, 1954 (1 Folder) 2/1954-5/1954, 1954, 2/1954-5/1954	box 670	folder 58
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**Scope and Contents**

Correspondence between Fairfield Osborn, president of the Conservation Foundation and the New York Zoological Society, and Grayson Kirk, president of Columbia University. Correspondence relates to a variety of events. Includes an outline for a conference on the ethics of science in its relationship to natural resources and population that was held in Windsor Great Park, England. Also includes routine invitations

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Osborn, Henry Fairfield, files, 1890-1936. (6 Folders), 5/1890-1/1936	box 331	folder 16 to 21
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**Scope and Contents**

Correspondence between Henry Fairfield Osborn, Da Costa Professor of Biology at Columbia University, and the president, secretary, provost, and others at the University. Osborn held appointments in the departments of zoology and biology at Columbia. He also held a number of appointments at the American



Museum of Natural History including research professor of zoology, curator of the Department of Vertebrate Paleontology, and president of the Museum

### Scope and Contents

The correspondence documents relations between Columbia and the American Museum of Natural History as well as relations between the departments of zoology and biology and other departments at the University. The correspondence relates to the business of the various departments of the Museum and the University with which Osborn was associated. Topics include: faculty appointments, laboratories, equipment, collections, student affairs, departmental organization, and activities in the departments. Includes correspondence regarding the appointments of Franz Boas and William King Gregory. Also, correspondence regarding Osborn's personnel issues, professional activities, and committee memberships

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Osgood, Herbert L., file, 1890-1910. (1 Folder), 6/1890-2/1910

box 662

folder 22

### Scope and Contents

Correspondence between Herbert L. Osgood, professor of history at Columbia University, and the president of the University. Correspondence relates to a variety of subjects. Topics include: Osgood's opinions on changes to the curriculum of Columbia College (1891) and the acquisition of materials from Great Britain for the University's library. Includes a letter regarding Osgood's need to travel to Great Britain in order to conduct research. The letter also discusses resources on American history that the United States lacks. Also, a report entitled "Report to the President of Columbia College on the Condition and Needs of the College Library in the Department of History". At least one page is missing from the end of the report

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O'Shea, William J., file, 1953 (1 Folder) 7/1953-12/1953, 1953, 7/1953-12/1953

box 670

folder 57

### Scope and Contents

Correspondence between William J. O'Shea of the law firm of Saxe, Bacon, O'Shea & Bryan and Columbia University administrators. The records consist of correspondence and legal documents relating to a variety of legal issues involving the

University. Also, correspondence regarding gifts to the University

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Owens, William, files, 1959-1969. (5 Folders),  
7/1959-4/1969

box 502

folder 1 to 5

**Scope and Contents**

Correspondence between William Owens, director of the Summer Session at Columbia University, and high level University administrators. Correspondence relates to the Summer Session.

**Scope and Contents**

Topics include: faculty appointments, expenditures, faculty affairs, enrollment, salaries for instructors, personnel issues involving visiting instructors, finances, accounting, events, and facilities. Related records include director's annual reports for 1961 1962 1964 and 1966 as well as correspondence and a syllabus (September, 1962) for an advanced placement program in history. Also, correspondence regarding the Administrative Board of the Summer Session. Includes a report on a board meeting (October, 1959). Also, two typed manuscript stories by Walter Webb that were sent from Owens to University president Andrew Cordier (February, 1969)

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Owre, Alfred, files, 1926-1933. (4 Folders),  
10/1926-2/1933

box 352

folder 5 to 8

**Scope and Contents**

Correspondence between Alfred Owre, dean of the School of Dental and Oral Surgery at Columbia University, and the president and secretary of the University. Most of the records consist of correspondence and reports regarding the affiliation between the School of Dental and Oral Surgery and Columbia University and Owre's work to establish closer ties between dentistry and medicine. Includes a report on the state of dental education that was written by Owre in 1929. Also, correspondence, reports, and proposals regarding the School of Dental and Oral Surgery

**Scope and Contents**

Topics related to the School of Dental and Oral Surgery include: faculty appointments, faculty affairs, appropriations, expenditures, budgeting, fund raising, staffing needs, salaries, research funding, personnel, and the management of clinics. Includes a proposal for research on tooth decay, which dates from 1930 as well as correspondence and reports relating to other research projects. Also,

correspondence regarding Owre's appointment and resignation

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Page, Curtis Hidden, file, 1895-1909. (1 Folder),  
7/1895-10/1909

box 662

folder 23

**Scope and Contents**

Correspondence between Curtis Hidden Page, professor of romance languages and literatures at Columbia University, and the president of the University. Page served as secretary of the University's Division of Modern Languages and Literatures. Correspondence relates to the division.

**Scope and Contents**

Topics include: appointments, faculty affairs, the distribution of announcements, and a proposed exchange professorship. Also, correspondence regarding Page's personnel issues. Includes correspondence regarding his plans to concentrate on writing rather than teaching

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Paley, William S., files, 1956-1961. (3 Folders),  
10/1956-5/1961

box 490

folder 19 to  
21

**Scope and Contents**

Correspondence between William S. Paley, chairman of the board of the Columbia Broadcasting System (CBS), and high level administrators at Columbia University. Paley was a trustee of the University and chairman of the Special Committee on the Duties and Responsibilities of the Trustees. Most of the records consist of substantive correspondence regarding the role, government, and structure of the University's board of trustees and the relationship between the board and the University. Includes a copy of the Paley Report on the work and findings of the special committee. The report also contains a history of the board of trustees. Also, correspondence regarding honors, prizes, and trustee business

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Palfrey, John, files, 1958-1962. (4 Folders),  
7/1958-6/1962

box 501

folder 1 to 4

**Scope and Contents**

Correspondence between John G. Palfrey, dean of Columbia College, and high level administrators at Columbia University. Correspondence relates to Columbia College. Topics include: faculty affairs, student affairs and discipline, administrative issues involving academic departments, development, gifts to the college, procedural and administrative issues regarding the college, prizes, scholarships and the

management of scholarship funds, appropriations, alumni relations, long-range planning involving facilities and class size, and academic policies governing grading and other issues.

### Scope and Contents

Also, some correspondence (ca. February, 1959) regarding the project to build a University gymnasium in Morningside Park. Also includes correspondence (September, 1961) regarding the Columbia Daily Spectator, the college's student newspaper. records include: correspondence regarding funding for the Citizenship Center (Ferris Booth Hall student center); correspondence and a report regarding the oversight and independent status of the "Columbia Daily Spectator", the college's student newspaper (September, 1961); extracts from the dean's report for 1959 a report on income from fees for the 1957-1958 academic year (filed November, 1958); a memorandum regarding disciplinary action for raids in the women's residence halls at Barnard College (May, 1959); Palfrey's address to alumni and benefactors (April, 1960); and the text of Palfrey's remarks regarding the role of the college and the relation of the college to graduate programs (October and December, 1960)

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Pandit, Vijaya Lakshmi, file, 1959 (1 Folder)  
8/1959-10/1959, 1959, 8/1959-10/1959

box 672

folder 68

### Scope and Contents

Correspondence between Vijaya Lakshmi Pandit, high commissioner of India to the United Kingdom, and the president of Columbia University. correspondence relates to a lecture that was given by Pandit at the University and a dinner in Pandit's honor. Includes guest lists and invitations. Also includes correspondence between the secretary of the University and others regarding Pandit's visit

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Papandreou, Andreas George, file, 1968 (1 Folder) 4  
Apr-68, 1968

box 679

folder 2

### Scope and Contents

correspondence regarding a lecture that was given at Columbia University in 1968 by Andreas George Papandreou, a Greek cabinet minister. Includes political fliers and a press release.

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Park, Rosemary, file, 1963-1965. (1 Folder),  
7/1963-6/1965

box 501

folder 25

**Scope and Contents**

Correspondence between Rosemary Park, president of Barnard College, and high level administrators at Columbia University. Much of the correspondence relates to routine administrative and faculty affairs in Barnard College, the women's college affiliated with Columbia. Also, routine correspondence regarding Park's personnel issues and professional honors

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Parker, Roberta B., file, 1946-1947. (1 Folder), 7/1946-6/1947	box 668	folder 35
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**Scope and Contents**

Correspondence between Roberta B. Parker and the secretary of Columbia University. Parker served as assistant to University president Nicholas Murray Butler. Correspondence relates to the appointment of a new secretary for Butler upon his retirement and the disposition of his books and papers

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Parkin, George R., file, 1902-1908. (1 Folder), 12/1902-10/1908	box 662	folder 24
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**Scope and Contents**

Correspondence between George R. Parkin of The Rhodes Scholarship Trust and the president and secretary of Columbia University. Correspondence relates to the Rhodes Scholarships.

**Scope and Contents**

Topics include: preparations to begin the scholarship program, which was established in 1902 in the United States; plans for a conference on the scholarships in New York State; Columbia president Nicholas Murray Butler's reservations regarding the scholarships and the inclusion of a representative from the New York State Board of Regents at a conference on the scholarships; and the selection of Rhodes Scholarship recipients from New York State

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Parkinson, Thomas I., file, 1923-1924. (1 Folder), 9/1923-6/1924	box 667	folder 9
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**Scope and Contents**

Correspondence between Thomas I. Parkinson, professor of legislation and acting dean of the School of Law at Columbia University, and the president and secretary of the University. Correspondence relates to the question of admitting women to the school and maintaining the academic quality of the school's summer program. Other topics include

faculty appointments and routine administrative  
issues

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Parsons, James Russell, file, 1894-1904. (1 Folder),  
8/1894-1/1904

box 662

folder 25

**Scope and Contents**

Correspondence between James Russell Parsons, director of the Examinations Department of the University of the State of New York, and Columbia University presidents Seth Low and Nicholas Murray Butler. Much of the correspondence between Parsons and Low relates to statistical information which was collected for annual reports. Includes lengthy letters (e.g., December 23, 1898) from Low describing his conception of the relationship between Columbia's colleges, professional programs, and graduate schools and the appropriate means for reporting University statistics to the state. Much of the correspondence between Parsons and Butler relates to entrance requirements and entrance examinations. In particular, the letters discuss requirements and examinations for the college of Physicians and Surgeons

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Parsons, William Barclay, files, 1896-1932. (9 Folders),  
8/1896-3/1932

box 333

folder 1 to 9

**Scope and Contents**

Correspondence between William Barclay Parsons, chairman of Columbia University's board of trustees, the president and secretary of the University, and the clerk of the board of trustees. Parsons was also chairman of the trustee committees on education and honors. The correspondence covers a range of topics related to the University.

**Scope and Contents**

Topics include: campus facilities, student housing, construction projects, nominations for honorary degrees, faculty affairs, faculty appointments, gifts, University finances, donor relations, and relationships with other institutions. Includes correspondence dating from the 1920s which relates to the affiliation of Columbia University and Presbyterian Hospital; the mission, organization and administration of the medical school; and relations between the University, Presbyterian Hospital, and other area hospitals. Also includes a brief exchange of letters between Parsons and Nicholas Murray Butler, president of Columbia University, regarding academic freedom and the dismissal of professors

James McKeen Cattell and Henry W. L. Dana in  
1917.

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Paszkowski, Wilhelm, file, 1905-1915. (1 Folder), 9/1905-2/1915	box 331	folder 22
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**Scope and Contents**

Correspondence between Wilhelm Paszkowski of the Prussian ministry of culture and Nicholas Murray Butler, president of Columbia University. Topics include: the Roosevelt Professorship, which sent an American professor to Germany to lecture and act as an educational and cultural liaison; the appointment and activities of the Roosevelt Professor; other cultural exchanges between Columbia and German universities; Deutches Haus, Columbia University's German cultural and educational center; and the American Institute in Berlin. Includes correspondence discussing relations between the United States and Germany during World War I and American public opinion regarding Germany and German cultural institutions. Some of the correspondence is in German

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Paterno, Charles V., file, 1928-1938. (1 Folder), 7/1928-1/1938	box 352	folder 21
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**Scope and Contents**

Correspondence between Charles V. Paterno, a benefactor of Columbia University, and the president and secretary of the University. Correspondence relates to efforts by Charles Paterno and his brother to solicit gifts in support of Casa Italiana, Columbia's Italian culture and educational center. Includes correspondence between Joseph Paterno, Michael Paterno, and University administrators

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Patterson, Morehead, file, 1954 (1 Folder) 2 Sep-54, 1954	box 671	folder 4
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**Scope and Contents**

Correspondence between Morehead Patterson, chairman of the United States Committee for United Nations Day, and the president of Columbia University. Correspondence relates to a meeting of the Executive Committee of the United States Committee for the United Nations that was held in 1954. Includes minutes of the meeting. Also includes a copy of the September, 1954 issue of United Nations Day Bulletin

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Patterson, Richard C., file, 1954-1956. (1 Folder), 9/1954-6/1956	box 488	folder 19
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**Scope and Contents**

Correspondence between Richard C. Patterson, commissioner of the New York City Department of Commerce and Public Events, and Columbia University administrators. Correspondence relates to routine issues involving the work of the United Nations Committee of the City of New York and the Policy Committee of the Department of Commerce. Includes invitations

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Paul, Winston, file, 1954-1958. (1 Folder),  
7/1954-6/1958

box 488

folder 20

**Scope and Contents**

Correspondence between Winston Paul, chairman of the board of the General Aniline and Film Corporation, and high level administrators at Columbia University. Paul served as chairman of the Columbia College Council and the Budget Committee of the Columbia College Council. Correspondence relates to Columbia College, the undergraduate college of Columbia University.

**Scope and Contents**

Topics include college budget procedures and the college budget within the context of the overall University budget. Other topics include: planning for the University's Citizenship Center (the Ferris Booth Hall student center), admissions office services, the location of the admissions office, alumni relations, and gifts to the college. Includes invitations

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Peabody, George Foster, file, 1903-1908. (1 Folder),  
6/1903-3/1908

box 662

folder 27

**Scope and Contents**

Correspondence between George Foster Peabody, a benefactor of Columbia University, and the president of the University. Correspondence relates to Peabody's gifts to fund: the purchase of the South Field extension to Columbia's Morningside Heights campus, the purchase of an organ for the University's St. Paul's Chapel, and the University chaplain's salary. Much of the correspondence relates to: the selection of a chaplain, the selection of an organist, and the acquisition of an organ for the chapel. Much of the correspondence also relates to Professor William P. Dunning's efforts to secure a fellowship for Clara Mildred Thompson of Atlanta, Georgia, to study the Reconstruction in Georgia. Includes correspondence regarding Columbia president



Nicholas Murray Butler's appeals to Peabody to help think of a way to fund the fellowship

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Peabody, George L., file, 1890-1903. (1 Folder), 1/1890-5/1903	box 662	folder 26
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**Scope and Contents**

Correspondence between George L. Peabody, professor of materia medica and therapeutics at Columbia University, and the president and secretary of the University. Most of the correspondence is with President Seth Low. Much of the correspondence relates to routine subjects such as: scheduling appointments to meet with the president, arranging leaves, and personnel in the Faculty of Medicine. Other topics include: Peabody's complaints about the condition of portraits in the library (1890), changes to policies governing the classification of special students and conditional students (March 14, 1890), the medical curriculum and courses, and physical education and the need for a gymnasium on the University's Morningside Heights campus. Includes a letter from Morgan Dix, who was the rector of the Parish of Trinity Church and a Columbia trustee, condemning research involving animal vivisection and Peabody's response to President Nicholas Murray Butler regarding Dix's views (November 26, 1893)

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Pearl, Carlton, files, 1957-1963. (2 Folders), 8/1957-1/1963	box 496	folder 1 to 2
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**Scope and Contents**

Correspondence between Carlton Pearl, director of the School of Engineering development program at Columbia University, and University administrators and donors. Most of the records consist of routine acknowledgement letters for contributions to the Columbia University Engineering Fund

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Peck, Harry Thurston, files, 1890-1916. (5 Folders), 2/1890-12/1916	box 333	folder 1 to 14
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**Scope and Contents**

Correspondence between Harry Thurston Peck, Anthon Professor of Latin and English Literature and, later, chairman of the Division of Classical Philology at Columbia University, and the president and trustees of the University. Most of the correspondence dating from 1890 to 1909 relates to the business of the Department of Latin.

**Scope and Contents**

Topics include: faculty appointments, financial aid, special lectures, and personnel. Correspondence dating from 1909 to 1916 relates to Peck's dismissal and his lawsuit against the University. Correspondence from this period is between Peck and Nicholas Murray Butler, president of Columbia University; George Rives, chairman of the University's board of trustees; and Edward Bloe, chairman of the trustee committee on education. Also includes correspondence between Butler and University trustees, the clerk of the board of trustees, and faculty members regarding Peck's dismissal and lawsuit

Peckham, Lawton P. G., files, 1957-1961. (5 Folders), 7/1957-6/1961      box 496      folder 3 to 7

**Scope and Contents**

Correspondence between Lawton P. G. Peckham and high level administrators at Columbia University. Peckham's appointments included executive officer of the French section of the Department of Romance Languages and dean of the Faculties of Political Science, Philosophy, and Pure Science. Correspondence relates to the department and the faculties.

**Scope and Contents**

Topics include: faculty appointments, expenditures, prizes and awards, gifts, degree requirements, scheduling, the administration of Ph.D. examinations, personnel, events, and faculty affairs. Includes a report on the University's international student exchange program in 1960. Also includes invitations and Ph.D. examination schedules

Peele, Robert, file, 1911-1918. (1 Folder), 3/1911-6/1918      box 666      folder 15

**Scope and Contents**

Correspondence between Professor Robert Peele of the Department of Mines at Columbia University and the president of the University. Includes correspondence with Earle R. Pembroke and Assistant Professor Edward L. Kurtz. Correspondence relates to budgeting and faculty affairs in the Department of Mines. Includes correspondence regarding relations with Kurtz and problems resulting from the elimination of his position in

1915. Includes a departmental budget for the 1918-1919 fiscal year

Pegram, George Braxton, files, 1900-1958. (47 Folders), 5/1900-6/1941	box 334	folder 1 to 20
Pegram, George Braxton, files, 7/1941-6/1952	box 335	folder 1 to 17
Pegram, George Braxton, files, 7/1951-1/1958	box 336	folder 1 to 10

### Scope and Contents

Correspondence between George Braxton Pegram and the administrators and faculty of Columbia University, military personnel, and other persons outside of the University. During more than 50 years at Columbia, Pegram held numerous appointments and was a key figure in the administration of Columbia's engineering programs and the development of government-sponsored research at the University during and after World War II. Pegram's appointments included professor of physics, dean of the Faculty of Applied Science, dean of the Graduate Faculties (the Faculties of Political Science, Philosophy, and Pure Science), vice president of the University, and chairman of the Committee on Government Aided Research. The records consist of correspondence, budgets, and reports relating to the development and administration of the science, engineering and research arms of the University. Records relate to the development and administration of sponsored research, especially government-sponsored research, at Columbia. They also document the growing importance of government funding at the University. Topics related to sponsored research include: cooperation between the University and government agencies during World War I and World War II, the administration of research projects, the negotiation and oversight of research contracts, research funding, personnel, faculty appointments, facilities, patent policies, security, and the financial management of research projects.

### Scope and Contents

Includes correspondence regarding the University's Division of War Research and the Committee on Government Aided Research. Also, Pegram's files of correspondence, reports, and other records relating to the establishment and administration of Associated Universities, a research consortium which operated the Brookhaven national Laboratory. Includes records regarding the administration of Columbia's science and engineering departments. Related topics include: personnel, budgeting, appropriations, fellowships, equipment, laboratories,

research projects, facilities, expenditures, special lectures, publications, staffing needs, teaching loads, and the management of special funds. also, records regarding the development and administration of schools and faculties in the sciences and engineering. Related topics include: the curriculum, the organization and government of schools, professorships, relations with other institutions and with corporations, expenditures, faculty appointments, budgeting, the management of special funds, faculty affairs, personnel, facilities, and degree requirements. individual topics of interest include, but are not limited to, the following: the government and membership of the Radium Institute of America (ca. 1912); funding from the National Research Council for research in submarine detection by the Committee on Submarine Detection Research and the New York Committee on Submarine Defense (ca.1917-1918); the work of the Committee of American Universities on Exchange with France of Professors of Engineering and Applied Science during the 1920s early nuclear physics research at Columbia beginning ca. 1935 and the award of the William Bayard Cutting Travelling Fellowship.

### Scope and Contents

Includes: proposals to establish a cyclotron at Columbia dating from the 1930s a report of the Committee on the Administrative Reorganization of the Faculty of Political Science dating from 1946 and a report of the emergency Committee in Aid of Displaced Foreign Scholars dating from 1952. Also includes a list of over 1000 Columbia employees and faculty who were involved in war research during World War II. Also, correspondence relating to Pegram's appointment, personnel issues, and professional activities. Correspondents include University presidents Nicholas Murray Butler and Grayson Kirk and University provosts Frank D. Fackenthal and Albert Jacobs. Pegram's appointments include: chairman of the department of Physics, dean of the Schools of Mines, Engineering and Chemistry, dean of the Faculty of Applied Science, dean of the School of Engineering, dean of the Faculties of Political Science, Philosophy and Pure Science, chairman of the University's Division of War Research, chairman of the Columbia University Committee on War Research, chairman of the Columbia University Committee on Government Aided Research, and vice president of the University.

**Scope and Contents**

Correspondence between I. M. Pei and high level administrators at Columbia University. Records relate to Pei's design for new University buildings. Includes renderings and proposals for Pei's campus plan

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Peisch, Mark L., files, 1951-1964. (8 Folders),  
7/1951-6/1964

box 447

folder 1 to 8

**Scope and Contents**

Correspondence between Mark L. Peisch and Columbia University administrators. Peisch served as foreign student advisor and was later appointed director of admissions and financial aid. Correspondence relates to international students.

**Scope and Contents**

Topics include financial aid, visa, immigration, and tax issues involving international students. Many of the letters relate to students from Asia. Includes a directory of international students for the 1954-1955 academic year. Also, correspondence and reports regarding admissions and financial aid. Includes information on University admissions standards, financial aid funds, and financial aid policies. Also includes a copy of the 1953 Hatch Report on alumni relations

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Pellew, Charles E., file, 1895-1910. (1 Folder),  
10/1895-5/1910

box 662

folder 28

**Scope and Contents**

Correspondence between Charles E. Pellew, assistant professor of chemistry at Columbia University, and the president of the University. Correspondence relates to the Department of Chemistry and its predecessor, the Department of Chemistry and Physics.

**Scope and Contents**

Topics include: departmental finances, staffing needs, equipment, and the departmental library. Also: letters describing Pellew's experiences while serving as a member of the Balloon Corps in Cuba during the Spanish-American War; correspondence regarding an accident in the Chemistry Laboratory (February 20, 1904); and Pellew's work at the Susquehanna Dye Works

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Pelton, Henry C., file, 1932-1934. (1 Folder),  
10/1932-5/1934

box 375

folder 13

**Scope and Contents**

Correspondence between Henry C. Pelton of the Henry C. Pelton architectural firm and the president and secretary of Columbia University. Pelton was an alumni trustee of the University. He also chaired the Special Committee on Residence Halls and Restaurants and the Advisory Committee on Residence Halls. The records consist of correspondence, minutes, and reports relating to Columbia's housing problems and the administration of University dormitories.

**Scope and Contents**

Topics include: the repair and renovation of dormitories, services for faculty and students, University properties, and faculty housing. Includes minutes of the Advisory Committee on Residence Halls and a proposal (ca. 1933) for housing junior administrators in University properties. Also, correspondence regarding gifts and donor relations

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Penck, Albrechtfile, 1902-1909. (1 Folder),  
10/1902-1/1909

box 662

folder 29

**Scope and Contents**

Correspondence between Albrecht Penck, Kaiser Wilhelm Professor at Columbia University, and University president Nicholas Murray Butler

**Scope and Contents**

The Kaiser Wilhelm Professorship brought a German professor to the United States. Correspondence relates to Penck's term as Kaiser Wilhem Professor. Includes congratulatory letters and correspondence regarding travel arrangements. Also includes correspondence regarding problems arising from Yale University's efforts to schedule Penck's first stop at Yale

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Percy, Charles H., file, 1970 (1 Folder) 1/1970-3/1970,  
1970, 1/1970-3/1970

box 90

folder 30

**Scope and Contents**

Correspondence between Senator Charles H. Percy and Andrew Cordier, president of Columbia University. Correspondence relates to the University's urban center and proposed new programs in ethnic and urban studies. Also, a copy of the Congressional Record that contains a tribute to Charles Abrams

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Perl, William, file, 1946-1982. (1 Folder), 5/1946-2/1982

box 670

folder 14

**Scope and Contents**

Records regarding William Perl, a former graduate student and instructor in physics at Columbia University who was incarcerated in a federal prison in Indiana. Prison officials requested Perl's student records

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Perry, Edward Delaven, files, 1891-1918. (2 Folders), 9/1891-6/1918	box 333	folder 15 to 16
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**Scope and Contents**

Correspondence between Professor Edward Delaven Perry and the president and other high level administrators of Columbia University. Perry held numerous appointments at the University including professor of Sanskrit, Jay Professor of Greek, head of the Department of Greek, and dean of the faculty of Philosophy. Topics related to the Department of Greek include: faculty appointments, prizes, personnel, lectures, and arrangements for courses. Topics related to the Faculty of Philosophy include: degree requirements, admissions, honorary degrees, and faculty appointments. Also, correspondence relating to the establishment of the Earle Memorial Prize in Classics in memory of Professor Mortimer Lamson Earle. Also includes correspondence regarding Perry's personnel issues

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Peters, John P. file, 1893-1908. (1 Folder), 4/1893-10/1908	box 662	folder 30
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**Scope and Contents**

Correspondence between John P. Peters and the president of Columbia University. Peters was rector of St. Michael's Church, which was located at 225 West 99th Street in New York City. Much of the correspondence relates to efforts to stop a project to construct a railway line on Amsterdam Avenue and Columbia's participation in the campaign to prevent the railway. Other topics include: the University Settlement Society, the University chaplaincy, and Columbia president Nicholas Murray Butler's proposal to include knowledge of the Bible as literature as a part of college entrance examinations

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Peters, W. H. G., file, 1893-1906. (1 Folder), 7/1893-1/1906	box 662	folder 31
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**Scope and Contents**

Correspondence between W. H. G. Peters, assistant bursar of the College of Physicians and Surgeons, and high level administrators at Columbia University. The records consist of routine

correspondence regarding purchasing and student fees

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Petersen, William E., files, 1966-1971. (2 Folders), 9/1966-5/1971	box 508	folder 7 to 8
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**Scope and Contents**

Correspondence between William E. Petersen and high level administrators at Columbia University. Peterson, who was president of the Irving Trust Company, served as chairman of the University's board of trustees and chairman of Columbia's National Alumni Major Gifts Committee. The records consist of correspondence and newspaper clippings relating to a variety of subjects.

**Scope and Contents**

Topics include: development, trustee business and the membership of trustee committees, the work of the Major Gifts Committee, Columbia's relations with the surrounding community, and the student demonstrations of the 1960s. Includes a transcript of a closed circuit television conference during which Petersen and University administrators discussed various topics with alumni (1968). Also includes routine acknowledgement letters regarding Petersen's gifts to Columbia

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Peyser, Minna Post, files, 1967-1969. (2 Folders), 8/1967-10/1969	box 72	folder 19 to 20
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**Scope and Contents**

Correspondence regarding Minna Post Peyser, associate director of the center for Research and Education in American Liberties in Teachers College at Columbia University. Correspondence relates to: Peyser's conflicts with Alan Westin, the director of the center; her dismissal; and her subsequent reappointment

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Phillippe, C. C. (Claudius C.), file, 1954-1959. (1 Folder), 10/1954-3/1959	box 488	folder 21
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**Scope and Contents**

Correspondence between Claudius C. Phillippe, vice president of the Waldorf Astoria hotel, and Columbia University administrators. Most of the records consist of invitations and acknowledgement letters relating to events. Includes correspondence regarding gifts to Maison Francaise, Columbia's French culture and educational center

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Phillips, Ellis L., files, 1954-1964. (5 Folders), 7/1954-6/1964	box 488	folder 1 to 5
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**Scope and Contents**

Correspondence between Ellis L. Phillips and Columbia University administrators. Phillips served as assistant dean of the School of Law and was later appointed director of the budget for the University. Records relate to the School of Law and to University budgeting and finance. Most of the correspondence relates to the routine business of the School of Law. Includes correspondence regarding planning for Jerome Greene Hall. Also includes a report entitled Educational Objectives of the Columbia University School of Law. The report discusses the development of the school since 1920 its relationship to New York City, the significance of studying the law, the expansion of graduate work in the school, the curriculum of the school, and training for the legal profession. Topics relating to University budgeting and finances include budget policy and appropriations. Includes a report entitled "A Description of the Budget Procedure at Columbia University" (1962)

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Phillips, Harlan B., file, 1955-1956. (1 Folder),  
7/1955-6/1956

box 672

folder 1

**Scope and Contents**

Correspondence between Harlan B. Phillips, head of the Oral History Research Office at Columbia University, and high level University administrators. The records appear to consist of requests for payments for oral history office employees and project personnel. Includes information regarding a financial crisis in the office

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Pickel, Margaret B., files, 1945-1954. (3 Folders),  
7/1945-6/1954

box 399

folder 17 to  
19

**Scope and Contents**

Correspondence between Margaret Pickel, dean of university women at Columbia University, and high level University administrators. Includes correspondence with the University's director of student interests. The records consist of correspondence and budgets relating to issues involving women students and international students.

**Scope and Contents**

Topics include: the social life and morals of women students; financial aid for women students; the management of residence halls and other facilities for women; the management of services for women students; Pickel's involvement in international

student affairs; and the administration of the Office of the Dean of University Women. Includes individual letters regarding Pickel's thoughts on women students and the responsibilities of the dean of University women

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Pike, H. (Frank Henry), file, 1922-1923. (1 Folder), 5/1922-10/1923	box 667	folder 10
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**Scope and Contents**

Correspondence between Frank H. Pike, professor of physiology in the College of Physicians and Surgeons at Columbia University, and high level University administrators. Correspondence relates to Pike's personnel issues and workload. Includes correspondence regarding Pike's desire to be treated as a scientist rather than a medical educator and his requests for transfer to the Faculty of Pure Science

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Pike, James A., files, 1948-1963. (2 Folders), 1/1948-6/1963	box 414	folder 14 to 15
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**Scope and Contents**

Correspondence between James A. Pike, chaplain of Columbia University, and high level University administrators. The records consist of correspondence and budgets relating to religious instruction and activities, the chaplain's office, and the University's religion department. Includes correspondence regarding the chaplain's responsibilities towards the religion department and a 1951 proposal which reconsiders that relationship. Also, correspondence regarding pike's appointment and installation as well as correspondence regarding the appointment of his successor, John Krumm. Records dating from the 1950s and 1960s include correspondence between the University and Pike during Pike's term as dean of the Cathedral of St. John the Divine in New York City

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Pine, John B., files, 1890-1922. (35 Folders), 2/1890-12/1905	box 479	folder 1 to 18
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Pine, John B., files, 1/1906-4/1922	box 480	folder 1 to 17
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**Scope and Contents**

Correspondence between John B. Pine and high level administrators at Columbia University. Pine was a Columbia trustee and served as clerk of the board of trustees and University attorney. Most of the correspondence is between Pine and University presidents Seth Low and Nicholas Murray Butler. Correspondence relates to: Pines' work on a number of committees (ca. 1890-1919); the development of Columbia's Morningside Heights

Campus (ca. 1894-1919); Pine's responsibilities as clerk of the board (ca. 1891-1922); the alliance between Columbia's medical school and Presbyterian Hospital, which resulted in the creation of the Columbia-Presbyterian Medical Center in 1928 (ca. 1917-1919); and the legal affairs of the University (ca. 1917-1922).

### **Scope and Contents**

Also, several letters (ca. 1911-1916) regarding a controversy involving the Roosevelt Professorship. The Roosevelt Professorship sent an American professor to Germany to lecture and act as an educational and cultural liaison. The letters discuss the dispute between University benefactor James Speyer and the University administration over an informal agreement to appoint a Jewish professor to the Roosevelt Professorship and the proposed return of Speyer's gift in support of the professorship. As a trustee, Pine served on committees on the School of Law, the School of Philosophy, salaries, education, buildings and grounds, the library, and the University's curriculum and statutes. Most of the records relate to the buildings and grounds committee. Pine was an influential member of the committee during a period of tremendous physical growth for the University.

### **Scope and Contents**

In 1897 Columbia moved to a new campus at Morningside heights on Manhattan's upper west side. Pine helped to locate the site for the new campus and took a leading role in supervising construction on the site.

### **Scope and Contents**

Topics include: Pine's thoughts on the plans and models for the campus, which was designed by the architectural firm of McKim, Mead & White (April, 1894), and the construction of Low Memorial Library (ca. 1895-1897), St. Paul's Chapel (1904), and other campus buildings. Most of the correspondence relating to Pine's responsibilities as clerk of the board is routine in nature.

### **Scope and Contents**

Topics include the preparation and correction of the trustees minutes and the publication of the University's General Catalogue. During the period covered by the records, the clerk was also responsible for maintaining the University's important historical records. Pine responded to requests for information, records and photographs

from University administrators and external researchers. Includes one file of correspondence relating to reference requests and the University's records and history. The file also includes an inventory of the historical records that were left to the University when Pine died in 1922

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Piper, Polly, file, 1918-1919. (1 Folder), 7/1918-3/1919      box 667      folder 11

**Scope and Contents**

Correspondence between Polly Piper, Walter C. Piper, and the treasurer and superintendent of buildings and grounds at Columbia University. Correspondence relates to Walter Piper's request for restitution for items that were stolen from Polly Piper's dormitory room and disputes regarding the details of the case

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Pitkin, Walter B., file, 1911-1918. (1 Folder), 5/1911-4/1918      box 666      folder 16

**Scope and Contents**

Correspondence between Professor Walter B. Pitkin of the School of Journalism at Columbia University and the president of the University, director of the journalism school, and dean of Teachers College. Pitkin headed the school's Division of Intelligence and Publicity. Correspondence relates to the school.

**Scope and Contents**

Topics include equipment and the curriculum. Includes a report to the director of the school that discusses the poor writing and reporting skills of students (1914). Correspondence also relates to a project by the Division of Intelligence and Publicity to print and distribute the Columbia War Papers, pamphlets on America's entrance into and role during World War I. Includes budgets for the war papers project

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Pitt, Louis W., file, 1948-1949. (1 Folder), 7/1948-6/1949      box 669      folder 17

**Scope and Contents**

Correspondence between Louis W. Pitt, visiting chaplain at Columbia University, and the secretary and provost of the University. Correspondence relates to: the business of the Chaplain's Office; the administration of St. Paul's Chapel; and the administration of Earl Hall, the University's nondenominational religious and social center. includes a report on the chaplain's activities for the 1948-1949 academic year and a copy of Pitt's baccalaureate sermon. Also includes correspondence regarding the search for a new chaplain and the

installation of Dwight D. Eisenhower as president of  
the University

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Pleasants, Jeanne V., files, 1956-1960. (3 Folders), 7/1956-5/1960	box 491	folder 17 to 19
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**Scope and Contents**

Correspondence between Professor Jeanne V. Pleasants and high level Columbia University administrators. Pleasants was a professor of French in the Department of Romance Languages and was later appointed director of the University's Language Laboratory. The records consist of correspondence, budgets, and proposals relating to foreign language instruction at Columbia and the establishment and administration of the Language Laboratory. Includes the text of a presentation by faculty members on the curriculum of the Language Laboratory and language teaching tools. Also, correspondence regarding Pleasants' personnel issues

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Plimpton, George A., file, 1893-1918. (1 Folder), 9/1893-6/1918	box 333	folder 17
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**Scope and Contents**

Correspondence between George A. Plimpton, treasurer of Barnard College, and Columbia University presidents Seth Low and Nicholas Murray Butler. Barnard College is a women's college affiliated with Columbia University. Related topics include: the purchase of the Barnard site, the funding of construction projects at the college, gifts to the college, fund raising, college finances, housing, policies regarding faculty salaries, and relations between the college and the University. Includes a brief exchange of letters regarding candidates for the post of dean of Barnard

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Polanyi, Karl, file, 1952-1953. (1 Folder), 10/1952-5/1953	box 670	folder 15
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**Scope and Contents**

Correspondence between Karl Polanyi, adjunct professor of economics at Columbia University, and University administrators. Correspondence relates to the financial administration of Polanyi's research project

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Pollister, Arthur W., file, 1955-1958. (1 Folder), 7/1955-6/1958	box 491	folder 23
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**Scope and Contents**

Correspondence between Arthur W. Pollister, executive officer of the Department of Zoology at

Columbia University, and University administrators.  
Correspondence relates to the department.

**Scope and Contents**

Topics include: faculty appointments, expenditures, staffing needs, recruiting, facilities, and personnel. Also, correspondence regarding Pollister's personnel issues

Pool, Eugene H.file, 1946-1947. (1 Folder),  
9/1946-6/1947

box 668

folder 36

**Scope and Contents**

Correspondence between Eugene H. Pool and the acting president of Columbia University. Pool was a University trustee. Correspondence relates to a variety of subjects regarding the administration of the University

Poor, Charles Lane, files, 1901-1931. (2 Folders),  
5/1901-11/1931

box 333

folder 18 to  
19

**Scope and Contents**

Correspondence between Professor Charles Lane Poor of the Department of Astronomy at Columbia University and the president of the University. Includes correspondence between Poor and Howard Patterson, president of the New York Nautical College. Correspondence relates public lectures in navigation offered by the Columbia.

**Scope and Contents**

Topics include: the curriculum, admissions, and faculty. Includes proposals for a school of nautical science at the University. Also includes an inventory and brochure from the New York Nautical College. Includes a report evaluating problems in the Department of Astronomy as well as departmental research and instruction from 1908 to 1909. Correspondence dating from 1931 relates to Poor's retirement allowance. There is a gap in the records

Porter, Lucius Chapin, file, 1922-1924. (1 Folder),  
12/1922-5/1924

box 667

folder 12

**Scope and Contents**

Correspondence between Professor Lucius Chapin Porter of the Department of Chinese at Columbia University and the president and secretary of the University. Correspondence relates to: the development of the department and its library, support for the department from University benefactor Horace Carpentier, and the establishment

of the Dean Lung Professorship of Chinese through a gift from Carpentier

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Potter, Henry Codman, files, 1890-1908. (1 Folders),  
2/1890-1/1908

box 662

folder 32 to  
33

**Scope and Contents**

Correspondence between Henry C. Potter and the president of Columbia University. Potter was an Anglican bishop and a University trustee. He was also a member of the Board of Mediation and Conciliation, which appears to have negotiated a labor dispute for the University during the construction of Columbia's Morningside Heights campus.

**Scope and Contents**

Records relate to a variety of subjects. Many of the records consist of routine introduction and recommendation letters and routine correspondence regarding arrangements for lectures and meetings. Other topics include: the proposed establishment of a college of fine arts, the development of musical instruction at Columbia, and relations with the Metropolitan College of Music (ca. 1891-1895); a debate over whether to call the neighborhood surrounding Columbia Morningside Heights or Cathedral Heights (June 2, 1896); labor disputes, including one which delayed the development of Columbia's new campus at Morningside Heights; University president Seth Low's official portrait (1899); plans for the University's St. Paul's Chapel; the chapel organ and chapel services; arrangements for the Archbishop of Canterbury to visit Columbia to receive an honorary degree, participate in the chapel benediction, and attend Columbia's 150th anniversary celebration; potter's support to the appointment of alumni trustees; and his involvement in an organization to promote education in India

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Potter, Russell, files, 1940-1962. (18 Folders),  
7/1940-6/1962

box 384

folder 1 to  
18

**Scope and Contents**

Correspondence between Russell Potter and the high level administrators of Columbia University. Potter held a number of positions including director of the University's Institute of Arts and Sciences, director of radio, and director of the Office of Community Affairs. He also served as chairman of the University Committee on Radio. Most of the records relate to the Institute of Arts and Sciences and its successor, the office of Community Affairs. The institute provided public lectures and short adult education courses under the auspices Columbia's continuing

education division. The records also relate to Columbia's involvement in the field of radio and the use of radio as an educational tool. Records relating to the Institute of Arts and Sciences consist of correspondence, reports, pamphlets, and posters.

### Scope and Contents

Topics include: lectures, concert series, films, educational programs, and campus tours. The records also document visits by dignitaries, educators, and performers. Includes a history of the institute (1943) and a proposal for a program in criminology (1948). Also includes correspondence and a proposal regarding the establishment of the Office of Community Affairs. These records also document the shift from the institute's focus on educational programs to the public relations- and entertainment-oriented activities of the Office of Community Affairs. Also, correspondence, minutes, and reports (ca. 1945-1950) documenting Columbia's involvement in the field of radio and the use of radio as a educational tool. Includes reports from the Committee on Radio and proposals for educational programs. Also, correspondence relating to the work of the Committee on Public Ceremonies.

### Scope and Contents

Topics include: commencement, opening exercises, commemoration services, and convocations. Also includes lists, invitations, correspondence, and programs relating to the exhibition of paintings by Peppino Mangravite that was held at the University in October, 1958

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Pouncey, Philipfile, 1957-1958. (1 Folder),  
8/1957-1/1958

box 672

folder 34

### Scope and Contents

Correspondence between Philip Pouncey, visiting professor of fine arts in the Department of Prints and Drawings at Columbia University, and the secretary of the University. Correspondence relates to Pouncey's travel arrangements and other personnel issues

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Powell, Richard Roy Belden, files, 1945-1955. (16  
Folders), 7/1945-4/1955

box 400

folder 1 to  
16

### Scope and Contents

Correspondence between Richard R. Powell, Dwight Professor of Law and director of Columbia University's bicentennial celebration, and University administrators and faculty. Includes correspondence between Powell and Arthur H. Sulzberger, publisher



of the New York Times and chairman of the University's Bicentennial Organization Committee. Records dating from 1950 to 1954 relate to Columbia's 200th anniversary celebration, Man's Right to Knowledge and the Free Use Thereof, which took place in 1954. The records consist of correspondence, reports, proposals, minutes, newsletters, and pamphlets relating to planning for the celebration, the selection of themes for the bicentennial, financial and administrative issues involving the anniversary, and events during the bicentennial year. Includes copies of the Bicentennial Bulletin, a newsletter and schedule of the celebration

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Powell, Thomas Reed, file, 1911-1916. (1 Folder), 5/1911-5/1918	box 666	folder 17
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**Scope and Contents**

Correspondence between Thomas Reed Powell and the president and secretary of Columbia University. Powell was an associate professor of constitutional law and secretary of the Faculty of Political Science. Most of the records consist of correspondence regarding membership in the Faculty of Political Science between 1914 and 1917

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Pratt, Dallas, file, 1950 (1 Folder) 8 Mar-50, 1950	box 669	folder 2
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**Scope and Contents**

Dallas Pratt was chairman of Columbia University's development committee. The records consist of a list of proposals for development projects on behalf of the Columbia University Libraries. One copy of the report A List of Proposals for Library Development

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Pratt, George R., files, 1962-1967. (2 Folders), 7/1962-6/1967	box 505	folder 18 to 19
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**Scope and Contents**

Correspondence between George R. Pratt, director of personnel at Columbia University, and high level University administrators. The records consist of correspondence, reports, and tables relating to faculty and non-academic personnel.

**Scope and Contents**

Topics include: retirement plans, insurance, tuition remission, procedures for personnel administration, payroll, and the business of the Advisory Committee on Personnel policies. Some of the records dating from 1967 relate to affirmative action programs that

were established at the University in response to the Civil Rights Act of 1964

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Prentis, Edmund A., files, 1940-1954. (3 Folders),  
8/1940-5/1954

box 383

folder 17 to  
19

### Scope and Contents

Correspondence between Edmund A. Prentis, an alumni trustee of Columbia University, and the president, provost, and secretary of the University. Prentis was chairman of the trustee's committee on buildings and grounds and a member of the Alumni Fund Committee and the Alumni Federation Budget Committee. Much of the correspondence relates to campus facilities and the Buildings and Grounds Department. Correspondence also relates to University budgeting and finance.

### Scope and Contents

Topics include: campus design, the use of campus facilities, funding for construction projects, building maintenance, policies for selecting architects, wages for Buildings and Grounds staff, and the administration of the Buildings and Grounds Department. Includes correspondence regarding University Hall, the rotunda of Low Memorial Library, and the Columbiana Library. Also, correspondence and minutes regarding the Nevis Estate in Irvington-on-Hudson, New York. The estate was donated to the University in 1935 by Alice duPont. Columbia used the property as housing, a research facility, and the site of the Nevis Cyclotron.

### Scope and Contents

Topics include: the donation of the estate to the University, the development and use of the property, descriptions of the site, and the business of the Nevis Committee. Also, correspondence regarding the painting that was commissioned to commemorate the visit of King George the VI and Queen Elizabeth to Columbia in 1939

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Prettyman, Virgil, file, 1899-1910. (1 Folder),  
10/1899-6/1910

box 662

folder 34

### Scope and Contents

Correspondence between Virgil Prettyman, principal of the Horace Mann School at Teachers College, and the president of Columbia University. Much of the correspondence relates to entrance examinations and requirements. Includes: a letter from University president Seth Low in which Low instructs Prettyman on the proper terms to describe the divisions of the University (May 23, 1901); a report

entitled "Report of the Special Committee Appointed to Consider the Establishment of Closer Relations between Horace Mann School and the Colleges and Schools of Columbia University" (December 11, 1908); and routine recommendation letters

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Prezzolini, Giuseppe, files, 1929-1950. (2 Folders), 5/1929-6/1950	box 357	folder 9 to 10
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**Scope and Contents**

Correspondence between Professor Giuseppe Prezzolini, director of the Casa Italiana at Columbia University, and Frank D. Fackenthal, who held a number of high level administrative posts at the University. Correspondence relates to the funding and administration of Casa Italiana, Columbia's Italian culture and educational center. Includes correspondence regarding fellowships, in particular the Eleonora Duse exchange Fellowship. Correspondence dating from the 1930s and 1940s also relates to the controversy that resulted from the relationship between Casa Italiana and the Italian government. Includes a report which outlines the history of Prezzolini's relations with Columbia, the Italian government, and the Facist Party from the 1920s to the 1940s

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Price, Leontyne, file, 1970 (1 Folder) 2/1970-3/1970, 1970, 2/1970-3/1970	box 90	folder 31
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**Scope and Contents**

Correspondence regarding the nomination of Leontyne Price to receive an honorary degree from Columbia University. Correspondence relates to preparations for the degree ceremony and Price's inability to accept the invitation due to scheduling conflicts

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Price, Thomas R., files, 1890-1905. (2 Folders), 2/1890-5/1905	box 663	folder 1 to 2
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**Scope and Contents**

Correspondence between Thomas R. Price, professor of English at Columbia University, and the president and secretary of the University. Correspondence relates to the Department of English and the merger of the department with the Department of Comparative Literature. Correspondence also relates to English courses in Barnard College, the women's college affiliated with Columbia. Includes a letter

regarding University architecture and the design of  
Columbia's Morningside Heights campus

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Prince, John Dyneley, file, 1895-1918. (1 Folder), 11/1895-11/1918	box 333	folder 20
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**Scope and Contents**

Correspondence between Professor John Dyneley Prince of the Department of Slavonic Languages and the Division of Oriental Languages at Columbia University and the president and secretary of the University.

**Scope and Contents**

Topics include: faculty appointments, facilities, departmental collections, fellowships, and personnel. Includes a report on the first year of the Department of Slavonic Languages (ca. 1916). Also, correspondence relating to Prince's personnel issues and professional activities

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Pritchett, Henry S., files, 1904-1930. (4 Folders), 5/1904-3/1930	box 338	folder 1 to 4
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**Scope and Contents**

Correspondence between Henry S. Pritchett and President Nicholas Murray Butler of Columbia University, other high level University administrators, and Columbia trustees. Pritchett was president of the Massachusetts Institute of Technology and, later, president of the Carnegie Foundation for the Advancement of Teaching. Most of the correspondence dating from 1904 is between Pritchett and Butler while Pritchett was president of the Massachusetts Institute of Technology. Presidents Pritchett and Butler exchange brief opinions and ideas regarding a variety of topics and share information on procedures and policies for the management of their respective institutions. This type of correspondence between Pritchett and Butler continued after Pritchett became president of the Carnegie Foundation. Correspondence dating from Pritchett's tenure as president of the Carnegie Foundation relates primarily to: retirement benefits for faculty, benefits policies, and grants to the University. Also, correspondence regarding the financial, administrative, and educational relationship between Columbia University and two New York City hospitals - Presbyterian Hospital and Lenox Hill Hospital

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Proffitt, Charles G., files, 1929-1967. (20 Folders), 7/1929-6/1955	box 357	folder 11 to 19
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Proffitt, Charles G., files, 7/1955-5/1967

box 358

folder 1 to  
11**Scope and Contents**

Correspondence between Charles G. Proffitt, director of the Columbia University Press, and numerous University faculty members and administrators. Correspondence relates to administrative, financial, and editorial issues involving the press, the University's printing department, and the preparation of scholarly and University publications. Correspondence also relates to the financial relationship between the University and Columbia University Press. Also, correspondence and minutes documenting the work of the Trustees of the Columbia University Press. Includes a history of the press from 1893 to 1933.

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Proffitt, Henry W., files, 1956-1967. (9 Folders),  
7/1956-6/1967

box 492

folder 1 to 9

**Scope and Contents**

Correspondence between Henry W. Proffitt and high level administrators at Columbia University. Proffitt was an alumni trustee of the University and was later appointed counsel for the University. Correspondence relates to trustee affairs and the University's legal affairs. Topics related to trustee affairs include: committee memberships, honors, trustee nominations, and arrangements for meetings. Includes some correspondence on the role of the trustees and trustee relations with University faculty and alumni.

**Scope and Contents**

Topics related to legal affairs include: bequests; litigation; the incorporation of the Spectator, the student newspaper of Columbia College; and the agreement between Columbia and New York City for the construction of a gymnasium in Morningside Park, the lease of park land from the city, and planning for the Morningside Park Gymnasium. Also, minutes of the trustees' committee on buildings and grounds and correspondence and budgets regarding the administration and finances of University facilities and residence halls. Includes routine cover letters, invitations, and acknowledgement letters

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Prudden, T. Mitchell, file, 1892-1909. (1 Folder),  
6/1892-10/1909

box 663

folder 3

**Scope and Contents**

Correspondence between Professor T. Mitchell Prudden of the Department of Pathology in the

College of Physicians and Surgeons at Columbia University and the president and secretary of the University. Prudden was the director of the college's Pathological Laboratory. Correspondence relates to the department.

**Scope and Contents**

Topics include: the growth of the department, enrollment, equipment, facilities, appropriations, and the curriculum

Pulitzer, Joseph, file, 1893-1913. (1 Folder),  
3/1893-11/1913

box 333

folder 21

**Scope and Contents**

Correspondence between Joseph Pulitzer and Columbia University presidents Seth Low and Nicholas Murray Butler. Much of the correspondence is between Pulitzer's estate and Butler. Correspondence relates to Pulitzer's gift to establish the University's School of Journalism and the funding and organization of the school

Pulitzer, Ralph file, 1912-1931. (1 Folder),  
6/1912-5/1931

box 347

folder 10

**Scope and Contents**

Correspondence between Ralph Pulitzer and the president and secretary of Columbia University. Correspondence relates to the creation of the Pulitzer Prize, the establishment of the School of Journalism, and the construction of the Journalism Building. Includes correspondence regarding Joseph Pulitzer's will and the family's gifts to the University of a bust of Joseph Pulitzer and a statue of Thomas Jefferson. Also, correspondence between University administrators regarding donor relations strategy and Pulitzer's gifts to Columbia

Pupin, Michael Idvorsky, file, 1892-1918. (1 Folder),  
9/1892-1/1918

box 333

folder 22

**Scope and Contents**

Correspondence between Professor Michael Idvorsky Pupin of the Department of Physics at Columbia University and the president and secretary of the University.

**Scope and Contents**

Topics include: faculty appointments, fellowships, personnel, teaching loads, and the department's Electro-Mechanics Laboratory. Also, correspondence

relating to Pupin's personnel issues and professional activities

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Putnam, Albert W., files, 1896-1955. (7 Folders),  
12/1896-3/1955

box 336

folder 11 to  
17

**Scope and Contents**

Correspondence between Albert W. Putnam, a trustee of Columbia University, and the trustees and high level administrators of the University. Putnam was chairman of the trustee committees on buildings and grounds, finance, and legal affairs between the 1920s and the 1950s.

**Scope and Contents**

Topics include: construction projects, campus planning, fund raising, the administration of the Department of Buildings and Grounds, the maintenance of campus buildings, the University's financial reporting methods, facilities for students, and the University's space needs. Includes correspondence discussing a proposal to erect a student hall on Columbia's South Field and Putnam's memorandums to the committee on buildings and grounds. Also includes cover letters and invitations as well as correspondence regarding Putnam's appointment and committee memberships. Much of the correspondence regarding legal affairs relates to agreements between Columbia and St. Luke's Hospital in New York and between Columbia and Barnard College. Correspondence dating from 1896 to 1913 relates to the University Committee on Athletics. Related topics include athletic facilities and the management of athletic departments

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Putnam, Emily James, files, 1894-1907. (2 Folders),  
9/1894-3/1907

box 663

folder 4 to 5

**Scope and Contents**

Correspondence between Emily James Putnam (nee Emily James Smith) and Seth Low, president of Columbia University. Includes correspondence with Nicholas Murray Butler during his term as dean of the Faculty of Philosophy. Putnam was dean of Barnard College, the women's college affiliated with Columbia. Correspondence relates to the college.

**Scope and Contents**

Topics include: relations between Barnard and Columbia, enrollment, operations, faculty, cross-

registration between Barnard and the University, facilities, student discipline, and the curriculum

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Quackenbos, John D., file, 1892-1902. (1 Folder),  
5/1892-10/1902

box 663

folder 6

**Scope and Contents**

Correspondence between John Quackenbos, professor of Rhetoric at Columbia University, and the president of the University. Includes correspondence with the clerk of the board of trustees and University trustees. Correspondence relates to rhetoric and composition instruction at Columbia and disputes between Quackenbos and the administration over teaching methods. Includes documents supporting Quackenbos' dismissal and correspondence regarding his appeal to the Committee on Education and eventual resignation. Other records include letters regarding Quackenbos' use of his former University title in conjunction with his work on hypnosis and requests that he resign his emeritus status. Includes a report from the Committee on Education to the trustees regarding the dispute with Quackenbos

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Rubner, Cornelius, file, 1904-1918. (1 Folder),  
2/1904-5/1918

box 338

folder 8

**Scope and Contents**

Correspondence between Cornelius Rubner, who held a professorship in music at Columbia University, and the president of the University. Also, correspondence between the president and faculty members, their spouses, and others regarding Rubner. Most of the correspondence relates to preparations for a recital which was given by Rubner in 1904. Other topics include: commencement preparations, the administration of the Department of Music, the University's orchestra, and the men's chorus. Also, correspondence relating to Rubner's appointment and personnel issues. Some of the letters are in German

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Rabi, I. I. (Isidor Isaac), files, 1944-1965. (4 Folders),  
10/1944-5/1965

box 393

folder 9 to  
12

**Scope and Contents**

Correspondence between Isidor Isaac Rabi, professor of physics and executive officer of the Department of Physics at Columbia University, and high level University administrators. Most of the records consist of correspondence, budgets, and reports relating to the Department of physics. Records dating from 1950 to 1965 consist of correspondence and clippings regarding Rabi's honors, professional



activities, and appointment as Columbia's first University Professor. Includes minutes of a meeting of the Initiatory University Group that was held in April, 1946. The minutes discuss plans to develop a nuclear physics research facility in the New York area. Also includes letters sent to the University from Rabi while he was on leave at the Massachusetts Institute of Technology. Topics related to the Department of Physics include: faculty appointments and recruiting, research facilities and laboratories, budgeting, and staffing needs. Includes reports, dating from 1945 which discuss research staff and facilities. Also includes correspondence regarding physics instruction for optometry and pharmacy students

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Radhakrishnan, S. (Sarvepalli), file, 1954-1958. (1 Folder), 9/1954-5/1958

box 489

folder 21

**Scope and Contents**

Correspondence between Sarvepalli Radhakrishnan, vice president of the Indian Union and chancellor of the University of Dehli, and Columbia University administrators. Radhakrishnan was Gabriel Silver Lecturer for the 1957-1958 academic year. Correspondence relates to arrangements for the lecture. Includes the text of his lecture. Also, correspondence regarding the honorary degree that was awarded to Radhakrishnan at Columbia's Charter Day exercises in 1954

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Ragazzini, John R., files, 1954-1958. (2 Folders), 7/1954-5/1958

box 495

folder 1 to 2

**Scope and Contents**

Correspondence between John R. Raggazzini, executive officer of the department of Electrical Engineering at Columbia University, and University administrators. Correspondence relates to the department. Topics include: personnel, student affairs, facilities, and finances. Also, correspondence regarding the Columbia University Amateur Radio club

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Ramer, L. O., file, 1958-1959. (1 Folder), 12/1958-2/1959

box 672

folder 46

**Scope and Contents**

Correspondence between L. O. Ramer and various persons within and outside of Columbia University. Correspondence relates to Ramer's efforts to fund his research on the coming ice age

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Ramsey, Michael, file, 1962 (1 Folder) 2/1962-10/1962, 1962, 2/1962-10/1962

box 673

folder 16

**Scope and Contents**

Correspondence between Columbia University administrators, the University chaplain, the bishop of New York, and the staff of the archbishop of Canterbury. Correspondence relates to the honorary degree from Columbia that was granted to Arthur Michael Ramsey, the archbishop of Canterbury. Topics include arrangements for the degree ceremony and a reception in honor of the archbishop. Records include a program, invitations, newspaper clippings, the text of the citation that was read at the degree ceremony by University president Grayson Kirk, and the text of Ramsey's address

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Ranum, Orest A. file, 1968-1969. (1 Folder), 12/1968-8/1969	box 72	folder 21
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**Scope and Contents**

Correspondence between Orest A. Ranum of the Department of History at Columbia University and University administrators. Correspondence relates to the destruction of Ranum's research notes, dissertation, and other papers by vandals who set them on fire. Topics include: a description of damages, plans to reimburse Orest for his losses, and the preservation of the water-damaged materials. Includes an envelope containing the original notes and student papers that were damaged by fire and water. Also, correspondence regarding Ranum's appointment to a post at Johns Hopkins University

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Rappleye, Willard C., files, 1931-1959. (179 Folders), 1/1931-10/1934	box 362	folder 13 to 21
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Rappleye, Willard C., files, 11/1934-12/1939	box 363	folder 1 to 20
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Rappleye, Willard C., files, 1/1940-8/1942	box 364	folder 1 to 20
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Rappleye, Willard C., files, 9/1942-3/1945	box 365	folder 1 to 18
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Rappleye, Willard C., files, 4/1945-11/1946	box 366	folder 1 to 19
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Rappleye, Willard C., files, 12/1946-7/1948	box 367	folder 1 to 20
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Rappleye, Willard C., files, 8/1948-1/1951	box 368	folder 1 to 20
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Rappleye, Willard C., files, 2/1951-2/1953	box 369	folder 1 to 18
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Rappleye, Willard C., files, 3/1953-2/1956		
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box 370 folder 1 to 17

Rappleye, Willard C., files, 3/1956-5/1959

box 371 folder 1 to 18

**Scope and Contents**

Correspondence between Willard C. Rappleye and the administrators and faculty of: Columbia University, the University's College of Physicians and Surgeons, and hospitals in the New York City area. Rappleye held numerous appointments including: dean of the College of Physicians and Surgeons, director of the New York Post-Graduate Medical School, dean of the Faculty of Dental and Oral Surgery, vice president in charge of medical affairs, and dean of the Faculty of Medicine. He also served on a number of committees, including the Administrative Board of post-Graduate Studies in Medicine and the Advisory Board of the Institute for Cancer Research, and chaired the Board of Directors of the health Insurance Plan of Greater New York. Most of the correspondence relates to the administration of Columbia's medical school and its affiliated hospitals, clinics, and schools

**Scope and Contents**

Topics related to the medical school include: budgeting, research funding, faculty appointments, fellowships, faculty affairs, the management of special funds, and gifts to the school. Includes correspondence regarding the administration of grants, contracts, and research projects. Much of the correspondence dating from the 1940s to the 1950s is routine in nature and documents numerous appointments, grant payments, and the receipt of gift checks. Includes correspondence and a transcript of testimony regarding charges of discrimination involving the admissions policies of the College of Physicians and Surgeons (ca. 1946-1947). Also, correspondence documenting Columbia's relations with numerous affiliated institutions including: the Delemar Institute of Public Health, St. Luke's Hospital in New York City, The School of Tropical Medicine in Puerto Rico, the New York Psychiatric Institute, the Neurological Institute of New York, and Bellevue Hospital. In particular, the correspondence relates to the University's relationship with Presbyterian Hospital and the establishment, daily operations, and programs of the Columbia-Presbyterian Medical Center (CPMC).

**Scope and Contents**

Includes reports dating from 1937 1944 1947 and 1948 which document the mission, goals, activities, and future needs of the CPMC. Also

includes correspondence, brochures, and clippings (ca. 1953) regarding the 25th anniversary of the CPMC. Also, minutes and other records relating to the courses, organization, requirements, and degrees of the New York Post-Graduate Medical School during the 1930s. Correspondence dating from the mid-1940s through the 1950s also document public health projects, including the New York Public Health Center (ca. 1945), and Rappleye's involvement with issues surrounding insurance, medical education, and the state of medical care. includes correspondence regarding Rappleye's retirement

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Rautenstrauch, Walter, file, 1912-1918. (1 Folder),  
11/1912-5/1918

box 666

folder 18

**Scope and Contents**

Correspondence between Professor Walter Rautenstrauch and the president and secretary of Columbia University. Includes correspondence with the dean of the School of Mines, Engineering and Chemistry. Rautenstrauch was a professor of mechanical engineering and secretary of the Committee on Instruction of the School of Mines, Engineering and Chemistry. records include: correspondence regarding plans to endow the school of engineering (1913), a report proposing the establishment of industrial development laboratories at the school (1916), and a letter proposing more cooperation between Columbia and New York City's manufacturing industries

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Redfield, Henry S., file, 1901-1916. (1 Folder),  
4/1901-3/1916

box 336

folder 18

**Scope and Contents**

Correspondence between Henry S. Redfield, professor of law and secretary of the Faculty of Law at Columbia University, and the president and secretary of the University. Topics include: faculty appointments, membership in the faculty, and scholarships. Includes a letter dating from November, 1903 which discusses the curriculum of the School of Law. Also, correspondence relating to Redfield's appointment, personnel issues, and retirement

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Redpath, Arthur G., file, 1947-1948. (1 Folder),  
7/1947-6/1948

box 668

folder 56

**Scope and Contents**

Correspondence between Arthur G. Redpath and the acting president and secretary of Columbia University. Redpath was a University trustee.

Correspondence relates to trustee business and the work of the University's Radio Committee

Rees, J. K. (John Krom), files, 1890-1907. (2 Folders), 7/1890-3/1907	box 663	folder 7 to 8
<b>Scope and Contents</b>		
Correspondence between John K. Rees, professor of astronomy at Columbia University, and the president and secretary of the University. correspondence relates to faculty appointments and other administrative issues in the Department of Astronomy. Also, correspondence relating to Rees' work as chairman of the University Council		
Reid, Ogden R., file, 1969 (1 Folder) 2/1969-4/1969, 1969, 2/1969-4/1969	box 72	folder 22
<b>Scope and Contents</b>		
Correspondence between Ogden R. Reid, a member of the House of Representatives for New York State, and Andrew Cordier, president of Columbia University. Correspondence relates to funding for higher education. Also, a press release regarding the higher education bill of rights, legislation in support of student financial aid programs that was introduced by Reid		
Reidy, Daniel J., file, 1953-1954. (1 Folder), 7/1953-3/1954	box 670	folder 60
<b>Scope and Contents</b>		
Correspondence between Daniel J. Reidy and Columbia University administrators. Reidy was a Columbia alumnus and general counsel of The Guardian Life Insurance Company of America. Correspondence relates to alumni affairs and reunions		
Reiling, Henry B., file, 1971 (1 Folder) 3/1971-4/1971, 1971, 3/1971-4/1971	box 108	folder 28
<b>Scope and Contents</b>		
Correspondence and other records related to the decision to deny tenure to Henry B. Reiling of the Graduate School of Business at Columbia University. Records include: course evaluations, numerous recommendation letters, and a report regarding the search for a candidate for his post		
Reinsch, Paul Samuel, file, 1909-1918. (1 Folder), 10/1909-3/1918	box 336	folder 19

**Scope and Contents**

Correspondence between Paul Samuel Reinsch of the University of Wisconsin and Nicholas Murray Butler, President of Columbia University, regarding Reinsch's appointment as Roosevelt Professor for 1911 to 1912. Also, correspondence between Butler and Charles Van Hise, President of the University of Wisconsin, regarding Reinsch's appointment. The Roosevelt Professorship sent an American professor to Germany to lecture and act as an educational and cultural liaison. Correspondence relates to Reinsch's lecture topics, his travel and lecturing arrangements, and his activities while in Germany. Includes a brief report on his work as Roosevelt Professor

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Reisinger, Curt H., file, 1955-1964. (1 Folder),  
3/1955-12/1964

box 18

folder 17

**Scope and Contents**

Correspondence between Curt H. Reisinger and high level administrators at Columbia University. Reisinger was chairman of the Advisory Committee on the Arts Center, which assisted in the planning and funding of a proposed arts facility and arts programs for Columbia. Includes information regarding potential donors, building sites, and possible affiliations in New York City. Includes correspondence with Davidson Taylor, the director of the Arts Center Program

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Remy, A. J. (Arthur Frank Joseph), file, 1900-1942. (1 Folder), 5/1900-3/1942

box 663

folder 9

**Scope and Contents**

Correspondence between Arthur J. Remy, Villard Professor of Germanic philosophy in the Department of Germanic Languages at Columbia University, and the president and secretary of the University. Correspondence relates to Remy's appointments and retirement

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Reynolds, Jackson E., file, 1929-1931. (1 Folder),  
2/1929-5/1931

box 358

folder 12

**Scope and Contents**

Correspondence between Jackson E. Reynolds, a trustee of Columbia University, and Nicholas Murray Butler, president of the University. correspondence relates to the lease of Columbia's Upper Estate (the site of Rockefeller Center), donor relations, the

revision of the University's by-laws, and Reynold's resignation from the board of trustees

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Rhees, Rush, file, 1900-1918. (1 Folder), 10/1900-4/1918      box 336      folder 20

**Scope and Contents**

Correspondence between Rush Rhees, president of the University of Rochester, and Nicholas Murray Butler, president of Columbia University. Topics include: candidates for admission and scholarships, recommendations for appointments, advanced placement, and admissions requirements. In the correspondence, Rhees and Butler also exchange information on policies and procedures at their respective institutions. Also, correspondence on the work of the Association of the Colleges of the State of New York relating to financial aid legislation. Also includes correspondence regarding Rhees' appointment as Roosevelt Professor for 1916 to 1917. The Roosevelt Professorship sent an American professor to Germany to lecture and act as an educational and cultural liaison. It appears as though Rhees did not serve as Roosevelt Professor due to World War I

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Riccio, Peter M., files, 1957-1960. (2 Folders), 7/1957-6/1960      box 496      folder 8 to 9

**Scope and Contents**

Correspondence between Peter M. Riccio, director of Casa Italiana at Columbia University, and high level University administrators. The records consist of correspondence and reports relating to Casa Italiana, columbia's Italian culture and educational center. Topics include: personnel, events, development, and gifts to the center. Includes annual reports of the center dating from 1958 to 1959. For the most part, the reports discuss Casa events, associations, scholarships, and awards. Also includes invitations, acceptances and regrets, and acknowledgement letters

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Rice, Otis R., file, 1945-1946. (1 Folder), 7/1945-5/1946      box 668      folder 25

**Scope and Contents**

Correspondence between Otis R. Rice, acting chaplain of Columbia University, and the acting president of the University. Correspondence relates to a variety of administrative issues. Records include: a budget for the religion program (1946); an amendment to the statues concerning campus religious activities; and an agreement between Columbia and the YMCA of Greater New York

regarding the administration of Earl Hall, Columbia's  
nondenominational religious and social center

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Richards, John C., file, 1946-1947. (1 Folder), 7/1946-5/1947	box 668	folder 37
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**Scope and Contents**

Correspondence between John C. Richards, professor of Greek and Latin at Columbia University, and the acting president and secretary of the University. Correspondence relates to the Department of Greek and Latin. Includes reports that contain information on the student body and courses in the department

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Richards, John K., file, 1945-1946. (1 Folder), 7/1945-6/1946	box 668	folder 26
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**Scope and Contents**

Correspondence between John K. Richards, commander of the Naval Reserve Officers Training Center at Columbia University, and the president and provost of the University. Correspondence relates to the center and to the closing of the Midshipman's School that had been operated at the University during World War II. Also, correspondence regarding Richards' honorary degree from Columbia

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Rimalover, Jack K., file, 1948 (1 Folder) 7/1948-10/1948, 1948, 7/1948-10/1948	box 669	folder 18
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**Scope and Contents**

Correspondence between Jack K. Rimalover and other members of the Committee on the Installation, which oversaw the installation of Dwight d. Eisenhower as president of Columbia University. Correspondence relates to preparations for the installation ceremony. Includes minutes of committee meetings

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Rio, Angel del, file, 1936-1957. (1 Folder), 10/1936-5/1957	box 376	folder 18
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**Scope and Contents**

Correspondence between Angel del Rio, assistant professor of Spanish, and the provost, secretary, and other administrators of Columbia University. Del Rio became a full professor in 1953 and director of the Hispanic Institute in the United States in 1954. Correspondence relates to the Hispanic language section of the Department of Romance Languages.



**Scope and Contents**

Topics include: faculty appointments, visiting lecturers, renovations in the department, publications, prizes, and events. Also, a report dating from March, 1937 which relates to the organization, activities, personnel, and finances of the Hispanic institute. The report also discusses the short- and long-term goals of the Institute. Professor del Rio also chaired the committee which was in charge of administering the Italian Department and served as acting executive officer of the department from 1956 to 1957. Includes a brief report which discusses the staffing needs and administration of Casa Italiana, the University's Italian culture and educational center

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Ripley, William Zebina, file, 1899-1901. (1 Folder),  
4/1899-12/1901

box 663

folder 10

**Scope and Contents**

Correspondence between William Zebina Ripley, a lecturer in anthropology at Columbia University, and the secretary of the University. Includes correspondence with Professor Edwin R. A. Seligman. Correspondence relates to Ripley's personnel issues. Correspondence also relates to a bibliography entitled, "A Selected Bibliography of the Anthropology and Enthography of Europe". Includes an excerpt from the bibliography

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Rives, George Lockhart, files, 1890-1917. (6 Folders),  
2/1890-7/1917

box 337

folder 1 to 6

**Scope and Contents**

Correspondence between George Lockhart Rives, a trustee of Columbia University, and Columbia presidents Seth Low and Nicholas Murray Butler, other University administrators, Columbia faculty, alumni, and trustees. Rives served as chairman of the University's board of trustees and chairman of the trustee committee on finance. The correspondence documents the work of the finance committee as well as several special committees of the trustees. The correspondence also documents Rive's long-standing relationship with the University and his role as President Butler's advisor on a variety of issues.

**Scope and Contents**

Topics related to University finances include: financial planning and reporting, debt service, investments and investment policies, donor relations, fund raising, real estate purchases, funding for building projects, policies regarding the

management of special funds, budget policies, gifts to the University, appropriations and expenditures, and the oversight of the University treasurer's office. Specific topics include: funding for the purchase of the Morningside Heights campus, the work of the Committee on Salaries to establish faculty salary policies, and lobbying by the University in response to inheritance tax legislation (ca. 1910). Also, correspondence relating to a range of other topics including: the controversy over the establishment of a three year course at the School of Law (ca. 1891), relations between Columbia University and Teachers College, University relations with Presbyterian Hospital, and the organization and management of the Medical School. Also includes correspondence relating to the board of trustees. Topics include: alumni representation on the board (ca. 1907), trustee appointments, arrangements for meetings, and Rives' resignation from the board

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Robbins, Lionel Charles, file, 1953-1954. (1 Folder),  
9/1953-5/1954

box 670

folder 61

**Scope and Contents**

Correspondence between Lionel Charles Robbins and Columbia University administrators. Robbins, who was an economist, received an honorary degree from Columbia during the University's bicentennial celebration in 1954. Correspondence relates to Robbins' honorary degree and commencement day events

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Roberts, Henry L., file, 1956-1959. (1 Folder),  
8/1956-5/1959

box 491

folder 20

**Scope and Contents**

Correspondence between Henry L. Roberts, director of the Russian Institute at Columbia University, and University administrators. Correspondence relates to the institute. Includes the institute's alumni newsletter and a report on the institute's research and publications

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Robertson, Dennis Holme, file, 1953-1954. (1 Folder),  
10/1953-6/1954

box 670

folder 62

**Scope and Contents**

Correspondence between Denis Holme Robinson and Columbia University administrators. Correspondence relates to Robinson's honorary degree from Columbia and his participation in one of Columbia's

bicentennial year conferences. Includes biographical information on Robinson

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Robinson, Geroid Tanquary, files, 1945-1956. (2 Folders), 8/1945-4/1956	box 398	folder 21 to 22
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**Scope and Contents**

Correspondence between Professor Geroid Tanquary Robinson of Columbia University and the acting president, provost, and secretary of the University. Robinson held appointments as professor of history, Seth Low Professor of History, and director of the Russian Institute. He also served on the Administrative Board of the Russian Institute. Most of the records consist of correspondence, budgets, and reports relating to the Russian Institute and its board.

**Scope and Contents**

Topics include: the establishment of the institute, faculty appointments, finances, funding for the institute, gifts to the institute, publicity, the student body, enrollment, membership on the board of the institute, fellowships, and scholarships. Includes a copy of the institute's announcement for 1946 and reports regarding the institute's research and publications (ca. 1946-1949)

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Robinson, James Harvey, file, 1895-1919. (1 Folder), 3/1895-2/1919	box 338	folder 5
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**Scope and Contents**

Correspondence between James Harvey Robinson, professor of history in the School of Political Science at Columbia University and Barnard College and acting dean of Barnard College, and the president and secretary of the University. Most of the correspondence relates to the Department of History.

**Scope and Contents**

Topics include: faculty appointments, equipment, personnel, and appropriations. Also, correspondence relating to Robinson's appointment, personnel issues, and resignation. correspondence dating from 1900 to 1901 relates to Robinson's tenure as acting dean of Barnard College, a women's college affiliated with Columbia.

**Scope and Contents**

Topics include: personnel, faculty appointments, admissions, equipment, and appropriations.

Includes some correspondence documenting women administrators at Barnard

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Robinson, James L., file, 1953-1954. (1 Folder), 7/1953-6/1954	box 338	folder 6
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**Scope and Contents**

Correspondence between James L. Robinson, president of the Columbia College Class of 1904 and the treasurer of Columbia University. Correspondence consists of the cover letters which accompanied checks sent to the University for the Class of 1904 50th anniversary gift

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Rockefeller, David, file, 1953-1958. (1 Folder), 10/1953-3/1958	box 452	folder 22
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**Scope and Contents**

Correspondence between David Rockefeller and high level administrators at Columbia University. In the correspondence, Rockefeller declines his nomination to the University's board of trustees. Also includes correspondence regarding Rockefeller's involvement in Morningside Heights Inc., an urban renewal and community development organization which was comprised of representatives from Columbia University and other Morningside Heights area institutions. Includes many invitations

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Rockefeller, John D., file, 1898-1928. (1 Folder), 11/1898-9/1928	box 338	folder 7
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**Scope and Contents**

Correspondence between John D. Rockefeller and President Seth Low of Columbia University. Correspondence dating from 1898 to 1903 documents Low's attempts to solicit the Rockefeller family for donations to the University and Rockefeller's gifts to Columbia. Also includes a brief exchange of correspondence (ca. 1928) between Rockefeller and Nicholas Murray Butler, president of Columbia University, regarding the lease of Columbia's Upper Estate property to the Rockefeller's for development

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Rockefeller, Nelson A., file, 1946 (1 Folder) 7/1946-9/1946, 1946, 7/1946-9/1946	box 668	folder 38
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**Scope and Contents**

Correspondence between Nelson A. Rockefeller and the acting president of Columbia University. Correspondence relates to the Community Committee of New York and the committee's support

for the United Jewish Appeal campaign to raise funds for Holocaust survivors

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Rogers, Frederick Rand, file, 1970 (1 Folder) 9/1970-10/1970, 1970, 9/1970-10/1970	box 108	folder 29
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**Scope and Contents**

Correspondence between Frederick Rand Rogers, an alumnus of Columbia University, and William McGill, president of the University. Correspondence relates to a variety of topics

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Rogers, Howard J., file, 1904-1908. (1 Folder), 6/1904-3/1908	box 663	folder 11
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**Scope and Contents**

Correspondence between Howard J. Rogers and the president and secretary of Columbia University. Rogers was first assistant commissioner in the New York State Education Department and the director of congresses at the 1904 St. Louis Exposition. Correspondence relates to issues involving higher education. Topics include Rhodes Scholarships and revisions of the required medical school curriculum

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Rogers, James Gamble, files, 1928-1937. (2 Folders), 7/1928-5/1937	box 358	folder 13 to 14
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**Scope and Contents**

Correspondence between James Gamble Rogers and President Nicholas Murray Butler of Columbia University. Correspondence relates to the design of University buildings and the administration and funding of University building projects. Rogers designed Columbia's Butler Library and worked on a number of other projects for the University.

**Scope and Contents**

Topics include: medical school dormitories, University Hall, South Hall (Butler Library), and a fine arts building. Includes correspondence regarding the selection of the names which are inscribed on Butler Library. Also, correspondence regarding the medieval tapestries which were given to the University by Emily Buch

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Rogers, Lindsay, files, 1928-1962. (4 Folders), 12/1928-4/1962	box 358	folder 15 to 18
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**Scope and Contents**

Correspondence between Professor Lindsay Rogers of Columbia University, the president and secretary of the University, and the secretary of the council

for Research in the Social Sciences. Rogers was Burgess Professor of Public Law, executive officer of the Department of Public Law and Jurisprudence, a member of the Council for Research in the Social Sciences, and a member of the Administrative Board of the institute for Public Administration. The records consist of correspondence, budgets, and reports relating to instruction and research in public law, public administration, international law, and international affairs. Correspondence dating from 1961 to 1962 relates to Roger's research on the administration of Nicholas Murray Butler, who was president of the University from 1902 to 1947.

### Scope and Contents

Includes correspondence, budgets, and reports regarding faculty and finances in the Department of Public Law and Government; correspondence regarding the Parker Institute of International Affairs (ca. 1929); and correspondence and reports on the state of instruction and research in international affairs and the social sciences at the University during the 1930s. Also includes correspondence and reports which document the government of the Institute of Public Administration and the institute's relationship with Columbia during the 1940s

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Rogers, Walter S., file, 1941 (1 Folder) 3/1941-3/1941, 1941, 3/1941-3/1941	box 382	folder 9
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### Scope and Contents

Letters from Phillip Talbot to the Institute of Current World Affairs. The letters were forwarded from the institute to Columbia University by Walter Rogers. Talbot was a journalist who was sent to India between 1938 and 1941 by the institute in order to test the success of a proposed training program for American foreign correspondents. The letters discuss his training in London; voyage to India via Japan, China, Singapore, and Rangoon; his travels in India; and Indian culture and politics

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Rood, Ogden N., files, 1890-1909. (2 Folders), 4/1890-12/1909	box 663	folder 12 to 13
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### Scope and Contents

Correspondence between Ogden N. Rood, professor of physics at Columbia University, and the president of the University. Includes correspondence with Mrs. Ogden N. Rood. Correspondence relates to science and engineering at the University. Topics include: the purchase and maintenance of scientific equipment, fellowships, Fayerweather Hall, and the need for mining studies. Includes correspondence regarding facilities at Columbia's old 49th Street

campus and the erection of a subway near the campus. Also, correspondence regarding Rood's collection of Near and Far Eastern antiquities and the educational value of the collection.

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Roon, Leo, files, 1958-1969. (2 Folders), 7/1958-1/1969      box 501      folder 5 to 6

**Scope and Contents**

Correspondence between Leo Roon and high level administrators at Columbia University. Roon was chairman of the board of trustees at the College of Pharmacy. Correspondence relates to a variety of subjects. Includes a proposal for the types of research to be done by the school (1958) and a report on furthering the relationship between the College of Pharmacy and Columbia (1959). Also, records regarding campus unrest and political activities. These materials were forwarded to the University administration by Roon. Records include: materials from the 3rd Annual Conference of Socialist Educators, which took place in New York in September of 1967 and correspondence and fliers regarding campus disturbances at Columbia in 1968 and 1969. Also, correspondence regarding Roon's gifts to the University

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Roosevelt, Theodore, file, 1893-1905. (1 Folder), 1/1893-3/1905      box 663      folder 14

**Scope and Contents**

Correspondence between Theodore Roosevelt and the president of Columbia University during Roosevelt's time as governor of New York State. Correspondence relates to education laws and politics. Includes correspondence regarding an honorary degree for Roosevelt and Columbia's Loubat Prize

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Root, Elihu, file, 1893-1910. (1 Folder), 5/1893-3/1910      box 662      folder 35

**Scope and Contents**

Correspondence between Elihu Root and the president of Columbia University. Root served as secretary of war under William McKinley and secretary of war and secretary of state under Theodore Roosevelt. Correspondence relates to a variety of subjects.

**Scope and Contents**

Topics include: an agreement between Columbia and Roosevelt Hospital (1893), the reform of the political primary system (1898); Columbia's offer to Root to become a trustee of Barnard College, the undergraduate women's college affiliated with the University (1903); Root's honorary degree

from Columbia (1904); and the Pan-American Scientific Conference, which was held in Chile in 1908. Includes a letter regarding issues involving the separation of Panama from Colombia and a request to Root from the president of the University to furnish a Columbia professor who was traveling abroad with a recommendation letter

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Rosenberg, James N., files, 1949-1970. (2 Folders), 1/1949-7/1970	box 491	folder 21 to 22
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**Scope and Contents**

Correspondence between James N. Rosenberg, a benefactor of Columbia University, and high level University administrators. Correspondence relates to a project to publish a history of American painting. Topics include the scope of the project and planning and funding for the project. Also, correspondence regarding development, gifts of paintings, and donor relations

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Rosenhaupt, Hans, file, 1953-1958. (1 Folder), 8/1953-6/1958	box 457	folder 16
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**Scope and Contents**

Correspondence between Hans Rosenhaupt, associate director of the admissions office at Columbia University, and University administrators. Correspondence relates to admissions and degree requirements. Many of the letters relate to individual candidates for admission. Includes admissions statistics. Also includes an abstract of a meeting regarding the New York School of Social Work and its relationship to the University. Some of the correspondence is in German

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Rousselot, Harold A., file, 1960-1963. (1 Folder), 4/1960-1/1963	box 504	folder 10
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**Scope and Contents**

Correspondence between Harold A. Rousselot and high level administrators at Columbia University. Rousselot was president of the Alumni Federation of Columbia University. Correspondence relates to alumni events and the routine business of alumni organizations. Includes a report of the Committee on University Development (April, 1960). The report discusses development strategy and the organization of Columbia's development program. Also includes a statement of support for the University administration from the



Alumni Federation (March, 1962) and routine  
acknowledgement letters

Rozwenc, Edwin Charles, file, 1956-1957. (1 Folder), 9/1956-4/1957	box 672	folder 18
<b>Scope and Contents</b>		
Correspondence between Edwin Charles Rozwenc, professor of American studies in the Department of American Studies at Amherst College, and the secretary of Columbia University. Correspondence relates to the appointment of a jury to award the Bancroft Prize for 1956 and the selection of prize recipients		
Ruggles, Theodore S., file, 1952-1953. (1 Folder), 9/1952-4/1953	box 670	folder 16
<b>Scope and Contents</b>		
Correspondence between Theodore S. Ruggles, chairman of Columbia University's Bicentennial Committee on Public Relations, and University administrators. Correspondence relates to publicity and preparations for Columbia's 1954 bicentennial celebration. Includes the committee's first report, which contains recommendations regarding publicity for the bicentennial		
Rusby, Henry Hurd, files, 1904-1929. (3 Folders), 2/1904-7/1929	box 336	folder 21 to 23
<b>Scope and Contents</b>		
Correspondence between Henry Hurd Rusby, dean of the College of Pharmacy of the City of New York and, later, dean of Columbia University's College of Pharmacy, and Nicholas Murray Butler, president of Columbia University. Correspondence relates to the merger of the College of Pharmacy of the City of New York with Columbia University and various topics regarding the administration, curriculum, and faculty of the school. Also, correspondence relating to Rusby's professional activities, including his work on behalf of the Department of Agriculture to enforce the Pure Drug Law, and controversy regarding his activities. Correspondence dating from 1928 to 1929 relates to nominations for honorary degrees in commemoration of the College of Pharmacy's centennial anniversary		
Rusk, Ralph L., file, 1953-1954. (1 Folder), 11/1953-2/1954	box 670	folder 63

**Scope and Contents**

Correspondence between Ralph L. Rusk, a professor of engineering at Columbia University, and University administrators. Correspondence relates to Rusk's retirement. Includes a letter in which Rusk recommends Fritz Ernst for appointment as a visiting professor of medieval and modern history

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Russell, James E., file, 1953-1954. (1 Folder),  
7/1953-4/1954

box 670

folder 64

**Scope and Contents**

Correspondence between James E. Russell, chairman of Columbia University's fourth bicentennial conference, and University administrators. Correspondence relates to the fourth conference in a series of conferences honoring Columbia's 1954 bicentennial. Topics include: plans for the conference, which focused on national policies for education, health and social services. Includes correspondence regarding plans for Eleanor Roosevelt to speak at the conference's opening banquet

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Russell, James E., files, 1897-1927. (7 Folders),  
11/1897-5/1927

box 337

folder 7 to  
13

**Scope and Contents**

Correspondence between James E. Russell, professor of education and dean of Teachers College, and Columbia University presidents Seth Low and Nicholas Murray Butler. Teachers College is a affiliate of Columbia University. Correspondence relates to the administration of Teachers College and its relationship with Columbia. Topics related to the administration of Teachers College include: the curriculum, admissions cases and admissions requirements, budgeting and appropriations, personnel, faculty appointments, faculty affairs, women faculty and students, scholarships and fellowships, tuition and fees, salary policies, preparation of the school's catalog, degree requirements, and the administration of the Horace Mann School. Correspondence also reflects the administrative and financial relationship between Teachers College and Columbia University.

**Scope and Contents**

Topics include: relations between Russell and James Chidester Egbert, director of the University's Summer Session; questions regarding the administration of Summer Session and Extension Teaching, Columbia's continuing education division; the role of Columbia's president in the government

of Teachers College; and amendments to the statutes of Teachers College. Also, correspondence regarding Russell's personnel issues, professional activities, and resignation

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Russell, John B., file, 1952-1954. (1 Folder), 7/1952-6/1954	box 449	folder 18
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**Scope and Contents**

Correspondence between John B. Russell, chairman of the department of Electrical Engineering at Columbia University, and University administrators. The records consist of correspondence and budgets relating to the department and the Electronics Research Laboratories. Topics include: faculty appointments, facilities, faculty affairs, enrollment, and departmental income from fees

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Russell, William F., files, 1927-1954. (7 Folders), 3/1927-5/1954	box 352	folder 9 to 15
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**Scope and Contents**

Correspondence between William Russell and high level administrators at Columbia University. Russell was Dean of Teachers College and later became president of the school. Most of the correspondence relates to the administration and government of Teacher's College and the school's relationship with Columbia University. Includes correspondence between Russell and University presidents Nicholas Murray Butler, Dwight D. Eisenhower, and Grayson Kirk. Also includes correspondence between Russell and Acting President Frank D Fackenthal. Topics related to Teachers College include: fellowships, personnel, faculty affairs, gifts to the school, faculty appointments, and finances. Includes correspondence regarding the revision of the Teachers College charter in 1941 the revision of the school's statutes in 1947 and changes to the agreement between the College and the University in 1948. Also includes a draft of the school's charters and statutes and a draft of the revised agreement between Teachers College and Columbia University. Also, reports and proposals regarding the curriculum, programs, and educational methods of Teachers College. These include: a proposal to study the effects of Depression-era social and economic changes on teaching methods (1931), a report on the Department of Nursing Education (1926), and a proposal for a program in American citizenship (1949). Also includes a report, dating from 1948 which discusses German culture and education. The report was produced by Russell as part of

his consultant services for the American military  
government in post-World War II Germany

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Sachs, Julius, file, 1890-1910. [1 Folder], 4/1890-5/1910      box 663      folder 15

**Scope and Contents**

Correspondence between Julius Sachs, professor of education and chairman of the Department of Secondary Education in Teachers College at Columbia University, and the president and secretary of the University. Correspondence relates to issues involving primary and secondary education. Topics include: the Horace Mann School at Teachers College, an alumni scholarship program, and a teacher exchange between the United States and Germany

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Sackler family files, 1959-1971. [7 Folders], 7/1959-3/1971      box 507      folder 2 to 8

**Scope and Contents**

Correspondence between the Sackler family and the president of Columbia University. Includes correspondence with Arthur, Else, and Raymond Sackler. The records consist of correspondence, lists, and exhibition catalogs relating to the Sacklers' gifts to Columbia. In particular, the records relate to the Sackler Collection of Asian antiquities. Includes inventories describing items in the collection. Records also relate to the Sacklers' gift in support of Asian studies

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Safer, David Alan, file, 1957-1958. [1 Folder], 11/1957-2/1958      box 672      folder 35

**Scope and Contents**

Correspondence between David Alan Safer and the assistant to the president of Columbia University. Correspondence relates to Safer's proposals for creating an office of public affairs at the University and his search for a job

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Sage, Cornelia B., file, 1913-1915. [1 Folder], 11/1913-1/1915      box 666      folder 19

**Scope and Contents**

Correspondence between Cornelia B. Sage, director of the Albright Art Gallery at the Buffalo Fine Arts Academy, and the president and secretary of Columbia University. Correspondence relates to an exhibition of the works of Constantin Meunier that was held at Columbia and at the Albright Gallery in 1914.

**Scope and Contents**

Topics include attendance and sales figures from both locations.

Sage, Dean, files, 1924-1943. [3 Folders],  
10/1924-1/1943

box 349

folder 16 to  
18

**Scope and Contents**

Correspondence between Dean Sage, president of the Board of Managers of Presbyterian Hospital, and the president and secretary of Columbia University. Correspondence relates to the affiliation between Columbia University and Presbyterian Hospital, fund raising for the hospital, and medical center finances. Includes correspondence and a proposal regarding the establishment of a school of nursing [ca. 1930]. Correspondence dating from 1940 to 1943 relates to faculty and research appointments at Columbia-affiliated hospitals

Salmen, Stanley, files, 1956-1967. [16 Folders],  
11/1956-4/1967

box 491

folder 1 to  
16

**Scope and Contents**

Correspondence between Stanley Salmen and high level administrators at Columbia University. Salmen held appointments as coordinator of University planning; executive secretary of Columbia Associates, a group of benefactors who contributed regularly to Columbia's general fund; and associate director of the Office of Contracts and Special Gifts. Salmen appears to have served as Columbia's principle development officer and to have been involved in the formation and interpretation of development policies, the evaluation of funding proposals, and the physical planning of the University. The records consist of correspondence, working papers, proposals, financial statements, and financial reports.

**Scope and Contents**

Also, correspondence and reports [ca. 1958-1967] regarding relations between Columbia and the neighboring community and correspondence regarding funding for sponsored research projects during the mid 1960s. Topics related to University development and planning include: University finances, relations between alumni associations and the University, building programs, campus planning, gifts to Columbia, the administration of prizes and awards, urban renewal on Manhattan's upper west side, and the business of the University's development committees.

**Scope and Contents**

Includes minutes of the regular meetings of the development and finance committee. Also includes: correspondence and proposals regarding the reorganization of the School of Painting and Sculpture and the School of Dramatic Arts, the creation of an arts program at Columbia, and attempts to establish a University arts center [ca. 1957-1958]; financial records [ca. 1959] regarding the construction of the University's Citizenship Center, which became the Ferris Booth Hall student center; a report on crime and public safety in the Morningside Heights neighborhood surrounding Columbia [September, 1961]; a report evaluating the recommendations of the Committee on the Educational Future of the University, which had conducted a comprehensive study of the University in 1957 [December, 1960]; a report on space needs and enrollment [July, 1960]; a report on the overhaul of the University's accounting and reporting system that took place in 1960 [July, 1960]; a report on the history of the relationship between Columbia University and Presbyterian Hospital, the administration of the Columbia Presbyterian Medical Center [CPMC], and proposed revisions to the administration of the CPMC [September, 1963]; minutes of a meeting regarding the University's Sackler Collection of Asian art objects [October, 1960]; and a draft of a report on the educational needs and plans of the University [December, 1961]

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Saltzman, Arnold A., file, 1966-1969. [1 Folder],  
8/1966-1/1969

box 507

folder 27

**Scope and Contents**

Correspondence between Arnold Saltzman and high level administrators at Columbia University. Saltzman was an alumnus of Columbia College, chairman of the Columbia College Council, and chairman of the Board of directors of the Columbia College Fund. Correspondence relates to a variety of subjects.

**Scope and Contents**

Topics include: plans to erect a University gymnasium in Morningside Park, Saltzman's gifts to Columbia College, relations between Columbia and the surrounding community, and University relations with New York City. Includes the by-laws of the Columbia College Council

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Sammis, Walter H., file, 1947-1960. [1 Folder],  
9/1947-6/1960

box 414

folder 16

**Scope and Contents**

Correspondence between Walter H. Sammis, president of Ohio Edison and a Columbia University trustee, and high level University administrators. Much of the correspondence relates to routine trustee business. Includes correspondence regarding faculty salaries and salary policies. Also includes correspondence and proposals [ca. 1956] relating to the construction of a University engineering center. Also, correspondence regarding the Bicentennial Medal which was awarded to Sammis in 1954 in honor of Columbia's 200th anniversary. Includes many invitations

Samolin, William, file, 1964 [1 Folder] 3/1964-5/1964, 1964, 3/1964-5/1964      box 673      folder 25

**Scope and Contents**

Correspondence regarding the appointment of William Samolin to the art history department at Columbia University. Includes letters that express opinions regarding Samolin and his work on the art of Central Asia

Sands, Benjamin Aymar, file, 1900-1910. [1 Folder], 5/1900-5/1910      box 663      folder 16

**Scope and Contents**

Correspondence between Benjamin Aymar Sands and the president of Columbia University. Sands was a trustee of the University. Correspondence relates to fund raising and the business of the board of trustees.

**Scope and Contents**

Topics include: funding for the construction of University Hall, Kent Hall [the law school], and a proposed alumni memorial hall. other topics include: a portrait of Columbia president Seth Low by Frank D. Millet, membership in the University Club, and Andrew Carnegie's nomination to the board of trustees

Sansom, George Bailey, file, 1952-1953. [1 Folder], 9/1952-5/1953      box 670      folder 17

**Scope and Contents**

Correspondence between George Bailey Sansom, professor emeritus of Japanese and director of the East Asian Institute at Columbia University, and University administrators. Records relate to Japanese studies at Columbia and events at the East Asian

Institute. Also, correspondence regarding Sansom's personnel issues

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Sarrailh, Jean, file, 19546 [1 Folder], 7/1954-10/1954      box 71      folder 43

**Scope and Contents**

Correspondence between Jean Sarrailh, rector of the University of Paris, and high level administrators at Columbia University. Most of the correspondence relates to the honorary degree that was awarded to Sarrailh at Columbia's 3rd Bicentennial Convocation. Includes biographical information regarding Sarrailh

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Sato, Eisaku, files, 1967-1968. [2 Folders],      box 36      folder 19 to  
8/1967-2/1968      20

**Scope and Contents**

Correspondence regarding the awarding of a Columbia University honorary degree to Sato Eisaku, prime minister of Japan. Records include: the text of the address that was delivered at the honorary degree ceremony by Grayson Kirk, the president of Columbia University; the text of Eisaku's address at the ceremony; the text of Dean Andrew Cordier's introduction for Eisaku; guest lists; correspondence regarding preparations for the ceremony; newspaper clippings; and biographical information on Eisaku

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Satterlee, Herbert Livingston, file, 1897-1910. [1 Folder],      box 663      folder 17  
5/1897-5/1910

**Scope and Contents**

Correspondence between Herbert Livingston Satterlee and the president of Columbia University. Satterlee was a trustee of Barnard College, the women's college affiliated with Columbia. Correspondence relates to the campus gates at 119th Street and Amsterdam Avenue, which were a gift from the class of 1883. Correspondence also relates to fund raising for Columbia's statue of Alexander Hamilton

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Savage, Howard J., file, 1930-1933. [1 Folder],      box 371      folder 19  
11/1930-6/1933

**Scope and Contents**

Correspondence between Howard J. Savage, secretary of the Carnegie Foundation for the Advancement of Teaching, and the president and secretary of Columbia University. Most of the correspondence relates to retirement plans for individual faculty members and their spouses as well as general issues regarding retirement benefits.



Also, correspondence regarding athletics and the University's role in supervising athletic activities

Savage, Watson L., file, 1897-1903. [1 Folder], 1/1897-7/1903	box 663	folder 18
<b>Scope and Contents</b>		
Correspondence between Watson L. Savage, director of the Columbia University gymnasium and the University's physical training adviser, and the president of the University. Correspondence relates to physical education at Columbia and the administration of the gymnasium		
Saville, Marshall Howard, file, 1903-1918. [1 Folder], 1/1903-2/1918	box 666	folder 20
<b>Scope and Contents</b>		
Correspondence between Marshall Howard Saville, Loubat Professor of American Archeology at Columbia University, and the president and secretary of the University. Correspondence relates to: Saville's appointment as the first Loubat Professor, his professional activities, and his various expeditions in the United States and Mexico. Includes a report on the Loubat Exhibition to southern Mexico [March, 1911]		
Saxe, John Godfrey, files, 1926-1953. [32 Folders], 8/1926-3/1943	box 353	folder 1 to 17
Saxe, John Godfrey, files, 10/1943-3/1953	box 354	folder 1 to 15
<b>Scope and Contents</b>		
Correspondence between John Godfrey Saxe, general counsel for Columbia University, and the high level administrators of the University. Correspondence dating from the late 1940s through the 1950s also includes letters from Saxe's partners. Correspondence relates to a range of issues including: interpretation of the University's charters and statutes, revisions to the charters and statutes, University policies, wills, the management of estates, taxation, agreements, patents, contracts, and copyright of the University name. Includes correspondence regarding agreements with Presbyterian Hospital [ca. 1946], New York Psychiatric Institute [ca. 1948], and the Institute of Public Administration [ca. 1942]. Also includes correspondence and reports regarding discrimination charges which were brought against the University and other schools by the American Jewish Congress [ca. 1946-1947].		

Also, correspondence documenting the work of the board of trustee's committee on legal affairs

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Schapiro, Meyer, file, 1965 [1 Folder] 2/1965-5/1965, 1965, 2/1965-5/1965	box 18	folder 18
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**Scope and Contents**

Correspondence between Meyer Schapiro and the president and provost of Columbia University. Schapiro held numerous appointments during his more than forty-year career at Columbia. During 1965 the period covered by these records, Schapiro was appointed University Professor. Correspondence relates to Schapiro's appointment and personnel issues

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Scheffe, Henry, file, 1951-1953. [1 Folder], 8/1951-6/1953	box 447	folder 20
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**Scope and Contents**

Correspondence between Henry Scheffe, executive officer of the Department of Mathematical Statistics at Columbia University, and University administrators. Correspondence relates to the department. Topics include: faculty appointments, budgeting, and faculty salaries. Includes correspondence regarding a statistical consulting service that was run by the department

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Schelting, Alexander von, file, 1940 [1 Folder] 7/1940-11/1940, 1940, 7/1940-11/1940	box 18	folder 36
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**Scope and Contents**

Correspondence regarding travel arrangements for Alexander von Schelting, a lecturer in sociology at Columbia University. Correspondence relates to Schelting's attempts to return to the United States from Geneva in 1940. Because von Schelting held a German passport, the University corresponded with Pan American Airways representatives and officials of the British embassy regarding problems with his travel arrangements

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Schermerhorn, Augustus, files, 1890-1918. [2 Folders], 1/1890-10/1918	box 339	folder 4 to 5
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**Scope and Contents**

Correspondence between Augustus Schermerhorn, a trustee of Columbia University, and University presidents Seth Low and Nicholas Murray Butler. Correspondence relates to trustee business and Schermerhorn's gifts to Columbia and touches on faculty affairs and College finances. Includes a brief exchange [ca. 1908] between Schermerhorn and

Butler regarding the political activities of professors and instruction in socialism and communism at the College

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Schermerhorn, William C., files, 1890-1907. [3 Folders], 1/1890-1/1907	box 339	folder 1 to 3
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**Scope and Contents**

Correspondence between William C. Schermerhorn, chairman of the board of trustees of Columbia University, and University presidents Seth Low and Nicholas Murray Butler. The correspondence documents Columbia's administrative changes and physical growth during a crucial period in its history - the purchase of the Morningside Heights property and the beginnings of the College's transformation into a university. Much of the correspondence relates to the purchase, planning, and early development of Columbia's Morningside Heights campus. Includes correspondence regarding Schermerhorn Hall. Other topics include: Columbia's government and administration, finances and financial policies, debt service, tuition and fees, gifts to the College, real estate purchases, and trustee affairs

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Schiff, Jacob H., file, 1891-1917. [1 Folder], 3/1891-6/1917	box 338	folder 18
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**Scope and Contents**

Correspondence between Jacob H. Schiff, a benefactor of Columbia University, and University presidents Seth Low and Nicholas Murray Butler. Correspondence relates to Schiff's gifts to Columbia including: scholarships, travel awards, proposed buildings, and professorships. Other topics include University finances and debt service and the finances of Barnard College, a women's college affiliated with Columbia. Also, correspondence and reports regarding the exclusion of three Jewish students from the Horace Mann School at Teachers College in 1899 and letters to presidents Low and Butler urging the appointment of a Jewish trustee to the University's board of trustees

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Schiller, A. Arthur, file, 1948-1953. [1 Folder], 9/1948-4/1953	box 427	folder 19
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**Scope and Contents**

Correspondence between Arthur A. Schiller, professor of law at Columbia University, and the secretary of the University. Correspondence relates

to routine administrative matters involving research projects in Roman law and Indonesian law

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Schilt, Jan, file, 1948-1952. [1 Folder], 7/1948-5/1952	box 427	folder 20
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**Scope and Contents**

Correspondence between Professor Jan Schilt and Columbia University administrators. Schilt held appointments as Rutherford Professor of Astronomy and director of the University's Rutherford Observatory. Records relate to the Department of Astronomy and the Rutherford Observatory. Topics include: research funding, equipment, and budgeting. Includes a letter, dating from 1950 which discusses Schilt's views on the purpose of scientific research at the University. Also, records [ca. 1948] regarding the Yale-Columbia Southern Station observatory and its proposed move from South Africa to Australia

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Schley, Henry McAlpin, files, 1942-1949. [19 Folders], 5/1942-6/1949	box 387	folder 1 to 19
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**Scope and Contents**

Correspondence between Henry McAlpin Schley, comptroller of Columbia University, and the provost, director of buildings and grounds, and other high level University administrators. The position of comptroller was created in 1942 in order to oversee the University's business operations and facilities. The records consist of correspondence, budgets, financial records, architectural plans, legal documents, reports, and proposals relating to Columbia's financial administration, labor relations, and facilities.

**Scope and Contents**

Topics include: the renovation and maintenance of buildings, campus planning, equipment purchases, service contracts, classroom scheduling and space assignments, personnel administration, employee wages and benefits, gifts of property, and real estate purchases. Most of the correspondence dating from 1942 to 1946 relates to the unionization of Columbia's buildings and grounds employees and to the University's labor relations policies.

**Scope and Contents**

The records, which include notes regarding meetings, document negotiations with the Columbia University Maintenance Employees Association, the National War Labor Board, Industrial Relations Counselors, and the Transport Workers Union of America [TWU]. Includes correspondence and

statements regarding a 1946 strike against the University by the TWU. Also, Schley's reports to the trustees' committee on buildings and grounds; reports regarding a number of accidents and fires at the University; correspondence, drawings and reports relating to a campus study and building plan; and correspondence regarding the establishment of the Central Personnel Office. Also, correspondence regarding the administration of government contracts and sponsored research during World War II and correspondence relating to a naval midshipmen's school that was operated by the University during the war

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Schmerler, Henrieta, file, 1931-1986. [1 Folder],  
7/1931-1/1986

box 667

folder 35

### Scope and Contents

Correspondence regarding the murder of Columbia anthropology student Henrieta Schmerler and the investigation of the case. Schmerler was killed while doing field work on the White River Apache Indian Reservation in Arizona. Correspondence relates to the circumstances of the murder, Schmerler's living and working arrangements, the collection of her personal effects and the return of her body to New York, and federal investigation of the crime and the arrest of suspects. Correspondents include: the secretary of Columbia University; William Donner, Superintendent of the Fort Apache Agency of the Indian Field Service in the United States Department of the Interior; Franz Boas, professor of anthropology at Columbia University; Charles VanBergen, curator of archaeology in the Los Angeles Museum of History, Science and Art; Elias Schmerler; C. J. Rhoads, Commissioner of Indian Affairs in the United States Department of the Interior; George W. P. Hunt, Governor of Arizona; and Jesse L. Nusbaum, director of the Laboratory of anthropology

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Schmidt, Friedrich, file, 1907-1915. [1 Folder],  
1/1907-3/1915

box 338

folder 9

### Scope and Contents

Correspondence between Friedrich Schmidt of the Prussian cultural ministry and Nicholas Murray Butler, president of Columbia University. Correspondence relates to the appointment of the Roosevelt Professor and the Kaiser Wilhem Professor. The Roosevelt Professorship sent an American professor to Germany to lecture and act as an educational and cultural liaison. The Kaiser Wilhelm Professorship brought a German professor to lecture in the United States. The correspondence also deals with administrative matters related to the

Roosevelt and Kaiser Wilhelm professorships and to Deutches Haus, Columbia's German cultural and educational center

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Schneider, Herbert W., file, 1942-1954. [1 Folder], 7/1942-5/1954	box 386	folder 16
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**Scope and Contents**

Correspondence between Professor Herbert W. Schneider and the high level administrators of Columbia University. Schneider held appointments as professor of religion, professor of philosophy, and executive officer of the Department of Philosophy. Correspondence and budgets relate to the department. Topics include: faculty appointments, faculty affairs, budgeting, salaries, lectures, and prizes. Includes minutes [September, 1949] relating to the endowment of a chair in religion and the administration and policies of a proposed religion program. Also, correspondence [ca. 1946-1950] regarding instruction in religion, correspondence [ca. 1947] regarding the appointment of a University chaplain, and correspondence regarding Schneider's personnel issues and professional activities

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Schoch, Russ, file, 1961-1962. [1 Folder] 3/1961-5/1962	box 673	folder 8
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**Scope and Contents**

Correspondence between Russ Schoch, associate director of the American Press Institute, and Columbia University administrators. Correspondence relates to Schoch's personnel issues and housing

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Schrader, Franz, files, 1946-1949. [2 Folders], 10/1946-5/1949	box 407	folder 18 to 19
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**Scope and Contents**

Correspondence between Franz Schrader, executive officer of the Department of Zoology at Columbia University, and University administrators. Includes correspondence with funding agencies. The records consist of correspondence, budgets, and reports relating to the Department of Zoology.

**Scope and Contents**

Topics include: equipment, staffing needs, budgeting, funding for research projects, faculty appointments, research in the department, and faculty affairs. Includes a report dating from

November, 1948 regarding the undergraduate  
science curriculum

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Schulz, Robert L., file, 1947-1954. [1 Folder], 9/1947-5/1954	box 414	folder 17
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**Scope and Contents**

Correspondence between Robert L. Schulz, aid to Dwight D. Eisenhower, and high level administrators at Columbia University. Prior to Eisenhower's inaugural as president of the University, Schulz corresponded with University administrators on Eisenhower's behalf regarding preparations for Eisenhower's move to Columbia and routine administrative issues. The correspondence also relates to the transition between the administrations of President Eisenhower and his successor, President Grayson Kirk

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Schulze, Henry H. L., file, 1948-1949. [1 Folder], 7/1948-5/1949	box 669	folder 19
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**Scope and Contents**

Correspondence between Professor Henry H. L. Schulze and the associate provost of Columbia University. Schulze was a professor of Germanic languages and president of the Columbia University chapter of the Deutscher Verein. Correspondence relates to Schulze's appointment and personnel issues as well as recognition of the Columbia chapter of the Deutscher Verein

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Schurman, Jacob Gould, file, 1891-1918. [1 Folder], 1/1891-6/1918	box 338	folder 10
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**Scope and Contents**

Correspondence between Jacob Gould Schurman, president of Cornell University, and the president and secretary of Columbia University regarding education-related subjects. Topics include: Rhodes Scholarships, university government, and the routine business of the college Entrance Examination Board. Includes two letters regarding Schurman's service on the United States Philippine Commission

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Schuyler, Robert L., file, 1948-1954. [1 Folder], 7/1948-6/1954	box 427	folder 21
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**Scope and Contents**

Correspondence between Robert L. Schuyler, Gouverneur Morris Professor of History and executive officer of the Department of History at Columbia University, and high level University administrators. The records consist

of correspondence and budgets relating to the department. Topics include: budgeting, course scheduling, personnel, faculty appointments, gifts to the department, visiting professors, and faculty affairs. Includes a reprint of a lecture that was given by Schuyler in November, 1948. Also, correspondence between Schuyler and the University [ca. 1953-1959] regarding his honorary degree from the University and other topics

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Schwab, Allen T., file, 1952-1953. [1 Folder], 7/1952-4/1953	box 670	folder 18
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**Scope and Contents**

Correspondence between Allen T. Schwab, assistant to the dean of the School of Engineering at Columbia University, and University administrators. Correspondence relates to reimbursements for routine expenditures and the placement of engineering graduates in small companies

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Schwartz, Arnold, file, 1964-1968. [1 Folder], 5/1964-5/1968	box 508	folder 9
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**Scope and Contents**

Correspondence between Arnold Schwartz and Henry L. Schwartz of the Brookdale Foundation and Columbia University administrators. Correspondence relates to gifts to the University and University appeals for funding from the foundation. Includes correspondence regarding funding for the construction of a University gymnasium in Manhattan's Morningside Park and funding for the library of the College of Physicians and Surgeons. Includes correspondence between administrators regarding donor relations with the Brookdale Foundation. Other correspondence from Arnold Schwartz is filed with correspondence from Henry L. Schwartz in Subseries 1.1.657

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Schwartz, Henry L., files, 1962-1970. [2 Folders], 8/1962-2/1970	box 508	folder 2 to 3
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**Scope and Contents**

Correspondence between Henry L. Schwartz and Arnold Schwartz of the Brookdale Foundation and high level administrators at Columbia University. Correspondence relates to gifts to the University and appeals for funding from Columbia. Includes correspondence regarding the project to erect a University gymnasium in Manhattan's Morningside Park. Also includes routine acknowledgement letters. Other correspondence from Henry L. Schwartz is



filed with correspondence from Arnold Schwartz in  
Subseries 1.1.661

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Schwer, George W., files, 1965-1968. [15 Folders], 1/1965-10/1968	box 506	folder 1 to 15
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**Scope and Contents**

Correspondence between George W. Schwer, controller of Columbia University, and high level University administrators. Most of the records consist of routine notification forms for gifts, grants, and bequests. Includes: correspondence regarding fringe benefit costs, an organizational chart for the Controller's Office, and a financial report for the 1965-1966 fiscal year

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Scott, James Brown, file, 1903-1910. [1 Folder], 5/1903-4/1910	box 663	folder 19
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**Scope and Contents**

Correspondence between James Brown Scott, professor of international law at Columbia University, and the president of the University. Includes correspondence between the president and University faculty, trustees, and donors. Correspondence relates to Scott's brief employment at Columbia and the controversy involving his possible return to the University after serving in the United States Department of State. Includes: letters favoring and opposing his re-appointment; a newspaper article about the issue; and a negative review of his book, *The Hague Conferences of 1899 and 1907* from the *Columbia Law Review*

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Seager, Henry R., file, 1902-1930. [1 Folder], 1/1902-5/1930	box 338	folder 11
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**Scope and Contents**

Correspondence between Henry R. Seager, professor of political economy and secretary of the Faculty of Political Science at Columbia University, and the president and secretary of the University. Topics related to the Faculty of Political Science and the School of Political Science include: faculty appointments, the curriculum, membership in the Faculty, and preparation of the catalog. Also, correspondence regarding finances and personnel in the Department of Economics. Also contains correspondence relating to Seager's appointment and personnel issues, including his leave of absence during World War I. Correspondence dating from 1928 to 1930 deals primarily with arrangements for

the 50th anniversary celebration of the School of  
Political Science and Seager's retirement

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Sears, J. D. [Joseph Davis], file, 1917-1918. [1 Folder], 4/1917-6/1918	box 666	folder 21
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**Scope and Contents**

Correspondence between Joseph D. Sears and the president and secretary of Columbia University. Sears was a captain in the Photographic Division of the United States School of Military Cinematography and secretary of the Committee on Internment of the National Committee on Prisons and Prison Labor. Records relate to the School of Military Cinematography and the use of University property for housing and training enlisted men in 1918. Includes reports on health conditions at the camp

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Sebrell, W. H. [William Henry], file, 1958-1960. [1 Folder] 8/1958-6/1960	box 500	folder 25
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**Scope and Contents**

Correspondence between Professor William H. Sebrell and high level administrators at Columbia University. Sebrell's appointments included professor of public health and nutrition and director of the University's Institute of Nutrition Sciences. Correspondence relates to the institute's board of advisors. Topics include events and board business. Includes minutes and agenda from board meetings. Also includes a draft mission statement for the institute [March, 1959]

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Seligman, Edwin Robert Anderson, files, 1900-1931. [5 Folders] 9/1900-4/1931	box 338	folder 12 to 16
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**Scope and Contents**

Correspondence between Edwin Robert Anderson Seligman, McVikar Professor of Political Economy at Columbia University, and University presidents Seth Low and Nicholas Murray Butler, Columbia faculty, and others. Seligman also served briefly as acting dean of the Faculties of Political Science, Pure Science and Philosophy. Correspondence relates to the School of Political Science, the Faculty of Political Science, and the Department of Economics.

**Scope and Contents**

Topics include: faculty appointments, staffing needs, arrangements for courses, teaching loads, fellowships, budgeting and appropriations, personnel, and publications. Seligman was chairman of the University Committee on Settlement Work. Related topics include a proposed program of

social work education at the University [ca. 1903] and the organization of the committee. Also, correspondence documenting Columbia's relations with various social service organizations. Related topics include: plans to establish a school of public health in conjunction with the Training School of Public Service of New York City's Bureau of Municipal Research [ca. 1914], work to establish programs with the city's Bureau of Social Service, and Columbia's relations with the School of Philanthropy. Also includes some correspondence regarding the dismissal of Columbia University professors James McKeen Cattell and H. W. L. [Henry Wadsworth Longfellow] Dana in 1917 and correspondence regarding Seligman's personnel issues and retirement

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Seligman, Isaac N., file, 1899-1917. [1 Folder],  
2/1899-11/1917

box 338

folder 17

**Scope and Contents**

Correspondence between Isaac N. Seligman, a benefactor of Columbia University and brother of Professor Edwin Seligman, and University administrators.

**Scope and Contents**

Topics include: Isaac Seligman's gifts to Columbia, University finances, and the University's requests for donations. includes correspondence regarding the Carl Schurz Memorial Fund and the Felix Adler Professorship Fund

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Senff, Charles H., file, 1892-1910. [1 Folder],  
12/1892-3/1910

box 663

folder 20

**Scope and Contents**

Correspondence between Charles H. Senff and the president of Columbia University. Senff was a benefactor of the University. Correspondence relates to gifts for: equipment, books, faculty salaries, and academic journals

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Serbein, Oscar N., file, 1955-1956. [1 Folder],  
7/1955-5/1956

box 672

folder 2

**Scope and Contents**

Correspondence between Oscar N. Serbein, associate professor of statistics in the Graduate School of Business at Columbia University, and the secretary of the University. Serbein served as secretary of the University's Committee on Retirement and Insurance, which oversaw University pension plans and other benefits. Most of the records consist of

retirement committee minutes. Also, correspondence regarding Serbein's personnel issues

Serghiesco, Stephan T., file, 1950 [1 Folder] Oct-50, 1950, box 669 folder 29  
Oct-50

**Scope and Contents**

Correspondence between Stephan T. Serghiesco and the dean of the Faculties of Political Science, Philosophy and Pure Science at Columbia University. Serghiesco was a lecturer in mathematics and University mathematics librarian. Correspondence relates to Serghiesco's personnel issues and retirement. Includes a 14 page memoir of his life and several supporting documents

Sever, George F., files, 1896-1910. [2 Folders], box 663 folder 21 to  
6/1896-4/1910 22

**Scope and Contents**

Correspondence between George Sever, professor of electrical engineering and secretary of the Faculty of Applied Science at Columbia University, and the president and secretary of the University. Correspondence relates to the Department of Electrical Engineering and the Faculty of Applied Science.

**Scope and Contents**

Topics include: facilities, furnishings, equipment, faculty appointments, student grades and discipline, and commencement lectures. Includes correspondence regarding a plan to test electric meters for New York City. Also includes a University pamphlet on student organizations for the 1905-1906 academic year

Severinghaus, Aura E., file, 1947-1964. [1 Folder], box 414 folder 18  
7/1947-3/1964

**Scope and Contents**

Correspondence between Aura A. Severinghaus, associate dean of the college of Physicians and Surgeons at Columbia University and secretary of the Faculty of Medicine, and high level University administrators. Severinghaus also served on a number of committees including the college's Committee on Admissions and the Committee on Administration of the Medical Faculty.

**Scope and Contents**

Topics include: admissions, faculty appointments, personnel administration, and gifts to the college.

Includes his 1961 speech on the contributions of the College of Physicians and Surgeons and correspondence regarding his retirement

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Shafer, Elizabeth, file, 1966-1967. [1 Folder], 12/1966-9/1967	box 36	folder 26
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**Scope and Contents**

Two items of correspondence regarding a gift in support of Columbia University's medical library from Elizabeth Shafer

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Shannon, Phillip F., file, 1947-1948. [1 Folder], 7/1947-5/1948	box 669	folder 2
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**Scope and Contents**

Correspondence between Phillip Shannon, counsellor to veterans at Columbia University, and the provost of the University. Correspondence relates to veterans' affairs, compliance with federal regulations regarding veterans' education, and the Office of the Counsellor to Veterans. Includes a statistical report regarding University veterans' services and a transcript of testimony regarding Shannon's alleged communist activities

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Shanteau, James C., file, 1970-1971. [1 Folder], 12/1970-5/1971	box 108	folder 30
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**Scope and Contents**

Correspondence regarding efforts to find employment for James C. Shanteau, a Columbia University student who was studying at the University of Michigan [Ann Arbor] on a National Science Foundation and National Institute of Mental Health fellowship in experimental psychology. Includes Shanteau's application for a post-doctoral fellowship and recommendation letters to potential employers from the president of Columbia University

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Shastri, Lal Bahadur, file, 1965-1966. [1 Folder], 2/1965-1/1966	box 679	folder 23
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**Scope and Contents**

Correspondence regarding plans to award a Columbia University honorary degree to Lal Bahadur Shastri, the prime minister of India. Includes correspondence between the president of the University and University administrators as well as correspondence with the Indian ambassador to the United States, B.K. Nehru. The degree ceremony was

cancelled due to Shastri's death. Includes newspaper clippings

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Shearer, James F., file, 1957-1959. [1 Folder], 8/1957-6/1959	box 496	folder 11
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**Scope and Contents**

Correspondence between James Shearer, executive officer of the Hispanic languages section of the Department of Romance Languages at Columbia University, and high level University administrators. Correspondence relates to the department.

**Scope and Contents**

Topics include: awards, personnel, faculty appointments, and arrangements for events. Also, correspondence regarding Shearer's personnel issues

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Sheehan, Paul V., file, 1967-1969. [1 Folder], 7/1967-5/1969	box 54	folder 24
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**Scope and Contents**

Correspondence between Paul V. Sheehan and administrators and faculty at Columbia University. At the time that the correspondence was written, Sheehan was the oldest person to receive a Master's degree from Columbia. Includes correspondence between administrators regarding Sheehan. Much of this correspondence relates to strategies for encouraging Sheehan to make a gift to the University

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Sheffer, Eugene J., file, 1951-1959. [1 Folder], 10/1951-4/1959	box 447	folder 22
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**Scope and Contents**

Correspondence between Eugene J. Sheffer, director of the Maison Francais at Columbia University, and University administrators. The records consist of correspondence and budgets relating to Maison Francais, Columbia's French culture and educational center. Topics include: finances, gifts to the center, development, and events. Also, correspondence relating to Sheffer's personnel issues.

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Sheldon, Edward W., file, 1900-1918. [1 Folder], 4/1900-5/1918	box 338	folder 20
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**Scope and Contents**

Correspondence between Edward W. Sheldon, secretary of Barnard College and chairman of the Barnard's committee on finance, and Nicholas Murray Butler, president of Columbia University.

Barnard College is the women's college affiliated with Columbia University. Topics related to Barnard include: finances, budgeting, gifts to the college, and college statutes and government. Includes correspondence regarding the selection of a dean for Barnard [ca. 1909] and probate [ca. 1918] of the estate of Horace W. Carpentier, an important benefactor of the University

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Shenton, James Patrick, file, 1958 [1 Folder] 10/1958-12/1958, 1958, 10/1958-12/1958	box 672	folder 47
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**Scope and Contents**

Correspondence between James P. Shenton and Columbia University administrators. At the time, Shenton held an appointment as an assistant professor of history. Most of the correspondence relates to expenditures for Shenton's research. Includes a reprint of his article, "The Coughlin Movement" and the "New Deal", from the Political Science Quarterly [September, 1958]

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Shepherd, William R., file, 1900-1917. [1 Folder], 5/1900-5/1917	box 338	folder 19
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**Scope and Contents**

Correspondence between William R. Shepherd, professor of history in the Department of History at Columbia University, and Nicholas Murray Butler, president of the University. Correspondence relates to Shepherd's appointment as Hewitt Lecturer for 1908 and his professional activities including: a research trip to South America in 1907 his attendance, as Columbia's representative, at the 1908 Pan-American Scientific Congress in Santiago, Chile; and a trip to Asia and India in 1914. Shepherd also served as secretary of the Faculties of Political Science, Pure Science and Philosophy and, briefly, as acting dean of the faculties. Includes limited correspondence on the routine business of the Faculties. Also includes correspondence regarding Shepherd's appointment and personnel matters

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Sherman, Frank Dempster, file, 1909 [1 Folder] 8/1909-11/1909, 1909, 8/1909-11/1909	box 663	folder 23
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**Scope and Contents**

Correspondence between Frank Dempster Sherman, professor of graphics in the School of Architecture at Columbia University, and the president of the

University. Correspondence relates to Sherman's appointment and personnel issues

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Sherman, Henry C., files, 1928-1936. [2 Folders], 10/1928-8/1936	box 359	folder 17 to 18
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**Scope and Contents**

Correspondence between Henry C. Sherman, executive officer of the Department of Chemistry at Columbia University, and the president and secretary of the University. Correspondence relates to the Department of Chemistry.

**Scope and Contents**

Topics include: faculty affairs, faculty appointments, teaching loads, budgeting, equipment, research funding, and the management of special funds. Includes correspondence regarding teaching and research activities in the department and correspondence regarding the Borden Research Fund. Also, Sherman's paper on nutrition and food chemistry, which was presented to the American Chemical Society in September, 1933

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Shipman, Robert O., file, 1962-1965. [1 Folder], 7/1962-2/1965	box 505	folder 20
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**Scope and Contents**

Correspondence between Robert O. Shipman, assistant dean of the Graduate School of Journalism at Columbia University, and University administrators. Most of the correspondence relates to administrative issues involving travel services and expenditures

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Shorey, Paul, file, 1911-1984. [1 Folder], 4/1911-3/1984	box 666	folder 22
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**Scope and Contents**

Correspondence between Paul Shorey and the president and secretary of Columbia University. Shorey was a professor of classical philology at the University of Chicago and a visiting professor at Columbia University. Correspondence relates to Shorey's lectures at Columbia in 1911 and 1916

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Shotwell, James Thomson, files, 1900-1952. [3 Folders], 5/1900-1/1952	box 339	folder 6 to 8
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**Scope and Contents**

Correspondence between James Thomson Shotwell, professor of history and secretary of the Faculty of Political Science at Columbia University, and the president of the University, clerk of the board of



trustees, faculty members, and persons outside of the University. Correspondence dating from 1900 to 1918 relates to Shotwell's professional activities and his work on Records of Civilization and other publications. Also, correspondence regarding faculty affairs and faculty appointments and correspondence and course outlines documenting the curriculum in the Department of History. Also includes correspondence regarding the Special Committee on Library Policy and administrative issues relating to the University's libraries. Records dating from 1952 consist of correspondence from Columbia's vice president and provost to the Nobel Prize Committee regarding efforts to have Shotwell nominated for the Nobel Peace Prize. Includes a bibliography of Shotwell's works and a mailing list

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Shoup, Carl Sumner, files, 1945-1958. [2 Folders],  
7/1945-6/1958

box 400

folder 17 to  
18

### Scope and Contents

Correspondence between Carl Sumner Shoup, professor of economics and executive officer of the Department of Economics at Columbia University, and high level University administrators. Most of the records dating from 1948 to 1949 relate to payments to Shoup's research assistants. Other records dating from the 1940s consist of correspondence and a report regarding membership in the Council for Research in the Social Sciences. Most of the records dating from the 1950s consist of correspondence regarding research funding by the Council for Research in the Social Sciences and correspondence and budgets relating to the Department of Economics. Topics related to the Department of Economics include: expenditures, payments to research assistants, enrollment, personnel, fund raising, research funding, faculty appointments, and budgeting. Includes a proposal to establish an institute for public finance [1946] and a report of the committee that was created to evaluate instruction in geography at the University [1956]. Also includes correspondence regarding the Ford Foundation Research Professor in Economics

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Sills, David L. file, 1957-1959. [1 Folder],  
7/1957-11/1959

box 496

folder 12

### Scope and Contents

Correspondence between David L. Sills and high level administrators at Columbia University. Includes correspondence with funding agencies and correspondence with Sills' staff. Sills served as director and director of research in the Bureau of Applied Social Research, which was based at Columbia. The

records consist of correspondence and routine cover letters relating to the administration the bureau.

**Scope and Contents**

Topics include: personnel, facilities, research projects, and budgeting. Other records include: information on the staff and organization of the bureau [1959], a proposal for research in group behavior [1957], and policies for the selection of research proposals to be funded by the bureau

Silver, Henry M., file, 1947-1948. [1 Folder],  
8/1947-3/1948

box 669

folder 3

**Scope and Contents**

Correspondence between Henry M. Silver and the secretary and provost of Columbia University. Silver was manager of King's Crown Press, a division of the Columbia University Press. Correspondence relates to: managing and updating alumni records, publishing teaching materials, fees for services at the University Mailing Center, and equipment for the press. Includes a report on the University Mailing Center [1947] and a 1947-1948 budget for the center

Simkhovitch, Mary K., file, 1928-1930. [1 Folder],  
8/1928-2/1930

box 667

folder 32

**Scope and Contents**

Correspondence between Mary K. Simkhovitch, director of Greenwich House, and the president and secretary of Columbia University. Includes correspondence with Vladimir Simkhovitch. Correspondence concerns relations between Columbia and Greenwich House, a neighborhood development and educational center. Topics include: the composition of the board of Greenwich House, Columbia's role in decisions regarding the center, the possibility of allowing Greenwich House to use the University's Camp Columbia property in Connecticut, and funding for the center from the Rockefeller Foundation

Simkhovitch, Vladimir G., files, 1901-1944. [2 Folders],  
3/1901-5/1944

box 340

folder 1 to 2

**Scope and Contents**

Correspondence between Vladimir Simkhovitch of the Columbia University Libraries and the University's librarian, clerk of the board of trustees, and secretary. Correspondence dating from 1901 to 1917 relates to the Columbia University Libraries. Topics include: acquisitions, the management of

library holdings, administrative issues, and the work of the Library Council. Correspondence dating from 1940 to 1944 documents payments to Simkhovitch's research assistants and his retirement

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Simmons, Ernest Joseph, files, 1945-1958. [6 Folders], 11/1945-6/1958

box 402

folder 1 to 6

**Scope and Contents**

Correspondence between Ernest Joseph Simmons, professor of Russian literature and executive officer of the Department of Slavic Languages at Columbia University, and high level University administrators. Most of the records consist of correspondence, budgets, and reports relating to the Department of Slavic Languages. Simmons was also a member of the Committee on Instruction of the Faculty of Philosophy. Includes correspondence regarding membership in the Faculty during the 1950s. Also, correspondence and a report regarding the Department of General and Comparative Linguistics [ca. 1953], correspondence relating to the President's Committee on the Future of the University [ca. 1955], and correspondence regarding Simmons' personnel issues.

**Scope and Contents**

Topics related to the Department of Slavic Languages include: staffing needs, faculty appointments, visiting lecturers and professors, scholarships, the recruiting and retention of faculty members, grants, research projects, budgeting, appropriations, and the appointment of faculty representatives to events at other institutions. Includes correspondence and reports regarding the administration of the American Slavic and East European Review and a letter dating from August, 1948 which discusses red-baiting and anti-communist criticism of the department. Includes correspondence regarding funding for named professorships from Eastern European governments.

**Scope and Contents**

Topics include the Thomas Mazaryk Chair of Czechoslovak Studies and the Adam Mickiewicz Chair of Polish Studies. Also includes correspondence and course descriptions, dating from 1946 which relate to his appointment as executive officer and his plans for the reorganization of the department. Topics include: degree requirements, enrollments, the curriculum, graduate and

undergraduate instruction, and the evaluation of  
faculty performance and professional standing

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Simpson, Clifford L., file, 1962-1963. [1 Folder],  
8/1962-6/1963

box 673

folder 17

**Scope and Contents**

Correspondence between Clifford L. Simpson, staff assistant in the Gymnasium Building Fund office at Columbia University, and University administrators. Correspondence relates to fund raising efforts on behalf of Columbia's project to construct a gymnasium in Manhattan's Morningside Park. Records include: a working paper describing the proposed gymnasium; the minutes of a meeting at which Columbia University and Barnard College policies regarding the proposed gymnasium were discussed; the minutes of a meeting of the Advanced Gifts Committee of the Columbia Gymnasium Building Fund; and a lengthy statement regarding the history of neighborhood programs in the Morningside Heights neighborhood adjoining Columbia

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Simpson, Hoke S., file, 1955-1958. [1 Folder],  
9/1955-6/1958

box 495

folder 22

**Scope and Contents**

Correspondence between Hoke S. Simpson, director of executive programs in the Graduate School of Business at Columbia University, and University administrators. Most of the records consist of routine invitations and cover letters. Includes a press release regarding the school's Transportation Management Program, an Executive Program in business Administration bulletin dating from the 1956-1957 academic year, and correspondence relating to Simpson's personnel issues

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Simpson, Walter B., file, 1910-1941. [1 Folder],  
7/1910-6/1941

box 347

folder 11

**Scope and Contents**

Correspondence between Walter B. Simpson, clerk and registrar of the College of Pharmacy at Columbia University, and the secretary of the University. Correspondence relates to routine business matters

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Skeats, Wilfred S., file, 1916-1918. [1 Folder],  
12/1916-6/1918

box 666

folder 23

**Scope and Contents**

Correspondence between Wilfred S. Skeats, treasurer of Columbia University, and the secretary of the University. Correspondence relates to individual faculty member's salaries, gifts to the University, and the sale of stock

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Slichter, W. I. [Walter Irvine], file, 1910-1918. [1 Folder], box 666 folder 24  
7/1910-5/1918

**Scope and Contents**

Correspondence between Walter I. Slichter, professor of electrical engineering at Columbia University, and the president and secretary of the University. Includes correspondence with the dean of Columbia's School of Mines, Engineering and Chemistry. Correspondence relates to the Department of Electrical Engineering.

**Scope and Contents**

Topics include: faculty affairs, faculty appointments, and budgeting. Includes a report on departmental activities during the 1916-1917 academic year. Also, correspondence regarding religious activities at Columbia

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Sloane, Williamfile, 1916-1918. [1 Folder], box 666 folder 25  
6/1916-6/1918

**Scope and Contents**

Correspondence between William Sloan, president of the Board of Managers of the Presbyterian Hospital, and the president and secretary of Columbia University. Most of the correspondence relates to the routine administration of Columbia's medical school and relations between the University and Presbyterian Hospital. Includes several documents regarding proposals to establish a new medical center and the possibility of uniting the medical schools at Columbia and Cornell University

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Sloane, William Milligan, file, 1911-1984. [1 Folder], box 666 folder 26  
2/1911-3/1984

**Scope and Contents**

Correspondence between William Milligan Sloan, Seth Low Professor of History at Columbia University, and the president and secretary of the University. The records relate to Sloan's term as Roosevelt Professor for the 1912-1913 academic year and to social and political issues in pre-World War I Germany. The Roosevelt Professorship sent an American professor to Germany to lecture and act

as an educational and cultural liaison. Sloan's letters include detailed discussions of: Kaiser Wilhelm; Sloane's concerns for peace; plans for expanding the influence of the International Olympic Committee; and the controversial public criticisms of Germany by Professor Paul Shorey of the University of Chicago, who served as Roosevelt Professor during 1913 and 1914. includes letters from Columbia University president Nicholas Murray Butler regarding: problems involving the Kaiser Wilhelm Professorship, which brought German professors to lecture at American Universities; Butler's advice on handling the controversy involving Professor Shorey; and the future of the Roosevelt Room at Koniglichen Friedrich-Wilhelms-Universitat

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Smith, Alexander, files, 1911-1918. [3 Folders],  
2/1911-6/1918

box 666

folder 27 to  
29

**Scope and Contents**

Correspondence between Alexander Smith, professor of chemistry and administrative head of the Department of Chemistry at Columbia University, and the president and secretary of the University. Includes correspondence with the dean of the School of Mines, Engineering and chemistry. Correspondence relates to the Department of Chemistry. Topics include: faculty appointments, budgeting, the curriculum, facilities, equipment, and the Chandler Medal. Includes a report on the department [November, 1913] and departmental budgets [1914 and 1918-1919]

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Smith, C. Alphonso, file, 1908-1912. [1 Folder],  
11/1908-12/1912

box 339

folder 9

**Scope and Contents**

Correspondence between C. Alphonso Smith, professor of English at the University of North Carolina and Roosevelt Professor from 1910 to 1911 and Nicholas Murray Butler, president of Columbia University. The Roosevelt Professor lectured in Germany and acted as a cultural and educational emissary to German officials and educators.

**Scope and Contents**

Topics include: Smith's appointment, his travel and lecture preparations, and his activities while in Germany. Also, correspondence between Smith and Butler and copies of correspondence between Smith, the American ambassador to Germany, and German officials regarding a controversy over the

presentation of Smith and his wife at the German court

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Smith, Clay Rice, file, 1940-1941. [1 Folder], 12/1940-4/1941	box 385	folder 2
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**Scope and Contents**

Clay Rice Smith was a member of a committee which was established to evaluate Columbia University's School of Business. The file contains multiple copies of the committee's report dating from March, 1941. Among other topics, the report discusses the enrollment, admissions, curriculum, graduate studies, and administrative organization of the school and the selection of a dean

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Smith, David S., files, 1960-1963. [2 Folders], 9/1960-6/1963	box 504	folder 11 to 12
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**Scope and Contents**

Correspondence between David S. Smith and high level administrators at Columbia University. Smith held a number of appointments in international affairs including director of the International Fellows Program, associate dean and coordinator of international studies, director of the International Center, and executive secretary of the coordinating Committee on International Affairs. Topics related to the International Fellows Program include: budgeting; policies regarding requirements, enrollment and other issues involving international fellows; funding for the program; and events.

**Scope and Contents**

Also, correspondence regarding the organization of professors who taught in the University's international affairs programs and regional institutes into an official faculty of international affairs [ca. October, 1961 - February, 1962]. Also, correspondence regarding the business of the Advisory Council of the School of International Affairs. Related records include: a bulletin from the International Fellows Program for the 1961-1962 academic year, a syllabus for courses on the United States in world affairs [January, 1963], a proposal to establish a research center to study communist block countries [March, 1961], and a proposal to fund research in comparative politics [May, 1962]

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Smith, Edward R., file, 1910-1916. [1 Folder], 9/1910-11/1916	box 666	folder 30
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**Scope and Contents**

Correspondence between Edward R. Smith, a reference librarian in the Avery Library at Columbia University, and high level University administrators. Includes correspondence with the dean of the Faculty of Fine Arts. Correspondence relates to the acquisition of the Avery Library and the preparation of library facilities. Includes correspondence on an exhibition of the works of Constantin Meunier that was held at Columbia in 1914. Also includes correspondence regarding the Nelson and Avery medals

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Smith, Emma P., file, 1911-1919. [1 Folder],  
6/1911-5/1919

box 666

folder 31

**Scope and Contents**

Correspondence between Emma P. Smith, secretary for women graduate students at Columbia University, and the president and secretary of the University. Correspondence relates to proposals to increase opportunities for female graduate students at the University. Correspondence also relates to the need for a women's residence hall. Includes minutes of the University Committee for Women Graduate Students and a petition from female students demanding a residence hall

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Smith, Gilbert P., files, 1956-1969. [8 Folders],  
10/1956-4/1969

box 492

folder 10 to  
17

**Scope and Contents**

Correspondence between Gilbert P. Smith and high level administrators at Columbia University. Smith served as associate dean of the University's School of Dental and Oral Surgery and was later appointed dean of the school. Correspondence relates to the school.

**Scope and Contents**

Topics include: gifts to the school, awards, personnel, budgeting, development, and funding for the school. Includes some correspondence regarding the accreditation of the dental and oral surgery program at Presbyterian Hospital and a small number of letters [ca. 1960] regarding the relationship between the School of Dental and Oral Surgery and the University's science departments. Also, correspondence regarding Smith's personnel issues

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Smith, Horatio, files, 1936-1946. [3 Folders],  
9/1936-11/1946

box 379

folder 14 to  
16



**Scope and Contents**

Correspondence between Horatio Smith, executive officer of the French department at Columbia University, and high level University administrators. The records consist of correspondence and budgets relating to the French section of the Department of Romance Languages.

**Scope and Contents**

Topics include: staffing needs, teaching loads, faculty appointments, arrangements for courses, budgeting, scholarships, and fellowships. Includes correspondence regarding Maison Francaise, Columbia's French culture and educational center. Also includes some items of correspondence documenting the effects of World War II on the department and departmental participation in the University's V-12 naval training program. Also, correspondence between the department and Mrs. Henry A. Todd [Miriam Gilman Todd], widow of Professor Henry A. Todd. The correspondence relates to Mrs Todd's gifts to the department and documents her relations with the department. Smith was also chairman of the Committee on Area Studies, which was established to evaluate Columbia's international studies programs and define the University's goals in terms of area studies. Includes a report of the committee dating from December, 1943. Also, correspondence regarding Smith's personnel issues and correspondence with Ernestine Smith [his widow] regarding his death and annuity plan

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Smith, Kenneth A., file, 1953-1969. [1 Folder],  
8/1953-6/1969

box 457

folder 17

**Scope and Contents**

Correspondence between Professor Kenneth A. Smith of Columbia University and University administrators. Smith's appointments included: professor of architecture, associate dean of the School of Architecture, and acting dean of the school. Correspondence relates to the School of Architecture.

**Scope and Contents**

Topics include: prizes, fellowships, honorary degrees, and personnel. Includes a statement, dating from 1968 which relates to the powers of the students and faculty in the government of the school. Also includes routine cover letters and

acknowledgement letters. Also, correspondence regarding Smith's personnel issues

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Smith, Lee Thompson, file, 1954 [1 Folder] 1/1954-2/1954, 1954, 1/1954-2/1954	box 670	folder 66
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**Scope and Contents**

Correspondence between Lee Thompson Smith, president of the Committee of New York City's 300th Anniversary Celebration, and Columbia University administrators. Most of the records consist of invitations, acceptances, and regrets for events in honor of New York City's 300th Anniversary

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Smith, Milton, file, 1951-1958. [1 Folder], 9/1951-5/1958	box 447	folder 23
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**Scope and Contents**

Correspondence between Milton Smith and high level Columbia University administrators. Smith served as director of the University's Brander Matthews Theater and was later appointed director of the School of Dramatic Arts. Records relate to the School of Dramatic arts, Columbia Theater Associates, the Columbia University Players, and campus theater facilities. Topics related to the School of Dramatic Arts include: relations between the school and the University, long-range planning, faculty appointments, degrees, facilities, and personnel. Includes memoranda regarding the closing and history of the school

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Smith, Munroe, files, 1891-1918. [2 Folders], 5/1891-6/1918	box 339	folder 10 to 11
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**Scope and Contents**

Correspondence between Professor Munroe Smith of the School of Political Science at Columbia University and the president and secretary of the University. Smith held a number of appointments including head of the Department of Public Law and secretary of the Faculty of Political Science. Correspondence relates to the Faculty of Political Science, the School of Law, and the Department of Public Law.

**Scope and Contents**

Topics include: degree requirements and the establishment of new degrees, the admission of women to graduate courses and to the School of Law, prizes, and teaching assignments. Also, a proposal for the development of courses in legal science including legal history and jurisprudence. Also includes correspondence relating to the work

of the University's Committee on the Program of Studies [ca. 1905] and the business of the Committee on the Aim and Scope of the Association of American Colleges and Universities. Also, correspondence regarding Smith's personnel issues and professional activities

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Smith, Paul A., files, 1945-1957. [3 Folders],  
7/1945-6/1957

box 402

folder 7 to 9

**Scope and Contents**

Correspondence between Paul A. Smith, executive officer of the Department of Mathematics at Columbia University, and high level University administrators. The records consist of correspondence and budgets relating to the department.

**Scope and Contents**

Topics include: staffing needs, faculty recruiting and appointments, financial aid, scholarships, visiting lecturers, financial administration, faculty affairs, and the administration of the Mathematics Library. Includes correspondence and reports regarding the Department of Mathematical Statistics and the Advisory Committee for Mathematical Statistics [ca. 1952]. Also, correspondence regarding Smith's personnel issues

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Smith, Phillip E., file, 1954 [1 Folder] 9/1954-10/1954,  
1954, 9/1954-10/1954

box 671

folder 44

**Scope and Contents**

Correspondence between Phillip E. Smith, professor emeritus of anatomy in the College of Physicians and Surgeons at Columbia University, and the president of the University. Correspondence relates to the honorary degree that was awarded to Smith at Columbia's 3rd Bicentennial Convocation in 1954. Includes biographical information regarding Smith

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Smith, Richard S., file, 1964-1965. [1 Folder],  
7/1964-5/1965

box 18

folder 19

**Scope and Contents**

Correspondence between Richard S. Smith, proctor of Columbia University, and the vice president of the University. Correspondence relates to the regulation of student activities and student discipline. Includes correspondence regarding the University's regulation requiring fraternities to repeal discriminatory

membership clauses and correspondence regarding a theft at the President's House

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Smith, Robert L., file, 1961-1962. [1 Folder], 7/1961-6/1962	box 673	folder 9
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**Scope and Contents**

Correspondence between Robert L. Smith, assistant dean of Columbia College, and Columbia University administrators. Much of the correspondence relates to scholarships and prizes. Includes lists of prize recipients. Also, correspondence regarding the academic standing of individual students and other student affairs. Also includes a draft of regulations governing student demonstrations [1962] and a list of the members of the Columbia College Council [1962]

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Smith, Walter D., file, 1955-1957. [1 Folder], 10/1955-5/1957	box 490	folder 23
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**Scope and Contents**

Correspondence between Walter D. Smith, administrative assistant to the dean of the Graduate School of Business at Columbia University, and University administrators. Correspondence relates to the school. Topics include expenditures and faculty appointments. Also, correspondence regarding Smith's personnel issues

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Smith, Young B., files, 1927-1953. [19 Folders], 9/1927-4/1953	box 355	folder 1 to 19
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**Scope and Contents**

Correspondence between Young B. Smith and the president, other high level administrators, and faculty of Columbia University. Includes correspondence with University presidents Nicholas Murray Butler and Dwight D. Eisenhower. Smith was dean of the University's School of Law. Most of the correspondence, budgets, and reports relate to the academic affairs of the School of Law. Also, correspondence, a proposal, and legal documents [ca. 1949] regarding the establishment of the Parker Institute of International Affairs. Topics related to the School of Law include: faculty appointments, staffing needs, teaching assignments, professorships, special lectures, admissions, entrance requirements, scholarships, student affairs, and special programs. Other topics related to the school include: fund raising, budgeting, personnel, and facilities. Includes the dean's annual reports. The reports discuss the faculty, programs, finances, and curriculum of the school. Also includes a long-range development plan

[ca. 1948] and correspondence, articles, lists, and other records regarding Smith's resignation

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Soekarno file, 1956. [1 Folder], 5/1956	box 672	folder 4
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**Scope and Contents**

Records relating to an honorary degree that was awarded to President Soekarno of the Republic of Indonesia by Columbia University. Includes correspondence with University president Grayson Kirk. Also includes letters and newspaper clippings protesting against Soekarno's honorary degree

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Sokolsky, George E., file, 1954 [1 Folder] 1/1954-6/1954, 1954, 1/1954-6/1954	box 670	folder 67
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**Scope and Contents**

Correspondence regarding the cancellation of George Sokolsky's engagement to speak at Columbia University. Sokolsky, who was a Columbia alumnus and conservative columnist, had been scheduled to speak in honor of Columbia's bicentennial celebration. Includes clippings containing Sokolsky's comments regarding freedom of speech and his comments regarding the address on freedom of speech that was given at Columbia's bicentennial convocation by Chief Justice Earl Warren

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Sorensen, Harry P., file, 1949-1950. [1 Folder] 10/1949-1/1950	box 669	folder 24
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**Scope and Contents**

Crank letters from Harry P. Sorensen to the president, associate provost, and registrar of Columbia University. Sorensen appears to have been an alumnus of the University

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Southard, Paul J., file, 1954-1955. [1 Folder], 7/1954-1/1955	box 671	folder 45
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**Scope and Contents**

Correspondence between Paul J. Southard, general manager of the Columbia University Bookstore, and high level University administrators. Correspondence relates to a variety of routine subjects. Includes correspondence regarding a newspaper clipping on communism and the Columbia bookstore

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Southard, Vera R., files, 1948-1964. [4 Folders], 7/1948-6/1964	box 428	folder 6 to 9
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**Scope and Contents**

Correspondence between Vera Southard, the recorder of Columbia University, and University

administrators. The records consist of routine correspondence and memoranda regarding appointments, routine administrative issues, and the business of various committees

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Sovern, Michael I., file, 1970-1971. [1 Folder], 8/1970-6/1971	box 108	folder 31
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**Scope and Contents**

Correspondence between Michael I. Sovern and Columbia University administrators. Correspondence dates from Sovern's tenure as dean of the School of Law. The file does not include correspondence from Sovern's term as president of the University. Correspondence relates to a variety of subjects.

**Scope and Contents**

Topics include: Sovern's financial support for tennis courts at Columbia's Baker Field athletic facility, a gripe session at which student grievances were aired, the proposed naming of a Law School building after William C. Warren, and requests to grant professor emeritus status to professors Schiller and Hays

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Spaak, Paul-Henri, file, 1954 [1 Folder] 9/1954-11/1954, 1954, 9/1954-11/1954	box 671	folder 46
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**Scope and Contents**

Correspondence between Paul-Henri Spaak and high level administrators at Columbia University. Spaak was the Belgian foreign minister, president of the First Assembly of the United Nations, and president of the European Organization for Economic Cooperation [Belgium]. Correspondence relates to the honorary degree that was awarded to Spaak during Columbia's 1954 bicentennial celebration. Includes biographical information regarding Spaak. Also, correspondence regarding the World brotherhood Organization

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Spence, Clara B., file, 1900-1908. [1 Folder], 4/1900-11/1908	box 663	folder 24
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**Scope and Contents**

Correspondence between Clara B. Spence, headmistress of Miss Spence's School in New York City, and the president of Columbia University. Topics include: relations between the school and the University, enrollment of students from the school at Barnard College and Teachers College, and

the possibility of appointing Spence to be dean of  
Barnard college

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Spencer, William C., file, 1967-1968. [1 Folder],  
12/1967-1/1968

box 54

folder 25

**Scope and Contents**

Correspondence between William C. Spencer, associate dean of the Graduate School of Business at Columbia University, and the president of the University. Spencer served as a special assistant to the president in connection with the Columbia Campaign fund drive. Includes correspondence regarding development activities. Also, recommendation letters on behalf of Spencer that were sent from University president Grayson Kirk to administrators at other colleges and universities. Includes correspondence regarding Spencer's election as president of Western College for Women

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Speranza, C. L. [Carlo Leonardo], file, 1894-1909. [1 Folder], 5/1894-2/1909

box 663

folder 25

**Scope and Contents**

Correspondence between Carlo L. Speranza, professor of Italian in the Department of Romance Languages at Columbia University, and the president and secretary of the University. Correspondence relates to faculty affairs and courses in the Italian language program

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Speyer, James, file, 1897-1918. [1 Folder],  
3/1897-12/1918

box 679

folder 22

**Scope and Contents**

Correspondence between James Speyer, Columbia University presidents Seth Low and Nicholas Murray Butler, and the dean of Teachers College. Speyer was a trustee of Teachers College, chairman of the finance committee of the college's board of trustees, and treasurer of the University Settlement Society of New York.

**Scope and Contents**

Topics include: investments, University finances, the development of the Morningside Heights area and the Columbia campus, and the purchase of South Field as an addition to Columbia's Morningside Heights campus. Also, correspondence [ca. 1905-1915] regarding the Roosevelt Professorship, which sent an American professor to Germany to lecture and act as a cultural and educational liaison, and the Kaiser Wilhelm Professorship, which

brought German faculty to lecture in the United States. In particular, the correspondence relates to the terms of Speyer's gift in support of the Roosevelt Professorship, controversy over the selection of nominees, and the subsequent refund to Speyer. Controversy regarding the professorship arose when Speyer charged that the University had not fulfilled the terms of his gift which required that, on occasion, a Jewish professor be appointed to the post. Also includes correspondence [ca. 1907] regarding Jewish representation on Columbia's board of trustees

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Spingarn, Joel Elias, files, 1900-1910. [2 Folders],  
5/1900-11/1911

box 663

folder 26 to  
27

**Scope and Contents**

Correspondence between Joel Elias Spingarn, professor of comparative literature at Columbia University, and the president and secretary of the University as well as the dean of the Faculty of Political Science. Includes correspondence between the president and trustees and faculty members regarding Spingarn. Correspondence relates to Spingarn's objections to the merger of the Department of English and the Department of Comparative Literature and his eventual dismissal from the University. Includes a monograph entitled, "A Question of Academic Freedom".

**Scope and Contents**

Correspondence also relates to: the establishment of undergraduate writing prizes, plans for the development of the Department of Comparative Literature, and Spingarn's appointment and personnel issues. Includes correspondence mentioning his United States congressional campaign

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Spingarn, Stephen J., file, 1970-1973. [1 Folder],  
8/1970-5/1973

box 508

folder 22

**Scope and Contents**

Correspondence between Stephen J. Spingarn and high level administrators at Columbia University. Spingarn was the son of Columbia University Professor J. E. Spingarn, who had been dismissed from the University in 1911. Correspondence relates to the dismissal of J. E. Spingarn and other issues. Includes copies of "The Crisis" newsletter

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Spitz, Armand, file, 1954 [1 Folder] 7 Sep-54, 1954

box 671

folder 4



**Scope and Contents**

Correspondence between Armand Spitz, director of Spitz Laboratories, and the president of Columbia University. Correspondence relates to a presentation regarding the Spitz Planetarium that was given to Columbia. Includes a booklet discussing the planetarium

Sporn, Philip, file, 1951-1971. [1 Folder], 7/1951-6/1971      box 448      folder 1

**Scope and Contents**

Correspondence between Philip Sporn, former president of the American Electric Power Company, and the president and other high level administrators of Columbia University. Sporn was a benefactor of the University and the School of Engineering. Correspondence relates to gifts from Sporn and relations between Sporn and the University. Includes correspondence regarding the establishment of the Philip Sporn Educational Trust and the Philip and Sadie Sporn Loan Fund. Also includes articles and reports on the future of nuclear power and a report [March, 1951] urging cooperation between the electric power industry and the Atomic Energy Commission. Includes many routine letters and invitations

St. Tsirimonis, Constantin, file, 1957-1958. [1 Folder], 12/1957-10/1958      box 496      folder 10

**Scope and Contents**

Crank letters

Stanfield, Boris M., file, 1955-1956. [1 Folder], 8/1955-5/1956      box 672      folder 3

**Scope and Contents**

Correspondence between Boris M. Stanfield, associate professor of economics at Columbia University, and the president and secretary of the University. Correspondence relates to Stanfield's retirement under the University's mandatory retirement policy. Includes a petition requesting that Stanfield not be forced to retire

Starr, Louis Morris, files, 1956-1971. [14 Folders], 7/1956-1/1971      box 493      folder 1 to 14

**Scope and Contents**

Correspondence between Louis Morris Starr of the Oral History Research Office at Columbia University, and University administrators. Most of the records consist of correspondence and invoices relating to

oral history project expenditures and accounting. Also, correspondence and reports regarding oral history projects and funding for projects. Includes annual and monthly reports. Also includes the proceedings of the First National Colloquium on Oral History, which was held at Lake Arrowhead, California, in September of 1966

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Starr, M. Allen, file, 1891-1910. [1 Folder], 12/1891-1/1910	box 663	folder 28
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**Scope and Contents**

Correspondence between M. Allen Starr, professor of diseases of the mind and nervous system at Columbia University, and the president and secretary of the University. Correspondence relates to Columbia's medical school.

**Scope and Contents**

Topics include: relations with St. Mary's Free Hospital for Children, Manhattan State Hospital, and other area hospitals; the curriculum of the school; and budgeting. Includes budget worksheets from the 1902-1903 academic year

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Stauffen, Ernest, file, 1906-1910. [1 Folder], 5/1906-6/1910	box 663	folder 29
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**Scope and Contents**

Correspondence between Ernest Stauffen, secretary of the Association of the Alumni of Columbia College, and the president and secretary of Columbia University. Correspondence relates to: alumni affairs, international alumni clubs, class reunions, and the Alumni Prize

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Steele, Isobel L., files, 1957-1963. [2 Folders], 7/1957-6/1963	box 496	folder 13 to 14
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**Scope and Contents**

Correspondence between Isobel L. Steele, administrative assistant to the dean of the School of General Studies at Columbia University, and University administrators. The correspondence relates to the routine business of the school

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Steeves, Harrison R., file, 1947-1948. [1 Folder], 9/1947-5/1948	box 669	folder 4
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**Scope and Contents**

Correspondence between Harrison R. Steeves, professor of English at Columbia University, and the secretary of the University. Correspondence relates

to Steeves' personnel issues. Also, correspondence regarding prizes and medals in the Department of English and Comparative Literature

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Stein, Jack Madison, file, 1953-1954. [1 Folder], 7/1953-5/1954	box 670	folder 68
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**Scope and Contents**

Correspondence between Professor Jack Madison Stein of the Department of Germanic Languages at Columbia University, and University administrators. Correspondence relates to a variety of subjects.

**Scope and Contents**

Topics include the Deutscher Verein Prize in German and the issue of the Germanic Review that was published in honor of Columbia's 1954 bicentennial. Includes a report from the German, French, and Spanish departments regarding the scope and role of foreign language instruction as part of a general education program. Also, correspondence regarding Stein's personnel issues

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Steinman, D. B. [David Barnard], file, 1952-1955. [1 Folder] 7/1952-6/1955	box 450	folder 21
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**Scope and Contents**

Correspondence between David B. Steinman, an alumnus of the School of Engineering at Columbia University, and University administrators. Correspondence relates to Steinman's professional activities and honors, his gifts in support of the School of Engineering and the University's engineering center project, and his honorary degree from the University. Includes Steinman's curriculum vitae and a list of his publications

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Stern, Bernhard Joseph, files, 1949-1979. [2 Folders], 10/1949-4/1979	box 670	folder 69 to 70
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**Scope and Contents**

Correspondence, reports, and transcripts relating to Bernard Joseph Stern, who taught sociology in the Summer Session and School of General Studies at Columbia University. Records relate to Stern's political and ideological beliefs and teaching activities. Includes correspondence from alumni, students, and other individuals demanding Stern's termination. Also includes copies of Counterattack, an anti-communist newsletter

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Stettheimer, Ettie, file, 1967 [1 Folder] 6/1967-12/1967, 1967, 6/1967-12/1967	box 54	folder 26
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**Scope and Contents**

Records regarding a bequest to Columbia University from the estate of Ettie Stettheimer, an author and University alumna. Includes reports and financial records regarding the estate. Also includes information regarding the establishment of a memorial grant to the Graduate School of Journalism that was made in Stettheimer's name

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Stevens, Denis, file, 1956-1971. [1 Folder], box 507 folder 28  
1/1956-5/1971

**Scope and Contents**

Correspondence between Denis Stevens, professor of music at Columbia University, and high level University administrators. Correspondence relates to Steven's personnel issues and health, his complaints regarding noise on campus, and his criticisms of the music department

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Stevenson, Adlai E., file, 1953-1954. [1 Folder], box 671 folder 1  
10/1953-6/1954

**Scope and Contents**

Correspondence relates to the honorary degree that was presented to Adlai Stevenson during Columbia University's 1954 bicentennial celebration and Stevenson's address at the honorary degree convocation. Includes a clipping from the New York Times regarding Stevenson's bicentennial address

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Stevenson, Walter M., file, 1945 [1 Folder] box 668 folder 19  
4/1945-6/1945, 1945, 4/1945-6/1945

**Scope and Contents**

Correspondence between Walter M. Stevenson and Columbia University administrators. Stevenson was a Columbia College alumnus and a reporter for the Puerto Rico World Journal. Correspondence relates to his application for a position in Columbia's public relations department

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Stewardson, Langdon C., file, 1905-1909. [1 Folder], box 663 folder 30  
2/1905-11/1909

**Scope and Contents**

Correspondence between Langdon C. Stewardson, president of Hobart College, and the president and secretary of Columbia University. Correspondence relates to the dedication ceremony for the University's St. Paul's Chapel. Stewardson participated in the ceremony. Correspondence also relates to Stewardson's candidacy for the

post of University chaplain. Includes several recommendation letters

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Stewart, Ernest I., file, 1953-1954. [1 Folder], 10/1953-5/1954	box 671	folder 2
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**Scope and Contents**

Correspondence between Professor Ernest I. Stewart and the secretary of Columbia University. Stewart's appointments included professor of health education and assistant dean of Columbia College. Correspondence relates to his personnel issues and appointments. Correspondence also relates to the University Community Cooperation Project and tuition exemption for lecturers

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Stichman, Herman T., file, 1954 [1 Folder] 9/1954-10/1954, 1954, 9/1954-10/1954	box 671	folder 48
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**Scope and Contents**

Correspondence between Herman T. Stichman, commissioner of housing in the New York State Division of Housing, and administrators at Columbia University. Correspondence relates to a variety of topics, including crime and housing projects. Includes a report entitled State-aided Public Housing Projects and Community Facilities

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Stigler, George Joseph, file, 1953-1954. [1 Folder], 7/1953-5/1954	box 671	folder 3
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**Scope and Contents**

Correspondence between George Joseph Stigler, professor of economics at Columbia University, and the secretary of the University. Correspondence relates to funding from the Rockefeller Foundation and Stigler's personnel issues. Includes an annual report of the Council for Research in the Social Sciences [December, 1953]

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Stilman, Leon, file, 1958-1959. [1 Folder], 7/1958-6/1959	box 672	folder 48
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**Scope and Contents**

Correspondence between Leon Stilman and Columbia University administrators. Stilman was an associate professor of Russian Language and Literature and chairman of the Department of Slavic Languages. Correspondence relates to faculty appointments and faculty affairs in the department

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Stokes, Anson Phelps, file, 1901-1910. [1 Folder], 5/1901-6/1910	box 663	folder 31
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**Scope and Contents**

Correspondence between Anson Phelps Stokes, secretary of Yale University, and the secretary and treasurer of Columbia University. Correspondence relates to: a comparison of presidential and faculty salaries at Yale and Columbia, issues involving the taxation of universities, Yale's bicentennial, and a guest sermon by Stokes in Columbia's St. Paul's Chapel

Stone, Harlan Fiske, files, 1900-1931. [7 Folders],  
6/1900-6/1931

box 339

folder 12 to  
18

**Scope and Contents**

Correspondence between Harlan Fiske Stone, dean of the School of Law at Columbia University, and the president and secretary of the University. Much of the correspondence consists of Stone's letters to President Nicholas Murray Butler. Primary topics related to the School of Law include: degree requirements, curriculum revisions, and policies regarding the curriculum. Other topics include: tuition and fees, personnel, faculty affairs, scholarships, teaching assignments, budgeting, faculty appointments and the administration of the Law library. Includes a brief exchange of letters [ca. 1914] regarding the admission of women to the School of Law. Also includes correspondence and a memorandum of law [ca. 1911-1913] regarding requirements for admission to the New York bar

Stoughton, Bradley, file, 1903-1909. [1 Folder],  
4/1903-1/1909

box 663

folder 32

**Scope and Contents**

Correspondence between Bradley Stoughton and the president and secretary of Columbia University. Stoughton held an appointment as adjunct professor in the Department of Metallurgy in the University's School of Mines. Correspondence relates to the department and Stoughton's personnel issues

Stowell, Ellery C., file, 1913-1918. [1 Folder],  
3/1913-6/1918

box 666

folder 33

**Scope and Contents**

Correspondence between Ellery C. Stowell, associate professor of international law at Columbia University, and the president of the University. Includes correspondence with Dean George Pegram, chairman of committee of Conference. Correspondence relates to Stowell's efforts to secure appointments for exiled Belgian professors during World War I and his resignation over issues of

academic freedom and free speech. Includes an undated, twenty-page statement from Stowell concerning his resignation

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Strahler, Arthur Newell, file, 1959-1962. [1 Folder], 7/1959-6/1962	box 502	folder 6
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**Scope and Contents**

Correspondence between Arthur Newell Strahler, professor of geomorphology and chairman of the Department of Geology at Columbia University, and high level University administrators. The records consist of correspondence and budgets relating to the geology department. Topics include: budgeting, faculty appointments, faculty affairs, enrollment, equipment, research funding, the management of special funds, and facilities. Includes a floor plan of proposed office space for the department (April, 1961).

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Straus, Nathan, files, 1957-1960. [3 Folders], 11/1957-4/1960	box 496	folder 15 to 17
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**Scope and Contents**

Transcripts of radio broadcasts on station YMCA in New York. The transcripts were sent to the vice president and provost of Columbia University by Nathan Straus, the president of the station. The transcripts relate to a range of subjects. Transcripts of editorial radio broadcasts made by Nathan Straus, president of WMCA

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Strong, William Duncan, file, 1945-1952. [1 Folder], 9/1945-6/1952	box 395	folder 21
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**Scope and Contents**

Correspondence between William Duncan Strong, Loubat Professor of anthropology and executive officer of the Department of Anthropology at Columbia University, and high level University administrators. Most of the records consist of correspondence and budgets relating to the Anthropology Department. Topics include: faculty appointments, faculty affairs, staffing needs, and personnel issues. Also, correspondence regarding Strong's personnel issues and professional activities

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Sturges, Frederick, file, 1911-1916. [1 Folder], 5/1911-5/1916	box 666	folder 34
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**Scope and Contents**

Correspondence between Frederick Sturges, president of the Board of Managers of the Presbyterian Hospital, and the president and

secretary of Columbia University. Correspondence relates to University nominations for appointments to the medical school faculty and the approval of appointments by the hospital's board of managers

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Sulzberger, Arthur Hays, files, 1946-1969. [14 Folders], 7/1946-5/1969	box 407	folder 1 to 14
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**Scope and Contents**

Correspondence between Arthur Hays Sulzberger and high level administrators at Columbia University. Sulzberger was publisher of the New York Times and a trustee of the University. Correspondence relates to trustee business and to Sulzberger's gifts to the University. Includes many invitations, cover letters, and routine letters

**Scope and Contents**

Sulzberger also chaired the University's bicentennial committee. The committee was created to oversee plans for the University's 200th anniversary celebration in 1954. Correspondence dating from 1950 to 1954 relates to preparations for the celebration. Includes reports and minutes regarding the bicentennial. Includes: a letter from University president Dwight D. Eisenhower regarding the controversial funding of professorships by Eastern European governments [July, 1948]; a memorial pamphlet and minutes in honor of Sulzberger; and correspondence [ca. March, 1952] regarding the nomination of Millicent McIntosh, the first woman to serve on the University's board of trustees. Also includes correspondence and Sulzberger's statement regarding charges of discrimination in University admissions policies [ca. September, 1946]

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Sulzberger, Arthur Ochs, file, 1966-1970. [1 Folder], 10/1966-5/1970	box 508	folder 10
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**Scope and Contents**

Correspondence between Arthur Ochs Sulzberger and high level administrators at Columbia University. Sulzberger was publisher of the New York Times and a University Trustee. Correspondence relates to trustee business and Sulzberger's gifts to Columbia. Includes a letter from University president Andrew Cordier in which Cordier addresses Sulzberger's concerns regarding the role of the Advisory Board to the Counselor for Jewish Students and the reorganization of religious activities at Columbia [1969]

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Sutton, Francis X., file, 1961-1962. [1 Folder], 10/1961-2/1962	box 673	folder 11
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**Scope and Contents**

Correspondence between Francis X. Sutton of the Ford Foundation's Overseas Development Program and Grayson Kirk, president of Columbia University. Correspondence relates to Kirk's trip to Africa to visit universities and attend a conference on higher education

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Swan, Donald A. file, 1968-1970. [1 Folder], 6/1968-4/1970	box 108	folder 17
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**Scope and Contents**

Correspondence between Donald A. Swan, a former Columbia University graduate student, and University administrators. Swan, who was expelled from the University in 1959 petitioned to have his case reconsidered. Includes correspondence between University administrators regarding Swan

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Swan, John J., file, 1937 [1 Folder] 3/1937-6/1937, 1937, 3/1937-6/1937	box 668	folder 2
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**Scope and Contents**

Correspondence between John J. Swan, comptroller of Columbia University, and high level University administrators. Correspondence relates to the development of a University labor relations policy and Swan's views that such a policy was unnecessary at a non-profit institution. Includes a report entitled Preliminary Report on Jobs, Wages, and Working conditions of Operating and Maintenance Personnel of the Units of Columbia University [March, 1937]

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Swann, Erwin, file, 1964-1967. [1 Folder], 6/1964-7/1967	box 54	folder 27
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**Scope and Contents**

Correspondence regarding a gift to Columbia University from Caroline and Erwin Swann. The Swann's donated artworks and funds in support of the proposed Caroline and Erwin Swann theatre at the University. Includes a partial inventory and appraisal of the Swann's art collection

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Swift, Emerson H., file, 1947-1955. [1 Folder], 10/1947-6/1955	box 414	folder 19
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**Scope and Contents**

Correspondence between Professor Emerson H. Swift of the Department of Fine Arts and Archeology at Columbia University and the acting president and secretary of the University. Swift served as acting executive officer of the department and was later

appointed chairman. Most of the records relate to plans for a University art museum and a donation of paintings from the New York Historical Society. Also, correspondence and budgets relating to the department. Topics include faculty appointments and budgeting

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Swope, Herbert Bayard, file, 1950-1951. [1 Folder], 8/1950-6/1951	box 669	folder 30
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**Scope and Contents**

Correspondence between Herbert Bayard Swope and the president, dean of the Graduate School of Journalism, and dean of the Graduate Faculties at Columbia University. Records relate to the establishment of the Rosenstiel awards

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Sykes, Frederick H., files, 1903-1910. [2 Folders], 3/1903-2/1910	box 664	folder 1 to 2
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**Scope and Contents**

Correspondence between Frederick H. Sykes, director of Extension Teaching at Columbia University, and the president and secretary of the University. Correspondence relates to Extension Teaching, Columbia's continuing education division.

**Scope and Contents**

Topics include: faculty appointments, lecturers, and the curriculum. Includes correspondence with the dean of Teachers College regarding faculty appointments in Extension Teaching

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Symmes, William B., file, 1939-1940. [1 Folder], 12/1939-6/1940	box 668	folder 6
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**Scope and Contents**

Correspondence between William B. Symmes and the provost of Columbia University. Symmes was a University trustee. Correspondence relates to a variety of subjects. In particular, the correspondence relates to the by-laws governing various University committees. Other topics include: the awarding of the Van Amrindge Prize Medal, the statutes concerning University libraries, and the role of the New York School of Social Work in the educational system of the University

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Symonds, Percival Mallon, file, 1953-1954. [1 Folder], 10/1953-5/1954	box 671	folder 4
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**Scope and Contents**

Correspondence between Professor Percival Mallon Symonds of Teachers College at Columbia University and the secretary of the University. Correspondence relates to expenditures and other administrative issues regarding Symonds' Adolescent Fantasy Follow-up Study research project

Taguchi, Rikichiro, file, 1927 [1 Folder] 2/1927-12/1927, 1927, 2/1927-12/1927      box 667      folder 20

**Scope and Contents**

Correspondence between Rikichiro Taguchi, a Columbia University student, and the president and secretary of the University. Correspondence relates to Taguchi's proposal to establish a Japanese house or Asian culture center at Columbia. Includes a detailed proposal as well as a sketch of the proposed building and a budget for the project

Tannenbaum, Frank, files, 1948-1969. [12 Folders], 7/1948-6/1969      box 427      folder 1 to 12

**Scope and Contents**

Correspondence between Professor Frank Tannenbaum, chairman of the Sub Committee on the University Seminars, and high level Columbia University administrators. Most of the records consist of correspondence, reports, minutes, and invitations relating to the University Seminars. The seminars, which were held at Columbia, promoted interdisciplinary discussion on a range of topics. Includes a report on the 20th anniversary of the seminars. Also, reports regarding the Center of Latin American Economic and Historical Studies, which developed out of the University Seminars. Includes a report on the first 20 years of the Latin American Seminars from 1944 to 1963. Also, correspondence dating from 1968 regarding changes in teaching methods at Columbia College

Taylor, Davidson, files, 1959-1971. [18 Folders], 7/1959-6/1971      box 502      folder 7 to 24

**Scope and Contents**

Correspondence between Davidson Taylor and high level administrators at Columbia University. Taylor was director of Columbia's Arts Center Program, a project to plan a University arts facility and arts programs and to seek funding for the construction of the arts facility. He also served as director of the School of the Arts and was later appointed dean of the school. The records consist of reports, proposals and correspondence related to the arts center

project and correspondence related to the School of the Arts. Topics related to the school include: the establishment and organization of the school, administrative issues involving the various divisions in the school, and student affairs and discipline. Includes correspondence regarding a performance at the school by Lillian Gish [May, 1969]. Also, correspondence regarding Taylor's appointment as dean

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Taylor, Floyd, file, 1947-1951. [1 Folder], 7/1947-6/1951      box 427      folder 15

**Scope and Contents**

Correspondence between Floyd A. Taylor, director of the American Press Institute in the Graduate School of Journalism at Columbia University, and high level University administrators. The American Press Institute was a professional development and education program for journalists which was run by the journalism school. The records relate to budgeting and preparations for events and seminars. Includes seminar programs. Also includes a letter regarding the purpose of the institute [April, 1951]

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Taylor, Horace, file, 1945-1947. [1 Folder], 7/1945-6/1947      box 399      folder 20

**Scope and Contents**

Correspondence between Professor Horace Taylor of the Department of Economics at Columbia University and the acting president and secretary of the University. Correspondence relates to faculty appointments and faculty affairs in the Department of Economics. Includes correspondence regarding the Caroline Phelps Stokes Prize. Also includes correspondence regarding a copyright dispute between Taylor and the Pabst Brewing Company

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Taylor, J. Herbert [James Herbert], file, 1954. [1 Folder] July 1-54      box 671      folder 49

**Scope and Contents**

Works on heredity, chromosomes, and botany by James Herbert Taylor. includes a copy of Brittonia that contains an article regarding Taylor's research [November 12, 1945]

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Taylor, Lily Ross, file, 1954 [1 Folder] 9/1954-11/1954, 1954, 9/1954-11/1954      box 671      folder 50

**Scope and Contents**

Correspondence between Lily Ross Taylor, dean of the graduate school at Bryn Mawr College, and high level administrators at Columbia University.

Correspondence relates to an honorary degree that was awarded to Taylor at Columbia's 3rd Bicentennial Convocation. Includes biographical information regarding Taylor and a copy of her classical studies newsletter

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Taylor, William T., file, 1956-1959. [1 Folder], 7/1956-5/1959	box 493	folder 15
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**Scope and Contents**

Correspondence between William T. Taylor and high level administrators at Columbia University. Taylor was a University trustee and chairman of the Columbia College Council. Correspondence relates to development, gifts, committee appointments, and the appointment of University administrators. Includes routine invitations and acknowledgement letters

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Telfer, John D. file, 1970-1971. [1 Folder], 10/1970-6/1971	box 108	folder 32
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**Scope and Contents**

Correspondence between John D. Telfer, assistant vice president for physical planning at Columbia University, and University administrators. Correspondence relates to University tax exemptions, planning and budgeting for building projects, and reviews of projects involving South field and the University medical center. Includes a planning report for campus buildings

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Thomas, Arthur W., files, 1942-1959. [5 Folders], 7/1942-5/1959	box 386	folder 17 to 21
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**Scope and Contents**

Correspondence between Professor Arthur W. Thomas and the high level administrators of Columbia University. Thomas held appointments as professor of chemistry, executive officer of the Department of Chemistry, and chairman of the Committee on Instruction of the Faculty of Pure Science. Most of the records consist of correspondence and budgets relating to the Department of Chemistry. Correspondence dating from 1955 to 1959 relates to the management of the Chandler Fund, the appointment of the Chandler Lecturer, and the awarding of the Chandler Medal. Also, a small amount of correspondence regarding faculty affairs and appointments in the Faculty of Pure Science and correspondence regarding Thomas' personnel issues and professional activities. Topics related to the Department of Chemistry include: faculty appointments, faculty affairs, staffing needs, fellowships, appropriations,

arrangements for courses, personnel issues, research and development grants, equipment, student affairs, and the management of the Falk-Plaut Fund

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Thomas, Calvin, files, 1896-1918. [2 Folders], box 340 folder 3 to 4  
1/1896-5/1918

**Scope and Contents**

Correspondence between Calvin Thomas, professor of Germanic languages and literatures at Columbia University, and the president and secretary of the University. Calvin was also chairman of the Committee on Admissions and secretary of the University Council. Most of the correspondence relates to routine business involving admissions and the University Council. Includes correspondence regarding the work of the Council to establish and oversee degree requirements. Also, correspondence [ca. 1914-1917] documenting the effect of World War I on the Department of Germanic Languages and course materials from a military interpreters training course which was offered by Columbia in 1917. Also includes correspondence relating to Calvin's appointment and personnel issues

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Thomas, Milton Halsey, files, 1940-1959. [2 Folders], box 385 folder 3 to 4  
7/1940-6/1959

**Scope and Contents**

Correspondence between Milton Halsey Thomas, the curator of the Columbiana Library at Columbia University, and the provost and secretary of the University. The Columbiana Library houses University-related publications and ephemera. Topics include: collection management, conservation, acquisitions, donor relations, the Columbiana Society, deposits of records from the University administration, and Columbia's history

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Thompson, J. David, file, 1912-1913. [1 Folder], box 666 folder 35  
3/1912-2/1913

**Scope and Contents**

Correspondence between J. David Thompson, law librarian at Columbia University, and the president of the University. Includes correspondence with the University librarian. Correspondence relates to changes in the administration of the Law Library during 1912 and 1913 as well as Thompson's efforts to improve relations with the Committee on the Library and other University libraries. Includes

a report on the Law Library and a budget for the  
1913-1914 fiscal year

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Thorndike, Ashley Horace, files, 1905-1930. [2 Folders], 5/1905-5/1930	box 340	folder 5 to 6
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**Scope and Contents**

Correspondence between Ashley Horace Thorndike, professor of English and comparative literature and head of the Department of English at Columbia University, and the president and secretary of the University.

**Scope and Contents**

Topics include: budgeting and appropriations, facilities, faculty appointments, personnel, faculty affairs, teaching assignments, staffing needs, the preparation of dissertations, scholarships, fellowships, and prizes. includes correspondence [ca. 1909-1910] regarding the merger of the Department of English and the Department of Comparative Literature, a report [ca. 1918] on the undergraduate English curriculum, and correspondence and proposals [ca. 1917] regarding the Journalism Program. Also includes correspondence relating to Thorndike's appointment and personnel issues

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Thorndike, Edward L., file, 1903-1909. [1 Folder], 3/1903-12/1909	box 666	folder 45
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**Scope and Contents**

Correspondence between Edward L. Thorndike, professor of educational psychology in Teachers College at Columbia University, and the president and secretary of the University. Correspondence relates to a variety of topics. Records include a letter regarding Columbia's exhibit at the 1904 St. Louis Exposition [March, 1903]. The letter briefly describes each of the University's displays. Also includes a letter supporting the appointment of Frederick P. Keppel as dean of Columbia College [November, 1909]. In addition, the records include statistics, working papers, correspondence, and minutes relating to the work of a committee of the American Association for the Advancement of Science. The committee studied the distribution of students in certain courses and the career choices of certain college graduates [1909]

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Thorndike, Lynnfile, 1905-1908. [1 Folder], 7/1905-4/1908	box 664	folder 3
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**Scope and Contents**

Correspondence between Lynn Thorndike, chief clerk of Columbia University, and the president and secretary of the University. Many of the records consist of routine memoranda concerning instructions for completing information forms for the University's 1906 directory. Other records include: reports on classes held during the Summer Session, financial reports for the president, clippings regarding Summer Session, a comparison of courses in Columbia's history department with courses offered in departments at other Universities, and a letter discussing Thorndike's views on the purpose of summer classes for students applying to Columbia University or Barnard College. The records appear to relate to the same Lynn Thorndike who received a Ph.D. from Columbia in 1905 and who was appointed a professor at the University in 1924. However, the files do not contain any records dating from his time as a professor

Thorne, W. V. S., files, 1911-1918. [6 Folders],  
9/1911-6/1918

box 347

folder 12 to  
17

**Scope and Contents**

Correspondence between W. V. S. Thorne and the dean of Columbia University's College of Physicians and Surgeons, the University treasurer, and other University administrators. Includes correspondence to and from Thorne's assistant. Thorne was treasurer of Presbyterian Hospital in New York. Correspondence relates to an agreement between Columbia University and Presbyterian Hospital regarding the use of the Harkness Fund for certain types of educational and research programs. Includes financial statements showing expenditures which were charged to the Harkness Fund

Tilney, Frederick, file, 1919-1920. [1 Folder],  
1/1919-11/1920

box 667

folder 13

**Scope and Contents**

Correspondence between Frederick Tilney, professor of neurology at Columbia University, and the president of the University. Correspondence relates to: the development of programs in neurology and psychiatry at Columbia, a proposed merger between Columbia's medical school and the Polyclinic Hospital in New York City, and the proposed establishment of an institute of neurology and psychiatry at the hospital

Todd, Henry A., file, 1893-1918. [1 Folder],  
3/1893-5/1918

box 340

folder 7



**Scope and Contents**

Correspondence between Henry A. Todd, professor of romance philology in the Department of Romance Languages at Columbia University, and the faculty and high level administrators of the University. Correspondence relates to faculty appointments and faculty affairs in the Department of Romance Languages and to the business of the Library Committee. Includes a brief exchange of correspondence [ca. 1916] regarding the reorganization of the department. Also, correspondence relating to Todd's appointment and personnel issues

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Tombo, Rudolf, files, 1900-1914. [8 Folders],  
5/1900-5/1914

box 340

folder 8 to  
15

**Scope and Contents**

Correspondence between Rudolf Tombo, registrar of Columbia University, and the president, secretary, and other high level administrators of the University. Correspondence dating from 1900 to 1910 documents administrative issues related to: registration, tuition and fees, athletic eligibility, scholarships, examinations, degree requirements, and the preparation of the University's catalog and the Columbia University Quarterly. Includes statistical reports on enrollment and many letters regarding individual students. Also, correspondence [ca. 1910-1911] regarding Tombo's tour of Germany and correspondence relating to Deutches Haus, Columbia's German cultural and educational center

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Torrey, Norman L., files, 1946-1957. [3 Folders],  
9/1946-5/1957

box 409

folder 2 to 4

**Scope and Contents**

Correspondence between Norman L. Torrey, executive officer of the French section of the Department of Romance Languages at Columbia University, and high level University administrators. Correspondence relates to the French department. Topics include: faculty affairs, faculty appointments, budgeting, staffing needs, faculty exchanges, and visiting professors. Includes correspondence regarding the administration of Maison Francais, Columbia's French culture and educational center, and the Romanic Review, which was published by the French department. Also includes correspondence regarding the University's language laboratory

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Tower, John E., file, 1961-1962. [1 Folder],  
7/1961-4/1962

box 673

folder 10

**Scope and Contents**

Records relate to renovations of Columbia University buildings. Includes meeting notes regarding the Starr East Asian Library in Kent Hall and building conversion schedules for 1962

Townes, Charles H., file, 1951-1954. [1 Folder],  
9/1951-6/1954

box 448

folder 2

**Scope and Contents**

Correspondence between Charles H. Townes, executive officer of the Department of Physics at Columbia University, and University administrators. The records consist of correspondence and budgets relating to the department. Topics include: faculty appointments, equipment, personnel, faculty affairs, the appointment of research associates and research fellows, facilities, and visiting professors. Also, correspondence regarding the routine business of Columbia's radiation laboratory

Toynbee, Arnold Joseph, file, 1947-1948. [1 Folder],  
7/1947-5/1948

box 669

folder 5

**Scope and Contents**

Correspondence between Arnold Joseph Toynbee and the acting president and secretary of Columbia University. Correspondence relates to Toynbee's appointment to give the Bampton Lectures in America. Includes his lecture, "The Prospects of Western Civilization". Also, correspondence regarding Toynbee's honorary degree from Columbia

Trask, Spencer, file, 1893-1901. [1 Folder],  
1/1893-5/1901

box 664

folder 4

**Scope and Contents**

Correspondence between Spencer Trask, president of the Teachers College board of trustees, and the president and secretary of Columbia University. Correspondence relates to the construction of a new residence hall at Teachers College. Topics include: the purchase of lots at 121st Street and Amsterdam Avenue and the cost of constructing and renting a dormitory on the site. Includes correspondence with Grace Dodge, a founder and benefactor of Teachers College, regarding subscriptions for the funding of the dormitory project. Also, correspondence regarding a misunderstanding between Teachers College and Columbia over a faculty appointment

and correspondence regarding the opening of  
Milbank Hall

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Trelease, Sam F., files, 1940-1957. [3 Folders], 7/1940-6/1957	box 285	folder 5 to 7
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**Scope and Contents**

Correspondence between Sam Trelease, Torrey Professor of Botany at Columbia University, and high level University administrators. The records consist of correspondence and budgets relating to the Department of Botany. Topics include: faculty appointments, equipment, staffing needs, budgeting, graduate assistantships and fellowships, faculty affairs, facilities, and the organization of the department. Also, correspondence regarding nominations to the Board of Managers of the New York Botanical Garden; correspondence regarding flowers on the Columbia campus; and proposals, papers, and correspondence relating to research on selenium

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Treleaven, Clifford L., files, 1947-1957. [3 Folders], 7/1947-6/1957	box 419	folder 13 to 15
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**Scope and Contents**

Correspondence between Clifford L. Treleaven, executive officer of the Department of Optometry at Columbia University, and high level University administrators. The records consist of correspondence and budgets relating to the department and the Columbia University Optometry Laboratory. Topics include: faculty appointments, equipment and supplies, budgeting, financial aid, research, and personnel. Includes correspondence and reports [ca. 1948-1949] relating to the establishment of an optometry research program; a report [December, 1952] evaluating the department's curriculum, budget, requirements, and facilities; and records regarding the closing of the department in 1955

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Trent, William Peterfield, file, 1900-1917. [1 Folder], 2/1900-11/1917	box 340	folder 16
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**Scope and Contents**

Correspondence between William Peterfield Trent, professor of English literature at Columbia University, and high level University administrators. Most of the correspondence relates to Trent's personnel issues, professional activities, and publications. Also, correspondence regarding faculty appointments and faculty affairs in the Department of English and Comparative Literature. Includes correspondence [ca. 1912] regarding the

appointment of a woman to a fellowship; a report of the Special Committee on the Library, dated 1909 and scattered correspondence regarding the libraries

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Trilling, Lionel, file, 1964-1970. [1 Folder], 3/1964-5/1970	box 108	folder 19
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**Scope and Contents**

Correspondence relates to the appointment of Lionel Trilling as University Professor at Columbia University. Records include a form recording the names and votes of the members of the committee that nominated Trilling and a report of the Committee on Education regarding Trilling's appointment and professional history

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Trosch, James F., file, 1962-1963. [1 Folder], 7/1962-5/1963	box 673	folder 18
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**Scope and Contents**

Most of the records consist of forms that list Columbia University alumni who were available to represent the University at various academic ceremonies and events

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Trowbridge, C. C. [Charles Christopher], file 1911-1918. [1 Folder], 5/1911-2/1918	box 666	folder 36
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**Scope and Contents**

Correspondence between Charles C. Trowbridge, professor of physics at Columbia University, and the president and secretary of the University. Trowbridge also administered the Ernest Kempton Adams Precision Laboratory. Correspondence relates to the laboratory. Includes reports on the laboratory that date from 1913 to 1917

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Trudeau, Pierre Elliot, file, 1970 [1 Folder] 2/1970-4/1970, 1970, 2/1970-4/1970	box 108	folder 18
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**Scope and Contents**

Correspondence regarding the nomination of Canadian prime minister Pierre Trudeau to receive an honorary degree from Columbia University. Correspondence relates to preparations for the ceremony and Trudeau's inability to accept due to scheduling conflicts

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Truman, David Bicknell, files, 1957-1968. [7 Folders], 8/1957-6/1968	box 496	folder 18 to 24
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**Scope and Contents**

Correspondence between David Bicknell Truman and the high level administrators of Columbia University

as well as persons outside the University. Truman held a number of appointments including professor of government, chairman of the Department of Public Law and Government, dean of Columbia College, and vice president and provost of the University. The records relate to the Department of Public Law and Government during the late 1950s and Columbia College during the 1960s.

### **Scope and Contents**

Correspondence dating from 1967 to 1968 relates to Truman's appointment as vice president and provost, the origins of the office, and the responsibilities of the post. Records from this period also relate to the recruiting and retention of faculty members and the appointment of University administrators. Truman served as Columbia College dean and as vice president and provost of the University during the campus disturbances of the 1960s. The records include Truman's memoranda regarding the handling of student protests [March and December, 1967] and his message to the faculty and teaching staff regarding solutions to campus unrest [June, 1968].

### **Scope and Contents**

Topics related to the Department of Public Law and Government include: staffing needs, faculty recruiting and appointments, faculty affairs, and budgeting. The records dating from 1957 to 1958 include correspondence with University president Grayson Kirk in which Truman is recruiting Kirk as a sponsor of the Trinity School's 250th Anniversary. Correspondence from this period also relates to the administration of Truman's research project. Records dating from the late 1950s to 1960 also include: a proposal to re-establish the affiliation agreement between Columbia and the Institute of Public Administration [March, 1960], a report on the Ford Foundation research program for the 1959-1960 academic year, and correspondence regarding the William Radner lectures. Truman also chaired the President's Committee on Contemporary Civilization Courses in Columbia College. The committee evaluated the Contemporary Civilization portion of the college's Core Curriculum. The records include the committee's report [October, 1960], which discusses curriculum, staffing, and other issues related to the Core Curriculum.

### **Scope and Contents**

Topics related to Columbia College include: gifts to the college, development, faculty appointments, tuition and fees, faculty affairs, student affairs, scholarship funds, membership in the Faculty of

Columbia College, membership on the Columbia College Council, housing, events, and committee nominations and memberships. The records include correspondence between President Grayson Kirk, Vice President Lawrence B. Chamberlain, and Truman regarding Truman's proposed appointment as dean. In the letters, Truman expresses his thoughts on the role of the college and his feelings about assuming the post. The records also include substantive letters in which Truman discusses: the changing nature of higher education and the role of the liberal arts college, the relationship between Columbia College and the University, and other issues involving the college. Other records of interest include: a brief exchange of letters on college policies regarding female guests in undergraduate dormitories [1963]; college faculty meeting agendas [ca. 1964-1966]; Truman's Dean's Day address dating from February, 1964 correspondence regarding the Naval Reserve Officers Training Corps [NROTC] at Columbia [ca. 1965]; a University Senate report on the Columbia College Council [filed with materials from August, 1966]; correspondence [ca. 1964] regarding a controversy involving editorials in the Columbia Daily Spectator, the Columbia College student newspaper; and a letter from college students regarding an increase in the residence hall room rate [February, 1964]

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Trussell, Ray E., file, 1956-1957. [1 Folder],  
7/1956-5/1957

box 672

folder 19

**Scope and Contents**

Correspondence between Ray E. Trussell, dean of the School of Public Health and Administrative Medicine at Columbia University, and the president and secretary of the University. Most of the correspondence relates to individual candidates for admission. Includes proposals to expand medical school facilities at the University. Also includes a request for tuition exemption for Trussell's daughter

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Tsunoda, Ryusaku, file, 1962 [1 Folder] 7/1962-10/1962,  
1962, 7/1962-10/1962

box 673

folder 14

**Scope and Contents**

Records regarding an Asian convocation that was held to celebrate the opening of a new Asian studies center at Columbia University. Records also relate to the honorary degree that was awarded to Ryusaku Tsunoda, the former curator of the University's Japanese Collection. Records include:

correspondence, a press release, and an invitation list

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Tumulty, T. James, file, 1965 [1 Folder] 9/1965-12/1965, 1965, 9/1965-12/1965	box 18	folder 27
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**Scope and Contents**

Correspondence between T. James Tumulty and the president and administrators of Columbia University. Tumulty was director of the legal department of Jersey City, New Jersey. Correspondence relates to a scholarship for students from Jersey City that was established in 1812 and abolished in 1872

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Tuttle, George M., file, 1891-1909. [1 Folder], 4/1891-1/1909	box 664	folder 5
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**Scope and Contents**

Correspondence between George M. Tuttle, secretary of the faculty in the College of Physicians and Surgeons at Columbia University, and the president and secretary of the University. Correspondence relates to a variety of subjects involving the University's medical school.

**Scope and Contents**

Topics include: faculty appointments, faculty affairs, the curriculum, the distribution of diplomas, lecturers, the use of special funds, administrative salaries, and scholarships. Also, a letter regarding Tuttle's resignation

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Tyson, Levering, files, 1914-1961. [18 Folders], 10/1914-6/1961	box 348	folder 1 to 18
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**Scope and Contents**

Correspondence between Levering Tyson, an alumnus of Columbia College, and the president, secretary, clerk of the board, and other administrators of Columbia University. Tyson was active in alumni affairs and held numerous posts in alumni organizations including: secretary of the Alumni Federation of Columbia University, managing editor of Columbia Alumni News, chairman of the Alumni Bicentennial Committee, assistant to the president for alumni relations, secretary pro tempore of the University Council, and, briefly, associate director in charge of Home Study. Most of the correspondence, reports, and other records document relations between alumni and the University and the activities of alumni groups.

**Scope and Contents**

Topics include: administrative issues and long range planning involving the Alumni Federation and alumni publications, the powers of alumni trustees, planning for Columbia's bicentennial celebration, and the oversight of student organizations by the King's Crown organization. Also, correspondence regarding alumni relations activities and the establishment of a University development program during the 1950s and 1960s. Also, correspondence, proposals, and budgets documenting a home study program which was offered by the University Extension, Columbia's continuing education division.

**Scope and Contents**

Topics include program finances, administration, and course offerings. Includes a report on radio correspondence courses [ca. 1929]. Also, correspondence regarding administrative issues involving the University Council and Council agenda [ca. 1960-1961]. Tyson was also a member of the National Committee for a Free Europe, Inc. The records include correspondence and reports regarding politics and communist activities in Europe [ca. 1953-1956]

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Underwood, Lucien M., file, 1896-1908. [1 Folder],  
4/1896-1/1908

box 664

folder 6

**Scope and Contents**

Correspondence between Lucien M. Underwood, professor of botany at Columbia University, and the president and secretary of the University. Correspondence relates to the Department of Botany. Topics include: facilities, budgeting for furniture and equipment, funding for the department during its relocation to Columbia's new Morningside Heights campus, the development of the botany curriculum, and faculty appointments. Includes floor plans of the department's facilities in the Schermerhorn building

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Updike, David M., file, 1928-1933. [1 Folder],  
10/1928-6/1933

box 358

folder 19

**Scope and Contents**

Correspondence between David M. Updike, superintendent of buildings and grounds at Columbia University, and the president and secretary of the University. Correspondence relates to the maintenance, design, construction, and renovation of University facilities. Includes correspondence regarding appropriations and expenditures for equipment and correspondence regarding the Department of Buildings and



Grounds. Correspondence dating from 1932 to 1933 documents the investigation of Updike's involvement in contractor overcharges and other violations at the University's power plant. Includes correspondence regarding his resignation

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Upton, Clifford B., file, 1911-1918. [1 Folder], 10/1911-5/1918	box 666	folder 37
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**Scope and Contents**

Correspondence between Clifford B. Upton, secretary of Teachers College at Columbia University, and the president and secretary of the University. Correspondence relates to: the School of Practical Arts, press coverage of Teachers College, and faculty pension plans

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Urey, Harold Clayton, file, 1940-1945. [1 Folder], 7/1940-6/1945	box 385	folder 8
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**Scope and Contents**

Correspondence between Harold Clayton Urey and the provost and secretary of Columbia University. Urey was a professor of chemistry and executive officer of the Department of Chemistry. The records consist of correspondence and budgets relating to the department. Topics include: faculty appointments, payments to research and laboratory assistants, expenditures, equipment, faculty affairs, fellowships, research funding, and the administration of government contracts

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Valdes, Alfonsofile, 1967-1968. [1 Folder], 7/1967-6/1968	box 54	folder 28
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**Scope and Contents**

Correspondence between Alfonso Valdes, president of the Columbia University Club of Puerto Rico, and the president of the University. Correspondence relates to arrangements for events and other routine business of the club. Includes minutes of meetings of the board of directors of the club as well as a copy of the club by-laws. Also, newspaper clippings and an article regarding Valdes.

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Van Amrindge, J. H. [John Howard], files, 1890-1920. [8 Folders], 2/1890-5/1920	box 341	folder 1 to 8
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**Scope and Contents**

Correspondence between John Howard Van Amrindge, Dean of Columbia College, and the high level administrators of Columbia University. Columbia College, then known as the School of the Arts, is Columbia University's undergraduate college.

Topics related to the school include: entrance examinations, degree requirements and the awarding of degrees, discipline and hazing, course scheduling, teaching assignments, privileges of the school, admissions, and facilities. Also, correspondence [ca. 1915-1920] between members of the Van Amrindge Memorial Committee, the clerk of the board of trustees, and the architectural firm of McKim, Mead & White regarding the planning, funding, and construction of the Van Amrindge Memorial. Van Amrindge also served as superintendent of printing. Includes correspondence relating to the preparation and distribution of catalogs, announcements, and other University publications

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Van Beuren, Frederick T., file, 1928-1931. [1 Folder], 7/1928-6/1931	box 358	folder 20
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**Scope and Contents**

Correspondence between Frederick T. van Beuren, associate dean of the College of Physicians and Surgeons at Columbia University, and the president and secretary of the University. Most of the correspondence dating from 1930 relates to the appointment of Willard Rappleye as dean of the College of Physicians and Surgeons. Includes minutes regarding the selection of the dean. Correspondence also relates to fees, scholarships, prizes, and admissions at the College of Physicians and Surgeons

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Van De Water, George R., files, 1893-1909. 5/1893-11/1909 [2 Folders], 5/1893-11/1909	box 664	folder 9 to 10
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**Scope and Contents**

Correspondence between George R. Van De Water, chaplain of Columbia University, and University presidents Seth Low and Nicholas Murray butler. Correspondence relates to the religious affairs of the University and the chaplain's activities.

**Scope and Contents**

Topics include: religious services, the construction of St. Paul's Chapel, the establishment of a Bible study class, and the appointment of an organist. Includes reports on the chaplain's activities. Also, correspondence regarding religious services for the YMCA of Greater New York and correspondence regarding Van De Water's service as a chaplain with the 71st Regiment during the Spanish American

War. Includes descriptions of conditions in the military

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Van Derpool, James Grote, files, 1952-1961. [3 Folders], 9/1952-6/1961	box 449	folder 19 to 21
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**Scope and Contents**

Correspondence between Professor James Grote Van Derpool of Columbia University and University administrators, the director of the Columbia University Libraries, and donors. Van Derpool held a number of appointments including professor of architecture, Avery Librarian, and acting dean of the Faculty of Architecture. The records consist of correspondence and reports relating to the Avery Library, the School of Architecture, and the appearance of the University's Morningside Heights campus. Also, correspondence regarding the establishment of the Committee on Artistic Properties, which was created to oversee the selection and placement of University art works and to administer Columbia's art properties. Topics related to the Avery Library include budgeting and acquisitions.

**Scope and Contents**

Topics related to the School of Architecture include: financial aid, development, the curriculum, faculty affairs, prizes, awards, staffing needs, and faculty activities. Includes a proposal for a study of school building types [August, 1957] and a small amount of correspondence [ca. March, 1961] regarding a program in honor of Ludwig Mies van der Rohe, Walter Gropius, and Le Corbusier. Also, correspondence regarding the appraisal, acquisition, and management of University art, book, and manuscript collections

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Van Doren, Mark file, 1953-1959. [1 Folder], 9/1953-6/1959	box 454	folder 21
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**Scope and Contents**

Correspondence between Mark Van Doren, professor of English in the department of English and Comparative Literature at Columbia University. Correspondence relates to Van Doren's personnel issues and retirement. Includes the text of Van Doren's University oration, which was given in January, 1954. Also includes the text of his remarks at the Barnard-Columbia dinner, which was held at the University Club in Chicago in April, 1959. Also includes a program from the April, 1959 Alexander

Hamilton Dinner at which Van Doren was presented  
with the University's Alexander Hamilton Medal

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Van Dusen, Henry P., file, 1946-1956. [1 Folder], 7/1946-6/1956	box 406	folder 20
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**Scope and Contents**

Correspondence between Henry P. Van Dusen, president of Union Theological Seminary in New York City, and the high level administrators of Columbia University. Much of the correspondence relates to the Bampton Lectures in America. Includes correspondence regarding the selection of Arnold Toynbee and Karl Barth as Bampton lecturers. Correspondence dating from 1947 to 1949 relates to the establishment of the Morningside Heights Development Plan, which was created to foster cooperation between area institutions regarding community issues. Correspondence dating from 1955 to 1956 relates to Van Dusen's honorary degree from the University

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Van Dyk, Frederick T., file, 1968-1969. [1 Folder], 12/1968-6/1969	box 72	folder 23
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**Scope and Contents**

Correspondence between Frederick T. Van Dyk, vice president for public affairs at Columbia University, and Andrew Cordier, president of the University. Correspondence relates to Van Dyk's appointment to the newly-created post of vice president for public affairs as well as his personnel issues and the management of the vice president's office. Also: correspondence regarding a proposed reorganization of the University's administration; correspondence regarding the campus disturbances of 1968 and Van Dyk's letter of resignation due to personal and political differences with the University administration

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Van Metre, Thurman W., file, 1953-1954. [1 Folder], 12/1953-6/1954	box 671	folder 5
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**Scope and Contents**

Correspondence between Professor Thurman W. Van Metre and the president and secretary of Columbia University. Correspondence relates to the honorary degree that was granted to Van Metre during Columbia's 1954 bicentennial celebration

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Van Sinderen, Howard, file, 1901-1910. [1 Folder], 2/1901-5/1910	box 664	folder 11
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**Scope and Contents**

Correspondence between Howard Van Sinderen and Columbia University president Nicholas Murray Butler. Van Sinderen was a trustee of Teachers College and secretary of the Alumni Council. Correspondence relates to events and alumni affairs.

**Scope and Contents**

Topics include expenditures for commencement ceremonies and the distribution of invitations to alumni for various events, including the openings of St. Paul's Chapel and Hamilton Hall. Includes a report on Van Sinderen's tour to meet with local alumni groups across the country. Also, correspondence regarding the establishment of a professorship in memory of Hall J. Howe and correspondence discussing the teaching methods of the School of Mines

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Vanderbilt, Cornelius, file, 1891-1907. [1 Folder],  
3/1891-3/1907

box 664

folder 7

**Scope and Contents**

Correspondence between Cornelius Vanderbilt and Columbia University president Seth Low. The records appear to include correspondence from Vanderbilt's son, Cornelius Vanderbilt III. Correspondence relates to the Vanderbilt family's gifts to the University for the development of the campus and the construction of buildings.

**Scope and Contents**

Topics include: the purchase of lots at Columbia's Morningside Heights campus; the construction of a number of buildings, including Schermerhorn Hall and two buildings at the College of Physicians and Surgeons; and funding for a botanical garden

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Vanderbilt, William H., file, 1958-1959. [1 Folder],  
9/1958-4/1959

box 672

folder 49

**Scope and Contents**

Correspondence between William H. Vanderbilt and Grayson Kirk, president of Columbia University. Vanderbilt was president of Research on Self-Government, Inc. Records include: a report regarding two studies of political contributions that were funded by the foundation [September, 1958], minutes of a meeting of the foundation [March,

1959], and routine correspondence regarding foundation business and meetings

Vanderbilt, William K., file, 1899-1910. [1 Folder], 2/1899-1/1910	box 664	folder 8
<b>Scope and Contents</b>		
Correspondence between William K. Vanderbilt and Columbia University president Nicholas Murray Butler. Vanderbilt was a benefactor of the University. Correspondence relates to Vanderbilt's gifts to purchase lots and construct buildings at Columbia's medical school		
Velting, Clara E., file, 1952-1953. [1 Folder], 7/1952-5/1953	box 670	folder 19
<b>Scope and Contents</b>		
Correspondence between Clara E. Velting, assistant to the dean of the Graduate School of Business at Columbia University, and University administrators. Correspondence relates to routine expenditures and the University telephone directory		
Venturi, Lionello, file, 1954-1955. [1 Folder], 6/1954-5/1955	box 671	folder 51
<b>Scope and Contents</b>		
Correspondence between Italian art critic Lionello Venturi and the president and secretary of Columbia University. Venturi was appointed to give the Bampton Lectures in America for 1955. Correspondence relates to: his appointment as Bampton lecturer, visa and travel arrangements, and payments for stipends and expenditures. Includes two summaries of his lectures and copies of the program from the lecture series		
Vickery, William S., file, 1948-1949. [1 Folder], 7/1948-4/1949	box 427	folder 22
<b>Scope and Contents</b>		
Correspondence between Professor William S. Vickery, secretary to the Executive Committee of the Council for Research in the Social Sciences, and the secretary of Columbia University. Correspondence relates to Council-sponsored projects. Topics include: project expenditures, payments to research assistants, space needs, and other administrative issues		
Villard family file, 1897-1910. [1 Folder], 11/1897-6/1910	box 664	folder 12

**Scope and Contents**

Correspondence between the Villard family and Columbia University president Seth Low. The records consist of letters from various family members including Oswald Garrison Villard, Fanny J. Villard, and Mrs. Henry Villard. Correspondence relates to: funding for the purchase of the South Field extension to Columbia's Morningside Heights campus, attempts to recruit President Low to give a series of lectures at Harvard, and funding for a study of the Alsea Tribe

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Vincent, Marvin Richardson, files, 1890-1910. [2 Folders], 10/1890-6/1910	box 664	folder 13 to 14
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**Scope and Contents**

Correspondence between Marvin Richardson Vincent, president of Union Theological Seminary in New York City, and Columbia University presidents Seth Low and Nicholas Murray Butler. Includes correspondence with the secretary of the University. Vincent served on Columbia's Committee on Honors and Prizes. Most of the correspondence relates to nominations for honorary degrees. Also, correspondence regarding courses that were given at the seminary and the seminary's degree requirements

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Vincent, William Shafer, files, 1949-1952. [2 Folders], 2/1949-3/1952	box 427	folder 13 to 14
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**Scope and Contents**

Correspondence between William Shafer Vincent, executive officer of the citizenship Education Planning Project in Teachers College at Columbia University, and the dean of the University's Graduate Faculties. The records consist of proposals and reports. The project was established to develop a program of internships and educational programs for high school students. Includes correspondence, dating from 1951 which responds to criticism of the project. Also includes a number of project newsletters

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Vollmer, Arthur, file, 1950 [1 Folder] 8/1950-10/1950, 1950, 8/1950-10/1950	box 669	folder 31
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**Scope and Contents**

Correspondence between Colonel Arthur Vollmer and the president of Columbia University. Correspondence relates to Vollmer's efforts to secure an appointment in a proposed University peace institute. Includes copies of recommendation letters

and a copy of his monograph, "How to Become an Officer"

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Von Neumann, John, file, 1954 [1 Folder] 9/1954-10/1954, 1954, 9/1954-10/1954	box 671	folder 52
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**Scope and Contents**

Correspondence between John Von Neumann, professor of mathematical physics in the Institute for Advanced Study at Princeton University, and high level administrators at Columbia University. Correspondence relates to the honorary degree that was awarded to Von Neumann at Columbia's 3rd Bicentennial Convocation in 1954. Includes biographical information regarding Von Neumann

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Voorhees, James D., files, 1897-1907. [2 Folders], 5/1897-6/1907	box 664	folder 15 to 16
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**Scope and Contents**

Correspondence between James D. Voorhees and the president and secretary of Columbia University. Voorhees held a number of appointments in obstetrics at the College of Physicians and Surgeons and also served as secretary of the college faculty. Most of the correspondence relates to the college's summer session curriculum, admissions requirements, and fees for various courses. Includes letters regarding individual exemptions from entrance requirements for admissions candidates. Also includes correspondence regarding faculty appointments and salaries in the Faculty of the College of Physicians and Surgeons

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Vries, Hugo de, file, 1910-1918. [1 Folder], 5/1910-1/1918	box 665	folder 12
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**Scope and Contents**

Correspondence between Professor Hugu de Vries of the University of Amsterdam and the president of Columbia University. Correspondence relates to unsuccessful attempts to appoint de Vries to the University's Torrey Professorship. Includes correspondence regarding the responsibilities of the Torrey Professor

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Wagley, Charlesfile, 1953-1954. [1 Folder], 9/1953-6/1954	box 671	folder 6
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**Scope and Contents**

Correspondence between Professor Charles Wagley, executive officer of the Department of Anthropology at Columbia University, and high level University



administrators. Correspondence relates to the department.

**Scope and Contents**

Topics include: the reorganization of the department, faculty affairs, and faculty salaries. Includes correspondence regarding the appointment of Dr. Cora Dubois to the department and plans for Margaret Mead to teach courses in the department. Also includes correspondence regarding the Conference on Responsible Freedom, which was held in 1954 as part of Columbia's bicentennial celebration. Correspondence also relates to Wagley's personnel issues, appointments, and professional activities

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Wagner, Robert F., file, 1954-1957. [1 Folder],  
7/1954-10/1957

box 490

folder 22

**Scope and Contents**

Correspondence between Robert Wagner, mayor of New York City, and high level administrators at Columbia University. Most of the records consist of routine correspondence regarding committees and invitations. Includes correspondence regarding the expansion of Columbia's Morningside Heights campus across Amsterdam Avenue and the creation of the University's East Campus

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Wait, Frederick S., file, 1893-1909. [1 Folder],  
3/1893-3/1909

box 664

folder 17

**Scope and Contents**

Correspondence between Frederick S. Wait, president of Barnard College, and Columbia University presidents Seth Low and Nicholas Murray Butler. Correspondence relates to Barnard College, the undergraduate women's college affiliated with Columbia.

**Scope and Contents**

Topics include: the college's uncertain economic future; the construction of Milbank Hall; a conflict between New York City and the University over the University's desire for Barnard to control the property between 116th and 118th streets and the city's proposal to construct a park; a large bequest to Columbia and Barnard; and the awarding of a Barnard degree to a blind student. Also, correspondence from Wait protesting the

construction of a sanitarium at Ray Brooke, New York

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Waite, William W., files, 1953-1959. [2 Folders] 9/1953-6/1959	box 457	folder 18 to 19
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**Scope and Contents**

Correspondence between William W. Waite, executive officer of the Department of Industrial Engineering at Columbia University, and University administrators. Correspondence relates to the department.

**Scope and Contents**

Topics include: budgeting, finances, faculty appointments, salaries, faculty affairs, and personnel. Includes correspondence, dating from 1958 which relates to curriculum and staffing changes that resulted from departmental budget problems. Also includes correspondence regarding an industrial operations teaching program at the New York Naval Shipyard in 1956 and correspondence and a proposal [ca. 1955-1957] relating to an industrial operations training program for the United States Department of Labor Office of International Labor Affairs

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Wald, Abraham, file, 1947-1948. [1 Folder], 7/1947-6/1948	box 669	folder 6
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**Scope and Contents**

Correspondence between Abraham Wald, Professor of Mathematical Statistics at Columbia University, and University administrators. Correspondence relates to visiting professorships and special lecturers in the department. Includes a departmental budget [November, 1947]. Also, correspondence regarding Wald's personnel issues

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Waldstein, Charles, file, 1910-1915. [1 Folder], 10/1910-4/1915	box 666	folder 38
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**Scope and Contents**

Correspondence between Charles Waldstein and the president of Columbia University. Waldstein was a benefactor of the University. Correspondence relates to efforts to establish lectures on foreign policy and international relations. Correspondence also relates to a proposed prize for graduate students in the Department of Public Law and issues involving Belgian refugees during World War I. Includes

correspondence regarding a professor who was referred to as Professor Carnoy

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Walker, Arthur L., file, 1910-1918. [1 Folder], 9/1910-6/1918	box 666	folder 39
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**Scope and Contents**

Correspondence between Professor Arthur L. Walker and the president, secretary, and treasurer of Columbia University. Walker held appointments as professor of metallurgy and head of the Department of Metallurgy in the University's School of Mines. Correspondence relates to the department. Includes correspondence regarding a proposal to remove a German inscription from the school building during World War I

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Walker, Samuel R., file, 1948-1949. [1 Folder], 8/1948-5/1949	box 669	folder 20
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**Scope and Contents**

Correspondence between Samuel R. Walker and high level administrators at Columbia University. Walker was a vice president of City Investing Company and a benefactor of the University. Correspondence relates to Walker's gifts to the Crew Fund and lists other donors to the fund. Also, correspondence regarding Ernest McKinley Fisher, professor of Urban Land Economics in the Graduate School of Business at Columbia

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Wallace, Schuyler C., files, 1942-1964. [19 Folders], 7/1942-2/1964	box 388	folder 1 to 19
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**Scope and Contents**

Correspondence between Schuyler C. Wallace and the high level administrators of Columbia University. Includes correspondence with the Carnegie, Rockefeller, and Ford foundations. Wallace held numerous appointments including professor of government, Ruggles Professor of Public Law and Government, executive officer of the Department of Public Law and Government, Director of the Naval School of Military Government and Administration, director of the International Administration Training Program, director of the School of International Affairs, director of the European Institute, director of the Near and Middle East Institute, and dean of the Faculty of International Affairs. Most of the records consist of correspondence, reports, budgets, and proposals relating to Columbia's School of International Affairs and its affiliated institutes [ca 1944-1964]. Also, correspondence, budgets, and course materials relating to military and international affairs training programs which

were offered by the University during World War II. Also includes some correspondence regarding Columbia's relations with the United Nations during the late 1940s.

**Scope and Contents**

Topics related to the School of International Affairs and its institutes include: the establishment and organization of the school, the curriculum and programs of the school, budgeting, faculty affairs, faculty recruiting and appointments, visiting professors, exchange students, grant and research administration, financial administration, fellowships, staffing needs, fund raising, lectureships, facilities, and degree requirements. Includes correspondence regarding the Parker Fund, which supported a number of international affairs programs, and the Gabriel Silver Lectureship. Topics related to the Training Program in International Administration and the Naval School of Military Government and Administration include: budgeting, the curriculum, facilities, personnel issues, faculty affairs, faculty appointments, commencement, and financial administration

Walter, Henry G., file, 1959-1960. [1 Folder],  
8/1959-5/1960

box 672

folder 69

**Scope and Contents**

Correspondence between Henry G. Walter of the G. Unger Vetlesen Foundation and high level administrators at Columbia University. Correspondence relates to the establishment and awarding of the Vetlesen Prize in science and a gift to the University from the Ambrose Monell Foundation

Walther, Margotfile, 1948-1949. [1 Folder],  
7/1948-6/1949

box 669

folder 21

**Scope and Contents**

Correspondence between Margot Walther and the secretary and provost of Columbia University. Walther advised University faculty members on the placement of their children in primary and secondary schools. Correspondence relates to placing children in schools, scholarships, and the routine administration of the advisor's office

Walton, Clarence C., files, 1958-1969. [4 Folders],  
7/1958-6/1969

box 501

folder 7 to  
10

**Scope and Contents**

Correspondence between Clarence C. Walton and high level administrators at Columbia University. Walton's appointments included Philip Young Professor of Business, associate dean of the Graduate School of Business, and dean of the School of General Studies. Records dating from 1958 to 1964 relate to the business school.

**Scope and Contents**

Topics include academic policies and arrangements for courses. Records dating from 1964 to 1969 relate to the School of General Studies, Columbia's continuing education division. Topics include: faculty appointments, the status and role of the school, gifts to the school, events, faculty affairs, and candidates for admission, and school finances. Includes: reports and correspondence regarding the reorganization, government, and status of the school [ca. 1968-1969]; a long-range planning report [July, 1965]; and correspondence with students regarding complaints, academic progress, and other issues. Walton also chaired the President's Committee on Urban Minority Problems. Related records include: a substantive report from the committee [1967], correspondence regarding Columbia's Office of University Relations, and correspondence regarding relations with community boards and organizations

Ward, Frank E., file, 1903-1909. [1 Folder],  
5/1903-9/1909

box 676

folder 11

**Scope and Contents**

Correspondence between Frank E. Ward, chapel organist in St. Paul's Chapel at Columbia University, and the president and secretary of the University. Correspondence relates to his appointment, the acquisition of hymnals for the chapel, and the management of the chapel choir. Includes correspondence with University president Nicholas Murray Butler, in which Ward responds to Butler's comments regarding chapel services

Ware, William R., files, 1889-1904. [4 Folders],  
11/1889-12/1904

box 340

folder 17 to  
20

**Scope and Contents**

Correspondence between William R. Ware, professor of architecture at Columbia University, and the president and secretary of the University, clerk of the University's board of trustees, and others. Includes correspondence with Charles McKim, architect of Columbia's Low Memorial Library. Correspondence relates to the Department of

Architecture, the design of Columbia's Morningside Heights campus, and the McKim Travelling Fellowships. Much of the correspondence related to the Department of Architecture deals with the development of the architecture curriculum. Other department-related topics include: faculty appointments, staffing needs, and library facilities. Also, correspondence regarding the planning, design, and construction of buildings on the Morningside Heights campus as well as campus planning in general. Ware's letters often include his opinion of designs for campus buildings. Correspondence relating to the McKim Travelling Fellowships often deals with specifications for design contest entries

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Warman, Manny, file, 1953-1954. [1 Folder], 10/1953-6/1954	box 671	folder 10
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**Scope and Contents**

Correspondence between Manny Warman, a photographer employed by Columbia University, and the president and secretary of the University. Correspondence relates to photographic services and billing for those services

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Warner, Aaron W., file, 1952-1953. [1 Folder], 10/1952-6/1953	box 670	folder 20
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**Scope and Contents**

Correspondence between Aaron W. Warner and Columbia University administrators. Warner was the executive secretary of the University Seminar on Labor. Correspondence relates to the routine financial administration of a project to publish a book in honor of the chairman of the University Seminar on Labor

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10/1953-3/1954 Warren, Earl, file, 1953-1954. [1 Folder], 10/1953-3/1954	box 671	folder 7
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**Scope and Contents**

Correspondence regarding the invitation for Chief Justice Earl Warren to give the principal address at Columbia University's first bicentennial convocation in 1954. Includes 2 copies of Warren's speech at the Bicentennial Alexander Hamilton Dinner, which was held in January of 1954. Also includes correspondence between Warren's staff and the University

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Warren, George E., files, 1953-1967. [3 Folders], 9/1953-6/1967	box 459	folder 16 to 18
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**Scope and Contents**

Correspondence between George E. Warren and Columbia University administrators and trustees. Warren was clerk of the Columbia University board of trustees and chairman of the Committee on Wills and Special Gifts. Correspondence relates to the business of the committee, development, gifts to the University, and routine trustee business. Includes routine invitations and acknowledgement letters

Warren, Joseph, file, 1908-1910. [1 Folder],  
2/1908-6/1910

box 676

folder 12

**Scope and Contents**

Correspondence between Joseph Warren, assistant secretary of Harvard University, and the secretary of Columbia University. Correspondence relates to the move of the Association of American Universities from Columbia to Harvard. Topics include: the disposition of the records of the association, procedures for administering the association, and the routine business of the association. Includes an inventory of association property

Warren, William Clements, files, 1952-1970. [18 Folders],  
11/1952-7/1970

box 450

folder 1 to  
18

**Scope and Contents**

Correspondence between William Clements Warren, dean of the School of Law at Columbia University, and high level University administrators. The records consist of correspondence, budgets, and reports relating to the academic and administrative affairs of the school.

**Scope and Contents**

Topics include: appropriations, prizes, student affairs and housing, faculty affairs, the management of special funds, the Law Library, budgeting, degree requirements, development, faculty appointments, gifts to the school, space requirements, finances, financial aid, tuition and fees, admissions, seminars, programs, research projects, and the administration of the dean's office and staff. Also, correspondence regarding Warren's appointment, gifts to the school, and retirement. includes: proposals and correspondence regarding planning and funding for a new law school building and the development of Columbia's East Campus [ca. 1953-1959] and detailed reports evaluating the mission and resources of the school and the need for a new building [December, 1953 and December, 1954]. Also includes: an accreditation report from the American Bar Association [April, 1958] and a proposal for the

selection and training of African American lawyers  
and civil rights lawyers [1963]

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Wasson, R. Gordon, file, 1948-1949. [1 Folder], 7/1948-6/1949	box 669	folder 22
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**Scope and Contents**

Correspondence between R. Gordon Wasson and the provost of Columbia University. Wasson, who was vice president of J. P. Morgan & Company, chaired the Committee for the Promotion of Advanced Slavic Cultural Studies. Correspondence relates to Slavic studies programs at Columbia.

**Scope and Contents**

Topics include: concerns regarding the loyalty and political beliefs of faculty members who were involved in Slavic studies programs, charges of communist activities that were brought against University faculty, and the controversy surrounding the funding of named professorships by communist governments. Includes correspondence regarding Ernest J. Simmons, who was a professor of Russian, and Professor Roman Jakobson. also includes a pamphlet on the Committee for the Promotion of Advanced Slavic Cultural Studies

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Watkins, Morris W., files, 1946-1971. [22 Folders], 2/1946-6/1970	box 408	folder 1 to 21
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Watkins, Morris W., files, 7/1970-6/1971	box 409	folder 1
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**Scope and Contents**

Correspondence between Morris Watkins, secretary of the Alumni Federation of Columbia University, and high level University administrators. Watkins also served as director of student interests from 1968 to 1971. Correspondence relates to alumni relations, development, arrangements for alumni programs, gifts to the University, and the activities of regional alumni clubs. Includes a survey regarding alumni relations with the University [ca. 1952-1954] and correspondence documenting alumni involvement in Columbia's 1954 bicentennial celebration. Also includes Watkins' address entitled The Promotion of Alumni Activities which was given before the American Alumni Council in January, 1948

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Watson, Goodwinfile, 1953-1955. [1 Folder], 8/1953-6/1955	box 455	folder 21
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**Scope and Contents**

Correspondence between Goodwin Watson, professor of education in Teachers College at Columbia



University, and University administrators. most of the records consist of invoices for expenditures involving Watson's research. Also, correspondence relating to his personnel issues. Includes records regarding accusations that Watson was involved in communist activities

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Watson, Thomas J. [b. 1914], file, 1956-1961. [1 Folder], 7/1956-5/1961	box 389	folder 16
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**Scope and Contents**

Correspondence between Thomas J. Watson Junior, president of IBM and son of Columbia University trustee Thomas J. Watson, and University president Grayson Kirk. Most of the records consist of invitations and routine correspondence. Records relate to the business of the board of IBM, on which Watson and Kirk served. Also, notes regarding the development strategy which was used to approach Mrs. Thomas J. Watson [Jeanette Watson] regarding gifts to the University and letters from President Kirk to Mrs Watson.

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Watson, Thomas John [b.1874-d.1956], files, 1944-1956. [2 Folders] 11/1944-6/1956	box 389	folder 14 to 15
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**Scope and Contents**

Correspondence between Thomas John Watson, president of IBM, and the high level administrators of Columbia University. Watson was a trustee and benefactor of Columbia University. Most of the correspondence dating from 1944 to 1948 relates to the establishment of the Watson Scientific Computing Laboratory. Most of the records dating from the 1950s consist of invitations and cover letters

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Watt, Robert W., files, 1953-1965. [3 Folders], 7/1953-5/1965	box 478	folder 15 to 17
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**Scope and Contents**

Correspondence between Robert W. Watt of the Seaboard Surety Company and high level administrators at Columbia University. Watt was a trustee of the University. He served as vice chairman of the board and was a member of a number of trustee committees, including the committee on buildings and grounds. The records consist of correspondence and clippings relating to a range to subjects.

**Scope and Contents**

Topics include: academic freedom, a proposed University engineering center, research funding,

campus architecture and planning, urban planning, and funding for building projects. Includes a report of the Special Committee Appointed to Investigate the Government Aided Research Program of the University [March, 1956]. Also, correspondence between trustees and benefactors. The correspondence, which includes routine acknowledgement letters, relates to trustee affairs, donor relations, and gifts to the University. Also, clippings and articles which were forwarded to the University by Watt. Includes copies of "CounterAttack", an anti-communist newsletter

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Waugh, Leuman M., file, 1944-1945. [1 Folder], 7/1944-6/1945	box 668	folder 20
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**Scope and Contents**

Correspondence between Professor Leuman M. Waugh and the provost and secretary of Columbia University. Waugh was a professor of dentistry in the University's School of Dental and Oral Surgery and director of the school's Orthodontic Clinic. Correspondence concerns relations between the dental school and Columbia's medical school. Also, correspondence regarding Waugh's retirement

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Webb, R. K. [Robert Kiefer], file, 1956-1959. [1 Folder], 9/1956-5/1959	box 493	folder 16
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**Scope and Contents**

Correspondence between Robert K. Webb, secretary of the Council for Research in the Social Sciences at Columbia University, and University administrators. Most of the records consist of routine cover letters and correspondence relating to expenditures for council-sponsored projects. Includes a small number of minutes from the Council for Research in the Social Sciences, memoranda regarding research grants, and records regarding the establishment of the Brebner Fund to purchase research materials for use in history courses.

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Weed, Ella, files, 1890-1893. [3 Folders], 3/1890-11/1893	box 676	folder 13 to 15
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**Scope and Contents**

Correspondence between Ella Weed and Seth Low, president of Columbia University. Weed chaired the committee that oversaw the academic affairs of Barnard College, the undergraduate women's college affiliated with Columbia. Much of the material relates to admissions and registration in Barnard College and the Collegiate Course for Women, a program which allowed women to take graduate level University courses. Weed often corresponded

with President Low regarding the credentials of admissions candidates and the approval of applications for masters and doctoral degrees. Other topics include: student affairs and issues involving individual students; the management of entrance examinations, finals, and other examinations; the recording of exam results; the interpretation of academic policies governing Barnard students; and arrangements for University faculty members to teach courses at Barnard

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Weeks, Raymond, file, 1910-1918. [1 Folder], box 666 folder 40  
6/1910-6/1918

**Scope and Contents**

Correspondence between Raymond Weeks, professor of romance languages at Columbia University, and the president and secretary of the University. Correspondence relates to the Department of Romance Languages. Topics include: faculty appointments, the acquisition of library books, and educational issues

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Weifenbach, William, file, 1956-1957. [1 Folder], box 672 folder 20  
10/1956-5/1957

**Scope and Contents**

The records consist of minutes from the University Seminar on Higher Education. The minutes were submitted to the Columbia University administration by William Weifenbach. The University Seminars promote interdisciplinary, inter-institutional discussion and study of a range of issues

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Weinreich, Uriel, file, 1957-1958. [1 Folder], box 672 folder 36  
9/1957-5/1958

**Scope and Contents**

Correspondence between Uriel Weinreich, executive officer of the department of General and Comparative Linguistics at Columbia University, and high level University administrators. Correspondence relates to a variety of subjects. Topics include: departmental appropriations and budgeting, faculty affairs, and funding for guest speakers in Weinreich's language planning course. Also, correspondence regarding a conference on Yiddish studies that Weinreich was organizing

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Weinstein, Jack B., file, 1968 [1 Folder] Feb-68, 1968 box 54 folder 29

**Scope and Contents**

A book regarding the reform of the New York State constitution. The book was written by United

State District Court Judge Jack Weinstein and was forwarded to the Columbia University administration by him

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Weir, Robert F. file, 1892-1903. [1 Folder], 6/1892-5/1903	box 676	folder 16
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**Scope and Contents**

Correspondence between Robert Weir, professor of surgery in the College of Physicians and Surgeons at Columbia University, and University administrators. Among other topics, the correspondence relates to routine faculty appointments and faculty affairs in the Department of Surgery

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Wellings, Timothy F., file, 1946-1949. [1 Folder], 9/1946-6/1949	box 409	folder 6
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**Scope and Contents**

Correspondence between Timothy Wellings, professor of naval science at Columbia University, and the provost and other University administrators. Correspondence relates to the Naval Reserve Officers Training Corps [NROTC] at Columbia.

**Scope and Contents**

Topics include: relations between the NROTC and the University, program facilities, admissions, and program staff. Includes records regarding the curriculum and requirements of the program

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Wellington, John, file, 1961-1962. [1 Folder], 9/1961-5/1962	box 673	folder 12
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**Scope and Contents**

Records related to John Wellington, assistant director of college admissions at Columbia University. The records consist of schedules for recruiting trips to high schools and Wellington's appointment letter

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Wells, James S. C., file, 1894-1910. [1 Folder], 11/1894-6/1910	box 676	folder 17
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**Scope and Contents**

Correspondence between James S. C. Wells, an instructor and adjunct professor at Columbia University, and the president of the University. Correspondence relates to Wells' personnel issues, research, health, and retirement

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Weltfish, Gene, files, 1943-1986. [2 Folders], 7/1943-5/1986	box 671	folder 8 to 9
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**Scope and Contents**

Records regarding the personnel issues and dismissal of Gene Weltfish, a lecturer in the Department of Anthropology at Columbia University. Weltfish was dismissed for her membership in the communist party and her refusal to testify at Senate hearings. Records include correspondence from attorneys, students, professors, and the public.

**Scope and Contents**

Topics include communism , Weltfish's dismissal, and related issues. Records include: a petition from students requesting Weltfish's reinstatement, correspondence regarding University strategies relating to the case, and newspaper clippings and articles regarding the case

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Wensley, Roger L., file, 1947-1948. [1 Folder],  
11/1947-5/1948

box 669

folder 7

**Scope and Contents**

Correspondence between Roger L. Wensley and the secretary and acting president of Columbia University. Wensley was chairman of the Columbia Fund. Correspondence relates to the Columbia Fund development campaign

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Weyl, Hermann, file, 1954 [1 Folder] 9/1954-10/1954,  
1954, 9/1954-10/1954

box 671

folder 53

**Scope and Contents**

Correspondence between Hermann Weyl, a mathematician in the Institute for Advanced Study at Princeton University, and high level administrators at Columbia University. Correspondence relates to the honorary degree that was awarded to Weyl at Columbia's 3rd Bicentennial Convocation in 1954. Includes biographical information regarding Weyl

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Wheeler, Benjamin Ide, file, 1892-1916. [1 Folder],  
1/1892-2/1916

box 341

folder 9

**Scope and Contents**

Correspondence between Benjamin Ide Wheeler, president of the University of California at Berkeley, and Columbia University presidents Seth Low and Nicholas Murray Butler. Low, Butler, and Wheeler exchanged opinions on a variety of administrative and educational issues in their correspondence. Also

includes routine invitations, correspondence, and acknowledgement letters

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Wheeler, James Rignall, file, 1895-1918. [1 Folder], box 341 folder 10  
4/1895-3/1918

**Scope and Contents**

Correspondence between Professor James Rignall Wheeler of Columbia University and the president and secretary of the University. Correspondence relates to the routine business of the Department of Classical Philology and to Rignall's personnel issues and professional activities. Rignall also served as acting dean of the Faculty of Fine Arts. Related topics include the reorganization of the Faculty and the evaluation of art, design, architecture, and music education at Columbia [ca. 1911]

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Wheeler, John N., file, 1965-1967. [1 Folder], box 54 folder 30  
10/1965-11/1967

**Scope and Contents**

Correspondence between John N. Wheeler, a journalist who was affiliated with United Feature Syndicate, and the president of Columbia University. Correspondence relates to news features, social arrangements, and the donation of Wheeler's editor-letters collection to the Columbia University Libraries. The collection included correspondence with presidents, authors, politicians, and other public figures. Includes a partial list of Wheeler's collection of photographs, autographed books, sketches, and correspondence

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Wheeler, John W., files, 1959-1971. [9 Folders], box 503 folder 1 to 9  
10/1959-6/1971

**Scope and Contents**

Correspondence between John W. Wheeler and the trustees and high level administrators of Columbia University. Wheeler appears to have served as counsel for the University. Correspondence relates to a variety of subjects involving the legal affairs of the University, University development projects, and relations with other institutions and with New York City government. Includes records regarding plans to construct a University gymnasium in Morningside Park, correspondence regarding discipline and other issues involving the campus disturbances of the late 1960s and minutes of the Committee on Legal Affairs

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Wheeler, L. H., file, 1902-1910. [1 Folder], box 664 folder 18  
10/1902-6/1910

**Scope and Contents**

Correspondence between L. H. Wheeler, recorder of the faculty of medicine in the College of Physicians and Surgeons, and the secretary and chief clerk of Columbia University. Correspondence relates to: faculty affairs, faculty appointments, the publication and distribution of the president's reports, scholarship recipients, and the payment of fees due to lecturers who taught courses in the Summer Session

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Wheelock, Charles F., file, 1911-1918. [1 Folder],  
12/1911-5/1918

box 666

folder 41

**Scope and Contents**

Correspondence between Charles Wheelock, assistant commissioner for secondary education in the New York State Education Department, and the president and secretary of Columbia University. Correspondence relates to state scholarships for college students and procedures for the administration of the state regents examinations

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Wheelock, George G., file, 1890-1905. [1 Folder],  
3/1890-11/1905

box 664

folder 19

**Scope and Contents**

Correspondence between George G. Wheelock and the president of Columbia University. Wheelock was a trustee of the University and registrar of the College of Physicians and Surgeons. Most of the correspondence relates to scholarships and faculty appointments in the College of Physicians and Surgeons and the selection and appointment of trustees. Also, correspondence regarding Wheelock's gift to fund the statue of Sophocles that is in Columbia's Low Memorial Library. Also includes correspondence regarding the selection of a contractor to build Low Memorial Library and insurance for the library

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Whitaker, Milton C., file, 1911-1917. [1 Folder],  
3/1911-5/1917

box 666

folder 42

**Scope and Contents**

Correspondence between Milton C. Whitaker, professor of chemical engineering at Columbia University, and the president and other University administrators. Correspondence relates to the Department of Chemical Engineering.

**Scope and Contents**

Topics include fellowships, faculty appointments, laboratory maintenance, equipment, and the administration of departmental research projects. Includes records regarding research involving the American Brake Shoe and Foundry Company

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White, Alfred Tredway, file, 1914-1918. [1 Folder], 2/1914-6/1918	box 666	folder 43
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**Scope and Contents**

Correspondence between Alfred Tredway White and the president and secretary of Columbia University. White was a buyer for the Central Museum of the Brooklyn Institute. Correspondence relates to the purchase of bronze reproductions from an exhibition of the works of Constantin Meunier that was held at Columbia in 1914

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White, Carl M., files, 1943-1954. [27 Folders], 7/1943-5/1950	box 390	folder 1 to 18
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White, Carl M., files, 6/1950-6/1954	box 391	folder 1 to 9
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**Scope and Contents**

Correspondence between Carl M. White, dean of the School of Library Service and director of the libraries at Columbia University, and high level administrators of the University. Records relate to the administration, finances, and personnel of the Columbia University libraries and the academic and financial affairs of the School of Library Service. Includes White's speeches on librarianship and university libraries, correspondence regarding the Bancroft Bequest [ca. 1946], and correspondence regarding the University's committee on Motion pictures [ca. 1944-1945]. Records relating to the Columbia University Libraries consist of correspondence, budgets, reports, floor plans, and newsletters.

**Scope and Contents**

Topics include: budgeting, staff salaries and benefits, library costs, library operations, facilities, personnel policies, staffing needs, library privileges, exhibitions, and fund raising. Includes records regarding the appraisal and acquisition of books and collections. Also includes correspondence regarding the administration of special collections libraries including the Brander Matthews Dramatic Museum [ca. 1949] and the Library of the American Mathematical Society [ca. 1950-1951]. Also, correspondence and other records relating to the establishment and powers of the Library Staff



Association [ca 1948-1950]. Also, correspondence regarding the post-World War II development of Columbia's international affairs libraries. Records relating to the School of Library Service consist of correspondence, budgets, reports, and proposals.

### Scope and Contents

Topics include: faculty appointments, faculty affairs, arrangements for courses, budgeting, scholarships and financial aid, student affairs, degrees, fund raising, staffing needs, and the curriculum and programs of the school. Includes information regarding women faculty members in the school. Also includes correspondence, proposals, and reports [ca. 1944-1948] regarding the revision of the school's curriculum and proposals and procedures relating to the creation of a job placement service in the school. Includes White's communications to the Library Council and its successor, the Library Committee of the University Council, regarding a variety of topics

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Whiteside, William J., files, 1952-1969. [13 Folders],  
7/1952-6/1969

box 452

folder 1 to  
13

### Scope and Contents

Correspondence between William J. Whiteside of the Department of Buildings and Grounds at Columbia University and high level University administrators. Whiteside held appointments as assistant director and, later, director of the department. The records consist of correspondence, budgets, and floor plans relating to University facilities and the Department of Buildings and Grounds. Facilities-related topics include: building renovation, building management, campus space needs, facilities budgets, utilities, security, and construction projects. Includes photographs of a demonstration at the ground-breaking ceremony for Uris Hall. Also includes correspondence with architects regarding campus projects, in particular the Citizenship center [Ferris Booth Hall]

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Whitnack, Jean L., file, 1957-1963. [1 Folder],  
7/1957-11/1963

box 497

folder 19

### Scope and Contents

Correspondence between Jean L. Whitnack, editor-in-chief of the Department of University Publications at Columbia University, and high level University administrators. Correspondence relates to the preparation and printing of handbooks, announcements, bulletins, the academic calendar, and other University publications. Includes the draft of an entry for the student handbook regarding the

University's administrative structure [1957] and the draft of a promotional brochure for the Lamont Geological Observatory, Columbia's facility for research and education in the earth sciences [July, 1961]

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Wien, Lawrence A., files, 1965-1971. [2 Folders],  
8/1965-5/1971

box 508

folder 4 to 5

**Scope and Contents**

Correspondence between Lawrence A. Wien and high level administrators at Columbia University. Wien served as a trustee of the University. Correspondence relates to a variety of subjects.

**Scope and Contents**

Topics include Wien's gifts to Columbia and an agreement with Columbia regarding the leasing of the Empire State Building. Includes a brief exchange of correspondence with University president William McGill regarding a demonstration that took the form of a housing crimes trial as well as a flier from the demonstration [December, 1970]. Also includes routine acknowledgement letters.

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Wilbur, C. Martin [Clarence Martin], files, 1957-1964. [3  
Folders] 9/1957-6/1964

box 448

folder 3 to 5

**Scope and Contents**

Correspondence between Clarence Martin Wilbur and Columbia University administrators. Wilbur was an associate professor of Chinese History and held appointments as the assistant director and director the University's East Asian Institute. The records consist of correspondence, reports, and budgets relating to the institute.

**Scope and Contents**

Topics include: faculty appointments, appropriations, faculty affairs, expenditures, personnel, finances, facilities, the East Asian Library, Asian exchange students, staffing needs, lectures, and development. Includes annual reports which discuss the institute's mission, programs, student body, activities, and staff. Also includes correspondence and a report regarding the Chinese Oral History Project and a copy of a paper on the Communist movement in China that was edited by Wilbur in 1960. Also, correspondence regarding Wilbur's personnel issues

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Williams, Franklin H., file, 1968-1969. [1 Folder],  
8/1968-6/1969

box 72

folder 24

**Scope and Contents**

Correspondence between Franklin H. Williams, director of the Center on Urban Community Affairs at Columbia University, and University administrators. Correspondence relates to urban and minority affairs, relations between Columbia and the surrounding community, and the University's need to recruit minority students.

**Scope and Contents**

Topics include: the lack of Black and Puerto Rican students at Columbia, the need for courses with relevance for Black students, the University's lack of contributions to local businesses and banks, proposals to recruit employees from Harlem and to increase the use of businesses and services from the Harlem area, and scholarship programs for minority students. records include: two speeches in which Williams addresses urban and minority issues, a mission statement from the Center for Urban Community Affairs, newspaper clippings on related topics, a report detailing the urban center's efforts to recruit Black students, and a letter in which Williams expresses his disappointment at Columbia's failure to recruit and encourage the education of Black, Puerto Rican, and other minority students

Williams, Gordon, file, 1953 [1 Folder] Jan-53, 1953                      box 670                      folder 21

**Scope and Contents**

Records forwarded to the Columbia University administration by Gordon Williams, special representative of the International Monetary Fund. The records consist of two reports by the International Monetary Fund: Monetary Policy in Postwar Years and Recent Fiscal Developments in Canada

Williams, Howard R., file, 1953-1954. [1 Folder], 10/1953-5/1954                      box 671                      folder 11

**Scope and Contents**

Correspondence between Professor Howard R. Williams of the School of Law at Columbia University and University administrators. Correspondence relates to a study of courses in real estate that were offered in the University's Institute of Arts and Sciences. Williams appears to have chaired the committee which was appointed

to evaluate the courses. Includes a report [the Burns Report ] on the courses

Williams, John Sharp, file, 1912-1913. [1 Folder], 3/1912-1/1913	box 666	folder 44
<b>Scope and Contents</b>		
Correspondence between John S. Williams and the president and secretary of Columbia University. Williams, who was a United States senator, was appointed Blumenthal Lecturer for 1912. Correspondence relates to arrangements for the lectures, the payment of William's honorarium, and the publication of the lectures		
Williams, Linsly R., file, 1930-1933. [1 Folder], 7/1930-6/1933	box 371	folder 20
<b>Scope and Contents</b>		
Correspondence between Linsly R. Williams, director of the New York Academy of Medicine and an alumni trustee of Columbia University, and Nicholas Murray Butler, president of the University. Correspondence relates to the affiliation between the University and the New York Post-Graduate Medical School [ca. 1930]. Includes a report regarding the affiliation and graduate education in medicine. Also, correspondence, clippings, and reports relating to University athletics programs. Topics include: training, facilities, scholarships, and a controversy over the management of the football team. Includes correspondence relating to the Special Committee on Athletics		
Williams, Stephen G., files, 1924-1934. [3 Folders], 1/1924-12/1934	box 349	folder 19 to 21
<b>Scope and Contents</b>		
Correspondence between Stephen G. Williams and Nicholas Muray Butler, president of Columbia University. Williams was an alumni trustee and a trustee of the University. Correspondence relates to a range of subjects involving the University. Topics include: alumni relations, financial support for University athletic programs, and the design, maintenance, and renovation of campus facilities. Includes a letter dated October, 1927 regarding Jewish representation on the University's board of trustees		
Williams, Talcott, files, 1912-1918. [2 Folders], 2/1912-6/1918	box 667	folder 1 to 2

**Scope and Contents**

Correspondence between Talcott Williams and the president and secretary of Columbia University. Williams held appointments as professor of journalism and director of Columbia's School of Journalism. Correspondence relates to the establishment of the School of Journalism and Williams' appointment as its first director.

**Scope and Contents**

Topics include: the recruiting and appointment of a faculty for the new school, publicity, funding for the school, budgeting, the development and revision of the school's curriculum, special lectures, and the creation of a school library. Includes: correspondence regarding the Pulitzer Prizes, a school budget for the 1918-1919 academic year, and a report from the Administrative Board of the School of Journalism. Also, correspondence regarding anti-war sentiment during World War I. In particular, the correspondence relates to the anti-war position of James W. Danaly

Williamson, Charles C., files, 1926-1943. [22 Folders], 7/1926-6/1942	box 356	folder 1 to 20
Williamson, Charles C., files, 7/1942-6/1943	box 357	folder 1 to 2

**Scope and Contents**

Correspondence between Charles C. Williamson, director of the libraries and dean of the School of Library Service at Columbia University, and high level University administrators. Most of the correspondence and reports relate to the Columbia University Libraries. Also includes correspondence and reports regarding the School of Library Service. Topics related to the Columbia University Libraries include: appointments, budgeting, appropriations, library personnel, library fees, library privileges, facilities, the management of special libraries and collections, equipment, acquisitions, and fund raising. Includes correspondence documenting the administrative structure of the libraries and the relationship between the director of the libraries and the University librarian. Correspondence dating from the 1930s also relates to the design of Butler Library, then known as South Hall; the establishment of the rare books library; and the proposed creation of an international affairs library. Topics related to the School of Library Service include: budgeting, appropriations, faculty appointments, facilities, teaching assignments, scholarships, and fund raising. Includes correspondence and a report [ca. 1937-1938] regarding: the relationship between

the School of Library Service and the University Libraries, the educational method of the school, and the organization of the University's library system. Also includes a report, dating from 1935 which discusses the curriculum of the school. Also, correspondence [ca. 1941] regarding the selection of a new dean to succeed Williamson

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Wilson, Edmund B., files, 1891-1918. [3 Folders],  
5/1891-5/1918

box 341

folder 11 to  
13

**Scope and Contents**

Correspondence between Edmund B. Wilson, head of the Department of Zoology at Columbia University, and the president and secretary of the University. Topics related to the department include: faculty appointments, faculty affairs, expenditures, budgeting, curriculum, special lectures, laboratories and equipment, gifts to the department, personnel, publications, fellowships, and the administration of research projects. Includes correspondence [ca. 1903] regarding the revision of the undergraduate science curriculum. Also, correspondence relating to Wilson's personnel matters and professional activities

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Winser, John H. file, 1897-1899. [1 Folder],  
4/1897-10/1899

box 664

folder 20

**Scope and Contents**

Correspondence between John H. Winser and the secretary of Columbia University. Winser was the secretary and assistant treasurer of the American Museum of Natural History. Correspondence relates to routine matters. Topics include the salary of Franz Boas and the relationship between Cornelius Vanderbilt and the museum

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Wise, Carl R., files, 1948-1958. [2 Folders],  
7/1948-6/1958

box 428

folder 10 to  
11

**Scope and Contents**

Correspondence between Carl R. Wise, university medical officer at Columbia University, and high level University administrators. The records consist of correspondence, budgets, and reports relating to University medical services.

**Scope and Contents**

Topics include: the administration of the Medical Office, policies regarding medical services, medical facilities, the mission of the University's health services, statistics regarding medical services, and medical fees. Includes correspondence regarding the

mental and physical health of individual students and employees. Also includes budgets and proposals for the reorganizations of Columbia's medical services that took place in 1949 and 1953. Also, correspondence regarding Wise's appointment

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Wise, James DeCamp, file, 1951-1952. [1 Folder], 9/1951-5/1952	box 669	folder 41
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**Scope and Contents**

Correspondence between James DeCamp Wise and high level administrators at Columbia University. Wise was president of Columbia Associates, a group of University benefactors who made contributions to Columbia's general fund. Correspondence relates to luncheons in honor of General William J. Donovan and New York Times publisher Arther Hays Sulzberger

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Wissler, Clark, file, 1899-1909. [1 Folder], 10/1899-3/1909	box 664	folder 21
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**Scope and Contents**

Correspondence between Clark Wissler, lecturer in anthropology in Teachers College at Columbia University, and the secretary of the University. Correspondence relates to Wissler's appointment

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Wittkower, Rudolph, files, 1956-1968. [4 Folders], 9/1956-2/1968	box 493	folder 20
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**Scope and Contents**

Correspondence between Rudolph Wittkower, chairman of the Department of Fine Arts and Archeology at Columbia University, and high level University administrators. Correspondence relates to the department.

**Scope and Contents**

Topics include: expenditures, faculty appointments, arrangements for events, loans of paintings, facilities, and equipment. Includes the departmental constitution and correspondence regarding the expansion of the curriculum and programs of the department. Also includes a memorandum regarding the departmental committee that was established to evaluate Arthur Sackler's offer to donate his collection of Asian art objects to the University. Also, letters evaluating art objects which were offered to the University and a proposal for the establishment of a visual arts center at the University

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Wofford, Harris L., file, 1954-1959. [1 Folder], 4/1954-5/1959	box 457	folder 20
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regarding the academic standing and mental health  
of a veteran student in the department

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Wolman, Leo, file, 1952-1954. [1 Folder], 9/1952-5/1954      box 451      folder 19

**Scope and Contents**

Correspondence between Leo Wolman, professor of economics at Columbia University, and University administrators. Wolman was also a researcher for the National Bureau of Economic Research. The records consist of routine correspondence regarding Wolman's personnel issues, sponsored research projects, and committee appointments. Includes reprints of articles regarding the United States Steel strike. Also includes a paper on wage trends from 1914 to 1953

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Wood, Francis Carter, files, 1900-1939. [2 Folders], 6/1900-6/1939      box 341      folder 14 to 15

**Scope and Contents**

Correspondence between Professor Francis Carter Wood and the president, secretary, and faculty of Columbia University. Wood was professor of clinical pathology in the Department of Pathology at Columbia University's College of Physicians and Surgeons and, later, the director of the University's Institute for Cancer Research. Much of the correspondence relates to the institute.

**Scope and Contents**

Topics include: facilities, budgeting, expenditures, personnel, equipment, publications, and staffing needs. Includes correspondence and reports regarding research activities and long range planning. Topics related to the Department of Pathology include faculty appointments and faculty affairs.

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Wood, Neal, files, 1960-1963. [3 Folders], 1/1960-7/1963      box 503      folder 10 to 12

**Scope and Contents**

Correspondence between Neal Wood, secretary of the Council for Research in the Social Sciences, and high level University administrators. Records relate to the council, which was based at Columbia. Most of the records consist of correspondence and notes regarding expenditures for sponsored research projects. The records also include a small number of minutes and agenda for council meetings and a

bibliography of publications by council-sponsored projects between 1956 and 1961

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Wood, Thomas D. file, 1901-1918. [1 Folder], 8/1901-4/1918	box 341	folder 16
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**Scope and Contents**

Correspondence between Thomas D. Wood, professor of clinical education in the Department of Physical Education at Teachers College, and the president and secretary of the Columbia University. Teachers College is an affiliate of Columbia University. Most of the correspondence relates to the University's gymnasium and to physical education instruction and the physical education departments at Teachers College and the University.

**Scope and Contents**

Topics include: faculty appointments, equipment, gymnasium policies, personnel, and the preparation of the University's catalog. Includes proposals for the establishment of a department of hygiene and the creation of the post of university medical officer. Also, cover letters and acknowledgement letters as well as correspondence relating to Wood's appointment and professional activities

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Wood, William A., files, 1959-1965. [4 Folders], 7/1959-6/1965	box 503	folder 13 to 16
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**Scope and Contents**

Correspondence between William A. Wood, director of the Office of Radio and Television Relations at Columbia University, and high level University administrators. The records consist of correspondence, budgets, and reports relating to: the office, the administration of the University's radio and television programs, radio and television coverage of faculty and administrators, and relations with the media. Topics related to the office and University broadcasts include: expenditures, studio facilities, equipment and supplies, budgeting, and finances. Related records include: correspondence regarding WKCR, the Columbia radio station; annual reports of the office; records [ca. 1962] regarding Columbia Lectures in International Studies, a series of half-hour television lectures regarding world affairs; and records [ca. 1962-1963] regarding educational television

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Woodberry, George E., files, 1891-1904. [3 Folders], 6/1891-2/1904	box 664	folder 22 to 24
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**Scope and Contents**

Correspondence between Professor George E. Woodberry, head of the Department of Comparative Literature at Columbia University, and the president of the University. Correspondence relates to the department and to Woodberry's personnel issues. Most of the correspondence relates to arrangements for courses to be given in the department. The records also include many letters regarding the conflict between Woodberry and Professor Brander Matthews and the resulting establishment of separate departments -- the Department of English and the Department of Comparative Literature. Includes correspondence with President Seth Low, in which Woodberry complains of his treatment, and correspondence regarding relations between the two departments. Also, correspondence regarding protests over the reduction in the number of courses to be given by Woodberry.

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Woodbridge, Frederick James Eugene, files, 1900-1939. [8 Folders], 6/1900-5/1939

box 342

folder 1 to 8

**Scope and Contents**

Correspondence between Professor Frederick James Eugene Woodbridge of Columbia University and University president Nicholas Murray Butler, the secretary of the University, faculty members, and trustees. During his long career at Columbia, Woodbridge held numerous appointments including: professor of philosophy, Johnsonian Professor of Philosophy; dean of the Faculties of Political Science, Philosophy, and Pure Science [the Graduate Faculties]; and Roosevelt Professor. Correspondence relates to a wide range of topics involving the Department of Philosophy and Psychology, the Graduate Faculties, and the University's organization, academic affairs, and finances. Topics related to the Department of Philosophy and Psychology. Include: faculty appointments, staffing needs, and teaching assignments. Topics related to the administration of the Graduate Faculties include: tuition and fees, prizes and awards, fellowships and scholarships, the organization and government of schools and departments, degrees, budgeting, faculty affairs, and the management of special funds. includes correspondence regarding the University Research Fund. Also, correspondence between Woodbridge and President Butler on a range of University-related topics including University finances and the organization of schools and faculties. Woodbridge also seems to have assumed some of Butler's responsibilities during the president's absences. Includes Woodbridge's remarks to the University Council regarding the dismissal

of professors James McKeen Cattell and Henry W. L. Dana and the relationship between faculty members and the University. Also, correspondence regarding the nomination of candidates for the butler Medal and the selection of medal recipients. Also, correspondence [ca. 1931-1932] regarding Woodbridge's tenure as Roosevelt Professor. The Roosevelt Professorship sent an American professor to Germany to lecture and act as a cultural and educational emissary.

### Scope and Contents

Topics include: Woodbridge's activities as Roosevelt Professor, administrative issues regarding the professorship, the appointment of his successor, and inter-war politics. Includes his inaugural address, "Nature of Man", which was given in Berlin in November, 1931. Also, correspondence [ca. 1936-1937] documenting the work of the president's Committee on the Degree of Doctor of Philosophy. Woodbridge was chairman of the committee, which evaluated and revised the requirements for the Ph.D. Includes the committee's initial report, dated 1937. Also includes correspondence [ca. 1939] regarding Woodbridge's retirement

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Woodhull, John F., file, 1898-1910. [1 Folder],  
1/1898-2/1910

box 664

folder 25

### Scope and Contents

Correspondence between Professor John Woodhull of Teachers College at Columbia University and the president of the University. Woodhull was in charge of overseeing buildings and supplies at Teachers College. Related topics include college maintenance and the construction of Milbank Hall. Woodhull also chaired the State Science Teachers Association. Related correspondence deals with the New York State high school physics curriculum. Also, correspondence regarding Woodhull's personnel issues. includes a journal of his trip through the West

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Woods, W. W. [William Whitfield], file, 1918. [1 Folder],  
1/1918-7/1918

box 667

folder 3

### Scope and Contents

Correspondence between William W. Woods, director of the Department of Information at Columbia University, and the president and secretary of the University. Correspondence relates to the Department of Information and its role as a liaison with the press and a publicity office for the University. Includes a report on the department's goals and activities [February, 1918] and a memorandum regarding press coverage of Professor

charles Beard's resignation from the University in  
1917

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Woodward, B. D. [Benjamin Duryea], file, 1893-1908. [1 Folder] 4/1893-2/1908      box 664      folder 26

**Scope and Contents**

Correspondence between Benjamin D. Woodward of the Department of Romance Languages at Columbia University and the president of the University. Much of the correspondence relates to Woodward's personnel issues, his appointment as a commissioner to the Paris Exposition in 1900 and resignation to pursue a business career in France

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Woodward, Robert Simpson, file, 1893-1914. [1 Folder], 1/1893-12/1914      box 342      folder 9

**Scope and Contents**

Correspondence between Professor Robert Simpson Woodward and the president and secretary of Columbia University. Woodward was a professor of mechanics and mathematical physics in the Department of Mechanics at Columbia University and, later, dean of the University's Faculty of Pure Science. Most of the correspondence relates to the Department of Mechanics.

**Scope and Contents**

Topics include: the curriculum, examinations, faculty affairs, research funding, expenditures, staffing needs, and equipment. also, correspondence relating to the Faculty of Pure Science. Topics include: faculty appointments, faculty affairs, privileges, student affairs, and the preparation of the Faculty's catalog. Correspondence dating from 1904 to 1905 relates to Woodward's resignation

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Woodworth, Robert Sessions, file, 1903-1930. [1 Folder], 6/1903-3/1930      box 341      folder 17

**Scope and Contents**

Correspondence between Robert Sessions Woodworth, professor of psychology and administrative head of the Department of Philosophy and Psychology at Columbia University, and the president and secretary of the University.

**Scope and Contents**

Topics include: fellowships, faculty appointments, faculty affairs, preparation of the catalog, lectureships, budgeting, appropriations and expenditures, and staffing needs. Woodworth

was also secretary of the Social Science Research Council. Correspondence dating from 1926 to 1930 documents routine Council payments for research grants to the University. Also, correspondence relating to Wood's appointment and personnel matters

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Woolman, Mary Schenck, file, 1899-1909. [1 Folder], 2/1899-1/1909	box 664	folder 27
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**Scope and Contents**

Correspondence between Mary Schenck Woolman, director of the Manhattan Trade School of Girls, and Nicholas Murray Butler, president of Columbia University. Most of the records consist of Woolman's invitations to Butler to visit the school. Also, correspondence regarding the division of Woolman's time between her work at Teachers College and the trade school and correspondence regarding her trips to Europe to observe women who were working in various trades

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Woolson, Ira H., file, 1891-1910. [1 Folder], 12/1891-4/1910	box 664	folder 28
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**Scope and Contents**

Correspondence between Ira H. Woolson and the president of Columbia University. Woolson held appointments as instructor in the department of Mechanical Engineering and secretary of the Faculty of Applied Science. Most of the correspondence relates to his research regarding fire-proof building materials. Correspondence also relates to his personnel issues and resignation. Includes a report on recognition for his students' research in Engineering News

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Wormann, Curt David, file, 1965 [1 Folder] Feb-65, 1965	box 18	folder 28
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**Scope and Contents**

Correspondence regarding an exchange visitor visa for Curt Wormann, a library science instructor at Columbia University

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Wormser, Felix E., file, 1953-1960. [1 Folder], 8/1953-11/1960	box 457	folder 21
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**Scope and Contents**

Correspondence between Felix E. Wormser, assistant secretary of the United States Department of the Interior, and Columbia University administrators and staff. Wormser was an alumni trustee of the University. Correspondence relates to routine trustee business and arrangements for meetings. Includes

correspondence regarding a controversy involving an agreement between the University and the Polish government to establish a chair in Polish studies. Also includes correspondence regarding criticism of faculty members in Columbia's Teachers College.

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Worzel, J. Lamar [John Lamar], files, 1964-1967. [3 Folders] 9/1964-6/1967

box 507

folder 17 to 19

**Scope and Contents**

Correspondence between John Lamar Worzel and high level administrators at Columbia University. Worzel served as acting and associate director of the Lamont Geological Observatory, Columbia's facility for research and education in the earth sciences.

**Scope and Contents**

Topics include: faculty affairs, the management of special funds, the administration of grants and government contracts, research funding, relations between the University and the observatory, and facilities. Includes correspondence regarding the funding and management of the observatory's ocean floor core sample project and core sample laboratory [1965]. Also includes a report regarding Lamont facilities, personnel, faculty, research programs, and finances. The report also includes an account of a descent to the bottom of the Puerto Rico Trench by Lamont scientists

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Wright, Ernest Hunter, files, 1925-1947. [5 Folders], 12/1925-6/1947

box 379

folder 1 to 5

**Scope and Contents**

Correspondence between Professor Ernest Hunter Wright of Columbia University and high level University administrators. Wright was a professor of English, executive officer of the Department of English and Comparative Literature, and chairman of the Committee on Instruction of the Faculty of Philosophy. Most of the records consist of correspondence and budgets relating to the Department of English and Comparative Literature. Topics related to the English department include: faculty affairs, staffing needs, visiting professors, faculty appointments and recruiting, budgeting, finances, and the organization of the department. Correspondence and budgets often discuss faculty activities and evaluate the performance and professional standing of departmental faculty members.

**Scope and Contents**

Includes a transcript of the May, 1944 departmental dinner. The transcript contains poems satirizing the department and the University. Also, correspondence regarding the Brander Matthews Dramatic Museum, which was operated by the English department, and theater arts at the University. Also, correspondence dating from the 1940s which documents the work of the Committee to Reconstitute the Department of Greek and Latin. The committee was established to evaluate and reorganize the department. Also, correspondence with Frank D. Fackenthal, whose appointments included provost and acting president of the University. The correspondence discusses a variety of University-related issues.

**Scope and Contents**

Topics include the establishment of library fees for visiting scholars and graduate students [ca. 1942] and proposals to develop a long-range plan for the University's graduate schools. Also, correspondence regarding Wright's personnel issues

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Wright, Helen T., files, 1959-1965. [5 Folders],  
7/1959-6/1965

box 503

folder 17 to  
21

**Scope and Contents**

Correspondence between Helen T. Wright of the Faculty Records Division at Columbia University and University administrators. The records consist of routine correspondence and memoranda relating to retirement, the filing of loyalty oaths, mailings, address updates, and other issues

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Wright, Searle, file, 1953-1954. [1 Folder],  
7/1953-5/1954

box 671

folder 13

**Scope and Contents**

Correspondence between Searle Wright, organist and choir master of St. Paul's Chapel at Columbia University, and high level University administrators. Correspondence relates to a variety of topics involving the chapel organ, the choir, and Wright's personnel issues

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Wriston, Henry Merritt, file, 1956-1957. [1 Folder],  
8/1956-4/1957

box 672

folder 21

**Scope and Contents**

Correspondence between Henry Merritt Wriston, director of the American Assembly, and the president of Columbia University. The American assembly was a national conference and discussion



program that was affiliated with Columbia's Graduate School of Business. Correspondence relates to the hiring of an assistant director for the American Assembly. Includes an essay entitled, Diplomacy in a Democracy

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Wuorinen, John H., files, 1951-1958. [3 Folders],  
7/1951-5/1958

box 449

folder 1 to 3

**Scope and Contents**

Correspondence between John H. Wuorinen, executive officer of the Department of History at Columbia University, and high level University administrators. The records consist of correspondence and budgets relating to the department.

**Scope and Contents**

Topics include: staffing needs, faculty affairs, faculty recruiting and appointments, gifts to the department, salaries, visiting professors, lectures, expenditures, and appropriations. Also, correspondence relating to Wuorinen's personnel issues

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Yerzley, T. W. [Thomas W.], files, 1955-1964. [20  
Folders], 7/1955-6/1964

box 489

folder 1 to  
20

**Scope and Contents**

Personnel records which were forwarded to the Columbia University administration by Thomas W. Yerzley, aid to the chairman of Columbia's committee on Government Aided Research. Most of the records relate to the division of faculty members' time between grants and University work and salary adjustments for faculty involved in sponsored research projects. Includes a few lists of sponsored projects which summarize project proposals

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Yohannan, Abraham, file, 1894-1910. [1 Folder],  
6/1894-3/1910

box 664

folder 29

**Scope and Contents**

Correspondence between Abraham Yohannan, lecturer in oriental languages at Columbia University, and the president of the University. Correspondence relates to Yohannan's personnel issues. Also, correspondence regarding his ancestry and knowledge of Persian and Syrian dialects

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Yoshida, Shigeru, file, 1952 [1 Folder] May-52, 1952

box 669

folder 42

**Scope and Contents**

Correspondence between the president and trustees of Columbia University. Correspondence consists of numerous copies of a form letter proposing a honorary degree for Shigeru Yoshida, the premier of Japan

Young, Clarence H., files, 1894-1918. [3 Folders],  
5/1894-3/1918

box 342

folder 10 to  
12

**Scope and Contents**

Correspondence between Clarence H. Young, chairman of the University committee on Entrance Examinations and chairman of the Department of Classical Philology at Columbia University, and the president and secretary of the University. Correspondence relates to the administration of entrance examinations, policies and requirements for entrance examinations, and revisions to examination policies. Includes correspondence regarding the routine business of the Department of Greek and the Department of Classical Philology

Young, James H., file, 1958-1960. [1 Folder],  
9/1958-6/1960

box 501

folder 11

**Scope and Contents**

Correspondence between James H. Young and high level administrators at Columbia University. Young was director of community activities for the Columbia-Community Athletic Field, which was located in Manhattan's Morningside Park. Records relate to community relations and to softball leagues and other community athletic programs that were organized by the University

Young, Philip, files, 1948-1953. [9 Folders],  
7/1947-4/1953

box 428

folder 12 to  
20

**Scope and Contents**

Correspondence between Philip Young, dean of the School of Business at Columbia University, and high level University administrators. Includes correspondence with the director of the School of General Studies, Columbia's continuing education division. During Young's administration as dean, the business school established graduate courses and became the Graduate School of Business. The records consist of correspondence, budgets, and reports relating to the School of Business and correspondence and reports [ca. 1949-1951] relating to graduate and undergraduate business courses in the School of General Studies. Also, correspondence, floor plans, and reports [ca. 1950-1952] relating

to Columbia's Arden House conference center and brochures, announcements, and reports regarding conferences and programs held at the University and at Arden House. Includes records relating to the American Assembly, the Real Estate Round Table, a University-sponsored course on the Port of New York, and the Institute of Urban Land Use and Housing

**Scope and Contents**

Topics related to the School of Business include: faculty affairs, appropriations, the administration of the dean's office and staff, prizes, development, faculty and staff salaries, and programs in the school. Includes: brochures regarding fellowships in the school, brochures and lists relating to the Executive Program in Business Administration [ca. 1952-1953], and a number of reports and papers relating to conferences which were held at the school. Also includes correspondence [ca. 1948] regarding the creation of graduate degrees in business and the termination of the BS degree in business. Records related to graduate instruction in business include: a report of the Special Committee on Graduate Evening Instruction dating from May, 1949 a report of the Special Committee on the Undergraduate Major in Business in the School of General Studies; and reports [ca. 1949] regarding relations between the Graduate School of Business and the School of General Studies

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Zanetti, J. Enrique, files, 1929-1952. [3 Folders],  
2/1929-6/1952

box 360

folder 1 to 3

**Scope and Contents**

Correspondence between Professor J. Enrique Zanetti, associate provost of Columbia University, and the president, secretary, and provost of the University. Most of the correspondence relates to Zanetti's routine activities as associate provost from 1948 to 1950.

**Scope and Contents**

Topics include: faculty affairs, faculty appointments, departmental appropriations and expenditures, and student affairs. Includes correspondence regarding Zanetti's personnel issues. Also, correspondence, dating from 1929 to 1930 which relates to the committee on Public Ceremonies and the Committee on Campus Appearance. Zanetti was chairman of both committees. The Committee on Public Ceremonies organized academic ceremonies, visits from dignitaries, and other public events. The Committee on Campus Appearance was created to

evaluate the University's landscaping and plantings. Includes a report of the committee. Also, records dating from 1951 relate to the Columbia Civil Defense Council, which was chaired by Zanetti. Includes a report which outlining the University's civil defense procedures

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Zinsser, Hans, file, 1913-1918. [1 Folder], 5/1913-3/1918      box 667      folder 4

#### Scope and Contents

Correspondence between Hans Zinsser, professor of bacteriology at Columbia University, and the president and secretary of the University. Includes correspondence with the dean of Columbia's College of Physicians and Surgeons. Correspondence relates to the Department of Bacteriology.

#### Scope and Contents

Topics include: personnel issues, budgeting, and cooperation with other departments. Includes a lengthy letter regarding plans for the growth of the department [April 18, 1917]. Also, correspondence regarding Zinsser's leave to work for the army during World War I

### Subseries I.3: Corporate Names

#### Scope and Contents

Subseries consisting of records to, from, or about a corporation filed under the corporation's name. If a desired corporate name does not appear in this sub-series, or if the name is found but the time period of interest falls outside the date range given for the folder, it may still be possible to find relevant materials in Series I.1 General Alphabetical, through the use of the Central Files card index, or by confining the search to a very specific date range.

Title/Description	Instances	
112th Street Block Association file, 1969(1 Folder), 6/1969-10/1969	box 653	folder 1
Academy of Political Science file, 1946-1969. (1 Folder), 4/1946-5/1969	box 583	folder 25
Academic Council file, 1971(1 Folder), 1/1971-3/1971	box 658	folder 8
Acquisitions Plus file, 1969(1 Folder), 7/1969-11/1969	box 645	folder 14
Adelphi College file, 1906-1911. (1 Folder), 3/1906-2/1911	box 514	folder 3
Administrative Council file, 1971(1 Folder), 1/1971-5/1971	box 646	folder 1
Advertising Council files, 1965-1967. (2 Folders), 7/1965-6/1967	box 634	folder 9 to 10

Advisory Committee of the Faculties files, 1955-1969.(35 Folders), 11/1955-6/1966	box 614	folder 5 to 28
Advisory Committee of the Faculties files, 10/1966-6/1969	box 615	folder 1 to 11
Advisory Committee on Investments file, 1966-1970. (1 Folder), 9/1966-3/1970	box 639	folder 3
Advisory Committee on Policy files, 1957-1958. (2 Folders), 6/1957-2/1958	box 614	folder 3 to 4
Advisory Council on Architecture file, 1962-1968. (1 Folder), 11/1962-7/1968	box 618	folder 15
Albert Kahn Foundation file, 1911-1914. (1 Folder), 1/1911-4/1914	box 542	folder 35
Alfred P. Sloan Foundation files, 1961-1971.(5 Folders), 7/1961-6/1971	box 629	folder 5 to 9
Alumni Association of the School of Architecture file, 1908-1917. (1 Folder), 12/1908-2/1917	box 514	folder 7
Alumni Association of the School of General Studies file, 1958(1 Folder), 10/1958-12/1958	box 514	folder 6
Alumni Federation of Columbia University files, 1908-1971.(12 Folders), 11/1908-6/1971	box 514	folder 11 to 22
Ambrose Monell Foundation file, 1948-1969. (1 Folder), 9/1948-12/1969	box 645	folder 26
American Academy in Rome file, 1904-1907. (1 Folder), 12/1904-10/1907	box 515	folder 23
American Assembly files, 1949-1971.(30 Folders), 11/1949-6/1963	box 604	folder 1 to 24
American Assembly files, 8/1963-4/1971	box 605	folder 25 to 30
American Association for the United Nations file, 1947-1954. (1 Folder), 2/1947-2/1954	box 586	folder 40
American Association of Advertising Agencies file, 1948-1949. (1 Folder), 8/1948-1/1949	box 580	folder 28
American Association of University Professors files, 1948-1970.(15 Folders), 3/1948-11/1970	box 580	folder 10 to 24
American Automobile Association (AAA) file, 1953. (1 Folder), 2/1953	box 591	folder 24
American Bankers Association file, 1953-1955. (1 Folder), 10/1953-2/1955	box 595	folder 23
American Book Publishers Council file, 1953-1954. (1 Folder), 10/1953-2/1954	box 595	folder 24

American Cancer Society files, 1946-1963.(8 Folders), 9/1946-4/1963	box 581	folder 1 to 8
American College Public Relations Association files, 1958-1962.(3 Folders), 9/1958-6/1962	box 621	folder 27 to 29
American Council of Learned Societies file, 1952-1967. (1 Folder), 9/1952-6/1967	box 594	folder 1
American Council on Education files, 1940-1969.(86 Folders), 6/1940-5/1947	box 576	folder 21 to 25
American Council on Education files, 8/1947-6/1959	box 577	folder 1 to 24
American Council on Education files, 7/1958-6/1963	box 578	folder 1 to 24
American Council on Education files, 7/1962-12/1967	box 579	folder 1 to 24
American Council on Education files, 1/1968-6/1969	box 580	folder 1 to 9
<b>Scope and Contents</b>		
For additional records, see <a href="#">American Council on Education records, 1969-1976.</a>		
American Federation of Arts file, 1953(1 Folder), 3/1953-4/1953	box 591	folder 25
American Institute of Pacific Relations file, 1952-1953. (1 Folder), 9/1952-4/1953	box 594	folder 7
American Jewish Tercentenary file, 1954-1955. (1 Folder), 7/1954-5/1955	box 606	folder 20
American Medical Association file, 1968(1 Folder), 1/1968-7/1968	box 514	folder 1
American Medical Education Foundation file, 1953-1954. (1 Folder), 7/1953-6/1954	box 595	folder 25
American Museum of Natural History file, 1945-1968. (1 Folder), 7/1945-6/1968	box 632	folder 24
American Political Science Association file, 1968(1 Folder) Mar-68	box 639	folder 10
American Press Institute files, 1964-1971.(8 Folders), 7/1964-6/1971	box 633	folder 1 to 8
American Red Cross files, 1951-1956.(3 Folders), 8/1951-6/1956	box 589	folder 19 to 21
American Research Institute in Turkey file, 1968-1970. (1 Folder), 10/1968-5/1970	box 645	folder 15
American Student Union file, 1940-1941. (1 Folder), 10/1940-4/1941	box 550	folder 22

Central Files 4080177

Anglo-American-Hellenic Bureau of Education file, 1953-1956. (1 Folder), 9/1953-4/1956	box 607	folder 16
Asia Foundation files, 1954-1969.(22 Folders), 11/1954-6/1969	box 590	folder 1 to 22
Asia Institute file, 1948(1 Folder), 3/1948-5/1948	box 591	folder 1
Asia Society files, 1956-1968.(14 Folders), 11/1956-6/1968	box 591	folder 4 to 17
Assembly on University Goals and Governance files, 1969-1971. (2 Folders), 9/1969-2/1971	box 646	folder 2 to 3
Associated Colleges of Upper New York files, 1946-1951. (12 Folders), 8/1946-6/1951	box 584	folder 3 to 14
Associated Universities files, 1949-1967.(31 Folders), 8/1949-6/1958	box 599	folder 12 to 20
Associated Universities files, 2/1957-6/1959	box 600	folder 1 to 19
Associated Universities files, 7/1959-6/1967	box 601	folder 1 to 3
Associated Universities (G. B. Pegram) files, 1948-1957. (32 Folders), 9/1948-6/1954	box 601	folder 4 to 21
Associated Universities (G. B. Pegram) files, 7/1956-6/1957	box 602	folder 1 to 14
Association of American Colleges files, 1947-1970.(6 Folders), 12/1947-6/1971	box 582	folder 1 to 6
Association of American Universities files, 1947-1971.(16 Folders), 8/1947-6/1971	box 582	folder 7 to 22
Association of Colleges and Universities of the State of New York files, 10-1971.(20 Folders), 1/1910-6/1971	box 576	folder 30
Association of Urban Universities file, 1953-1954. (1 Folder), 8/1953-6/1954	box 606	folder 11
Augustus Long Health Sciences Library file, 1962-1970. (1 Folder), 11/1962-6/1970	box 513	folder 2
Austrian Exchange Professorship file, 1913-1915. (1 Folder), 10/1913-1/1915	box 529	folder 21
Avalon Foundation file, 1967-1968. (1 Folder), 2/1967-4/1968	box 639	folder 12
Avery Library file, 1910-1918. (1 Folder), 12/1910-4/1918	box 529	folder 20
Avis Rent-A-Car System file, 1961-1962. (1 Folder), 7/1961-6/1962	box 626	folder 26
Babies Hospital file, 1942-1943. (1 Folder), 7/1942-6/1943	box 549	folder 15

Bampton Lectures in America files, 1951-1969.(4 Folders), 1/1951-3/1969	box 592	folder 14 to 17
Bankers Trust Company file, 1957-1958. (1 Folder), 9/1957-6/1958	box 621	folder 4
Bard College files, 1903-1970.(27 Folders), 1/1903-3/1940	box 530	folder 1 to 20
Bard College files, 9/1939-7/1970	box 531	folder 1 to 27
Barnard College files, 1893-1971.(59 Folders), 4/1893-3/1958	box 516	folder 1 to 21
Barnard College files, 7/1958-12/1964	box 517	folder 1 to 20
Barnard College files, 1/1965-6/1971	box 518	folder 1 to 18
Barton-Gillet Company files, 1967-1968. (2 Folders), 7/1967-6/1968	box 639	folder 13 to 14
Belgian American Educational Foundation files, 1964-1966. (2 Folders), 7/1964-6/1966	box 633	folder 9 to 10
Bellevue Hospital file, 1942-1945. (1 Folder), 7/1942-3/1945	box 549	folder 16
Bethlehem Steel Company file, 1953-1957. (1 Folder), 1/1953-3/1957	box 594	folder 8
Blumenthal Lectures file, 1906-1915. (1 Folder)4/1906-11/1915	box 594	folder 28
B'nai B'rith file, 1968(1 Folder), 3/1968-4/1968	box 639	folder 15
Board of Student Representatives files, 1905-1960.(5 Folders), 1/1905-5/1960	box 527	folder 16 to 20
Book-of-the-Month Club file, 1961-1962. (1 Folder), 7/1961-6/1962	box 629	folder 1
Bookstore file, 1954-1955. (1 Folder), 10/1954-6/1955	box 606	folder 28
Booz, Allen & Hamilton files, 1947-1958.(4 Folders), 4/1947-3/1958	box 586	folder 7 to 10
British Consulate-General file, 1953-1954. (1 Folder), 11/1953-6/1954	box 595	folder 26
Brookings Institution file, 1955-1957. (1 Folder), 12/1955-6/1957	box 607	folder 18
Brown, Crosby & Co. file, 1952-1960. (1 Folder), 9/1952-6/1960	box 594	folder 9
Brown University file, 1952-1953. (1 Folder), 10/1952-4/1953	box 594	folder 10



## Central Files 4080177

Bureau of Applied Social Research files, 1944-1967.(8 Folders), 1/1944-5/1947, 10/1950-6/1967	box 593	folder 16 to 23
C.A. Gall and Company file, 1934(1 Folder), 6/1934-10/1934	box 541	folder 24
Camp Columbia files, 1911-1965.(3 Folders), 6/1911-12/1965	box 533	folder 12 to 14
Cancer Clinic in Greece files, 1965-1970. (2 Folders), 6/1965-6/1970	box 646	folder 14 to 15
Carnegie Commission on Higher Education file, 1970-1971. (1 Folder), 11/1970-3/1971	box 574	folder 23
Carnegie Corporation files, 1929-1968.(17 Folders), 3/1929-6/1968	box 553	folder 7 to 23
Carnegie Endowment for International Peace files, 1950-1970.(25 Folders), 9/1950-6/1969	box 596	folder 1 to 22
Carnegie Endowment for International Peace files, 7/1970-11/1970	box 597	folder 1 to 3
Carnegie Foundation files, 1905-1968.(24 Folders), 10/1905-6/1966	box 520	folder 1 to 22
Carnegie Foundation files, 8/1966-6/1968	box 521	folder 1 to 2
Casa Italiana files, 1920-1971.(21 Folders), 4/1920-6/1971	box 551	folder 1 to 21
Cathedral of St. John the Divine file, 1969-1970. (1 Folder), 12/1969-4/1970	box 645	folder 17
CBS Foundation files, 1956-1971.(3 Folders), 7/1956-6/1971	box 594	folder 16 to 18
Center for Inter-American Relations file, 1967-1969. (1 Folder), 8/1967-6/1969	box 644	folder 5
Center for Research and Education in American Liberties files, 1964-1970.(5 Folders), 7/1964-6/1970	box 633	folder 11 to 15
Century Association files, 1956-1970.(4 Folders), 8/1956-4/1970	box 618	folder 17 to 20
Charles and Rosanna Batchelor Memorial file, 1968-1970. (1 Folder), 5/1968-2/1970	box 645	folder 16
Charles E. Merrill Trust file, 1967-1968. (1 Folder), 7/1967-1/1968	box 640	folder 23
Chase Manhattan Bank files, 1961-1971. (2 Folders), 9/1961-6/1971	box 548	folder 21 to 22
Chase National Bank file, 1935(1 Folder) Sep-35	box 548	folder 20
Chemical Bank and Trust Company file, 1959-1960. (1 Folder), 10/1959-6/1960	box 624	folder 24

Central Files 4080177

Church Pension Fund file, 1941-1942. (1 Folder), 12/1941-4/1942	box 549	folder 14
Citizens Budget Commission files, 1953-1968.(27 Folders), 1/1953-6/1959	box 610	folder 12 to 21
Citizens Budget Commission files, 7/1958-6/1968	box 611	folder 1 to 17
Citizens' Research Foundation files, 1959-1966.(7 Folders), 8/1959-4/1966	box 640	folder 10 to 16
Class of 1956 file, 1953. (1 Folder) 5/1953, 1956, 5/1953	box 594	folder 11
Clausland Mountain Project Committee files, 1969 (2 Folders), 1/1969-4/1969	box 644	folder 6 to 7
College Entrance Examination Board file, 1946-1959. (1 Folder), 9/1946-5/1959	box 580	folder 27
College-Federal Agency Council file, 1954. (1 Folder), 8/1954-9/1954	box 606	folder 23
College of Pharmaceutical Sciences files, 1960-1971.(12 Folders), 7/1960-6/1971	box 627	folder 1 to 12
College of Physicians and Surgeons files, 1890-1970.(17 Folders), 1/1890-11/1970	box 510	folder 6 to 17
Colonial Williamsburg file, 1956-1957. (1 Folder), 7/1956-6/1957	box 621	folder 3
Columbia Broadcasting System (CBS) files, 1953-1958. (2 Folders), 1/1953-6/1958	box 594	folder 14 to 15
Columbia College (Chicago, Ill.) file, 1953(1 Folder), 9/1953	box 594	folder 12
Columbia College files, 1898-1971.(20 Folders), 3/1898-6/1971	box 521	folder 3 to 22
Columbia College Fund files, 1955-1961.(3 Folders), 2/1955-6/1961	box 607	folder 1 to 3
Columbia Committee for Community Service files, 1955-1971.(9 Folders), 10/1955-5/1971	box 626	folder 1 to 9
Columbia Law School Alumni Association file, 1910-1914. (1 Folder), 6/1910-10/1914	box 514	folder 8
Columbia Lectures in International Studies file, 1962. (1 Folder), 4/1962-5/1962	box 642	folder 25
Columbia-Presbyterian Medical Center files, 1915-1971. (50 Folders), 11/1915-3/1918	box 510	folder 23 to 25
Columbia-Presbyterian Medical Center files, 1/1918-7/1964	box 511	folder 1 to 191
Columbia-Presbyterian Medical Center files, 7/1963-7/1971	box 512	folder 1 to 27

Central Files 4080177

Columbia-Presbyterian Medical Center files, 6/1970-7/1971	box 513	folder 1
Columbia Scholastic Press Association file, 1956(1 Folder), 3/1956	box 607	folder 19
Columbia University Club files, 1908-1958. (2 Folders), 10/1908-5/1958	box 536	folder 9 to 10
Columbia University Libraries files, 1905-1972.(8 Folders), 12/1905-2/1972	box 531	folder 8 to 15
Columbia University Press files, 1902-1971.(40 Folders), 7/1902-4/1958	box 522	folder 1 to 23
Columbia University Press files, 5/1958-5/1971	box 523	folder 1 to 17
Commission on Financing Higher Education file, 1952(1 Folder) Jul-52	box 594	folder 13
Commission on Independent Colleges and Universities files, 1968-1971. (2 Folders), 7/1968-6/1971	box 644	folder 9 to 10
Committee for Administration files, 1963-1968.(6 Folders), 7/1963-5/1968	box 630	folder 17 to 22
Committee for Constitutional Government file, 1951-1952. (1 Folder), 7/1951-6/1952	box 589	folder 24
Committee for New York City's 300th Anniversary Celebration file, 1953-1954. (1 Folder), 8/1953-2/1954	box 605	folder 19
Committee for the Effective Use of the International Court file, 1960-1961. (1 Folder), 7/1960-6/1961	box 626	folder 25
Committee on Agenda of the University Council file, 1961(1 Folder), 1/1961-10/1961	box 549	folder 32
Committee on Artistic Properties file, 1966-1968. (1 Folder), 12/1966-2/1968	box 529	folder 23
Committee on College Visiting file, 1958(1 Folder), 11/1958	box 620	folder 14
Committee on Community Affairs file, 1970-1971. (1 Folder), 10/1970-6/1971	box 652	folder 25
Committee on Computer Center Policy and Usage file, 1970-1971. (1 Folder), 6/1970-4/1971	box 623	folder 17
Committee on Development and Alumni Affairs files, 1961-1966.(7 Folders), 7/1961-1/1966	box 620	folder 16 to 22
Committee on Education files, 1900-1971.(21 Folders), 2/1900-12/1970	box 524	folder 1 to 19
Committee on Education files, 1/1971-6/1971	box 525	folder 1 to 2
Committee on Finance files, 1903-1967.(45 Folders), 5/1903-3/1962	box 525	folder 3 to 21

Central Files 4080177

Committee on Finance files, 4/1962-6/1967	box 526	folder 1 to 20
Committee on Finance files, 10/1967-7/1967	box 527	folder 1 to 6
Committee on Instruction file, 1970-1971. (1 Folder), 10/1970-6/1971	box 646	folder 17
Committee on International Exchange of Persons file, 1954-1955. (1 Folder), 7/1954-4/1955	box 606	folder 29
Committee on Legal Affairs files, 1969-1971.(3 Folders), 3/1969-6/1971	box 541	folder 4 to 6
Committee on Public Ceremonies file, 1949-1950. (1 Folder), 1/1949-1/1950	box 658	folder 3
Committee on Student Organizations files, 1944-1959.(10 Folders), 7/1944-3/1959	box 568	folder 1 to 10
Committee on the Second Regional Plan files, 1966-1967. (2 Folders), 8/1966-7/1967	box 652	folder 23 to 24
Committee on University Affairs of the Association of the Alumni of Columbia College files, 1968-1969. (2 Folders), 10/1968-5/1969	box 514	folder 9 to 10
Commonwealth Fund file, 1932-1939. (1 Folder), 7/1932-6/1939	box 548	folder 17
Communication Materials Center file, 1951-1959. (1 Folder), 8/1951-6/1959	box 594	folder 6
Computer Center files, 1960-1971.(7 Folders), 6/1960-6/1971	box 623	folder 10 to 16
Conference of Major Industries files, 1931(2 Folders), 4/1931-10/1931	box 541	folder 21 to 22
Congress of Racial Equality (CORE) files, 1964-1966. (2 Folders), 9/1964-12/1966	box 648	folder 6 to 7
Construction Committee files, 1970-1971. (2 Folders), 6/1970-6/1971	box 653	folder 23 to 24
Cooper Union for the Advancement of Science and Art file, 1956-1957. (1 Folder), 9/1956-4/1957	box 619	folder 2
Cooperative Program in Educational Administration file, 1953-1954. (1 Folder), 9/1953-3/1954	box 595	folder 27
Cornell University file, 1945-1960. (1 Folder), 7/1945-5/1960	box 553	folder 24
Cornell University Medical College file, 1917(1 Folder), 1/1917-7/1917	box 553	folder 25
Cosmos Club files, 1956-1965.(3 Folders), 9/1956-5/1965		

Central Files 4080177

	box 618	folder 22 to 24
Cotrell & Leonard file, 1904-1909. (1 Folder), 9/1904-5/1909	box 521	folder 24
Council for Atomic Age Studies files, 1956-1964.(4 Folders), 10/1956-6/1964	box 631	folder 16 to 19
Council for Financial Aid to Education files, 1956-1960.(4 Folders), 7/1956-6/1960	box 619	folder 3 to 6
Council for Research in the Social Sciences file, 1967-1968. (1 Folder), 7/1967-4/1968	box 549	folder 11
Council of Social Science Data Archives file, 1967(1 Folder), 7/1967-12/1967	box 549	folder 12
Council on Foreign Relations files, 1953-1970.(3 Folders), 10/1953-6/1970	box 595	folder 18 to 20
Council on Higher Educational Institutions in New York City files, 1957-1970.(5 Folders), 10/1957-4/1970	box 574	folder 14 to 18
Council on Legal Education for Professional Responsibility file, 1970-1971. (1 Folder), 1/1970-4/1971	box 642	folder 20
Cox Commission files, 1968(2 Folders), 5/1968-11/1968	box 649	folder 17 to 18
Culver Military Academy file, 1957(1 Folder), 1/1957-6/1957	box 676	folder 18
Dag Hammarskjold Foundation files, 1962-1965. (2 Folders), 9/1962-6/1965	box 629	folder 16 to 17
Dag Hammarskjold Memorial Lecture Series files, 1963-1964. (2 Folders), 4/1963-6/1964	box 629	folder 18 to 19
Danforth Foundation file, 1956-1969. (1 Folder), 7/1956-4/1969	box 676	folder 21
Dept. of Art History and Archaeology files, 1961-1969.(3 Folders), 2/1961-4/1969	box 622	folder 13 to 15
Dept. of Biological Sciences file, 1968-1969. (1 Folder), 7/1968-6/1969	box 637	folder 3
Dept. of Economics file, 1970-1971. (1 Folder), 9/1970-5/1971	box 646	folder 12
Dept. of English and Comparative Literature files, 1968-1969. (2 Folders), 9/1968-12/1969	box 644	folder 11 to 12
Dept. of Genetics and Human Development file, 1969(1 Folder), 1/1969-6/1969	box 644	folder 18
Dept. of Geology file, 1968-1969. (1 Folder), 7/1968-12/1969	box 644	folder 19

Dept. of Higher Education of the National Education Association file, 1948-1949. (1 Folder), 9/1948-5/1949	box 574	folder 11
Dept. of History files, 1968-1973. (2 Folders), 7/1968-1/1973	box 639	folder 19 to 20
Dept. of Medicine file, 1969-1970. (1 Folder), 12/1969-1/1970	box 513	folder 22
Dept. of Middle East Languages and Cultures file, 1965-1966. (1 Folder), 11/1965-3/1966	box 633	folder 24
Development Committee file, 1958-1959. (1 Folder), 6/1958-4/1959	box 620	folder 15
Duke University files, 1961-1965. (2 Folders), 7/1961-11/1965	box 628	folder 17 to 18
Dyckman Institute file, 1943-1944. (1 Folder), 3/1943-4/1944	box 573	folder 22
E.I. du Pont de Nemours & Company file, 1952-1960. (1 Folder), 7/1952-6/1960	box 594	folder 23
East Asian Institute file, 1969(1 Folder), 10/1969	box 591	folder 2
Eastern Association of College and University Business Officers file, 1950-1951. (1 Folder), 9/1950-6/1951	box 586	folder 13
Eastman Kodak Company of New York file, 1955(1 Folder), 7/1955-12/1955	box 619	folder 1
Education and World Affairs files, 1967-1968.(8 Folders), 1/1967-9/1968	box 637	folder 11 to 18
Educational Policies Commission file, 1950-1951. (1 Folder), 12/1950-6/1951	box 586	folder 12
Educational Testing Service files, 1953-1971.(5 Folders), 11/1953-6/1971	box 603	folder 15
Edward John Noble Foundation file, 1960-1967. (1 Folder), 10/1960-9/1967	box 629	folder 22
Elmer Davis Memorial Lectures files, 1963-1966. (2 Folders), 12/1963-2/1966	box 631	folder 21 to 22
Engineering Council file, 1966-1967. (1 Folder), 4/1966-7/1967	box 602	folder 16
Equitable Life Assurance Society files, 1952-1960. (2 Folders), 4/1952-2/1960	box 592	folder 19 to 20
Eugene Higgins Trust files, 1948-1971.(18 Folders), 7/1948-5/1971	box 587	folder 1 to 18
Executive Committee of the Faculty files, 1968-1969. (2 Folders), 8/1968-2/1969	box 615	folder 12 to 13
Executive Committee of the Faculty of Medicine files, 1968-1970.(4 Folders), 7/1968-6/1970		

Central Files 4080177

	box 513	folder 15 to 18
Executive Committee of the Trustees files, 1970-1971. (2 Folders), 2/1970-2/1971	box 540	folder 21 to 22
Executives' Club of Chicago file, 1954(1 Folder), 2/1954-4/1954	box 582	folder 24
Extension Teaching file, 1910-1918. (1 Folder), 4/1910-12/1918	box 555	folder 1
External Relations Committee files, 1963-1968. (2 Folders), 7/1963-6/1968	box 631	folder 23 to 24
Faculty Civil Rights Group file, 1966-1968. (1 Folder), 9/1966-3/1968	box 616	folder 1
Faculty Steering Committee for the Harriman Campus file, 1951(1 Folder) Nov-51	box 679	folder 7
First National City Bank files, 1962-1967. (2 Folders), 8/1962-6/1967	box 629	folder 14 to 15
Food Fair Stores Foundation file, 1954(1 Folder), 7/1954-11/1954	box 606	folder 24
Ford Foundation files, 1950-1971.(26 Folders), 8/1950-6/1958	box 597	folder 4 to 22
Ford Foundation files, 7/1958-6/1968	box 598	folder 1 to 21
Ford Foundation files, 7/1967-6/1971	box 599	folder 1 to 11
Ford Motor Company files, 1952-1967. (2 Folders), 9/1952-9/1967	box 594	folder 26 to 27
Foreign Policy Association file, 1957-1970. (1 Folder), 11/1957-8/1970	box 621	folder 17
Franklin Book Programs files, 1956-1967.(9 Folders), 8/1956-6/1967	box 619	folder 7 to 15
Freedoms Foundation at Valley Forge file, 1951-1952. (1 Folder), 10/1951-5/1952	box 594	folder 5
French Institute in the United States files, 1956-1958.(7 Folders), 9/1956-6/1968	box 619	folder 17 to 23
Friends of Music file, 1964(1 Folder), 4/1964	box 632	folder 17
Friends of the Columbia Libraries file, 1961-1967. (1 Folder), 8/1961-5/1967	box 628	folder 19
Fund for Education in World Order files, 1967-1969. (2 Folders), 3/1967-11/1969	box 644	folder 16 to 17
Fund for the Republic file, 1954-1958. (1 Folder), 8/1954-5/1958	box 607	folder 4

G.E. Stechert & Co. file, 1919(1 Folder), 5/1919-10/1919	box 543	folder 15
Gabriel Silver Lectures files, 1954-1969. (2 Folders), 12/1954-9/1969	box 607	folder 5 to 6
General Education Board files, 1918-1938. (2 Folders), 1/1918-6/1938	box 554	folder 7 to 8
General Electric (G.E.) files, 1954-1971.(5 Folders), 9/1954-6/1971	box 607	folder 7 to 11
General Motors Corporation files, 1960-1971.(6 Folders), 7/1960-6/1971	box 626	folder 10 to 15
Generoso Pope Foundation file, 1930-1969. (1 Folder), 1/1930-8/1969	box 646	folder 28
George Crocker Special Research Fund file, 1910-1916. (1 Folder), 3/1910-4/1916	box 555	folder 22
Gideonese Committee file, 1971(1 Folder), 2/1971-3/1971	box 646	folder 13
Glee Club file, 1955-1956. (1 Folder), 10/1955-3/1956	box 607	folder 20
Goethe House New York files, 1955-1962. (2 Folders), 11/1955-4/1962	box 607	folder 21 to 22
Goucher College file, 1964-1966. (1 Folder), 9/1964-8/1966	box 638	folder 25
Graduate Faculties files, 1965-1971.(3 Folders), 5/1965-5/1971	box 616	folder 4 to 6
Graduate School of Arts and Sciences files, 1969-1971. (2 Folders), 7/1969-5/1971	box 616	folder 7 to 8
Graduate School of Business files, 1911-1971.(18 Folders), 3/1911-10/1971	box 529	folder 1 to 18
Graduate School of Journalism files, 1903-1970.(9 Folders), 4/1903-6/1970	box 528	folder 1 to 9
Grant Monument Association file, 1953-1954. (1 Folder), 12/1953-5/1954	box 582	folder 25
Greater Hartford Forum file, 1965(1 Folder) Nov-65	box 634	folder 17
Greater New York Council for Foreign Students files, 1952-1958.(3 Folders), 7/1952-6/1958	box 595	folder 1 to 3
Greater New York Fund file, 1945-1946. (1 Folder), 11/1945-5/1946	box 580	folder 25
Greenhouse Nursery School file, 1965-1966. (1 Folder), 7/1965-6/1966	box 634	folder 16
Hall of Fame of New York University files, 1954-1966. (2 Folders), 2/1954-5/1966	box 581	folder 19 to 20



Central Files 4080177

Harlem Hospital Center files, 1961-1971.(5 Folders), 4/1961-6/1971	box 626	folder 16 to 20
Harvard University files, 1935-1958. (2 Folders), 12/1935-4/1958	box 548	folder 18 to 19
Heidelberg University file, 1936(1 Folder), 2/1936-5/1936	box 549	folder 13
Henry Luce Foundation file, 1966-1967. (1 Folder), 11/1966-4/1967	box 639	folder 26
Hermes Press file, 1961-1962. (1 Folder), 9/1961-10/1962	box 628	folder 22
Higher Education Executive Associates file, 1969-1970. (1 Folder), 8/1969-5/1970	box 574	folder 22
Higher Education Opportunity Program (HEOP) file, 1971(1 Folder) Jun-71	box 653	folder 9
Hill and Knowlton file, 1968-1970. (1 Folder), 7/1968-8/1970	box 644	folder 20
Hinman, Straub & Manning file, 1948-1949. (1 Folder), 7/1948-6/1949	box 586	folder 24
Hudson Laboratories files, 1963-1970.(3 Folders), 7/1963-8/1970	box 632	folder 18 to 20
Hundred Year Association file, 1953-1954. (1 Folder), 4/1953-2/1954	box 605	folder 7
Hunt, Hill & Betts file, 1929-1930. (1 Folder), 9/1929-6/1930	box 543	folder 19
Industrial Reactor Laboratories files, 1955-1967.(6 Folders), 6/1955-6/1967	box 617	folder 21 to 26
Institute for Defense Analyses files, 1959-1968.(26 Folders), 12/1959-12/1966	box 609	folder 5 to 20
Institute for Defense Analyses files, 1/1967-2/1968	box 610	folder 1 to 10
Institute for the Study of Science in Human Affairs files, 1956-1971.(10 Folders), 10/1956-6/1971	box 632	folder 1 to 10
Institute of Current World Affairs file, 1966(1 Folder), 7/1966-12/1966	box 639	folder 2
Institute of International Education files, 1940-1970.(30 Folders), 7/1940-6/1958	box 557	folder 8 to 20
Institute of International Education files, 7/1958-6/1963	box 558	folder 1 to 21
Institute of International Education files, 2/1963-12/1965	box 559	folder 1 to 21
Institute of International Education files, 1/1965-12/1970		

Central Files 4080177

	box 560	folder 1 to 29
Institute of Nutrition Sciences file, 1966-1967. (1 Folder), 7/1966-7/1967	box 616	folder 9
Institute of Social Research files, 1934-1947. (2 Folders), 6/1934-9/1947	box 549	folder 7 to 8
Institute of War and Peace Studies file, 1951-1954. (1 Folder), 1/1951-4/1954	box 606	folder 25
Inter-University Committee on Travel Grants file, 1960-1968. (1 Folder), 7/1960-6/1968	box 643	folder 9
Interchurch Center file, 1958(1 Folder), 8/1958-10/1958	box 622	folder 18
International Alumni Programs files, 1964-1969.(15 Folders), 2/1964-4/1969	box 515	folder 3 to 17
International Association of Universities file, 1952-1953. (1 Folder), 11/1952-7/1953	box 594	folder 29
International Business Machine Corporation (IBM) files, 1955-1971.(9 Folders), 7/1955-2/1971	box 617	folder 12 to 20
International Institute for the Study of Human Reproduction files, 1962-1971.(10 Folders), 4/1962-6/1971	box 638	folder 14 to 23
International Labour Organisation file, 1941(1 Folder), 8/1941-11/1941	box 549	folder 19
International Political Science Association file, 1968(1 Folder), 9/1968-12/1968	box 645	folder 1
Irene Heinz Given and John La Porte Given Foundation files, 1961-1968. (2 Folders), 8/1961-6/1968	box 628	folder 20 to 21
Issac Ray Lectures file, 1963-1964. (1 Folder), 7/1963-6/1964	box 632	folder 21
Ivy Group file, 1969-1970. (1 Folder), 10/1969-4/1970	box 645	folder 6
James T. Lee Foundation file, 1970-1971. (1 Folder), 9/1970-1/1971	box 646	folder 18
Jane Coffin Childs Memorial Fund for Medical Research file, 1948-1949. (1 Folder), 7/1948-6/1949	box 580	folder 29
Japan Society files, 1953-1961.(7 Folders), 9/1953-6/1961	box 605	folder 8 to 14
Jewish Theological Seminary of America files, 1957-1966. (2 Folders), 9/1957-6/1966	box 621	folder 19 to 20
John A. Hartford Foundation file, 1966-1971. (1 Folder), 11/1966-3/1971	box 639	folder 18
John and Mary R. Markle Foundation file, 1945-1959. (1 Folder), 9/1945-5/1959	box 580	folder 26

## Central Files 4080177

John Hay Fellows Program file, 1958-1960. (1 Folder), 10/1958-6/1960	box 595	folder 22
John Hay Whitney Foundation file, 1952-1959. (1 Folder), 7/1952-4/1959	box 595	folder 21
John Jay Associates of Columbia College file, 1965-1966. (1 Folder), 7/1965-6/1966	box 636	folder 14
John Price Jones Company files, 1950-1968.(7 Folders), 10/1950-5/1968	box 567	folder 14 to 20
Johns Hopkins University file, 1955-1956. (1 Folder), 7/1955-2/1956	box 607	folder 24
Joint Administrative Board of the Medical Center files, 1969-1971.(3 Folders), 5/1969-6/1971	box 513	folder 19 to 21
Joint College Commission file, 1968(1 Folder), 10/1968	box 649	folder 23
Joint Committee of Graduate Students file, 1960(1 Folder), 3/1960-6/1960	box 623	folder 18
Joint Committee on Disciplinary Affairs files, 1968-1970. (2 Folders), 9/1968-4/1970	box 649	folder 13 to 14
Joint Council on Educational Television files, 1954-1958. (3 Folders), 1/1954-5/1958	box 606	folder 1 to 3
Joint International Business Ventures files, 1959(2 Folders) Sep-59	box 623	folder 20
Joint Trustee-Administrative Ad-Hoc Committee on University Finances files, 1970(3 Folders), 7/1970-12/1970	box 541	folder 1 to 3
Juvenile Delinquency Evaluation Project of the City of New York file, 1958-1959. (1 Folder), 6/1958-5/1959	box 622	folder 19
Kersting, Brown & Co. files, 1965-1970.(4 Folders), 6/1965-6/1970	box 634	folder 25 to 28
King's College file, 1909(1 Folder), 2/1909-12/1909	box 533	folder 8
Knickerbocker Hospital file, 1919(1 Folder), 2/1919-3/1919	box 542	folder 22
Lamont-Doherty Geological Observatory files, 1959-1971. (13 Folders), 7/1959-6/1971	box 625	folder 2 to 14
Lamont Nature Sanctuary files, 1969-1970. (2 Folders), 3/1969-3/1970	box 625	folder 15 to 16
Language Laboratory files, 1956-1970.(9 Folders), 8/1956-12/1970	box 640	folder 1 to 9
Laura Spelman Rockefeller Memorial file, 1926-1929. (1 Folder), 10/1926-1/1929	box 543	folder 22
Law Library file, 1913(1 Folder), 1/1913-4/1913	box 542	folder 4

Central Files 4080177

Lenox Hill Hospital files, 1918-1919.(3 Folders), 1/1918-3/1919	box 542	folder 17 to 19
Library of Congress files, 1957-1965.(10 Folders), 9/1957-3/1965	box 651	folder 3 to 12
Loeb, Rhoades & Co. files, 1961-1965.(3 Folders), 7/1961-6/1965	box 628	folder 23 to 25
Lotos Club files, 1956-1961.(3 Folders), 7/1956-5/1961	box 619	folder 25 to 27
Lydia C. Chamberlain Trust file, 1965-1966. (1 Folder), 7/1965-6/1966	box 632	folder 28
Lynwood Nursing Home file, 1959-1970. (1 Folder), 6/1959-11/1970	box 629	folder 20
Manhattanville Community Centers files, 1954-1968.(4 Folders), 9/1954-2/1968	box 592	folder 4 to 7
Manhattanville Neighborhood Center files, 1948-1954.(3 Folders), 9/1948-6/1954	box 592	folder 1 to 3
Mary Williamson Harriman Lectures files, 1960-1962.(3 Folders), 10/1960-4/1962	box 628	folder 14 to 16
Massachusetts Institute of Technology file, 1954-1958. (1 Folder), 8/1954-5/1958	box 606	folder 26
Mayor's Advisory Task Force on CATV and Telecommunications file, 1968(1 Folder), 9/1968	box 645	folder 9
McKim, Mead & White files, 1893-1916.(9 Folders), 4/1893-12/1916	box 527	folder 7 to 15
McKinsey Lectures file, 1965-1969. (1 Folder), 3/1965-3/1969	box 645	folder 29
MD Publications file, 1960-1961. (1 Folder), 7/1960-6/1961	box 624	folder 26
Medallic Art Company files, 1928-1960. (2 Folders), 10/1928-6/1960	box 536	folder 25 to 26
Men's Faculty Club files, 1926-1969.(11 Folders), 12/1926-6/1969	box 536	folder 14 to 24
Metropolitan Detroit Building Fund file, 1954-1958. (1 Folder), 11/1954-11/1958	box 622	folder 20
Metropolitan Educational Television Association files, 1957-1960.(6 Folders), 7/1957-6/1960	box 606	folder 5 to 10
Metropolitan Museum of Art file, 1950(1 Folder), 5/1950	box 586	folder 11
Miami University (Oxford, Ohio) file, 1953(1 Folder) Oct-53	box 605	folder 15
Mid-Atlantic Regional Conference file, 1957(1 Folder), 4/1957-5/1957	box 619	folder 28

Central Files 4080177

Middle States Association of Colleges and Secondary Schools files, 1947-1970.(6 Folders), 2/1947-6/1970	box 581	folder 9 to 14
Morningside Citizens Committee file, 1956-1957. (1 Folder), 10/1956-5/1957	box 586	folder 1
Morningside Heights Housing Corporation file, 1953-1954. (1 Folder), 11/1953-6/1954	box 585	folder 20
Morningside Heights Inc. files, 1947-1961.(21 Folders), 7/1947-6/1954	box 584	folder 23
Morningside Heights Inc. files, 7/1954-6/1961	box 585	folder 24
Morningside-Manhattanville Committee for the Community file, 1956-1957. (1 Folder), 7/1956-4/1957	box 585	folder 21
Morningside Renewal Council files, 1962-1969.(3 Folders), 9/1962-2/1969	box 586	folder 2 to 4
Mount Sinai School of Medicine file, 1965-1967. (1 Folder), 2/1965-1/1967	box 638	folder 3
Muscular Dystrophy Associations of America file, 1958-1959. (1 Folder), 8/1958-6/1959	box 676	folder 24
Museum of the City of New York file, 1953-1955. (1 Folder), 10/1953-1/1955	box 580	folder 30
N.Y. City Board of Education file, 1968-1969. (1 Folder), 8/1968-5/1969	box 644	folder 4
N.Y. City Dept. of Commerce and Public Events file, 1955-1959. (1 Folder), 7/1955-6/1959	box 607	folder 23
N.Y. City Dept. of Hospitals file, 1943-1949. (1 Folder), 8/1943-5/1949	box 573	folder 20
N.Y. City Dept. of Marine and Aviation file, 1957-1958. (1 Folder), 1/1957-5/1958	box 616	folder 26
N.Y. State Constitutional Convention files, 1967(2 Folders), 6/1967	box 638	folder 4 to 5
N.Y. State Education Dept. files, 1934-1971.(82 Folders), 8/1934-6/1958	box 564	folder 1 to 24
N.Y. State Education Dept. files, 7/1958-4/1964	box 565	folder 1 to 23
N.Y. State Education Dept. files, 5/1964-3/1969	box 566	folder 1 to 22
N.Y. State Education Dept. files, 4/1969-6/1971	box 567	folder 1 to 13
N.Y. State Legislative Committee on Higher Education file, 1970-1971. (1 Folder), 9/1970-4/1971	box 574	folder 21
N.Y. State Legislature file, 1969(1 Folder), 1/1969-5/1969	box 642	folder 22

N.Y. State Senate Higher Education Committee file, 1968(1 Folder), 3/1968-4/1968	box 574	folder 20
National Academy of Sciences file, 1959-1960. (1 Folder), 9/1959-6/1960	box 623	folder 35
National Association for the Advancement of Colored People (NAACP) file, 1954(1 Folder), 3/1954-5/1954	box 605	folder 16
National Association of Manufacturers file, 1953-1954. (1 Folder), 11/1953-6/1954	box 605	folder 17
National Citizens Committee for Educational Television file, 1953-1954. (1 Folder), 7/1953-6/1954	box 606	folder 4
National Collegiate Athletic Association (NCAA) files, 1951-1955.(4 Folders), 9/1951-6/1955	box 554	folder 23 to 26
National Commission on Accrediting files, 1952-1959.(5 Folders), 7/1952-3/1959	box 595	folder 4 to 8
National Conference on Higher Education file, 1953-1954. (1 Folder), 12/1953-4/1954	box 574	folder 12
National Education Association files, 1945-1959.(10 Folders), 12/1945-1/1959	box 574	folder 1 to 10
National Football Foundation file, 1958-1960. (1 Folder), 7/1958-6/1960	box 18	folder 34
National Foreign Trade Council file, 1952(1 Folder), 10/1952-12/1952	box 595	folder 9
National Foundation for Infantile Paralysis file, 1953-1954. (1 Folder), 8/1953-6/1954	box 605	folder 18
National Institute of Social Sciences file, 1955(1 Folder), 8/1955-10/1955	box 549	folder 9
National Liberation Front file, 1967(1 Folder) May-67	box 649	folder 15
National Manpower Council files, 1958-1961.(8 Folders), 7/1958-6/1961	box 575	folder 16 to 23
National Science Foundation files, 1953-1971.(44 Folders), 7/1953-1/1966	box 612	folder 1 to 21
National Science Foundation files, 11/1965-7/1970	box 613	folder 1 to 21
National Science Foundation files, 8/1970-6/1971	box 614	folder 1 to 2
Naval Reserve Officers Training Corps (NROTC) files, 1965-1971.(11 Folders), 5/1965-1/1971	box 648	folder 8 to 18
Neurological Institute file, 1942-1944. (1 Folder), 8/1942-2/1944	box 549	folder 17
New York Academy of Medicine file, 1954-1955. (1 Folder), 7/1954-6/1955	box 606	folder 27

## Central Files 4080177

New York Botanical Garden file, 1955-1968. (1 Folder), 6/1955-7/1968	box 644	folder 13
New York Herald Tribune file, 1957-1958. (1 Folder), 8/1957-5/1958	box 621	folder 21
New-York Historical Society file, 1948-1954. (1 Folder), 8/1948-4/1954	box 594	folder 3
New York Orthopedic Dispensary and Hospital file, 1911-1913. (1 Folder), 2/1911-4/1913	box 542	folder 20
New York Polyclinic Medical School and Hospital files, 1918-1919. (2 Folders), 6/1918-9/1919	box 542	folder 23 to 24
New York Post-Graduate Medical School and Hospital files, 1940-1947.(6 Folders), 7/1940-5/1947	box 561	folder 1 to 6
New York State Citizens' Council file, 1953-1954. (1 Folder), 9/1953-6/1954	box 606	folder 12
New York State Science and Technology Foundation file, 1966-1967. (1 Folder), 5/1966-2/1967	box 638	folder 7
New York Times file, 1957-1959. (1 Folder), 8/1957-6/1959	box 621	folder 22
New York University files, 1946-1964.(4 Folders), 11/1946-6/1964	box 581	folder 15 to 18
Nobel Committee of the Norwegian Parliament file, 1966-1967. (1 Folder), 7/1966-6/1967	box 636	folder 15
Norcross Brothers file, 1895-1901. (1 Folder), 12/1895-6/1901	box 531	folder 23
North-Central Ohio Advisory Committee on Higher Education file, 1957(1 Folder), 9/1957-11/1957	box 574	folder 13
Northeast Radio Observatory Corporation file, 1967(1 Folder), 5/1967-6/1967	box 638	folder 6
Nutrition Foundation files, 1954-1968.(16 Folders), 7/1954-5/1968	box 616	folder 10 to 25
Office of Development files, 1952-1953. (2 Folders), 12/1952-2/1953	box 676	folder 22 to 23
Office of Projects and Grants files, 1962-1971.(17 Folders), 2/1962-6/1971	box 635	folder 1 to 17
Office of Public Information files, 1969-1971. (2 Folders), 7/1969-4/1971	box 644	folder 22 to 23
Office of the Controller files, 1967-1971.(8 Folders), 5/1967-6/1971	box 658	folder 19 to 26
Office of the Registrar files, 1956-1971.(5 Folders), 6/1956-7/1971	box 631	folder 1 to 5

Central Files 4080177

Office of the Secretary files, 1964-1966.(8 Folders), 7/1964-7/1966	box 634	folder 1 to 8
Office of University Placement and Career Planning file, 1965-1970. (1 Folder), 10/1965-7/1970	box 634	folder 24
Opus Dei file, 1966-1967. (1 Folder), 5/1966-2/1967	box 636	folder 17
Pace College file, 1956-1957. (1 Folder), 7/1956-6/1957	box 619	folder 16
Pawling School file, 1910-1911. (1 Folder), 12/1910-3/1911	box 542	folder 12
Peace Corps file, 1962-1963. (1 Folder), 7/1962-6/1963	box 629	folder 23
Penkovskiy Fund file, 1967-1968. (1 Folder), 12/1967-10/1968	box 642	folder 26
Perry, Ryer & Co. file, 1910-1918. (1 Folder), 10/1910-6/1918	box 542	folder 34
Personnel Office file, 1968-1969. (1 Folder), 7/1968-3/1969	box 677	folder 20
Presbyterian Hospital files, 1910-1961.(12 Folders), 7/1910-6/1961	box 513	folder 3 to 14
Presidential Search Committee file, 1968-1970. (1 Folder), 9/1968-2/1970	box 658	folder 17
President's Advisory Committee on Student Life files, 1966-1968. (2 Folders), 2/1966-6/1968	box 636	folder 22 to 23
President's Committee on the Educational Future of the University files, 1957(5 Folders), 9/1957-10/1957	box 621	folder 11 to 15
Princeton University file, 1952-1962. (1 Folder), 12/1952-3/1962	box 594	folder 30
Program in the Arts files, 1958-1967.(4 Folders), 5/1958-4/1967	box 622	folder 2 to 5
Project Double Discovery file, 1970-1971. (1 Folder), 8/1970-3/1971	box 653	folder 8
Putney, Twombly, Hall & Skidmore file, 1965-1966. (1 Folder), 7/1965-6/1966	box 636	folder 18
Radiation Safety Committee file, 1962-1967. (1 Folder), 10/1962-9/1967	box 629	folder 24
Radio Corporation of America (RCA) files, 1954-1959. (2 Folders), 3/1954-2/1959	box 605	folder 20 to 21
Radio TV Reports files, 1968-1969. (2 Folders), 9/1968-5/1969	box 648	folder 21 to 22
Radner Lectures files, 1959-1970.(6 Folders), 1/1959-4/1970	box 622	folder 21 to 26



Central Files 4080177

Regional Plan Association files, 1965-1968. (2 Folders), 5/1965-12/1968	box 652	folder 21 to 22
Reid Hall files, 1963-1971.(6 Folders), 7/1963-6/1971	box 632	folder 11 to 16
Resistance file, 1968(1 Folder), 1/1968-10/1968	box 651	folder 23
Richard King Mellon Charitable Trusts file, 1967-1970. (1 Folder), 7/1967-6/1970	box 640	folder 22
Riggs National Bank file, 1931-1932. (1 Folder), 7/1931-5/1932	box 541	folder 23
Riverside Research Institute files, 1967-1969.(3 Folders), 7/1967-3/1969	box 643	folder 20 to 22
Robert A. Taft Institute of Government file, 1962-1963. (1 Folder), 8/1962-6/1963	box 631	folder 15
Rockefeller Foundation files, 1929-1971.(36 Folders), 1/1929-6/1938	box 551	folder 22 to 29
Rockefeller Foundation files, 7/1938-6/1961	box 552	folder 1 to 22
Rockefeller Foundation files, 7/1961-6/1971	box 553	folder 1 to 6
Roosevelt Hospital file, 1891-1920. (1 Folder), 1/1891-5/1920	box 542	folder 25
Saony Mobil Oil Company file, 1958-1959. (1 Folder), 7/1958-6/1959	box 624	folder 23
Salvation Army file, 1959-1961. (1 Folder), 11/1959-6/1961	box 676	folder 20
Salzburg Seminar on American Studies file, 1955(1 Folder) Feb-55	box 575	folder 13
Saturday Evening Post file, 1959-1960. (1 Folder), 9/1959-4/1960	box 623	folder 23
Saxe, Bacon & O'Shea files, 1953-1960.(3 Folders), 8/1953-6/1960	box 605	folder 22 to 24
School of Architecture files, 1956-1971.(14 Folders), 11/1956-5/1971	box 618	folder 1 to 14
School of Dental and Oral Surgery files, 1965-1971.(12 Folders), 1/1945-6/1971	box 573	folder 4 to 15
School of Engineering and Applied Sciences files, 1949-1971.(23 Folders), 5/1949-11/1964	box 602	folder 17 to 24
School of Engineering and Applied Sciences files, 5/1965-6/1971	box 603	folder 1 to 15
School of General Studies files, 1957-1971.(17 Folders), 12/1957-5/1971	box 555	folder 2 to 18

## Central Files 4080177

School of International Affairs files, 1964-1971.(6 Folders), 7/1964-6/1971	box 633	folder 17 to 22
School of Law files, 1901-1971.(19 Folders), 11/1901-6/1971	box 528	folder 10 to 28
School of Mines file, 1890-1905. (1 Folder), 7/1890-6/1905	box 602	folder 15
School of Nursing files, 1967-1971. (2 Folders), 10/1967-5/1971	box 644	folder 14 to 15
School of Public Health and Administrative Medicine file, 1969-1970. (1 Folder), 10/1969-6/1970	box 646	folder 29
School of Social Work files, 1940-1970.(55 Folders), 7/1940-6/1956	box 561	folder 7 to 21
School of Social Work files, 7/1956-6/1965	box 562	folder 1 to 21
School of Social Work files, 5/1965-6/1971	box 563	folder 1 to 19
School of the Arts files, 1967-1971.(7 Folders), 7/1967-6/1971	box 622	folder 6 to 12
School of Tropical Medicine files, 1923-1931.(3 Folders), 4/1923-6/1931	box 536	folder 11 to 13
Schuyler Fiske Seager Lectures file, 1961(1 Folder) May-61	box 625	folder 23
Select Committee on the Future of Private and Independent Higher Education in New York State file, 1967-1968. (1 Folder), 4/1967-1/1968	box 574	folder 19
Seven Universities Group files, 1968-1971. (2 Folders), 10/1968-4/1971	box 645	folder 4 to 5
Shanks Village files, 1947-1951.(4 Folders), 1/1947-2/1951	box 581	folder 21 to 24
Shell Companies Foundation file, 1966-1971. (1 Folder), 9/1966-6/1971	box 638	folder 11
Six University Group file, 1968(1 Folder), 1/1968-5/1968	box 645	folder 3
Sloan Hospital for Women files, 1895-1922.(6 Folders), 5/1895-1/1922	box 536	folder 3 to 8
Smith College file, 1957-1958. (1 Folder), 10/1957-3/1958	box 620	folder 8
Smith, Kline & French Laboratories file, 1961-1963. (1 Folder), 7/1961-1/1963	box 629	folder 2
Social Science Research Council file, 1936-1937. (1 Folder), 9/1936-2/1937	box 549	folder 10

Special Committee of the Trustees (Temple-Lilley) files, 1968-1971.(8 Folders), 5/1968-6/1971	box 541	folder 7 to 15
Special Committee to Consider the Method of Selecting Alumni Trustees file, 1958(1 Folder) Sep-58	box 541	folder 7
Special Trustees Committee (role of the trustees) file, 1957(1 Folder) Oct-57	box 540	folder 23
Speranza Lectures files, 1953-1963. (2 Folders), 2/1953-5/1963	box 595	folder 10 to 11
St. Luke's Hospital files, 1954-1971. (2 Folders), 7/1954-6/1971	box 607	folder 12 to 13
St. Paul's Chapel files, 1905-1969.(3 Folders), 12/1905-10/1969	box 533	folder 1 to 3
Standard Oil Company of New Jersey file, 1954(1 Folder), 9/1954-12/1954	box 607	folder 14
State University of New York file, 1955-1956. (1 Folder), 12/1955-6/1956	box 567	folder 21
Student Council files, 1947-1969.(37 Folders), 7/1947-3/1949	box 587	folder 19 to 21
Student Council files, 4/1949-6/1963	box 588	folder 1 to 22
Student Council files, 7/1962-5/1969	box 589	folder 1 to 12
Student Forum files, 1969-1970. (2 Folders), 9/1969-9/1970	box 645	folder 24 to 25
Student Homophile League files, 1967-1968.(3 Folders), 5/1967-2/1968	box 651	folder 19 to 21
Students for a Democratic Society file, 1968(1 Folder), 3/1968-5/1968	box 610	folder 11
Students for a Restructured University file, 1968-1969. (1 Folder), 8/1968-4/1969	box 650	folder 10
Summer Program in the Physical and Life Sciences file, 1970(1 Folder), 5/1970-7/1970	box 653	folder 7
Summer Session files, 1968-1971.(3 Folders), 8/1968-6/1971	box 555	folder 19 to 21
Syracuse University file, 1953-1954. (1 Folder), 12/1953-6/1954	box 605	folder 25
Systems Research Group file, 1970(1 Folder) Sep-70	box 646	folder 23
Talbot Hamlin Memorial Lecture file, 1966(1 Folder) Feb-66	box 634	folder 23
Taraknath Das Foundation files, 1957-1967.(4 Folders), 8/1957-4/1967	box 621	folder 7 to 10

Central Files 4080177

Teachers College files, 1893-1971.(42 Folders), 1/1893-7/1962	box 534	folder 1 to 22
Teachers College files, 8/1962-6/1971	box 535	folder 1 to 20
Teachers Insurance and Annuity Association (TIAA) files, 1928-1960.(46 Folders), 7/1928-6/1944	box 545	folder 8 to 22
Teachers Insurance and Annuity Association (TIAA) files, 7/1944-10/1956	box 546	folder 1 to 22
Teachers Insurance and Annuity Association (TIAA) files, 11/1956-6/1960	box 547	folder 1 to 9
Teachers' Retirement System file, 1933-1934. (1 Folder), 10/1933-3/1934	box 545	folder 7
Thacher, Proffitt, Prizer, Crawley & Wood files, 1969(2 Folders), 8/1969-11/1969	box 646	folder 10 to 11
Tompkins Hall Nursery School file, 1960-1968. (1 Folder), 9/1960-5/1968	box 643	folder 24
Torrey Botanical Club file, 1912(1 Folder), 2/1912-3/1912	box 543	folder 2
Town Hall file, 1953-1954. (1 Folder), 12/1953-4/1954	box 605	folder 26
Trinity Church file, 1906-1909. (1 Folder), 6/1906-10/1909	box 542	folder 36
Trustees files, 1895-1971.(88 Folders), 11/1895-5/1964	box 537	folder 1 to 22
Trustees files, 12/1963-12/1967	box 538	folder 1 to 22
Trustees files, 7/1967-10/1969	box 539	folder 1 to 24
Trustees files, 8/1969-10/1971	box 540	folder 1 to 20
Tulane University file, 1968(1 Folder) Jul-68	box 653	folder 25
Twenty-five Year Club file, 1964(1 Folder) May-64	box 632	folder 25
U.S. Agency for International Development files, 1966-1969. (2 Folders), 9/1966-6/1969	box 637	folder 1 to 2
U.S. Air Force file, 1956-1958. (1 Folder), 8/1956-3/1958	box 592	folder 21
U.S. Army files, 1944-1957.(4 Folders), 1/1944-4/1957	box 571	folder 16 to 19
U.S. Atomic Energy Commission files, 1947-1968.(6 Folders), 7/1947-6/1968	box 589	folder 13 to 18
U.S. Central Intelligence Agency (CIA) files, 1967(5 Folders), 2/1967-5/1967	box 649	folder 1 to 5

Central Files 4080177

U.S. Dept. of Education file, 1919(1 Folder), 6/1919-7/1919	box 543	folder 23
U.S. Dept. of Health, Education, and Welfare files, 1953-1971.(35 Folders), 7/1953-6/1960	box 543	folder 24 to 35
U.S. Dept. of Health, Education, and Welfare files, 7/1960-6/1971	box 544	folder 1 to 23
U.S. Dept. of Labor file, 1945-1953. (1 Folder), 12/1945-11/1953	box 571	folder 20
U.S. Dept. of State files, 1938-1967.(30 Folders), 9/1938-6/1957	box 556	folder 1 to 23
U.S. Dept. of State files, 7/1957-5/1967	box 557	folder 1 to 7
U.S. Federal Security Agency files, 1949-1953.(6 Folders), 8/1949-6/1953	box 592	folder 8 to 13
U.S. House Committee on Ways and Means file, 1969(1 Folder), 8/1969-12/1969	box 651	folder 18
U.S. Immigration and Naturalization Service files, 1950-1964.(4 Folders), 7/1950-6/1964	box 563	folder 20 to 23
U.S. International Cooperation Administration file, 1956(1 Folder), 9/1956-3/1959	box 619	folder 24
U.S. Navy files, 1942-1970.(15 Folders), 2/1942-6/1970	box 571	folder 1 to 15
U.S. Office of Economic Opportunity file, 1965-1969. (1 Folder), 7/1965-2/1969	box 636	folder 12
U.S. Office of Education file, 1916-1946. (1 Folder), 7/1916-6/1946	box 582	folder 23
U.S. Office of Telecommunications file, 1968(1 Folder) Feb-68	box 645	folder 8
U.S. Post Office files, 1912-1959. (2 Folders), 4/1912-2/1959	box 543	folder 4 to 5
U.S. Senate Permanent Subcommittee on Investigations files, 1969(6 Folders), 2/1969-8/1969	box 650	folder 15 to 20
U.S. Veterans Administration file, 1947-1948. (1 Folder), 7/1947-6/1948	box 589	folder 22
U.S. War Dept. file, 1946-1947. (1 Folder), 7/1946-5/1947	box 583	folder 26
U.S. War Manpower Commission file, 1942-1944. (1 Folder), 9/1942-1/1944	box 575	folder 15
UNESCO files, 1951-1959.(6 Folders), 7/1951-9/1959	box 591	folder 18 to 23
Union Club of the City of New York files, 1956-1961. (2 Folders), 7/1956-6/1961	box 621	folder 1 to 2

Union Theological Seminary file, 1953-1956. (1 Folder), 7/1953-4/1956	box 640	folder 18
United Cerebral Palsy file, 1959-1961. (1 Folder), 7/1959-6/1961	box 623	folder 24
United Nations Association of the United States file, 1969(1 Folder) Jan-69	box 586	folder 6
United Nations files, 1952-1961.(3 Folders), 7/1952-5/1961	box 595	folder 12 to 14
United States Information Agency file, 1955-1959. (1 Folder), 8/1955-5/1959	box 618	folder 21
United States National Student Association file, 1947-1948. (1 Folder), 10/1947-6/1948	box 586	folder 22
United States Rubber Company file, 1957-1967. (1 Folder), 8/1957-5/1967	box 638	folder 13
United States Trust Company of New York file, 1957-1958. (1 Folder), 7/1957-1/1958	box 620	folder 9
Universities Research Association files, 1964-1971.(5 Folders), 2/1964-6/1971	box 636	folder 7 to 11
University Club files, 1953-1970.(7 Folders), 9/1953-5/1970	box 606	folder 13 to 19
University Committee for the Defense of Academic Freedom file, 1940-1941. (1 Folder), 7/1940-6/1941	box 573	folder 21
University Committee on Rules of Conduct file, 1969(1 Folder), 2/1969-4/1969	box 649	folder 22
University Council files, 1905-1969.(12 Folders), 6/1905-5/1969	box 549	folder 20 to 31
University of Bologna file, 1948(1 Folder) Dec-48	box 594	folder 4
University of California file, 1960-1961. (1 Folder), 7/1960-6/1961	box 625	folder 24
University of Chicago file, 1952-1953. (1 Folder), 9/1952-4/1953	box 595	folder 15
University of London file, 1969-1970. (1 Folder), 8/1969-5/1970	box 645	folder 27
University of Rochester file, 1957-1959. (1 Folder), 7/1957-3/1959	box 620	folder 10
University of Wisconsin file, 1952-1953. (1 Folder), 12/1952-6/1953	box 595	folder 16
University Seminar on Higher Education file, 1952-1957. (1 Folder), 10/1952-5/1957	box 575	folder 1
University Seminar on the Professions in Modern Society files, 1950-1962.(5 Folders), 7/1950-6/1962	box 575	folder 2 to 6

University Seminars files, 1965-1971.(6 Folders), 9/1965-6/1971	box 575	folder 7 to 12
University Senate files, 1968-1971.(21 Folders), 9/1968-6/1971	box 550	folder 1 to 21
Urban Center files, 1966-1971.(12 Folders), 9/1966-6/1971	box 652	folder 1 to 12
Vanderbilt Clinic files, 1890-1918. (2 Folders), 2/1890-12/1918	box 533	folder 4 to 5
Visual Economics Laboratory file, 1951-1958. (1 Folder), 7/1951-1/1958	box 620	folder 11
War Hospital file, 1917-1920. (1 Folder), 6/1917-10/1920	box 542	folder 26
West Harlem Community Organization files, 1969-1971. (2 Folders), 12/1969-5/1971	box 653	folder 3 to 4
Weyerhaeser Company file, 1952-1963. (1 Folder), 8/1952-10/1963	box 595	folder 17
White House Regional Conferences files, 1961-1962. (2 Folders), 10/1961-5/1962	box 629	folder 3 to 4
Wilson Freight Co. file, 1966-1967. (1 Folder), 7/1966-6/1967	box 639	folder 8
WKCR file, 1970-1971. (1 Folder), 7/1970-5/1971	box 646	folder 25
Woodrow Wilson Foundation file, 1955-1956. (1 Folder), 11/1955-6/1956	box 611	folder 18
Woodrow Wilson National Fellowship Foundation file, 1958-1967.( 1 Folder), 7/1958-6/1967	box 611	folder 19
Woodstock College files, 1967-1969.(3 Folders), 3/1967-8/1969	box 644	folder 1 to 3
World Peace Foundation file, 1955-1956. (1 Folder), 9/1955-1/1956	box 611	folder 20
Wright-Patterson Air Force Base file, 1951(1 Folder), 11/1951	box 592	folder 20
Yale University file, 1954(1 Folder) Jan-54	box 607	folder 15
YMCA of Greater New York file, 1960-1961. (1 Folder), 7/1960-6/1961	box 625	folder 25
Yoshida International Education Foundation file, 1966-1968. (1 Folder), 3/1966-4/1968	box 533	folder 26

## Subseries I.4: Subjects

### Scope and Contents

Subseries consisting of records relating to a particular subject filed under a topical heading. If a desired subject does not appear in this sub-series, or if the subject is found but the time period of interest falls outside the date range given for the folder, it may still be possible to find relevant materials in Series

I.1 General Alphabetical, through the use of the Central Files card index, or by confining the search to a very specific date range.

Title/Description	Instances	
Academic costume file, 1967-1968. (1 Folder), 5/1967-1/1968	box 625	folder 26
Ad hoc committees files, 1959-1969., 7/1959-6/1969 <u>Physical Description:</u> (22 Folders)	box 624	folder 1 to 22
Advisory councils appointments file, 1966. (1 Folder) Nov-66	box 636	folder 25
Affirmative action plans files, 1969-1970., 3/1969-3/1970 <u>Physical Description:</u> (2 Folders)	box 658	folder 14 to 15
Air-dome field house proposal file, 1966-1967. (1 Folder), 7/1966-6/1967	box 639	folder 9
Albany reports files, 1916-1961., 6/1916-6/1961 <u>Physical Description:</u> (4 Folders)	box 574	folder 24 to 27
Albert Schweitzer Professor of International Economic Development file, 1967-1968. (1 Folder), 7/1967-4/1968	box 643	folder 23
Alexander Hamilton award dinner files, 1965-1970., 11/1965-11/1970 <u>Physical Description:</u> (4 Folders)	box 634	folder 19 to 22
Alexander Hamilton (subject) files, 1904-1957., 10/1904-5/1957 <u>Physical Description:</u> (4 Folders)	box 531	folder 19 to 22
Alexis de Tocqueville articles file, 1926. (1 Folder) Mar-26	box 543	folder 21
Alfred I. duPont awards file, 1967-1970., 7/1967-1/1970 <u>Physical Description:</u> (2 Folders)	box 594	folder 24 to 25
Alice B. Griffin estate file, 1965-1966. (1 Folder), 7/1965-6/1966	box 634	folder 18
Alma Mater statue file, 1900-1906. (1 Folder), 3/1900-11/1906	box 514	folder 4
Alumni forum (Dallas) file, 1962. (1 Folder), 9/1962-12/1962	box 515	folder 1
Alumni forum (Philadelphia) file, 1963. (1 Folder), 2/1963-5/1963	box 515	folder 2
Apartment houses file, 1962-1966. (1 Folder), 10/1962-6/1966	box 542	folder 31
Apartments for faculty members file, 1908-1910. (1 Folder), 11/1908-10/1910	box 542	folder 29
Appointments files, 1966-1970., 9/1966-6/1970		



Central Files 4080177

<u>Physical Description</u> : (3 Folders)	box 679	folder 12 to 14
Appraisal of the university files, 1944., Feb-44 <u>Physical Description</u> : (4 Folders)	box 573	folder 16 to 19
Arden House conference for studies on university governance files, 1968-1969., 12/1968-9/1969 <u>Physical Description</u> : (2 Folders)	box 650	folder 11 to 12
Art properties file, 1908-1917. (1 Folder), 2/1908-8/1917	box 529	folder 22
Athletics files, 1898-1971., 5/1898-3/1971 <u>Physical Description</u> : (5 Folders)	box 515	folder 18 to 22
Atran Professorship file, 1952. (1 Folder), 1/1952-6/1952	box 589	folder 25
Auchincloss Chair file, 1971. (1 Folder), 1/1971-6/1971	box 646	folder 4
Auditing privileges file, 1963-1966. (1 Folder), 4/1963-11/1966	box 629	folder 25
Bancroft awards and prizes files, 1944-1971., 7/1944-4/1971 <u>Physical Description</u> : (22 Folders)	box 583	folder 1 to 16
Barnard-Columbia agreement file, 1969-1970. (1 Folder), 11/1969-3/1970	box 519	folder 1
Barnardiana file, 1958-1959. (1 Folder), 9/1958-6/1959	box 620	folder 25
Barnard Medal file, 1910-1915. (1 Folder), 4/1910-5/1915	box 529	folder 19
Bela Bartok concert file, 1955. (1 Folder) Sep-55	box 607	folder 17
Bicentennial file, 1954-1957. (1 Folder), 10/1954-6/1957	box 606	folder 21
Black affairs file, 1968-1969. (1 Folder), 7/1968-5/1969	box 658	folder 9
Black heritage television series file, 1968-1969. (1 Folder), 12/1968-5/1969	box 658	folder 13
Black studies files, 1968-1969., 12/1968-6/1969 <u>Physical Description</u> : (3 Folders)	box 658	folder 10 to 12
Blue book of awards file, 1954. (1 Folder), 7/1954-8/1954	box 606	folder 22
Blue seal letters file, 1965-1966. (1 Folder), 5/1965-6/1966	box 677	folder 22
Budget files, 1954-1971., 7/1954-1/1971 <u>Physical Description</u> : (28 Folders)	box 608	folder 1 to 24
Budget files, 11/1970-5/1971	box 609	folder 1 to 4
Buildings and grounds files, 1899-1971., 10/1899-6/1971		

Central Files 4080177

<u>Physical Description</u> : (21 Folders)	box 519	folder 2 to 22
Bundy bill file, 1968-1969. (1 Folder), 3/1968-4/1969	box 649	folder 20
Burden Room reception file, 1964. (1 Folder) Apr-64	box 676	folder 27
Butler Medal in Silver file, 1965-1970. (1 Folder), 1/1965-10/1970	box 637	folder 6
Butterfield report file, 1967. (1 Folder), 1/1967-5/1967	box 636	folder 26
Byron Stookey Professorship in Neurological Surgery file, 1967. (1 Folder) Oct-67	box 642	folder 27
Cabinet meeting files, 1966-1971., 7/1966-6/1971 <u>Physical Description</u> : (4 Folders)	box 637	folder 7 to 10
Cable television file, 1969-1970. (1 Folder), 4/1969-5/1970	box 645	folder 10
Calendar files, 1955-1969., 10/1955-6/1969 <u>Physical Description</u> : (11 Folders)	box 617	folder 1 to 11
Campus disturbances files, 1968-1969., 9/1968-6/1969 <u>Physical Description</u> : (2 Folders)	box 648	folder 19 to 20
Campus tours monthly report files, 1966-1971., 7/1966-6/1971 <u>Physical Description</u> : (2 Folders)	box 637	folder 21 to 22
Careers in journalism panel file, 1967. (1 Folder) Feb-67	box 637	folder 23
Cathedral Parkway urban renewal project files, 1968-1970., 1/1968-6/1970 <u>Physical Description</u> : (6 Folders)	box 652	folder 13 to 18
Central Harlem nursing home project file, 1967-1968. (1 Folder), 12/1967-3/1968	box 652	folder 20
Cezanne exhibition file, 1962-1963. (1 Folder), 7/1962-6/1963	box 629	folder 10
Chandler library proposal file, 1911. (1 Folder), 1/1911-10/1911	box 533	folder 15
Chandler Medal file, 1970. (1 Folder), 1/1970-10/1970	box 676	folder 25
Change of corporate name file, 1906-1913. (1 Folder), 1/1906-3/1913	box 533	folder 16
Chaplaincy files, 1904-1969., 10/1904-7/1969 <u>Physical Description</u> : (2 Folders)	box 519	folder 23 to 24
Charles Follen McKim memorial file, 1909-1910. (1 Folder), 9/1909-4/1910	box 533	folder 9

Charles H. Land dental exhibit file, 1952-1967. (1 Folder), 12/1952-9/1967	box 639	folder 6
Charter Day files, 1963-1971., 7/1963-6/1971 <u>Physical Description:</u> (16 Folders)	box 630	folder 1 to 16
Charter requests file, 1907-1922. (1 Folder), 1/1907-3/1922	box 536	folder 27
Chartered flights files, 1962-1966., 10/1962-6/1966 <u>Physical Description:</u> (3 Folders)	box 629	folder 11 to 13
Chauffeur uniform samples file, 1958. (1 Folder) Aug-58	box 620	folder 13
Christmas collection for maids and janitors file, 1963-1964. (1 Folder), 7/1963-6/1964	box 631	folder 20
Christopher Columbus tapestry file, 1941. (1 Folder) Oct-41	box 549	folder 18
Civil rights compliance file, 1965-1969. (1 Folder), 12/1965-9/1969	box 636	folder 16
Civil service file, 1947-1948. (1 Folder), 7/1947-6/1948	box 586	folder 14
Classified research file, 1967. (1 Folder), 7/1967-10/1967	box 635	folder 18
Code of academic freedom and tenure file, 1971. (1 Folder), 2/1971-5/1971	box 679	folder 11
Columbia alumni news file, 1909-1922. (1 Folder), 3/1909-9/1922	box 514	folder 5
Columbia blue file, 1957. (1 Folder) Dec-57	box 621	folder 6
Columbia-Community Athletic Field file, 1957-1958. (1 Folder), 7/1957-6/1958	box 647	folder 1
Columbia file, 1890-1909. (1 Folder), 1/1890-5/1909	box 679	folder 8
Columbia forum file, 1970-1971. (1 Folder), 7/1970-3/1971	box 646	folder 22
Columbia owl files, 1961-1968., 7/1961-12/1968 <u>Physical Description:</u> (4 Folders)	box 679	folder 17 to 20
Columbia reports file, 1970-1971. (1 Folder), 10/1970-6/1971	box 623	folder 9
Commemoration service files, 1961-1970., 11/1961-2/1970 <u>Physical Description:</u> (4 Folders)	box 626	folder 21 to 24
Commencement files, 1907-1971., 5/1907-6/1962 <u>Physical Description:</u> (58 Folders)	box 655	folder 1 to 20
Commencement files, 6/1962-6/1967		

## Central Files 4080177

	box 656	folder 1 to 18
Commencement files, 3/1967-6/1971	box 657	folder 1 to 18
Commencement files, 4/1971-6/1971	box 658	folder 1 to 2
Community health systems proposal file, 1971. (1 Folder) Mar-71	box 513	folder 23
Community relations file, 1967-1968. (1 Folder), 7/1967-6/1968	box 652	folder 19
Congressional record file, 1968-1969. (1 Folder), 11/1968-4/1969	box 651	folder 2
Construction and related costs file, 1965. (1 Folder), 3/1965-12/1965	box 633	folder 23
Copyright files, 1966-1970., 7/1966-11/1970 <u>Physical Description:</u> (2 Folders)	box 638	folder 1 to 2
Counterattack files, 1953-1958., 4/1953-6/1958 <u>Physical Description:</u> (4 Folders)	box 594	folder 19 to 22
Curtis Medals file, 1901-1909. (1 Folder), 6/1901-4/1909	box 321	folder 8
Czech book fair file, 1970-1971. (1 Folder), 7/1970-5/1971	box 646	folder 26
Data processing file, 1963-1965. (1 Folder), 5/1963-5/1965	box 679	folder 9
Deans, directors, and chairmen file, 1966-1971. (1 Folder), 9/1966-6/1971	box 639	folder 1
Death notices files, 1947-1951., 7/1947-6/1951 <u>Physical Description:</u> (2 Folders)	box 583	folder 23 to 24
Defense correspondence files, 1940-1941., 6/1940-7/1941 <u>Physical Description:</u> (12 Folders)	box 554	folder 11 to 22
Development evaluations file, 1970. (1 Folder) Sep-70	box 620	folder 24
Diagnostic laboratories file, 1967-1968. (1 Folder), 9/1967-3/1968	box 514	folder 2
Diplomas file, 1911-1916. (1 Folder), 3/1911-5/1916	box 554	folder 1
Discipline files, 1968-1972., 8/1968-4/1972 <u>Physical Description:</u> (7 Folders)	box 649	folder 6 to 12
Division of War Research Memento files, 1946-1947., 4/1946-1/1947 <u>Physical Description:</u> (2 Folders)	box 584	folder 1 to 2
Dormitories file, 1911-1915. (1 Folder), 6/1911-3/1915	box 542	folder 27

Dormitory authority bill file, 1961-1963. (1 Folder), 10/1961-4/1963	box 542	folder 30
Dormitory protest letters from students file, 1969. (1 Folder), 3/1969-5/1969	box 649	folder 21
Douglas MacArthur Chair in History file, 1962-1964. (1 Folder), 8/1962-2/1964	box 627	folder 24
E. H. Armstrong Field Laboratory file, 1967-1968. (1 Folder), 1/1967-2/1968	box 639	folder 11
Earl Hall files, 1901-1968., 4/1901-5/1968 <u>Physical Description:</u> (3 Folders)	box 523	folder 18 to 20
East Asian languages and cultures file, 1968-1970. (1 Folder), 5/1968-9/1970	box 591	folder 3
East field file, 1908-1917. (1 Folder), 11/1908-7/1917	box 521	folder 25
Economic council letter file, 1958-1961. (1 Folder), 7/1958-7/1961	box 622	folder 16
Educational policy files, 1970-1971., 6/1970-4/1971 <u>Physical Description:</u> (2 Folders)	box 650	folder 13 to 14
Educational supplements account files, 1962-1969., 7/1962-12/1969 <u>Physical Description:</u> (11 Folders)	box 678	folder 1 to 11
Edward Larocque Tinker Visiting Professorship file, 1969. (1 Folder), 1/1969-6/1969	box 643	folder 4
Eleanor Lothrop collection file, 1968. (1 Folder) Mar-68	box 639	folder 24
Eleanor Roosevelt center for intergroup relations file, 1966-1967. (1 Folder), 7/1966-6/1967	box 638	folder 10
Election recess files, 1970., 5/1970-8/1970 <u>Physical Description:</u> (6 Folders)	box 645	folder 18 to 23
Environment teach-in file, 1970. (1 Folder) Apr-70	box 646	folder 27
Equal opportunity compliance file, 1969. (1 Folder) Dec-69	box 658	folder 16
Events in all halls file, 1964-1965. (1 Folder), 10/1964-10/1965	box 634	folder 15
Exchange visitor program files, 1956-1959., 9/1956-12/1959 <u>Physical Description:</u> (2 Folders)	box 643	folder 1 to 2
Exemptions from teaching duties file, 1969-1971. (1 Folder), 11/1969-3/1971	box 679	folder 1
Externally funded research and instruction files, 1968-1971., 10/1968-5/1971	box 636	folder 1 to 6

<u>Physical Description:</u> (6 Folders)		
Faculty art show file, 1961-1962. (1 Folder), 2/1961-3/1962	box 616	folder 3
Faculty assignments files, 1966., 4/1966-6/1966 <u>Physical Description:</u> (2 Folders)	box 615	folder 23 to 24
Faculty files, 1967-1971., 9/1967-6/1971 <u>Physical Description:</u> (5 Folders)	box 615	folder 14 to 18
Faculty housing file, 1966-1967. (1 Folder), 3/1966-2/1967	box 542	folder 32
Faculty lists files, 1964-1968., 9/1964-10/1968 <u>Physical Description:</u> (4 Folders)	box 615	folder 19 to 22
Faculty room meetings file, 1963-1968. (1 Folder), 12/1963-5/1968	box 616	folder 2
Fayerweather Hall file, 1897-1908. (1 Folder), 7/1897-6/1908	box 521	folder 23
Fees files, 1967-1971., 7/1967-6/1971 <u>Physical Description:</u> (2 Folders)	box 642	folder 16 to 18
Fellowships, scholarships, and awards files, 1955-1969., 10/1955-2/1969 <u>Physical Description:</u> (4 Folders)	box 642	folder 12 to 15
Financial reports files, 1931-1967., 7/1931-6/1967 <u>Physical Description:</u> (3 Folders)	box 541	folder 18 to 20
Fine arts file, 1905-1918. (1 Folder), 4/1905-12/1918	box 527	folder 21
Firdausi celebration file, 1934. (1 Folder), 10/1934-11/1934	box 549	folder 6
Five-year plan files, 1971., 5/1971-9/1971 <u>Physical Description:</u> (4 Folders)	box 653	folder 19 to 22
Foreign Student Center files, 1971., 1/1971-5/1971 <u>Physical Description:</u> (2 Folders)	box 643	folder 16 to 17
France file, 1958-1959. (1 Folder), 7/1958-6/1959	box 622	folder 17
Francis S. Bangs memorial file, 1920-1921. (1 Folder), 3/1920-9/1921	box 542	folder 13
Fraternalities and societies file, 1927-1928. (1 Folder), 11/1927-12/1928	box 543	folder 18
Fund-raising campaign files, 1966-1968., 7/1966-3/1968 <u>Physical Description:</u> (2 Folders)	box 637	folder 19 to 20
Furnald Hall file, 1911-1914. (1 Folder), 3/1911-11/1914	box 554	folder 2

Galanter conference file, 1967. (1 Folder) May-67	box 638	folder 24
General catalogue file, 1915-1916. (1 Folder), 4/1915-12/1916	box 554	folder 3
George II, King of Great Britain, portrait file, 1928-1948. (1 Folder), 11/1928-12/1948	box 589	folder 23
Gifts and bequests files, 1904-1969., 12/1904-6/1969 <u>Physical Description:</u> (9 Folders)	box 533	folder 17 to 25
Golden anniversary of the City of New York file, 1948. (1 Folder), 8/1948-8/1948	box 586	folder 23
Gouverneur Morris portrait file, 1931-1932. (1 Folder), 12/1931-3/1932	box 542	folder 16
Government relations files, 1969-1971., 4/1968-2/1971 <u>Physical Description:</u> (4 Folders)	box 543	folder 10 to 13
Government sponsored projects file, 1969. (1 Folder) Dec-69	box 635	folder 20
Graduate scholarships file, 1965-1966. (1 Folder), 9/1965-9/1966	box 641	folder 23
Graduate school of modern arts proposal file, 1957. (1 Folder) Sep-57	box 622	folder 1
Great God Pan statue file, 1907-1910. (1 Folder), 3/1907-6/1910	box 527	folder 23
Grossner case file, 1968. (1 Folder), 6/1968-10/1968	box 649	folder 16
Guide book file, 1912-1913. (1 Folder), 1/1912-6/1913	box 554	folder 6
Guide for foreign visitors at Columbia University file, 1968-1969. (1 Folder), 7/1968-6/1969	box 643	folder 5
Gymnasium files, 1958-1969., 4/1958-4/1969 <u>Physical Description:</u> (20 Folders)	box 647	folder 2 to 21
Hagop Kevorkian Chair of Iranian Studies file, 1961-1972. (1 Folder), 1/1961-3/1972	box 639	folder 4
Hall J. How fund file, 1905-1920. (1 Folder), 11/1905-1/1920	box 542	folder 37
Hamilton Hall file, 1904-1910. (1 Folder), 12/1904-6/1910	box 527	folder 22
Hamilton, Philosophy, Fayerweather, and Mathematics buildings disruptions file, 1969. (1 Folder), 1/1969-5/1969	box 648	folder 23
Harriman Observatory file, 1967-1968. (1 Folder), 10/1967-6/1968	box 639	folder 17

Havemeyer Hall file, 1896-1903. (1 Folder), 10/1896-3/1903	box 531	folder 25
Henderson Act file, 1969-1970. (1 Folder), 2/1969-2/1970	box 651	folder 1
Henry Bergh fund file, 1907-1929. (1 Folder), 9/1907-12/1929	box 676	folder 19
Henry Moore sculpture on Law School campus file, 1967. (1 Folder), 2/1967-10/1967	box 639	folder 7
Herbert H. Lehman papers file, 1966-1971. (1 Folder), 10/1966-4/1971	box 646	folder 19
History of the university file, 1920-1922. (1 Folder), 2/1920-3/1922	box 543	folder 14
Holiday luncheon file, 1960-1961. (1 Folder), 7/1960-6/1961	box 624	folder 25
Homecoming file, 1966-1969. (1 Folder), 10/1966-10/1969	box 636	folder 13
Honors and prizes files, 1887-1971., 2/1887-6/1918 <u>Physical Description:</u> (29 Folders)	box 653	folder 26 to 27
Honors and prizes files, 11/1919-6/1971	box 654	folder 1 to 27
Hope and intent file, 1951. (1 Folder) Jul-51	box 592	folder 22
Housing file, 1919-1921. (1 Folder), 11/1919-3/1921	box 542	folder 28
Housing revolving loan fund files, 1970., 10/1970 <u>Physical Description:</u> (2 Folders)	box 653	folder 5 to 6
Hungarian students file, 1956-1958. (1 Folder), 10/1956-5/1958	box 643	folder 10
Hungarian studies file, 1947-1950. (1 Folder), 3/1947-10/1950	box 586	folder 25
Hymnal file, 1907-1921. (1 Folder), 1/1907-10/1921	box 542	folder 38
Illig Medals file, 1899-1905. (1 Folder), 3/1899-6/1905	box 521	folder 26
India file, 1957-1958. (1 Folder), 9/1957-4/1958	box 621	folder 18
Institute of industrial research file, 1919. (1 Folder), 2/1919-10/1919	box 542	folder 21
Institute of urban environment file, 1966. (1 Folder), 3/1966-5/1966	box 636	folder 24
Institutional expansion in the community files, 1968-1969., 6/1968-2/1969	box 653	folder 15 to 16



<u>Physical Description:</u> (2 Folders)		
Intercollegiate press bulletins files, 1948-1957., 9/1948-5/1957	box 586	folder 15 to 20
<u>Physical Description:</u> (6 Folders)		
Interest fund file, 1902. (1 Folder), 1/1902-9/1902	box 531	folder 26
International Education Act of 1969 files, 1969., 1969, 5/1969-7/1969	box 643	folder 13 to 15
<u>Physical Description:</u> (3 Folders)		
International organization files, 1957-1969., 8/1957-11/1969	box 620	folder 1 to 7
<u>Physical Description:</u> (7 Folders)		
Invitations files, 1964-1965., 7/1964-6/1965	box 677	folder 1 to 4
<u>Physical Description:</u> (4 Folders)		
James L. Dohr Professorship file, 1964-1972. (1 Folder), 12/1964-12/1972	box 639	folder 16
Japanese lanterns gift (from Kensuke Matano) file, 1954-1955. (1 Folder), 7/1954-6/1955	box 533	folder 28
Journalism building files, 1911-1922., 11/1911-7/1922	box 542	folder 2 to 3
<u>Physical Description:</u> (2 Folders)		
Jumel Place files, 1969-1971., 4/1969-3/1971	box 653	folder 11 to 14
<u>Physical Description:</u> (4 Folders)		
Katharine Prentis Murphy estate file, 1967-1968. (1 Folder), 9/1967-2/1968	box 640	folder 24
Kent Hall file, 1903-1914. (1 Folder), 12/1903-4/1914	box 528	folder 29
Kosher food proposal file, 1959. (1 Folder) Nov-59	box 623	folder 21
Labor relations file, 1970. (1 Folder), 9/1970-12/1970	box 679	folder 10
Lamont donation file, 1948-1957. (1 Folder), 11/1948-4/1959	box 625	folder 37
Lawrence E. Walsh report files, 1968., 8/1968-9/1968	box 650	folder 1 to 5
<u>Physical Description:</u> (5 Folders)		
Leases file, 1906-1918. (1 Folder), 1/1906-10/1918	box 535	folder 21
Leaves of absence files, 1958-1971., 10/1958-3/1971	box 678	folder 12 to 16
<u>Physical Description:</u> (5 Folders)		
Lebanese exchange program files, 1965-1967., 12/1965-10/1967	box 643	folder 6 to 7
<u>Physical Description:</u> (2 Folders)		
Legislation files, 1963-1964., 7/1963-6/1964		

Central Files 4080177

<u>Physical Description</u> : (4 Folders)	box 651	folder 14 to 17
Libbey fund, 1922-1926. (1 Folder), 6/1922-2/1926	box 543	folder 17
Life sciences building files, 1966-1971., 7/1966-6/1971 <u>Physical Description</u> : (2 Folders)	box 637	folder 4 to 5
Loans files, 1959-1969., 5/1959-12/1969 <u>Physical Description</u> : (13 Folders)	box 677	folder 5 to 17
Lobbying file, 1965-1966. (1 Folder), 6/1965-6/1966	box 651	folder 13
Loubat Prizes file, 1962-1964. (1 Folder), 7/1962-1/1964	box 629	folder 21
Louis Sullivan drawings reception file, 1966. (1 Folder) Jan-66	box 636	folder 21
Louisa Gross Horwitz Prize files, 1966-1970., 11/1966-10/1970 <u>Physical Description</u> : (3 Folders)	box 639	folder 21 to 23
Low Memorial Library files, 1895-1966., 12/1895-1/1966 <u>Physical Description</u> : (3 Folders)	box 531	folder 16 to 18
Maria Moors Cabot Prizes files, 1961-1970., 7/1961-6/1970 <u>Physical Description</u> : (11 Folders)	box 627	folder 13 to 23
Master planning files, 1968-1969., 11/1968-9/1969 <u>Physical Description</u> : (2 Folders)	box 653	folder 17 to 18
Mathematics Building file, 1967. (1 Folder) Aug-67	box 639	folder 26
Maxwell Hall file, 1969-1971. (1 Folder), 9/1969-2/1971	box 646	folder 21
Mayor John V. Lindsay cabinet meeting files, 1967-1968., 7/1967-6/1968 <u>Physical Description</u> : (3 Folders)	box 640	folder 19 to 21
McVicker Hall trashing file, 1971. (1 Folder) Feb-71	box 649	folder 19
Michelangelo Lost St. John statue file, 1967. (1 Folder), 7/1967-12/1967	box 642	folder 28
Military recruiting files, 1967-1969., 11/1967-11/1969 <u>Physical Description</u> : (9 Folders)	box 593	folder 7 to 15
Miscellaneous files, 1941-1969., 7/1941-6/1962 <u>Physical Description</u> : (22 Folders)	box 572	folder 1 to 19
Morningside campus file, 1908-1914. (1 Folder), 7/1962-6/1969	box 573	folder 1 to 3
Morningside campus file, 1/1908-12/1914	box 542	folder 14

Morningside Heights files, 1957-1967., 4/1957-6/1967 <u>Physical Description:</u> (7 Folders)	box 585	folder 13 to 19
N.Y. State legislators party file, 1968. (1 Folder) Feb-68	box 642	folder 21
Named professorships file, 1967-1968. (1 Folder), 7/1967-6/1968	box 642	folder 23
National Defense Education Act files, 1970., 1/1970-6/1970 <u>Physical Description:</u> (3 Folders)	box 650	folder 21 to 23
Negro alumni file, 1968. (1 Folder), 10/1968-11/1968	box 514	folder 23
Neighborhood services file, 1963-1964. (1 Folder), 7/1963-6/1964	box 632	folder 23
Netherlands West Indies gift file, 1953-1954. (1 Folder), 1/1953-3/1954	box 533	folder 27
Neuro 8 space problem file, 1970. (1 Folder), 10/1970-12/1970	box 645	folder 12
Nevis estate files, 1959-1963., 7/1959-12/1963 <u>Physical Description:</u> (6 Folders)	box 625	folder 17 to 22
New York State aid file, 1968. (1 Folder), 10/1968-12/1968	box 642	folder 19
Newsletter files, 1958-1971., 10/1958-5/1971 <u>Physical Description:</u> (8 Folders)	box 623	folder 1 to 8
Newspaper clippings files, 1945-1971., 7/1945-1/1971 <u>Physical Description:</u> (6 Folders)	box 532	folder 18 to 23
Oaths of allegiance files, 1934-1967., 9/1934-8/1967 <u>Physical Description:</u> (5 Folders)	box 549	folder 1 to 5
Office furniture gift files, 1957-1963., 11/1957-6/1963 <u>Physical Description:</u> (2 Folders)	box 533	folder 29 to 30
Olcott numismatic collection file, 1944-1950. (1 Folder), 4/1944-5/1950	box 594	folder 2
Old partnership report file, 1967-1968. (1 Folder), 7/1967-6/1968	box 642	folder 24
Orangetown file, 1967-1969. (1 Folder), 1/1967-2/1969	box 644	folder 8
Organization and structure of Columbia University file, 1963. (1 Folder) Jul-63	box 676	folder 26
Organization for development file, 1963-1965. (1 Folder), 4/1963-5/1965	box 620	folder 23
Penseur (Thinker) statue, 1929-1931. (1 Folder), 7/1929-2/1931	box 543	folder 20

Personnel of the Office of the President file, 1965-1968. (1 Folder), 11/1965-7/1968	box 677	folder 21
Philippe - Gouverneur collection file, 1899-1921. (1 Folder), 7/1899-12/1921	box 554	folder 10
Philosophy Hall file, 1910-1912. (1 Folder), 3/1910-1/1912	box 542	folder 5
Piers project file, 1966-1968. (1 Folder), 7/1966-10/1968	box 653	folder 2
Pine papers file, 1944. (1 Folder) Jul-44	box 480	folder 18
Plaques file, 1965. (1 Folder) Feb-65	box 638	folder 8
Police file, 1957. (1 Folder), 2/1957-3/1957	box 640	folder 17
Polish file, 1948-1954. (1 Folder), 6/1948-5/1954	box 586	folder 21
Portraits file, 1907-1911. (1 Folder), 6/1907-3/1911	box 542	folder 15
President's ball file, 1967-1968. (1 Folder), 2/1967-1/1968	box 658	folder 7
President's House file, 1910-1913. (1 Folder), 12/1910-10/1913	box 542	folder 6
President's reception for freshmen file, 1963-1966. (1 Folder), 8/1963-12/1966	box 658	folder 4
President's reception of welcome for new faculty members files, 1961-1965., 8/1961-11/1965 <u>Physical Description:</u> (2 Folders)	box 658	folder 5 to 6
Progress and promise (Paley report) files, 1967., 10/1967-12/1967 <u>Physical Description:</u> (2 Folders)	box 643	folder 18 to 19
Property meeting minutes file, 1963-1967. (1 Folder), 9/1963-6/1967	box 638	folder 9
Public relations file, 1967. (1 Folder), 7/1967-11/1967	box 644	folder 21
Public relations news files, 1957-1971., 10/1957-6/1971 <u>Physical Description:</u> (4 Folders)	box 621	folder 23 to 26
Publications files, 1961-1966., 7/1961-6/1966 <u>Physical Description:</u> (4 Folders)	box 615	folder 25 to 28
Pulitzer Prizes files, 1911-1971., 11/1911-5/1966 <u>Physical Description:</u> (29 Folders)	box 547	folder 10 to 22
Pulitzer Prizes files, 7/1966-6/1971	box 548	folder 1 to 16
Pupin Hall file, 1963-1964. (1 Folder), 7/1963-6/1964	box 632	folder 22
Queen Wilhelmina Lectureship file, 1913-1917. (1 Folder), 1/1913-2/1917	box 542	folder 40

Reforming of general education files, 1966., Mar-66 <u>Physical Description:</u> (2 Folders)	box 634	folder 11 to 12
Restructuring proposal files, 1968-1969., 2/1968-2/1969 <u>Physical Description:</u> (4 Folders)	box 650	folder 6 to 9
Retirement files, 1921-1959., 10/1921-3/1959 <u>Physical Description:</u> (6 Folders)	box 545	folder 1 to 6
Richard Watson Guildler Fellowship file, 1909-1914. (1 Folder), 12/1909-9/1914	box 554	folder 9
Robert Fulton memorial watergate file, 1911-1921. (1 Folder), 11/1911-3/1921	box 542	folder 9
Roosevelt Professorship file, 1905-1918. (1 Folder), 11/1905-11/1918	box 542	folder 39
Rotunda dates file, 1963-1966. (1 Folder), 11/1963-12/1966	box 636	folder 20
Russian exchange file, 1960. (1 Folder), 1/1960-10/1960	box 643	folder 8
Sabbatical leaves files, 1958-1969., 10/1958-3/1969 <u>Physical Description:</u> (12 Folders)	box 678	folder 17 to 28
Salaries files, 1961-1966., 7/1961-6/1966 <u>Physical Description:</u> (5 Folders)	box 679	folder 2 to 6
Salary advances files, 1966-1968., 7/1966-12/1968 <u>Physical Description:</u> (2 Folders)	box 677	folder 18 to 19
Samuel Johnson library donation file, 1912-1919. (1 Folder), 1/1912-4/1919	box 542	folder 1
Schermerhorn Hall file, 1968-1970. (1 Folder), 11/1968-12/1970	box 645	folder 11
School and society file, 1952-1955. (1 Folder), 11/1952-4/1955	box 594	folder 31
Science library proposal file, 1964-1965. (1 Folder), 11/1964-6/1965	box 632	folder 27
Selective service files, 1950-1971., 7/1950-5/1971 <u>Physical Description:</u> (6 Folders)	box 593	folder 1 to 6
Seminars and symposia file, 1968-1969. (1 Folder), 10/1968-4/1969	box 575	folder 14
Sewers and other construction files, 1894-1905., 10/1894-7/1905 <u>Physical Description:</u> (2 Folders)	box 533	folder 10 to 11
Shelter location protest names files, 1963., 6/1963	box 648	folder 1 to 2

<u>Physical Description:</u> (2 Folders)		
Space utilization files, 1962-1967., 7/1962-9/1967 <u>Physical Description:</u> (9 Folders)	box 631	folder 6 to 14
Spectator files, 1896-1968., 12/1896-4/1968 <u>Physical Description:</u> (17 Folders)	box 532	folder 1 to 17
Staff directory file, 1962-1963. (1 Folder), 7/1962-7/1963	box 554	folder 5
Statues, gates, etc., file, 1910-1917. (1 Folder), 12/1910-10/1917	box 542	folder 8
Statutes and bylaws files, 1901-1970., 2/1901-11/1970 <u>Physical Description:</u> (2 Folders)	box 536	folder 1 to 2
Stephen Whitney Phoenix estate file, 1902-1905. (1 Folder), 12/1902-4/1905	box 531	folder 24
Student accident and health insurance file, 1965-1966. (1 Folder), 7/1965-6/1966	box 636	folder 19
Student aid files, 1962-1970., 4/1962-8/1970 <u>Physical Description:</u> (4 Folders)	box 641	folder 19 to 22
Student directory file, 1958-1959. (1 Folder), 11/1958-2/1959	box 554	folder 4
Student loan fund, 1912-1917. (1 Folder), 1/1912-7/1917	box 543	folder 1
Student organization registrations files, 1940-1962., 7/1940-6/1949 <u>Physical Description:</u> (53 Folders)	box 568	folder 11 to 22
Student organization registrations files, 7/1948-6/1954	box 569	folder 1 to 19
Student organization registrations files, 7/1953-6/1962	box 570	folder 1 to 22
Student picketing files, 1964-1969., 1/1964-6/1969 <u>Physical Description:</u> (3 Folders)	box 648	folder 3 to 5
Study of rising costs at ten Ivy League universities file, 1967. (1 Folder), 1/1967-10/1967	box 645	folder 7
Survey of the international activities of Columbia University file, 1961. (1 Folder) Nov-61	box 633	folder 16
Swiss architectural exhibit file, 1967. (1 Folder), 1/1967-2/1967	box 618	folder 16
T. S. Eliot poetry reading file, 1958. (1 Folder), 2/1958-4/1958	box 621	folder 16
Taxation files, 1904-1965., 1/1904-7/1965	box 543	folder 7 to 9

<u>Physical Description:</u> (3 Folders)		
Tennis facility files, 1967-1971., 7/1967-5/1971	box 646	folder 5 to 9
<u>Physical Description:</u> (5 Folders)		
Thanksgiving service file, 1963. (1 Folder) Nov-63	box 632	folder 26
Thayer and John Lindsley funds file, 1968-1970. (1 Folder), 2/1968-11/1970	box 646	folder 20
Theodore Low De Vinne bust file, 1910-1912. (1 Folder), 6/1910-12/1912	box 555	folder 23
Thomas Jefferson statue file, 1914. (1 Folder), 3/1914-9/1914	box 542	folder 7
Time or effort reporting file, 1966-1967. (1 Folder), 3/1966-3/1967	box 638	folder 12
Travel funds file, 1967. (1 Folder), 11/1967-12/1967	box 643	folder 12
Treasurer's reports files, 1859-1904., 11/1859-6/1904	box 541	folder 16 to 17
<u>Physical Description:</u> (2 Folders)		
Triga research reactor file, 1968-1969. (1 Folder), 10/1968-1/1969	box 651	folder 22
Tuition aid payment plan files, 1963-1964., 7/1963-7/1964	box 641	folder 8 to 9
<u>Physical Description:</u> (2 Folders)		
Tuition and fees files, 1956-1965., 9/1956-5/1965	box 642	folder 9 to 11
<u>Physical Description:</u> (3 Folders)		
Tuition cash grants files, 1963-1964., 7/1963-6/1964	box 641	folder 10 to 18
<u>Physical Description:</u> (9 Folders)		
Tuition exchange program files, 1954-1962., 9/1954-7/1962	box 642	folder 1 to 8
<u>Physical Description:</u> (8 Folders)		
Tuition exemption files, 1961-1964., 12/1961-2/1964	box 641	folder 1 to 5
<u>Physical Description:</u> (4 Folders)		
Tuition grants and scholarships for children of Columbia faculty file, 1963-1965. (1 Folder), 10/1963-7/1965	box 641	folder 7
Tuition scholarships for children of Columbia staff files, 1960-1963., 5/1960-2/1963	box 641	folder 5 to 6
<u>Physical Description:</u> (2 Folders)		
Turkish students file, 1910-1914. (1 Folder), 6/1910-6/1914	box 543	folder 3
Typewriters file, 1947-1949. (1 Folder), 10/1947-9/1949	box 575	folder 24
U.S.A. file, 1968-1970. (1 Folder), 8/1968-6/1970		

## Central Files 4080177

	box 645	folder 13
Undergraduate housing report file, 1969. (1 Folder) Apr-69	box 542	folder 33
Uniform entrance requirements file, 1895-1899. (1 Folder), 10/1895-1/1899	box 531	folder 27
University-Community cooperation project file, 1968. (1 Folder) Sep-68	box 653	folder 10
University Hall file, 1914-1916. (1 Folder), 2/1914-12/1916	box 542	folder 10
University Medal for Excellence file, 1970. (1 Folder), 6/1970-9/1970	box 646	folder 24
University presidents group meeting file, 1968. (1 Folder) Feb-68	box 645	folder 2
University representation file, 1970. (1 Folder) Jul-70	box 646	folder 30
University research file, 1968-1969. (1 Folder), 7/1968-2/1969	box 635	folder 19
University resources file, 1969-1970. (1 Folder), 7/1969-6/1970	box 645	folder 28
University seal and name file, 1906-1970. (1 Folder), 12/1906-6/1970	box 533	folder 31
Vacuum cleaner patent case file, 1912-1916. (1 Folder), 6/1912-3/1916	box 543	folder 16
Vetlesen Prizes files, 1957-1971., 3/1957-6/1971 <u>Physical Description:</u> (13 Folders)	box 628	folder 1 to 13
Vice-president for public affairs candidates file, 1969. (1 Folder), 6/1969-12/1969	box 658	folder 18
Vice president of business affairs search file, 1957-1959. (1 Folder), 12/1957-6/1959	box 621	folder 5
Visas for employees from abroad file, 1965. (1 Folder) Mar-65	box 643	folder 11
Visiting scholars file, 1963-1965. (1 Folder), 10/1963-4/1965	box 643	folder 3
Walter Hinrichsen Award for Composers file, 1970-1984. (1 Folder), 2/1970-3/1984	box 646	folder 16
West side news files, 1958-1959., 7/1958-2/1959 <u>Physical Description:</u> (2 Folders)	box 679	folder 15 to 16
William Black Medical Research Building files, 1960-1971., 1/1960-7/1971	box 634	folder 13 to 14



Physical Description: (2 Folders)

Williamsbridge property file, 1916-1917. (1 Folder), 7/1916-5/1917	box 542	folder 11
Winners and sinners file, 1957-1959. (1 Folder), 7/1957-5/1959	box 620	folder 12
World War I file, 1916-1918. (1 Folder), 12/1916-9/1918	box 543	folder 6

[^ Return to Table of Contents](#)

## Series II, 1971-1972

### Scope and Contents

This series of Central Files is the continuation of records found in Series I covering the year July 1, 1971 to June 30, 1972. They start after the administrative transitional period between Presidents Andrew Cordier (1968-70) and William McGill (1970-80). Individually named and general alphabetical files are arranged in one alphabetical sequence. Important subjects addressed in the general alphabetical files are noted parenthetically.

### Scope and Contents

Photographs found in this series have been removed to the Historical Photograph Collection. A photocopy of the photograph has been left in place of the original. The folders labeled "Miscellaneous" contain various letters regarding the student protests of the late 1960s to early 1970s. Most correspondence regarding student unrest is interspersed throughout the General Alphabetical files for 1971-1972 under the name of the sender.

Title/Description	Instances	
General Alphabetical Aa-Ac, 1971-1972	box 682	folder 1
<b>Scope and Contents</b> (Subjects: Academic Affairs; Academic appointments; Academic positions; Academic renewal; Academic year; Accelerated degree program)		
Academic Calendar, 1971-1972	box 682	folder 2
Academic Freedom and Tenure, 1971-1972	box 682	folder 3
General Alphabetical Ad-Ae, 1971-1972	box 682	folder 4
<b>Scope and Contents</b> (Subjects: Administrative Council; Adjunct professorships; Advisory Council; Administrative affairs; Administrative assistants; Administrative committees; Administrative staff; Admissions officers)		
Administrative Advisory Committee, 1971-1972	box 682	folder 5

**Scope and Contents**

(Subjects: Affirmative action)

Advisory Planning Committee, 1971-1972	box 682	folder 6
General Alphabetical Af-Ai, 1971-1972	box 682	folder 7

**Scope and Contents**(Subjects: African Studies; Air Dome Running Track ;  
Air Travel Cards)

Affirmative Action, 1971-1972	box 682	folder 8
Affirmative Action, 1971-1972	box 682	folder 9
General Alphabetical Al-Ali, 1971-1972	box 682	folder 10
General Alphabetical Alli-Am, 1971-1972	box 682	folder 11
Alumni, A-Z, 1971-1972	box 682	folder 12
Alumni Federation of Columbia University, 1971-1972	box 682	folder 13
Alumni, President's Report to, 1971-1972	box 682	folder 14
General Alphabetical American A-B, 1971-1972	box 682	folder 15
General Alphabetical American C, 1971-1972	box 682	folder 16
General Alphabetical American D-I, 1971-1972	box 682	folder 17
General Alphabetical American J-Z, 1971-1972	box 682	folder 18
American Assembly, 1971-1972	box 682	folder 19
American Association of University Professors, 1971-1972	box 682	folder 20
American Council on Education, 1971-1972	box 682	folder 21

**Scope and Contents**(Subjects: 11th Edition of "American Universities and  
Colleges". For additional materials, see [American  
Council on Education records, 1969-1976.](#))

American Press Institute, 1971-1972	box 682	folder 22
General Alphabetical An-Ap, 1971-1972	box 682	folder 23

**Scope and Contents**

(Subjects: Anti-Semitism)

General Alphabetical An-Ap, 1971-1972	box 682	folder 24
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**Scope and Contents**

(Subjects: Appointments)

Anthony, Donald C., 1971-1972		
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<b>Scope and Contents</b> (Subjects: Gifts - Libraries)	box 682	folder 25
General Alphabetical Ar-Arth, 1971-1972	box 683	folder 1
Architecture, School of, 1971-1972	box 683	folder 2
General Alphabetical Arti-Arts, 1971-1972	box 683	folder 3
<b>Scope and Contents</b> (Subjects: Committee on the Arts; Gift-Art objects)		
Arts, School of, 1971-1972	box 683	folder 4
Arts and Sciences, School of, 1971-1972	box 683	folder 5
General Alphabetical As, 1971-1972	box 683	folder 6
<b>Scope and Contents</b> (Subjects: Assistant Delegates)		
General Alphabetical Association, 1971-1972	box 683	folder 7
Association of American Colleges, 1971-1972	box 683	folder 8
Association of American Universities, 1971-1972	box 683	folder 9
Association of American Universities, 1971-1972	box 683	folder 10
Association of Colleges and Universities in the State of New York, 1971-1972	box 683	folder 11
General Alphabetical At, 1971-1972	box 683	folder 12
Athletics, 1971-1972	box 683	folder 13
General Alphabetical Au-Az, 1971-1972	box 683	folder 14
<b>Scope and Contents</b> (Subjects: Auditorium-International Affairs Building)		
General Alphabetical B-Ban, 1971-1972	box 683	folder 15
Bancroft Prize, 1971-1972	box 683	folder 16
General Alphabetical Bar-Barq, 1971-1972	box 683	folder 17
<b>Scope and Contents</b> (Subjects: Bard Haven Apartments)		
Barnard, Noel (Professor), 1971-1972	box 683	folder 18

**Scope and Contents**

(Subjects: Art History and Archaeology, Department of)

---

Barnard College, 1971-1972	box 683	folder 19
----------------------------	---------	-----------

**Scope and Contents**

(Subjects: Academic Appointments-Barnard, July 1971-Oct 1971 Joint Columbia-Barnard Trustees Committee)

---

Barnard College, 1971-1972	box 683	folder 20
----------------------------	---------	-----------

**Scope and Contents**

(Subjects: Academic Appointments-Barnard, Nov 1971-Jan 1972 Richmond-Hutchinson-Pirasteh Task Force Report. Nov 1971-Jan 1972 Joint Columbia-Barnard Trustees Committee, Nov 1971-Jan 1972 Joint Columbia-Barnard Trustees Committee, Feb 1972-March 1972)

---

Barnard College, 1971-1972	box 683	folder 21
----------------------------	---------	-----------

**Scope and Contents**

(Subjects: Academic appointments-Barnard, Feb 1972-March 1972)

---

Barnard College, 1971-1972	box 683	folder 22
----------------------------	---------	-----------

**Scope and Contents**

(Subjects: Joint Columbia-Barnard Trustees Committee, April 1972-June 1972)

---

General Alphabetical Barr-Barz, 1971-1972	box 684	folder 1
---	---------	----------

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Barzun, Jacques, 1971-1972	box 684	folder 2
----------------------------	---------	----------

---

General Alphabetical Bas-Bay, 1971-1972	box 684	folder 3
---	---------	----------

**Scope and Contents**

(Subjects: Low Library-Battering Ram Cases Doors)

---

General Alphabetical Be-Bel, 1971-1972	box 684	folder 4
--	---------	----------

**Scope and Contents**

(Subjects: Beer Lecture Fund; Belveder Park and Playground)

---

General Alphabetical Ben-Beq, 1971-1972	box 684	folder 5
---	---------	----------

**Scope and Contents**

(Subjects: Bequests)

Benefits, Committee on, 1968-1972	box 684	folder 6
General Alphabetical Ber-Berm, 1971-1972	box 684	folder 7
<b>Scope and Contents</b>		
(Subjects: Bergen Pines Children Center)		
General Alphabetical Bern-Bey, 1971-1972	box 684	folder 8
General Alphabetical Bi, 1971-1972	box 684	folder 9
<b>Scope and Contents</b>		
(Subjects: Beer and Chips Sessions; Biomedical Sciences Support Grant; Legislation-U.S.)		
Bissell, Claude T., 1971-1972	box 684	folder 10
General Alphabetical Bl-Bn, 1971-1972	box 684	folder 11
<b>Scope and Contents</b>		
(Subjects: Black Faculty and Administrators of Columbia; Black and Puerto Rican Student-Faculty Org)		
General Alphabetical Bo-Boo, 1971-1972	box 684	folder 12
<b>Scope and Contents</b>		
(Subjects: Ferris Booth Hall-Board of Managers)		
General Alphabetical Bor-Boy, 1971-1972	box 684	folder 13
<b>Scope and Contents</b>		
(Subjects: Boston, Mass.-McGill's visit to)		
General Alphabetical Bra-Bri, 1971-1972	box 684	folder 14
General Alphabetical Bro-Brz, 1971-1972	box 684	folder 15
<b>Scope and Contents</b>		
(Subjects: Broadcast Journalism)		
Brookdale Foundation, 1964-1973	box 684	folder 16
<b>Scope and Contents</b>		
(Subjects: Gymnasium)		
Brown, Barrett, 1953-1972	box 684	folder 17
General Alphabetical Bu-Bun, 1971-1972	box 684	folder 18

**Scope and Contents**

(Subjects: Building Closing Hours)

Budget, 1971-1972	box 684	folder 19
Buildings and Ground, 1971-1972	box 684	folder 20
Bullock, Lewis E., 1971-1972	box 684	folder 21
General Alphabetical Bur, 1971-1972	box 684	folder 22

**Scope and Contents**

(Subjects: Office of Bursar)

Bureau of Applied Social Research, 1971-1972	box 684	folder 23
General Alphabetical Bus, 1971-1972	box 684	folder 24

**Scope and Contents**

(Subjects: Business and Development Center; Business and Professional Women's Clubs)

Business, School of - Pamphlets, 1971-1972	box 684	folder 25
Business, School of, 1971-1972	box 685	folder 1

**Scope and Contents**

(Subjects: School of Business Dean Search, 1971-Jan 1972)

Business, School of, 1971-1972	box 685	folder 2
--------------------------------	---------	----------

**Scope and Contents**

(Subjects: School of Business Dean Search, Feb 1972-Dec 1972 President's Luncheon, Feb 1972-Dec 1972)

General Alphabetical But-By, 1971-1972	box 685	folder 3
--	---------	----------

**Scope and Contents**

(Subjects: Amendments to Trustees-By-Laws; Butler Hall; Butler Library-Air-conditioning; Buttonwood Lectures)

Butler (Nicholas Murray) Medal in Silver, 1971-1972	box 685	folder 4
---	---------	----------

**Scope and Contents**

(Subjects: Hofstadter, Albert)

Buttenwieser, Benjamin, 1971-1972	box 685	folder 5
-----------------------------------	---------	----------

**Scope and Contents**

(Subjects: Loeb, Peter K.)

---

General Alphabetical Ca-Cap, 1971-1972	box 685	folder 6
--	---------	----------

**Scope and Contents**

(Subjects: "Cambodia Spring;" Camp Columbia)

---

Cabot (Maria Moors) Prizes, 1971-1972	box 685	folder 7
---------------------------------------	---------	----------

---

Carnegie Corporation, 1971-1972	box 685	folder 8
---------------------------------	---------	----------

**Scope and Contents**

(Subjects: Center for Community Health Systems)

---

General Alphabetical Car, 1971-1972	box 685	folder 9
-------------------------------------	---------	----------

**Scope and Contents**

(Subjects: Caraley Paper-Tenure Procedures)

---

Carter, Paul D., 1971-1972	box 685	folder 10
----------------------------	---------	-----------

**Scope and Contents**

(Subjects: Admissions Officers)

---

General Alphabetical Cas-CBS, 1971-1972	box 685	folder 11
---	---------	-----------

**Scope and Contents**

(Subjects: CBS Helicopter)

---

Casa Hispanica, 1970-April 14, 1971	box 685	folder 12
-------------------------------------	---------	-----------

---

Casa Hispanica, April 15, 1971-1972	box 685	folder 13
-------------------------------------	---------	-----------

---

Casa Italiana, 1971-1972	box 685	folder 14
--------------------------	---------	-----------

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Cathedral Church of St. John the Divine, 1971-1972	box 685	folder 15
--	---------	-----------

---

CBS Foundation, Inc., 1971-1972	box 685	folder 16
---------------------------------	---------	-----------

---

General Alphabetical Ce-Cer, 1971-1972	box 685	folder 17
--	---------	-----------

---

General Alphabetical Center, 1971-1972	box 685	folder 18
--	---------	-----------

---

Center for Continuing Education, 1962-1972	box 685	folder 19
--	---------	-----------

**Scope and Contents**

(Subjects: W.K. Kellogg Foundation)

---

General Alphabetical Cha-Chaw, 1971-1972	box 685	folder 20
--	---------	-----------

**Scope and Contents**

(Subjects: Changes in title)

Charter Day Dinner, 1971-1972	box 685	folder 21
Chase Manhattan Bank Foundation, 1971-1972	box 685	folder 22
General Alphabetical Che-Chi, 1971-1972	box 685	folder 23
<b>Scope and Contents</b>		
(Subjects: Chess Team; Childcare program)		
General Alphabetical Cho-Chy, 1971-1972	box 685	folder 24
<b>Scope and Contents</b>		
(Subjects: Christmas Tree; Crew-Christening of Shells)		
General Alphabetical Ci, 1971-1972	box 685	folder 25
<b>Scope and Contents</b>		
(Subjects: Citations-Undue length and inelegance)		
General Alphabetical Cla, 1971-1972	box 685	folder 26
<b>Scope and Contents</b>		
(Subjects: Cancellation of Classes)		
General Alphabetical Cle-Clo, 1971-1972	box 685	folder 27
General Alphabetical Co, 1971-1972	box 685	folder 28
<b>Scope and Contents</b>		
(Subjects: Cocktail Party, April 1972 Coeducational Dorms)		
General Alphabetical College, 1971-1972	box 685	folder 29
<b>Scope and Contents</b>		
(Subjects: College enrollment)		
General Alphabetical Columbia A-J, 1971-1972	box 686	folder 1
<b>Scope and Contents</b>		
(Subjects: Columbia Band; Columbia-Barnard Course Guide ; Columbia Community Chest; Columbia Employees Bowling League; Columbia Football; Columbia Glassware; Columbia-Harlem community controversy; Columbia Health Service; Columbia History of the World; Columbia Jewish Bayit)		
General Alphabetical Columbia L-U, 1971-1972	box 686	folder 2



**Scope and Contents**

(Subjects: Columbia University Financial Report;  
Columbia University Men's Glee Club)

Columbia College, 1971-1972	box 686	folder 3
<b>Scope and Contents</b>		
(Subjects: Academic Appointments)		
Columbia College, 1971-1972	box 686	folder 4
Columbia-Presbyterian Medical Center Fund, 1971-1972	box 686	folder 5
Columbia Presbyterian Medical Center Fund, 1971-1972	box 686	folder 6
Columbia-Presbyterian Medical Center Fund Trustees Meeting, May 8, 1972	box 686	folder 7
Columbia Reports, 1971-1972	box 686	folder 8
<b>Scope and Contents</b>		
(Subjects: Publications-Columbia University)		
Columbia University Bookstore, 1971-1972	box 686	folder 9
Columbia University Press, 1971-1972	box 686	folder 10
General Alphabetical Com-Comp, 1971-1972	box 686	folder 11
<b>Scope and Contents</b>		
(Subjects: Community Board #5; Community Board #9; Columbia Community Chest; Community Facilities; Community Planning Boards and Districts; Community Relations; Community School Districts; Comparative performance of undergraduates)		
Commemoration Service, 1971-1972	box 686	folder 12
Commencement, 1971-1972	box 686	folder 13
Commencement - Honors - President Dale Corson, 1971-1972	box 686	folder 14
Commencement - Honors - ProLouis Morton Hacker, 1971-1972	box 686	folder 15
<b>Scope and Contents</b>		
(Subjects: Honorary Degrees)		
Commencement - Honors - Ms. Helen Hall, 1971-1972	box 686	folder 16

**Scope and Contents**

(Subjects: Honorary Degrees)

---

Commencement - Honors - Mr. Alfred Joseph Hitchcock, 1971-1972	box 686	folder 17
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**Scope and Contents**

(Subjects: Honorary Degrees)

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Commencement - Honors - The Hon. Jerome Heartwell Holland, 1971-1972	box 686	folder 18
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**Scope and Contents**

(Subjects: Honorary Degrees)

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Commencement - Honors - Mrs. Edith Altschul Lehman, 1971-1972	box 686	folder 19
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**Scope and Contents**

(Subjects: Honorary Degrees)

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Commencement - Honors - The Hon J. Edward Lumbard, Jr., 1971-1972	box 686	folder 20
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**Scope and Contents**

(Subjects: Honorary Degrees)

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Commencement - Honors - Mr. A. Philip Randolph, 1971-1972	box 686	folder 21
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**Scope and Contents**

(Subjects: Honorary Degrees)

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Commencement - Honors - Mr. Eugene T. Rossides, 1971-1972	box 686	folder 22
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**Scope and Contents**

(Subjects: Honorary Degrees; University Medal for  
Excellence)

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Commencement - Honors - ProHarrison Ross Steeves, 1971-1972	box 686	folder 23
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**Scope and Contents**

(Subjects: Honorary Degrees)

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Commencement - Honors - Mr. Jack Tworkov, 1971-1972	box 686	folder 24
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**Scope and Contents**

(Subjects: Honorary Degrees)

Commencement - Honors - ProComer Vann Woodward, 1971-1972	box 686	folder 25
<b>Scope and Contents</b>		
(Subjects: Honorary Degrees)		
Commencement - Honors - Walter Bigelow Wriston, 1971-1972	box 686	folder 26
<b>Scope and Contents</b>		
(Subjects: Honorary Degrees)		
Commencement - Honors - Butler Medal in Silver – Lawrence Cremin, 1971-1972	box 686	folder 27
Commission on Independent Colleges and Universities, 1971-1972	box 686	folder 28
General Alphabetical Committee, 1971-1972	box 686	folder 29
Committee on Community Affairs, 1971-1972	box 686	folder 30
Community Board #12, 1971-1972	box 686	folder 31
Community Educational Exchange Program (CEEP), 1971-1972	box 686	folder 32
Comprehensive Health Planning Organizational Task Force, 1971-1972	box 686	folder 33
General Alphabetical Computer, 1971-1972	box 687	folder 1
<b>Scope and Contents</b>		
(Subjects: Computer Center; Computer Policy and Usage)		
General Alphabetical Con, 1971-1972	box 687	folder 2
<b>Scope and Contents</b>		
(Subjects: Concerned Seniors Against the War; Conferences; Congressional Record; Congressman Badillo; Construction; Contempt Proceedings; Convocations)		
Construction Office - Construction Committee Meetings, 1971-1972	box 687	folder 3
Controller, Office of, 1971-1972	box 687	folder 4
General Alphabetical Coo-Cop, 1971-1972	box 687	folder 5
Copyright, 1971-1972	box 687	folder 6

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General Alphabetical Cor-Cort, 1971-1972	box 687	folder 7
<b>Scope and Contents</b>		
(Subjects: Corporate Holdings; Corporate Responsibility; Corporate Solicitation)		
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Cordier, Andrew W., 1971-1972	box 687	folder 8
<b>Scope and Contents</b>		
(Subjects: School of International Affairs)		
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General Alphabetical Cos-Coz, 1971-1972	box 687	folder 9
<b>Scope and Contents</b>		
(Subjects: Course Guide)		
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General Alphabetical Council, 1971-1972	box 687	folder 10
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General Alphabetical Cr-Cry, 1971-1972	box 687	folder 11
<b>Scope and Contents</b>		
(Subjects: Crew Dinner)		
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General Alphabetical Cu-Cz, 1971-1972	box 687	folder 12
<b>Scope and Contents</b>		
(Subjects: Curl-Structure)		
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General Alphabetical Da-Dau, 1971-1972	box 687	folder 13
<b>Scope and Contents</b>		
(Subjects: Dalhousie Student Union; Danforth fellowship)		
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General Alphabetical Dav-Day, 1971-1972	box 687	folder 14
<b>Scope and Contents</b>		
(Subjects: Dawn patrol; Day care; Day Care Center)		
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General Alphabetical De-Dem, 1971-1972	box 687	folder 15
<b>Scope and Contents</b>		
(Subjects: Dean's Day; Death; Death notification forms; Deficits)		
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Deans, Directors and Chairmen, 1971-1972	box 687	folder 16
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DeBary, William Theodore, 1971-1972	box 687	folder 17
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Delacorte, George T., 1971-1972	box 687	folder 18

**Scope and Contents**

(Subjects: Delacorte Gates)

Delafield (Edward C.) Property in Riverdale - Fieldston Hill - E.C. Delafield Botanical Garden, 1971-1972	box 687	folder 19
Delafield (Edward C.) Property in Riverdale - Fieldston Hill - E.C. Delafield Botanical Garden, 1971-1972	box 687	folder 20
Demonstration Spring, 1972	box 687	folder 21
General Alphabetical Den-Dex, 1971-1972	box 687	folder 22

**Scope and Contents**

(Subjects: School of Dentistry boycott; Department of Dermatology; Deputy Vice President for Academic Affairs)

Dental and Oral Surgery, School of, 1971-1972	box 687	folder 23
General Alphabetical Department, 1971-1972	box 687	folder 24

**Scope and Contents**

(Subjects: Department of the Air Force; Department of the State)

Health, Education, and Welfare, Department of (HEW), 1971-1972	box 687	folder 25
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**Scope and Contents**

(Subjects: Affirmative action; Educational Opportunity Grants Programs; National Defense Student Loan; Work Study)

Health, Education, and Welfare, Department of (HEW) - Medical Center, 1971-1972	box 688	folder 1
Development Office, 1971-1972	box 688	folder 2
General Alphabetical Di-Dj, 1971-1972	box 688	folder 3

**Scope and Contents**

(Subjects: Directory of Directors; Director of libraries for medical sciences; Directory-Columbia University; Disciplinary actions; Disciplinary charges; Disciplinary Tribunal; Discrimination based on sex; Division of Human Rights)

General Alphabetical Do-Dom, 1971-1972	box 688	folder 4
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**Scope and Contents**

(Subjects: Dogs on campus)

Doherty, The Henry L. and Grace, Charitable Foundation, Inc., 1971-1972	box 688	folder 5
General Alphabetical Don-Doy, 1971-1972	box 688	folder 6
General Alphabetical Dr-Dru, 1971-1972	box 688	folder 7
<b>Scope and Contents</b>		
(Subjects: Draft counselors)		
General Alphabetical Du-Dy, 1971-1972	box 688	folder 8
Dupont, Alfred I., Award, 1971-1972	box 688	folder 9
General Alphabetical Ea-Ec, 1971-1972	box 688	folder 10
<b>Scope and Contents</b>		
(Subjects: Economics, Department of; Early retirement program)		
Earl Hall, 1971-1972	box 688	folder 11
General Alphabetical Ed-Ek, 1971-1972	box 688	folder 12
<b>Scope and Contents</b>		
(Subjects: Assistant Commissioner for Education Statistics; Committee on Educational Evaluation; Education Amendments; Richard Eells)		
Educational Testing Service, 1971-1972	box 688	folder 13
Eells, Richard, Report, 1971-1972	box 688	folder 14
<b>Scope and Contents</b>		
(Subjects: Financial Planning)		
General Alphabetical El-Env, 1971-1972	box 688	folder 15
<b>Scope and Contents</b>		
(Subjects: Elections; Electrical vaults expansion; Emergency loans; Emeriti designations; Employee awards; Employee Training Office; Employee benefit costs; Employee training programs; Employment of non-U.S. citizens)		
Engineering and Applied Science, School of, 1971-1972	box 688	folder 16

**Scope and Contents**

(Subjects: Admissions; Committee on Instruction;  
Engineering Council)

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Engineering and Applied Science, School of, 1971-1972	box 688	folder 17
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**Scope and Contents**

(Subjects: Admissions; Committee on Instruction;  
Engineering Council)

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Environmental Council, 1971-1972	box 688	folder 18
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Environmental Council - Toxicology Program (Levinthal's Proposal), 1971-1972	box 688	folder 19
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**Scope and Contents**

(Subjects: Cyrus Levinthal)

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Environmental Studies, 1971-1972	box 688	folder 20
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General Alphabetical Ep-Er, 1971-1972	box 688	folder 21
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**Scope and Contents**

(Subjects: Equal Employment Opportunities Act; Equal  
Opportunity Day Dinner; Equipment)

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General Alphabetical Es-Ey, 1971-1972	box 688	folder 22
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**Scope and Contents**

(Subjects: Ethics Committee (Ad Hoc); Executive  
Committee Meeting; Executive Vice President  
for Academic Affairs; Extended payment options;  
Externally Funded Research; External grant/contract  
information; "Eyewitness Exclusive")

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Esso Education Foundation, 1971-1972	box 689	folder 1
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General Alphabetical Fa-Faw, 1971-1972	box 689	folder 2
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**Scope and Contents**

(Subjects: Fall Reunion Day)

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General Alphabetical Faculty, 1971-1972	box 689	folder 3
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**Scope and Contents**

(Subjects: Faculty children; Faculty clubs on campus;  
Faculty assignments; Faculty Association; Commission  
on Faculty Clubs; Faculty Field Instructors; Faculty  
Handbook; Faculty Room; Faculty salaries; Faculty  
Student Technical Assistance Program)

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Faculty Collective Bargaining, 1962-April 1971	box 689	folder 4
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Faculty Collective Bargaining, June 1971-October 1971	box 689	folder 5
Faculty Collective Bargaining, November 1971-1972	box 689	folder 6
General Alphabetical Fe-Felt, 1971-1972	box 689	folder 7
<b>Scope and Contents</b>		
(Subjects: Fellows; Federal student aid; Federal Assistance Programs)		
Fees, 1971-1972	box 689	folder 8
General Alphabetical Fen-Feu, 1971-1972	box 689	folder 9
<b>Scope and Contents</b>		
(Subjects: Fencing team; Ferris Booth Hall)		
General Alphabetical Fi-Fir, 1971-1972	box 689	folder 10
<b>Scope and Contents</b>		
(Subjects: Film Division; Financial aid; Finn-Anderson room assignments; Fire drills)		
Financing of Higher Education, 1971-1972	box 689	folder 11
Finance Committee, 1971-1972	box 689	folder 12 to 13
First National City Bank, 1971-1972	box 689	folder 14
General Alphabetical Fis-Fiv, 1971-1972	box 689	folder 15
<b>Scope and Contents</b>		
(Subjects: Five year plans; 5xx Riverside Drive; 515-520 Tenants Association; Fiscal control)		
Five Year Plan - Health Services Faculty, 1971-1972	box 689	folder 16
General Alphabetical Fl-Fly, 1971-1972	box 689	folder 17
General Alphabetical Fo-Foy, 1971-1972	box 689	folder 18
<b>Scope and Contents</b>		
(Subjects: 400 W. 118th Street ; 411 Hamilton – Plaque; 423 W. 118th Street; Food Service Sanitary Code Violation; Football; Foster care; Football - Ticket sales)		
Ford Foundation, July 1971-September 1971	box 689	folder 19
Ford Foundation, October 1971-1972	box 689	folder 20
Ford Motor Company, 1971-1972	box 689	folder 21
Foreign Policy Association, 1971-1972	box 689	folder 22



Foreign Student Center, 1971-1972	box 689	folder 23
Forum, 1971-1972	box 689	folder 24
<p><b>Scope and Contents</b></p> <p>(Subjects: Publications-Columbia University)</p>		
General Alphabetical Fra-Fraz, 1971-1972	box 689	folder 25
<p><b>Scope and Contents</b></p> <p>(Subjects: Fraternities)</p>		
Fraenkel, George, 1971-1972	box 689	folder 26
General Alphabetical Fre-Freu, 1971-1972	box 690	folder 1
<p><b>Scope and Contents</b></p> <p>(Subjects: Freshman Orientation dessert hour; French Department)</p>		
General Alphabetical Fri-Fry, 1971-1972	box 690	folder 2
<p><b>Scope and Contents</b></p> <p>(Subjects: Friends of the Libraries)</p>		
General Alphabetical Fu-Fut, 1971-1972	box 690	folder 3
<p><b>Scope and Contents</b></p> <p>(Subjects: Furnald Undergraduate Dormitory Council; Future of Higher Education in New York State; Conference on Future of International Studies)</p>		
General Alphabetical Ga-Gap, 1971-1972	box 690	folder 4
Gallagher, Patrick X., 1971-1972	box 690	folder 5
<p><b>Scope and Contents</b></p> <p>(Subjects: Tenure)</p>		
Gandhi, Indira	box 690	folder 6
<p><b>Scope and Contents</b></p> <p>(Prime Minister of India) Special Convocation, November 6, 1971</p>		
General Alphabetical Gar-Gay, 1971-1972	box 690	folder 7

**Scope and Contents**

(Subjects: Garrett, Paul; Garrett Luncheon; Gathering for Peace and Justice; Gates (117th Street); Painting of Gates (116th Street))

Garrett (Paul) Chair in Public Problems and Responsibilities of Business, 1971-1972	box 690	folder 8
Gay Lounge, 1971-January 1972	box 690	folder 9
<b>Scope and Contents</b>		
(Subjects: Gay People at Columbia)		
Gay Lounge, February 1972-May 1972	box 690	folder 10
<b>Scope and Contents</b>		
(Subjects: Gay People at Columbia)		
General Alphabetical Ge-Gem, 1971-1972	box 690	folder 11
<b>Scope and Contents</b>		
(Subjects: Gehrig, Mrs. Lou)		
General Alphabetical Gen-Geo, 1971-1972	box 690	folder 12
<b>Scope and Contents</b>		
(Subjects: Geology, Department of; General Purpose Funds; Geography, Department of)		
General Electric Foundation, 1971-1972	box 690	folder 13
General Motors Corporation, 1971-1972	box 690	folder 14
General Studies, School of, 1971-1972	box 690	folder 15
General Alphabetical Ger-Gh, 1971-1972	box 690	folder 16
<b>Scope and Contents</b>		
(Subjects: Department of Germanic Languages; German Information Center; German-American Conference on Eastern Europe; German Academic Exchange)		
General Alphabetical Gi-Gim, 1971-1972	box 690	folder 17
<b>Scope and Contents</b>		
(Subjects: Gifts; G.I. Bill amendments)		
General Alphabetical Gin-Gj, 1971-1972	box 690	folder 18
General Alphabetical Gl-Glu, 1971-1972	box 690	folder 19
General Alphabetical Go-Gov, 1971-1972	box 690	folder 20

**Scope and Contents**

(Subjects: Golf Advisory Committee)

Goodell, Warren F., 1971-1972	box 690	folder 21
General Alphabetical Gra-Gray, 1971-1972	box 690	folder 22
<b>Scope and Contents</b>		
(Subjects: Graduate Student Support and Enrollment Forecasts; Grappler's Dinner (Wrestling))		
Graduate Faculties (Arts and Sciences, Graduate School of), 1971-1972	box 690	folder 23
<b>Scope and Contents</b>		
(Subjects: Graduate Faculties Alumni)		
General Alphabetical Gre-Grey, 1971-1972	box 690	folder 24
<b>Scope and Contents</b>		
(Subjects: "Great Decisions-1972"; Green and Quie Bills; Great Teacher Awards)		
General Alphabetical Gri-Gru, 1971-1972	box 690	folder 25
General Alphabetical Gu-Gw, 1971-1972	box 690	folder 26
Gymnasium, 1971-1972	box 690	folder 27 to 28
General Alphabetical Ha-Hai, 1971-1972	box 691	folder 1
<b>Scope and Contents</b>		
(Subjects: Hackensack Public Schools)		
General Alphabetical Hal-Ham, 1971-1972	box 691	folder 2
<b>Scope and Contents</b>		
(Subjects: Alexander Hamilton Award)		
General Alphabetical Han-Hap, 1971-1972	box 691	folder 3
General Alphabetical Har-Harris, 1971-1972	box 691	folder 4
<b>Scope and Contents</b>		
(Subjects: Harkness Fellowships; Harlem)		
General Alphabetical Harriss-Harv, 1971-1972	box 691	folder 5
Hartford, John A., Foundation, 1971-1972	box 691	folder 6
Harvard-Yale-Columbia Intensive Summer Studies Program, 1971-1972	box 691	folder 7

General Alphabetical Has-Hax, 1971-1972	box 691	folder 8
<b>Scope and Contents</b>		
(Subjects: Havemeyer Security)		
General Alphabetical He-Hel, 1971-1972	box 691	folder 9
<b>Scope and Contents</b>		
(Subjects: Health Service; HELP (Human Environment League on Priorities)		
Heezen, Bruce, 1971-1972	box 691	folder 10
University Health Services (VP and Dean of Faculties), 1971-1972	box 691	folder 11
Hefferline, Ralph F., 1971-1972	box 691	folder 12
General Alphabetical Hen-Hey, 1971-1972	box 691	folder 13
General Alphabetical Hi-Hin, 1971-1972	box 691	folder 14
<b>Scope and Contents</b>		
(Subjects: Higher Education General Information Survey; Higher Education Panel; High intensity lightning project)		
H.E.O.P. (Higher Education Opportunity Program), 1971-1972	box 691	folder 15
H.E.O.P. (Higher Education Opportunity Program) – Proposal, 1971-1972	box 691	folder 16
Higgins, Eugene, Trust, 1971-1972	box 691	folder 17
Higher Education Legislation, 1971-1972	box 691	folder 18
General Alphabetical Hir-Hix, 1971-1972	box 691	folder 19
<b>Scope and Contents</b>		
(Subjects: "Historia Natural y Pro Natura"; Historic photographs; Department of History)		
General Alphabetical Ho-Hoo, 1971-1972	box 691	folder 20
<b>Scope and Contents</b>		
(Subjects: Holiday system)		
Holmes, Philip, 1971-1972	box 691	folder 21
Homecoming, 1971-1972	box 691	folder 22
Honors and Prizes, 1971-1972	box 691	folder 23

**Scope and Contents**

(Subjects: Honorary Degrees)

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Honors and Prizes – Biographies, January 1972	box 691	folder 24
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**Scope and Contents**

(Subjects: Honorary degrees)

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Honors and Prizes – Candidates, March 1972	box 691	folder 25
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**Scope and Contents**

(Subjects: Honorary degrees)

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General Alphabetical Hop-Hs, 1971-1972	box 692	folder 1
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**Scope and Contents**

(Subjects: Housing Office; Johns Hopkins University)

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Horwitz, Louisa Gross, Prize, 1971	box 692	folder 2
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**Scope and Contents**

(Subjects: Huxley, Hugh E.)

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Housing, Faculty Committee on, 1967-1969	box 692	folder 3
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Housing, Faculty Committee on, 1970-1971	box 692	folder 4
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General Alphabetical Hu-Hum, 1971-1972	box 692	folder 5
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**Scope and Contents**

(Subjects: Human Rights Law Review; Human genetics and development; Human Factors Society; Human Environment League on Priorities (HELP))

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Hovde, Carl F., 1971-1972	box 692	folder 6
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Humanities Fund, Inc., 1971-1972	box 692	folder 7
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General Alphabetical Hun-Hy, 1971-1972	box 692	folder 8
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**Scope and Contents**

(Subjects: Hypertension Center)

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Hunt, Douglass, 1971-1972	box 692	folder 9
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General Alphabetical Ia-Ins, 1971-1972	box 692	folder 10
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**Scope and Contents**

(Subjects: Independent Public Accountants; Income executions; Ilikai Tower (Honolulu); India Club of Columbia University; Information Services)

and University Librarian; Institutional Funding;  
Instructional Staff)

General Alphabetical Institute, 1971-1972	box 692	folder 11
Institutes and Regional Institutes, 1971-1972	box 692	folder 12
<b>Scope and Contents</b>		
(Subjects: Institutes and Regional Institutes-Statutes)		
Institutes - Annual Reports, 1971-1972	box 692	folder 13
Institute for the Study of Science in Human Affairs, 1971-1972	box 692	folder 14
Institutional Cooperation Exchange of Courses, 1971-1972	box 692	folder 15
General Alphabetical Int-International N, 1971-1972	box 692	folder 16
<b>Scope and Contents</b>		
(Subjects: Interchurch Center; Interim Affirmative Action Program; Inter-Fraternity Alumni Council; Intercollegiate Athletics; Intercultural Program; Interim Rules)		
General Alphabetical International O-Ip, 1971-1972	box 692	folder 17
International Affairs, School of, March 1971-October 1971	box 692	folder 18
<b>Scope and Contents</b>		
(Subjects: Honorary degrees; Vietnam Post-war contract)		
International Affairs, School of, November 1971-1972	box 692	folder 19
<b>Scope and Contents</b>		
(Subjects: Vietnam Post-war contract; Honorary degrees)		
International Business Machines Corporation (IBM), 1971-1972	box 692	folder 20
International Research and Exchanges Board, 1971-1972	box 692	folder 21
<b>Scope and Contents</b>		
(Subjects: Academic exchange programs)		
Investments, 1971-1972	box 692	folder 22
<b>Scope and Contents</b>		
(Subjects: Committee on Investment Policy)		
Iorga, Nicolae, Professorship, 1971-1972	box 692	folder 23

**Scope and Contents**

(Subjects: Giurescu, Constantin C.; Romanian and Southeast European Studies)

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General Alphabetical Ir-Iz, 1971-1972	box 692	folder 24
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**Scope and Contents**

(Subjects: Italy; Italian-American cultural relations; Department of Italian; Village of Irvington; Iran; Iran Center; Iranian graduates; Ivy League Handbook)

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General Alphabetical Ja-Jai, 1971-1972	box 692	folder 25
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General Alphabetical Jak-Jay, 1971-1972	box 692	folder 26
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**Scope and Contents**

(Subjects: John Jay Hall; John Jay Dining Rooms; Japanese visitors; Japan Documentation Center)

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General Alphabetical Je-J.M., 1971-1972	box 692	folder 27
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**Scope and Contents**

(Subjects: Jewish High Holy Days; Jewish Organization; Jewish Campus Life Fund)

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Jemmott, Marion E., 1971-1972	box 692	folder 28
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General Alphabetical Jo-Joh, 1971-1972	box 692	folder 29
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**Scope and Contents**

(Subjects: Job Classification Questionnaire; Job Information List; Johnson Hall)

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General Alphabetical Joint, 1971-1972	box 692	folder 30
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Joint Committee on Disciplinary Affairs, 1971-1972	box 692	folder 31
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Joint Legislative Committee on Higher Education (N.Y. State), 1971-1972	box 692	folder 32
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General Alphabetical Jon-Joy, 1971-1972	box 693	folder 1
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**Scope and Contents**

(Subjects: Journalism, School of)

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General Alphabetical Ju-Juv, 1971-1972	box 693	folder 2
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**Scope and Contents**

(Subjects: Junior faculty salaries; Jumel Place)

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General Alphabetical Ka-Kap, 1971-1972	box 693	folder 3
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Kahn, W.E. (Proctor of the University), 1971-1972	box 693	folder 4 to 5
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General Alphabetical Kar-Kas, 1971-1972	box 693	folder 6
General Alphabetical Kat-Kay, 1971-1972	box 693	folder 7
General Alphabetical Ke-Kem, 1971-1972	box 693	folder 8
General Alphabetical Ken-Kh, 1971-1972	box 693	folder 9
Kennedy, John F., Library for Minorities, 1971-1972	box 693	folder 10
Kerr, Paul (Professor), 1971-1972	box 693	folder 11
<b>Scope and Contents</b>		
(Subjects: Geology, Department of)		
General Alphabetical Ki-Kit, 1971-1972	box 693	folder 12
<b>Scope and Contents</b>		
(Subjects: Kitchen Cabinet)		
General Alphabetical Kl-Kn, 1971-1972	box 693	folder 13
General Alphabetical Ko-Koz, 1971-1972	box 693	folder 14
General Alphabetical Kr-Kru, 1971-1972	box 693	folder 15
<b>Scope and Contents</b>		
(Subjects: Krumb School of Mines Student Chapter; Legislative conference)		
Krumb, Henry, and the Krumb School of Mines, 1971-1972	box 693	folder 16
General Alphabetical Ku-Kuz, 1971-1972	box 693	folder 17
General Alphabetical La-Lap, 1971-1972	box 693	folder 18
Lamont-Doherty Geological Observatory, 1971-1972	box 693	folder 19
Lamont-Doherty Geological Observatory – Search Committee for Director, 1971-1972	box 693	folder 20
Language Laboratory, 1971-1972	box 693	folder 21
Language Laboratory - Space Issues, 1971-1972	box 693	folder 22
General Alphabetical Lar-Lay, 1971-1972	box 693	folder 23
<b>Scope and Contents</b>		
(Subjects: Lateness in reporting grades; Latin American Student Organization; Latin Studies)		
Law, School of, 1971-1972	box 693	folder 24
General Alphabetical Le-Leg, 1971-1972	box 693	folder 25



**Scope and Contents**

(Subjects: Leadership role of the Trustees; Lease; Legal Aid Society Ball; Legal expenses; Legal Bill; Legislation discriminatory against homosexuals)

Legislative Drafting Research Fund, 1971-1972	box 693	folder 26
General Alphabetical Leh-Ler, 1971-1972	box 693	folder 27
Lehman Library Dedication, 1971-1972	box 694	folder 1
General Alphabetical Les-Lew, 1971-1972	box 694	folder 2

**Scope and Contents**

(Subjects: Lewisohn Hall)

Levi, Julian Clarence, Estate, 1971-1972	box 694	folder 3
General Alphabetical Li-Lim, 1971-1972	box 694	folder 4

**Scope and Contents**

(Subjects: Licensing Services; Librarians; Libraries; Licensed lending; Life Magazine; Lighting for C.U. area; Library Service)

General Alphabetical Lin-Ll, 1971-1972	box 694	folder 5
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**Scope and Contents**

(Subjects: Department of Linguistics; Lion's Den; Listening Post; Litigation; Living trusts)

General Alphabetical Lo-Low, 1971-1972	box 694	folder 6
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**Scope and Contents**

(Subjects: Loan Program for Minority Students; Lounge space-Puerto Rican and Latin American students; London's Sunday Times; Local 241; Local 105 – ILGWU)

Long, Augustus C., Library, 1971-1972	box 694	folder 7
General Alphabetical Lu-Ly, 1971-1972	box 694	folder 8

**Scope and Contents**

(Subjects: Luncheons)

Lyons, K. Mark, 1971-1972	box 694	folder 9
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**Scope and Contents**

(Subjects: Office of University Development)

General Alphabetical McA-McC, 1971-1972	box 694	folder 10
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**Scope and Contents**

(Subjects: McBain Hall)

General Alphabetical McD-McF, 1971-1972	box 694	folder 11
General Alphabetical McG-McH, 1971-1972	box 694	folder 12
McGill, William J., 1971-1972	box 694	folder 13
<b>Scope and Contents</b>		
(Subjects: Health, Education, and Welfare, Department of (HEW); U.S. Legislation)		
McGill - Addresses and Statements, 1971-1972	box 694	folder 14
McGill - Addresses and Statements – Berkeley Institute Speech, July 15, 1971	box 694	folder 15
McGill - Addresses and Statements – Annual Judicial Conference, September 11, 1971	box 694	folder 16
McGill - Addresses and Statements - Holy Cross College, September 24, 1971	box 694	folder 17
McGill - Addresses and Statements – Conference Board "Living at the Height of our Times," October 1971	box 694	folder 18
McGill - Addresses and Statements – American Council on Education Annual Meeting (October 7, 1971)	box 694	folder 19
McGill - Addresses and Statements – Life Magazine-Guest Privilege, October 8, 1971	box 694	folder 20
McGill - Addresses and Statements – Providence College Presidential Inaugural, October 17, 1971	box 694	folder 21
McGill - Addresses and Statements - President's Luncheon-Hotel Biltmore, October 28, 1971	box 694	folder 22
McGill - Addresses and Statements - Association of the Bar of the City of New York, November 16, 1971	box 694	folder 23
McGill - Addresses and Statements - Charter Day, November 19, 1971	box 694	folder 24
McGill - Addresses and Statements – Psychiatric Institute's 75th Anniversary, November 22, 1971	box 694	folder 25
McGill - Addresses and Statements - Article for World Student Times (Japanese Student Paper), 1971-1972	box 694	folder 26
McGill - Addresses and Statements - Article for New York Times Educational Supplement, 1971-1972	box 694	folder 27
McGill - Addresses and Statements - President's Statement to Senate, January 14, 1972	box 694	folder 28
McGill - Addresses and Statements - Lyndon Baines Johnson Library Speech, January 25, 1972	box 694	folder 29

McGill - Addresses and Statements - New Problems in Academic Freedom-Ohio State Libraries, February 8, 1972	box 694	folder 30
McGill - Addresses and Statements - Statement to the Columbia University Senate, February 25, 1972	box 694	folder 31
McGill - Addresses and Statements - "The Campus Youth Culture" Summit, New Jersey, March 9, 1972	box 694	folder 32
McGill – Addresses and Statements - Statement to the Joint Legislative Committee of Higher Education, 1971-1972	box 694	folder 33
McGill – Addresses and Statements - Chamber of Commerce, April 6, 1972	box 694	folder 34
McGill – Addresses and Statements - A New Problem in Academic Freedom-University of, 1971-1972	box 694	folder 35
McGill – Addresses and Statements - Statements by Dr. McGill at Senate, May 12, 1972	box 694	folder 36
McGill – Addresses and Statements - Commencement Address, June 6, 1972	box 694	folder 37
McGill – Addresses and Statements - Victor Riesel Interview, June 1972	box 694	folder 38
McGill - Trip to Chicago (Alumni), 1971-1972	box 694	folder 39
McGill - Receptions, 1971-1972	box 694	folder 40
General Alphabetical McK-McW, 1971-1972	box 694	folder 41
<b>Scope and Contents</b>		
(Subjects: McMillin Theater)		
General Alphabetical Ma-Mal, 1971-1972	box 694	folder 42
<b>Scope and Contents</b>		
(Subjects: Major gifts; Panel on Male chauvinism; Mail service; Madison Mall planning; Matching processing of address lists)		
Maids, 1971-1972	box 695	folder 1
General Alphabetical Man, 1971-1972	box 695	folder 2
<b>Scope and Contents</b>		
(Subjects: Management and Costs Seminars; Management and Planning Institute for Higher Education; Horace Mann School; Manual of Tribunal Procedure)		
General Alphabetical Mar-Mary, 1971-1972	box 695	folder 3
Marks, Paul A., 1971-1972	box 695	folder 4

**Scope and Contents**

(Subjects: Dean and Vice President in Charge of  
Medical Affairs; College of Physicians and Surgeons)

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General Alphabetical Mas-Mast, 1971-1972	box 695	folder 5
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**Scope and Contents**

(Subjects: Master's Level Education in New York State;  
Master of Philosophy; Master Plan (1972))

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General Alphabetical Mat-Mb, 1971-1972	box 695	folder 6
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**Scope and Contents**

(Subjects: Maternity Leave; Mathematics, Department  
of)

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Maxwell Hall, 1971-1972	box 695	folder 7
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General Alphabetical Me-Men, 1971-1972	box 695	folder 8
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**Scope and Contents**

(Subjects: Department of Mechanical Engineering;  
Mechanical Laboratories; Men's Faculty Club;  
Memorials; MEET THE PRESS; Medicare and  
Medicaid; Department of Medicine; Medical Service  
Account; Medical School)

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Mellon, Andrew W., Foundation, 1971-1972	box 695	folder 9
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Merrill, Charles E., Trust, 1971-1972	box 695	folder 10
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General Alphabetical Mer-Mh, 1971-1972	box 695	folder 11
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**Scope and Contents**

(Subjects: President of Mexico; Merit Program  
Finalists)

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General Alphabetical Mi-Mil, 1971-1972	box 695	folder 12
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**Scope and Contents**

(Subjects: Department of Middle East Languages and  
Cultures; Militant picketing)

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Michelangelo Statue "Lost St. John", 1971-1972	box 695	folder 13
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**Scope and Contents**

(Subjects: Tozzi, Piero)

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Middle States Association of Colleges and Secondary Schools, 1971-1972	box 695	folder 14
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Milstein Professorship of Surgery, 1971-1972	box 695	folder 15
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General Alphabetical Min-Ml, 1971-1972	box 695	folder 16
<b>Scope and Contents</b>		
(Subjects: Mitau Task Force; Misuse of official funds; Minority jobs; Minority group candidates for faculty positions; Minority banks)		
General Alphabetical Mo-Moo, 1971-1972	box 695	folder 17
<b>Scope and Contents</b>		
(Subjects: "Modern Survey of Young Alumni"; Moot Court Executive Committee - School of Law; Monthly student meetings; Monthly reports to the President; Modular education; Model Cities Program)		
General Alphabetical Mor-Mort, 1971-1972	box 695	folder 18
<b>Scope and Contents</b>		
(Subjects: Morse Memorandum (1971); Moratorium; Mortgages)		
General Alphabetical Morningside, 1971-1972	box 695	folder 19
<b>Scope and Contents</b>		
(Subjects: Morningside Park Gym Site; Morningside Renewal Council; Morningside Citizens' Coalition; Morningside Community Patrol; Morningsiders United; Morningside Tenants' Committee; Morningside Report: Community Calendar; Morningside House; Morningside Sun)		
Morningside Heights, Inc., 1971-1972	box 695	folder 20 to 21
General Alphabetical Mos-Moy, 1971-1972	box 695	folder 22
Moss, Melvin L., 1971-1972	box 695	folder 23
<b>Scope and Contents</b>		
(Subjects: School of Dental and Oral Surgery – Dean)		
General Alphabetical Mu-My, 1971-1972	box 695	folder 24
<b>Scope and Contents</b>		
(Subjects: Department of Music)		
General Alphabetical Na-Nay, 1971-1972	box 695	folder 25

**Scope and Contents**

(Subjects: Nationality Question in Soviet Central Asia;  
Named professorships)

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General Alphabetical National A, 1971-1972	box 696	folder 1
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**Scope and Contents**

(Subjects: National Area Conference)

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General Alphabetical National B-C, 1971-1972	box 696	folder 2
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**Scope and Contents**

(Subjects: National Collegiate Athletic Association)

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General Alphabetical National D-E, 1971-1972	box 696	folder 3
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**Scope and Contents**

(Subjects: National Defense Education Act; National  
Endowment for the Humanities)

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General Alphabetical National F-M, 1971-1972	box 696	folder 4
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**Scope and Contents**

(Subjects: National Magazine Awards)

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General Alphabetical National P-R, 1971-1972	box 696	folder 5
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General Alphabetical National S-U, 1971-1972	box 696	folder 6
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National Programming Council for Public Television, 1971-1972	box 696	folder 7
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National Science Foundation, 1971-1972	box 696	folder 8
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General Alphabetical Ne-Neu, 1971-1972	box 696	folder 9
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**Scope and Contents**

(Subjects: Neurobiological Sciences; Necrology;  
Network Project; Need analyses)

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Neruda, Pablo, Honorary Degree Special Convocation, 1971-1972	box 696	folder 10
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**Scope and Contents**

(Subjects: Honorary Degrees)

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General Alphabetical Nev, 1971-1972	box 696	folder 11
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**Scope and Contents**

(Subjects: Nevis Estate; Nevis Laboratories)

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General Alphabetical New, 1971-1972	box 696	folder 12
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**Scope and Contents**

(Subjects: Newspaper collections; New technologies in health education; Newspaper Fund; New tuition plan)

General Alphabetical New York - New York L, 1971-1972	box 696	folder 13
General Alphabetical New York M - New Yorkers, 1971-1972	box 696	folder 14
New York City Health and Hospitals Corporation, 1969-May 1971	box 696	folder 15
New York City Health and Hospitals Corporation, June 1971-1972	box 696	folder 16
New York City Regional Plan for Higher Education, September 1971-November 1971	box 696	folder 17
New York City Regional Plan for Higher Education, December 1971-February 1972	box 696	folder 18
New York City Regional Plan for Higher Education, March 1972	box 696	folder 19
New York City Regional Plan for Higher Education, April 1972-June 1972	box 696	folder 20
New York Times Foundation, 1971-1972	box 696	folder 21
General Alphabetical Ni-Nl, 1971-1972	box 697	folder 1

**Scope and Contents**

(Subjects: 92nd Street YM-YWHA; Nicaragua; "Night Before Christmas")

General Alphabetical No-Nt, 1971-1972	box 697	folder 2
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**Scope and Contents**

(Subjects: Non-teaching members of the University; Noisy activity)

N.R.O.T.C., 1971-1972	box 697	folder 3
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**Scope and Contents**

(Subjects: Naval Reserve Officer Training Corp)

General Alphabetical Nu-Nz, 1971-1972	box 697	folder 4
Nursing, School of, 1971-1972	box 697	folder 5
General Alphabetical O'B-O'S, 1971-1972	box 697	folder 6
General Alphabetical Oa-Oe, 1971-1972	box 697	folder 7

**Scope and Contents**

(Subjects: Observations on financial conditions; Oceanographic Ship Operating Schedules; Ocean Engineering; Occupational and Physical Therapy programs; Obstetrics and Gynecological Research; Occupational Safety and Health Act (OSHA))

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General Alphabetical Of-On, 1971-1972	box 697	folder 8
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**Scope and Contents**

(Subjects: 112th Street Block Association; 150 Students; Omega Psi Phi; Office of Space Utilization; On-The-Job Training proposal)

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Office of University Placement and Career Planning, 1971-1972	box 697	folder 9
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130 Morningside Drive, 1971-1972	box 697	folder 10
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General Alphabetical Op-Ox, 1971-1972	box 697	folder 11
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**Scope and Contents**

(Subjects: "Oral History in the U.S.: A Directory"; Open enrollment; Orthopedic Surgery; Oral History Research Office; Ophthalmology)

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General Alphabetical Pa-Pan, 1971-1972	box 697	folder 12
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**Scope and Contents**

(Subjects: "Palace of Topkapi"; Division of Painting and Sculpture; Pacific Ocean floor; Palm Beach Trip)

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General Alphabetical Pap-Par, 1971-1972	box 697	folder 13
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**Scope and Contents**

(Subjects: Parks, Recreation and Cultural Affairs Admin.; Parking space allocation; Parker School)

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General Alphabetical Pas-Pay, 1971-1972	box 697	folder 14
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**Scope and Contents**

(Subjects: Payroll savings campaign; Pass-Fail grading system)

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General Alphabetical Pe-Pep, 1971-1972	box 697	folder 15
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**Scope and Contents**

(Subjects: Pension legislation; Peace rally)

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General Alphabetical Per-Pf, 1971-1972	box 697	folder 16
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**Scope and Contents**

(Subjects: Personnel Office)

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Petersen, William E., 1971-1972	box 697	folder 17
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**Scope and Contents**

(Subjects: Chairman of Trustees)

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General Alphabetical Ph-Phy, 1971-1972	box 697	folder 18
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**Scope and Contents**

(Subjects: Faculty of Philosophy; Physics, Department of; Physics Chairs; Physiology, Department of; Physical Education, Department of; Philippines; Phi Sigma Delta; Phi Beta Kappa; Physical and Life Sciences Summer Program; Pharmacology)

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Pharmacy Site, 1971-1972	box 697	folder 19
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Pharmaceutical Sciences, College of, 1971-February 1972	box 697	folder 20
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Pharmaceutical Sciences, College of, March 1972-June 1972	box 697	folder 21
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Physicians and Surgeons, College of, 1971-1972	box 697	folder 22
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General Alphabetical Pi-Piv, 1971-1972	box 697	folder 23
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**Scope and Contents**

(Subjects: Picketing; Piranesi Prints Exhibition)

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General Alphabetical Pl-Plu, 1971-1972	box 697	folder 24
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**Scope and Contents**

(Subjects: Plaques; Planting and beautification of malls; Playground at 611 W. 113th Street; Plan of Action for Financing Higher Education)

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General Alphabetical Po-Pop, 1971-1972	box 697	folder 25
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**Scope and Contents**

(Subjects: Polarization of x-rays; Police Commissioner; Political Science, Department of; Police Department)

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General Alphabetical Por-Pow, 1971-1972	box 697	folder 26
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**Scope and Contents**

(Subjects: Postage; People seeking positions)

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General Alphabetical Pr-Pre, 1971-1972	box 697	folder 27
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**Scope and Contents**

(Subjects: President to President Conference; President's Committee for Student Life; President's Special Meeting; President's office petty cash; President's message on science and technology; President's Luncheon; Preliminary bill from Thacher Proffitt; President's Club; Presidential Deputy for Governmental Affairs; Presidential Committee on the Arts; U.S. President; President's Council)

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General Alphabetical Pri, 1971-1972	box 697	folder 28
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**Scope and Contents**

(Subjects: Primary tuition program; Prisoners)

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Pulitzer Prizes - Secretary's Report, 1971-1972	box 697	folder 29
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Pulitzer Prizes - Secretary's Report, Complete Letters, Drama, and Music Jury Reports, 1971-1972	box 697	folder 30
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Presbyterian Medical Center, 1971-1972	box 698	folder 1
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President's Council of Deans, 1971-1972	box 698	folder 2
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General Alphabetical Pro-Ps, 1971-1972	box 698	folder 3
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**Scope and Contents**

(Subjects: Psychiatry, Department of; Professorships; Program in Leisure Education; Project on the Status and Education of Women; Promotions; Protest of various tenants of 130/140 Morningside; Department of Psychology; Psychological Aspects of Anticipatory Grief Conf.; Prompt reporting of grades)

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Project Double Discovery, 1971-1972	box 698	folder 4
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Projects and Grants, Office of, 1971-1972	box 698	folder 5 to 6
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General Alphabetical Pu-Py, 1971-1972	box 698	folder 7
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**Scope and Contents**

(Subjects: Office of Public Affairs; Faculty of Pure Science; Pupin building; Pulitzer Traveling Fellowship; Puerto Rican Studies; Puerto Rican students; Puerto Rican Resources Development Program; Puerto Rican and Latin Institute; Puerto Rican Board; Department of Public Health)

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Public Information, Office of, 1971-1972	box 698	folder 8
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**Scope and Contents**

(Subjects: Press releases)

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Pulitzer Prizes., 1971-April 1972	box 698	folder 9
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Pulitzer Prizes, May 1972-June 1972	box 698	folder 10
Pulitzer Prize Nominations Journalism and Letters Summary, 1971-1972	box 698	folder 11
Pulitzer Prize Journalism Recommendations, 1971-1972	box 698	folder 12
General Alphabetical Q, 1971-1972	box 698	folder 13
<b>Scope and Contents</b>		
(Subjects: Questionnaires, Illegal)		
General Alphabetical Ra-Ram, 1971-1972	box 698	folder 14
<b>Scope and Contents</b>		
(Subjects: Radio TV Reports, Inc.; Department of Radiology; Radiation Safety Committee; Radcliffe Search Committee)		
General Alphabetical Ran-Rc, 1971-1972	box 698	folder 15
General Alphabetical Re-Rem, 1971-1972	box 698	folder 16
<b>Scope and Contents</b>		
(Subjects: Regents Scholarship Examination; Regents Conference for Trustees; Regents professorships; Regional Manpower Systems; Regional organizations; Regional Institutes; Regents Eighth Annual Conference; Realized capital appreciation of special funds; Religion; Regents Commission on Doctoral Education; Religious activities)		
Regional Opportunity Center IV, 1971-1972	box 698	folder 17
Registrar, Office of, 1971-1972	box 698	folder 18
Reid Hall, 1971-1972	box 698	folder 19
General Alphabetical Ren-Rh, 1971-1972	box 698	folder 20
<b>Scope and Contents</b>		
(Subjects: Report on Demonstrations at Columbia; Reserve Officers' Training Corps; Retired and retirements; Resources for the Future; Resignations; College of Architecture Research Center; Research in Daily Life; Report to American Society of Newspaper Editors; "Report on America" dinner; Report to the Alumni; Residence Halls; Residence and Migration Report)		
General Alphabetical Ri-Rk, 1971-1972	box 699	folder 1

**Scope and Contents**

(Subjects: Richmond-Hutchinson-Pirasteh Task Force Report; Right to Read Program; Riverside Drive Tenants Association)

General Alphabetical Ro-Rob, 1971-1972	box 699	folder 2
General Alphabetical Roc-Rop, 1971-1972	box 699	folder 3

**Scope and Contents**

(Subjects: Room 408 Low Library; Rockefeller Center Committee; Seminar on Role of University in Quest for Peace; Rockefeller Center Lease)

Rockefeller Foundation, 1971-1972	box 699	folder 4
Rogers, Frederick R., 1971-1972	box 699	folder 5
General Alphabetical Ros, 1971-1972	box 699	folder 6
General Alphabetical Rot-Roy, 1971-1972	box 699	folder 7
Rotary Club, 1971-1972	box 699	folder 8
General Alphabetical Rs-Ry, 1971-1972	box 699	folder 9

**Scope and Contents**

(Subjects: Rutgers-Columbia Football Trophy)

Rules of University Conduct, 1971-1972	box 699	folder 10
General Alphabetical Sa-Sak, 1971-1972	box 699	folder 11

**Scope and Contents**

(Subjects: Sailing Club Faculty Advisor; Safety Committee; Sabbatical leaves)

Sackler Family, 1971-1972	box 699	folder 12
General Alphabetical Saint, 1971-1972	box 699	folder 13

**Scope and Contents**

(Subjects: Sao Paulo Biennial International Literary Prize)

General Alphabetical Sal-Say, 1971-1972	box 699	folder 14
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**Scope and Contents**

(Subjects: Savings Bond Drive; Margaret Sanger, Research Bureau; Salaries)

General Alphabetical Sc-Scu, 1971-1972	box 699	folder 15
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**Scope and Contents**

(Subjects: Science of Creative Intelligence Symposium)

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General Alphabetical Sch-Schl, 1971-1972	box 699	folder 16
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**Scope and Contents**

(Subjects: Schermerhorn Extension)

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General Alphabetical Schm-Schu, 1971-1972	box 699	folder 17
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**Scope and Contents**

(Subjects: School Visitation Program; Schulyer Hall; School Study: Analyses of Revenues/Expenditures)

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General Alphabetical Schw, 1971-1972	box 699	folder 18
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General Alphabetical Se-Sej, 1971-1972	box 699	folder 19
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**Scope and Contents**

(Subjects: Security; Secretaries; Security Guards; Office of the Secretary; Sea Grant; Sears-Roebuck Luncheon; Seal of Columbia University)

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General Alphabetical Sel-Sey, 1971-1972	box 699	folder 20
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**Scope and Contents**

(Subjects: 70 Haven; Seven Universities Group; Senior Salary and Classification Review Committee; Senate Executive Committee; Senate consultation on tuition increases; Senate Community Relations Committee; Senate Bill 9784 Seminar on Mathematical Models; 76 Morningside Drive; Self-teaching Project; Sex discrimination)

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General Alphabetical Sh-Sha, 1971-1972	box 699	folder 21
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**Scope and Contents**

(Subjects: Shah of Iran)

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General Alphabetical She-Sher, 1971-1972	box 699	folder 22
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Shell Companies Foundation, Inc., 1971-1972	box 699	folder 23
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General Alphabetical Shi-Shu, 1971-1972	box 699	folder 24
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General Alphabetical Si-Sim, 1971-1972	box 699	folder 25
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**Scope and Contents**

(Subjects: Sigma Nu; Sigma Delta Epsilon; Sigma Delta Chi)

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General Alphabetical Sin-Six, 1971-1972	box 699	folder 26
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**Scope and Contents**

(Subjects: 65 Security Plan; 65 Pension Plan; 605 West 113th Street; 609-615 West 115th Street)

Six Universities Group, 1971-1972	box 699	folder 27
General Alphabetical Sk-Sko, 1971-1972	box 699	folder 28
General Alphabetical Sl-Sn, 1971-1972	box 699	folder 29
Sloan, Alfred P., Foundation, 1971-1972	box 700	folder 1
General Alphabetical So-Soz, 1971-1972	box 700	folder 2

**Scope and Contents**

(Subjects: Social responsibility in investments; Social Committee of Carman Hall)

School of Social Work, 1971-1972	box 700	folder 3
General Alphabetical Society, 1971-1972	box 700	folder 4

**Scope and Contents**

(Subjects: Society of Sigma Xi; Society of Older Graduates)

Solomon, Joseph, 1971-1972	box 700	folder 5
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**Scope and Contents**

(Subjects: Estate of Julian Clarence Levi)

General Alphabetical Sp-Spi, 1971-1972	box 700	folder 6
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**Scope and Contents**

(Subjects: Spectator; Special Service Program; Special Committee to Review the Arts at Columbia; Special Committee for Development of Communication; Space allocation; Spanish and Portuguese Studies)

General Alphabetical Spo-Ss, 1971-1972	box 700	folder 7
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**Scope and Contents**

(Subjects: Sports Information Office; Squash courts in Havemeyer; S 659)

Spingarn, Stephen J., 1971-1972	box 700	folder 8
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**Scope and Contents**

(Subjects: KOED Plan; Spingarn, Joel Elias)

Spingarn, Stephen J. - Miscellaneous Non-Columbia Correspondence, 1971-1972	box 700	folder 9
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Space Policy Committee, 1971-1972	box 700	folder 10
General Alphabetical St-Sta, 1971-1972	box 700	folder 11
<b>Scope and Contents</b>		
(Subjects: Staff termination procedures; State of New Jersey; Statutes of the University; Statistical Portrait of Higher Education; Statewide Master Plan; Standing committees; State aid to non-public colleges; Staff retirement allowance; Stabilization of prices, rents, wages and salaries; Stationery price list)		
State Education Department, July 1971-September 1971	box 700	folder 12
State Education Department, October 1971-November 1971	box 700	folder 13
State Education Department, December 1971-January 1972	box 700	folder 14
State Education Department, February 1972-March 1972	box 700	folder 15
State Education Department, April 1972-June 1972	box 700	folder 16
General Alphabetical Ste-Stew, 1971-1972	box 700	folder 17
Stevens, Denis (Professor), 1971-1972	box 700	folder 18
<b>Scope and Contents</b>		
(Subjects: Music, Department of)		
General Alphabetical Sti-Sto, 1971-1972	box 700	folder 19
<b>Scope and Contents</b>		
(Subjects: Stone Gym Youth Center)		
General Alphabetical Str-Stu, 1971-1972	box 700	folder 20
<b>Scope and Contents</b>		
(Subjects: Strike)		
General Alphabetical Students, 1971-1972	box 700	folder 21
<b>Scope and Contents</b>		
(Subjects: Student charges; Students on Boards of Trustees; Student Association Program in Leisure Education; Student Assembly; Student Affairs; Student activism; Student Conference on United States Affairs; Student loans; "Students Want Their Constitutional Rights"; Student Trustees; Student Struggle for Soviet Jewry; Student Organization for Black Unity; Students' monthly meeting at the President's House; Students' defaults on loans; Student Intern Cooperative Education Program; Office of Student Interests;		

Student fund raising activities; Student Forum; Student financial aid; Students for a Democratic Society)

Student Affairs Deputy, 1971-1972	box 700	folder 22
Student Directory, 1971-1972	box 700	folder 23
Student Fund Raising, 1971-1972	box 701	folder 1
<b>Scope and Contents</b>		
(Subjects: University Development and Alumni Relations)		
Student Protest - Correspondence, 1971-1972	box 701	folder 2
Student Protest - Flyers, 1971-1972	box 701	folder 3
Student Protest – Statements, 1971-1972	box 701	folder 4
Student Unrest - Protest Re Obstruction of Buildings, April 1972	box 701	folder 5
Student Unrest, 1971-1972	box 701	folder 6
General Alphabetical Su-Sup, 1971-1972	box 701	folder 7
<b>Scope and Contents</b>		
(Subjects: Sukkot; Suppliers; Supplemented Interim Rules; Superblock for the Institute of Human Reproduction; SUNY at Buffalo; Summit, New Jersey; Supporting Staff Retirement Fund; Summer Program in the Physical and Life Sciences; Summer faculty pay for research)		
Sulzberger, Arthur Ochs, 1971-1972	box 701	folder 8
Summer Session, 1971-1972	box 701	folder 9
General Alphabetical Sur-Sz, 1971-1972	box 701	folder 10
<b>Scope and Contents</b>		
(Subjects: Swimming Advisory Committee; Survey of Voluntary Support of Education; Surcharge on gifts)		
General Alphabetical Ta-Tay, 1971-1972	box 701	folder 11
<b>Scope and Contents</b>		
(Subjects: Tax exempt organizations; Tax reform; Task Force on University Publications; Task Force on Tuition and Financial Aid; Talwani Committee; Mrs. Davidson Taylor)		
Taylor, Davidson, 1971-1972	box 701	folder 12



**Scope and Contents**

(Subjects: Special Asst to President for Education in Arts; School of the Arts, Dean)

General Alphabetical Te-Tex, 1971-1972	box 701	folder 13
<b>Scope and Contents</b>		
(Subjects: Termination forms; Term papers; Tennis Club; Tennis Advisory Committee; Tenants Committee 600 West 116th Street; Tenants in Columbia University buildings; Tenants of 535 West 111th Street; Temp State Comm to Study Causes of Campus Unrest; Television and Radio Newsmen Summer Program; Telephone work; Telegraph Editors and Copy Desk Chiefs, Seminar)		
Teachers College, 1971-January 1972	box 701	folder 14
Teachers College, February 1972-June 1972	box 701	folder 15
General Alphabetical Th-Thu, 1971-1972	box 701	folder 16
<b>Scope and Contents</b>		
(Subjects: Thanksgiving Day Proclamations; Foundation of Thanatology; Thacher, Proffitt, Prizer, Crawley & Wood)		
General Alphabetical Ti-Tl, 1971-1972	box 701	folder 17
<b>Scope and Contents</b>		
(Subjects: Title VII, Civil Rights Act of 1964)		
General Alphabetical To-Toy, 1971-1972	box 701	folder 18
<b>Scope and Contents</b>		
(Subjects: Tompkins Hall Nursery School; "Too Little Too Late"; Total disability benefits plan)		
General Alphabetical Tr-Ts, 1971-1972	box 701	folder 19
<b>Scope and Contents</b>		
(Subjects: Triga Reactor; Tribunal Legal Officer; Travel reimbursement; Trinity School; Travel program; Trans World Airline; Transit strike; Track Advisory Committee)		
Trustees, 1971-1972	box 701	folder 20
Trustees - Meeting Minutes, October 1971	box 701	folder 21
Trustees - Meeting Minutes, November 1971	box 701	folder 22
Trustees - Meeting Minutes, December 1971	box 701	folder 23

Trustees - Meeting Minutes, January 1972	box 701	folder 24
Trustees - Meeting Minutes, February 1972	box 702	folder 1
Trustees - Meeting Minutes, March 1972	box 702	folder 2
Trustees - Meeting Minutes, April 1972	box 702	folder 3
Trustees - Meeting Minutes, May 1972	box 702	folder 4
Trustees - Meeting Minutes, June 1972	box 702	folder 5
Trustees - Executive Committee, July 1971-March 1972	box 702	folder 6
Trustees - Executive Committee, April 1972-June 1972	box 702	folder 7
Trustees - Committee on Education, 1971-1972	box 702	folder 8 to 9
Trustees - Committee on Nominations, 1971-1972	box 702	folder 10
Trustees - Committee on Development and Alumni Relations, 1971-1972	box 702	folder 11
Trustees - Committee on Legal Affairs, 1971-1972	box 702	folder 12
Trustees - President's Monthly Report, 1971-1972	box 702	folder 13
Trustees - Committee on Alumni Affairs, 1971-1972	box 702	folder 14
Trustees - Abstracts of Minutes, 1971-1972	box 702	folder 15
Trustees - President's Report, 1971-1972	box 702	folder 16
General Alphabetical Tu-Ty, 1971-1972	box 702	folder 17

**Scope and Contents**

(Subjects: Tuition and price controls; Turkish Ministry; Twenty-Five Year Club; Typewriter; Center for Turkish Studies; Tuition actions; Tuition increases; Tuition grants for sons and daughters; Tuition and fees; Tuition exemption)

Tucker, John R., 1971-1972	box 702	folder 18
<b>Scope and Contents</b>		
(Subjects: Student Aid Society)		
General Alphabetical Uc-Ul, 1971-1972	box 702	folder 19
General Alphabetical Un-Up, 1971-1972	box 702	folder 20

**Scope and Contents**

(Subjects: Upward Bound Program; Unrelated business income; Committee on Undergraduate Residence; Union Theological Seminary; Undergraduate Dormitory Council)

General Alphabetical United, 1971-1972	box 702	folder 21
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**Scope and Contents**

(Subjects: United Student Government Harpur College; United States Trust Company; United States Mission to N.A.T.O.; United States Military Academy; United States Department of Justice; United Givers Fund; United Doctors of Harlem Hospital Center)

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United Federation of College Teachers, 1971-1972	box 702	folder 22
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**Scope and Contents**

(Subjects: Long Island University)

---

Universities Research Association, 1971-1972	box 702	folder 23
--	---------	-----------

**Scope and Contents**

(Subjects: National Accelerator Laboratory)

---

General Alphabetical University A-C, 1971-1972	box 702	folder 24
--	---------	-----------

**Scope and Contents**

(Subjects: University Ad Hoc Day Care Committee; University Centers for Rational Alternatives; University Club; University College Work Study; University Community; University Consortium for World Order Studies)

---

General Alphabetical University D-L, 1971-1972	box 702	folder 25
--	---------	-----------

**Scope and Contents**

(Subjects: "University Directions: An Opening Statement"; University Delegates; University Directory; University Faculty Senate at CUNY; Statement of University finances; University Lecture)

---

General Alphabetical University M-R, 1971-1972	box 703	folder 1
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**Scope and Contents**

(Subjects: University representation; University Professor; University publications; University property)

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General Alphabetical University S-Z, 1971-1972	box 703	folder 2
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**Scope and Contents**

(Subjects: University space; University Student Affairs)

---

University Business Development Center, 1971-1972	box 703	folder 3
---	---------	----------

**Scope and Contents**

(Subjects: Urban Center)

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University of Chicago, 1971-1972	box 703	folder 4
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**Scope and Contents**

(Subjects: Joel Pokomy)

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University Medal for Excellence (Possible Candidates for Commencement 1972)	box 703	folder 5
---	---------	----------

---

University Seminars, 1971-1972	box 703	folder 6
--------------------------------	---------	----------

---

University Senate, July 1971-October 1971	box 703	folder 7
---	---------	----------

---

University Senate, November 1971-January 1972	box 703	folder 8
---	---------	----------

---

University Senate, February 1972-April 1972	box 703	folder 9
---	---------	----------

---

University Senate, May 1972-June 1972	box 703	folder 10
---------------------------------------	---------	-----------

---

University Statutes, 1971-1972	box 703	folder 11
--------------------------------	---------	-----------

---

General Alphabetical Ur-Ut, 1971-1972	box 703	folder 12
---------------------------------------	---------	-----------

**Scope and Contents**

(Subjects: Uriel Weinreich Memorial Lecture; Urban Professorship; Urban Fellowship Program; Urban Economics Professorship; Urban Community Schools Program)

---

Urban Center, 1971-1972	box 703	folder 13
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---

General Alphabetical Va-Vau, 1971-1972	box 703	folder 14
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**Scope and Contents**

(Subjects: Vanguard Program; Vacancies on Trustees' Committees)

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Varsity "C" Club, 1971-1972	box 703	folder 15
-----------------------------	---------	-----------

---

General Alphabetical Ve-Vet, 1971-1972	box 703	folder 16
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**Scope and Contents**

(Subjects: Veterans; VEMA; Vehicle registration; Vetlesen Professorship)

---

General Alphabetical Vi-Vu, 1971-1972	box 703	folder 17
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**Scope and Contents**

(Subjects: Visiting committees; Vision Lunch; Visiting Scholar Program; "A Visit from St. Nicholas")

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Vetlesen Prize, 1971-1972	box 703	folder 18
---------------------------	---------	-----------

Volpp, Louis, 1971-1972	box 703	folder 19
<b>Scope and Contents</b>		
(Subjects: Dean of Business School)		
General Alphabetical Wa-Walk, 1971-1972	box 703	folder 20
<b>Scope and Contents</b>		
(Subjects: Wage-Price Freeze; Wage and Salary Task Force)		
General Alphabetical Wall-Wan, 1971-1972	box 703	folder 21
General Alphabetical War-Warr, 1971-1972	box 703	folder 22
<b>Scope and Contents</b>		
(Subjects: War protests; Warren chair)		
General Alphabetical Was-Wc, 1971-1972	box 703	folder 23
<b>Scope and Contents</b>		
(Subjects: Washington (George) High School; WCBS-TV interview; Washington Heights)		
Washington Heights Child Care Center, 1971-1972	box 703	folder 24
General Alphabetical We-Weis, 1971-1972	box 703	folder 25
<b>Scope and Contents</b>		
(Subjects: Weinreich (Uriel) Memorial Lecture)		
General Alphabetical Weit-Weste, 1971-1972	box 703	folder 26
<b>Scope and Contents</b>		
(Subjects: West Harlem Coalition for Morningside Park)		
General Alphabetical Westi-Westv, 1971-1972	box 703	folder 27
General Alphabetical Wh-Why, 1971-1972	box 703	folder 28
<b>Scope and Contents</b>		
(Subjects: White House Fellowships)		
West Harlem Community Organization, 1971-1972	box 703	folder 29
Wheeler, John, 1971-1972	box 704	folder 1

**Scope and Contents**

(Subjects: Thomas Coppinger; Statutes; Thacher, Proffitt, Prizer, Crawley & Wood; Employment practices; Counsel for the University)

General Alphabetical Wi-Wig, 1971-1972	box 704	folder 2
Wien, Lawrence A., 1971-1972	box 704	folder 3
General Alphabetical Wil-Wilt, 1971-1972	box 704	folder 4

**Scope and Contents**

(Subjects: Wills and bequests; Williams-Steigner Act (1970))

General Alphabetical Win-Wit, 1971-1972	box 704	folder 5
WKCR (Columbia Radio Station), 1971-1972	box 704	folder 6
General Alphabetical Wo-Wom, 1971-1972	box 704	folder 7

**Scope and Contents**

(Subjects: Women in Higher Education; Women's Faculty Club; Women's Center; Women's Auxiliary to the 11th District Dental Soc.; Women's Auxiliary to the 11th District Dental Soc; Women's Studies Institute; Women artists)

Women's Liberation, 1971-1972	box 704	folder 8
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**Scope and Contents**

(Subjects: Women's Affirmative Action Coalition)

General Alphabetical Woo-Wool, 1971-1972	box 704	folder 9
--	---------	----------

**Scope and Contents**

(Subjects: Woodbridge Hall)

General Alphabetical Wor-Wou, 1971-1972	box 704	folder 10
General Alphabetical Wr-Wy, 1971-1972	box 704	folder 11

**Scope and Contents**

(Subjects: Writing Division; Wrestling Advisory Committee)

Xerox, 1971-1972	box 704	folder 12
General Alphabetical Y-Yul, 1971-1972	box 704	folder 13

**Scope and Contents**

(Subjects: Yule Log Ceremony; Yale Plan; Yearbook of Higher Education; Yiddish; Brigham Young University)

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Ypma, Peter J. M., 1971-January 1972	box 704	folder 14
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**Scope and Contents**

(Subjects: Geology, Department of)

---

Ypma, Peter J. M., February 1972-June 1972	box 704	folder 15
--	---------	-----------

**Scope and Contents**

(Subjects: Geology, Department of)

---

General Alphabetical Z, 1971-1972	box 704	folder 16
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**Scope and Contents**

(Subjects: Zeta Beta Tau)

---

Miscellaneous, 1971-1972	box 704	folder 17
--------------------------	---------	-----------

[^ Return to Table of Contents](#)

**Series III, 1972-1973**

**Scope and Contents**

This series of Central Files is the continuation of records found in Series I covering the year July 1, 1972 to June 30, 1973. Individually named and general alphabetical files are arranged in one alphabetical sequence. Important subjects addressed in the general alphabetical files are noted parenthetically.

Title/Description	Instances	
-------------------	-----------	--

General Alphabetical A-Ab, 1972-1973	box 704	folder 18
--------------------------------------	---------	-----------

---

Abel, Elie, 1972-1973	box 704	folder 19
-----------------------	---------	-----------

**Scope and Contents**

(Subjects: Journalism, School of)

---

General Alphabetical Ac, 1972-1973	box 704	folder 20
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**Scope and Contents**

(Subjects: Academy of Political Science; Activity changes; Acapulco trip; Academy for Educational Development; Academic calendar; Accreditation; Academic Affairs; Academic renewal)

---

Academic Tenure, 1972-1973	box 704	folder 21
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**Scope and Contents**

(Subjects: Academic freedom)

Acevedo, Lucy, 1972-1973	box 704	folder 22
General Alphabetical Ad-Ae, 1972-1973	box 704	folder 23
<b>Scope and Contents</b>		
(Subjects: Administrative affairs; Ad Hoc Committee for Organizing; Adjunct professorships; Ad hoc committees; Ad Hoc Committee of New York State Legislature; Ad Hoc Committee system; Administrative Advisory Committee on Federal Relations; Administrative assistants; Admissions; Aesthetic Realism; Advisory Planning Committee; Advertising charges; Adrian Professor of Mathematics; Adopt a Lion; Admissions Office)		
Administrative Leaves, 1972-1973	box 704	folder 24
General Alphabetical Af-Ak, 1972-1973	box 704	folder 25
<b>Scope and Contents</b>		
(Subjects: Air Dome Running Track; Affiliated Business Fellows Gift; Air conditioning; Air conditioner for President's House; Affiliation agreements; Affiliation personnel)		
Affirmative Action, April 1972-October 1972	box 704	folder 26
<b>Scope and Contents</b>		
(Subjects: Health, Education, and Welfare, Department of (HEW))		
Affirmative Action, November 1972-January 1973	box 704	folder 27
<b>Scope and Contents</b>		
(Subjects: Health, Education, and Welfare, Department of (HEW))		
Affirmative Action, February 1973-April 1973	box 704	folder 28
<b>Scope and Contents</b>		
(Subjects: Health, Education, and Welfare, Department of (HEW))		
Affirmative Action-American Jewish Congress, 1972-1973	box 705	folder 1



**Scope and Contents**

(Subjects: Health, Education, and Welfare, Department of (HEW); Conference of College Presidents)

---

Affirmative Action Program, 1972-1973	box 705	folder 2
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**Scope and Contents**

(Subjects: Health, Education, and Welfare, Department of (HEW); Barnard College Affirmative Action Program)

---

General Alphabetical Al, 1972-1973	box 705	folder 3
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**Scope and Contents**

(Subjects: Alpha Omega Alpha; Alpha Phi Alpha; Alpha Delta Phi; Alpha Chi Omega)

---

General Alphabetical Alumni A-Z, 1972-1973	box 705	folder 4
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**Scope and Contents**

(Subjects: Office of Alumni Relations; Alumni Records Center; Alumni Council of Alumni Federation; Office of Alumni Affairs and Development; Alumni reorganization; Alumni College, Trustees' Committee on Alumni Affairs; Alumni Representation, Alumni Trustees)

---

Alumni Federation of Columbia University, 1972-1973	box 705	folder 5
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**Scope and Contents**

(Subjects: Fall Reunion Day)

---

General Alphabetical Am, 1972-1973	box 705	folder 6
------------------------------------	---------	----------

**Scope and Contents**

(Subjects: Amateur Athletic Competition)

---

General Alphabetical American A, 1972-1973	box 705	folder 7
--	---------	----------

---

American Assembly, 1972-1973	box 705	folder 8
------------------------------	---------	----------

---

American Cancer Society, 1972-1973	box 705	folder 9
------------------------------------	---------	----------

---

General Alphabetical American C-F, 1972-1973	box 705	folder 10
--	---------	-----------

---

General Alphabetical American H-J, 1972-1973	box 705	folder 11
--	---------	-----------

**Scope and Contents**

(Subjects: American Irish)

---

General Alphabetical American L-W, 1972-1973	box 705	folder 12
--	---------	-----------

---

American Council of Learned Societies, 1972-1973	box 705	folder 13
--	---------	-----------

American Jewish Congress, 1972-1973	box 705	folder 14
American Press Institute, 1972-1973	box 705	folder 15
General Alphabetical An, 1972-1973	box 705	folder 16
<b>Scope and Contents</b>		
(Subjects: Anti-bias suits; Annual report; Annual Guide to Graduate and Undergraduate Studies)		
Anti-Defamation League of B'nai B'rith, 1972-1973	box 705	folder 17
<b>Scope and Contents</b>		
(Subjects: Americanism Award; Robert D. Lilley)		
Annuity Contribution Memos #56-150, 1968-1971	box 705	folder 18
Annuity Contribution Memos #154-200, 1971-1973	box 705	folder 19
General Alphabetical Ap-Aq, 1972-1973	box 705	folder 20
<b>Scope and Contents</b>		
(Subjects: Apartment buildings; April in Paris Ball; Appointments; Appointment Termination form; Appointment of Officers; Appointment Rules and Procedures)		
General Alphabetical Ar, 1972-1973	box 705	folder 21
<b>Scope and Contents</b>		
(Subjects: Arden House; Architectural Film Festival; Arab Student Club; Architects; Armstrong Awards; Art History and Archaeology, Department of; Art Properties)		
Architecture Degree (Master), 1972-1973	box 705	folder 22
<b>Scope and Contents</b>		
(Subjects: Graduate School of Architecture and Planning)		
Graduate School of Architecture and Planning, 1972-1973	box 705	folder 23
Arrow, Kenneth Joseph, 1972-1973	box 705	folder 24
<b>Scope and Contents</b>		
(Subjects: Honorary degrees)		
School of the Arts, 1972-1973	box 705	folder 25
Arts and Sciences, Graduate School of, 1972-1973	box 705	folder 26
General Alphabetical As, 1972-1973	box 705	folder 27

**Scope and Contents**

(Subjects: Assistant Vice President; Assignment of Planning, Programming and Budget Tasks; Astrophysics Laboratory; Associate professors; Assistant Deanship for Student Affairs; Assistant professor salaries; Assistant to the Vice President for Academic Affairs)

General Alphabetical Association, 1972-1973	box 705	folder 28
<b>Scope and Contents</b>		
(Subjects: Association of the United States Army)		
Association of American Universities, 1972-1973	box 706	folder 1 to 3
Association of Colleges and Universities in the State of New York, 1972-1973	box 706	folder 4
General Alphabetical At-Ay, 1972-1973	box 706	folder 5
<b>Scope and Contents</b>		
(Subjects: Avery Architectural Fee; Avery bequest; Avery Project)		
Athletics, 1972-1973	box 706	folder 6
General Alphabetical Ba-Bai, 1972-1973	box 706	folder 7
<b>Scope and Contents</b>		
(Subjects: B.A.-M.I.A. Proposal; Baccalaureate; Bacchanal)		
General Alphabetical Bak, 1972-1973	box 706	folder 8
<b>Scope and Contents</b>		
(Subjects: Baker Field)		
Baker, George F., Trust, 1972-1973	box 706	folder 9
<b>Scope and Contents</b>		
(Subjects: Baker Field)		
General Alphabetical Bal, 1972-1973	box 706	folder 10
Bampton Lectures, 1972-1973	box 706	folder 11
General Alphabetical Ban, 1972-1973	box 706	folder 12
<b>Scope and Contents</b>		
(Subjects: Bankers' Luncheon)		
Bancroft Prizes, 1972-1973	box 706	folder 13

General Alphabetical Bar, 1972-1973	box 706	folder 14
<b>Scope and Contents</b>		
(Subjects: Noel Barnard)		
Bankers' Luncheon, 1972-1973	box 706	folder 15
Bar-Ilan University, 1972-1973	box 706	folder 16
Barnard, Noel, 1968-1972	box 706	folder 17
Barnard, 1972-1973	box 706	folder 18 to 19
Barnard College, March 1973-June 1973	box 706	folder 20
Barnard-Columbia Agreements, 1962-1968	box 706	folder 21
Barnard-Columbia Negotiations, July 1971-August 1971	box 706	folder 22
Barnard-Columbia Negotiations, September 1971-January 1972	box 706	folder 23
Barnard-Columbia Negotiations, February 1972-April 1972	box 706	folder 24
Barnard-Columbia Negotiations, May 1972-November 1972	box 707	folder 1
Barnard-Columbia Negotiations, December 1972	box 707	folder 2
Barnard-Columbia Negotiations, January 1973-March 1973	box 707	folder 3
Barnard-Columbia Negotiations, April 1973-May 1973	box 707	folder 4
Barnard-Columbia Negotiations, June 1973	box 707	folder 5
Barnard-Columbia Negotiations, July 1973-November 1973	box 707	folder 6
Barnard-Columbia Joint Trustee Committee, 1972-1973	box 707	folder 7
Barnard-Columbia News Releases, 1972-1973	box 707	folder 8
Barnard-Columbia Reports, 1972-1973	box 707	folder 9
General Alphabetical Barr-Barz, 1972-1973	box 707	folder 10
General Alphabetical Bas, 1972-1973	box 707	folder 11
<b>Scope and Contents</b>		
(Subjects: Base salary changes; Basketball; Baseball Advisory Committee)		
General Alphabetical Bat-Baz, 1972-1973	box 707	folder 12
General Alphabetical Be-Bei, 1972-1973	box 707	folder 13
<b>Scope and Contents</b>		
(Subjects: Beer and Chips Sessions)		
General Alphabetical Bel-Ben, 1972-1973	box 707	folder 14

**Scope and Contents**

(Subjects: Belveder Park and Playground)

---

General Alphabetical Ber-Bh, 1972-1973	box 707	folder 15
--	---------	-----------

**Scope and Contents**

(Subjects: City of Berkeley)

---

General Alphabetical Bi-Birr, 1972-1973	box 707	folder 16
---	---------	-----------

**Scope and Contents**

(Subjects: Biometrics Research; Department of Biological Sciences; Bilingual education; Bill 5707A)

---

Biological Sciences Building, 1972-1973	box 707	folder 17 to 18
---	---------	-----------------

---

General Alphabetical Bl, 1972-1973	box 707	folder 19
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**Scope and Contents**

(Subjects: Blue Key Society; Blood Drive; Black student problem in the Film Division; Black students; Black and Puerto Rican Student-Faculty Organization; Black Faculty and Administrators of Columbia; Blue Pencil Dinner; Black Business Students Association; Black drop-out figures)

---

Bloor, William, 1972-1973	box 707	folder 20
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**Scope and Contents**

(Subjects: Treasurer; Gifts)

---

General Alphabetical Bo-Bp, 1972-1973	box 707	folder 21
---------------------------------------	---------	-----------

**Scope and Contents**

(Subjects: Bond Dealers Luncheon; Donation of books to prisons; Dr. Peterson and Dr. McGill's trip to Boston; Boston Gala)

---

Bok, Derek C., 1972-1973	box 707	folder 22
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**Scope and Contents**

(Subjects: Honorary degrees)

---

Bill 5707A, 1972-1973	box 707	folder 23
-----------------------	---------	-----------

---

General Alphabetical Bra, 1972-1973	box 707	folder 24
-------------------------------------	---------	-----------

---

General Alphabetical Bre-Bri, 1972-1973	box 708	folder 1
---	---------	----------

---

General Alphabetical Bro-Brz, 1972-1973	box 708	folder 2
---	---------	----------

**Scope and Contents**

(Subjects: Bronfman Luncheon; Broadcast Journalism)

---

Brown, Courtney C., 1972-1973	box 708	folder 3
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**Scope and Contents**(Subjects: Paul Garrett Professor on Public Policy;  
Retired and retirements)

---

General Alphabetical Bu-Bun, 1972-1973	box 708	folder 4
--	---------	----------

**Scope and Contents**

(Subjects: Bulk stationery price list)

---

Budget, 1972	box 708	folder 5
--------------	---------	----------

---

Budget, January 1973-February 1973	box 708	folder 6
------------------------------------	---------	----------

---

Budget, April 1973-June 1973	box 708	folder 7
------------------------------	---------	----------

---

Budget Allocations, September 1972-February 1973	box 708	folder 8
--	---------	----------

---

Budget Allocations, March 1973-May 1973	box 708	folder 9
---	---------	----------

---

Buildings and Grounds, Committee on, July 1972-January 1973	box 708	folder 10
---	---------	-----------

---

Buildings and Grounds, Committee on, February 1973-June 1973	box 708	folder 11
--	---------	-----------

---

General Alphabetical Bur-By, 1972-1973	box 708	folder 12
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**Scope and Contents**(Subjects: Burgess/Carpenter and Classics Library;  
Business Graduates Association)

---

Bureau of Applied Social Research, 1972-1973	box 708	folder 13
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**Scope and Contents**

(Subjects: American Leadership Study)

---

Business, School of, 1972-1973	box 708	folder 14
--------------------------------	---------	-----------

**Scope and Contents**

(Subjects: Business, School of-Dean Search)

---

Butler (Nicholas Murray) Medal in Silver, 1972-1973	box 708	folder 15
---	---------	-----------

**Scope and Contents**

(Subjects: Buchler, Justus)

---

Buttenwieser, Benjamin, 1972-1973	box 708	folder 16
-----------------------------------	---------	-----------

**Scope and Contents**

(Subjects: Trustee)

Cabot (Maria Moors) Prizes, 1972-1973	box 708	folder 17
General Alphabetical Ca-Cap, 1972-1973	box 708	folder 18
<b>Scope and Contents</b>		
(Subjects: Campus political activities; Campus disruption; Campus architect; CAIM (Columbia Anti-Imperialist Movement))		
Camp Columbia, 1972-1973	box 708	folder 19
<b>Scope and Contents</b>		
(Subjects: Waite, Richard-sale of property to)		
Canadian-U.S. Educators' Conference, 1972-1973	box 708	folder 20
General Alphabetical Car, 1972-1973	box 708	folder 21
<b>Scope and Contents</b>		
(Subjects: Dr. McGill's Car)		
Carnegie Corporation, 1972-1973	box 708	folder 22
General Alphabetical Cas-Caz, 1972-1973	box 708	folder 23
Casa Italiana, 1972-1973	box 708	folder 24
Cathedral Church of St. John the Divine, 1972-1973	box 708	folder 25
CBS Foundation, 1972-1973	box 708	folder 26
General Alphabetical Ce-Cer, 1972-1973	box 708	folder 27
<b>Scope and Contents</b>		
(Subjects: Central Harlem Meals on Wheels; Century Club Luncheon; Certificate in Advanced Librarianship; Century Association Luncheon)		
General Alphabetical Center, 1972-1973	box 708	folder 28
General Alphabetical Cha, 1972-1973	box 708	folder 29
<b>Scope and Contents</b>		
(Subjects: Chants (protest))		
Chandler (Charles Frederick) Lectureship and Medal, 1972-1973	box 708	folder 30

**Scope and Contents**

(Subjects: Brown, Herbert Charles)

Charter Day Dinner, 1972-1973	box 708	folder 31
Chase Manhattan Bank, 1972-1973	box 709	folder 1
General Alphabetical Che-Chi, 1972-1973	box 709	folder 2
<b>Scope and Contents</b>		
(Subjects: Chemical Engineering and Applied Chemistry, Department of; Child welfare; Children's rights litigation support unit)		
Chinese Scientists' Visit to U.S., 1972-1973	box 709	folder 3
<b>Scope and Contents</b>		
(Subjects: National Academy of Sciences)		
General Alphabetical Cho-Chu, 1972-1973	box 709	folder 4
General Alphabetical Ci, 1972-1973	box 709	folder 5
<b>Scope and Contents</b>		
(Subjects: City hospitals; Citizen Exchange Corps)		
General Alphabetical Cl, 1972-1973	box 709	folder 6
<b>Scope and Contents</b>		
(Subjects: Class Day; Classification Appeal Committee; Clinical appointments; Clinical Scholars Program; Club Van Cortlandt)		
Class of 1943 Reunion in Acapulco, 1972-1973, 1943, 1972-1973	box 709	folder 7
<b>Scope and Contents</b>		
(Subjects: Maniatty, Connie S.)		
General Alphabetical Co-Col, 1972-1973	box 709	folder 8
<b>Scope and Contents</b>		
(Subjects: Coalition Jobs; Collective bargaining)		
Coleman, Harry, 1972-1973	box 709	folder 9
<b>Scope and Contents</b>		
(Subjects: Dean of Students)		
General Alphabetical College, 1972-1973	box 709	folder 10



**Scope and Contents**

(Subjects: College Work-Study Program; College Walk; College Facts Chart; College Class of 1913 College Admissions Office)

---

General Alphabetical Columbia-Columbia P, 1972-1973	box 709	folder 11
---	---------	-----------

**Scope and Contents**

(Subjects: Columbia owned properties; Columbia Players; Columbia Jewish Bayit; Columbia History of the World; Columbia Forum; Columbia employees; Columbia-in-Detroit program; Columbia Glee Club; Columbia Committee for Community Service; Columbia's Academic Eminence (1954); Columbia-Barnard Trustee Committee; Columbia Ad Hoc Committee for Organizing; Columbia-Barnard Course Guide; Columbia Administrative Staff Association; Columbia Composers)

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General Alphabetical Columbia S-W, 1972-1973	box 709	folder 12
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**Scope and Contents**

(Subjects: Columbia Tenant's Union; Columbia University Alumni clubs; Columbia University Woman's Club of Colorado; Columbia Travel Service; Columbia Women's Liberation)

---

Columbia College, 1972-1973	box 709	folder 13
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**Scope and Contents**

(Subjects: Columbia College Alumni Association; Columbia College Financial Aid)

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Columbia Community Chest, 1971-September 1972, 1972-1973, 1971-September 1972, 1972-1973	box 709	folder 14
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**Scope and Contents**

(Subjects: United Fund of Greater New York)

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Columbia Community Chest, October 1972-June 1973, 1972-1973, October 1972-June 1973, 1972-1973	box 709	folder 15
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**Scope and Contents**

(Subjects: United Fund of Greater New York)

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Columbia Presbyterian Medical Center Fund, July 1972-November 1972	box 709	folder 16
--	---------	-----------

---

Columbia Presbyterian Medical Center Fund, December 1972-January 1973	box 709	folder 17
---	---------	-----------

---

Columbia Presbyterian Medical Center Fund, February 1973-March 1973	box 709	folder 18
---	---------	-----------

Columbia Presbyterian Medical Center Fund, April 1973-May 1973	box 709	folder 19
Columbia Presbyterian Medical Center Fund, June 1973	box 709	folder 20
Columbia Presbyterian Medical Center Fund-Board of Trustees Meeting, 1972-1973	box 709	folder 21
Columbia Presbyterian Medical Center Fund-Proposed Budget, 1972-1973	box 709	folder 22
Columbia Presbyterian Medical Center Fund-John Price Johns Brakeley Study, 1972-1973	box 709	folder 23
Columbia Reports, 1972-1973	box 709	folder 24
<b>Scope and Contents</b>		
(Subjects: Publications-Columbia University)		
Columbia Spectator, 1972-1973	box 710	folder 1
Columbia University Press, 1972-1973	box 710	folder 2
General Alphabetical Com-Comp, 1972-1973	box 710	folder 3
<b>Scope and Contents</b>		
(Subjects: Community Board #12; Commemorative Columbia University Plaque (Franklin Mint); Community Board #9; Community Chest; Community Health Plan; Community League of West 159th Street; Community relations; Community Service Society; Compensation; Communist Treatment of Prisoners of War)		
Commencement, 1972-1973	box 710	folder 4
Commencement-Honors-George Balanchine, 1972-1973	box 710	folder 5
<b>Scope and Contents</b>		
(Subjects: Honorary degrees)		
Commencement-Honors-Bruce Catton, 1972-1973	box 710	folder 6
<b>Scope and Contents</b>		
(Subjects: Honorary degrees)		
Commencement-Honors-Duke Ellington, 1972-1973	box 710	folder 7
<b>Scope and Contents</b>		
(Subjects: Honorary degrees)		
Commencement-Honors-Henry Jacob Friendly, 1972-1973	box 710	folder 8

**Scope and Contents**

(Subjects: Honorary degrees)

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Commencement-Honors-Marion E. Kenworthy, 1972-1973	box 710	folder 9
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**Scope and Contents**

(Subjects: Honorary degrees)

---

Commencement-Honors-Elisabeth L. Moore, 1972-1973	box 710	folder 10
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**Scope and Contents**

(Subjects: Honorary degrees)

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Commencement-Honors-Samuel I. Rosenman, 1972-1973	box 710	folder 11
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**Scope and Contents**

(Subjects: Honorary degrees)

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Commencement-Honors-Martin Schwarzschild, 1972-1973	box 710	folder 12
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**Scope and Contents**

(Subjects: Honorary degrees)

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Commencement-Honors-Paul A. Smith, 1972-1973	box 710	folder 13
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**Scope and Contents**

(Subjects: Honorary degrees)

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Commencement-Honors-Frank Stanton, 1972-1973	box 710	folder 14
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**Scope and Contents**

(Subjects: Honorary degrees)

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Commencement-Honors-Marina von Neumann Whitman, 1972-1973	box 710	folder 15
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**Scope and Contents**

(Subjects: Honorary degrees)

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Commemoration Service, 1972-1973	box 710	folder 16
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Commission on Independent Colleges and Universities, 1972-1973	box 710	folder 17 to 18
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General Alphabetical Committee, 1972-1973	box 710	folder 19
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**Scope and Contents**(Subjects: Committee on Undergraduate Residence;  
Committee on Graduate Residence)

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Community Board #12., 1972-1973	box 710	folder 20
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**Scope and Contents**

(Subjects: Washington Heights)

Community Educational Exchange Program (CEEP), 1972-1973	box 710	folder 21
Computer Center, 1972-1973	box 710	folder 22
General Alphabetical Con, 1972-1973	box 710	folder 23
<b>Scope and Contents</b>		
(Subjects: Contraceptive advice; Construction Management Agreement; Construction budget)		
Contini, Gianfranco, 1972-1973	box 710	folder 24
Controller's Office, 1972-1973 [MISSING], 1972-1973	box 710	folder 25
Convocation, 1972-1973	box 710	folder 26
<b>Scope and Contents</b>		
(Subjects: Cooper, Leon N.; Arrow, Kenneth J.; Stein, William H.)		
General Alphabetical Coo-Cop, 1972-1973	box 710	folder 27
<b>Scope and Contents</b>		
(Subjects: Copenhagen Caper)		
Copyright, 1967-1973	box 710	folder 28
General Alphabetical Cor, 1972-1973	box 710	folder 29
<b>Scope and Contents</b>		
(Subjects: Cordier, Dorothy B.)		
Cordier, Andrew W., 1953-1973, 1972-1973, 1953-1973, 1972-1973	box 710	folder 30
<b>Scope and Contents</b>		
(Subjects: Dean, School of International Affairs)		
General Alphabetical Cos-Coy, 1972-1973	box 710	folder 31
<b>Scope and Contents</b>		
(Subjects: Course Guide; Courtesy Travel Service)		
General Alphabetical Council, 1972-1973	box 710	folder 32
General Alphabetical Cr, 1972-1973	box 710	folder 33

**Scope and Contents**

(Subjects: Crew Advisory Committee)

General Alphabetical Cu-Cut, 1972-1973	box 710	folder 34
<b>Scope and Contents</b>		
(Subjects: Current Digest of the Soviet Press; Curtains (Low Rotunda))		
General Alphabetical Da-Das, 1972-1973	box 710	folder 35
Das (Taraknath) Foundation, 1972-1973	box 710	folder 36
General Alphabetical Dav-Day, 1972-1973	box 711	folder 1
Day Care, 1971	box 711	folder 2
Day Care, 1972	box 711	folder 3
Day Care, 1973	box 711	folder 4
General Alphabetical De-Dem, 1972-1973	box 711	folder 5
<b>Scope and Contents</b>		
(Subjects: Deferred giving; Deaths; Deficit)		
Deans, Directors, and Chairmen, 1972-1973	box 711	folder 6
deBary, William Theodore, 1972-1973	box 711	folder 7
<b>Scope and Contents</b>		
(Subjects: Executive Vice President for Academic Affairs; Provost)		
Delafield Botanical Gardens, 1972-1973	box 711	folder 8
General Alphabetical Den-Dev, 1972-1973	box 711	folder 9
<b>Scope and Contents</b>		
(Subjects: Deputy to the President for Governmental Affairs)		
Dental and Oral Surgery, School of, 1972-1973	box 711	folder 10
<b>Scope and Contents</b>		
(Subjects: Accreditation; Dental and Oral Surgery, School of – Dean)		
Dental and Oral Surgery, School of-Accreditation Reports, 1972-1973	box 711	folder 11
Dental Education in New York State, 1972-1973	box 711	folder 12

**Scope and Contents**

(Subjects: Dental and Oral Surgery, School of)

General Alphabetical Department, 1972-1973	box 711	folder 13
<b>Scope and Contents</b>		
(Subjects: Department of the Air Force; Department of the Navy; Department of the Army)		
Department of Health, Education, and Welfare (HEW), 1972	box 711	folder 14
Department of Health, Education, and Welfare (HEW), 1973	box 711	folder 15
Department of Health, Education, and Welfare (HEW)- Affirmative Action Programs from Other, 1970-February 1972	box 711	folder 16
Department of Health, Education, and Welfare (HEW)- Affirmative Action Programs from Other, March 1972-1973	box 711	folder 17
Development, 1972-1973	box 711	folder 18
General Alphabetical Di, 1972-1973	box 711	folder 19
<b>Scope and Contents</b>		
(Subjects: Director of Development and Alumni Relations; Directory-Columbia University; Disciplinary system)		
District 65, 1972-1973	box 711	folder 20
<b>Scope and Contents</b>		
(Subjects: Ad Hoc Committee for Organizing)		
Ditson (Alice M.) Fund, 1972-1973	box 711	folder 21
General Alphabetical Do-Dol, 1972-1973	box 711	folder 22
<b>Scope and Contents</b>		
(Subjects: Doctoral programs)		
Doherty (Henry L. and Grace) Charitable Foundation, 1972-1973	box 711	folder 23
General Alphabetical Don-Dow, 1972-1973	box 711	folder 24
<b>Scope and Contents</b>		
(Subjects: Dormitory Authority of New York)		
General Alphabetical Dr-Dy, 1972-1973	box 711	folder 25
duPont (Alfred I.) Awards, 1972-1973	box 711	folder 26
General Alphabetical Ea-Ec, 1972-1973	box 711	folder 27

**Scope and Contents**

(Subjects: East campus; East Asian Institute; Early retirement program)

Earl Hall, 1972-1973	box 711	folder 28
General Alphabetical Ed, 1972-1973	box 712	folder 1

**Scope and Contents**

(Subjects: Education Amendments)

Educational Testing Service, 1972-1973	box 712	folder 2
General Alphabetical Ef-Ek, 1972-1973	box 712	folder 3
General Alphabetical El, 1972-1973	box 712	folder 4

**Scope and Contents**

(Subjects: Electronics; Electrical vaults expansion; Electrical Engineering and Computer Science)

General Alphabetical Em-En, 1972-1973	box 712	folder 5
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**Scope and Contents**

(Subjects: Emergency loans; Employee awards; Employee training programs; Employees in Institutions of Higher Education; English and Comparative Literature, Department of; English Graduate Union; Enrollment)

Emeriti, 1972-1973	box 712	folder 6
Engineering and Applied Science, School of, 1972	box 712	folder 7
Engineering and Applied Science, School of, January 1973-March 1973	box 712	folder 8
Engineering and Applied Science, School of, April 1973-June 1973	box 712	folder 9
General Alphabetical Ep-Er, 1972-1973	box 712	folder 10

**Scope and Contents**

(Subjects: Equal Employment Opportunity; Ephraim House)

General Alphabetical Es-Ex, 1972-1973	box 712	folder 11
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**Scope and Contents**

(Subjects: Externally Funded Research; External requests for names of women and minorities; External grant/contract information; Expenditures; Eviction)

proceedings; Ethnic heritage study centers; Exchange program)

Ewing, Maurice, 1972-1973	box 712	folder 12
<b>Scope and Contents</b>		
(Subjects: Lamont-Doherty Geological Observatory – Director)		
Fairchild Foundation, 1972-1973	box 712	folder 13
<b>Scope and Contents</b>		
(Subjects: Life Sciences Building)		
General Alphabetical Fa-Far, 1972-1973	box 712	folder 14
<b>Scope and Contents</b>		
(Subjects: Fall Reunion Day)		
General Alphabetical Faculty, 1972-1973	box 712	folder 15
<b>Scope and Contents</b>		
(Subjects: Faculty Student Technical Assistance Program; Faculty Smoker; Faculty salaries; Faculty for McGovern; Faculty Directory; Faculty collective bargaining)		
General Alphabetical Fe-Feu, 1972-1973	box 712	folder 16
<b>Scope and Contents</b>		
(Subjects: Federal student aid; Fellows; Fencing Advisory Committee; Ferris Booth Hall)		
Federal Legislation, 1972	box 712	folder 17
Federal Legislation, 1973	box 712	folder 18
Federal Legislation - Funding Cuts Impact, 1972-1973	box 712	folder 19
Fees, 1972-1973	box 712	folder 20
General Alphabetical Fi-Fir, 1972-1973	box 712	folder 21
<b>Scope and Contents</b>		
(Subjects: Fire drills; Film, Faculty of the Arts; Financing Higher Education; Film Festival)		
Finance, Committee on, 1972-1973	box 712	folder 22
Finance, Committee on, 1972-1973	box 713	folder 1
First National City Bank, 1972-1973	box 713	folder 2
General Alphabetical Fis-Fiv, 1972-1973	box 713	folder 3



**Scope and Contents**

(Subjects: 502 W. 113th Street; 511 W. 113th Street; 521 W. 112th Street; 535 W. 112th Street; 540 W. 112th Street; 549 W. 113th Street; 555 Madison Avenue)

General Alphabetical Fl, 1972-1973	box 713	folder 4
General Alphabetical Fo-For, 1972-1973	box 713	folder 5
<b>Scope and Contents</b>		
(Subjects: Football Advisory Committee)		
Ford Foundation, 1972-1973	box 713	folder 6
Foreign Policy Association, 1972-1973	box 713	folder 7
General Alphabetical Fos-Fox, 1972-1973	box 713	folder 8
<b>Scope and Contents</b>		
(Subjects: 435 Riverside Drive)		
General Alphabetical Fra-Fre, 1972-1973	box 713	folder 9
<b>Scope and Contents</b>		
(Subjects: Freshman orientation; Franchises)		
Fraenkel, George K., 1972-1973	box 713	folder 10
<b>Scope and Contents</b>		
(Subjects: Graduate School of Arts and Sciences – Dean)		
General Alphabetical Fri-Fro, 1972-1973	box 713	folder 11
<b>Scope and Contents</b>		
(Subjects: "Frisbee Building"; Friends of the Libraries)		
Friedmann, Wolfgang – Murder, 1972-1973	box 713	folder 12
<b>Scope and Contents</b>		
(Subjects: International Law – Professor)		
General Alphabetical Fu, 1972-1973	box 713	folder 13
<b>Scope and Contents</b>		
(Subjects: Fundraising)		
General Alphabetical Ga-Gan, 1972-1973	box 713	folder 14
Gannett Foundation, 1972-1973	box 713	folder 15

**Scope and Contents**

(Subjects: Journalism, Graduate School of)

General Alphabetical Gar-Gay, 1972-1973	box 713	folder 16
<b>Scope and Contents</b>		
(Subjects: Gay Liberation demonstration; Gay People at Columbia)		
Garrett (Paul) Chair of Public Policy and Business Responsibility, 1972-1973	box 713	folder 17
Gay Lounge, 1972-1973	box 713	folder 18
General Alphabetical Ge-Geo, 1972-1973	box 713	folder 19
<b>Scope and Contents</b>		
(Subjects: Geology, Department of; General income allocation; General Purpose Funds; General Education)		
Gellhorn, Walter, 1972-1973	box 713	folder 20
<b>Scope and Contents</b>		
(Subjects: University Professor; Betts Professor of Law; Sofaer, Abraham D.)		
General and Continuing Education in the Humanities, 1972-1973	box 713	folder 21
<b>Scope and Contents</b>		
(Subjects: deBary, William Theodore)		
General Electric Corporation, 1972-1973	box 713	folder 22
General Motors Corporation, 1972-1973	box 713	folder 23
General Studies, School of, 1972-1973	box 713	folder 24
General Alphabetical Ger-Gim, 1972-1973	box 713	folder 25
<b>Scope and Contents</b>		
(Subjects: G.I. Bill; Gifts)		
General Alphabetical Gin-Glu, 1972-1973	box 713	folder 26
<b>Scope and Contents</b>		
(Subjects: Glee Club; Glomar Challenge (ship))		
General Alphabetical Go-Gol, 1972-1973	box 713	folder 27
Goheen, Robert – Dinner, 1972-1973	box 713	folder 28

**Scope and Contents**

(Subjects: Fund for Peace)

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General Alphabetical Gon-Goz, 1972-1973	box 713	folder 29
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**Scope and Contents**

(Subjects: Governmental Affairs; Governmental relations; Government funding)

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General Alphabetical Gra-Gren, 1972-1973	box 713	folder 30
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**Scope and Contents**

(Subjects: Grading system; Graduate admissions offers; Graduate painters and sculptors; Greece, academic freedom in)

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Graduate Faculties Alumni, 1972-1973	box 713	folder 31
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General Alphabetical Gri-Gru, 1972-1973	box 713	folder 32
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**Scope and Contents**

(Subjects: Grievance procedure)

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General Alphabetical Gu-Gw, 1972-1973	box 713	folder 33
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**Scope and Contents**

(Subjects: Guard services; "Guidelines for the Desegregation of Facilities and Programs")

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Gymnasium, 1972-1973	box 714	folder 1
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General Alphabetical Ha-Ham, 1972-1973	box 714	folder 2
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General Alphabetical Han-Har, 1972-1973	box 714	folder 3
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**Scope and Contents**

(Subjects: Harlem/Inwood Tennis Development Program)

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Harlem Hospital, 1972-1973	box 714	folder 4
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Harriss, C. Lowell, 1972-1973	box 714	folder 5
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**Scope and Contents**

(Subjects: Professor of Economics)

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Hartford (John A.) Foundation, 1972-1973	box 714	folder 6
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General Alphabetical Has-Haz, 1972-1973	box 714	folder 7
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Hassialis, Menelaos D., 1972-1973	box 714	folder 8
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**Scope and Contents**

(Subjects: Krumb Professor of Mining)

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Hastings, John, 1972-1973	box 714	folder 9
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**Scope and Contents**

(Subjects: Assistant Vice President for Public Information)

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General Alphabetical Hea-Hep, 1972-1973	box 714	folder 10
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**Scope and Contents**

(Subjects: Health Center; Health and Hospitals Corporation; Health Service; Heat exchanger on top of Pegram; Hebert Amendment to the Military Procurement Authorization Bill; Health Policies Program)

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Heezen, Bruce C., 1972-1973	box 714	folder 11
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**Scope and Contents**

(Subjects: Professor of Geology; Lamont-Doherty Geological Observatory)

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Hendin, Herbert, 1972-1973	box 714	folder 12
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**Scope and Contents**

(Subjects: Columbia Tennis Club)

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Hennessy, Wesley, 1972-1973	box 714	folder 13
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General Alphabetical Her-Hey, 1972-1973	box 714	folder 14
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General Alphabetical Hi-Hit, 1972-1973	box 714	folder 15
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**Scope and Contents**

(Subjects: History, Department of; Hitchcock Scholarship)

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Higgins (Eugene) Trust, 1972-1973	box 714	folder 16
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Higher Education Opportunity Program (H.E.O.P.), 1972-1973	box 714	folder 17
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General Alphabetical Ho-Hoh, 1972-1973	box 714	folder 18
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Hohenberg, John, 1972-1973	box 714	folder 19
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**Scope and Contents**

(Subjects: Pulitzer Prizes; Professor of Journalism)

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General Alphabetical Hol-Hs, 1972-1973	box 714	folder 20
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**Scope and Contents**

(Subjects: Housing, Subcommittee on; House counsel;  
Holidays; Honorary degrees)

Homecoming, 1972-1973	box 714	folder 21
Honors and Prizes, 1972-1973	box 714	folder 22
<b>Scope and Contents</b>		
(Subjects: Honorary degrees)		
Honors and Prizes-Biographies, 1972-1973	box 714	folder 23
<b>Scope and Contents</b>		
(Subjects: Honorary degrees)		
Honors and Prizes, Senate Committee on, 1972-1973	box 714	folder 24
<b>Scope and Contents</b>		
(Subjects: Honorary degrees)		
General Alphabetical Her-Hey, 1972-1973	box 714	folder 25
Horwitz (Louisa Gross) Prize, 1972-1973	box 714	folder 26
<b>Scope and Contents</b>		
(Subjects: Kuffler, Stephen W.; Eagle, Harry; Dulbecco, Renato; Puck, Theodore T.)		
General Alphabetical Hu-Hy, 1972-1973	box 714	folder 27
<b>Scope and Contents</b>		
(Subjects: Humanities; Human genetics and development)		
Hudson (Percy K.) Trust	box 714	folder 28
Hunt, Douglass, 1972-1973	box 714	folder 29
<b>Scope and Contents</b>		
(Subjects: Deputy to the President for Governmental Affairs)		
Hunt, Douglass - Appropriations for Higher Education, 1972-1973	box 714	folder 30
<b>Scope and Contents</b>		
(Subjects: Deputy to the President for Governmental Affairs)		
Hyman, Allen I., 1972-1973	box 715	folder 1

**Scope and Contents**

(Subjects: Professor of Anesthesiology and Pediatrics)

General Alphabetical Ia-Ins, 1972-1973	box 715	folder 2
<b>Scope and Contents</b>		
(Subjects: Information and Visitor Services; Insect hormone delegation from China; Institutional Research and Budget Planning)		
General Alphabetical Institute, 1972-1973	box 715	folder 3
Institute of International Education, 1972-1973	box 715	folder 4
Institutes and Regional Institutes, 1972-1973	box 715	folder 5
General Alphabetical Int-Io, 1972-1973	box 715	folder 6
<b>Scope and Contents</b>		
(Subjects: Intercultural Program; Interim Affirmative Action Program; Inter-Schools and Others; Investors' Tour)		
Interim Rules, 1972-1973	box 715	folder 7
Interinstitutional Cooperation-Columbia University and the University of Pennsylvania, 1972-1973	box 715	folder 8
General Alphabetical International, 1972-1973	box 715	folder 9
International Affairs, School of, 1972-1973	box 715	folder 10
<b>Scope and Contents</b>		
(Subjects: Picker, Harvey)		
International Business Machines Corporation (IBM), 1972-1973	box 715	folder 11
International Institute of Public Finance, 1972-1973	box 715	folder 12
Investments, 1972-1973	box 715	folder 13
General Alphabetical Ir-Iz, 1972-1973	box 715	folder 14
<b>Scope and Contents</b>		
(Subjects: Italy; Israel; Iran, Consul General of)		
General Alphabetical Ja, 1972-1973	box 715	folder 15
<b>Scope and Contents</b>		
(Subjects: John Jay security)		
General Alphabetical Je, 1972-1973	box 715	folder 16
Jemmott, Marion E., 1972-1973		

<b>Scope and Contents</b> (Subjects: Secretary, Office of)	box 715	folder 17
General Alphabetical Jo-Joi, 1972-1973 <b>Scope and Contents</b> (Subjects: Joint policy on admissions; Joint Conference Committee; Joint Administrative Board; Joint Activities of Colleges and Universities; Johnson Hall; Job classification system)	box 715	folder 18
Joint Committee on Disciplinary Affairs, 1972-1973	box 715	folder 19
Joint Program between Faculty of Law and Princeton University, 1972-1973	box 715	folder 20
Joint Reports of the Committees on Education and Legal Affairs, 1972-1973	box 715	folder 21
General Alphabetical Jon-Ju, 1972-1973 <b>Scope and Contents</b> (Subjects: Journalism, Graduate School of; Yugoslav Consul General; Judeans)	box 715	folder 22
Journal of Record, 1972-1973 <b>Scope and Contents</b> (Subjects: University Record)	box 715	folder 23
General Alphabetical Ka, 1972-1973 <b>Scope and Contents</b> (Subjects: Kappa Chapter of Sigma Xi)	box 715	folder 24
Kahn, William, 1972-1973 <b>Scope and Contents</b> (Subjects: Proctor)	box 715	folder 25
General Alphabetical K-Kh, 1972-1973 <b>Scope and Contents</b> (Subjects: Key card holders)	box 715	folder 26
Kemp (James Furman) Medals, 1972-1973	box 715	folder 27

**Scope and Contents**

(Subjects: Gast, Paul A.; Wasserburg, Gerald J.)

Kempner (Alan H.) Chair in Biological Sciences, 1972-1973	box 715	folder 28
Kennedy (John F.) Library, 1972-1973	box 715	folder 29
Kevorkian Foundation, 1972-1973	box 715	folder 30
General Alphabetical Ki-Kn, 1972-1973	box 715	folder 31

**Scope and Contents**

(Subjects: King's Crown Hotel)

General Alphabetical Ko-Koz, 1972-1973	box 715	folder 32
General Alphabetical Kr-Ky, 1972-1973	box 716	folder 1

**Scope and Contents**

(Subjects: Krumb School of Mines; Kurchatov, Akademik (research vessel))

Kusch, Polykarp, 1972-1973	box 716	folder 2
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**Scope and Contents**

(Subjects: Professor of Physics)

Kyriazi, Kyriaki, 1972-1973	box 716	folder 3
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**Scope and Contents**

(Subjects: Western Electric Company)

General Alphabetical La-Laz, 1972-1973	box 716	folder 4
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**Scope and Contents**

(Subjects: Language Laboratory; Lamont Sanctuary; Laser Safety Committee; Latin American Students; Latin American Studies; Law Library; Labor Committee)

Lamont-Doherty Geological Observatory, 1972-1973	box 716	folder 5
Lanning, Edward, 1962-1973., 1972-1973	box 716	folder 6

**Scope and Contents**

(Subjects: Professor of Anthropology)

Law, School of, 1972-1973	box 716	folder 7
General Alphabetical Le-Leg, 1972-1973	box 716	folder 8



**Scope and Contents**

(Subjects: Legislative hearing; Legal Services; Legal expenses)

General Alphabetical Leh-Ler, 1972-1973	box 716	folder 9
General Alphabetical Les-Lil, 1972-1973	box 716	folder 10
<b>Scope and Contents</b>		
(Subjects: "The Liberal Arts: What is an Educated Man in the Year 1972?"; Library Service, School of; Librarians; Life Sciences Building; Lettuce; Libraries)		
General Alphabetical Lin-Lk, 1972-1973	box 716	folder 11
<b>Scope and Contents</b>		
(Subjects: Living trusts; Litigation; Listening Post)		
General Alphabetical Lo-Lop, 1972-1973	box 716	folder 12
<b>Scope and Contents</b>		
(Subjects: Local 1199)		
Long, Augustus C., Library – Health Sciences Center, 1969-February 1973	box 716	folder 13
Long, Augustus C., Library – Health Sciences Center, March 1973-June 1973	box 716	folder 14
Long, Augustus C., Library – Health Sciences Center Design Development	box 716	folder 15
General Alphabetical Lor-Loz, 1972-1973	box 716	folder 16
<b>Scope and Contents</b>		
(Subjects: Low Rotunda curtains; Low Memorial Library)		
General Alphabetical Lu-Ly, 1972-1973	box 716	folder 17
<b>Scope and Contents</b>		
(Subjects: Luncheon at 60 Morningside Drive; Luce Scholars Program)		
General Alphabetical McA-McV, 1972-1973	box 716	folder 18
<b>Scope and Contents</b>		
(Subjects: McIntesh Activities Council; McMillin Theater)		
McGill, William, 1972-1973	box 716	folder 19
McGill, William - Cancelled Palm Beach Trip, 1972-1973	box 716	folder 20

**Scope and Contents**

(Subjects: Anti-Defamation League of B'nai B'rith;  
Parker, Albert)

McGill, William - McGraw-Hill, 1972-1973	box 716	folder 21
<b>Scope and Contents</b>		
(Subjects: Ginzberg, Eli)		
McGill, William - Speeches and Statements - Contributions of the American Irish to American, 1972-1973	box 716	folder 22
McGill, William - Speeches and Statements - Crisis of Money and Identity, 1972-1973	box 716	folder 23
McGill, William - Speeches and Statements - Friedman Memorial Service, 1972-1973	box 716	folder 24
McGill, William - Speeches and Statements - Center for Continuing Education Dedication, 1972-1973	box 716	folder 25
McGill, William - Speeches and Statements - Investors' Tour, 1972-1973	box 716	folder 26
McGill, William - Speeches and Statements – Anti-Defamation League Americanism Award Dinner, 1972-1973	box 716	folder 27
McGill, William - Speeches and Statements - Ad Hoc Committee of the New York State Legislature, 1972-1973	box 716	folder 28
McGill, William - Speeches and Statements - University Consortium for World Order Studies, 1972-1973	box 716	folder 29
McGill, William - Speeches and Statements Pupin Protest: Academic Freedom and Moral Responsibility, 1972-1973	box 716	folder 30
McGill, William - Speeches and Statements - Spectator Loan, 1972-1973	box 716	folder 31
McGill, William - Speeches and Statements - The Liberal Arts: What is an Educated Man in the Year 1973, 1973, 1973, 1973	box 717	folder 1
McGill, William - Speeches and Statements - Tenure of University Presidents, 1972-1973	box 717	folder 2
McGill, William - Speeches and Statements - Anti-Defamation League, 1972-1973	box 717	folder 3
McGill, William - Speeches and Statements - Columbia Reports, 1972-1973	box 717	folder 4
McGill, William - Speeches and Statements - Thoughts of Man 1973, 1973, 1973, 1973	box 717	folder 5
McGill, William - Speeches and Statements - James Young Memorial, 1972-1973	box 717	folder 6

McGill, William - Speeches and Statements - Maeroff's Article for the New York Times, 1972-1973	box 717	folder 7
McGill, William - Speeches and Statements - Death of a Colleague - Cletus Burke, 1972-1973	box 717	folder 8
McGill, William - Speeches and Statements - Metropolitan College Mental Health Association, 1972-1973	box 717	folder 9
McGill, William - Speeches and Statements - Statement on Status of Women, 1972-1973	box 717	folder 10
McGill, William - Speeches and Statements - Special Convocation for Nobel Laureates, 1972-1973	box 717	folder 11
McGill, William - Speeches and Statements - Commencement Address, 1972-1973	box 717	folder 12
McGill, William - Speeches and Statements - Pace University Commencement Address, 1972-1973	box 717	folder 13
McGill, William - Speeches and Statements - Wooster College Commencement, 1972-1973	box 717	folder 14
McKinney, Eldridge, 1972-1973	box 717	folder 15
<p><u>Conditions Governing Access:</u>  <b>Conditions Governing Access</b></p> <p>[Restricted until 2049]</p> <p><b>Scope and Contents</b></p> <p>(Subjects: Coleman, Henry; Affirmative action)</p>		
General Alphabetical Ma-Mal, 1972-1973	box 717	folder 16
<p><b>Scope and Contents</b></p> <p>(Subjects: Major gifts; Major Medical Insurance Cost)</p>		
Maids, 1972-1973	box 717	folder 17
General Alphabetical Man-Mark, 1972-1973	box 717	folder 18
<p><b>Scope and Contents</b></p> <p>(Subjects: Management and Financing of Colleges; Management Intern Program; Management and Planning Institute for Higher Education; Managing Change System)</p>		
General Alphabetical Marl-Mary, 1972-1973	box 717	folder 19
<p><b>Scope and Contents</b></p> <p>(Subjects: Married student housing)</p>		
Markowitz, Susan, 1972-1973	box 717	folder 20

Marks, Paul A., 1972-1973	box 717	folder 21
<b>Scope and Contents</b>		
(Subjects: College of Physicians and Surgeons – Dean; Vice President in Charge of Medical Affairs)		
Master of Philosophy Degree, 1972-1973	box 717	folder 22
<b>Scope and Contents</b>		
(M.Ph.)		
General Alphabetical Maso-Mb, 1972-1973	box 717	folder 23
<b>Scope and Contents</b>		
(Subjects: Mathis report; Mayor's Office of Neighborhood Government; Mathematical Statistics and Genetics Professor)		
Medina (Harold R.) Professorship in Procedural Jurisprudence, 1972-1973	box 717	folder 24
General Alphabetical Mea-Mes, 1972-1973	box 717	folder 25
<b>Scope and Contents</b>		
(Subjects: Medical Service Account; Media Relations; Medical School Allocation; Medical Center Inventory; Mediaeval and Renaissance Studies Program; Medal for Excellence; Mechanical Engineering, Department of; Meals on Wheels Program; Medical Services to Minors; Medicine, Faculty of)		
Meir, Golda, 1972-1973	box 717	folder 26
<b>Scope and Contents</b>		
(Subjects: Honorary degrees)		
Mellon (Andrew W.) Foundation, 1972-1973	box 717	folder 27
Merrill (Charles E.) Trust, 1972-1973	box 717	folder 28
General Alphabetical Met-Mil, 1972-1973	box 717	folder 29
<b>Scope and Contents</b>		
(Subjects: Microbiology, Professor of; Middle East Languages and Cultures, Department of; Middle States Accreditation; Military Procurement Authorization Bill)		
Middle States Association of Colleges and Secondary Schools, 1972-1973	box 717	folder 30
General Alphabetical Mill-Milw, 1972-1973	box 717	folder 31
General Alphabetical Min-Mix, 1972-1973		

<b>Scope and Contents</b>	box 717	folder 32
(Subjects: Minority hiring; Minority group members; Minibus)		
General Alphabetical Mo-Moo, 1972-1973	box 717	folder 33
<b>Scope and Contents</b>		
(Subjects: Monitoring Committee; Model Cities Program)		
Monetary Research and Education, Committee of, 1972-1973	box 717	folder 34
General Alphabetical Mor-Mort, 1972-1973	box 717	folder 35
General Alphabetical Morningside, 1972-1973	box 717	folder 36
<b>Scope and Contents</b>		
(Subjects: Morningside Real Estate; Morningside Heights Institutions; Morningside Renewal Council; 130 Morningside Drive; Morningside Heights security)		
Morris, Alvin C., 1972-1973	box 717	folder 37
General Alphabetical Mos-My, 1972-1973	box 717	folder 38
<b>Scope and Contents</b>		
(Subjects: Muslim Student Association; Music, Department of)		
Moss, Melvin L., 1972-1973	box 717	folder 39
<b>Scope and Contents</b>		
(Subjects: Dental and Oral Surgery, School of – Dean)		
General Alphabetical Na-NBC, 1972-1973	box 717	folder 40
<b>Scope and Contents</b>		
(Subjects: "Nature of Criticism in Black Art"; Named chairs; Named professorships)		
General Alphabetical National A-B, 1972-1973	box 718	folder 1
General Alphabetical National C, 1972-1973	box 718	folder 2
General Alphabetical National D-P, 1972-1973	box 718	folder 3
General Alphabetical National R-U, 1972-1973	box 718	folder 4
National Defense Education Act, 1972-1973	box 718	folder 5
National Development Board, 1972-1973	box 718	folder 6

National Science Foundation, 1972-1973	box 718	folder 7
General Alphabetical Ne-New Z, 1972-1973	box 718	folder 8
<b>Scope and Contents</b>		
(Subjects: Necrology; Network Project; New endowments; Newman-Warren case writing project; Newspaper Personnel Management)		
General Alphabetical New York A-O, 1972-1973	box 718	folder 9
<b>Scope and Contents</b>		
(Subjects: New York Botanical Garden)		
General Alphabetical New York S-U, 1972-1973	box 718	folder 10
General Alphabetical Ni-Nl, 1972-1973	box 718	folder 11
General Alphabetical No-Noy, 1972-1973	box 718	folder 12
<b>Scope and Contents</b>		
(Subjects: Nobel Prize)		
N.R.O.T.C., 1972-1973	box 718	folder 13
<b>Scope and Contents</b>		
(Subjects: Naval Reserve Officer Training Corp)		
General Alphabetical Nu-Ny, 1972-1973	box 718	folder 14
Nursing, School of, 1972-1973	box 718	folder 15
Nye, Joseph, 1972-1973	box 718	folder 16
<b>Scope and Contents</b>		
(Subjects: Vice President for Business)		
General Alphabetical O'Brien-On, 1972-1973	box 718	folder 17
<b>Scope and Contents</b>		
(Subjects: 130 Morningside Drive; Officers of Instruction and Research; Office of Health Physics; Ocean Engineering; 112th Street Neighbors)		
Office of University Placement and Career Planning, 1972-1973	box 718	folder 18
100 Morningside Drive, 1972-1973	box 718	folder 19
General Alphabetical Op-Ow, 1972-1973	box 718	folder 20

**Scope and Contents**

(Subjects: Overheads; Orthopedic Surgery; Oriental Studies Program; Oral History Research Office; Optometry)

---

General Alphabetical Pac-Part, 1972-1973	box 718	folder 21
--	---------	-----------

**Scope and Contents**

(Subjects: Paper (recycled); Parents Committee for Day Care; Parents' Council; Parker School; Parking system)

---

General Alphabetical Pas-Pep, 1972-1973	box 718	folder 22
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**Scope and Contents**

(Subjects: Peer review system)

---

General Alphabetical Per-Pf, 1972-1973	box 718	folder 23
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**Scope and Contents**

(Subjects: Personnel Office; Peter and the Wolf; Personnel)

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Petersen, William E., 1972-1973	box 718	folder 24
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**Scope and Contents**

(Subjects: Trustees, Chairman of)

---

General Alphabetical Ph-Pli, 1972-1973	box 719	folder 1
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**Scope and Contents**

(Subjects: Phi Sigma Delta; Phi Beta Kappa; Phi Gamma Delta; Philosophy, Faculty of; Pilgrims of the United States; Physicians visiting from China)

---

Pharmaceutical Sciences, College of, 1972-1973	box 719	folder 2
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Pharmacy Site, 1972-1973	box 719	folder 3
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**Scope and Contents**

(Subjects: 130 Morningside Drive)

---

Physical Education and Intercollegiate Athletics, 1968-1972	box 719	folder 4
---	---------	----------

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Physical Education and Intercollegiate Athletics, 1973-1974	box 719	folder 5
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Physicians and Surgeons, College of, 1972-1973	box 719	folder 6
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Picker, Harvey, 1972-1973	box 719	folder 7
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**Scope and Contents**

(Subjects: Dean, School of International Affairs)

General Alphabetical Po-Pop, 1972-1973	box 719	folder 8
<p><b>Scope and Contents</b></p> <p>(Subjects: Police Commissioner; Police Department; Population Council; Political Theory: An International Journal of Political Philosophy; Political Science, Faculty of)</p>		
Political Science Quarterly, 1972-1973	box 719	folder 9
General Alphabetical Por-Pow, 1972-1973	box 719	folder 10
<p><b>Scope and Contents</b></p> <p>(Subjects: Power of attorney; Postal Service regulations; Position)</p>		
Pouncey, Peter R., 1972-1973	box 719	folder 11
<p><b>Scope and Contents</b></p> <p>(Subjects: Dean, Columbia College)</p>		
General Alphabetical Pra-Pri, 1972-1973	box 719	folder 12
<p><b>Scope and Contents</b></p> <p>(Subjects: Private Universities Governmental Relations Group; Presidential election; President, Office of; President's Ball; Presidential Committee on the Arts)</p>		
Presbyterian Medical Center, 1972-1973	box 719	folder 13
President's Council, 1972-1973	box 719	folder 14
President's Council - Responses A-G, 1972-1973	box 719	folder 15
President's Council - Responses H-N, 1972-1973	box 719	folder 16
President's Council - Responses P-W, 1972-1973	box 719	folder 17
President's Council, A-C, 1972-1973	box 719	folder 18
President's Council, D-K, 1972-1973	box 719	folder 19
President's Council, L-S, 1972-1973	box 719	folder 20
President's Council, U-W, 1972-1973	box 719	folder 21
President's Council of Deans, 1972-1973	box 719	folder 22
General Alphabetical Pro-Ps, 1972-1973	box 719	folder 23



**Scope and Contents**

(Subjects: Procedures for handling of illegal demonstrations and building occupations; Professor emeritus; Professors; Professorships; Program of General and Continuing Education in the Humanities; Project R.E.A.S.O.N.; Promotions; Protection of human subjects; Psychiatric Institute; Psychological counseling; Psychology, Department of; Psychology Club; Psychology, Division of Experimental)

Proctor and Gamble Fund, 1972-1973	box 720	folder 1
Project Double Discovery, 1972-1973	box 720	folder 2
Projects and Grants, Office of, 1972	box 720	folder 3
Projects and Grants, Office of, 1973	box 720	folder 4
Projects and Grants, Office of - Quarterly Summaries,, 1972-1973	box 720	folder 5
General Alphabetical Pu-Py, 1972-1973	box 720	folder 6

**Scope and Contents**

(Subjects: Public Affairs, Office of; Public Health, School of; Public Relations Conference; Public transportation; Pupin Hall; Pure Science, Faculty of; Publications-Columbia University)

Public Information, Office of, July 1973-September 1973	box 720	folder 7
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**Scope and Contents**

(Subjects: Press releases)

Public Information, Office of, October 1972-December 1972	box 720	folder 8
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**Scope and Contents**

(Subjects: Press releases)

Public Information, Office of, January 1973	box 720	folder 9
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**Scope and Contents**

(Subjects: Press releases)

Public Information, Office of, February 1973-March 1973	box 720	folder 10
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**Scope and Contents**

(Subjects: Press releases)

Pulitzer Prizes, July 1972-March 1973	box 720	folder 11
---------------------------------------	---------	-----------

Pulitzer Prizes, April 1973-May 1973	box 720	folder 12
--------------------------------------	---------	-----------

Pulitzer Prizes - Journalism and Letters Summary, 1972-1973	box 720	folder 13
Pulitzer Prizes - Journalism Recommendations, 1972-1973	box 720	folder 14 to 15
Pulitzer Prizes - Letters, Drama and Music Jury Reports, 1972-1973	box 720	folder 16
Pulitzer Prizes - Secretary's Report - Complete Letters, Drama and Music Jury Reports, 1972-1973	box 720	folder 17
General Alphabetical Q-RCA, 1972-1973	box 720	folder 18
<b>Scope and Contents</b>		
(Subjects: Radiation Safety Committee; Quotas)		
General Alphabetical Re-Rem, 1972-1973	box 720	folder 19
<b>Scope and Contents</b>		
(Subjects: Reactor Safety Committee; Recess; Registration; Reid Hall; Religious holidays)		
Regents Advisory Council for NYC - Regional Plan for Higher Education, August 1972-November 1972	box 721	folder 1
Regents Advisory Council for NYC - Regional Plan for Higher Education, December 1972-1973	box 721	folder 2
Regents Regional Coordinating Council, 1972-March 1973	box 721	folder 3
Regents Regional Coordinating Council, April 1973-September 1973	box 721	folder 4
Registrar, Office of, 1972-1973	box 721	folder 5
Reid Hall, 1972-1973	box 721	folder 6
General Alphabetical Ren-Rho, 1972-1973	box 721	folder 7
<b>Scope and Contents</b>		
(Subjects: Research Gift for Dr. William Chaffee; Reports from Two Presidents; Research staff titles; Residence Halls; Resources for the Future; Retaining Industry in New York; Retirement allowances; Retired and retirements; Resignations; Rent exemptions)		
Resident Counsel - Applicants, 1972-1973	box 721	folder 8 to 9
General Alphabetical Ri-Roe, 1972-1973	box 721	folder 10

**Scope and Contents**

(Subjects: Riverside Park Tennis Courts; Riverside Drive Tenants Association; Right to Read Program; Riverdale Children's Association)

Rockefeller Center, 1972-1973	box 721	folder 11
Rockefeller Foundation, 1972-1973	box 721	folder 12
General Alphabetical Rog-Roth, 1972-1973	box 721	folder 13
Rosenberg, David – Appointment, 1972-1973	box 721	folder 14
Rotary Club, 1972-1973	box 721	folder 15
General Alphabetical Rou-Roy, 1972-1973	box 721	folder 16

**Scope and Contents**

(Subjects: Routing of documents)

General Alphabetical Ru-Ry, 1972-1973	box 721	folder 17
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**Scope and Contents**

(Subjects: Rugby Football Club (Business School-Law School))

Rules of University Conduct, March 1973-April 1973	box 721	folder 18
Rules of University Conduct, May 1973-June 1973	box 721	folder 19
Rules Committee of University Senate, 1972-1973	box 721	folder 20
Russell (Agnes) School, 1972-1973	box 721	folder 21
General Alphabetical Sa-Sam, 1972-1973	box 721	folder 22

**Scope and Contents**

(Subjects: Safety Committee; Sabbatical leaves; Sachem Society; Sailing Club gift; Salary classifications; Salary letters; Salary scale)

Sackler Family, 1972-1973	box 721	folder 23
Saint Luke's Hospital, 1972-1973	box 721	folder 24
General Alphabetical San-Say, 1972-1973	box 721	folder 25
General Alphabetical Sc-Schl, 1972-1973	box 722	folder 1

**Scope and Contents**

(Subjects: Scandinavian Presence in America, Seminar on)

General Alphabetical Schm-Schu, 1972-1973	box 722	folder 2
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**Scope and Contents**

(Subjects: Schulyer Hall)

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General Alphabetical Schw-Sec, 1972-1973	box 722	folder 3
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**Scope and Contents**

(Subjects: Secretary of State; Security; Secretary, Office of; Search committees)

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General Alphabetical Sed-Sey, 1972-1973	box 722	folder 4
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**Scope and Contents**

(Subjects: Seminar on Managing Change)

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Schweitzer (Albert) Chair, 1972-1973	box 722	folder 5
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---

Sea Grant Program, 1972-1973	box 722	folder 6
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Security in Morningside Heights, 1972-1973	box 722	folder 7
--	---------	----------

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Service Charges Legislation, 1972-1973	box 722	folder 8
--	---------	----------

---

General Alphabetical Sh-Shev, 1972-1973	box 722	folder 9
---	---------	----------

**Scope and Contents**

(Subjects: Shanks Village)

---

Shell Companies Foundation, 1972-1973	box 722	folder 10
---------------------------------------	---------	-----------

---

General Alphabetical Shi-Six, 1972-1973	box 722	folder 11
---	---------	-----------

**Scope and Contents**

(Subjects: 620 West 116th Street; 615-617 West 113th Street; 609-615 West 115th Street; Sigma Xi)

---

Six Universities Group, 1972-1973	box 722	folder 12
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General Alphabetical Sk-Sn, 1972-1973	box 722	folder 13
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**Scope and Contents**

(Subjects: Smitty's Festschrift)

---

Sloan (Alfred P.) Foundation, 1972-1973	box 722	folder 14
---	---------	-----------

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General Alphabetical Sob-Soz, 1972-1973	box 722	folder 15
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**Scope and Contents**

(Subjects: Sociology, Department of; Social responsibility in investments; Soccer Advisory Committee)

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Social Work, School of, 1972-February 1973	box 722	folder 16
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Social Work, School of, March 1973-June 1973		
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	box 722	folder 17
General Alphabetical Society, 1972-1973	box 722	folder 18
<b>Scope and Contents</b>		
(Subjects: Society of Sigma Xi; Society of Older Graduates)		
Solomon, Joseph, 1972-1973	box 722	folder 19
Sovern, Michael I., 1972-1973	box 722	folder 20
<b>Scope and Contents</b>		
(Subjects: Dean, School of Law)		
General Alphabetical Sp-Sq, 1972-1973	box 722	folder 21
<b>Scope and Contents</b>		
(Subjects: Spectator Editors, Dinner with; Spain; Spring Strike)		
Space Policy Committee, 1972-1973	box 722	folder 22
Sports Information Office, 1972-1973	box 722	folder 23
General Alphabetical St-Sta, 1972-1973	box 722	folder 24
<b>Scope and Contents</b>		
(Subjects: State of New Jersey; State Planning Commissions; State Postsecondary Education Commissions; State of the University, Committee on the; Statewide Master Plan; Statutes of the University)		
Starr, Louis, 1972-1973	box 722	folder 25
<b>Scope and Contents</b>		
(Subjects: Director, Oral History Research Office)		
State Education Department, July 1972-October 1972	box 723	folder 1
State Education Department, November 1972-December 1972	box 723	folder 2
State Education Department, January 1973-May 1973	box 723	folder 3
State Education Department, June 1973	box 723	folder 4
General Alphabetical Ste-Ster, 1972-1973	box 723	folder 5
General Alphabetical Stet-Sti, 1972-1973	box 723	folder 6
Stein, William H., 1972-1973	box 723	folder 7

**Scope and Contents**

(Subjects: Honorary degrees)

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Stevens, Denis, 1972-1973	box 723	folder 8
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**Scope and Contents**

(Subjects: Professor of Musicology)

---

General Alphabetical Sto-Stu, 1972-1973	box 723	folder 9
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**Scope and Contents**

(Subjects: Street lighting; Stone Gym Youth Center; Strickman Filter; Studies to be funded by the City of New York)

---

General Alphabetical Students, 1972-1973	box 723	folder 10
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**Scope and Contents**

(Subjects: Student Affairs; Student Trustees; Student Protest Resolution; Student aid; Student Organization for Black Unity; Student newspapers; Student enrollment; Student Employment Office; Student directory; Students for a Democratic Society; Student behavior; Student unrest)

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General Alphabetical Su-Sz, 1972-1973	box 723	folder 11
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**Scope and Contents**

(Subjects: Supporting Staff Pension Plan; Swimming Advisory Committee; Summer Repertory Theater; Summer-only M.A. degree; Sublet)

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Summer Session, 1972-1973	box 723	folder 12
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General Alphabetical Ta, 1972-1973	box 723	folder 13
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**Scope and Contents**

(Subjects: Tax reform; Tax exempt organizations; Tau Beta Pi)

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Taylor, Davidson, 1972-1973	box 723	folder 14
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**Scope and Contents**

(Subjects: Special Assistant to President for Education in Arts)

---

General Alphabetical Te-TGO, 1972-1973	box 723	folder 15
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**Scope and Contents**

(Subjects: Term papers; Teaching Apprentice Program; Tennis Center)

Teachers College, 1972-1973	box 723	folder 16
General Alphabetical Th, 1972-1973	box 723	folder 17
<b>Scope and Contents</b>		
(Subjects: Thanatology, Foundation of; Thacher, Proffitt, Prizer, Crawley & Wood; Thefts; Three year A.B. and its implications for Community Colleges)		
Thanos, Constantine (Costas) A., 1972-1973	box 723	folder 18
<b>Scope and Contents</b>		
(Subjects: Plagiarism)		
General Alphabetical Ti-To, 1972-1973	box 723	folder 19
General Alphabetical Tr-Ts, 1972-1973	box 723	folder 20
<b>Scope and Contents</b>		
(Subjects: Track Advisory Committee; Transfer students; Translations; Tribunals; Transportation)		
Tribunals, 1972-1973	box 723	folder 21 to 22
Triga Atomic Reactor, 1972-1973	box 724	folder 1
Trinity Episcopal Schools Corporation, 1972-1973	box 724	folder 2
Trustees, 1972-1973	box 724	folder 3
Trustees-Meeting Minutes, October 1972	box 724	folder 4
<u>Conditions Governing Access:</u> <b>Conditions Governing Access</b> [Restricted until 2024]		
Trustees-Meeting Minutes, November 1972	box 724	folder 5
<u>Conditions Governing Access:</u> <b>Conditions Governing Access</b> [Restricted until 2024]		
Trustees-Meeting Minutes, December 1972	box 724	folder 6
<u>Conditions Governing Access:</u>		

**Conditions Governing Access**

[Restricted until 2024]

Trustees-Meeting Minutes, January 1973	box 724	folder 7
Trustees-Meeting Minutes, February 1973	box 724	folder 8
Trustees-Meeting Minutes, March 1973-April 1973	box 724	folder 9
Trustees-Meeting Minutes, May 1973	box 724	folder 10
Trustees-Meeting Minutes, June 1973	box 724	folder 11
Trustees-Executive Committee, 1972-January 1973	box 724	folder 12
Trustees-Executive Committee, February 1973-June 1973	box 724	folder 13
Trustees-Education, Committee on, August 1972-November 1972	box 724	folder 14
Trustees-Education, Committee on, December 1972-February 1973	box 724	folder 15
Trustees-Education, Committee on, March 1973-June 1973	box 724	folder 16
Trustees-Health Sciences, Committee on, 1972-1973	box 724	folder 17
Trustees-Legal Affairs, Committee on, 1972-February 1973	box 725	folder 1
Trustees-Legal Affairs, Committee on, March 1973-June 1973	box 725	folder 2
Trustees-President's Monthly Report to, 1972-1973	box 725	folder 3
Trustees-Candidate's Biographies I, 1972-1973	box 725	folder 4
Trustees-Candidate's Biographies II, 1972-1973	box 725	folder 5
Trustees-Nominations, Committee on, 1972-1973	box 725	folder 6
Trustees-Alumni Affairs, Committee on, 1972-1973	box 725	folder 7
Trustees-State of the University, Committee on the, 1972-1973	box 725	folder 8
Trustees-Development, Committee on, 1972-1973	box 725	folder 9
Trustees-President's Annual Report to, 1972-1973	box 725	folder 10
Trustees-President's Annual Report to, 1972-1973	box 725	folder 11
Trustees-Abstracts of Minutes, 1972-1973	box 725	folder 12
General Alphabetical Tu-Ty, 1972-1973	box 725	folder 13

**Scope and Contents**

(Subjects: 26th Precinct; Twenty-Five Year Club; Turkish Studies, Center for)

Tuition, 1972-1973	box 725	folder 14
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**Scope and Contents**

(Subjects: Tuition exemption)

General Alphabetical Ud-Up, 1972-1973	box 725	folder 15
<b>Scope and Contents</b>		
(Subjects: Upward Bound Program; Unionization; Undergraduate Dormitory Council; "Uncertainty" Sculpture)		
Ungaretti (Giuseppe) Professorship of Italian Literature, 1972-1973	box 725	folder 16
<b>Scope and Contents</b>		
(Subjects: Sozzi, Ercole Laurence)		
General Alphabetical United, 1972-1973	box 725	folder 17
General Alphabetical United States, 1972-1973	box 725	folder 18
Universities Research Association, 1972-1973	box 725	folder 19
General Alphabetical University A-H, 1972-1973	box 725	folder 20
<b>Scope and Contents</b>		
(Subjects: University Club; University Committee on Deferred Gifts; University Consortium for World Order Studies; University Hall swimming pool)		
General Alphabetical University I-M, 1972-1973	box 725	folder 21
<b>Scope and Contents</b>		
(Subjects: University Lecture; University Librarian)		
General Alphabetical University N-W, 1972-1973	box 725	folder 22
<b>Scope and Contents</b>		
(Subjects: University name, use of; University-owned property; University Women's Realty Corporation; University Safety Officer)		
University Professors and Professorships, 1972-1973	box 725	folder 23
University Representation, 1972-1973	box 725	folder 24
University Seminars, 1972-1973	box 725	folder 25
University Senate, July 1972-October 1972	box 725	folder 26
University Senate, November 1972-February 1973	box 726	folder 1
University Senate, March 1973	box 726	folder 2
University Senate, April 1973	box 726	folder 3

University Senate, May 1973-June 1973	box 726	folder 4
University Statutes, 1972-1973	box 726	folder 5
General Alphabetical Ur-Va, 1972-1973	box 726	folder 6
<b>Scope and Contents</b>		
(Subjects: Urban Chair; Urban Affairs, Office of; Urban Corps Program; Urban Fellowship Program; Uris Shell, Dedication of; Urban Studies)		
Urban Center, 1972-1973	box 726	folder 7
Vail, Margaret Aldrich, 1972-1973	box 726	folder 8
<b>Scope and Contents</b>		
(Subjects: Columbia Women's Liberation; Women's Affirmative Action Coalition)		
Varsity "C" Club, 1972-1973	box 726	folder 9
General Alphabetical Ve-Vr, 1972-1973	box 726	folder 10
<b>Scope and Contents</b>		
(Subjects: Visiting Scholar Program; Voluntary Support of Education, Survey of; VEMA; Violations; Visiting Professors; Vietnam; Vice President for Personnel Management; Vega II, Motor yacht; Village Voice)		
Vetlesen Prize, 1972-1973	box 726	folder 11
Vetlesen Visiting Professorship, 1972-1973	box 726	folder 12
<b>Scope and Contents</b>		
(Subjects: Palmason, Gudmundur)		
Vogel, Edwin C., 1952-1973	box 726	folder 13
General Alphabetical Wa-Wal, 1972-1973	box 726	folder 14
General Alphabetical Wan-Wc, 1972-1973	box 726	folder 15
Washington Heights Child Care Center I, 1972-1973	box 726	folder 16
Washington Heights Child Care Center II, 1972-1973	box 726	folder 17
Watkins, Morris W., 1972-1973	box 726	folder 18
Wellington, John, 1972-1973	box 726	folder 19
<b>Scope and Contents</b>		
(Subjects: Director, Office of Alumni Relations)		
General Alphabetical We-Wer, 1972-1973	box 726	folder 20
General Alphabetical Wes-Whit, 1972-1973	box 726	folder 21

**Scope and Contents**

(Subjects: West 112th Street Block Association; West 113th Street Block Association)

Wiesel, Elie, 1972-1973	box 726	folder 22
West Harlem Community Organization, 1972-1973	box 726	folder 23
West 115th Street Development, 1972-1973	box 726	folder 24
<b>Scope and Contents</b>		
(Subjects: 609-615 West 115th Street)		
Wheeler, John, 1972-1973	box 726	folder 25
<b>Scope and Contents</b>		
(Subjects: Thacher, Proffitt, Prizer, Crawley & Wood)		
General Alphabetical Wi-Wil, 1972-1973	box 726	folder 26
<b>Scope and Contents</b>		
(Subjects: Wills and bequests)		
Wien, Lawrence A., 1972-1973	box 727	folder 1
General Alphabetical Win-WNBC, 1972-1973	box 727	folder 2
<b>Scope and Contents</b>		
(Subjects: Withdrawal from Vietnam)		
WKCR (Columbia Radio Station), 1972-1973	box 727	folder 3
General Alphabetical Wo-Woos, 1972-1973	box 727	folder 4
<b>Scope and Contents</b>		
(Subjects: Women's Affirmative Action Coalition; Women's Faculty Club; Woodbridge Lectures)		
General Alphabetical Wor-X, 1972-1973	box 727	folder 5
<b>Scope and Contents</b>		
(Subjects: Work-Study; "Workers' Bureaucratic Predisposition and Job Requirements" study; World Gratitude Day; Wrestling Advisory Committee)		
General Alphabetical Y, 1972-1973	box 727	folder 6
<b>Scope and Contents</b>		
(Subjects: Yule Log Ceremony)		
Young, Isabel, 1972-1973	box 727	folder 7

General Alphabetical Z, 1972-1973	box 727	folder 8
Miscellaneous, 1972-1973	box 727	folder 9

[^ Return to Table of Contents](#)

## Series IV, 1973-1974

### Scope and Contents

This series of Central Files is the continuation of records found in Series I covering the year July 1, 1973 to June 30, 1974. Individually named and general alphabetical files are arranged in one alphabetical sequence. Important subjects addressed in the general alphabetical files are noted parenthetically.

Title/Description	Instances	
General Alphabetical A-Ac, 1973-1974	box 727	folder 10
<b>Scope and Contents</b> (Subjects: Academic review of 1972-1973 Academic freedom in Chile; Academic costume; Academic Affairs)		
Abel, Elie, 1973-1974	box 727	folder 11
<b>Scope and Contents</b> (Subjects: Journalism, Graduate School of)		
Academic Calendar, 1973-1974	box 727	folder 12
Accreditation, 1973-1974	box 727	folder 13
General Alphabetical Ad-Ae, 1973-1974	box 727	folder 14
<b>Scope and Contents</b> (Subjects: Advertising; Admissions; Administrative expenses; Administrative affairs; Administrative committees; Ad Hoc Committee for Organizing; Ad hoc committees)		
Administrative Leaves, 1973-1974	box 727	folder 15
Advisers, Compensation for, 1973-1974	box 727	folder 16
General Alphabetical Af-Ak, 1973-1974	box 727	folder 17
<b>Scope and Contents</b> (Subjects: Air conditioning; "African Art as Philosophy" Exhibit)		
Affirmative Action Program, 1971-March 1973	box 727	folder 18

**Scope and Contents**

(Subjects: Health, Education, and Welfare, Dept. of (HEW))

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Affirmative Action Program, April 1973-1974	box 727	folder 19
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**Scope and Contents**

(Subjects: Health, Education, and Welfare, Dept. of (HEW))

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General Alphabetical Al-Ali, 1973-1974	box 727	folder 20
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General Alphabetical All-Alv, 1973-1974	box 727	folder 21
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**Scope and Contents**

(Subjects: Alumni Club of Mexico; Alumni in Israel)

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Alumni Federation of Columbia University, 1973-1974	box 727	folder 22
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General Alphabetical Am-Ams, 1973-1974	box 727	folder 23
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**Scope and Contents**

(Subjects: Amateur Athletic Competition)

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General Alphabetical American A-B, 1973-1974	box 727	folder 24
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General Alphabetical American C-F, 1973-1974	box 727	folder 25
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General Alphabetical American G-T, 1973-1974	box 727	folder 26
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American Assembly, 1973-1974	box 727	folder 27
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American Association of University Professors, 1973-1974	box 727	folder 28
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American Language Program, 1973-1974	box 727	folder 29
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American Press Institute, 1973-1974	box 727	folder 30
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General Alphabetical An-Ap, 1973-1974	box 727	folder 31
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**Scope and Contents**

(Subjects: Appointment of Officers; Anatomy, Department. of; "Applications of Psychological Knowledge to Conflict Resolution..."; Appointments; April in Paris Ball; Anti-Defamation League of B'nai B'rith)

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Angel, J. Roger, 1973-1974	box 728	folder 1
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Applied Social Research, Bureau of, 1973-1974	box 728	folder 2
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General Alphabetical Ar-Art, 1973-1974	box 728	folder 3
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**Scope and Contents**

(Subjects: Art Properties; Arab interests; Arden House; Armed Forces recruiting; Arrests of students; Arts, Committee on the; Army enrollments)

Architecture and Planning, Graduate School of, 1973-1974	box 728	folder 4
Arts, School of the, 1973-1974	box 728	folder 5
Arts and Sciences, Graduate School of, 1973-1974	box 728	folder 6
General Alphabetical As-Ast, 1973-1974	box 728	folder 7

**Scope and Contents**

(Subjects: Asian American Field Study; Asian Studies; Astrophysics Laboratory; Associate degrees; Asian Youth Chamber of Columbia University)

General Alphabetical Association A-W, 1973-1974	box 728	folder 8
Association of American Colleges, 1973-1974	box 728	folder 9
Association of American Universities, 1973-1974	box 728	folder 10 to 11
Association of Colleges and Universities in the State of NY, 1973-1974	box 728	folder 12
General Alphabetical Atl-Ax, 1973-1974	box 728	folder 13

**Scope and Contents**

(Subjects: Avery Hall; Automobile; Award of Excellence; Audit Committee; Attica Brigade)

Athletics, 1973-1974	box 728	folder 14
Athletics Director Search, 1973-1974	box 728	folder 15
General Alphabetical Ba-Bal, 1973-1974	box 728	folder 16
Bampton Lectures, 1973-1974	box 728	folder 17
General Alphabetical Ban, 1973-1974	box 728	folder 18

**Scope and Contents**

(Subjects: Bankers' Luncheon)

Bancroft Prizes, 1973-1974	box 728	folder 19
General Alphabetical Bar-Barn, 1973-1974	box 728	folder 20

**Scope and Contents**

(Subjects: Bard Hall; Bard Haven Apartments; Bard Haven Auditorium; Bard Haven drug bust; Bar and grill at 600 W. 116th Street)

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Barger, Harold, 1973-1974	box 728	folder 21
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**Scope and Contents**

(Subjects: Senate Committee on Faculty Affairs, Chairman)

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Barnard College, 1973	box 728	folder 22
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Barnard College, January 1974-February 1974	box 728	folder 23
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Barnard College, March 1974-June 1974	box 728	folder 24
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General Alphabetical Barr-Bast, 1973-1974	box 728	folder 25
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Barzun, Jacques, 1973-1974	box 728	folder 26
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General Alphabetical Bau-Bel, 1973-1974	box 728	folder 27
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General Alphabetical Ben-Benz, 1973-1974	box 728	folder 28
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General Alphabetical Ber-Bers, 1973-1974	box 728	folder 29
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General Alphabetical Bes-Bi, 1973-1974	box 729	folder 1
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**Scope and Contents**

(Subjects: Biological Sciences building; Bioengineering Institute)

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Bhutto, Zulfikar Ali, 1973-1974	box 729	folder 2
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**Scope and Contents**

(Subjects: Pakistan, Prime Minister of)

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General Alphabetical Bla-Blu, 1973-1974	box 729	folder 3
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**Scope and Contents**

(Subjects: Black Faculty and Administrators of Columbia; Black Medical Research building; Black and Puerto Rican Student-Faculty Organization; Blank check purchasing plan; Blue Key Society)

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Bloor, William, 1973-1974	box 729	folder 4
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**Scope and Contents**

(Subjects: Treasurer; Gifts)

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General Alphabetical Bo-Bp, 1973-1974	box 729	folder 5
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**Scope and Contents**

(Subjects: Book Arts Press)

Boulton (Laura) Collection, 1973-1974	box 729	folder 6
General Alphabetical Bra-Brau, 1973-1974	box 729	folder 7
General Alphabetical Bre-Bros, 1973-1974	box 729	folder 8
<b>Scope and Contents</b>		
(Subjects: Broadway Presbyterian Church; Bronfman Luncheon)		
General Alphabetical Brow-Brz, 1973-1974	box 729	folder 9
General Alphabetical Buc-Burt, 1973-1974	box 729	folder 10
<b>Scope and Contents</b>		
(Subjects: Burgess Hall; Bundy Funds; Bulk stationery price list)		
Buchanan, Peter McE., 1973-1974	box 729	folder 11
<b>Scope and Contents</b>		
(Subjects: University Development and Alumni Relations; Director of Development and Alumni Relations)		
Budget, 1973-1974	box 729	folder 12
Buell, Temple Hoyne, 1973-1974	box 729	folder 13
Buildings and Grounds, Committee on, 1973-1974	box 729	folder 14
Burger, Warren E., 1973-1974	box 729	folder 15
<b>Scope and Contents</b>		
(Subjects: Honorary degrees)		
Burkhardt, Frederick, 1973-1974	box 729	folder 16
<b>Scope and Contents</b>		
(Subjects: Honorary degrees)		
General Alphabetical Bus-By, 1973-1974	box 729	folder 17
<b>Scope and Contents</b>		
(Subjects: Butler Library)		
Business, School of, 1973-March 1974	box 729	folder 18
Business, School of, April 1974-June 1974	box 729	folder 19
Business, School of - Report for the Year, 1972-1973		



	box 729	folder 20
Butler (Nicholas Murray) Medal in Silver, 1973-1974	box 729	folder 21
<b>Scope and Contents</b>		
(Subjects: Thorndike, Robert L.)		
General Alphabetical Ca-Cal, 1973-1974	box 729	folder 22
Cabot (Maria Moors) Prizes, 1973-1974	box 729	folder 23
General Alphabetical Cam-Cap, 1973-1974	box 729	folder 24
<b>Scope and Contents</b>		
(Subjects: Campus landscaping; Campus profile; Campus lighting; Campus Crusade for Christ; Camp Columbia)		
General Alphabetical Car-Cary, 1973-1974	box 729	folder 25
<b>Scope and Contents</b>		
(Subjects: Carleton Laboratory)		
Carnegie Commission on Higher Education, 1973-1974	box 729	folder 26
Carnegie Corporation, 1973-1974	box 729	folder 27
Carter, Paul D., 1973-1974	box 729	folder 28
<b>Scope and Contents</b>		
(Subjects: Executive Vice President for Administration)		
General Alphabetical Cas-CBS, 1973-1974	box 729	folder 29
<b>Scope and Contents</b>		
(Subjects: Casa Hispanica; Catholic Residence Project; Catholic Student Organization)		
Casa Italiana, 1973-1974	box 729	folder 30
Cathedral Church of St. John the Divine, 1973-1974	box 729	folder 31
General Alphabetical Ce-Cer, 1973-1974	box 729	folder 32
<b>Scope and Contents</b>		
(Subjects: Central Files; Central Park; Certificate in Advanced Social Welfare)		
General Alphabetical Center, 1973-1974	box 729	folder 33

**Scope and Contents**

(Subjects: Center for Continuing Education; Center for Social Science; Center for Food Studies)

General Alphabetical Cha-Chi, 1973-1974	box 730	folder 1
<b>Scope and Contents</b>		
(Subjects: Chemistry, Department of; Charters and Statutes; Charter Day; Chile, Academic Freedom in; China; Chinese scholars; Chinese Economics; Chinese scientists' visit to U.S.; Chemical Engineering and Applied Chemistry, Department of)		
Chubb Foundation, 1973-1974	box 730	folder 2
General Alphabetical Cho-Chu, 1973-1974	box 730	folder 3
<b>Scope and Contents</b>		
(Subjects: Christmas holiday)		
General Alphabetical Ci-Civ, 1973-1974	box 730	folder 4
<b>Scope and Contents</b>		
(Subjects: City hospitals; Civil Service Summer Intern Program)		
General Alphabetical Cl-Clay, 1973-1974	box 730	folder 5
Class of 1924 Visit to Colombia, 1973-1974, 1924, 1973-1974	box 730	folder 6
General Alphabetical Cle-Clu, 1973-1974	box 730	folder 7
<b>Scope and Contents</b>		
(Subjects: Club Van Cortlandt; Clinical Scholars Program)		
General Alphabetical Co-Col, 1973-1974	box 730	folder 8
<b>Scope and Contents</b>		
(Subjects: Coalition for the Washington Heights Community; Collective bargaining; Columbus Tapestry)		
General Alphabetical College, 1973-1974	box 730	folder 9
<b>Scope and Contents</b>		
(Subjects: College of Pharmacy; College graduates; College Facts Chart)		
General Alphabetical Columbia A-V, 1973-1974	box 730	folder 10

**Scope and Contents**

(Subjects: Columbia Varsity Crew; Columbia University Summer Training Program for College Teachers; Columbia University Directory; Columbia University Club; Columbia University Community Chest; Columbia Undergraduate Fund Organization; Columbia Tenant's Union; Columbia-Barnard Course Guide; Columbia Ice Hockey Club; Columbia Community Against Tuition Hikes and Financial Aid Cuts; Columbia Administrative Staff Association)

Columbia College, 1973-1974	box 730	folder 11
Columbia Committee for Community Service, 1973-1974	box 730	folder 12
<b>Scope and Contents</b>		
(Subjects: Columbia Community Chest)		
Columbia-Presbyterian Medical Center Fund, July 1973-September 1973	box 730	folder 13
Columbia-Presbyterian Medical Center Fund, October 1973	box 730	folder 14
Columbia-Presbyterian Medical Center Fund, November 1973-February 1974	box 730	folder 15
Columbia-Presbyterian Medical Center Fund, March 1974-June 1974	box 730	folder 16
Columbia-Presbyterian Medical Center Fund - Medi Center 1 Donors, 1973-1974	box 730	folder 17
Columbia-Presbyterian Medical Center Fund - Board of Trustees Meetings, 1973-1974	box 730	folder 18
Columbia Reports, 1973-1974	box 730	folder 19
<b>Scope and Contents</b>		
(Subjects: Publications-Columbia University)		
Columbia Scholastic Press Association, 1973-1974	box 730	folder 20
Columbia Spectator, 1973-1974	box 730	folder 21
Columbia University Press, 1973-1974	box 730	folder 22
Columbus Hospital, 1973-1974	box 730	folder 23
General Alphabetical Com-Comp, 1973-1974	box 730	folder 24

**Scope and Contents**

(Subjects: Community Board #9; Commander of Manhattan North; Community organization support; Community relations; Computing activities;

Community school districts; Computing Policy  
Committee)

Commemoration Service, 1973-1974	box 730	folder 25
Commencement, January 1974-April 1974	box 730	folder 26
Commencement, 1973-1974	box 731	folder 1
Commencement - Honors - Seymour Benzer, 1973-1974	box 731	folder 2
<b>Scope and Contents</b>		
(Subjects: Honorary degrees)		
Commencement - Honors - Frederick H. Burkhardt, 1973-1974	box 731	folder 3
<b>Scope and Contents</b>		
(Subjects: Honorary degrees)		
Commencement - Honors - Katharine Graham, 1973-1974	box 731	folder 4
<b>Scope and Contents</b>		
(Subjects: Honorary degrees)		
Commencement - Honors - Michael Heidelberger, 1973-1974	box 731	folder 5
<b>Scope and Contents</b>		
(Subjects: Honorary degrees)		
Commencement - Honors - Louis I. Kahn, 1973-1974	box 731	folder 6
<b>Scope and Contents</b>		
(Subjects: Honorary degrees)		
Commencement - Honors - Arnaldo Momigliano, 1973-1974	box 731	folder 7
<b>Scope and Contents</b>		
(Subjects: Honorary degrees)		
Commencement - Honors - Henry Spencer Moore, 1973-1974	box 731	folder 8
<b>Scope and Contents</b>		
(Subjects: Honorary degrees)		
Commencement - Honors - Jacob Neusner, 1973-1974	box 731	folder 9

**Scope and Contents**

(Subjects: Honorary degrees)

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Commencement - Honors - Lawrence A. Wien, 1973-1974	box 731	folder 10
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**Scope and Contents**

(Subjects: Honorary degrees)

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Commencement - Honors - Malcolm Wilson, 1973-1974	box 731	folder 11
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**Scope and Contents**

(Subjects: Honorary degrees)

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Commencement - Honors - Robert L. Thorndike (Butler Medal in Silver), 1973-1974	box 731	folder 12
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**Scope and Contents**

(Subjects: Honorary degrees)

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Commission on Independent Colleges and Universities, 1973-1974	box 731	folder 13
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General Alphabetical Committee, 1973-1974	box 731	folder 14
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**Scope and Contents**

(Subjects: Committee on Whether the Campus Should be Moved; Committee to Study Alumni Communications; Committee on Graduate Residence; Committee Book)

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Community Board #12	box 731	folder 15
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Community Educational Exchange Program (CEEP), June 1973-August 1973	box 731	folder 16
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Community Educational Exchange Program (CEEP), September 1973-1974	box 731	folder 17
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Computer Center and Computing Activities, 1973-1974	box 731	folder 18
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General Alphabetical Con-Cony, 1973-1974	box 731	folder 19
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**Scope and Contents**

(Subjects: Continuing Education; Contract, Authority to; Consulate General of Israel; Construction budget; Concerts; Conferences; Conferral dates for doctoral degrees)

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Controller, Office of the, 1973-1974	box 731	folder 20
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**Scope and Contents**

(Subjects: Halperin, David A.)

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Controller, Office of the, 1973-1974	box 731	folder 21
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**Scope and Contents**

(Subjects: Halperin, David A.)

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Controller, Office of the, 1973-1974	box 731	folder 22
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**Scope and Contents**

(Subjects: Halperin, David A.)

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General Alphabetical Coo-Cor, 1973-1974	box 731	folder 23
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**Scope and Contents**

(Subjects: Copyrights)

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Coopers and Lybrand, 1973-1974	box 731	folder 24
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General Alphabetical Cos-Cox, 1973-1974	box 731	folder 25
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**Scope and Contents**

(Subjects: Course Guide)

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General Alphabetical Council, 1973-1974	box 731	folder 26
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**Scope and Contents**

(Subjects: Council of the Class of 1976 Council of Deans)

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General Alphabetical Cr-Cs, 1973-1974	box 731	folder 27
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**Scope and Contents**

(Subjects: Crew Advisory Committee; Cross River Road, Katonah)

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General Alphabetical Cu-Cz, 1973-1974	box 731	folder 28
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General Alphabetical Da-Dan, 1973-1974	box 731	folder 29
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Danielides, John, 1973-1974	box 731	folder 30
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Das (Taraknath) Foundation, 1973-1974	box 731	folder 31
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General Alphabetical Dar-Day, 1973-1974	box 731	folder 32
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General Alphabetical Dc-Dem, 1973-1974	box 731	folder 33
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**Scope and Contents**

(Subjects: Delegate system; Deferred tuition plan; Debate Council)

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Deak, Istvan, 1973-1974	box 731	folder 34
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**Scope and Contents**

(Subjects: Director, Institute on East Central Europe)

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Deans, Directors and Chairmen, 1973-1974	box 731	folder 35
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deBary, William Theodore, 1973-1974	box 731	folder 36
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**Scope and Contents**

(Subjects: Executive Vice President for Academic Affairs; Provost)

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Deferred Giving, University Committee on, 1973-1974	box 732	folder 1
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Delacorte, George T., 1973-1974	box 732	folder 2
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**Scope and Contents**

(Subjects: Campus landscaping)

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Delafield Botanical Gardens, 1973-1974	box 732	folder 3
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General Alphabetical Den-Dh, 1973-1974	box 732	folder 4
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**Scope and Contents**

(Subjects: Dental education; Dental School aid; Detroit visit)

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Dental and Oral Surgery, School of, 1973-1974	box 732	folder 5
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Dental and Oral Surgery, School of - Five-Year Plan, 1973-1974	box 732	folder 6
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Dental and Oral Surgery, School of – Search Committee, 1973-1974	box 732	folder 7
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General Alphabetical Department, 1973-1974	box 732	folder 8
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**Scope and Contents**

(Subjects: Department of the Air Force)

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Department of Health, Education and Welfare, 1973-1974	box 732	folder 9
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Deprogramming, 1973-1974	box 732	folder 10
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**Scope and Contents**

(Subjects: New Testament Missionary Fellowship)

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Development, 1973-1974	box 732	folder 11
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General Alphabetical Di-Div, 1973-1974	box 732	folder 12
District 65, 1973-1974	box 732	folder 13
<b>Scope and Contents</b>		
(Subjects: Ad Hoc Committee for Organizing)		
General Alphabetical Do-Dou, 1973-1974	box 732	folder 14
<b>Scope and Contents</b>		
(Subjects: Doctoral Evaluation Project; Doctoral Council; Doctoral programs; Dormitory tour)		
Doherty (Henry L. and Grace) Charitable Foundation, 1973-1974	box 732	folder 15
Dormitory Authority of New York, 1973-1974	box 732	folder 16
General Alphabetical Dr-Dy, 1973-1974	box 732	folder 17
<b>Scope and Contents</b>		
(Subjects: Drug abuse; Drew (Charles) Pre-Medical Society)		
duPont (Alfred I.) Awards, 1973-1974	box 732	folder 18
General Alphabetical Ea-Ec, 1973-1974	box 732	folder 19
<b>Scope and Contents</b>		
(Subjects: East Asian Library; East Asian Languages and Cultures, Department of; East Hall)		
Earl Hall, 1973-1974	box 732	folder 20
General Alphabetical Ed-Ee, 1973-1974	box 732	folder 21
<b>Scope and Contents</b>		
(Subjects: Editorial Page Editors and Writers Seminar; Educational Psychology: Schooling Program)		
Education Act, 1973-1974	box 732	folder 22
Educational Testing Service, 1973-1974	box 732	folder 23
General Alphabetical Eg-Eis, 1973-1974	box 732	folder 24
General Alphabetical El-En, 1973-1974	box 732	folder 25
<b>Scope and Contents</b>		
(Subjects: Energy conservation program; Electric power; Employees' dependents; Employment policies; Energy crisis)		
Emeritus Professors, 1973-1974	box 732	folder 26



Engineering and Applied Science, School of, 1973-1974	box 732	folder 27 to 28
Engineering and Applied Science, School of - Aims and Goals, 1973-1974	box 732	folder 29
Engineering and Applied Science, School of - Space, 1973-1974	box 733	folder 1
General Alphabetical Ep-Er, 1973-1974 <b>Scope and Contents</b> (Subjects: Equal Employment Opportunity)	box 733	folder 2
General Alphabetical Es-Ev, 1973-1974 <b>Scope and Contents</b> (Subjects: Eviction; Ethnic Studies; Estate Planning Program)	box 733	folder 3
Everett, John R., 1973-1974	box 733	folder 4
General Alphabetical Ew-Ez, 1973-1974 <b>Scope and Contents</b> (Subjects: Expenditures; Excess property)	box 733	folder 5
Experimental College, 1973-1974	box 733	folder 6
Externally Funded Research and Instruction, 1973-1974	box 733	folder 7
General Alphabetical Fa-Fay, 1973-1974 <b>Scope and Contents</b> (Subjects: Family Educational Rights and Privacy Act; Fall Reunion Day)	box 733	folder 8
General Alphabetical Faculty, 1973-1974 <b>Scope and Contents</b> (Subjects: Faculty collective bargaining; Faculty children; Faculty Association; Faculty assignments; Faculty employment; Faculty Handbook; Faculty and Librarian Election on Unionization; Faculty housing; Faculty organization; Faculty salaries; Faculty Senate; Faculty Services Division; Faculty House)	box 733	folder 9
Fairchild (Sherman) Life Sciences Building, June 1973-September 1973	box 733	folder 10
Fairchild (Sherman) Life Sciences Building, October 1973-1974	box 733	folder 11
General Alphabetical Fe-Feu, 1973-1974	box 733	folder 12

**Scope and Contents**

(Subjects: Festschrift (Smitty's); Ferris Booth Hall; Fencing Advisory Committee; Federal Relief Funds; Federal State and Municipal Relations; Federal Liason Representative; Federal Education Programs; Federal College Work-Study Program; Federal Aid; Federal student aid)

Fees, 1973-1974	box 733	folder 13
General Alphabetical Fi-Finn, 1973-1974	box 733	folder 14

**Scope and Contents**

(Subjects: Film Division; Financial turnaround; Financial crisis; Financial Report)

Finance, Committee on, July 1973-September 1973	box 733	folder 15
Finance, Committee on, October 1973-December 1973	box 733	folder 16
Finance, Committee on, January 1974	box 733	folder 17
Finance, Committee on, March 1974-May 1974	box 733	folder 18
Finance, Committee on, June 1974	box 733	folder 19
General Alphabetical Fir-Fiv, 1973-1974	box 733	folder 20

**Scope and Contents**

(Subjects: 530 W. 112th Street; 532 W. 215th Street; Five year plans; 540 W. 112th Street; 549 W. 113th Street)

First National City Bank, 1973-1974	box 733	folder 21
General Alphabetical Fl-Foo, 1973-1974	box 733	folder 22

**Scope and Contents**

(Subjects: Football coach search; Football Advisory Committee)

General Alphabetical For-Fox, 1973-1974	box 733	folder 23
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**Scope and Contents**

(Subjects: 432 South Road, Poughkeepsie; Forum (Columbia); Foreign Student Center; "Forces Shaping Modern Greece" Symposium)

Ford Foundation, 1973-1974	box 733	folder 24
General Alphabetical Fra-Fre, 1973-1974	box 733	folder 25

**Scope and Contents**

(Subjects: Freshman orientation; Fraternities)

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Fraenkel, George K., 1973-1974	box 733	folder 26
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**Scope and Contents**

(Subjects: Graduate School of Arts and Sciences – Dean)

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General Alphabetical Fri-Fu, 1973-1974	box 733	folder 27
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**Scope and Contents**

(Subjects: Furnald Undergraduate Dormitory Council; Fuel crisis; Fringe benefits; Furnald Hall)

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General Alphabetical Ga-Gay, 1973-1974	box 734	folder 1
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**Scope and Contents**

(Subjects: Gay People at Columbia)

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Gangemi, Frederick, 1973-1974	box 734	folder 2
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Gaskin, Frances Christian, 1973-1974	box 734	folder 3
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General Alphabetical Ge-Geo, 1973-1974	box 734	folder 4
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**Scope and Contents**

(Subjects: General Purpose Funds; Geography, Department of; Geology, Department of)

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General Alphabetical Ger-Gim, 1973-1974	box 734	folder 5
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General and Continuing Education in the Humanities, 1973-1974	box 734	folder 6
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General Electric Foundation, 1973-1974	box 734	folder 7
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General Motors Corporation, 1973-1974	box 734	folder 8
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General Studies, School of, 1973-1974	box 734	folder 9
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Gifts, July 1973-October 1973	box 734	folder 10
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Gifts, November 1973-January 1974	box 734	folder 11
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Gifts, February 1974-July 1974	box 734	folder 12
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General Alphabetical Gin-Gl, 1973-1974	box 734	folder 13
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**Scope and Contents**

(Subjects: Glee Club)

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General Alphabetical Go-Gol, 1973-1974	box 734	folder 14
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**Scope and Contents**

(Subjects: Goals for Student Affairs)

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Godel, Kurt, 1973-1974	box 734	folder 15
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**Scope and Contents**

(Subjects: Honorary degrees)

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General Alphabetical Gon-Gov, 1973-1974	box 734	folder 16
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**Scope and Contents**

(Subjects: Governmental relations; Governmental Affairs)

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Gorenstein, Shirley, 1973-1974	box 734	folder 17
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**Scope and Contents**

(Subjects: Professor of Anthropology)

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General Alphabetical Gra-Gray, 1973-1974	box 734	folder 18
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**Scope and Contents**

(Subjects: Graduate Student Representative Council)

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Graduate Faculties Alumni, 1973-1974	box 734	folder 19
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General Alphabetical Gre-Grey, 1973-1974	box 734	folder 20
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**Scope and Contents**

(Subjects: Great Teacher Awards; Greenhouse Nursery School)

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General Alphabetical Gri-Gum, 1973-1974	box 734	folder 21
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**Scope and Contents**

(Subjects: Group of Senior Students; Guide for Foreign Visitors; Guaranteed student loan programs; Guard services)

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General Alphabetical Gur-Guy, 1973-1974	box 734	folder 22
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Gymnasium, 1973-1974	box 734	folder 23
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General Alphabetical Ha-Ham, 1973-1974	box 734	folder 24
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Habib, Rafat, 1973-1974	box 734	folder 25
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Halperin, David A., 1973-1974	box 734	folder 26
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**Scope and Contents**

(Subjects: Controller)

General Alphabetical Han-Hars, 1973-1974	box 734	folder 27
General Alphabetical Hart-Harv, 1973-1974	box 734	folder 28
Harlem Hospital, 1973-1974	box 735	folder 1
Harriss, C. Lowell, 1973-1974	box 735	folder 2

**Scope and Contents**

(Subjects: Professor of Economics)

General Alphabetical Has-Haz, 1973-1974	box 735	folder 3
Haskell (Edward) Report for the General Education Seminar, 1973-1974	box 735	folder 4
Hassialis, Menelaos (John) D., 1973-1974	box 735	folder 5
Hastings, John J., 1973-1974	box 735	folder 6

**Scope and Contents**

(Subjects: Assistant Vice President for Public Information)

General Alphabetical He-Hem, 1973-1974	box 735	folder 7
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**Scope and Contents**

(Subjects: Health and Hospitals Corporation; Heights-Inwood; Health Service)

Health Sciences, Committee on, July 1973-October 1973	box 735	folder 8
Health Sciences, Committee on, November 1973-December 1973	box 735	folder 9
Health Sciences, Committee on, January 1974	box 735	folder 10
Health Sciences, Committee on, February 1974	box 735	folder 11
Health Sciences, Committee on, March 1974	box 735	folder 12
Health Sciences, Committee on, April 1974	box 735	folder 13
Health Sciences, Committee on, May 1974	box 735	folder 14
Health Sciences, Committee on, June 1974	box 735	folder 15
General Alphabetical Hen-Hey, 1973-1974	box 735	folder 16

**Scope and Contents**

(Subjects: HEOP (Higher Education Opportunity Program))

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Hendin, Herbert, 1973-1974	box 735	folder 17
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**Scope and Contents**

(Subjects: Tennis Center)

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Hennessy, Wesley J., 1973-1974	box 735	folder 18
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**Scope and Contents**

(Subjects: Engineering and Applied Science, School of, Dean)

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Herzog (Jacob) Memorial Lecture, 1973-1974	box 735	folder 19
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**Scope and Contents**

(Subjects: Goitein, S.D.)

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General Alphabetical Hi-Hn, 1973-1974	box 735	folder 20
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**Scope and Contents**

(Subjects: Higher Education Opportunity Program; Hiring and Promotional Information, Disclosure of; History, Department of)

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Higgins (Eugene) Trust, 1973-1974	box 735	folder 21
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Hinkle, William, 1973-1974	box 735	folder 22
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**Scope and Contents**

(Subjects: Professor Emeritus of Art History)

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General Alphabetical Ho-Hoh, 1973-1974	box 735	folder 23
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**Scope and Contents**

(Subjects: Hockey Club)

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General Alphabetical Hol-Hoo, 1973-1974	box 735	folder 24
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**Scope and Contents**

(Subjects: Homecoming)

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Honors and Prizes, January 1973-October 1973, 1973-1974, January 1973-October 1973, 1973-1974	box 735	folder 25
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**Scope and Contents**

(Subjects: Honorary degrees)

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Honors and Prizes, November 1973, 1973-1974, 1973, 1973-1974	box 735	folder 26
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**Scope and Contents**

(Subjects: Honorary degrees)

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Honors and Prizes, November 1973	box 736	folder 1
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**Scope and Contents**

(Subjects: Honorary degrees)

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Honors and Prizes, December 1973	box 736	folder 2
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**Scope and Contents**

(Subjects: Honorary degrees)

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Honors and Prizes, 1974	box 736	folder 3
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**Scope and Contents**

(Subjects: Honorary degrees)

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General Alphabetical Hop-Hs, 1973-1974	box 736	folder 4
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**Scope and Contents**

(Subjects: Housing; Hospital audit responses; Housing Revolving Loan Fund)

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Horwitz (Louisa Gross) Prize, 1973-1974	box 736	folder 5
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**Scope and Contents**

(Subjects: Eagle, Harry; Dulbecco, Renato; Puck, Theodore T.)

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General Alphabetical Hu-Hum, 1973-1974	box 736	folder 6
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**Scope and Contents**

(Subjects: Hudson Hall; Humanities Fund)

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General Alphabetical Hun-Im, 1973-1974	box 736	folder 7
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**Scope and Contents**

(Subjects: Ice Hockey Club)

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General Alphabetical In-Inv, 1973-1974	box 736	folder 8
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**Scope and Contents**

(Subjects: Instructional Appointments for Officers; Investor Responsibility Research Center; Inventory of Facilities Needs; Information Services; Indirect Cost and Fringe Benefit Rates; Independence Day Holiday; Indemnification Liability Insurance; Income and expense statement; Inaugural practices)

General Alphabetical Institute, 1973-1974	box 736	folder 9
Institute of International Education, 1973-1974	box 736	folder 10
Institutes and Regional Institutes, 1973-1974	box 736	folder 11
General Alphabetical Int-Io, 1973-1974	box 736	folder 12

**Scope and Contents**

(Subjects: Inter-university salary comparison; Inter-Schools and Others; Interchurch Center; Interdisciplinary or Transdisciplinary Programs on Religion)

General Alphabetical International A, 1973-1974	box 736	folder 13
General Alphabetical International C-T, 1973-1974	box 736	folder 14
International Affairs, School of, 1973-1974	box 736	folder 15
International Business Machines Corporation (IBM), 1973-1974	box 736	folder 16
Investments, 1973-1974	box 736	folder 17
General Alphabetical Ir-Iv, 1973-1974	box 736	folder 18

**Scope and Contents**

(Subjects: Iran; Iran Center; Irish Cultural Society; Israel)

Ivy Group, 1973-1974	box 736	folder 19
Ivy League, 1973-1974	box 736	folder 20
General Alphabetical Ja-Jam, 1973-1974	box 736	folder 21
General Alphabetical Jan-Jd, 1973-1974	box 736	folder 22

**Scope and Contents**

(Subjects: Japan; Jay (John) Hall; J.D. Degree)

General Alphabetical Je-Ji, 1973-1974	box 737	folder 1
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General Alphabetical Kem-Kh, 1973-1974	box 737	folder 14
Kempner (Alan H.) Professor of Biological Sciences, 1973-1974	box 737	folder 15
General Alphabetical Ki-Kit, 1973-1974	box 737	folder 16
<b>Scope and Contents</b>		
(Subjects: King (Martin Luther, Jr.) Birthday)		
Kennedy (John F.) Library, 1973-1974	box 737	folder 17
King Abdul Aziz University, 1973-1974	box 737	folder 18
King Abdul Aziz University - Faculty of Engineering Building Program, 1973-1974	box 737	folder 19
General Alphabetical Kl-Ko, 1973-1974	box 737	folder 20
General Alphabetical Kr-Kru, 1973-1974	box 737	folder 21
Kristeller, Paul O., 1973-1974	box 737	folder 22
<b>Scope and Contents</b>		
(Subjects: Honorary degrees; Professor of Philosophy)		
General Alphabetical Ku-Lap, 1973-1974	box 737	folder 23
<b>Scope and Contents</b>		
(Subjects: Kuwait; Lamont Sanctuary)		
Kung, Fan Cheong, 1973-1974	box 737	folder 24
<b>Scope and Contents</b>		
(Subjects: Wen, Oliver)		
Lamont Doherty Geological Observatory, 1973-1974	box 737	folder 25
<b>Scope and Contents</b>		
(Subjects: Renovations)		
General Alphabetical Lar-Laz, 1973-1974	box 737	folder 26
<b>Scope and Contents</b>		
(Subjects: Law Building; "Law, Order, and Liberty" Seminar; Law students)		
Law, School of, 1973-1974	box 737	folder 27
General Alphabetical Le-Leg, 1973-1974	box 737	folder 28

**Scope and Contents**

(Subjects: Legislative representatives; Legal Services;  
Lectureships)

General Alphabetical Leh-Lej, 1973-1974	box 738	folder 1
General Alphabetical Len-Leve, 1973-1974	box 738	folder 2
General Alphabetical Levi-Lew, 1973-1974	box 738	folder 3
<b>Scope and Contents</b>		
(Subjects: Lewisohn Hall)		
General Alphabetical Li-Lill, 1973-1974	box 738	folder 4
<b>Scope and Contents</b>		
(Subjects: Library Service, School of; Library Development Center)		
Libraries, 1973-1974	box 738	folder 5
Libraries, 1973-1974	box 738	folder 6
<b>Scope and Contents</b>		
(Subjects: Libraries Citation for Distinguished Service)		
Life Sciences Building, 1973-1974	box 738	folder 7
General Alphabetical Lin-Ll, 1973-1974	box 738	folder 8
<b>Scope and Contents</b>		
(Subjects: Listening Post; Living trusts; Litigation)		
General Alphabetical Lo-Lon, 1973-1974	box 738	folder 9
<b>Scope and Contents</b>		
(Subjects: Local 241)		
Local 1199, 1973-1974, 1199, 1973-1974	box 738	folder 10
Long (Augustus) Library - Health Sciences Center, July 1973-November 1973	box 738	folder 11
Long (Augustus) Library - Health Sciences Center, December 1973	box 738	folder 12
Long (Augustus) Library - Health Sciences Center, 1974	box 738	folder 13
General Alphabetical Lor-Loy, 1973-1974	box 738	folder 14

**Scope and Contents**

(Subjects: Low Library Windows; Low Library Renovations)

General Alphabetical Lu-Ly, 1973-1974	box 738	folder 15
General Alphabetical McA-McE, 1973-1974	box 738	folder 16
General Alphabetical McG-McH, 1973-1974	box 738	folder 17
McGill, William J., 1973-1974	box 738	folder 18
McGill, William J. - San Francisco Trip, 1973-1974	box 738	folder 19
McGill, William J. - Speeches and Statements - Applications of Psychological Knowledge to Conflict, 1973-1974	box 738	folder 20
McGill, William J. - Speeches and Statements - Statement to University Senate, 1973-1974	box 738	folder 21
McGill, William J. - Speeches and Statements - United Hospital Fund Dinner, 1973-1974	box 738	folder 22
McGill, William J. - Speeches and Statements - Frode Jensen Memorial, 1973-1974	box 738	folder 23
McGill, William J. - Speeches and Statements - Statement on Financial Turnaround, 1973-1974	box 738	folder 24
McGill, William J. - Speeches and Statements - Russell Nixon Memorial, 1973-1974	box 738	folder 25
McGill, William J. - Speeches and Statements - Lincoln College Charter Day Convocation, 1973-1974	box 738	folder 26
McGill, William J. - Speeches and Statements - Facing September Fires (Change Magazine), 1973-1974	box 738	folder 27
McGill, William J. - Speeches and Statements - Ralph Hefferline Memorial, 1973-1974	box 738	folder 28
McGill, William J. - Speeches and Statements - Connection Interview, 1973-1974	box 738	folder 29
McGill, William J. - Speeches and Statements - The Country is Hardly Overrun by Corruption (LA Times), 1973-1974	box 738	folder 30
McGill, William J. - Speeches and Statements - Mexican Institute of Culture, 1973-1974	box 738	folder 31
McGill, William J. - Speeches and Statements - Commencement Addresses (Columbia University), 1973-1974	box 738	folder 32
McGill, William J. - Speeches and Statements - Where Have All the Flower Children Gone?, 1973-1974	box 738	folder 33
McGill, William J. - Receptions, 1973-1974	box 738	folder 34
McGill, William J. - Mexico Trip, 1973-1974	box 739	folder 1

General Alphabetical McI-McV, 1973-1974	box 739	folder 2
<b>Scope and Contents</b>		
(Subjects: McVickar Hall)		
General Alphabetical Ma-MacI, 1973-1974	box 739	folder 3
General Alphabetical Mack-Mal, 1973-1974	box 739	folder 4
<b>Scope and Contents</b>		
(Subjects: Mail code; Maison Francaise)		
Macchiarola, Frank J., 1973-1974	box 739	folder 5
<b>Scope and Contents</b>		
(Subjects: Assistant Vice President for Academic Affairs)		
General Alphabetical Man-Mann, 1973-1974	box 739	folder 6
<b>Scope and Contents</b>		
(Subjects: Manhattanville College; "Managing the Socially Responsible Corporation" Seminar; Manhattanville Community Centers, Inc.)		
Management and Planning Institute for Higher Education, 1973-1974	box 739	folder 7
General Alphabetical Mar-Mary, 1973-1974	box 739	folder 8
Marks, Paul A., 1973-1974	box 739	folder 9
<b>Scope and Contents</b>		
(Subjects: Vice President for Health Sciences)		
General Alphabetical Mas-Mazze, 1973-1974	box 739	folder 10
<b>Scope and Contents</b>		
(Subjects: Master's Degree Program for Executives; Master of Science; Maxwell Hall; Mathews Lectures; Mathematical Social Science Board; Mathematical Methods and Operations Research; Master Plan Amendment)		
General Alphabetical Mazzu, 1973-1974	box 739	folder 11
General Alphabetical Me-Ment, 1973-1974	box 739	folder 12
<b>Scope and Contents</b>		
(Subjects: Mental Health; Meeting in Earl Hall; Men's Faculty Club; Medical Center; Medical appointments)		
Medicine, Faculty of, 1973-1974		

	box 739	folder 13
Mellon (Andrew W.) Foundation, 1973-1974	box 739	folder 14
Mellon (Richard King) Charitable Trusts, 1973-1974	box 739	folder 15
General Alphabetical Mer-Mey, 1973-1974	box 739	folder 16
Merrill (Charles E.) Trust, 1973-1974	box 739	folder 17
<b>Scope and Contents</b>		
(Subjects: Life Sciences Building)		
General Alphabetical Mi-Miy, 1973-1974	box 739	folder 18
<b>Scope and Contents</b>		
(Subjects: Minority student problems; Middle Eastern Studies Grant; Mileage reimbursement)		
Middle States Association of Colleges and Secondary Schools, 1973-1974	box 739	folder 19
General Alphabetical Mo-Moo, 1973-1974	box 739	folder 20
General Alphabetical Mor-Mort, 1973-1974	box 739	folder 21
<b>Scope and Contents</b>		
(Subjects: Morocco)		
General Alphabetical Morningside, 1973-1974	box 739	folder 22
<b>Scope and Contents</b>		
(Subjects: Morningside Junior Library, Inc.; Morningside Heights Institutions; Morningside Renewal Council; Morningside Village Community Center)		
Morningside Park Gym Site Restoration, 1967-August 1970	box 739	folder 23
Morningside Park Gym Site Restoration, October 1970-1971	box 739	folder 24
Morningside Park Gym Site Restoration, 1972-1974	box 739	folder 25
General Alphabetical Mos-My, 1973-1974	box 739	folder 26
<b>Scope and Contents</b>		
(Subjects: Music, Department of)		
Murphy, Joseph M., 1973-1974	box 739	folder 27
<b>Scope and Contents</b>		
(Subjects: Columbia Scholastic Press Association)		
General Alphabetical Na-NBC, 1973-1974	box 739	folder 28

**Scope and Contents**

(Subjects: Nahas Report on Marijuana; Named chairs; Named lectureships)

General Alphabetical National A, 1973-1974	box 739	folder 29
General Alphabetical National B-C, 1973-1974	box 739	folder 30
<b>Scope and Contents</b>		
(Subjects: National College "Pitch-In" Week)		
General Alphabetical National D-M, 1973-1974	box 740	folder 1
<b>Scope and Contents</b>		
(Subjects: National Magazine Awards)		
General Alphabetical National O-U, 1973-1974	box 740	folder 2
National Caucus of Labor Committees, 1973-1974	box 740	folder 3
National Collegiate Athletic Association, 1973-1974	box 740	folder 4
National Development Board, 1973-1974	box 740	folder 5
National Science Foundation, 1973-1974	box 740	folder 6
General Alphabetical Ne-Ng, 1973-1974	box 740	folder 7
<b>Scope and Contents</b>		
(Subjects: Necrology; "Nervous Breakdown of the First Amendment" Lecture; Neurology, Department of; Neuropathology, Professor of; Nevis Laboratories; New Testament Missionary Fellowship)		
General Alphabetical New York B-S, 1973-1974	box 740	folder 8
<b>Scope and Contents</b>		
(Subjects: New York City Urban Corps)		
General Alphabetical New York T-U, 1973-1974	box 740	folder 9
Nielson, Frederick V., 1973-1974	box 740	folder 10
General Alphabetical No-Nos, 1973-1974	box 740	folder 11
<b>Scope and Contents</b>		
(Subjects: Nominations Committee; North campus science library)		
General Alphabetical Not-Ny, 1973-1974	box 740	folder 12

**Scope and Contents**

(Subjects: Nuremburg Tribunal; Not-for-Profit Corporation Law)

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Nursing, 1973-1974	box 740	folder 13
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**Scope and Contents**

(Subjects: Maxwell Hall)

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General Alphabetical O'B-O'R, 1973-1974	box 740	folder 14
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General Alphabetical Obr-On, 1973-1974	box 740	folder 15
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**Scope and Contents**

(Subjects: 114th Street; 111th Street; 130 Morningside Drive; 100 Morningside Drive; 101-3 Park Avenue; On-campus recruiting program; Olive Bridge Fund; Office space; Officers of Instruction and Research; Office of the Secretary; Office of University Placement and Career Services; Office of Student Employment; Office of Research Services; Office of Public Information; Ocean Resources Management Program)

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General Alphabetical Op-Pak, 1973-1974	box 740	folder 16
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**Scope and Contents**

(Subjects: Pakistan; Overdrafts; Oral History Research Office; Optometry)

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General Alphabetical Pal-Par, 1973-1974	box 740	folder 17
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**Scope and Contents**

(Subjects: Parking system; Parker School)

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General Alphabetical Pas-Pes, 1973-1974	box 740	folder 18
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**Scope and Contents**

(Subjects: "Patterns for Lifelong Learning"; Patent policy; Payroll)

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Paul, Alvin R., 1973-1974	box 740	folder 19
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**Scope and Contents**

(Subjects: Director of Athletics)

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Personnel, Office of, 1973-1974	box 740	folder 20
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General Alphabetical Pet-Pf, 1973-1974	box 740	folder 21
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**Scope and Contents**

(Subjects: Petits Chanteurs d'Estaimpuis)

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Petersen, William E., 1973-1974	box 740	folder 22
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**Scope and Contents**

(Subjects: Trustees, Chairman of)

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General Alphabetical Ph-Phy, 1973-1974	box 740	folder 23
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**Scope and Contents**

(Subjects: Pharmacy site; Phase IV restrictions; Phi Beta Kappa; Philosophy, Faculty of; Physical Therapy Program; Physics, Department of)

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Pharmaceutical Sciences, College of, 1973-1974	box 740	folder 24 to 25
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Physical Education, Department of, 1973-March 1974, 1973-1974, 1973-March 1974, 1973-1974	box 740	folder 26
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**Scope and Contents**

(Subjects: Paul, Alvin R.)

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Physical Education, Department of, April 1974-December 1974, 1973-1974, April 1974-December 1974, 1973-1974	box 740	folder 27
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**Scope and Contents**

(Subjects: Paul, Alvin R.)

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Physicians and Surgeons, College of, 1973-1974	box 740	folder 28
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Physicians and Surgeons, College of - Search for Dean of Faculty, 1973-1974	box 741	folder 1 to 2
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Physicians and Surgeons, College of - Donors, 1973-1974	box 741	folder 3
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General Alphabetical Pi-Pl, 1973-1974	box 741	folder 4
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**Scope and Contents**

(Subjects: Planning Board 12; Plaques)

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Picker, Harvey, 1973-1974	box 741	folder 5
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**Scope and Contents**

(Subjects: Dean, School of International Affairs)

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Planning Letters, 1973-1974	box 741	folder 6 to 7
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General Alphabetical Po-Pop, 1973-1974	box 741	folder 8
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**Scope and Contents**

(Subjects: Police Department; Political Science, Department of)

Political Science Quarterly, 1973-1974	box 741	folder 9
General Alphabetical Por-Pp, 1973-1974	box 741	folder 10
<b>Scope and Contents</b>		
(Subjects: Post-Doctoral Fellows in the Medical Faculty; Position)		
Pouncey, Peter R., 1973-1974	box 741	folder 11
<b>Scope and Contents</b>		
(Subjects: Dean, Columbia College)		
General Alphabetical Pr-Pri, 1973-1974	box 741	folder 12
<b>Scope and Contents</b>		
(Subjects: "Private Rights and the Public Good" Conference)		
Presbyterian Hospital, 1973-1974	box 741	folder 13
President's Council, August 1973-November 1973	box 741	folder 14
President's Council, December 1973-1974	box 741	folder 15
President's Council of Deans, 1973-1974	box 741	folder 16
President's Meeting, 1973-1974	box 741	folder 17
<b>Scope and Contents</b>		
(Subjects: Governmental relations)		
General Alphabetical Pro-Ps, 1973-1974	box 741	folder 18
<b>Scope and Contents</b>		
(Subjects: Psychology, Department of; Psychiatric Institute; Property section; Promotional opportunity; Program registration; Psychoanalytic Clinic for Training and Research)		
Proctor and Gamble Fund, 1973-1974	box 741	folder 19
Project Double Discovery, 1973-1974	box 741	folder 20
Projects and Grants, Office of, July 1973-October 1973	box 741	folder 21
Projects and Grants, Office of, November 1973-February 1974	box 741	folder 22
Projects and Grants, Office of, March 1974-April 1974	box 741	folder 23

Projects and Grants, Office of, May 1974-June 1974	box 741	folder 24
General Alphabetical Pu-Py, 1973-1974	box 741	folder 25
<b>Scope and Contents</b> (Subjects: Public Affairs, Office of; Public funds; Public Health, School of; Puerto Rico; Pulitzer Prizes; Public Information; Pure Science, Faculty of; Puerto Rican/Latin Center)		
Public Information, Office of, March 1973-May 1973	box 741	folder 26
<b>Scope and Contents</b> (Subjects: Press releases)		
Public Information, Office of, June 1973	box 741	folder 27
<b>Scope and Contents</b> (Subjects: Press releases)		
Public Information, Office of, July 1973-September 1973	box 741	folder 28
<b>Scope and Contents</b> (Subjects: Press releases)		
Public Information, Office of, October 1973-November 1973	box 741	folder 29
<b>Scope and Contents</b> (Subjects: Press releases)		
Public Information, Office of, December 1973-February 1974	box 741	folder 30
<b>Scope and Contents</b> (Subjects: Press releases)		
Public Information, Office of, March 1974-April 1974	box 742	folder 1
<b>Scope and Contents</b> (Subjects: Press releases)		
Public Information, Office of, May 1974-June 1974	box 742	folder 2
<b>Scope and Contents</b> (Subjects: Press releases)		
Pulitzer Prizes, September 1973-April 1974	box 742	folder 3
Pulitzer Prizes, May 1974-July 1974	box 742	folder 4
Pulitzer Prizes - Journalism Recommendations, 1973-1974	box 742	folder 5

Pulitzer Prizes - Journalism and Letters Summary, 1973-1974	box 742	folder 6
General Alphabetical Q-Ram, 1973-1974 <b>Scope and Contents</b> (Subjects: Radio telescope)	box 742	folder 7
Radner (William) Lectures, 1973-1974 <b>Scope and Contents</b> (Subjects: Rustin, Bayard)	box 742	folder 8
General Alphabetical Ran-RCA, 1973-1974	box 742	folder 9
General Alphabetical Re-Rem, 1973-1974 <b>Scope and Contents</b> (Subjects: Redistricting; Rehabilitation Medicine, Department of; Religious holidays; Rembrandt painting)	box 742	folder 10
Regents Regional Coordinating Council of Post-Secondary Education in New York City, 1973-February 1974	box 742	folder 11
Regents Regional Coordinating Council of Post-Secondary Education in New York City, March 1974-June 1974	box 742	folder 12
Registrar, Office of, 1973-1974 <b>Scope and Contents</b> (Subjects: Hurd, Charles P.)	box 742	folder 13
Reid Hall	box 742	folder 14 to 15
General Alphabetical Ren-Rh, 1973-1974 <b>Scope and Contents</b> (Subjects: Residence Halls; Resignations; Retired and retirements; Rescinding of J.D. degree)	box 742	folder 16
Resident University Counsel, Office of, 1973-1974	box 742	folder 17 to 18
Resources Planning Conference (Arden House), January 1974-May 1974 <b>Scope and Contents</b> (Subjects: National Development Board)	box 742	folder 19
Resources Planning Conference (Arden House), June 1974-July 1974	box 742	folder 20

**Scope and Contents**

(Subjects: National Development Board)

Resources Planning Conference (Arden House) - Proceedings, 1973-1974	box 742	folder 21
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**Scope and Contents**

(Subjects: National Development Board)

General Alphabetical Ri-Rie, 1973-1974	box 742	folder 22
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General Alphabetical Rif-Rix, 1973-1974	box 742	folder 23
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**Scope and Contents**(Subjects: Right to Know laws; Right to Read Program;  
Riverside Drive Tenants Association)

General Alphabetical Ro-Rob, 1973-1974	box 743	folder 1
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General Alphabetical Roc-Roe, 1973-1974	box 743	folder 2
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Rockefeller Archive Center, 1973-1974	box 743	folder 3
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Rockefeller Center, 1973-1974	box 743	folder 4
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Rockefeller Foundation, 1973-1974	box 743	folder 5
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General Alphabetical Rof-Ros, 1973-1974	box 743	folder 6
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General Alphabetical Rot-Row, 1973-1974	box 743	folder 7
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**Scope and Contents**

(Subjects: ROTC; Rowing Hall of Fame)

Rotary Club of Upper Manhattan, 1973-1974	box 743	folder 8
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General Alphabetical Ru-Ry, 1973-1974	box 743	folder 9
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**Scope and Contents**(Subjects: Russell (Agnes) School; Russian and East  
European History, University Committee on the  
Archive of)

Rubin, Vitali, 1973-1974	box 743	folder 10
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Rules of University Conduct, 1973-1974	box 743	folder 11
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General Alphabetical Sa-Sai, 1973-1974	box 743	folder 12
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**Scope and Contents**

(Subjects: Sailing Club)

Sackler Family, 1973-1974	box 743	folder 13
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Saffron, Morris H., 1973-1974	box 743	folder 14
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**Scope and Contents**

(Subjects: Presidential Citation for Distinction)

Saint Luke's Hospital, 1973-1974	box 743	folder 15
General Alphabetical Sal-Sam, 1973-1974	box 743	folder 16
<b>Scope and Contents</b>		
(Subjects: Samuels (Jack Harris) Library; Sale of term papers; Salaries)		
General Alphabetical San-Say, 1973-1974	box 743	folder 17
Sato, Eisaku, 1973-1974	box 743	folder 18
General Alphabetical Sch-Schl, 1973-1974	box 743	folder 19
<b>Scope and Contents</b>		
(Subjects: Schermerhorn Hall; Schinasi Residence)		
General Alphabetical Schm-Schu, 1973-1974	box 743	folder 20
<b>Scope and Contents</b>		
(Subjects: School Study Report; Schulyer Hall)		
General Alphabetical Schw-Scu, 1973-1974	box 743	folder 21
<b>Scope and Contents</b>		
(Subjects: Scientists and Engineers for Social and Political Action; Science Honors Program)		
Schweitzer (Albert) Professorship, 1973-1974	box 743	folder 22
Security in Morningside Heights, 1973-1974	box 743	folder 23
<b>Scope and Contents</b>		
(Subjects: New York City Rand Institute)		
Seggel, Richard L., 1973-1974	box 743	folder 24
General Alphabetical Se-Sey, 1973-1974	box 743	folder 25
<b>Scope and Contents</b>		
(Subjects: Search committees; Sexual Experience and Homophobia, Survey on; Sex discrimination; Service charge legislation; Seminar for Sports Editors; Seminar on Irish Studies; Security Select Committee on Higher Education)		
General Alphabetical Sh-Sher, 1973-1974	box 743	folder 26
Shell Companies Foundation, 1973-1974	box 743	folder 27

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General Alphabetical Shi-Sil, 1973-1974	box 743	folder 28
<b>Scope and Contents</b>		
(Subjects: Sigma Delta Chi; Sigma Nu; Sigma Xi; Silver (Gabriel) Memorial Lecture)		
<hr/>		
General Alphabetical Sim-Sl, 1973-1974	box 743	folder 29
<b>Scope and Contents</b>		
(Subjects: 616 West 114th Street; Six presidents, meeting with)		
<hr/>		
Sloan (Alfred P.) Foundation	box 743	folder 30
<hr/>		
General Alphabetical Sm-Sny, 1973-1974	box 743	folder 31
<b>Scope and Contents</b>		
(Subjects: Smoking)		
<hr/>		
General Alphabetical So-Sou, 1973-1974	box 743	folder 32
<b>Scope and Contents</b>		
(Subjects: Solomon, Joseph; Soccer Advisory Committee; South Field)		
<hr/>		
Social Work, School of, 1973-1974	box 743	folder 33 to 34
<hr/>		
General Alphabetical Society, 1973-1974	box 744	folder 1
<b>Scope and Contents</b>		
(Subjects: Society of Professional Journalists; Society of Older Graduates)		
<hr/>		
Society for Academic Recognition, 1973-1974	box 744	folder 2
<hr/>		
Solomon (Joseph) Professorship, 1973-1974	box 744	folder 3
<hr/>		
Solzhenitsyn, Aleksandr, 1973-1974	box 744	folder 4
<b>Scope and Contents</b>		
(Subjects: Honorary degrees)		
<hr/>		
Sovern, Michael I., 1973-1974	box 744	folder 5
<b>Scope and Contents</b>		
(Subjects: Dean, School of Law)		
<hr/>		
General Alphabetical Sp-Sr, 1973-1974	box 744	folder 6

**Scope and Contents**

(Subjects: Special Committee of the Trustees; Special Summer Task Force; Squatters)

Space Policy Committee, 1973-1974	box 744	folder 7
Spingarn, Stephen J., 1970-March 1972	box 744	folder 8
Spingarn, Stephen J., April 1972-1973	box 744	folder 9
Spingarn, Stephen J., 1974	box 744	folder 10
Sports Information Office, 1973-1974	box 744	folder 11
General Alphabetical St-Stav, 1973-1974	box 744	folder 12

**Scope and Contents**

(Subjects: Standing committees)

State Education Department, July 1973-August 1973	box 744	folder 13
State Education Department, September 1973-October 1973	box 744	folder 14
State Education Department, November 1973-December 1973	box 744	folder 15
State Education Department, January 1974-February 1974	box 744	folder 16
State Education Department, March, 1974	box 744	folder 17
State Education Department, April 1974-June 1974	box 744	folder 18
General Alphabetical Ste-Stew, 1973-1974	box 744	folder 19

**Scope and Contents**

(Subjects: Stetten (Alice) Student Lounge)

Stevens, Denis, 1973-1974	box 744	folder 20
---------------------------	---------	-----------

**Scope and Contents**

(Subjects: Professor of Musicology)

General Alphabetical Sti-Sto, 1973-1974	box 744	folder 21
General Alphabetical Stu-Sup, 1973-1974	box 744	folder 22

**Scope and Contents**

(Subjects: Subcommittee on Retired Faculty; Summer-only M.A. degree; Summer Powers; Summer gate closing schedule)

General Alphabetical Students, 1973-1974	box 744	folder 23
--	---------	-----------

**Scope and Contents**

(Subjects: Student Trustees; Student organizations; Student Mental Health Consultants; Student



Information Form; Student Hostel; Student Handbook;  
 Student enrollment; Student directory; Student  
 Conference on United States Affairs; Student  
 Association of the School of International Affairs;  
 Student Trustees Questionnaire; Student Affairs;  
 Student aid; Student advising; Student housing;  
 Student loans; Students for "Action")

Summer Session, 1973-1974	box 744	folder 24
General Alphabetical Sur-Sz, 1973-1974	box 744	folder 25
<b>Scope and Contents</b>		
(Subjects: Surplus sale; Swimming Advisory Committee; Symposium on Presidential Power)		
General Alphabetical Ta-Tay, 1973-1974	box 744	folder 26
<b>Scope and Contents</b>		
(Subjects: TAP (Tuition Assistance Program); Tax deductibility; Task Force on Columbia's International Activities)		
Tapley, Donald F., 1973-1974	box 744	folder 27
<b>Scope and Contents</b>		
(Subjects: College of Physicians and Surgeons - Acting Dean)		
General Alphabetical Te-The, 1973-1974	box 744	folder 28
<b>Scope and Contents</b>		
(Subjects: Theater Arts Program; Tennis Advisory Committee; Term papers; Thacher, Proffitt, and Wood; Thanatology, Foundation of)		
Teachers College, 1973-1974	box 745	folder 1
General Alphabetical Tho-Thu, 1973-1974	box 745	folder 2
<b>Scope and Contents</b>		
(Subjects: 351 Riverside Drive (Schinasi Residence); Thorndike Hall)		
General Alphabetical Ti-To, 1973-1974	box 745	folder 3
<b>Scope and Contents</b>		
(Subjects: Title IX Regulations)		
General Alphabetical Tr-Tru, 1973-1974	box 745	folder 4

**Scope and Contents**

(Subjects: Track Advisory Committee; Transit strike;  
Trial publicity; Trip to Michigan)

TRIGA Atomic Reactor, 1973-March 1974	box 745	folder 5
TRIGA Atomic Reactor, April 1974-June 1974	box 745	folder 6
Trinity Schools Corporation, 1973-1974	box 745	folder 7
Trustees, September 1973-October 1973	box 745	folder 8
Trustees, November 1973-December 1973	box 745	folder 9
Trustees, January 1974-February 1974	box 745	folder 10
Trustees, March 1974-May 1974	box 745	folder 11
Trustees, June 1974	box 745	folder 12
Trustees - Executive Committee, August 1973-November 1973	box 745	folder 13
Trustees - Executive Committee, December 1973-1974	box 745	folder 14
Trustees - Committee on Educational Policy and the State of the University, 1973-1974	box 745	folder 15 to 16
Trustees - Committee on Legal Affairs, 1973-1974	box 745	folder 17
Trustees - President's Monthly Report to, 1973-1974	box 745	folder 18
Trustees - President's Annual Report to, 1973-1974	box 745	folder 19
Trustees - Non-Trustee Membership on Trustees Committees, 1973-1974	box 745	folder 20
Trustees - Abstracts of Minutes, 1973-1974	box 745	folder 21
General Alphabetical Tu-Up, 1973-1974	box 746	folder 1

**Scope and Contents**

(Subjects: Turkish Studies, Center for; Uniform Management of Institutional Funds Act; Tug-of-War; Twenty-Five Year Club; Universities ratings; Upward Bound Program)

Tuition, 1973-1974	box 746	folder 2
<b>Scope and Contents</b>		
(Subjects: Tuition exemption)		
General Alphabetical Union, 1973-1974	box 746	folder 3

**Scope and Contents**

(Subjects: Union Theological Seminary; Unionization)

General Alphabetical United, 1973-1974	box 746	folder 4
General Alphabetical United States, 1973-1974	box 746	folder 5
University Medal for Excellence, 1973-1974	box 746	folder 6
<b>Scope and Contents</b>		
(Subjects: Neusner, Jacob)		
University Presidents Meeting, 1973-1974	box 746	folder 7
Universities Research Association, 1973-1974	box 746	folder 8
General Alphabetical University A-C, 1973-1974	box 746	folder 9
<b>Scope and Contents</b>		
(Subjects: University Counsel; University Board of Inquiry)		
General Alphabetical University D-M, 1973-1974	box 746	folder 10
<b>Scope and Contents</b>		
(Subjects: University Lecture; University gym; University garage; University facilities, use of)		
General Alphabetical University N-W, 1973-1974	box 746	folder 11
<b>Scope and Contents</b>		
(Subjects: University Study Group; University Resources Planning Conference; University paper, use of; University Resident Theater Association)		
University Professorships, 1973-1974	box 746	folder 12
University Record, 1973-1974	box 746	folder 13
University Seminars, 1973-1974	box 746	folder 14
University Senate, July 1973-September 1973	box 746	folder 15
University Senate, October 1973-December 1973	box 746	folder 16
University Senate, January 1974-March 1974	box 746	folder 17
University Senate, April 1974-June 1974	box 746	folder 18
University Senate Disruption, 1973-1974	box 746	folder 19
University Statutes, 1973-1974	box 746	folder 20
General Alphabetical Ur-Vas, 1973-1974	box 746	folder 21

**Scope and Contents**

(Subjects: Urban Corps Program; Uris Hall; Uris Luncheon)

Urban Center, 1973-1974	box 746	folder 22
<b>Scope and Contents</b>		
(Subjects: Special Summer Task Force)		
Uris Brothers Foundation Gift, 1973-1974	box 746	folder 23
Vanderbilt Clinic, 1973-1974	box 746	folder 24
Varsity "C" Club, 1973-1974	box 746	folder 25
General Alphabetical Ve-Vic, 1973-1974	box 746	folder 26
<b>Scope and Contents</b>		
(Subjects: Vega II, Motor yacht)		
Vetlesen Prize Award, 1973-1974	box 746	folder 27
Vetlesen Visiting Professorship, 1973-1974	box 746	folder 28
General Alphabetical Vid-Vis, 1973-1974	box 746	folder 29
<b>Scope and Contents</b>		
(Subjects: Virginia Private School Case)		
General Alphabetical Vo-Wal, 1973-1974	box 746	folder 30
Walker, Cora P., 1973-1974	box 747	folder 1
General Alphabetical Wan-Way, 1973-1974	box 747	folder 2
Washington Heights Child Care Center, 1973-1974	box 747	folder 3
General Alphabetical We-Wel, 1973-1974	box 747	folder 4
General Alphabetical Wen-Wes, 1973-1974	box 747	folder 5
<b>Scope and Contents</b>		
(Subjects: West Harlem Community Organization)		
West Side Rehabilitation Center - move to 120th Street, 1973-1974	box 747	folder 6
General Alphabetical Wh-Who, 1973-1974	box 747	folder 7
<b>Scope and Contents</b>		
(Subjects: White House Fellowships)		
Wheeler, John W., 1973-1974	box 747	folder 8

**Scope and Contents**

(Subjects: Thacher, Proffitt, and Wood)

General Alphabetical Wi-Wil, 1973-1974	box 747	folder 9
Wien, Lawrence A., 1973-1974	box 747	folder 10
Wien (Lawrence A.) Professorship of Real Estate Law, 1973-1974	box 747	folder 11
General Alphabetical Win-Wom, 1973-1974	box 747	folder 12
Winchester, Marchioness of (Bapsybanoo), 1951-1958	box 747	folder 13
<b>Scope and Contents</b>		
(Subjects: Pavry, Jal)		
Winchester, Marchioness of (Bapsybanoo), 1959-1974	box 747	folder 14
<b>Scope and Contents</b>		
(Subjects: Pavry, Jal)		
General Alphabetical Woo-Wou, 1973-1974	box 747	folder 15
<b>Scope and Contents</b>		
(Subjects: World of Learning; Workmen's compensation; Work-Study; Woodbridge Hall)		
General Alphabetical Wr-Yu, 1973-1974	box 747	folder 16
<b>Scope and Contents</b>		
(Subjects: Wrestling Advisory Committee)		
Young (Whitney) Library, 1973-1974	box 747	folder 17
General Alphabetical Z, 1973-1974	box 747	folder 18

[^ Return to Table of Contents](#)

**Series V, 1974-1975**

**Scope and Contents**

This series of Central Files is the continuation of records found in Series I covering the year July 1, 1974 to June 30, 1975. Individually named and general alphabetical files are arranged in one alphabetical sequence. Important subjects addressed in the general alphabetical files are noted parenthetically.

Title/Description	Instances	
General Alphabetical Aa-Ab, 1974-1975	box 747	folder 19
General Alphabetical Ac-Ak, 1974-1975	box 747	folder 20

**Scope and Contents**

(Subjects: Air Force; Accreditation, American Library Association Committee on; Acknowledgement letters; Ad Hoc Committee on Salary; Administrative expenses; Administrative affairs; Admissions; Adult Education; African Writing Conference; Academic Affairs)

Accreditation, 1974-1975	box 747	folder 21
<b>Scope and Contents</b>		
(Subjects: Branson Report)		
Accreditation - Self-Study Report, 1974-1975	box 747	folder 22
Affirmative Action Program, 1974-1975	box 747	folder 23
General Alphabetical A-I, 1974-1975	box 747	folder 24
General Alphabetical Alumni, 1974-1975	box 747	folder 25
<b>Scope and Contents</b>		
(Subjects: Alumni Affairs and Development, Office of; Alumni Conference; Alumni Medals; Alumni Relations, Office of; Alumni Trustees)		
Alumni Federation of Columbia University, 1974-1975	box 747	folder 26
General Alphabetical Am, 1974-1975	box 747	folder 27
<b>Scope and Contents</b>		
(Subjects: Amended Rules of University Conduct)		
General Alphabetical American A-B, 1974-1975	box 747	folder 28
<b>Scope and Contents</b>		
(Subjects: American Ariosto Centennial Celebration; American Association of University Women)		
General Alphabetical American C-J, 1974-1975	box 748	folder 1
<b>Scope and Contents</b>		
(Subjects: American Indian, Museum of and Columbia Program in Indian Studies)		
General Alphabetical American L-U, 1974-1975	box 748	folder 2
<b>Scope and Contents</b>		
(Subjects: American Language Program)		
American Association of University Professors, 1974-1975	box 748	folder 3
American Council on Education, 1974-1975	box 748	folder 4

**Scope and Contents**

Folder empty. Please see [American Council on Education records, 1969-1976](#).

General Alphabetical An-Ap, 1974-1975	box 748	folder 5
<b>Scope and Contents</b>		
(Subjects: Andora Apartments (Dallas, Texas); Anesthesiology, Department of; Anthropology, Department of; Apartments in University-owned Buildings; Appointment Declined (William R. Markesbery); Appointed Staff, Appeal Procedure for; April in Paris Ball)		
General Alphabetical Ar-As, 1974-1975	box 748	folder 6
<b>Scope and Contents</b>		
(Subjects: Archives; Armstrong (Edwin H.) Field Laboratory; Assembly Bill 7626 Assembly Bill 998; Army, Secretary of the; Associate Resident University Counsel; Arden House)		
Architecture and Planning, Graduate School of, 1974-1975	box 748	folder 7
General Alphabetical Art, 1974-1975	box 748	folder 8
<b>Scope and Contents</b>		
(Subjects: Arts Drop-In; Artificial Dwelling Project; Art History Student Union Lecture Series; Art Properties; Art History and Archaeology, Department of)		
Arts, School of the, 1974-1975	box 748	folder 9
<b>Scope and Contents</b>		
(Subjects: Arts Drop-In)		
Arts and Sciences, Graduate School of, 1974-January 1975	box 748	folder 10
Arts and Sciences, Graduate School of, February 1975-June 1975	box 748	folder 11
General Alphabetical Association, 1974-1975	box 748	folder 12
<b>Scope and Contents</b>		
(Subjects: Association for Intercollegiate Athletics for Women)		
Association of American Colleges, 1974-1975	box 748	folder 13
Association of American Universities, 1974-1975	box 748	folder 14
Association of Colleges and Universities in the State of New York, 1974-1975	box 748	folder 15

Astor (Vincent) Foundation Grant to Medi/Center 1, 1974-1975	box 748	folder 16
Astronomy, Department of, 1974-1975	box 748	folder 17
General Alphabetical At-Az, 1974-1975	box 748	folder 18
<b>Scope and Contents</b>		
(Subjects: Audio-visual Materials; Auto Pollution; "The Automobile and the Regulation of its Impact on the Environment" Report)		
Athletics, 1974-1975	box 748	folder 19
Avery Hall Construction, 1974-1975	box 748	folder 20
General Alphabetical Ba-Ban, 1974-1975	box 748	folder 21
<b>Scope and Contents</b>		
(Subjects: Bachelor of Planning Degree)		
Bancroft Prizes, 1974-1975	box 748	folder 22
General Alphabetical Bar-Baro, 1974-1975	box 748	folder 23
<b>Scope and Contents</b>		
(Subjects: Bard Hall; Bard Haven Apartments)		
Barnard College, 1974-1975	box 748	folder 24 to 25
Barnard Medal for Science, 1974-1975	box 748	folder 26
General Alphabetical Barr-Bas, 1974-1975	box 749	folder 1
Barzun, Jacques, 1974-1975	box 749	folder 2
Bassett, W. Bruce, 1974-1975	box 749	folder 3
<b>Scope and Contents</b>		
(Subjects: Vice President for Fiscal Management)		
General Alphabetical Bat-Bel, 1974-1975	box 749	folder 4
General Alphabetical Ben, 1974-1975	box 749	folder 5
General Alphabetical Ber-Bey, 1974-1975	box 749	folder 6
<b>Scope and Contents</b>		
(Subjects: Beta Theta Pi; Berol Rare Book Library)		
Bicentennial Year (U.S), 1974-1975	box 749	folder 7
General Alphabetical Bi, 1974-1975	box 749	folder 8



**Scope and Contents**

(Subjects: Big Six Group (Six Universities Group);  
Biological Sciences, Department of; Biometrics  
Research)

---

Bioengineering Institute, 1967-1972, 1974-1975, 1967-1972, 1974-1975	box 749	folder 9
---	---------	----------

**Scope and Contents**

(Subjects: President's Committee on Bioengineering)

---

Bioengineering Institute, 1973-1975, 1974-1975, 1973-1975, 1974-1975	box 749	folder 10
---	---------	-----------

**Scope and Contents**

(Subjects: President's Committee on Bioengineering)

---

General Alphabetical Bl, 1974-1975	box 749	folder 11
------------------------------------	---------	-----------

**Scope and Contents**

(Subjects: Black and Puerto Rican Student-Faculty  
Organization; Blue Key Society; Blue Shield Better  
Benefits Contracts)

---

Bloor, William, 1974-1975	box 749	folder 12
---------------------------	---------	-----------

**Scope and Contents**

(Subjects: Treasurer; Gifts)

---

General Alphabetical Bo-BP, 1974-1975	box 749	folder 13
---------------------------------------	---------	-----------

**Scope and Contents**

(Subjects: Board of Managers-Ferris Booth Hall)

---

General Alphabetical Bra-Bri, 1974-1975	box 749	folder 14
---	---------	-----------

---

Braudel, Fernand, 1974-1975	box 749	folder 15
-----------------------------	---------	-----------

**Scope and Contents**

(Subjects: Honorary degrees)

---

Brevoort-Eickemeyer Prize, 1974-1975	box 749	folder 16
--------------------------------------	---------	-----------

---

General Alphabetical Broa-Broo, 1974-1975	box 749	folder 17
---	---------	-----------

---

General Alphabetical Bros-Brz, 1974-1975	box 749	folder 18
--	---------	-----------

---

Brown, Courtney C., 1974-1975	box 749	folder 19
-------------------------------	---------	-----------

---

General Alphabetical Bu, 1974-1975	box 749	folder 20
------------------------------------	---------	-----------

**Scope and Contents**

(Subjects: Bulletins; Bulk stationery price list; Buckley Amendment (Family Educational Rights and Privacy Act))

Buchanan, Peter McE., 1974-1975	box 749	folder 21
<b>Scope and Contents</b>		
(Subjects: University Development and Alumni Relations)		
Budget, 1974-1975	box 749	folder 22 to 23
Buell, Temple Hoyne, 1974-1975	box 749	folder 24
Buildings and Grounds, Committee on, 1974-1975	box 749	folder 25 to 26
General Alphabetical Bur, 1974-1975	box 749	folder 27
<b>Scope and Contents</b>		
(Subjects: Burden Room)		
Burrow, Stephen, 1974-1975	box 749	folder 28
Bureau of Applied Social Research, 1974-1975	box 749	folder 29
General Alphabetical Bus-By, 1974-1975	box 749	folder 30
<b>Scope and Contents</b>		
(Subjects: Butler Library; By-laws of the Trustees, Amendments to)		
Business, School of, 1974-1975	box 749	folder 31
Butler (Nicholas Murray) Medal in Silver and Gold, 1974-1975	box 750	folder 1
<b>Scope and Contents</b>		
(Subjects: Sartre, Jean Paul; Gewirth, Allan)		
General Alphabetical Ca-Cal, 1974-1975	box 750	folder 2
<b>Scope and Contents</b>		
(Subjects: Calendar of Events)		
Cabot (Maria Moors) Prizes, 1974-1975	box 750	folder 3
General Alphabetical Cam-Cap, 1974-1975	box 750	folder 4

**Scope and Contents**

(Subjects: Camp Columbia; Campus Development, Committee on; Capital Campaign; Capital Budget; Capital Expenditures; Capital Gifts Program)

Canon USA and Southern California Photo Dealers Guild Scholarship, 1974-1975	box 750	folder 5
General Alphabetical Car, 1974-1975	box 750	folder 6
<b>Scope and Contents</b>		
(Subjects: CARP (Collegiate Association for the Research of Principles))		
Carleton (Robert A.W.) Strength of Materials Laboratory, 1974-1975	box 750	folder 7
Carnegie Corporation, 1974-1975	box 750	folder 8
Carnegie Council on Policy Studies in Higher Education, 1974-1975	box 750	folder 9
Carnegie Foundation for the Advancement of Teaching, 1974-1975	box 750	folder 10
Carol, Ruth, 1974-1975	box 750	folder 11
<b>Scope and Contents</b>		
(Subjects: Discrimination based on sex)		
Carter, Paul D., 1974-1975	box 750	folder 12
<b>Scope and Contents</b>		
(Subjects: Executive Vice President for Administration)		
General Alphabetical Cas-CBS, 1974-1975	box 750	folder 13
<b>Scope and Contents</b>		
(Subjects: Casa Hispanica)		
Casa Italiana, 1974-1975	box 750	folder 14
Cathedral Church of St. John the Divine, 1974-1975	box 750	folder 15
General Alphabetical Ce, 1974-1975	box 750	folder 16
<b>Scope and Contents</b>		
(Subjects: Central Park; Cee Gee Garage)		
General Alphabetical Center, 1974-1975	box 750	folder 17

**Scope and Contents**

(Subjects: Media Resource Center)

---

General Alphabetical Cha, 1974-1975	box 750	folder 18
-------------------------------------	---------	-----------

**Scope and Contents**

(Subjects: Chandler Hall)

---

Charter Day Dinner, 1974-1975	box 750	folder 19
-------------------------------	---------	-----------

---

General Alphabetical Che-Chi, 1974-1975	box 750	folder 20
---	---------	-----------

**Scope and Contents**

(Subjects: Chinese Studies; Chinese New Year's Eve Reception; Children's Mansion; Chemistry, Department of; Children's Free School)

---

General Alphabetical Cho-Ci, 1974-1975	box 750	folder 21
--	---------	-----------

**Scope and Contents**

(Subjects: Christmas holiday)

---

General Alphabetical Cl-Cli, 1974-1975	box 750	folder 22
--	---------	-----------

---

General Alphabetical Co-Col, 1974-1975	box 750	folder 23
--	---------	-----------

**Scope and Contents**

(Subjects: Coalition of Private University Students)

---

General Alphabetical College, 1974-1975	box 750	folder 24
---	---------	-----------

**Scope and Contents**

(Subjects: College Poetry Prize)

---

General Alphabetical Columbia A-W, 1974-1975	box 750	folder 25
--	---------	-----------

**Scope and Contents**

(Subjects: What's On At Columbia?; Columbia Administrative Staff Association; Columbia-Barnard Agreement; Columbia-Barnard Course Guide; Columbia-Barnard Orientation; Columbia-Community Athletic Field; Columbia Labor Committee; Columbia Scholastic Press Association; Columbia Spectator; Columbia Tenant's Union; Columbia West: 1975 and Beyond Program; Columbia Staff Bulletin)

---

Columbia College, 1974-1975	box 750	folder 26
-----------------------------	---------	-----------

---

Columbia Committee for Community Service, 1974-1975	box 751	folder 1
---	---------	----------

**Scope and Contents**

(Subjects: Columbia Community Chest)

Columbia at Lakeway: 1975 and Beyond, 1974-1975, 1975, 1974-1975	box 751	folder 2
Columbia-Presbyterian Medical Center Fund, Inc., 1974-1975	box 751	folder 3 to 4
Columbia-Presbyterian Medical Center-Annual Meeting, 1974-1975	box 751	folder 5
Columbia-Presbyterian Medical Center-Capital Campaign-Consolidated Contribution Reports, 1974-1975	box 751	folder 6
Columbia-Presbyterian Medical Center-Prospect Assignment Lists, 1974-1975	box 751	folder 7
Columbia-Presbyterian Medical Center-Weekly Reports, 1974-1975	box 751	folder 8
Columbia Reports, 1974-1975	box 751	folder 9
<b>Scope and Contents</b>		
(Subjects: Publications-Columbia University)		
Columbia Today, 1974-1975	box 751	folder 10
<b>Scope and Contents</b>		
(Subjects: Publications-Columbia University)		
Columbia University Press, 1974-1975	box 751	folder 11
General Alphabetical Com-Comp, 1974-1975	box 751	folder 12
<b>Scope and Contents</b>		
(Subjects: Community Board #12; Computing Policy Committee; Community Chest; Community Use of Gym; Community relations; Community Educational Exchange Program (CEEP); Community Affairs Committee)		
Commemoration Service, 1974-1975	box 751	folder 13
Commencement, 1974-1975	box 751	folder 14
Commencement-Acceptances and Regrets, 1974-1975	box 751	folder 15
Commencement-Honors- Kobo Abe, 1974-1975	box 751	folder 16
<b>Scope and Contents</b>		
(Subjects: Honorary degrees)		
Commencement-Honors- Lawrence A. Cremin, 1974-1975	box 751	folder 17

**Scope and Contents**

(Subjects: Honorary degrees)

---

Commencement-Honors- Dennis Gabor, 1974-1975	box 751	folder 18
--	---------	-----------

**Scope and Contents**

(Subjects: Honorary degrees)

---

Commencement-Honors-Louis P. Hammett, 1974-1975	box 751	folder 19
---	---------	-----------

**Scope and Contents**

(Subjects: Honorary degrees; University Medal for Excellence; Barnard Medal for Meritorious Service to Science)

---

Commencement-Honors- Philip A. Lacovara, 1974-1975	box 751	folder 20
--	---------	-----------

**Scope and Contents**

(Subjects: Honorary degrees; University Medal for Excellence)

---

Commencement-Honors- Millard Meiss, 1974-1975	box 751	folder 21
---	---------	-----------

**Scope and Contents**

(Subjects: Honorary degrees)

---

Commencement-Honors- William S. Paley, 1974-1975	box 751	folder 22
--	---------	-----------

**Scope and Contents**

(Subjects: Honorary degrees)

---

Commencement-Honors- Arthur Rubinstein, 1974-1975	box 751	folder 23
---	---------	-----------

**Scope and Contents**

(Subjects: Honorary degrees)

---

Commencement-Honors- Meyer Schapiro, 1974-1975	box 751	folder 24
--	---------	-----------

**Scope and Contents**

(Subjects: Honorary degrees)

---

General Alphabetical Commission, 1974-1975	box 751	folder 25
--	---------	-----------

**Scope and Contents**

(Subjects: Commission on the Status of Women)

---

Commission on Independent Colleges and Universities, 1974	box 751	folder 26
---	---------	-----------

---

Commission on Independent Colleges and Universities, January 1975-March 1975	box 751	folder 27
--	---------	-----------

Commission on Independent Colleges and Universities, April 1975-June 1975	box 751	folder 28
Commission on Private Philanthropy and Public Needs, 1974-1975	box 751	folder 29
General Alphabetical Committee, 1974-1975	box 751	folder 30
<b>Scope and Contents</b>		
(Subjects: Committee Preferences, List of; Committee on Graduate and Professional Education; Committee to Study the Organization of the Arts and Sciences)		
General Alphabetical Computer, 1974-1975	box 751	folder 31
<b>Scope and Contents</b>		
(Subjects: Computer Based Interactive Guidance System, Development of; Computer Center; Computing Policy Committee)		
General Alphabetical Con, 1974-1975	box 751	folder 32
<b>Scope and Contents</b>		
(Subjects: Construction; Construction Management Agreement; Continuing Education; Construction budget)		
Consortium on Financing Higher Education, 1974-1975	box 751	folder 33 to 34
Construction Funds, 1974-1975	box 752	folder 1
Controller, Office of the – Appropriations, 1974-1975	box 752	folder 2 to 4
<b>Scope and Contents</b>		
(Subjects: Halperin, David A.)		
Cook, Charles D. – Ad Hoc Committee, 1974-1975	box 752	folder 5
<b>Scope and Contents</b>		
(Subjects: Appointments; Professors)		
General Alphabetical Coo-Cop, 1974-1975	box 752	folder 6
<b>Scope and Contents</b>		
(Subjects: Copley - Myles Cooper portrait; Coordinating Council for Child Development)		
Coopers and Lybrand, 1974-1975	box 752	folder 7

**Scope and Contents**

(Subjects: Vice President for Fiscal Management)

General Alphabetical Cor, 1974-1975	box 752	folder 8
<p><b>Scope and Contents</b></p> <p>(Subjects: Cordier (Andrew W.) papers; Cornell University; Corporate Archives; Correspondents Fund)</p>		
General Alphabetical Cos –Cow, 1974-1975	box 752	folder 9
<p><b>Scope and Contents</b></p> <p>(Subjects: Cost transfers)</p>		
General Alphabetical Council, 1974-1975	box 752	folder 10
<p><b>Scope and Contents</b></p> <p>(Subjects: Council of Deans)</p>		
Council on Higher Education, 1974-1975	box 752	folder 11
General Alphabetical Cra-Cru, 1974-1975	box 752	folder 12
<p><b>Scope and Contents</b></p> <p>(Subjects: Crown Zellerbach Foundation; Cross-National Studies of Social Service Systems)</p>		
General Alphabetical Cu-Cy, 1974-1975	box 752	folder 13
General Alphabetical Da-Day, 1974-1975	box 752	folder 14
<p><b>Scope and Contents</b></p> <p>(Subjects: The Westmoreland Davis Memorial Foundation)</p>		
Davis, Sidney M.	box 752	folder 15
General Alphabetical De-Del, 1974-1975	box 752	folder 16
<p><b>Scope and Contents</b></p> <p>(Subjects: Dean's Day; Debate Council)</p>		
Deans, Directors and Chairmen, 1974-1975	box 752	folder 17
DeBary, William Theodore, 1974-1975	box 752	folder 18
<p><b>Scope and Contents</b></p> <p>(Subjects: Executive Vice President for Academic Affairs; Provost)</p>		
General Alphabetical Del-Dem, 1974-1975	box 752	folder 19



**Scope and Contents**

(Subjects: Frances Delafield Hospital; Democratic National Convention, 1976)

Delacorte, George T., 1974-1975	box 752	folder 20
Delafield Estate, 1974-1975	box 752	folder 21
<b>Scope and Contents</b>		
(Subjects: Faculty housing)		
General Alphabetical Den-Deym, 1974-1975	box 752	folder 22
<b>Scope and Contents</b>		
(Subjects: Dental Education in NY State; Deutsches Haus; Department of the Air Force)		
Dental and Oral Surgery, School of, 1974-1975	box 752	folder 23
Department of Health, Education and Welfare, 1974-1975	box 752	folder 24
Development, 1974-1975	box 752	folder 25
General Alphabetical Di-Dj, 1974-1975	box 752	folder 26
<b>Scope and Contents</b>		
(Subjects: Ditson (Alice M.) Fund)		
District 65, 1974-1975	box 753	folder 1
<b>Scope and Contents</b>		
(Subjects: District 65 Organizing Committee)		
General Alphabetical Dob-Dol, 1974-1975	box 753	folder 2
<b>Scope and Contents</b>		
(Subjects: Doctoral programs; Doctoral Programs, review of; Doctoral Evaluation Project)		
Dodge (Marcellus Hartley) Physical Fitness Center, July 1974-October 1974	box 753	folder 3
Dodge (Marcellus Hartley) Physical Fitness Center, October 1974-December 1974	box 753	folder 4
Dodge (Marcellus Hartley) Physical Fitness Center, December 1974-June 1975	box 753	folder 5
General Alphabetical Don-Dow, 1974-1975	box 753	folder 6
General Alphabetical Dr-Dy, 1974-1975	box 753	folder 7

**Scope and Contents**

(Subjects: DuPont grants; Charles Drew Premedical Society)

duPont (Alfred I.) Awards, 1974-1975	box 753	folder 8
General Alphabetical Ea-Ec, 1974-1975	box 753	folder 9
<b>Scope and Contents</b>		
(Subjects: East Asian Languages and Cultures, Department of; East Hall; East Asian Fund Drive)		
Earl Hall, 1974-1975	box 753	folder 10
Eban (Abba) Visiting Professorship, 1974-1975	box 753	folder 11
General Alphabetical Ed-Ei, 1974-1975	box 753	folder 12
<b>Scope and Contents</b>		
(Subjects: Education Amendments; Education law)		
Ehrlich, Dr. Helene Hedy, 1974-1975	box 753	folder 13
<b>Scope and Contents</b>		
(Subjects: Academic freedom)		
General Alphabetical El-Em, 1974-1975	box 753	folder 14
<b>Scope and Contents</b>		
(Subjects: Employee Relations; Electrical Engineering and Computer Science; Employment of Handicapped Persons)		
Emertius Professors, 1974-1975	box 753	folder 15
General Alphabetical End-Env, 1974-1975	box 753	folder 16
<b>Scope and Contents</b>		
(Subjects: English program evaluation committee; English and Comparative Literature, Department of; Energy conservation program; Endowments)		
Engineering and Applied Science, School of, August 1974-January 1975	box 753	folder 17
Engineering and Applied Science, School of, February 1975-June 1975	box 753	folder 18
Engineering and Applied Science, School of – Dean Search, 1974-1975	box 753	folder 19
General Alphabetical Ep-Er, 1974-1975	box 753	folder 20

**Scope and Contents**

(Subjects: Equal Opportunity Day Dinner)

Equal Employment, 1974-1975	box 753	folder 21
<b>Scope and Contents</b>		
(Subjects: Equal Employment Opportunity Commission; Equal Employment Compliance Committee)		
General Alphabetical Es-Ew, 1974-1975	box 753	folder 22
General Alphabetical Ex, 1974-1975	box 753	folder 23
<b>Scope and Contents</b>		
(Subjects: Exchanges with Soviet Union; Executive Program in Business Administration; Experimental Winter Session; Exxon Corporation)		
Externally Funded Research and Instruction, 1974-1975	box 753	folder 24
General Alphabetical Fab-Fau, 1974-1975	box 753	folder 25
<b>Scope and Contents</b>		
(Subjects: Family Educational Rights and Privacy Act)		
Faculty, Faculties, 1974-1975	box 753	folder 26
<b>Scope and Contents</b>		
(Subjects: Faculty assignments; Faculty Association; Faculty Handbook; Faculty salaries; Faculty House)		
Fairchild (Sherman) Life Sciences Center, July 1974-March 1975	box 753	folder 27
Fairchild (Sherman) Life Sciences Center, April 1975-June 1975	box 753	folder 28
Family Educational Rights and Privacy Act, May 1974-May 1975	box 754	folder 1
General Alphabetical Fe-Fer, 1974-1975	box 754	folder 2
<b>Scope and Contents</b>		
(Subjects: Federal Aid; Schedule of fees; Federal Regulations of Universities)		
General Alphabetical Fi, 1974-1975	box 754	folder 3
<b>Scope and Contents</b>		
(Subjects: Financial Report; Financial Planning)		
Finance, Committee on, July 1974-October 1974	box 754	folder 4

Finance, Committee on, October 1974-December 1974	box 754	folder 5
Finance, Committee on, January 1975-February 1975	box 754	folder 6
Finance, Committee on, March 1975	box 754	folder 7
Finance, Committee on, May 1975	box 754	folder 8
Finance, Committee on, June 1975	box 754	folder 9
General Alphabetical Fir, 1974-1975	box 754	folder 10
General Alphabetical Fl-Fo, 1974-1975	box 754	folder 11
<b>Scope and Contents</b>		
(Subjects: 560 Riverside Drive)		
Food Research Program, July 1974-February 1975	box 754	folder 12
General Alphabetical For, 1974-1975	box 754	folder 13
<b>Scope and Contents</b>		
(Subjects: Forum on the Status of Women; George Barry Ford Hall)		
Ford Foundation, July 1974-October 1974, 1974-1975, July 1974-October 1974, 1974-1975	box 754	folder 14
<b>Scope and Contents</b>		
(Subjects: Ford Urban Chairs)		
Ford Foundation, November 1974-June 1975	box 754	folder 15
Columbia Forum, March 1975-May 1975	box 754	folder 16
Fraenkel, George K., July 1974-April 1975	box 754	folder 17
Franklin Library, 1974-1975	box 754	folder 18
General Alphabetical Fre-Fir, 1974-1975	box 754	folder 19
<b>Scope and Contents</b>		
(Subjects: Columbia-Barnard Orientation; Freedom of Information Laws)		
General Alphabetical Fu-Ga, 1974-1975	box 754	folder 20
<b>Scope and Contents</b>		
(Subjects: Future of International Studies in the U.S.; Fund for the Improvement of Postsecondary Education; Fund for the City of New York)		
General Alphabetical Gar-, 1974-1975	box 754	folder 21

**Scope and Contents**

(Subjects: Gay People at Columbia)

General Alphabetical Ge-, 1974-1975	box 754	folder 22
<p><b>Scope and Contents</b></p> <p>(Subjects: Center for Food Studies; General income allocation; Geological Mineral Collection)</p>		
General and Continuing Education in the Humanities, September 1974-June 1975	box 754	folder 23
General Studies, School of, 1974-1975	box 754	folder 24
<p><b>Scope and Contents</b></p> <p>(Subjects: School of General Studies) January 1974-June 1975</p>		
General Studies, School of – Deans, 1974-1975	box 754	folder 25
<p><b>Scope and Contents</b></p> <p>(Subjects: School of General Studies)</p>		
General Alphabetical Ger-Gi, 1974-1975	box 754	folder 26
<p><b>Scope and Contents</b></p> <p>(Subjects: School of General Studies; Scholarships)</p>		
Gifts, July 1974-October 1974	box 754	folder 27
Gifts, October 1974-January 1975	box 754	folder 28
Gifts, February 1975-March 1975	box 755	folder 1
Gifts, April 1975-June 1975	box 755	folder 2
General Alphabetical Gin-Gl, 1974-1975	box 755	folder 3
<p><b>Scope and Contents</b></p> <p>(Subjects: Racism)</p>		
Ginsberg, Mitchell I., July 1974-March 1975	box 755	folder 4
General Alphabetical Go-, 1974-1975	box 755	folder 5
<p><b>Scope and Contents</b></p> <p>(Subjects: Lecture-Seminar Program on Science and Public Affairs; Columbia College Fund)</p>		
General Alphabetical Gon-Gor, 1974-1975	box 755	folder 6

**Scope and Contents**

(Subjects: Governor's Committee on Scholastic Achievement)

---

General Alphabetical Gra-, 1974-1975	box 755	folder 7
--------------------------------------	---------	----------

**Scope and Contents**

(Subjects: Committee on Graduate Residence; "Graffiti on the Ivy Wall"; Van Doren (Mark) Award; Graham Memorial Lecture)

---

Graduate Faculties alumni, October 1974-May 1975	box 755	folder 8
--	---------	----------

---

General Alphabetical Gre-Gri, 1974-1975	box 755	folder 9
---	---------	----------

**Scope and Contents**

(Subjects: Graduate Biomedical Sciences Advisory Committee)

---

General Alphabetical Gu-, 1974-1975	box 755	folder 10
-------------------------------------	---------	-----------

**Scope and Contents**

(Subjects: Guggenheim Fellowships; Gymnasium)

---

General Alphabetical Ha-Han, 1974-1975	box 755	folder 11
--	---------	-----------

**Scope and Contents**

(Subjects: Library acquisitions; Dodge Center; Hamilton (Alexander) Award)

---

General Alphabetical Har-, 1974-1975	box 755	folder 12
--------------------------------------	---------	-----------

**Scope and Contents**

(Subjects: Harvard Institute for Educational Management; Arden House; Harlem Hospital)

---

Harriss, C. Lowell, September 1974-May 1975	box 755	folder 13
---	---------	-----------

---

General Alphabetical Has, 1974-1975	box 755	folder 14
-------------------------------------	---------	-----------

---

Havemeyer renovations, 1974-1975	box 755	folder 15
----------------------------------	---------	-----------

---

Hayden (Charles) Foundation, 1959-1974	box 755	folder 16
--	---------	-----------

---

General Alphabetical He-, 1974-1975	box 755	folder 17
-------------------------------------	---------	-----------

**Scope and Contents**

(Subjects: Faculty Handbook)

---

Health Sciences Committee, September 1974	box 755	folder 18
---	---------	-----------

---

Health Sciences Committee, October 1974	box 755	folder 19
---	---------	-----------

Health Sciences Committee, November 1974	box 755	folder 20
Health Sciences Committee, December 1974	box 755	folder 21
Health Sciences Committee, January 1975-February 1975	box 755	folder 22
Health Sciences Committee, March 1975	box 755	folder 23
Health Sciences Committee, April 1975	box 755	folder 24
Health Sciences Committee, May 1975	box 755	folder 25
Heckman, James J., March 1975	box 755	folder 26
General Alphabetical Her-, 1974-1975	box 755	folder 27
<b>Scope and Contents</b>		
(Subjects: General Studies Challenge gift)		
General Alphabetical Hi-, 1974-1975	box 755	folder 28
<b>Scope and Contents</b>		
(Subjects: History, Department of; Highering practices; Higher Education General Information Survey)		
General Alphabetical Ho-, 1974-1975	box 756	folder 1
<b>Scope and Contents</b>		
(Subjects: Hoey (James J. and Jane) Award; Holiday schedule; Holocaust)		
Hogan (Frank Smithwick) University Scholarship Fund, September 1974-March 1975	box 756	folder 2
Honors, August 1974-May 1975	box 756	folder 3
Honors and Prizes – biographies, May 1973-December 1973	box 756	folder 4
Honors and Prizes – biographies, January 1974-October 1974	box 756	folder 5
Honors and Prizes – biographies, November 1974-December 1974	box 756	folder 6
General Alphabetical Hop-, 1974-1975	box 756	folder 7
<b>Scope and Contents</b>		
(Subjects: Affiliated Business Fellows Gift; Columbia College Fund; Faculty housing)		
Horwitz (Louisa Gross) Prize, March 1974-July 1975	box 756	folder 8
General Alphabetical Hu-, 1974-1975	box 756	folder 9

**Scope and Contents**

(Subjects: Protection of human subjects; Humanities Fund)

---

General Alphabetical Hun-, 1974-1975	box 756	folder 10
--------------------------------------	---------	-----------

**Scope and Contents**

(Subjects: Hundred Year Association; Air Force)

---

General Alphabetical Ia-, 1974-1975	box 756	folder 11
-------------------------------------	---------	-----------

**Scope and Contents**

(Subjects: Institutional Committee on Human Investigation; Identification Card; Indirect Cost Allowance; India Festival; Tennis Courts)

---

Institute of International Education, September 1974-December 1974	box 756	folder 12
--	---------	-----------

---

General Alphabetical Institute, 1974-1975	box 756	folder 13
---	---------	-----------

**Scope and Contents**

(Subjects: Latin American Studies Institute; Harvard Institute for Educational Management)

---

Institutes and Regional Institutes, 1974-1975	box 756	folder 14
---	---------	-----------

**Scope and Contents**

(Subjects: Latin American Studies Institute; Russian Institute; Southern Asian Institute; Middle East Institute; Western Europe Institute; African Studies Institute; East Central Europe Institute; East Asian Institute)

---

Institutes and Regional Institutes, 1974-1975	box 756	folder 15
---	---------	-----------

**Scope and Contents**

(Subjects: East Asian Institute; African Studies; War and Peace Studies Institute; Russian Institute; Middle East Institute; Latin American Studies Institute; East Central Europe Institute; Southern Asian Institute; Western Europe Institute)

---

General Alphabetical Int-, 1974-1975	box 756	folder 16
--------------------------------------	---------	-----------

**Scope and Contents**

(Subjects: Inter-Schools and Others)

---

General Alphabetical International, 1974-1975	box 756	folder 17
---	---------	-----------



**Scope and Contents**

(Subjects: International Association of Universities;  
IBM Corporation)

International Affairs, School of, July 1974-May 1975	box 756	folder 18
International Association of University Presidents, September 1974-June 1975	box 756	folder 19
Investments, July 1974-April 1975	box 756	folder 20
General Alphabetical Ir-, 1974-1975	box 756	folder 21

**Scope and Contents**

(Subjects: Internal Revenue Service Guidelines for  
Private Schools)

Iran, August 1974-May 1974	box 756	folder 22
Iran, November 1974	box 756	folder 23
Iran, November 1974	box 756	folder 24
Iranian Medical Complex and Social Welfare Plan I, August 1974-February 1975	box 756	folder 25
Iranian Six, March 1975-April 1975	box 756	folder 26
Iranian Medical Complex and Social Welfare Plan II, February 1975-March 1975	box 757	folder 1
Iranian Medical Complex and Social Welfare Plan II, April 1975-June 1975	box 757	folder 2
Issawi (Charles), December 1967-March 1975	box 757	folder 3
General Alphabetical Is-, 1974-1975	box 757	folder 4

**Scope and Contents**

(Subjects: Palestine Liberation Organization)

Iwamoto (Takeo) - Ad Hoc, December 1973-November 1974	box 757	folder 5
General Alphabetical Ja-, 1974-1975	box 757	folder 6
General Alphabetical Jan-, 1974-1975	box 757	folder 7

**Scope and Contents**

(Subjects: Japan International Christian University  
Foundation)

Jablons (Janet), March 1974-March 1977	box 757	folder 8
General Alphabetical Je-, 1974-1975	box 757	folder 9
General Alphabetical Jo-, 1974-1975	box 757	folder 10

**Scope and Contents**

(Subjects: Robert Wood Johnson Jr. Charitable Trust; Robert Wood Johnson Foundation; Joint Administrative Board)

Johnson (Allen), November 1967-April 1975	box 757	folder 11
Johnson (Lyndon Baines) Foundation Award, June 1974-September 1974	box 757	folder 12
General Alphabetical Jon-, 1974-1975	box 757	folder 13
<b>Scope and Contents</b>		
(Subjects: Journal of Educational Statistics; Journal of Mathematical Psychology; Journalism, Graduate School of)		
General Alphabetical Ju-, 1974-1975	box 757	folder 14
<b>Scope and Contents</b>		
(Subjects: Jurzykowski Foundation; University Judicial Board)		
General Alphabetical Ka-, 1974-1975	box 757	folder 15
Kahn (Proctor William E.), July 1974-November 1974	box 757	folder 16
Kahn (Proctor William E.), December 1974-March 1975	box 757	folder 17
Kahn (Proctor William E.), April 1975-June 1975	box 757	folder 18
General Alphabetical Kar-, 1974-1975	box 757	folder 19
Karkas (John D.) - Ad Hoc, June 1971-February 1975	box 757	folder 20
Kellerer (Albrecht M.) - Ad Hoc, September 1974-April 1975	box 757	folder 21
General Alphabetical Ke-, 1974-1975	box 757	folder 22
<b>Scope and Contents</b>		
(Subjects: Kennecott Exploration, Inc.)		
Kellogg Center, May 1973-August 1973	box 757	folder 23
Kellogg Center, August 1973-October 1973	box 757	folder 24
Kellogg Center, November 1973-July 1975	box 757	folder 25
Kemp Memorial Fund and Medals, July 1974-September 1974	box 757	folder 26
General Alphabetical Ki-, 1974-1975	box 757	folder 27

**Scope and Contents**

(Subjects: King Abdulaziz Universty)

General Alphabetical Kl-, 1974-1975	box 757	folder 28
<b>Scope and Contents</b>		
(Subjects: Paul H. Klingenstein Fellowship Fund)		
General Alphabetical Ko-, 1974-1975	box 757	folder 29
General Alphabetical Kr-, 1974-1975	box 757	folder 30
Kresge Foundation, November 1971-October 1972	box 757	folder 31
Kresge Foundation, February 1973-April 1975	box 757	folder 32
KU, 1974-1975	box 758	folder 1
Mr. Akiro Kurosawa Dr. of Humane Letters, 1974-1975	box 758	folder 2
LA, 1974-1975	box 758	folder 3
Lamont-Doherty Geological Observatory, 1974-1975	box 758	folder 4
LAR, 1974-1975	box 758	folder 5
Law, School of, 1974-1975	box 758	folder 6
LE, 1974-1975	box 758	folder 7
LEH, 1974-1975	box 758	folder 8
LES, 1974-1975	box 758	folder 9
Julian Clarence Levi, 1971-75	box 758	folder 10
LI, 1974-1975	box 758	folder 11
LIN, 1974-1975	box 758	folder 12
LO, 1974-1975	box 758	folder 13
Augustus Long Library Health Sciences Center, 1974-1975	box 758	folder 14
LOR, 1974-1975	box 758	folder 15
LU, 1974-1975	box 758	folder 16
Henry Luce Foundation, 1974-1975	box 758	folder 17
Dean Lung Professorship of Chinese, 1974-1975	box 758	folder 18
McA, 1974-1975	box 758	folder 19
McD, 1974-1975	box 758	folder 20
Dr. William J. McGill, 1974-1975	box 758	folder 21
Dr. William J. McGill Addresses and Statements, 1974-1975	box 758	folder 22
MA, 1974-1975	box 758	folder 23

Dr. Frank J. MacChiarola, 1974-1975	box 758	folder 24
MAN, 1974-1975	box 758	folder 25
MAR, 1974-1975	box 758	folder 26
Marks, Dr. Paul A, 1974-1975.	box 758	folder 27
MAS, 1974-1975	box 758	folder 28
ME, 1974-1975	box 759	folder 1
Medicine, 1974-1975	box 759	folder 2
MEL, 1974-1975	box 759	folder 3
MER, 1974-1975	box 759	folder 4
H.H. Merritt Clinical Research Center for Muscular Dystrophy and Related Disorders, 1974-1975	box 759	folder 5
MET, 1974-1975	box 759	folder 6
MI, 1974-1975	box 759	folder 7
Middle States Association: Columbia University Accreditation, 1974-1975	box 759	folder 8
MIL, 1974-1975	box 759	folder 9
MIN, 1974-1975	box 759	folder 10
MO, 1974-1975	box 759	folder 11
MOR, 1974-1975	box 759	folder 12
Morningside, 1974-1975	box 759	folder 13
MOS, 1974-1975	box 759	folder 14
Jean Smith Moses (Mrs. Henry C.), 1974-1975	box 759	folder 15
MU, 1974-1975	box 759	folder 16
NA, 1974-1975	box 759	folder 17
National A-Z, 1974-1975	box 759	folder 18
National Development Board, 1974-1975	box 759	folder 19
National Science Foundation, 1974-1975	box 759	folder 20
NE, 1974-1975	box 759	folder 21
NEW, 1974-1975	box 759	folder 22
New York, 1974-1975	box 759	folder 23
NI, 1974-1975	box 759	folder 24
Fred Nielsen, 1974-1975	box 759	folder 25
NO, 1974-1975	box 759	folder 26

NU, 1974-1975	box 759	folder 27
Nursing, 1974-1975	box 759	folder 28
O', 1974-1975	box 759	folder 29
OA, 1974-1975	box 759	folder 30
130 Morningside Drive, 1970-74	box 759	folder 31
OP, 1974-1975	box 760	folder 1
PA, 1974-1975	box 760	folder 2
PAR, 1974-1975	box 760	folder 3
PAS, 1974-1975	box 760	folder 4
Al Paul, 1974-1975	box 760	folder 5
PE, 1974-1975	box 760	folder 6
PEN, 1974-1975	box 760	folder 7
PER, 1974-1975	box 760	folder 8
Personnel, Office of, 1974-1975	box 760	folder 9
PH, 1974-1975	box 760	folder 10
Pharmaceutical Sciences, College of, 1974-1975	box 760	folder 11
Ph.D. Program in Urban Planning, 1974-1975	box 760	folder 12
Physicians and Surgeons, 1974-1975	box 760	folder 13
Physics Department, 1974-1975	box 760	folder 14
PI, 1974-1975	box 760	folder 15
Dean Harvey Picker, 1974-1975	box 760	folder 16
Professor Frances Fox Piven, 1974-1975	box 760	folder 17
PL, 1974-1975	box 760	folder 18
PO, 1974-1975	box 760	folder 19
Polytechnic Institute of New York, 1974-1975	box 760	folder 20
Dean Peter R. Pouncey, 1974-1975	box 760	folder 21
PR, 1974-1975	box 760	folder 22
Presbyterian Hospital, 1974-1975	box 760	folder 23
President's Council, 1974-1975	box 760	folder 24
President's Council of Deans, 1974-1975	box 760	folder 25
Priorities Planning—Academic, 1974-1975	box 760	folder 26
Priorities Planning, 1974-1975 (MISSING), 1974-1975	box 760	folder 27

PRO, 1974-1975	box 760	folder 28
Projects and Grants, Office of, 1974-1975	box 760	folder 29
PU, 1974-1975	box 760	folder 30
Public Information, Office of, 1974-1975	box 761	folder 1
Public Information, Office of II, 1974-1975	box 761	folder 2
1975 Pulitzer Prizes Journalism Recommendations, 1975, 1975, 1975	box 761	folder 3
Pulitzer Prizes, 1974-1975	box 761	folder 4
Professor Edward M. Purcell Doctor of Science, 1974-1975	box 761	folder 5
Q1974-1975	box 761	folder 6
RA, 1974-1975	box 761	folder 7
RE, 1974-1975	box 761	folder 8
Re-Accreditation, 1975	box 761	folder 9
Regents Regional Coordinating Council for Post-Secondary Education in N.Y.C., 1974-1975	box 761	folder 10
Registrar, Office of, 1974-1975	box 761	folder 11
Reid Hall, 1974-1975	box 761	folder 12
Reid Hall II, 1974-1975	box 761	folder 13
Rembrandt Painting "Man with Arms Akimbo", 1974-1975	box 761	folder 14
RES, 1974-1975	box 762	folder 1
Retirement Program, 1974-1975	box 762	folder 2
RI, 1974-1975	box 762	folder 3
RO, 1974-1975	box 762	folder 4
Rockefeller Center: Negotiations, 1966-1974	box 762	folder 5
Rockefeller Center, Inc. Data with Respect to Renewal of Ground Lease, 1974-1975	box 762	folder 6
ROF, 1974-1975	box 762	folder 7
ROS, 1974-1975	box 762	folder 8
ROT, 1974-1975	box 762	folder 9
Rotary Club, 1974-1975	box 762	folder 10
R.O.T.C., 1974-1975	box 762	folder 11
RU, 1974-1975	box 762	folder 12
Vitali Rubin, 1974-1975	box 762	folder 13

Mala Rubenstein Citation, 1974-1975	box 762	folder 14
Rules of University Conduct, 1974-1975	box 762	folder 15
SA, 1974-1975	box 762	folder 16
Sackler Family, 1974-1975	box 762	folder 17
Saint, 1974-1975	box 762	folder 18
St. Luke's Hospit, 1974-1975al	box 762	folder 19
SAL, 1974-1975	box 762	folder 20
Salary Review: Ad Hoc Committee for, 1974-1975	box 762	folder 21
SAN, 1974-1975	box 762	folder 22
Eisaku Sato, 1974-1975	box 762	folder 23
SC, 1974-1975	box 762	folder 24
SCH, 1974-1975	box 762	folder 25
Meyer Schapiro, 1974-1975	box 762	folder 26
SCHM, 1974-1975	box 762	folder 27
SCHW, 1974-1975	box 762	folder 28
SCI, 1974-1975	box 762	folder 29
SE, 1974-1975	box 762	folder 30
Security: Rand Study, 1974-1975	box 762	folder 31
SEL, 1974-1975	box 762	folder 32
SH, 1974-1975	box 763	folder 1
SHE, 1974-1975	box 763	folder 2
SHI, 1974-1975	box 763	folder 3
SI, 1974-1975	box 763	folder 4
SIM, 1974-1975	box 763	folder 5
SL, 1974-1975	box 763	folder 6
SO, 1974-1975	box 763	folder 7
Alfred P. Sloan Foundation, 1974-1975	box 763	folder 8
Social Work, School of, 1974-1975	box 763	folder 9
Society, 1974-1975	box 763	folder 10
Society of Practitioners of the Columbia Presbyterian Medical Center, 1974-1975	box 763	folder 11
Joseph Solomon Professorship, 1974-1975	box 763	folder 12
SOR, 1974-1975		

## Central Files 4080177

	box 763	folder 13
SP, 1974-1975	box 763	folder 14
Speaker's Advisory Committee on Public Policy, 1974-1975	box 763	folder 15
Special Task Force - Faculty Affairs, 1974-1975	box 763	folder 16
Sports, 1974-1975	box 763	folder 17
ST, 1974-1975	box 763	folder 18
State Education Department I, 1974-1975	box 763	folder 19
State Education Department II, 1974-1975	box 763	folder 20
State Education Department III, 1974-1975	box 763	folder 21
STE, 1974-1975	box 763	folder 22
Stevens Prize: Dr. Wilbur H. Sawyer, 1974-1975	box 763	folder 23
STI, 1974-1975	box 763	folder 24
Students, 1974-1975	box 763	folder 25
SU, 1974-1975	box 764	folder 1
Summer Session, 1974-1975	box 764	folder 2
SUR, 1974-1975	box 764	folder 3
TA, 1974-1975	box 764	folder 4
Dr. Donald Tapely, 1974-1975	box 764	folder 5
TE, 1974-1975	box 764	folder 6
Teachers College, 1974-1975	box 764	folder 7
TER, 1974-1975	box 764	folder 8
TH, 1974-1975	box 764	folder 9
TI, 1974-1975	box 764	folder 10
Tinker Professorship, 1974-1975	box 764	folder 11
TO, 1974-1975	box 764	folder 12
TR, 1974-1975	box 764	folder 13
Triga Reactor, 1974-1975	box 764	folder 14
ProLionel Trilling Doctor of Letters, 1974-1975	box 764	folder 15
Trinity Schools Corporation, 1974-1975	box 764	folder 16
Trustees, 1974-1975	box 764	folder 17
Trustees II, 1974-1975	box 764	folder 18
Trustees III, 1974-1975	box 764	folder 19



Trustees Executive Committee, 1974-1975	box 764	folder 20
Committee on Educational Policy and the State of the University, 1974-1975	box 765	folder 1 to 2
Legal Affairs, Trustees Committee on, 1974-1975	box 765	folder 3
President's Annual Report to the Trustees, 1974-1975	box 765	folder 4
President's Monthly Report to the Trustees, 1974-1975	box 765	folder 5
TU, 1974-1975	box 765	folder 6
Tuition, 1974-1975	box 765	folder 7
UA, 1974-1975	box 765	folder 8
United, 1974-1975	box 765	folder 9
Universities Research Association, 1974-1975	box 765	folder 10
University A-Z, 1974-1975	box 765	folder 11
University Medal for Excellence, 1974-1975	box 765	folder 12
University Professors, 1974-1975	box 765	folder 13
University Record, 1974-1975	box 765	folder 14
University Seminars, 1974-1975	box 765	folder 15
University Senate I, 1974-1975	box 765	folder 16
University Senate II, 1974-1975	box 765	folder 17
University Senate III, 1974-1975	box 765	folder 18
University Statutes, 1974-1975	box 766	folder 1
UR, 1974-1975	box 766	folder 2
VA, 1974-1975	box 766	folder 3
Vanderbilt Clinic, 1974-1975	box 766	folder 4
VE, 1974-1975	box 766	folder 5
Vetlesen Prize: Dr. Chaim Pekeris, 1974-1975	box 766	folder 6
VI, 1974-1975	box 766	folder 7
WA, 1974-1975	box 766	folder 8
Wall, 1974-1975	box 766	folder 9
Buckner Walling Ford - Ad Hoc, 1974-1975	box 766	folder 10
WAN, 1974-1975	box 766	folder 11
WAS, 1974-1975	box 766	folder 12
Washington Heights Child Care Center, 1974-1975	box 766	folder 13
WE, 1974-1975		

	box 766	folder 14
Herbert Weinstein - Ad Hoc, 1974-1975	box 766	folder 15
WER, 1974-1975	box 766	folder 16
WH, 1974-1975	box 766	folder 17
Wheeler, John, 1974-1975	box 766	folder 18
WI, 1974-1975	box 766	folder 19
Lawrence A. Wien, 1974-1975	box 766	folder 20
WIN, 1974-1975	box 766	folder 21
WO, 1974-1975	box 766	folder 22
WOR, 1974-1975	box 766	folder 23
WR, 1974-1975	box 766	folder 24
X1974-1975	box 766	folder 25
Y1974-1975	box 766	folder 26
Whitney M. Young Memorial Library Dedication, 2-25-75	box 766	folder 27
Z1974-1975	box 766	folder 28
Joseph Zaretski: Presidential Citation, March 20, 1975	box 766	folder 29
MISC., 1974-1975	box 766	folder 30

[^ Return to Table of Contents](#)

## Series VI, 1975-1976

### Scope and Contents

This series of Central Files is the continuation of records found in Series I covering the year July 1, 1975 to June 30, 1976. Individually named and general alphabetical files are arranged in one alphabetical sequence.

Title/Description	Instances	
AA, 1975-1976	box 766	folder 31
Daniel D. Abasiokong, 1975-1976	box 766	folder 32
AD, 1975-1976	box 766	folder 33
AF, 1975-1976	box 766	folder 34
Affirmative Action, 1975-1976	box 766	folder 35
Imani Ajanaku, 1975-1976	box 766	folder 36
AL, 1975-1976	box 767	folder 1
Alumni, 1975-1976	box 767	folder 2

AM, 1975-1976	box 767	folder 3
American A-Z, 1975-1976	box 767	folder 4
American Arbitration Association, 1975-1976	box 767	folder 5
American Assembly, 1975-1976	box 767	folder 6
American Association of University Professors, 1975-1976	box 767	folder 7
American Council on Education, 1975-1976	box 767	folder 8
<b>Scope and Contents</b>		
For additional records, see <a href="#">American Council on Education records, 1969-1976</a> .		
American Council on Education II, 1975-1976	box 767	folder 9
American Council on Education III, 1975-1976	box 767	folder 10
American Council on Education IV, 1975-1976	box 767	folder 11
AN, 1975-1976	box 767	folder 12
AR, 1975-1976	box 767	folder 13
Arden House Conference on University Priorities, December 5-7, 1975	box 767	folder 14
ART, 1975-1976	box 767	folder 15
Arts, School of, 1975-1976	box 767	folder 16
School of the Arts Deanship, 1975-1976	box 767	folder 17
Arts and Sciences, Graduate School of, 1975-1976	box 768	folder 1
AS, 1975-1976	box 768	folder 2
Association, 1975-1976	box 768	folder 3
Association of American Colleges, 1975-1976	box 768	folder 4
Association of American Universities, 1975-1976	box 768	folder 5
Association of American Colleges and Universities in the State of N.Y., 1975-1976	box 768	folder 6
Athletics, 1975-1976	box 768	folder 7
AT, 1975-1976	box 768	folder 8
AU, 1975-1976	box 768	folder 9
Avery Expansion, 1975-1976	box 768	folder 10
BA, 1975-1976	box 768	folder 11
Bakhmeteff Endowment, 1975-1976	box 768	folder 12
Bampton Lectures, 1975-1976	box 768	folder 13

Bancroft Prizes, 1975-1976	box 768	folder 14
BAR, 1975-1976	box 768	folder 15
Barnard College I, 1975-1976	box 768	folder 16
Association of American Universities, 1975-1976	box 768	folder 17
Barnard College II, 1975-1976	box 768	folder 18
Theodore H. Barth Foundation, 1975-1976	box 768	folder 19
ProJacques Barzun Doctor of Letters, 1975-1976	box 768	folder 20
Bruce Bassett, 1975-1976	box 768	folder 21
BE, 1975-1976	box 768	folder 22
BEN, 1975-1976	box 768	folder 23
BAT, 1975-1976	box 768	folder 24
BER, 1975-1976	box 768	folder 25
Dr. Hans A. Bethe Doctor of Science, 1975-1976	box 768	folder 26
BI, 1975-1976	box 768	folder 27
Bi-Centennial, 1975-1976	box 768	folder 28
Bio-Engineering Institute, 1975-1976	box 768	folder 29
BL, 1975-1976	box 768	folder 30
BLO, 1975-1976	box 768	folder 31
William Bloor, 1975-1976	box 768	folder 32
BO, 1975-1976	box 769	folder 1
BOR, 1975-1976	box 769	folder 2
BOW, 1975-1976	box 769	folder 3
BRA, 1975-1976	box 769	folder 4
George A. Brakeley Jr., 1975-1976	box 769	folder 5
BRO, 1975-1976	box 769	folder 6
ProFernand Braudel Doctor of Letters, 1975-1976	box 769	folder 7
BRE, 1975-1976	box 769	folder 8
BROO, 1975-1976	box 769	folder 9
BU, 1975-1976	box 769	folder 10
Peter McE. Buchanan, 1975-1976	box 769	folder 11
Budget, 1975-1976	box 769	folder 12
Budget, 1975-1976	box 769	folder 13

Budget 1975-1976 II, 1975-1976	box 769	folder 14
Committee on Buildings and Grounds, 1975-1976	box 769	folder 15
BUR, 1975-1976	box 769	folder 16
BUS, 1975-1976	box 769	folder 17
Business, School of, 1975-1976	box 769	folder 18
CA, 1975-1976	box 769	folder 19
Maria Moors Cabot Prizes, 1975-1976	box 769	folder 20
CAR, 1975-1976	box 769	folder 21
Christine Stork Carleton (Mrs. Robert A.W.), 1975-1976	box 769	folder 22
Harry and Margaret Carman, Photographs, 1975-1976	box 769	folder 23
Carnegie Corporation, 1975-1976	box 769	folder 24
CARR, 1975-1976	box 769	folder 25
CAS, 1975-1976	box 769	folder 26
Casa Italiana, 1975-1976	box 769	folder 27
Cathedral Church of St. John the Divine, 1975-1976	box 769	folder 28
CBS, 1975-1976	box 769	folder 29
CE, 1975-1976	box 769	folder 30
Center, 1975-1976	box 770	folder 1
CHA, 1975-1976	box 770	folder 2
CHE, 1975-1976	box 770	folder 3
CI, 1975-1976	box 770	folder 4
CL, 1975-1976	box 770	folder 5
CLE, 1975-1976	box 770	folder 6
CO, 1975-1976	box 770	folder 7
Coalition of Private University Students (Copus), 1975-1976	box 770	folder 8
Coalition to Save New York, 1975-1976	box 770	folder 9
College, 1975-1976	box 770	folder 10
Columbia A-Z, 1975-1976	box 770	folder 11
Columbia College, 1975-1976	box 770	folder 12
Columbia College Today, 1975-1976	box 770	folder 13
Columbia Committee for Community Service, 1975-1976	box 770	folder 14
Columbia - Presbyterian Medical Center Fund, 1975-1976	box 770	folder 15

Columbia - Presbyterian Medical Center Capital Campaign, 1975-1976	box 770	folder 16
Columbia Today, 1975-1976	box 770	folder 17
COM, 1975-1976	box 770	folder 18
Commemoration Service, 1975-1976	box 770	folder 19
Commencement 1976, 1975-1976, 1976, 1975-1976	box 770	folder 20
Commission on Independent Colleges and Universities, 1975-1976	box 771	folder 1
Commission on Independent Colleges and Universities II, 1975-1976	box 771	folder 2
Committee, 1975-1976	box 771	folder 3
Community Housing Improvement Program, Inc., 1975-1976	box 771	folder 4
CON, 1975-1976	box 771	folder 5
Consortium on Financing Higher Education, 1975-1976	box 771	folder 6
COO, 1975-1976	box 771	folder 7
Cooper and Lybrand, 1975-1976	box 771	folder 8
Copyright, 1975-1976	box 771	folder 9
COR, 1975-1976	box 771	folder 10
Controller, Office of, 1975-1976	box 771	folder 11
Dr. Cordier, 1975-1976	box 771	folder 12
COS, 1975-1976	box 771	folder 13
Council, 1975-1976	box 771	folder 14
CR, 1975-1976	box 771	folder 15
CU, 1975-1976	box 771	folder 16
DA, 1975-1976	box 771	folder 17
DAR, 1975-1976	box 771	folder 18
DE, 1975-1976	box 771	folder 19
Deans, Directors and Chairmen, 1975-1976	box 771	folder 20
William DeKooning Dr. of Humane Letters, 1975-1976	box 771	folder 21
DEL, 1975-1976	box 771	folder 22
Delacorte Professorship, 1975-1976	box 771	folder 23
DEN, 1975-1976	box 771	folder 24

Drs. Caroline Denning, Ruth Harriss, and Anneliese Sitarz, 1975-1976	box 772	folder 1
Dental and Oral Surgery, School of, 1975-1976	box 772	folder 2
Department, 1975-1976	box 772	folder 3
Department of Health, Education and Welfare, 1975-1976	box 772	folder 4
DI, 1975-1976	box 772	folder 5
District 65, 1975-1976	box 772	folder 6
District 1199, 1975-1976, 1199, 1975-1976	box 772	folder 7
DO, 1975-1976	box 772	folder 8
Doctoral Programs, 1975-1976	box 772	folder 9
DON, 1975-1976	box 772	folder 10
DR, 1975-1976	box 772	folder 11
DU, 1975-1976	box 772	folder 12
Dr. John R. Dunning, 1975-1976	box 772	folder 13
EA, 1975-1976	box 772	folder 14
Earl Hall, 1975-1976	box 772	folder 15
ED, 1975-1976	box 772	folder 16
Helene Hedy Ehrlich, 1975-1976	box 772	folder 17
EL, 1975-1976	box 772	folder 18
EM, 1975-1976	box 772	folder 19
Emeritus Professors, 1975-1976	box 772	folder 20
Engineering, Engineering Deanshi, 1975-1976p	box 772	folder 21
EP, 1975-1976	box 772	folder 22
Albert Epstein, 1975-1976	box 772	folder 23
ES, 1975-1976	box 772	folder 24
Externally Funded Research, 1975-1976	box 772	folder 25
Exxon/Esso Foundation, 1975-1976	box 772	folder 26
FA, 1975-1976	box 772	folder 27
Faculty, Faculties, 1975-1976	box 772	folder 28
Sherman Fairchild Life Sciences Center, 1975-1976	box 772	folder 29
Mr. and Mrs. Chaoying and Lienche Tu Fang, 1975-1976	box 772	folder 30
FE, 1975-1976	box 772	folder 31
Federal Reserve Bank of New York, May 24, 1976		

## Central Files 4080177

	box 772	folder 32
FEES, 1975-1976	box 772	folder 33
FER, 1975-1976	box 772	folder 34
Dr. Richard P. Feynman Dr. of Science, 1975-1976	box 772	folder 35
FI, 1975-1976	box 772	folder 36
Finance, Committee on, 1975-1976	box 773	folder 1
Finance, Committee on II, 1975-1976	box 773	folder 2
Financial Report, 1975-1976	box 773	folder 3
FL, 1975-1976	box 773	folder 4
FO, 1975-1976	box 773	folder 5
Ford Foundation, 1975-1976	box 773	folder 6
FRA, 1975-1976	box 773	folder 7
Dean George K. Fraenkel, 1975-1976	box 773	folder 8
FRE, 1975-1976	box 773	folder 9
FRI, 1975-1976	box 773	folder 10
FU, 1975-1976	box 773	folder 11
GA, 1975-1976	box 773	folder 12
GAR, 1975-1976	box 773	folder 13
GE, 1975-1976	box 773	folder 14
GEN, 1975-1976	box 773	folder 15
General and Continuing Education in the Humanities, 1975-1976	box 773	folder 16
General Studies, School of, 1975-1976	box 773	folder 17
GER, 1975-1976	box 773	folder 18
GI, 1975-1976	box 773	folder 19
Gifts, 1975-1976	box 773	folder 20
Gifts II, 1975-1976	box 773	folder 21
GIN, 1975-1976	box 773	folder 22
Dean Mitchell I. Ginsberg, 1975-1976	box 773	folder 23
GL, 1975-1976	box 773	folder 24
GO, 1975-1976	box 773	folder 25
GON, 1975-1976	box 773	folder 26
Vice Chancellor Arnold L. Goren, NYU, 1975-1976	box 773	folder 27



## Central Files 4080177

GRA, 1975-1976	box 773	folder 28
Ms. Martha Graham, Dr. of Humane Letters, 1975-1976	box 774	folder 1
GRE, 1975-1976	box 774	folder 2
GRI, 1975-1976	box 774	folder 3
GRO, 1975-1976	box 774	folder 4
Group Five, 1975-1976	box 774	folder 5
GU, 1975-1976	box 774	folder 6
HA, 1975-1976	box 774	folder 7
HAM, 1975-1976	box 774	folder 8
HAR, 1975-1976	box 774	folder 9
Harlem Hospital Center, 1975-1976	box 774	folder 10
C. Lowell Harriss, 1975-1976	box 774	folder 11
HAS, 1975-1976	box 774	folder 12
Robert A. Hayzer: Rescinding of M.A., 1975-1976	box 774	folder 13
HE, 1975-1976	box 774	folder 14
Health Sciences Committee, 1975-1976	box 774	folder 15
Health Sciences Committee II, 1975-1976	box 774	folder 16
Health Services, 1975-1976	box 774	folder 17
Roland A. Hence, 1975-1976	box 774	folder 18
HER, 1975-1976	box 774	folder 19
HI, 1975-1976	box 774	folder 20
Eugene Higgins Trust, 1975-1976	box 774	folder 21
HIR, 1975-1976	box 774	folder 22
Hiring Freeze, 1975-1976	box 774	folder 23
HO, 1975-1976	box 774	folder 24
John Hohenberg, 1975-1976	box 774	folder 25
Honors and Prizes, 1975-1976	box 774	folder 26
Honors Candidates Biographies, 1975-1976	box 774	folder 27
HOP, 1975-1976	box 774	folder 28
Horwitz Dinner, October 1, 1975	box 775	folder 1
HU, 1975-1976	box 775	folder 2
HUN, 1975-1976	box 775	folder 3

## Central Files 4080177

IA, 1975-1976	box 775	folder 4
Institute, 1975-1976	box 775	folder 5
Institutes and Regional Institutes, 1975-1976	box 775	folder 6
INT, 1975-1976	box 775	folder 7
International, 1975-1976	box 775	folder 8
International Affairs, School of, 1975-1976	box 775	folder 9
International Business Machines (IBM), 1975-1976	box 775	folder 10
International Association of University Presidents, 1975-1976	box 775	folder 11
Investments, 1975-1976	box 775	folder 12
IR, 1975-1976	box 775	folder 13
Imperial Medical Center of Iran, 1975-1976	box 775	folder 14
Imperial Medical Center of Iran, 1975-1976	box 775	folder 15
IS, 1975-1976	box 775	folder 16
Ivy Group Presidents, 1975-1976	box 775	folder 17
JA, 1975-1976	box 775	folder 18
JAN, 1975-1976	box 775	folder 19
Jacob K. Javits, 1975-1976	box 775	folder 20
JE, 1975-1976	box 775	folder 21
Jewish Campus Life Fund, 1975-1976	box 775	folder 22
JO, 1975-1976	box 775	folder 23
JON, 1975-1976	box 775	folder 24
JU, 1975-1976	box 775	folder 25
KA, 1975-1976	box 775	folder 26
Proctor William E. Kahn, 1975-1976	box 776	folder 1
KAS, 1975-1976	box 776	folder 2
KE, 1975-1976	box 776	folder 3
KEN, 1975-1976	box 776	folder 4
KI, 1975-1976	box 776	folder 5
KL, 1975-1976	box 776	folder 6
KO, 1975-1976	box 776	folder 7
V.K. Wellington Koo, 1975-1976	box 776	folder 8
KR, 1975-1976		

## Central Files 4080177

	box 776	folder 9
KU, 1975-1976	box 776	folder 10
LA, 1975-1976	box 776	folder 11
Lamont-Doherty Geological Observatory, 1975-1976	box 776	folder 12
LAR, 1975-1976	box 776	folder 13
LASO Latin-American Students Organization, 1975-1976	box 776	folder 14
Law, School of, 1975-1976	box 776	folder 15
LE, 1975-1976	box 776	folder 16
LEH, 1975-1976	box 776	folder 17
LES, 1975-1976	box 776	folder 18
LI, 1975-1976	box 776	folder 19
Dean Peter W. Litkins, 1975-1976	box 776	folder 20
LIL, 1975-1976	box 776	folder 21
School of Library Service: Accreditation, 1975-1976	box 776	folder 22
LIN, 1975-1976	box 776	folder 23
LO, 1975-1976	box 776	folder 24
Augustus Long Library-Health Sciences Center, 1975-1976	box 776	folder 25
LOR, 1975-1976	box 776	folder 26
Mareistella Lorch, 1975-1976	box 776	folder 27
LU, 1975-1976	box 776	folder 28
Henry Luce Foundation, 1975-1976	box 777	folder 1
McA, 1975-1976	box 777	folder 2
McG, 1975-1976	box 777	folder 3
Dr. William J. McGill, 1975-1976	box 777	folder 4
Dr. McGill: Florida Trip, 1975-1976	box 777	folder 5
Dr. McGill: Pittsburgh Visit, 1975-1976	box 777	folder 6
Report to the University Senate William J. McGill, September 19, 1975	box 777	folder 7
The Pu Association of Colleges and Universities, September 22, 1975	box 777	folder 8
Cordier Memorial and John Dunning, 1975-1976	box 777	folder 9
Toward a New Direction in Higher Education-IAUP-Boston, November 11, 1975	box 777	folder 10

Lenox Hill Dedication - Percy and Harold Uris Pavilion, November 12, 1975	box 777	folder 11
Report to the University Senate on U. Relationships w/ Foreign Countries and Institutions, 1975-1976	box 777	folder 12
Article for San Diego Union - William J. McGill, February 12, 1976	box 777	folder 13
192nd Annual Dinner of the Friendly Sons of St. Patrick, March 17, 1976	box 777	folder 14
American Association of Neurological Surgeons, 1975-1976	box 777	folder 15
Peacemaking in on Adversary Society St. Paul, Minn - National Conference on Causes of Dissatisfaction, April 8, 1976	box 777	folder 16
P and S Alumni Quarterly - Malpractice Insurance Speech Before P and S Alumni, May 1, 1976	box 777	folder 17
Commencement Columbia University - Dr. William J. McGill, May 12, 1976	box 777	folder 18
Graduate Faculties Alumni Dinner, May 21, 1976	box 777	folder 19
Fairleigh Dickinson Commencement, May 23, 1976	box 777	folder 20
Fordham Preparatory School Commencement, June 11, 1976	box 777	folder 21
Victor Riesel - Guest Column Summer, 1976	box 777	folder 22
MA, 1975-1976	box 777	folder 23
Malpractice Panel, 1975-1976	box 777	folder 24
MAN, 1975-1976	box 777	folder 25
MAR, 1975-1976	box 777	folder 26
MAS, 1975-1976	box 777	folder 27
Master Plan, 1975-1976	box 777	folder 28
ME, 1975-1976	box 777	folder 29
Medical, Medicine, 1975-1976	box 777	folder 30
Mel, 1975-1976	box 777	folder 31
Andrew W. Mellon Foundation, 1975-1976	box 777	folder 32
Mer, 1975-1976	box 777	folder 33
Mi, 1975-1976	box 777	folder 34
Takeo Miki Convocation, August 8, 1975	box 777	folder 35
Middle States Association of Colleges & Secondary Schools, 1975-1976	box 778	folder 1

## Central Files 4080177

Mil, 1975-1976	box 778	folder 2
Min, 1975-1976	box 778	folder 3
Mo, 1975-1976	box 778	folder 4
Moo, 1975-1976	box 778	folder 5
Mor, 1975-1976	box 778	folder 6
Morningside, 1975-1976	box 778	folder 7
Mos, 1975-1976	box 778	folder 8
Mu, 1975-1976	box 778	folder 9
Na, 1975-1976	box 778	folder 10
National A-D, 1975-1976	box 778	folder 11
National E-Z, 1975-1976	box 778	folder 12
National Science Foundation, 1975-1976	box 778	folder 13
Ne, 1975-1976	box 778	folder 14
New York, 1975-1976	box 778	folder 15
NY Urban League, 1975-1976	box 778	folder 16
NY Urban League II, 1975-1976	box 778	folder 17
Ni, 1975-1976	box 778	folder 18
No, 1975-1976	box 778	folder 19
Nu, 1975-1976	box 778	folder 20
Nursing, 1975-1976	box 778	folder 21
O', 1975-1976	box 778	folder 22
Oa, 1975-1976	box 778	folder 23
Office of University Placement and Career Planning, 1975-1976	box 778	folder 24
Lord Laurence Olivier, 1975-1976	box 778	folder 25
Op, 1975-1976	box 778	folder 26
Pa, 1975-1976	box 778	folder 27
Par, 1975-1976	box 779	folder 1
Pas, 1975-1976	box 779	folder 2
Al Paul, 1975-1976	box 779	folder 3
Pe, 1975-1976	box 779	folder 4
Pen, 1975-1976	box 779	folder 5
Merrilynn J. Penner, 1975-1976		

## Central Files 4080177

	box 779	folder 6
Personnel, Office of, 1975-1976	box 779	folder 7
Per, 1975-1976	box 779	folder 8
William E. Petersen, 1975-1976	box 779	folder 9
Ph, 1975-1976	box 779	folder 10
Pharmaceutical Sciences, College of, 1975-1976	box 779	folder 11
Physicians and Surgeons, 1975-1976	box 779	folder 12
Pi, 1975-1976	box 779	folder 13
Dean Harvey Picker, 1975-1976	box 779	folder 14
Pl, 1975-1976	box 779	folder 15
Po, 1975-1976	box 779	folder 16
Por, 1975-1976	box 779	folder 17
Dean Peter R. Pouncey, 1975-1976	box 779	folder 18
Pr, 1975-1976	box 779	folder 19
Presbyterian Hospital, 1975-1976	box 779	folder 20
President's Advisory Committee on Finance and Development, 1975-1976	box 779	folder 21
President's Council, 1975-1976	box 779	folder 22
President's Council on Deans, 1975-1976	box 779	folder 23
Pro, 1975-1976	box 779	folder 24
Projects and Grants, Office of, 1975-1976	box 779	folder 25
Projects and Grants II, 1975-1976	box 779	folder 26
PRU, 1975-1976	box 779	folder 27
PU, 1975-1976	box 779	folder 28
Public Information, Office of, 1975-1976	box 779	folder 29
Public Information, Office of II, 1975-1976	box 779	folder 30
Pulitzer Prizes, Nominations, 1975-1976	box 779	folder 31
Pulitzer Prizes, 1975-1976	box 780	folder 32
Q1975-1976	box 780	folder 33
RA, 1975-1976	box 780	folder 34
RAN, 1975-1976	box 780	folder 35
Random House Exhibition, 1975-1976	box 780	folder 36
RE, 1975-1976	box 780	folder 37

Regents, New York State Board of, 1975-1976	box 780	folder 38
Registrar, Office of, 1975-1976	box 780	folder 39
Reid Hall, 1975-1976	box 780	folder 40
Res, 1975-1976	box 780	folder 41
Residence Halls, 1975-1976	box 780	folder 42
RI, 1975-1976	box 780	folder 43
RO, 1975-1976	box 780	folder 44
Rockefeller Center, 1975-1976	box 780	folder 45
Rockefeller Foundation, 1975-1976	box 780	folder 46
ROF, 1975-1976	box 780	folder 47
ROS, 1975-1976	box 780	folder 48
R.O.T.C., 1975-1976	box 780	folder 49
RU, 1975-1976	box 780	folder 50
Vitaly Rubin, 1975-1976	box 780	folder 51
Rules of University Conduct, 1975-1976	box 780	folder 52
RUS, 1975-1976	box 780	folder 53
SA, 1975-1976	box 780	folder 54
Saint, 1975-1976	box 780	folder 55
SAL, 1975-1976	box 780	folder 56
Salary Review: Ad Hoc Committee for, 1975-1976	box 780	folder 57
SAN, 1975-1976	box 780	folder 58
SCH, 1975-1976	box 780	folder 59
SCHM, 1975-1976	box 780	folder 60
SCHW, 1975-1976	box 780	folder 61
Gertrude Schweitzer - Citation, 1975-1976	box 780	folder 62
SCI, 1975-1976	box 780	folder 63
SE, 1975-1976	box 780	folder 64
SEL, 1975-1976	box 780	folder 65
Philip Seldon, 1975-1976	box 780	folder 66
SEOG Program Letters, 1975-1976	box 780	folder 67
SER, 1975-1976	box 781	folder 1
SH, 1975-1976	box 781	folder 2

## Central Files 4080177

SHI, 1975-1976	box 781	folder 3
SI, 1975-1976	box 781	folder 4
SIM, 1975-1976	box 781	folder 5
SL, 1975-1976	box 781	folder 6
Alfred P. Sloan Foundation, 1975-1976	box 781	folder 7
SO, 1975-1976	box 781	folder 8
Social Work, School of, 1975-1976	box 781	folder 9
Society, 1975-1976	box 781	folder 10
Society of Teaching Fellows in the Humanities, 1975-1976	box 781	folder 11
SP, 1975-1976	box 781	folder 12
Visit of Queen Spain, 1975-1976	box 781	folder 13
Speaker's Advisory Committee on Public Policy, 1975-1976	box 781	folder 14
ST, 1975-1976	box 781	folder 15
State Education Department, 1975-1976	box 781	folder 16
State Education Department II, 1975-1976	box 781	folder 17
STE, 1975-1976	box 781	folder 18
STI, 1975-1976	box 781	folder 19
Harlan Stone Dinner, October 28, 1975	box 781	folder 20
STR, 1975-1976	box 781	folder 21
STU, 1975-1976	box 781	folder 22
Student Organizations, 1975-1976	box 781	folder 23
Student-Operated Grocery, 1975-1976	box 781	folder 24
Student Planning and Research Center (SPARC), 1975-1976	box 781	folder 25
Students, 1975-1976	box 781	folder 26
SU, 1975-1976	box 782	folder 1
Summer Session, 1975-1976	box 782	folder 2
SUR, 1975-1976	box 782	folder 3
TA, 1975-1976	box 782	folder 4
TAP, 1975-1976	box 782	folder 5
TE, 1975-1976	box 782	folder 6
Teachers College, 1975-1976	box 782	folder 7
Temporary Commission, 1975-1976	box 782	folder 8



TER, 1975-1976	box 782	folder 9
TH, 1975-1976	box 782	folder 10
TI, 1975-1976	box 782	folder 11
TO, 1975-1976	box 782	folder 12
TR, 1975-1976	box 782	folder 13
Lionel Trilling, 1975-1976	box 782	folder 14
Triga Reactor, 1975-1976	box 782	folder 15
Trinity Schools Corporation, 1975-1976	box 782	folder 16
Trustees, 1975-1976	box 782	folder 17
Trustees II, 1975-1976	box 782	folder 18
Trustees Executive Committee, 1975-1976	box 782	folder 19
Committee on Educational Policy and the State of the University, 1975-1976	box 782	folder 20
Legal Affairs, Trustees Committee on, 1975-1976	box 782	folder 21
Trustees Committee on Development, 1975-1976	box 782	folder 22
President's Monthly Report to the Trustees, 1975-1976	box 783	folder 1
President's Annual Report to the Trustees, 1975-1976	box 783	folder 2
Trustees Minutes – Abstracts, 1975-1976	box 783	folder 3
Trustees Minute: Abstracts, 1975-1976	box 783	folder 4
TU, 1975-1976	box 783	folder 5
Tuition, 1975-1976	box 783	folder 6
UA, 1975-1976	box 783	folder 7
UN, 1975-1976	box 783	folder 8
United, 1975-1976	box 783	folder 9
University A-Z, 1975-1976	box 783	folder 10
University Medal for Excellence, 1975-1976	box 783	folder 11
University Record, 1975-1976	box 783	folder 12
University Seminars, 1975-1976	box 783	folder 13
University Senate Handbook, 1975-1976	box 783	folder 14
University Senate, 1975-1976	box 783	folder 15
University Senate II, 1975-1976	box 783	folder 16
University Statutes, 1975-1976	box 783	folder 17
UR, 1975-1976		

	box 783	folder 18
VA, 1975-1976	box 783	folder 19
VE, 1975-1976	box 783	folder 20
VI, 1975-1976	box 783	folder 21
"VEMA", 1975-1976	box 784	folder 1
VO, 1975-1976	box 784	folder 2
Spyros M. Vriatsanos, 1975-1976	box 784	folder 3
WA, 1975-1976	box 784	folder 4
Ira D. Wallach Professorship, 1975-1976	box 784	folder 6
WAN, 1975-1976	box 784	folder 7
WAS, 1975-1976	box 784	folder 8
WE, 1975-1976	box 784	folder 9
WER, 1975-1976	box 784	folder 10
WH, 1975-1976	box 784	folder 11
WI, 1975-1976	box 784	folder 12
Lawrence A. Wien, 1975-1976	box 784	folder 13
WIN, 1975-1976	box 784	folder 14
Winter Session, 1975-1976	box 784	folder 15
WO, 1975-1976	box 784	folder 16
WR, 1975-1976	box 784	folder 17
Professor Chien Shiung Wu, 1975-1976	box 784	folder 18
X1975-1976	box 784	folder 19
Y1975-1976	box 784	folder 20
Z1975-1976	box 784	folder 21
Miscellaneous, 1975-1976	box 784	folder 22

[^ Return to Table of Contents](#)

## Series VII, 1976-1977

**Scope and Contents**

This series of Central Files is the continuation of records found in Series I covering the year July 1, 1976 to June 30, 1977. Individually named and general alphabetical files are arranged in one alphabetical sequence.

<b>Title/Description</b>	<b>Instances</b>	
American Assembly, 1976-1977	box 785	folder 1
American Association of University Professors, 1976-1977	box 785	folder 2
American I-Z, 1975-1976	box 785	folder 3
American Council on Education, 1976-1977	box 785	folder 4
ACE, 1976-1977	box 785	folder 5
American Council on Education II, 1976-1977	box 785	folder 6
American Council on Education III, 1976-1977	box 785	folder 7
AN, 1976-1977	box 785	folder 8
Antenucci Professorship, 1976-1977	box 785	folder 9
AR, 1976-1977	box 785	folder 10
Architecture and Planning, Graduate School of, 1976-1977	box 785	folder 11
Art History and Archaeology Benefit: "Modern Portraits" Exhibition, 1976-1977	box 785	folder 12
Arts, School of, 1976-1977	box 785	folder 13
Arts and Sciences, Graduate School of, 1976-1977	box 785	folder 14
AS, 1976-1977	box 785	folder 15
Association, 1976-1977	box 785	folder 16
Association of American Colleges, 1976-1977	box 785	folder 17
Association of American Universities, 1976-1977	box 786	folder 1
Association of Colleges and Universities of the State of NY, 1976-1977	box 786	folder 2
AT, 1976-1977	box 786	folder 3
Athletics, 1976-1977	box 786	folder 4
AU, 1976-1977	box 786	folder 5
BA, 1976-1977	box 786	folder 6
George W. Ball, 1976-1977	box 786	folder 7
BAN, 1976-1977	box 786	folder 8
Bancroft Prizes, 1977	box 786	folder 9
BAR, 1976-1977	box 786	folder 10

## Central Files 4080177

Bard College, 1976-1977	box 786	folder 11
Barnard College, 1976-1977	box 786	folder 12
Barnard College II, 1976-1977	box 786	folder 13
Barth Laboratories, 1976-1977	box 786	folder 14
BAS, 1976-1977	box 786	folder 15
BAT, 1976-1977	box 786	folder 16
BE, 1976-1977	box 786	folder 17
BEN, 1976-1977	box 786	folder 18
BER, 1976-1977	box 786	folder 19
BES, 1976-1977	box 786	folder 20
BI, 1976-1977	box 786	folder 21
Widgery and Burger - Special Convocation, August, 1976	box 786	folder 22
Bicentennial, 1976-1977	box 786	folder 23
BL, 1976-1977	box 786	folder 24
BLO, 1976-1977	box 787	folder 1
William Bloor, 1976-1977	box 787	folder 2
BO, 1976-1977	box 787	folder 3
BOR, 1976-1977	box 787	folder 4
BRA, 1976-1977	box 787	folder 5
George A. Brakeley III, 1976-1977	box 787	folder 6
BRE, 1976-1977	box 787	folder 7
BRO, 1976-1977	box 787	folder 8
BU, 1976-1977	box 787	folder 9
Peter McE. Buchanan, 1976-1977	box 787	folder 10
Budget, 1976-1977	box 787	folder 11
Budget II, 1976-1977	box 787	folder 12
Budget III, 1976-1977	box 787	folder 13
Buildings and Grounds, 1976-1977	box 787	folder 14
BUR, 1976-1977	box 787	folder 15
Bureau of Applied Social Research, 1976-1977	box 787	folder 16
BUS, 1976-1977	box 787	folder 17
Business, School of, 1976-1977	box 787	folder 18

Butler Medals, 1976-1977	box 787	folder 19
CA, 1976-1977	box 787	folder 20
Maria Moors Cabot Prizes, 1976-1977	box 787	folder 21
CAM, 1976-1977	box 787	folder 22
Honoraries – Cancer Research Center, November 18, 1976	box 787	folder 23
Cancer Research Center Laboratories, Dedication, Nov 18, 1976	box 787	folder 24
CAR, 1976-1977	box 787	folder 25
Carnegie Corporation, 1976-1977	box 787	folder 26
Cartwright – Cancer Research Dinner, November 17, 1976	box 787	folder 27
Cas, 1976-1977	box 788	folder 1
Casa Italiana, 1976-1977	box 788	folder 2
Cathedral Church of St. John the Divine, 1976-1977	box 788	folder 3
CBS, 1976-1977	box 788	folder 4
CE, 1976-1977	box 788	folder 5
Center, 1976-1977	box 788	folder 6
CHA, 1976-1977	box 788	folder 7
Dean Schuyler Chapin, 1976-1977	box 788	folder 8
CHE, 1976-1977	box 788	folder 9
Children's Free School, 1976-1977	box 788	folder 10
CHO, 1976-1977	box 788	folder 11
CI, 1976-1977	box 788	folder 12
CL, 1976-1977	box 788	folder 13
Class of 1927, 1976-1977, 1927, 1976-1977	box 788	folder 14
CLE, 1976-1977	box 788	folder 15
C. Herbert Clemens, 1976-1977	box 788	folder 16
CO, 1976-1977	box 788	folder 17
Coalition for New York, 1976-1977	box 788	folder 18
College, 1976-1977	box 788	folder 19
Columbia A-Z, 1976-1977	box 788	folder 20
Columbia College, 1976-1977	box 788	folder 21
Columbia Committee for Community Service, 1976-1977	box 788	folder 22
Columbia-Presbyterian Medical Center Fund, 1976-1977		

## Central Files 4080177

	box 788	folder 23
Columbia-Presbyterian Medical Center Capital Campaign, 1976-1977	box 788	folder 24
Columbia Television (CTV), 1976-1977	box 788	folder 25
Columbia University McGraw-Hill Lectures, 1976-1977	box 788	folder 26
COM, 1976-1977	box 788	folder 27
Commemoration Service, 1976-1977	box 788	folder 28
Commencement, May 18,1977	box 788	folder 29
Commission of Independent Colleges and Universities, 1976-1977	box 789	folder 1
Commission of Independent Colleges and Universities II, 1976-1977	box 789	folder 2
Commission of Independent Colleges and Universities III, 1976-1977	box 789	folder 3
CICU Trustee Relations Committee, 1976-1977	box 789	folder 4
Committee, 1976-1977	box 789	folder 5
Committee for Corporate Support of Private Universities, 1976-1977	box 789	folder 6
Community Educational Exchange Program (CEEP), 1976-1977	box 789	folder 7
CON, 1976-1977	box 789	folder 8
Consortium on Financing Higher Education, 1976-1977	box 789	folder 9
Controller's Office, 1976-1977	box 789	folder 10
COO, 1976-1977	box 789	folder 11
Cooper and Lybrand, 1976-1977	box 789	folder 12
COR, 1976-1977	box 789	folder 13
COS, 1976-1977	box 789	folder 14
Council, 1976-1977	box 789	folder 15
CR, 1976-1977	box 789	folder 16
CU, 1976-1977	box 789	folder 17
DA, 1976-1977	box 789	folder 18
DAR, 1976-1977	box 789	folder 19
Daytop Village, 1976-1977	box 789	folder 20
DE, 1976-1977	box 789	folder 21
Dean's Planning Group, 1976-1977	box 790	folder 1

## Central Files 4080177

William T. DeBary, 1976-1977	box 790	folder 2
DEL, 1976-1977	box 790	folder 3
DEN, 1976-1977	box 790	folder 4
Dental and Oral Surgery, School of, 1976-1977	box 790	folder 5
Department, 1976-1977	box 790	folder 6
Department of Health, Education and Welfare, 1976-1977	box 790	folder 7
Deputy Provost Search, 1976-1977	box 790	folder 8
Development, 1976-1977	box 790	folder 9
Development - Search for Director, 1976-1977	box 790	folder 10
DI, 1976-1977	box 790	folder 11
Richard Diebenkorn Dr. of Humane Letters,1976-1977	box 790	folder 12
District 65, 1976-1977	box 790	folder 13
DO, 1976-1977	box 790	folder 14
DON, 1976-1977	box 790	folder 15
DR, 1976-1977	box 790	folder 16
DU, 1976-1977	box 790	folder 17
EA, 1976-1977	box 790	folder 18
Earl Hall, 1976-1977	box 790	folder 19
East Asian Programs1976-1977	box 790	folder 20
East Campus Dormitory, 1976-1977	box 790	folder 21
ED, 1976-1977	box 790	folder 22
Helen Hedy Ehrlich, 1976-1977	box 790	folder 23
EL, 1976-1977	box 790	folder 24
EM, 1976-1977	box 790	folder 25
Emeritus Professors, 1976-1977	box 790	folder 26
Energy Conservation on the New York Subway, 1976-1977	box 790	folder 27
Engineering, 1976-1977	box 791	folder 1
EP, 1976-1977	box 791	folder 2
ES, 1976-1977	box 791	folder 3
Exxon/Esso Foundation, 1976-1977	box 791	folder 4
FA, 1976-1977	box 791	folder 5
Faculty and Faculties, 1976-1977	box 791	folder 6

## Central Files 4080177

Sherman Fairchild Life Sciences Building, 1976-1977	box 791	folder 7
FE, 1976-1977	box 791	folder 8
Fees, 1976-1977	box 791	folder 9
FER, 1976-1977	box 791	folder 10
FI, 1976-1977	box 791	folder 11
Finance Committee I, 1976-1977	box 791	folder 12
Finance Committee II, 1976-1977	box 791	folder 13
Finance Committee III, 1976-1977	box 791	folder 14
FIR, 1976-1977	box 791	folder 15
FO, 1976-1977	box 791	folder 16
FL, 1976-1977	box 791	folder 17
Football Game, 1976-1977s	box 791	folder 18
FOR, 1976-1977	box 791	folder 19
Ford Foundation, 1976-1977	box 791	folder 20
FRA, 1976-1977	box 791	folder 21
FRE, 1976-1977	box 791	folder 22
FRI, 1976-1977	box 791	folder 23
FU, 1976-1977	box 791	folder 24
GA, 1976-1977	box 791	folder 25
GAR, 1976-1977	box 791	folder 26
GE, 1976-1977	box 791	folder 27
General Education Seminars, 1976-1977	box 791	folder 28
General Studies, 1976-1977	box 791	folder 29
Geological Sciences, 1976-1977	box 791	folder 30
GER, 1976-1977	box 792	folder 1
GI, 1976-1977	box 792	folder 2
Gifts, 1976-1977	box 792	folder 3
Gifts II, 1976-1977	box 792	folder 4
Gin, 1976-1977	box 792	folder 5
GL, 1976-1977	box 792	folder 6
GO, 1976-1977	box 792	folder 7
L. Carrington Goodrich Chair, 1976-1977	box 792	folder 8



## Central Files 4080177

GOR, 1976-1977	box 792	folder 9
GRA, 1976-1977	box 792	folder 10
GRE, 1976-1977	box 792	folder 11
GRI, 1976-1977	box 792	folder 12
Group Five, 1976-1977	box 792	folder 13
GU, 1976-1977	box 792	folder 14
HA, 1976-1977	box 792	folder 15
Alexander Hamilton Award, 1976-1977	box 792	folder 16
HAN, 1976-1977	box 792	folder 17
C. Lowell Harriss, 1976-1977	box 792	folder 18
HAR, 1976-1977	box 792	folder 19
HARR, 1976-1977	box 792	folder 20
Harvard Columbia Russian Studies, 1976-1977	box 792	folder 21
HAS, 1976-1977	box 792	folder 22
HE, 1976-1977	box 792	folder 23
Health Care Management Center, 1976-1977	box 792	folder 24
Health Sciences Budget, 1976-1977	box 792	folder 25
Health Services, 1976-1977	box 793	folder 1
HEN, 1976-1977	box 793	folder 2
HER, 1976-1977	box 793	folder 3
HES, 1976-1977	box 793	folder 4
HI, 1976-1977	box 793	folder 5
Eugene Higgins Trust, 1976-1977	box 793	folder 6
HO, 1976-1977	box 793	folder 7
Honors and Prizes, 1976-1977	box 793	folder 8
HOP, 1976-1977	box 793	folder 9
Louisa Gross Horwitz, 1976-1977	box 793	folder 10
HOS, 1976-1977	box 793	folder 11
HU, 1976-1977	box 793	folder 12
Percy K. Hudson Estate, 1976-1977	box 793	folder 13
HUN, 1976-1977	box 793	folder 14
HY, 1976-1977	box 793	folder 15

Presidential Citation - November 4 - Mrs. Mary Hyde and Dr. Dallas Pratt, 1976-1977	box 793	folder 16
IA, 1976-1977	box 793	folder 17
"Index", 1976-1977	box 793	folder 18
Institute, 1976-1977	box 793	folder 19
Institutes and Regional Institutes, 1976-1977	box 793	folder 20
INT, 1976-1977	box 793	folder 21
International, 1976-1977	box 793	folder 22
International Affairs, School of, 1976-1977	box 793	folder 23
International Association of University Presidents, 1976-1977	box 793	folder 24
Investments, 1976-1977	box 793	folder 25
IR, 1976-1977	box 793	folder 26
Ireland, Consulate General of, 1976-1977	box 793	folder 27
IS, 1976-1977	box 793	folder 28
Ivy Group, 1976-1977	box 793	folder 29
JA, 1976-1977	box 793	folder 30
JAN, 1976-1977	box 793	folder 31
JAPAN Foundation, 1976-1977	box 793	folder 32
JE, 1976-1977	box 793	folder 33
Jewish Studies Program, 1976-1977	box 794	folder 1
JO, 1976-1977	box 794	folder 2
Lyndon Baines Foundation (L.B.J. Library), 1976-1977	box 794	folder 3
JON, 1976-1977	box 794	folder 4
JU, 1976-1977	box 794	folder 5
Junior Faculty, 1976-1977	box 794	folder 6
KA, 1976-1977	box 794	folder 7
KAS, 1976-1977	box 794	folder 8
KE, 1976-1977	box 794	folder 9
KEN, 197-1977	box 794	folder 10
KI, 1976-1977	box 794	folder 11
Kissinger Appointment, 1976-1977	box 794	folder 12
KL, 1976-1977	box 794	folder 13

KO, 1976-1977	box 794	folder 14
KR, 1976-1977	box 794	folder 15
Kresge Foundation, 1976-1977	box 794	folder 16
KU, 1976-1977	box 794	folder 17
Stephen Kuttner, Presidential Citation, May 4, 1977	box 794	folder 18
LA, 1976-1977	box 794	folder 19
Lamont - Doherty Geological Observatory, 1976-1977	box 794	folder 20
Lamont - Doherty Geological Observatory II, 1976-1977	box 794	folder 21
LAR, 1976-1977	box 794	folder 22
Law School, 1976-1977	box 794	folder 23
Paul Felix Lazarsfeld, 1976-1977	box 795	folder 1
LE, 1976-1977	box 795	folder 2
LES, 1976-1977	box 795	folder 3
LI, 1976-1977	box 795	folder 4
LIN, 1976-1977	box 795	folder 5
LIP, 1976-1977	box 795	folder 6
Livingston Hall Fire, 1976-1977	box 795	folder 7
LO, 1976-1977	box 795	folder 8
Augustus Long Library - Health Sciences Center, 1976-1977	box 795	folder 9
LOR, 1976-1977	box 795	folder 10
LU, 1976-1977	box 795	folder 11
Henry Luce Foundation, 1976-1977	box 795	folder 12
McA, 1976-1977	box 795	folder 13
McG, 1976-1977	box 795	folder 14
Dr. William J. McGill, 1976-1977	box 795	folder 15
Toward a New Commitment to Education - College Entrance Examination Board - October 24th, 1976	box 795	folder 16
Association of American Medical Colleges Group on Business Affairs November 11th, 1976	box 795	folder 17
St. Nicholas Society, 1976-1977	box 795	folder 18
Government Regulations & Academic Freedom - University Centers for Rational Alternatives -, 12/11/76	box 795	folder 19
The Dimensions of Brotherhood '76 Flame of Truth Award Dinner December 13th, 1976	box 795	folder 20

The Freeing of Vitali Rubin New York Conference on Soviet Jewry, December 21, 1976	box 795	folder 21
New Problems in Academic Freedom Man and Medicine, March, 1977	box 795	folder 22
Annual Teachers Institute Cardinal Spellman High School March 8,1977	box 795	folder 23
State Bankers Association - 4/19/77 William J. McGill, 4/19/77	box 795	folder 24
Bulletin - New York Academy of Medicine -, May 1977	box 795	folder 25
Commencement - Columbia May 18th, 1977	box 795	folder 26
Victor Riesel Guest Column, June 1977	box 795	folder 27
MA, 1976-1977	box 795	folder 28
MAN, 1976-1977	box 796	folder 1
Manhattan Educational Opportunity Center, 1976-1977	box 796	folder 2
MAR, 1976-1977	box 796	folder 3
Dr. Paul R. Marks, 1976-1977	box 796	folder 4
MAS, 1976-1977	box 796	folder 5
Mathematics Department PhD Program Accreditation, 1976-1977	box 796	folder 6
ME, 1976-1977	box 796	folder 7
Medical, Medicine, 1976-1977	box 796	folder 8
MEL, 1976-1977	box 796	folder 9
Andrew W. Mellon Foundation, 1976-1977	box 796	folder 10
MER, 1976-1977	box 796	folder 11
MI, 1976-1977	box 796	folder 12
Middle States Association of Colleges and Secondary Schools, 1976-1977	box 796	folder 13
MIL, 1976-1977	box 796	folder 14
MIN, 1976-1977	box 796	folder 15
MO, 1976-1977	box 796	folder 16
MOO, 1976-1977	box 796	folder 17
MOR, 1976-1977	box 796	folder 18
Morningside, 1976-1977	box 796	folder 19
MOS, 1976-1977	box 796	folder 20
MU, 1976-1977		

## Central Files 4080177

	box 796	folder 21
NA, 1976-1977	box 796	folder 22
National A - D, 1976-1977	box 796	folder 23
National E - Z, 1976-1977	box 796	folder 24
National Association of Independent Colleges and Universities, 1976-1977	box 796	folder 25
National Committee for Citizens in Education, 1976-1977	box 796	folder 26
National Committee for Citizens in Education II, 1976-1977	box 796	folder 27
National Endowment for the Humanities, 1976-1977	box 796	folder 28
NE, 1976-1977	box 796	folder 29
New York, 1976-1977	box 796	folder 30
Jerome A. Newman, 1976-1977	box 796	folder 31
New York City Inter-Doctoral Consortia, 1976-1977	box 796	folder 32
New York Urban Coalition, 1976-1977	box 797	folder 1
New York Urban League, 1976-1977	box 797	folder 2
New York Urban League II, 1976-1977	box 797	folder 3
NI, 1976-1977	box 797	folder 4
NO, 1976-1977	box 797	folder 5
NOR, 1976-1977	box 797	folder 6
NU, 1976-1977	box 797	folder 7
OA, 1976-1977	box 797	folder 8
O1976-1977	box 797	folder 9
Office of Technology Assessment, 1976-1977	box 797	folder 10
OP, 1976-1977	box 797	folder 11
PA, 1976-1977	box 797	folder 12
William S. Paley, 1976-1977	box 797	folder 13
Albert Parker, 1976-1977	box 797	folder 14
PAR, 1976-1977	box 797	folder 15
PAS, 1976-1977	box 797	folder 16
PE, 1976-1977	box 797	folder 17
PER, 1976-1977	box 797	folder 18
Carlos Andres Perez, President of Venezuela, 1976-1977	box 797	folder 19
PH, 1976-1977	box 797	folder 20

## Central Files 4080177

Philosophy, Department Accreditation, 1976-1977	box 797	folder 21
Physicians and Surgeons, 1976-1977	box 797	folder 22
PI, 1976-1977	box 797	folder 23
PL, 1976-1977	box 798	folder 1
PO, 1976-1977	box 798	folder 2
POR, 1976-1977	box 798	folder 3
PR, 1976-1977	box 798	folder 4
President's Committee on Finance and Development, 1976-1977	box 798	folder 5
President's Council, 1976-1977	box 798	folder 6
President's Council of Deans, 1976-1977	box 798	folder 7
PRO, 1976-1977	box 798	folder 8
Projects and Grants, Office of, 1976-1977	box 798	folder 9
Projects and Grants, Office of II, 1976-1977	box 798	folder 10
PRU, 1976-1977	box 798	folder 11
PU, 1976-1977	box 798	folder 12
Public Information, Office of, 1976-1977	box 798	folder 13
Public Information, Office of II, 1976-1977	box 798	folder 14
Pulitzer Prizes, 1976-1977	box 798	folder 15
Q1976-1977	box 798	folder 16
RA, 1976-1977	box 798	folder 17
Ronald Radosh, 1976-1977	box 798	folder 18
RAN, 1976-1977	box 798	folder 19
RE, 1976-1977	box 798	folder 20
Recombinant DNA Research, 1976-1977	box 798	folder 21
Registrar's Office, 1976-1977	box 798	folder 22
Reid Hall, 1976-1977	box 798	folder 23
RES, 1976-1977	box 798	folder 24
Research Libraries Group, 1976-1977	box 798	folder 25
Residence Halls, 1976-1977	box 798	folder 26
Retirement Plans, 1976-1977	box 798	folder 27
RI, 1976-1977	box 799	folder 1
Riverside Drive Tenants Association, 1976-1977		

## Central Files 4080177

	box 799	folder 2
RO, 1976-1977	box 799	folder 3
ROC, 1976-1977	box 799	folder 4
Rockefeller Archive Center, 1976-1977	box 799	folder 5
Rockefeller Foundation, 1976-1977	box 799	folder 6
ROS, 1976-1977	box 799	folder 7
ROT, 1976-1977	box 799	folder 8
RU, 1976-1977	box 799	folder 9
Vitali Rubin, 1976-1977	box 799	folder 10
RUS, 1976-1977	box 799	folder 11
SA, 1976-1977	box 799	folder 12
Saint, 1976-1977	box 799	folder 13
'77 Touchstone, 1976-1977	box 799	folder 14
SAL, 1976-1977	box 799	folder 15
Salary Review, AD HOC Committee for, 1976-1977	box 799	folder 16
SAN, 1976-1977	box 799	folder 17
SCH, 1976-1977	box 799	folder 18
SCHM, 1976-1977	box 799	folder 19
SCHW, 1976-1977	box 799	folder 20
Warren Schwed, 1976-1977	box 799	folder 21
SCI, 1976-1977	box 799	folder 22
SE, 1976-1977	box 799	folder 23
SEL, 1976-1977	box 799	folder 24
SH, 1976-1977	box 799	folder 25
SHI, 1976-1977	box 799	folder 26
SI, 1976-1977	box 799	folder 27
SIM, 1976-1977	box 799	folder 28
SL, 1976-1977	box 799	folder 29
Alfred P. Sloan Foundation, 1976-1977	box 800	folder 1
SO, 1976-1977	box 800	folder 2
Social Work, School of, 1976-1977	box 800	folder 3
Society, 1976-1977	box 800	folder 4

## Central Files 4080177

Society of Fellows in the Humanities, 1976-1977	box 800	folder 5
Joseph Solomon, 1976-1977	box 800	folder 6
SP, 1976-1977	box 800	folder 7
ST, 1976-1977	box 800	folder 8
State Education Department, 1976-1977	box 800	folder 9
State Education Department II, 1976-1977	box 800	folder 10
State Education Department III, 1976-1977	box 800	folder 11
Annual Education Summary 1976-77	box 800	folder 12
STE, 1976-1977	box 800	folder 13
STI, 1976-1977	box 800	folder 14
STR, 1976-1977	box 800	folder 15
Students, 1976-1977	box 800	folder 16
Students Planning & Research Center (SPARC), 1976-1977	box 800	folder 17
SU, 1976-1977	box 800	folder 18
Summer Session, 1976-1977	box 800	folder 19
Y.S. Sun Luncheon, 1976-1977	box 800	folder 20
SUR, 1976-1977	box 800	folder 21
TA, 1976-1977	box 800	folder 22
TAP, 1976-1977	box 800	folder 23
TE, 1976-1977	box 800	folder 24
Teacher's College, 1976-1977	box 800	folder 25
Columbia Tennis Center, 1976-1977	box 800	folder 26
TER, 1976-1977	box 800	folder 27
TH, 1976-1977	box 800	folder 28
TI, 1976-1977	box 800	folder 29
TO, 1976-1977	box 800	folder 30
James T. Townsend, 1976-1977	box 800	folder 31
TR, 1976-1977	box 800	folder 32
Triga Reactor, 1976-1977	box 800	folder 33
Trinity School, 1976-1977	box 801	folder 1
Trustees, 1976-1977	box 801	folder 2
Trustees II, 1976-1977	box 801	folder 3



Trustees Executive Committee, 1976-1977	box 801	folder 4
Committee on Educational Policy and the State of the University, 1976-1977	box 801	folder 5
Health Sciences, Committee on, 1976-1977	box 801	folder 6
Health Sciences, Committee on II, 1976-1977	box 801	folder 7
Legal Affairs, Trustees Committee on, 1976-1977	box 801	folder 8
President's Monthly Report to the Trustees, 1976-1977	box 801	folder 9
President's Annual Report to the Trustees, 1976-1977	box 801	folder 10
Trustees Minutes : Abstracts, 1976-1977	box 801	folder 11
TU, 1976-1977	box 801	folder 12
UA, 1976-1977	box 801	folder 13
United, 1976-1977	box 801	folder 14
United States, 1976-1977	box 801	folder 15
Universities Research Association, 1976-1977	box 801	folder 16
University A - Z, 1976-1977	box 801	folder 17
University Record, 1976-1977	box 801	folder 18
University Seminars, 1976-1977	box 801	folder 19
University Senate, 1976-1977	box 802	folder 1
University Senate II, 1976-1977	box 802	folder 2
University Statues, 1976-1977	box 802	folder 3
UR, 1976-1977	box 802	folder 4
VA, 1976-1977	box 802	folder 5
VE, 1976-1977	box 802	folder 6
VI, 1976-1977	box 802	folder 7
VO, 1976-1977	box 802	folder 8
WA, 1976-1977	box 802	folder 9
Ira D. Wallach Professorship, 1976-1977	box 802	folder 10
Walsh, 1976-1977	box 802	folder 11
WAN, 1976-1977	box 802	folder 12
WAS, 1976-1977	box 802	folder 13
WE, 1976-1977	box 802	folder 14
WER, 1976-1977	box 802	folder 15
Moran Weston, 1976-1977		

	box 802	folder 16
WH, 1976-1977	box 802	folder 17
WI, 1976-1977	box 802	folder 18
Lawrence A. Wein, 1976-1977	box 802	folder 19
S. Hillary Williams (Livingstone Institute), 1976-1977	box 802	folder 20
WIN, 1976-1977	box 802	folder 21
WO, 1976-1977	box 802	folder 22
WOR, 1976-1977	box 802	folder 23
WR, 1976-1977	box 802	folder 24
X1976-1977	box 802	folder 25
Y1976-1977	box 802	folder 26
Z1976-1977	box 802	folder 27

[^ Return to Table of Contents](#)

## Series VIII, 1977-1978

### Scope and Contents

This series of Central Files is the continuation of records found in Series I covering the year July 1, 1977 to June 30, 1978. Individually named and general alphabetical files are arranged in one alphabetical sequence.

Title/Description	Instances	
AA,1977-1978	box 802	folder 28
AD, 1977-78,1977-1978	box 802	folder 29
Affirmative Action,1977-1978	box 802	folder 30
AL,1977-1978	box 802	folder 31
Alumni,1977-1978	box 802	folder 32
AM,1977-1978	box 802	folder 33
American Assembly,1977-1978	box 803	folder 1
American Association of University Professors, 1977-1978	box 803	folder 2
American A-Z, 1977-1978	box 803	folder 3
American Council on Education I, 1977-1978	box 803	folder 4
American Council on Education II, 1977-1978	box 803	folder 5
American Council on Education III, 1977-1978	box 803	folder 6
Ames Dinner, November 16, 1977	box 803	folder 7

AN, 1977-1978	box 803	folder 8
Dr. Nancy Anderson, 1977-1978	box 803	folder 9
Ar, 1977-1978	box 803	folder 10
Armenian Studies, 1977-1978	box 803	folder 11
Arts, 1977-1978	box 803	folder 12
Arts and Sciences Policy Committee	box 803	folder 13
Arts and Sciences, Commission on Academic Priorities For Joint Mtg. of 3 Grd. Facs, 1977-1978	box 803	folder 14
Arts and Sciences, Graduate School of, 1977-1978	box 803	folder 15
As, 1977-1978	box 803	folder 16
Associate Universities, Inc., 1977-1978	box 804	folder 1
Association, 1977-1978	box 804	folder 2
Association of American Colleges, 1977-1978	box 804	folder 3
Association of American Universities, 1977-1978	box 804	folder 4
Association of Colleges and Universities of the State of New York, 1977-1978	box 804	folder 5
At, 1977-1978	box 804	folder 6
Athletics, 1977-1978	box 804	folder 7
Avery Library, 1977-1978	box 804	folder 8
Ba, 1977-1978	box 804	folder 9
Bakke Case, 1977-1978	box 804	folder 10
Bakhmeteff Archive, 1977-1978	box 804	folder 11
Ban, 1977-1978	box 804	folder 12
Bancroft Prizes, 1978	box 804	folder 13
Bar, 1977-1978	box 804	folder 14
Barn, 1978	box 804	folder 15
Barnard College, 1977-1978	box 804	folder 16
Luigi Barzini, 1977-1978	box 804	folder 17
Bas, 1977-1978	box 804	folder 18
Be, 1977-1978	box 804	folder 19
Ben, 1977-1978	box 804	folder 20
Ber, 1977-1978	box 804	folder 21
Bi, 1977-1978	box 804	folder 22

Bioengineering Institute, 1977-1978	box 804	folder 23
Bl, 1977-1978	box 804	folder 24
William Bloor, 1977-1978	box 804	folder 25
Blu, 1977-1978	box 804	folder 26
Bo, 1977-1978	box 805	folder 1
Bor, 1977-1978	box 805	folder 2
Bra, 1977-1978	box 805	folder 3
Bre, 1977-1978	box 805	folder 4
Bro, 1977-1978	box 805	folder 5
Brookdale Professorship, 1977-1978	box 805	folder 6
Brown University, 1977-1978	box 805	folder 7
Bru, 1977-1978	box 805	folder 8
Bu, 1977-1978	box 805	folder 9
Budget, 1977-1978	box 805	folder 10
Buildings and Grounds, 1977-1978	box 805	folder 11
Bur, 1977-1978	box 805	folder 12
Burke Professorship, 1977-1978	box 805	folder 13
Bus, 1977-1978	box 805	folder 14
Business, Graduate School of, 1977-1978	box 805	folder 15
Ca, 1977-1978	box 805	folder 16
Cabot Prizes, 1977-1978	box 805	folder 17
Cam, 1977-1978	box 805	folder 18
Car, 1977-1978	box 805	folder 19
Christine Stork Carleton (Mrs. Robert A.W.) and the Carleton Professorship, 1977-1978	box 805	folder 20
Cart, 1977-1978	box 805	folder 21
Casa Italiana, 1977-1978	box 805	folder 22
Cathedral Church of St. John the Divine, 1977-1978	box 805	folder 23
CBS, 1977-1978	box 805	folder 24
Ce, 1977-1978	box 805	folder 25
Center, 1977-1978	box 805	folder 26
Center for the Social Sciences, 1977-1978	box 805	folder 27
Jefin Cerebrog, 1977-1978		

## Central Files 4080177

	box 805	folder 28
Cha, 1977-1978	box 805	folder 29
Che, 1977-1978	box 805	folder 30
Chi, 1977-1978	box 805	folder 31
Ching, Peter P.S., 1977-1978	box 806	folder 1
Cho, 1977-1978	box 806	folder 2
Ci, 1977-1978	box 806	folder 3
Cl, 1977-1978	box 806	folder 4
Class of 1919 Professorship, 1977-1978, 1919, 1977-1978	box 806	folder 5
Cle, 1977-1978	box 806	folder 6
Co, 1977-1978	box 806	folder 7
Coalition of Independent College and University Students, 1977-1978	box 806	folder 8
Coalition for New York, 1977-1978	box 806	folder 9
College, 1977-1978	box 806	folder 10
Collegiate Association for the Research of Principals (C.A.R.P.), 1977-1978	box 806	folder 11
Dean Arnold Collery, 1977-1978	box 806	folder 12
Columbia A-Z, 1977-1978	box 806	folder 13
Columbia College, 1977-1978	box 806	folder 14
Columbia-Presbyterian Medical Center Fund, 1977-1978	box 806	folder 15
Columbia Report to State Education Department and to CICU, 1977-1978	box 806	folder 16
Com, 1977-1978	box 806	folder 17
Commemoration, 1977-1978	box 806	folder 18
Commencement, 1977-1978	box 806	folder 19
Commission of Independent Colleges and Universities, 1977-1978	box 806	folder 20
Commission of Independent Colleges and Universities, II, 1977-1978	box 807	folder 1
Commission on the Status of Women, 1977-1978	box 807	folder 2
Committee, 1977-1978	box 807	folder 3
Community Chest, 1977-1978	box 807	folder 4
Con, 1977-1978	box 807	folder 5

Consortium of Financing Higher Education I, 1977-1978	box 807	folder 6
Consortium of Financing Higher Education II, 1977-1978	box 807	folder 7
Coo, 1977-1978	box 807	folder 8
Coopers and Lybrand, 1977-1978	box 807	folder 9
Cor, 1977-1978	box 807	folder 10
Council, 1977-1978	box 807	folder 11
Council for Financial Aid to Education, 1977-1978	box 807	folder 12
Cos, 1977-1978	box 807	folder 13
Cr, 1977-1978	box 807	folder 14
Cu, 1977-1978	box 807	folder 15
Da, 1977-1978	box 807	folder 16
Dav, 1977-1978	box 807	folder 17
DE, 1977-1978	box 807	folder 18
Dean's Planning Group, 1977-1978	box 807	folder 19
Dean's Planing Post Report Comments, 1977-1978	box 807	folder 20
Def, 1977-1978	box 807	folder 21
DEL, 1977-1978	box 808	folder 1
Delafield Estate, 1977-1978	box 808	folder 2
Dental and Oral Surgery, School of, 1977-1978	box 808	folder 3
Department of Health, Education and Welfare, 1977-1978	box 808	folder 4
Department, 1977-1978	box 808	folder 5
Development, 1977-1978	box 808	folder 6
DI, 1977-1978	box 808	folder 7
DO, 1977-1978	box 808	folder 8
DON, 1977-1978	box 808	folder 9
DR, 1977-1978	box 808	folder 10
DU, 1977-1978	box 808	folder 11
Dupont – Columbia Awards for Broadcast Journalism, 1977-1978	box 808	folder 12
Dupont Awards –, February 14, 1978	box 808	folder 13
EA, 1977-1978	box 808	folder 14
Earl Hall, 1977-1978	box 808	folder 15
East Asian Studies Program, 1977-1978		

## Central Files 4080177

	box 808	folder 16
East Campus, 1977-1978	box 808	folder 17
East Campus II, 1977-1978	box 808	folder 18
ED, 1977-1978	box 808	folder 19
Helen Hedy Ehrlich, 1977-1978	box 808	folder 20
EL, 1977-1978	box 808	folder 21
Emeriti, 1977-1978	box 808	folder 22
Engineering, School of, 1977-1978	box 809	folder 1
EP, 1977-1978	box 809	folder 2
ES, 1977-1978	box 809	folder 3
Henry J. Everett, 1977-1978	box 809	folder 4
Esso/Exxon Foundation, 1977-1978	box 809	folder 5
FA, 1977-1978	box 809	folder 6
Fairchild Life Sciences Building, 1977-1978	box 809	folder 7
Fang Convocation, 1977-1978	box 809	folder 8
FE, 1977-1978	box 809	folder 9
Fees, 1977-1978	box 809	folder 10
FER, 1977-1978	box 809	folder 11
FI, 1977-1978	box 809	folder 12
Finance Committee, 1977-1978	box 809	folder 13
Finance Committee II, 1977-1978	box 809	folder 14
Finance Committee III, 1977-1978	box 809	folder 15
Finance and Development, President's Advisory Committee on, 1977-1978	box 809	folder 16
FIR, 1977-1978	box 809	folder 17
FL, 1977-1978	box 809	folder 18
FO, 1977-1978	box 809	folder 19
Food Service, 1977-1978	box 809	folder 20
FOR, 1977-1978	box 809	folder 21
Ford Foundation, 1977-1978	box 809	folder 22
Ford Foundation: Seven Springs, 1977-1978	box 810	folder 1
Ford Foundation: Seven Springs II, 1977-1978	box 810	folder 2
FRA, 1977-1978	box 810	folder 3

## Central Files 4080177

FRE, 1977-1978	box 810	folder 4
FRI, 1977-1978	box 810	folder 5
FU, 1977-1978	box 810	folder 6
GA, 1977-1978	box 810	folder 7
GAR, 1977-1978	box 810	folder 8
The Gardens of Nursury School - Kindergarten, 1977-1978	box 810	folder 9
GE, 1977-1978	box 810	folder 10
General Education Seminars, 1977-1978	box 810	folder 11
General Studies, School of, 1977-1978	box 810	folder 12
GER, 1977-1978	box 810	folder 13
GI, 1977-1978	box 810	folder 14
Gifts, 1977-1978	box 810	folder 15
Gifts II, 1977-1978	box 810	folder 16
Gifts III, 1977-1978	box 810	folder 17
Alberta Gilinsky, 1977-1978	box 810	folder 18
Alberta Gilinsky II, 1977-1978	box 810	folder 19
GIN, 1977-1978	box 810	folder 20
GL, 1977-1978	box 810	folder 21
GO, 1977-1978	box 810	folder 22
GOL, 1977-1978	box 810	folder 23
GOR, 1977-1978	box 811	folder 1
GRA, 1977-1978	box 811	folder 2
Mr. Gunter Grass Doctor of Letters, 1977-1978	box 811	folder 3
GRE, 1977-1978	box 811	folder 4
Group Five, 1977-1978	box 811	folder 5
GU, 1977-1978	box 811	folder 6
HA, 1977-1978	box 811	folder 7
Armand Hammer Gift, 1977-1978	box 811	folder 8
HAN, 1977-1978	box 811	folder 9
HAR, 1977-1978	box 811	folder 10
C. Lowell Harris, 1977-1978	box 811	folder 11
Harvard – Columbia Studies, 1977-1978	box 811	folder 12



Hasking and Sells, 1977-1978	box 811	folder 13
HE, 1977-1978	box 811	folder 14
Health Sciences, 1977-1978	box 811	folder 15
Health of the Scientific and Technical Enterprise I, 1977-1978	box 811	folder 16
Health of the Scientific and Technical Enterprise II, 1977-1978	box 811	folder 17
Health Service, 1977-1978	box 811	folder 18
Health Service, Search for Director, 1977-1978	box 811	folder 19
HEN, 1977-1978	box 811	folder 20
HES, 1977-1978	box 811	folder 21
Heyman Center for Humanities, 1977-1978	box 811	folder 22
HI, 1977-1978	box 812	folder 1
Higgins Trust, 1977-1978	box 812	folder 2
HIR, 1977-1978	box 812	folder 3
HO, 1977-1978	box 812	folder 4
Hogan Hall, 1977-1978	box 812	folder 5
Honors, 1977-1978	box 812	folder 6
HOP, 1977-1978	box 812	folder 7
Horwitz Prize – 1977 Heidelberger, Kabat, Kunkle, 1977-1978, 1977, 1977-1978	box 812	folder 8
HOS, 1977-1978	box 812	folder 9
HU, 1977-1978	box 812	folder 10
HUN, 1977-1978	box 812	folder 11
IA, 1977-1978	box 812	folder 12
Institute, 1977-1978	box 812	folder 13
Institutes and Regional Institutes, 1977-1978	box 812	folder 14
War and Peace Institute: Proposal to Ford Foundation, 1977-1978	box 812	folder 15
INT, 1977-1978	box 812	folder 16
International, 1977-1978	box 812	folder 17
International Affairs, School of, 1977-1978	box 812	folder 18
International Association of University Presidents, 1977-1978	box 812	folder 19

Investments, 1977-1978	box 812	folder 20
IR, 1977-1978	box 812	folder 21
Iran, 1977-1978	box 812	folder 22
IS, 1977-1978	box 812	folder 23
JA, 1977-1978	box 812	folder 24
JAN, 1977-1978	box 812	folder 25
John Jay Associates, 1977-1978	box 812	folder 26
Peter Jay, Presidential Citation, 1977-1978	box 812	folder 27
JE, 1977-1978	box 812	folder 28
Jewish Studies, 1977-1978	box 812	folder 29
JO, 1977-1978	box 812	folder 30
JON, 1977-1978	box 812	folder 31
JU, 1977-1978	box 813	folder 1
Junior Faculty, 1977-1978	box 813	folder 2
KA, 1977-1978	box 813	folder 3
KAS, 1977-1978	box 813	folder 4
KE, 1977-1978	box 813	folder 5
KEN, 1977-1978	box 813	folder 6
KI, 1977-1978	box 813	folder 7
KL, 1977-1978	box 813	folder 8
KO, 1977-1978	box 813	folder 9
Korean Studies Program, 1977-1978	box 813	folder 10
KR, 1977-1978	box 813	folder 11
KU, 1977-1978	box 813	folder 12
LA, 1977-1978	box 813	folder 13
LAM, 1977-1978	box 813	folder 14
Lamont - Doherty Geological Observatory, 1977-1978	box 813	folder 15
LAR, 1977-1978	box 813	folder 16
LE, 1977-1978	box 813	folder 17
LEH, 1977-1978	box 813	folder 18
LES, 1977-1978	box 813	folder 19
Julian Clarence Levi Bequest, 1977-1978	box 813	folder 20

LI, 1977-1978	box 813	folder 21
LIN, 1977-1978	box 813	folder 22
LIP, 1977-1978	box 813	folder 23
Lipschitz Sculpture, 1977-1978	box 813	folder 24
LO, 1977-1978	box 813	folder 25
LOR, 1977-1978	box 813	folder 26
LU, 1977-1978	box 813	folder 27
McA, 1977-1978	box 813	folder 28
McD, 1977-1978	box 813	folder 29
Dr. William J. McGill, 1977-1978	box 813	folder 30
"Science and the Law" – Guild of Catholic Lawyers "Red Mass", September 20, 1977	box 813	folder 31
Colleges at the Crossroads November 15, 1977 Upsala College Presidential Inauguration, November 15, 1977	box 813	folder 32
American Irish Dinner, November 19, 1977	box 814	folder 1
Senate of Priests Speech, December 6, 1977	box 814	folder 2
Daily News "Stronger and Wiser", January 1, 1978	box 814	folder 3
Memorial Service - Frederick van Pet Bryan, 1977-1978	box 814	folder 4
Holy Name Society - New York City Police Department, March 12, 1978	box 814	folder 5
Columbia University Commencement - William J. McGill, May 17, 1978	box 814	folder 6
Rice High School Commencement, June 9, 1978	box 814	folder 7
MA, 1977-1978	box 814	folder 8
Maids, 1977-1978	box 814	folder 9
Malpractice Panel, 1977-1978	box 814	folder 10
MAN, 1977-1978	box 814	folder 11
MAR, 1977-1978	box 814	folder 12
MAS, 1977-1978	box 814	folder 13
ME, 1977-1978	box 814	folder 14
Medical, Medicine, 1977-1978	box 814	folder 15
MEL, 1977-1978	box 814	folder 16
Mellon Foundation, 1977-1978	box 814	folder 17
MER, 1977-1978	box 814	folder 18

MI, 1977-1978	box 814	folder 19
Middle States Association of Colleges and Secondary Schools	box 814	folder 20
MIL, 1977-1978	box 814	folder 21
MIN, 1977-1978	box 814	folder 22
MO, 1977-1978	box 814	folder 23
Model Cities Scholarship Program, 1977-1978	box 814	folder 24
MOR, 1977-1978	box 814	folder 25
Morningside, 1977-1978	box 814	folder 26
MOS, 1977-1978	box 814	folder 27
MU, 1977-1978	box 814	folder 28
NA, 1977-1978	box 814	folder 29
National A-H, 1977-1978	box 814	folder 30
National I-Z, 1977-1978	box 814	folder 31
National Association of Independent Collges and Universities, 1977-1978	box 815	folder 1
National Committee for Citizens in Education, 1977-1978	box 815	folder 2
National Conference on Achievement Testing, March 1-3, 1978	box 815	folder 3
National Endowment for the Humanities, 1977-1978	box 815	folder 4
National Science Foundation, 1977-1978	box 815	folder 5
NE, 1977-1978	box 815	folder 6
NEW, 1977-1978	box 815	folder 7
New York, 1977-1978	box 815	folder 8
New York Urban Coalition, 1977-1978	box 815	folder 9
New York Urban League I, 1977-1978	box 815	folder 10
New York Urban League II, 1977-1978	box 815	folder 11
NI, 1977-1978	box 815	folder 12
NO, 1977-1978	box 815	folder 13
NU, 1977-1978	box 815	folder 14
Joseph P. Nye Party, 1977-1978	box 815	folder 15
O1977-1978	box 815	folder 16
Hugh O'Brian Seminars, 1977-1978	box 816	folder 1

OA, 1977-1978	box 816	folder 2
OR, 1977-1978	box 816	folder 3
Oral History Research Office, 1977-1978	box 816	folder 4
PA, 1977-1978	box 816	folder 5
PAR, 1977-1978	box 816	folder 6
PAS, 1977-1978	box 816	folder 7
PE, 1977-1978	box 816	folder 8
PER, 1977-1978	box 816	folder 9
Personnel Office, 1977-1978	box 816	folder 10
PH, 1977-1978	box 816	folder 11
Physicians and Surgeons, College of, 1977-1978	box 816	folder 12
PI, 1977-1978	box 816	folder 13
PL, 1977-1978	box 816	folder 14
PO, 1977-1978	box 816	folder 15
Political Science, 1977-1978	box 816	folder 16
POR, 1977-1978	box 816	folder 17
PR, 1977-1978	box 816	folder 18
President's Advisory Committee on Finance and Development, 1977-1978	box 816	folder 19
President's Report, Annual Report, 1977-1978	box 816	folder 20
PRO, 1977-1978	box 816	folder 21
Projects and Grants, Office of, 1977-1978	box 816	folder 22
Projects and Grants, Office of II, 1977-1978	box 816	folder 23
Provost's Report, 1977-1978	box 816	folder 24
PRU, 1977-1978	box 816	folder 25
PU, 1977-1978	box 817	folder 1
Public Information, Office of, 1977-1978	box 817	folder 2
Public Information, Office of II, 1977-1978	box 817	folder 3
Pulitzer Prizes, 1977-1978	box 817	folder 4
Pulitzer Prizes, Secretary's Report, 1977-1978	box 817	folder 5
Pulitzer Prizes in Letters, 1977-1978	box 817	folder 6
Pupin Laboratory Fifteenth Anniversary Celebration, 1977-1978	box 817	folder 7

Q1977-1978	box 817	folder 8
RA, 1977-1978	box 817	folder 9
I.I. Rabi and Rabi Professorship, 1977-1978	box 817	folder 10
Radio City Music Hall, 1977-1978	box 817	folder 11
RAN, 1977-1978	box 817	folder 12
Recombinant DNA Research, 1977-1978	box 817	folder 13
RE, 1977-1978	box 817	folder 14
Registrar's Office, 1977-1978	box 817	folder 15
Reid Hall, 1977-1978	box 817	folder 16
"Religion in American Life,", 1977-1978	box 817	folder 17
RES, 1977-1978	box 817	folder 18
Residence Halls, 1977-1978	box 817	folder 19
Retirement, 1977-1978	box 817	folder 20
REV, 1977-1978	box 817	folder 21
Report on the Retirement Plans of Columbia University, 1977-1978	box 818	folder 1
RI, 1977-1978	box 818	folder 2
RO, 1977-1978	box 818	folder 3
ROC, 1977-1978	box 818	folder 4
Rockefeller Archive Center, 1977-1978	box 818	folder 5
Rockefeller Foundation, 1977-1978	box 818	folder 6
ROS, 1977-1978	box 818	folder 7
RU, 1977-1978	box 818	folder 8
RUS, 1977-1978	box 818	folder 9
SA, 1977-1978	box 818	folder 10
Saint, 1977-1978	box 818	folder 11
SAL, 1977-1978	box 818	folder 12
Salary Review: AD HOC Committee for	box 818	folder 13
SAR, 1977-1978	box 818	folder 14
SC, 1977-1978	box 818	folder 15
SCH, 1977-1978	box 818	folder 16
Anatoly Scharnsky, 1977-1978	box 818	folder 17
Schiff Charitable Trust, 1977-1978		

## Central Files 4080177

	box 818	folder 18
SCHM, 1977-1978	box 818	folder 19
SCHW, 1977-1978	box 818	folder 20
SE, 1977-1978	box 818	folder 21
Security, 1977-1978	box 818	folder 22
SEL, 1977-1978	box 818	folder 23
Sergievsky Professorship, 1977-1978	box 818	folder 24
SH, 1977-1978	box 819	folder 1
SHE, 1977-1978	box 819	folder 2
SI, 1977-1978	box 819	folder 3
SIM, 1977-1978	box 819	folder 4
SL, 1977-1978	box 819	folder 5
SO, 1977-1978	box 819	folder 6
Social Work, School of, 1977-1978	box 819	folder 7
Society, 1977-1978	box 819	folder 8
Society of Fellows in the Humanities, 1977-1978	box 819	folder 9
Sociology, Department of, 1977-1978	box 819	folder 10
Joseph Soloman, 1977-1978	box 819	folder 11
SP, 1977-1978	box 819	folder 12
ST, 1977-1978	box 819	folder 13
State Education Department, 1977-1978	box 819	folder 14
State Education Department II, 1977-1978	box 819	folder 15
State Education Department III, 1977-1978	box 819	folder 16
State Education Department: Time Shortened Degree Experiment State University of New York: Synopsis, 1977-1978	box 819	folder 17
STE, 1977-1978	box 819	folder 18
STI, 1977-1978	box 819	folder 19
STR, 1977-1978	box 819	folder 20
Students, 1977-1978	box 819	folder 21
Studio Museum in Harlem, 1977-1978	box 820	folder 1
SU, 1977-1978	box 820	folder 2
Rev. Leon Sullivan's "Six Principals" Luncheon, 1977-1978	box 820	folder 3

Summer Session, 1977-1978	box 820	folder 4
SUR, 1977-1978	box 820	folder 5
TA, 1977-1978	box 820	folder 6
TE, 1977-1978	box 820	folder 7
Teacher's College, 1977-1978	box 820	folder 8
TER, 1977-1978	box 820	folder 9
TH, 1977-1978	box 820	folder 10
TI, 1977-1978	box 820	folder 11
Tinker Foundation/Professorships, 1977-1978	box 820	folder 12
TO, 1977-1978	box 820	folder 13
TR, 1977-1978	box 820	folder 14
Treasurer: Search, 1977-1978	box 820	folder 15
Triga Reactor, 1977-1978	box 820	folder 16
Trinity School, 1977-1978	box 820	folder 17
Trustees, 1977-1978	box 820	folder 18
Trustees II, 1977-1978	box 820	folder 19
Trustees Executive Committee, 1977-1978	box 820	folder 20
Committee on Education, 1977-1978	box 821	folder 1
Trustees Committee on Health Sciences, 1977-1978	box 821	folder 2
Trustees Committee on Health Sciences II, 1977-1978	box 821	folder 3
Trustees Committee on Legal Affairs, 1977-1978	box 821	folder 4
Trustees: President's Monthly Report, 1977-1978	box 821	folder 5
Trustees: Abstracts, 1977-1978	box 821	folder 6
President's Annual Report, 1977-1978	box 821	folder 7
TU, 1977-1978	box 821	folder 8
UA, 1977-1978	box 821	folder 9
United, 1977-1978	box 821	folder 10
United States, 1977-1978	box 821	folder 11
Universities Research Association, 1977-1978	box 821	folder 12
University A-J	box 821	folder 13
University K-Z	box 821	folder 14
University Medal for Excellence	box 821	folder 15



University Record, 1977-1978	box 821	folder 16
University Seminars, 1977-1978	box 821	folder 17
University Senate, 1977-1978	box 821	folder 18
University Senate II, 1977-1978	box 822	folder 1
University Statutes, 1977-1978	box 822	folder 2
UP, 1977-1978	box 822	folder 3
VA, 1977-1978	box 822	folder 4
VE, 1977-1978	box 822	folder 5
Vetlesen Prize, 1977-1978	box 822	folder 6
VI, 1977-1978	box 822	folder 7
VO, 1977-1978	box 822	folder 8
WA, 1977-1978	box 822	folder 9
WAN, 1977-1978	box 822	folder 10
WAS, 1977-1978	box 822	folder 11
WE, 1977-1978	box 822	folder 12
WES, 1977-1978	box 822	folder 13
Weston, 1977-1978	box 822	folder 14
WH, 1977-1978	box 822	folder 15
WI, 1977-1978	box 822	folder 16
Lawrence A. Wien Esq., 1977-1978	box 822	folder 17
WIN, 1977-1978	box 822	folder 18
WO, 1977-1978	box 822	folder 19
WR, 1977-1978	box 822	folder 20
X1977-1978	box 822	folder 21
Y1977-1978	box 822	folder 22
YO, 1977-1978	box 822	folder 23
Z1977-1978	box 822	folder 24
MISC, 1977-1978	box 822	folder 25

[^ Return to Table of Contents](#)

## Series IX, 1978-1979

**Scope and Contents**

This series of Central Files is the continuation of records found in Series I covering the year July 1, 1978 to June 30, 1979. Individually named and general alphabetical files are arranged in one alphabetical sequence.

<b>Title/Description</b>	<b>Instances</b>	
AA, 1978-1979	box 822	folder 26
AD, 1978-1979	box 822	folder 27
AF, 1978-1979	box 822	folder 28
Affirmative Action Plan, 1978-1979	box 822	folder 29
AL, 1978-1979	box 822	folder 30
Alumni, 1978-1979	box 822	folder 31
AM, 1978-1979	box 823	folder 1
American A-C, 1978-1979	box 823	folder 2
American D-Z, 1978-1979	box 823	folder 3
American Assembly, 1978-1979	box 823	folder 4
American Association of University Professors, 1978-1979	box 823	folder 5
Convocation, August 6, 1978 American Bar Association Centenary, 1978-1979, August 6, 1978, 1978-1979	box 823	folder 6
American Council on Education I, 1978-1979	box 823	folder 7
American Council on Education I, 1978-1979	box 823	folder 8
AN, 1978-1979	box 823	folder 9
AR, 1978-1979	box 823	folder 10
Armernian Studies, 1978-1979	box 823	folder 11
Arts, 1978-1979	box 823	folder 12
Arts and Sciences, Graduate School of	box 823	folder 13
AS, 1978-1979	box 823	folder 14
Association, 1978-1979	box 823	folder 15
Association of American Colleges	box 823	folder 16
Association of American Universties	box 823	folder 17
Association of Colleges and Universities in the State of New York, 1978-1979	box 823	folder 18
Association of Governing Boards of Univerities and Colleges, 1978-1979	box 823	folder 19
AT, 1978-1979	box 823	folder 20

## Central Files 4080177

Athletics, 1978-1979	box 824	folder 1
Audit Committee, 1978-1979	box 824	folder 2
BA, 1978-1979	box 824	folder 3
Bakhmeteff Archive, 1978-1979	box 824	folder 4
Bakke Case, 1978-1979	box 824	folder 5
BAN, 1978-1979	box 824	folder 6
Bancroft Prizes, 1978-1979	box 824	folder 7
BAR, 1978-1979	box 824	folder 8
Barnard College, 1978-1979	box 824	folder 9
Columbia-Barnard Relations - Report, 1978-1979	box 824	folder 10
Salo W. Baron Professorship, 1978-1979	box 824	folder 11
BAS, 1978-1979	box 824	folder 12
BE, 1978-1979	box 824	folder 13
BEN, 1978-1979	box 824	folder 14
Bequests, 1978-1979	box 824	folder 15
BER, 1978-1979	box 824	folder 16
BI, 1978-1979	box 824	folder 17
BL, 1978-1979	box 824	folder 18
BLO, 1978-1979	box 824	folder 19
Bloor, William, 1978-1979	box 824	folder 20
BLU, 1978-1979	box 824	folder 21
BO, 1978-1979	box 824	folder 22
BOR, 1978-1979	box 824	folder 23
BRA, 1978-1979	box 824	folder 24
BRE, 1978-1979	box 824	folder 25
BRO, 1978-1979	box 824	folder 26
BROS, 1978-1979	box 824	folder 27
BRU, 1978-1979	box 824	folder 28
Frederick Van Pelt Bryan: Student Aid Fogts for School of Social Work, 1978-1979	box 824	folder 29
BU, 1978-1979	box 824	folder 30
Budget, 1978-1979	box 824	folder 31
Budget II, 1978-1979		

## Central Files 4080177

	box 825	folder 1
Buildings and Grounds, 1978-1979	box 825	folder 2
BUR, 1978-1979	box 825	folder 3
Burden Room, 1978-1979	box 825	folder 4
BUS, 1978-1979	box 825	folder 5
Business, Graduate School of, 1978-1979	box 825	folder 6
CA, 1978-1979	box 825	folder 7
Cabot Prizes, 1978-1979	box 825	folder 8
CAM, 1978-1979	box 825	folder 9
CAR, 1978-1979	box 825	folder 10
Carnegie, 1978-1979	box 825	folder 11
Paul D. Carre, 1978-1979	box 825	folder 12
CAS, 1978-1979	box 825	folder 13
Cathedral Church of St. John the Divine, 1978-1979	box 825	folder 14
CE, 1978-1979	box 825	folder 15
Center, 1978-1979	box 825	folder 16
CHA, 1978-1979	box 825	folder 17
CHE, 1978-1979	box 825	folder 18
CHI, 1978-1979	box 825	folder 19
Committee on Scholarly Communication with the People's Republic of China, 1978-1979	box 825	folder 20
CHO, 1978-1979	box 825	folder 21
CHR, 1978-1979	box 825	folder 22
CI, 1978-1979	box 825	folder 23
CL, 1978-1979	box 826	folder 1
CO, 1978-1979	box 826	folder 2
Coalition for New York, 1978-1979	box 826	folder 3
College, 1978-1979	box 826	folder 4
Columbia A-Z, 1978-1979	box 826	folder 5
Collumbia College, 1978-1979	box 826	folder 6
Columbia in the News, 1978-1979	box 826	
Columbia-McGraw Hill Lecture Series, 1978-1979	box 826	folder 8
Columbia Magazine, 1978-1979	box 826	

Columbia Presbyterian Medical Center, 1978-1979	box 826	folder 10
CPMC - Security Report, 1978-1979	box 826	folder 11
Columbia University Press, 1978-1979	box 826	folder 12
COM, 1978-1979	box 826	folder 13
Commemoration Service, 1979	box 826	folder 14
Commencement, 1978-1979	box 826	folder 15
Commission on Independent Colleges and Universities, 1978-1979	box 826	folder 16
Commission on Independent Colleges and Universities II, 1978-1979	box 826	folder 17
Commission on Independent Colleges and Universities III, 1978-1979	box 826	folder 18
Committee, 1978-1979	box 826	folder 19
Community Counselling Service Co. Inc., 1978-1979	box 827	folder 1
CON, 1978-1979	box 827	folder 2
Consortia, 1978-1979	box 827	folder 3
Consortium on Financing Higher Education, 1978-1979	box 827	folder 4
Controller's Office, 1978-1979	box 827	folder 5
COO, 1978-1979	box 827	folder 6
COR, 1978-1979	box 827	folder 7
Council, 1978-1979	box 827	folder 8
CU, 1978-1979	box 827	folder 9
CR, 1978-1979	box 827	folder 10
DA, 1978-1979	box 827	folder 11
DAN, 1978-1979	box 827	folder 12
DAV, 1978-1979	box 827	folder 13
DE, 1978-1979	box 827	folder 14
ProWm. Theodore DeBary, 1978-1979	box 827	folder 15
DEL, 1978-1979	box 827	folder 16
George T. DeLacorte, 1978-1979	box 827	folder 17
Dental and Oral Surgery, School of, 1978-1979	box 827	folder 18
Department, 1978-1979	box 827	folder 19
Department of Health Education and Welfare, 1978-1979	box 827	folder 20

DER, 1978-1979	box 827	folder 21
Development, 1978-1979	box 827	folder 22
DI, 1978-1979	box 827	folder 23
DO, 1978-1979	box 827	folder 24
Dormitory Cooking, 1978-1979	box 827	folder 25
DR, 1978-1979	box 827	folder 26
DU, 1978-1979	box 828	folder 1
Dupont-Columbia Broadcast Journalism Awards, February 6, 1979	box 828	folder 2
EA, 1978-1979	box 828	folder 3
Earl Hall, 1978-1979	box 828	folder 4
East Asian Library, 1978-1979	box 828	folder 5
East Campus Dormitory, 1978-1979	box 828	folder 6
ED, 1978-1979	box 828	folder 7
Ehrlich, 1978-1979	box 828	folder 8
EL, 1978-1979	box 828	folder 9
EM, 1978-1979	box 828	folder 10
Emeriti, 1978-1979	box 828	folder 11
Engineering, School of, 1978-1979	box 828	folder 12
EP, 1978-1979	box 828	folder 13
ES, 1978-1979	box 828	folder 14
Exxon, 1978-1979	box 828	folder 15
FA, 1978-1979	box 828	folder 16
V.P. - Facilities Management, 1978-1979	box 828	folder 17
Sherman Fairchild Center for the Life Sciences, 1978-1979	box 828	folder 18
FE, 1978-1979	box 828	folder 19
FEES, 1978-1979	box 828	folder 20
FER, 1978-1979	box 828	folder 21
FI, 1978-1979	box 828	folder 22
Finance: Search for Vice President, 1978-1979	box 828	folder 23
Finance Committee I, 1978-1979	box 829	folder 1
Finance Committee II, 1978-1979	box 829	folder 2
Finance Committee III, 1978-1979		

## Central Files 4080177

	box 829	folder 3
FIR, 1978-1979	box 829	folder 4
FL, 1978-1979	box 829	folder 5
FO, 1978-1979	box 829	folder 6
Ford Foundation, 1978-1979	box 829	folder 7
FRA, 1978-1979	box 829	folder 8
FRE, 1978-1979	box 829	folder 9
FRI, 1978-1979	box 829	folder 10
FU, 1978-1979	box 829	folder 11
Fund for Higher Education in Israel, 1978-1979	box 829	folder 12
GA, 1978-1979	box 829	folder 13
GAR, 1978-1979	box 829	folder 14
GE, 1978-1979	box 829	folder 15
General Education Programs, 1978-1979	box 829	folder 16
General Studies, School of, 1978-1979	box 829	folder 17
GEO, 1978-1979	box 829	folder 18
GER, 1978-1979	box 829	folder 19
GI, 1978-1979	box 829	folder 20
Gifts I, 1978-1979	box 830	folder 1
Gifts II, 1978-1979	box 830	folder 2
GIM, 1978-1979	box 830	folder 3
GL, 1978-1979	box 830	folder 4
GO, 1978-1979	box 830	folder 5
GON, 1978-1979	box 830	folder 6
GOR, 1978-1979	box 830	folder 7
Graduate Fascilities Alumni, 1978-1979	box 830	folder 8
GRA, 1978-1979	box 830	folder 9
GRE, 1978-1979	box 830	folder 10
GRO, 1978-1979	box 830	folder 11
Group Five, 1978-1979	box 830	folder 12
GU, 1978-1979	box 830	folder 13
HA, 1978-1979	box 830	folder 14

Halford Memorial, 1978-1979	box 830	folder 15
Hammer Convocation Wed., September 20, 1978	box 830	folder 16
HAN, 1978-1979	box 830	folder 17
HAR, 1978-1979	box 830	folder 18
Harvard-Columbia Russian Studies, 1978-1979	box 830	folder 19
C. Lowell Harriss, 1978-1979	box 830	folder 20
HAS, 1978-1979	box 830	folder 21
HE, 1978-1979	box 830	folder 22
Helsinki Watch Committee, 1978-1979	box 830	folder 23
HEN, 1978-1979	box 830	folder 24
HER, 1978-1979	box 830	folder 25
HI, 1978-1979	box 830	folder 26
Higgins Trust, 1978-1979	box 831	folder 1
HIR, 1978-1979	box 831	folder 2
HO, 1978-1979	box 831	folder 3
Honors, 1978-1979	box 831	folder 4
Horowitz Prizes, 1978-1979	box 831	folder 5
HOS, 1978-1979	box 831	folder 6
HU, 1978-1979	box 831	folder 7
HUN, 1978-1979	box 831	folder 8
IA, 1978-1979	box 831	folder 9
IN, 1978-1979	box 831	folder 10
Institute, 1978-1979	box 831	folder 11
Institutes and Regional Institutes, 1978-1979	box 831	folder 12
INT, 1978-1979	box 831	folder 13
International, 1978-1979	box 831	folder 14
International Affairs, School of, 1978-1979	box 831	folder 15
International Business Machines (IBM), 1978-1979	box 831	folder 16
Investment, 1978-1979	box 831	folder 17
IR, 1978-1979	box 831	folder 18
IS, 1978-1979	box 831	folder 19
Ivy Group, 1978-1979	box 831	folder 20



## Central Files 4080177

JA, 1978-1979	box 831	folder 21
JAN, 1978-1979	box 831	folder 22
JE, 1978-1979	box 831	folder 23
JO, 1978-1979	box 831	folder 24
JON, 1978-1979	box 831	folder 25
Journalism, Graduate School of, 1978-1979	box 831	folder 26
KA, 1978-1979	box 831	folder 27
KAN, 1978-1979	box 832	folder 1
KE, 1978-1979	box 832	folder 2
KEN, 1978-1979	box 832	folder 3
KI, 1978-1979	box 832	folder 4
Dr. Daniel V. Kimberg, 1978-1979	box 832	folder 5
KL, 1978-1979	box 832	folder 6
KO, 1978-1979	box 832	folder 7
KR, 1978-1979	box 832	folder 8
KU, 1978-1979	box 832	folder 9
LA, 1978-1979	box 832	folder 10
LAL, 1978-1979	box 832	folder 11
Lamont-Doherty Geological Observatory, 1978-1979	box 832	folder 12
LAR, 1978-1979	box 832	folder 13
Law School, 1978-1979	box 832	folder 14
LE, 1978-1979	box 832	folder 15
LEH, 1978-1979	box 832	folder 16
LES, 1978-1979	box 832	folder 17
LI, 1978-1979	box 832	folder 18
LIN, 1978-1979	box 832	folder 19
LIP, 1978-1979	box 832	folder 20
LO, 1978-1979	box 832	folder 21
Local 1199, 1978-1979, 1199, 1978-1979	box 832	folder 22
LOR, 1978-1979	box 832	folder 23
LU, 1978-1979	box 832	folder 24
McA, 1978-1979	box 832	folder 25

McD, 1978-1979	box 832	folder 26
Dr. McGill, 1978-1979	box 832	folder 27
Dr. McGill Addresses and Statements, 1978-1979	box 832	folder 28
MA, 1978-1979	box 833	folder 1
MAL, 1978-1979	box 833	folder 2
Malpractice, 1978-1979	box 833	folder 3
MAR, 1978-1979	box 833	folder 4
Thurgood Marshall Doctor of Laws, 1978-1979	box 833	folder 5
MAS, 1978-1979	box 833	folder 6
ME, 1978-1979	box 833	folder 7
Medicine, 1978-1979	box 833	folder 8
Mellon Foundation, 1978-1979	box 833	folder 9
MER, 1978-1979	box 833	folder 10
MES, 1978-1979	box 833	folder 11
MI, 1978-1979	box 833	folder 12
Middle States Association of Colleges and Schools, 1978-1979	box 833	folder 13
MIN, 1978-1979	box 833	folder 14
MO, 1978-1979	box 833	folder 15
MOR, 1978-1979	box 833	folder 16
Morningside, 1978-1979	box 833	folder 17
MU, 1978-1979	box 833	folder 18
NA, 1978-1979	box 833	folder 19
National A-H, 1978-1979	box 833	folder 20
National I-Z, 1978-1979	box 833	folder 21
National Association of Independent, 1978-1979	box 833	folder 22
National Committee for Citizens in Education, 1978-1979	box 833	folder 23
Operating Budget Reuquest for Fiscal Year 1979-1980 Five Year Development and Capital Plans for Arts and Science for NYU, 1979-1980	box 834	folder 1
NE, 1978-1979	box 834	folder 2
New York, 1978-1979	box 834	folder 3
New York Urban Coalition, 1978-1979	box 834	folder 4

New York Urban League, 1978-1979	box 834	folder 5
NI, 1978-1979	box 834	folder 6
NO, 1978-1979	box 834	folder 7
NU, 1978-1979	box 834	folder 8
O', 1978-1979	box 834	folder 9
OA, 1978-1979	box 834	folder 10
Office, 1978-1979	box 834	folder 11
Ogden Security Study of Columbia Presbyterian Medical Center, 1978-1979	box 834	folder 12
OP, 1978-1979	box 834	folder 13
PA, 1978-1979	box 834	folder 14
PAR, 1978-1979	box 834	folder 15
PAS, 1978-1979	box 834	folder 16
PE, 1978-1979	box 834	folder 17
PER, 1978-1979	box 834	folder 18
Pfizer, Inc., 1978-1979	box 834	folder 19
PH, 1978-1979	box 834	folder 20
"Philadelphia Enquirer": A.I.M. LetterWriting Campaign, 1978-1979	box 834	folder 21
Physicians and Surgeons, 1978-1979	box 834	folder 22
PI, 1978-1979	box 834	folder 23
PL, 1978-1979	box 834	folder 24
PO, 1978-1979	box 834	folder 25
POR, 1978-1979	box 834	folder 26
PR, 1978-1979	box 834	folder 27
President's Report, Columbia University Annual Report, 1978-1979	box 834	folder 28
PRO, 1978-1979	box 834	folder 29
Projects and Grants, Office of, 1978-1979	box 835	folder 1
Projects and Grants, Office of II, 1978-1979	box 835	folder 2
PU, 1978-1979	box 835	folder 3
Public Health, 1978-1979	box 835	folder 4
Columbia University School of Public Health Self-Evaluations Study, November, 1978	box 835	folder 5

Public Information I, 1978-1979	box 835	folder 6
Public Information II, 1978-1979	box 835	folder 7
Pulitzer Prizes, 1978-1979	box 835	folder 8
1979 Pulitzer Prizes Journalism Recommendations Confidential, 1978-1979, 1979, 1978-1979	box 835	folder 9
Q1978-1979	box 835	folder 10
RA, 1978-1979	box 835	folder 11
RAN, 1978-1979	box 835	folder 12
RE, 1978-1979	box 835	folder 13
Real Estate, Institutional, Background Paper on Scope and Administration of, 1978-1979	box 835	folder 14
Registrar, 1978-1979	box 835	folder 15
Reid Hall, 1978-1979	box 835	folder 16
RES, 1978-1979	box 836	folder 1
Research Libraries Group, 1978-1979	box 836	folder 2
Benefits: '79 Committee Reviewing Revisions on TIAA/CREF and Retirement, 1978-1979	box 836	folder 3
Revson Foundation, 1978-1979	box 836	folder 4
RI, 1978-1979	box 836	folder 5
Paul Ricoeur Doctor of Letters, 1978-1979	box 836	folder 6
RO, 1978-1979	box 836	folder 7
Rockefeller Archives Center, 1978-1979	box 836	folder 8
Rockefeller Foundation, 1978-1979	box 836	folder 9
ROS, 1978-1979	box 836	folder 10
ROSS, 1978-1979	box 836	folder 11
RU, 1978-1979	box 836	folder 12
RUS, 1978-1979	box 836	folder 13
SA, 1978-1979	box 836	folder 14
Saint, 1978-1979	box 836	folder 15
St. Philip's Foundation List, 1978-1979	box 836	folder 16
SAL, 1978-1979	box 836	folder 17
Salary Review Ad Hoc, Committee for, 1978-1979	box 836	folder 18
SC, 1978-1979	box 836	folder 19

SCH, 1978-1979	box 836	folder 20
SCHM, 1978-1979	box 836	folder 21
SCHW, 1978-1979	box 836	folder 22
SE, 1978-1979	box 836	folder 23
SEL, 1978-1979	box 836	folder 24
SH, 1978-1979	box 836	folder 25
SHE, 1978-1979	box 836	folder 26
SI, 1978-1979	box 836	folder 27
SIM, 1978-1979	box 836	folder 28
SL, 1978-1979	box 836	folder 29
SO, 1978-1979	box 837	folder 1
Social Work, School of, 1978-1979	box 837	folder 2
Society, 1978-1979	box 837	folder 3
Society of Fellows in the Humanities, 1978-1979	box 837	folder 4
Dean Michael I. Sovern, 1978-1979	box 837	folder 5
Dean Sovern Recommendations, 1978-1979	box 837	folder 6
Law School Recommendations, 1978-1979	box 837	folder 7
SP, 1978-1979	box 837	folder 8
ST, 1978-1979	box 837	folder 9
State Education Department I, 1978-1979	box 837	folder 10
State Education Department II, 1978-1979	box 837	folder 11
STE, 1978-1979	box 837	folder 12
STO, 1978-1979	box 837	folder 13
STR, 1978-1979	box 837	folder 14
STU, 1978-1979	box 837	folder 15
SU, 1978-1979	box 837	folder 16
SUR, 1978-1979	box 837	folder 17
Henryk Szeryng Doctor of Music, 1978-1979	box 837	folder 18
TA, 1978-1979	box 837	folder 19
TE, 1978-1979	box 837	folder 20
Teachers College, 1978-1979	box 837	folder 21
TER, 1978-1979	box 838	folder 1

TH, 1978-1979	box 838	folder 2
TI, 1978-1979	box 838	folder 3
TO, 1978-1979	box 838	folder 4
TR, 1978-1979	box 838	folder 5
Triga, 1978-1979	box 838	folder 6
Trinity School, 1978-1979	box 838	folder 7
Trustees, 1978-1979	box 838	folder 8
Trustees II, 1978-1979	box 838	folder 9
Trustees Executive Committee, 1978-1979	box 838	folder 10
Trustees Committee on Educational Policy, 1978-1979	box 838	folder 11
Trustees Committee on the Health Sciences I, 1978-1979	box 838	folder 12
Trustees Committee on the Health Sciences II, 1978-1979	box 838	folder 13
Trustee Committee on Legal Affairs, 1978-1979	box 838	folder 14
Monthly Reports, 1978-1979	box 838	folder 15
Annual Report to the Trustees, 1978-1979	box 838	folder 16
Trustee Abstracts, 1978-1979	box 838	folder 17
TU, 1978-1979	box 838	folder 18
UA, 1978-1979	box 838	folder 19
United, 1978-1979	box 839	folder 1
Universities Research Association, 1978-1979	box 839	folder 2
University A-J, 1978-1979	box 839	folder 3
University K-Z, 1978-1979	box 839	folder 4
University Record, 1978-1979	box 839	folder 5
University Seminars, 1978-1979	box 839	folder 6
University Senate, 1978-1979	box 839	folder 7
University Senate II, 1978-1979	box 839	folder 8
University Senate III, 1978-1979	box 839	folder 9
University Statutes, 1978-1979	box 839	folder 10
UP, 1978-1979	box 839	folder 11
VA, 1978-1979	box 839	folder 12
VE, 1978-1979	box 839	folder 13
VO, 1978-1979	box 839	folder 14

WA, 1978-1979	box 839	folder 15
Ira D. Wallach and Wallack Chair, 1978-1979	box 839	folder 16
WAR, 1978-1979	box 839	folder 17
WAS, 1978-1979	box 839	folder 18
WE, 1978-1979	box 839	folder 19
WER, 1978-1979	box 839	folder 20
WH, 1978-1979	box 839	folder 21
WI, 1978-1979	box 839	folder 22
WIN, 1978-1979	box 839	folder 23
WO, 1978-1979	box 839	folder 24
WOR, 1978-1979	box 840	folder 1
WR, 1978-1979	box 840	folder 2
X1978-1979	box 840	folder 3
Y1978-1979	box 840	folder 4
Whitney M. Young Papers, 1978-1979	box 840	folder 5
Z1978-1979	box 840	folder 6

[^ Return to Table of Contents](#)

## Series X, 1979-1980

### Scope and Contents

This series of Central Files is the continuation of records found in Series I covering the year July 1, 1979 to June 30, 1980. Individually named and general alphabetical files are arranged in one alphabetical sequence.

Title/Description	Instances	
A1979-1980	box 840	folder 7
AD, 1979-1980	box 840	folder 8
AF, 1979-1980	box 840	folder 9
Affirmative Action, 1979-1980	box 840	folder 10
AL, 1979-1980	box 840	folder 11
AM, 1979-1980	box 840	folder 12
American A-K, 1979-1980	box 840	folder 13
American L-Z, 1979-1980	box 840	folder 14

American Assembly, 1979-1980	box 840	folder 15
American Council on Education, 1979-1980	box 840	folder 16
American Council on Education II, 1979-1980	box 840	folder 17
American Council on Education III, 1979-1980	box 840	folder 18
American Academy of Arts and Sciences, 1979-1980	box 840	folder 19
AN, 1979-1980	box 840	folder 20
AR, 1979-1980	box 840	folder 21
Armenian Studies, 1979-1980	box 840	folder 22
Arts, 1979-1980	box 840	folder 23
Graduate School of Arts and Sciences: Centennial Celebration, 1979-1980	box 840	folder 24
Presidential Commission of Academic Priorities in the Arts and Sciences, 1979-1980	box 841	folder 1
Arts and Sciences, Graduate School of, 1979-1980	box 841	folder 2
AS, 1979-1980	box 841	folder 3
Association, 1979-1980	box 841	folder 4
Association of American Colleges, 1979-1980	box 841	folder 5
Association of American Colleges II, 1979-1980	box 841	folder 6
Association of American Universtieis, 1979-1980	box 841	folder 7
Association of Colleges and Universities in the State of New York, 1979-1980	box 841	folder 8
AT, 1979-1980	box 841	folder 9
Audit Committee, 1979-1980	box 841	folder 10
BA, 1979-1980	box 841	folder 11
Bakhmeteff Archive, 1979-1980	box 841	folder 12
BAN, 1979-1980	box 841	folder 13
Bancroft Prizes, 1979-1980	box 841	folder 14
BAR, 1979-1980	box 841	folder 15
Barnard College, 1979-1980	box 841	folder 16
BAS, 1979-1980	box 842	folder 1
BE, 1979-1980	box 842	folder 2
BEN, 1979-1980	box 842	folder 3
Bequest, 1979-1980	box 842	folder 4



BER, 1979-1980	box 842	folder 5
BI, 1979-1980	box 842	folder 6
BL, 1979-1980	box 842	folder 7
BLO, 1979-1980	box 842	folder 8
BLU, 1979-1980	box 842	folder 9
BO, 1979-1980	box 842	folder 10
Booz-Allen and Hamilton Report on Governance and the Board of Trustees, 1979-1980	box 842	folder 11
BOR, 1979-1980	box 842	folder 12
BRA, 1979-1980	box 842	folder 13
BRE, 1979-1980	box 842	folder 14
BRO, 1979-1980	box 842	folder 15
BROS, 1979-1980	box 842	folder 16
BRU, 1979-1980	box 842	folder 17
BU, 1979-1980	box 842	folder 18
Budget, 1979-1980	box 842	folder 19
Buildings and Grounds, 1979-1980	box 842	folder 20
BUR, 1979-1980	box 842	folder 21
BUS, 1979-1980	box 842	folder 22
Business, Graduate School of, 1979-1980	box 842	folder 23
Business-Higher Education Forum, 1979-1980	box 842	folder 24
Butler Medals, 1979-1980	box 842	folder 25
CA, 1979-1980	box 842	folder 26
Cabot Prizes, 1979-1980	box 842	folder 27
CAL, 1979-1980	box 842	folder 28
CAM, 1979-1980	box 842	folder 29
CAR, 1979-1980	box 843	folder 1
Carnegie, 1979-1980	box 843	folder 2
Carnegie Commission on the Future of Public Broadcasting, 1979-1980	box 843	folder 3
CAS, 1979-1980	box 843	folder 4
Cathedral Church of St. John the Divine, 1979-1980	box 843	folder 5
CE, 1979-1980	box 843	folder 6

Center, 1979-1980	box 843	folder 7
CHA, 1979-1980	box 843	folder 8
Charters and Statutes (Amended to June 2nd 1980), 1979-1980	box 843	folder 9
CHE, 1979-1980	box 843	folder 10
Chemistry, Department of, 1979-1980	box 843	folder 11
CHI, 1979-1980	box 843	folder 12
China, Chinese, 1979-1980	box 843	folder 13
CHO, 1979-1980	box 843	folder 14
CHR, 1979-1980	box 843	folder 15
CI, 1979-1980	box 843	folder 16
CIT, 1979-1980	box 843	folder 17
CL, 1979-1980	box 843	folder 18
CO, 1979-1980	box 843	folder 19
College, 1979-1980	box 843	folder 20
Columbia University, 1979-1980	box 843	folder 21
Columbia College, 1979-1980	box 843	folder 22
Columbia Magazine, 1979-1980	box 843	folder 23
Columbia Presbyterian Medical Center, 1979-1980	box 843	folder 24
Columbia in the News, 1979-1980	box 843	folder 25
Commencement, 1979-1980	box 844	folder 1
Commencement II, 1979-1980	box 844	folder 2
Commission on Independent Colleges and Universities, 1979-1980	box 844	folder 3
Commission on Independent Colleges and Universities II, 1979-1980	box 844	folder 4
Commission on Independent Colleges and Universities III, 1979-1980	box 844	folder 5
Committee, 1979-1980	box 844	folder 6
CON, 1979-1980	box 844	folder 7
Consortium on Financing Higher Education, 1979-1980	box 844	folder 8
Consortium on Financing Higher Education II, 1979-1980	box 844	folder 9
Continuing Education, 1979-1980	box 844	folder 10
Controller's Office, 1979-1980	box 844	folder 11

Management Plan of Strengthening the Controller's Office, 1979-1980	box 844	folder 12
COO, 1979-1980	box 844	folder 13
COR, 1979-1980	box 844	folder 14
Corperation for Public Broadcasting, 1979-1980	box 845	folder 1
COS, 1979-1980	box 845	folder 2
Council, 1979-1980	box 845	folder 3
CR, 1979-1980	box 845	folder 4
CU, 1979-1980	box 845	folder 5
DA, 1979-1980	box 845	folder 6
DAN, 1979-1980	box 845	folder 7
DAV, 1979-1980	box 845	folder 8
Daytrop, 1979-1980	box 845	folder 9
DE, 1979-1980	box 845	folder 10
DEL, 1979-1980	box 845	folder 11
Deloitte, Haskins and Sells, 1979-1980	box 845	folder 12
Dental and Oral Surgery, School of, 1979-1980	box 845	folder 13
Department, 1979-1980	box 845	folder 14
Department of Health, Education and Welfare, 1979-1980	box 845	folder 15
DER, 1979-1980	box 845	folder 16
Development, 1979-1980	box 845	folder 17
DI, 1979-1980	box 845	folder 18
DO, 1979-1980	box 845	folder 19
Doctoral Consortia, Inter-University Project, 1979-1980	box 845	folder 20
William O. Douglas Doctor of Laws, 1979-1980	box 845	folder 21
DR, 1979-1980	box 845	folder 22
DU, 1979-1980	box 845	folder 23
A.I. Dupond de Nemours Inc, 1979-1980	box 845	folder 24
EA, 1979-1980	box 846	folder 1
Earl Hall, 1979-1980	box 846	folder 2
East Campus, 1979-1980	box 846	folder 3
Economics, Department of, 1979-1980	box 846	folder 4
ED, 1979-1980		

## Central Files 4080177

	box 846	folder 5
Educational Broadcasting Corporation, 1979-1980	box 846	folder 6
Educational Broadcasting Corporation II, 1979-1980	box 846	folder 7
Ehrlich, 1979-1980	box 846	folder 8
EL, 1979-1980	box 846	folder 9
Emeriti, 1979-1980	box 846	folder 10
EN, 1979-1980	box 846	folder 11
Engineering, School of, 1979-1980	box 846	folder 12
SEAS Faculty Meeting, May 1, 1980 – Wood Auditorium – Dr. William J. McGill, May 1, 1980	box 846	folder 13
EP, 1979-1980	box 846	folder 14
ES, 1979-1980	box 846	folder 15
Exxon, 1979-1980	box 846	folder 16
FA, 1979-1980	box 846	folder 17
Fairchild Center, 1979-1980	box 846	folder 18
FE, 1979-1980	box 846	folder 19
FEES, 1979-1980	box 846	folder 20
FI, 1979-1980	box 846	folder 21
Finance Committee III, 1979-1980	box 847	folder 1
Finance Committee II, 1979-1980	box 847	folder 2
FIR, 1979-1980	box 847	folder 3
FL, 1979-1980	box 847	folder 4
FO, 1979-1980	box 847	folder 5
FOR, 1979-1980	box 847	folder 6
Ford Foundation, 1979-1980	box 847	folder 7
FRA, 1979-1980	box 847	folder 8
FRE, 1979-1980	box 847	folder 9
FRI, 1979-1980	box 847	folder 10
FU, 1979-1980	box 847	folder 11
GA, 1979-1980	box 847	folder 12
GE, 1979-1980	box 847	folder 13
General Studies, School of, 1979-1980	box 847	folder 14
Geological Science, Department of, 1979-1980	box 847	folder 15

## Central Files 4080177

GER, 1979-1980	box 847	folder 16
GI, 1979-1980	box 847	folder 17
Gifts I, 1979-1980	box 847	folder 18
Gifts II, 1979-1980	box 847	folder 19
Gifts III, 1979-1980	box 847	folder 20
Gifts \$1,000 and over, 1979-1980	box 847	folder 21
GIN, 1979-1980	box 847	folder 22
GL, 1979-1980	box 848	folder 1
GO, 1979-1980	box 848	folder 2
GON, 1979-1980	box 848	folder 3
GOR, 1979-1980	box 848	folder 4
GRA, 1979-1980	box 848	folder 5
Graduate Faculties Alumni, 1979-1980	box 848	folder 6
GRE, 1979-1980	box 848	folder 7
Graham Greene Doctor of Humane Letters, 1979-1980	box 848	folder 8
GRO, 1979-1980	box 848	folder 9
Group Seven-Agendas and Minutes, July 1979-August 1980	box 848	folder 10
GU, 1979-1980	box 848	folder 11
HA, 1979-1980	box 848	folder 12
Alexander Hamilton Award, 1979-1980	box 848	folder 13
Handicapped, 1979-1980	box 848	folder 14
HAR, 1979-1980	box 848	folder 15
HAS, 1979-1980	box 848	folder 16
HE, 1979-1980	box 848	folder 17
Health Services	box 848	folder 18
Helsinki Watch Committee, 1979-1980	box 848	folder 19
HEN, 1979-1980	box 848	folder 20
HER, 1979-1980	box 848	folder 21
HI, 1979-1980	box 848	folder 22
Higgins Trust, 1979-1980	box 848	folder 23
Jack Himmelselstein, 1979-1980	box 848	folder 24
HIR, 1979-1980	box 848	folder 25

HO, 1979-1980	box 848	folder 26
Honors, 1979-1980	box 848	folder 27
Horowitz Prizes, 1979-1980	box 849	folder 1
HOS, 1979-1980	box 849	folder 2
Housing, 1979-1980	box 849	folder 3
HU, 1979-1980	box 849	folder 4
HUN, 1979-1980	box 849	folder 5
IA, 1979-1980	box 849	folder 6
Institute, 1979-1980	box 849	folder 7
Institutes & Regional Institutes, 1979-1980	box 849	folder 8
International, 1979-1980	box 849	folder 9
IBM, 1979-1980	box 849	folder 10
Investment, Committee On, 1979-1980	box 849	folder 11
Investment Office, 1979-1980	box 849	folder 12
Investment Office II, 1979-1980	box 849	folder 13
IR, 1979-1980	box 849	folder 14
IS, 1979-1980	box 849	folder 15
Ivy Group, 1979-1980	box 849	folder 16
JA, 1979-1980	box 849	folder 17
JAN, 1979-1980	box 849	folder 18
JE, 1979-1980	box 849	folder 19
JO, 1979-1980	box 849	folder 20
Lyndon Baines John Foundation Award, 1979-1980	box 849	folder 21
JON, 1979-1980	box 849	folder 22
Journalism, Graduate School of	box 849	folder 23
KA, 1979-1980	box 849	folder 24
KAN, 1979-1980	box 850	folder 1
KE, 1979-1980	box 850	folder 2
KEN, 1979-1980	box 850	folder 3
William R. Kenan, Jr. Charitable Trust, 1979-1980	box 850	folder 4
KI, 1979-1980	box 850	folder 5
KL, 1979-1980	box 850	folder 6

KO, 1979-1980	box 850	folder 7
KR, 1979-1980	box 850	folder 8
KU, 1979-1980	box 850	folder 9
LA, 1979-1980	box 850	folder 10
LAL, 1979-1980	box 850	folder 11
Lamont-Doherty Geological Observatory, 1979-1980	box 850	folder 12
LAN, 1979-1980	box 850	folder 13
LAR, 1979-1980	box 850	folder 14
Law School Faculty Meetings: Minutes for, 1979-1980	box 850	folder 15
LE, 1979-1980	box 850	folder 16
LES, 1979-1980	box 850	folder 17
LI, 1979-1980	box 850	folder 18
LIN, 1979-1980	box 850	folder 19
LO, 1979-1980	box 850	folder 20
LON, 1979-1980	box 850	folder 21
LU, 1979-1980	box 850	folder 22
McA, 1979-1980	box 850	folder 23
McG, 1979-1980	box 850	folder 24
President McGill, 1979-1980	box 850	folder 25
President's Annual Report, 1979	box 850	folder 26
Columbia Magazine, William J. McGill, Winter, 1980	box 850	folder 27
President McGill—Addresses and Statements, 1979-1980	box 850	folder 28
Dr. McGill Statements and Speeches II, 1979-1980	box 851	folder 1
MA, 1979-1980	box 851	folder 2
MAL, 1979-1980	box 851	folder 3
MAR, 1979-1980	box 851	folder 4
MAS, 1979-1980	box 851	folder 5
ME, 1979-1980	box 851	folder 6
Medicine, School of, 1979-1980	box 851	folder 7
Mellon Foundation, 1979-1980	box 851	folder 8
MER, 1979-1980	box 851	folder 9
MES, 1979-1980	box 851	folder 10

MI, 1979-1980	box 851	folder 11
Middle States Association of Colleges and Universities, 1979-1980	box 851	folder 12
MIN, 1979-1980	box 851	folder 13
MO, 1979-1980	box 851	folder 14
Mokry, Ruse and Frantisek, 1979-1980	box 851	folder 15
Montefiore Hospital Search Committee, 1979-1980	box 851	folder 16
MOO, 1979-1980	box 851	folder 17
MOR, 1979-1980	box 851	folder 18
Morningside, 1979-1980	box 851	folder 19
MOS, 1979-1980	box 851	folder 20
MU, 1979-1980	box 851	folder 21
NA, 1979-1980	box 851	folder 22
National A-K, 1979-1980	box 851	folder 23
National L-Z	box 852	folder 1
National Collegiate Athletic Association, 1979-1980	box 852	folder 2
National Committee for Citizens in Education, 1979-1980	box 852	folder 3
National Research Council	box 852	folder 4
National Research Council Report "Research Excellence through the Year 2000"	box 852	folder 5
National Science Foundation, 1979-1980	box 852	folder 6
NE, 1979-1980	box 852	folder 7
Dr. Paul Neurath, 1979-1980	box 852	folder 8
Jerome A. Newmann, 1979-1980	box 852	folder 9
New York, 1979-1980	box 852	folder 10
NI, 1979-1980	box 852	folder 11
NO, 1979-1980	box 852	folder 12
NU, 1979-1980	box 852	folder 13
School of Nursing Columbia University Self-Evaluation Report *Apendix* NLN Accreditation-1979	box 852	folder 14
O1979-1980	box 852	folder 15
O', 1979-1980	box 852	folder 16
OP, 1979-1980	box 853	folder 1



OR, 1979-1980	box 853	folder 2
PA, 1979-1980	box 853	folder 3
PAR, 1979-1980	box 853	folder 4
PAS, 1979-1980	box 853	folder 5
PE, 1979-1980	box 853	folder 6
PEN, 1979-1980	box 853	folder 7
PER, 1979-1980	box 853	folder 8
PH, 1979-1980	box 853	folder 9
Physicians and Surgeons College, 1979-1980	box 853	folder 10
PI, 1979-1980	box 853	folder 11
PL, 1979-1980	box 853	folder 12
Plasma Research Fund, 1979-1980	box 853	folder 13
PO, 1979-1980	box 853	folder 14
POR, 1979-1980	box 853	folder 15
PR, 1979-1980	box 853	folder 16
President Resignation and Search, 1979-1980	box 853	folder 17
PRO, 1979-1980	box 853	folder 18
Projects and Grants I, 1979-1980	box 853	folder 19
Projects and Grants II, 1979-1980	box 853	folder 20
Provosts, 1979-1980	box 853	folder 21
Provosts Search: Candidates, 1979-1980	box 853	folder 22
PU, 1979-1980	box 853	folder 23
Public Information, Office of I, 1979-1980	box 854	folder 1
Public Information, Office of II, 1979-1980	box 854	folder 2
Public Information, Office of III, 1979-1980	box 854	folder 3
Public Relations, 1979-1980	box 854	folder 4
Pulitzer Prizes, 1979-1980	box 854	folder 5
1980 Pulitzer Prizes Secretary's Report and Reports of the Letters Juriesconfidential;, 1979-1980, 1980, 1979-1980	box 854	folder 6
Q1979-1980	box 854	folder 7
RA, 1979-1980	box 854	folder 8
RAN, 1979-1980	box 854	folder 9
RE, 1979-1980		

## Central Files 4080177

	box 854	folder 10
Real Estate, Committee on, 1979-1980	box 854	folder 11
Registrar, 1979-1980	box 854	folder 12
RES, 1979-1980	box 854	folder 13
Research Libraries Group, 1979-1980	box 854	folder 14
Responsibility Center Model, 1979-1980	box 854	folder 15
Revson Foundation, 1979-1980	box 854	folder 16
RI, 1979-1980	box 854	folder 17
RO, 1979-1980	box 854	folder 18
Rockefeller Archive Center, 1979-1980	box 854	folder 19
Rockefeller Foundation, 1979-1980	box 854	folder 20
ROD, 1979-1980	box 854	folder 21
ROS, 1979-1980	box 854	folder 22
ROT, 1979-1980	box 854	folder 23
RU, 1979-1980	box 854	folder 24
SA, 1979-1980	box 854	folder 25
Saint, 1979-1980	box 855	folder 1
SAL, 1979-1980	box 855	folder 2
Salary Review AD HOC Committee, 1979-1980	box 855	folder 3
SC, 1979-1980	box 855	folder 4
SCH, 1979-1980	box 855	folder 5
SCHM, 1979-1980	box 855	folder 6
SCHW, 1979-1980	box 855	folder 7
SE, 1979-1980	box 855	folder 8
Security, 1979-1980	box 855	folder 9
SEL, 1979-1980	box 855	folder 10
Rudolf Serkin Doctor of Humane Letters, 1979-1980	box 855	folder 11
SET, 1979-1980	box 855	folder 12
SH, 1979-1980	box 855	folder 13
SHE, 1979-1980	box 855	folder 14
SI, 1979-1980	box 855	folder 15
SIL, 1979-1980	box 855	folder 16

Six Hundred West 113th Street, 1979-1980	box 855	folder 17
SL, 1979-1980	box 855	folder 18
SO, 1979-1980	box 855	folder 19
Social Work, School of, 1979-1980	box 855	folder 20
Society, 1979-1980	box 855	folder 21
Palm Beach Dinner, March 17, 1980, 1979-1980, 1980, 1979-1980	box 855	folder 22
Anti-Defamation League, 1979-1980	box 855	folder 23
President-Elect Michael I. Sovern, 1979-1980	box 855	folder 24
Michael I. Sovern, Correspondence A-Z, 1979-1980	box 855	folder 25
Provost Sovern: Recommendations, 1979-1980	box 855	folder 26
Public Response to Sovern's Presidency, 1979-1980	box 855	folder 27
SP, 1979-1980	box 855	folder 28
SPE, 1979-1980	box 855	folder 29
ST, 1979-1980	box 855	folder 30
STAR, 1979-1980	box 855	folder 31
C.V. Starr East Asian Library, 1979-1980	box 855	folder 32
State Education Department I, 1979-1980	box 856	folder 1
State Education Department II, 1979-1980	box 856	folder 2
State Education Department III, 1979-1980	box 856	folder 3
STE, 1979-1980	box 856	folder 4
Abraham Stein: Dissertation, 1979-1980	box 856	folder 5
STO, 1979-1980	box 856	folder 6
STR, 1979-1980	box 856	folder 7
STU, 1979-1980	box 856	folder 8
Student, Students, 1979-1980	box 856	folder 9
SU, 1979-1980	box 856	folder 10
TA, 1979-1980	box 856	folder 11
"TAP" Tuition Assistance Program, 1979-1980	box 856	folder 12
Task Force Re-unattached Low-Income Residents of the Upper West Side, 1979-1980	box 856	folder 13
TE, 1979-1980	box 856	folder 14
Teachers College, 1979-1980	box 856	folder 15

TEM, 1979-1980	box 856	folder 16
TH, 1979-1980	box 856	folder 17
Margaret H. Thatcher, Doctor of Laws, 1979-1980	box 856	folder 18
TI, 1979-1980	box 857	folder 1
TO, 1979-1980	box 857	folder 2
TR, 1979-1980	box 857	folder 3
TRI, 1979-1980	box 857	folder 4
Trustees I, 1979-1980	box 857	folder 5
Trustees II, 1979-1980	box 857	folder 6
Trustee Executive Committee, 1979-1980	box 857	folder 7
Trustees Committee on Education I, 1979-1980	box 857	folder 8
Trustee Committee on Health Sciences I, 1979-1980	box 857	folder 9
Trustee Committee on Health Sciences II, 1979-1980	box 857	folder 10
Trustee Committee on Legal Affairs, 1979-1980	box 857	folder 11
Trustee Monthly Reports, 1979-1980	box 857	folder 12
Annual Report to the Trustees, 1979-1980	box 857	folder 13
Trustees Abstracts, 1979-1980	box 857	folder 14
"Truth in Testing", 1979-1980	box 857	folder 15
TU, 1979-1980	box 857	folder 16
UA, 1979-1980	box 857	folder 17
United, 1979-1980	box 857	folder 18
Universities Research Association, 1979-1980	box 857	folder 19
University A-K, 1979-1980	box 857	folder 20
University L-Z, 1979-1980	box 858	folder 1
University Record, 1979-1980	box 858	folder 2
University Senate I, 1979-1980	box 858	folder 3
University Senate II, 1979-1980	box 858	folder 4
University Seminars, 1979-1980	box 858	folder 5
University Statutes, 1979-1980	box 858	folder 6
UP, 1979-1980	box 858	folder 7
VA, 1979-1980	box 858	folder 8
Van Dyk, Ted, 1979-1980	box 858	folder 9

VE, 1979-1980	box 858	folder 10
VO, 1979-1980	box 858	folder 11
WA, 1979-1980	box 858	folder 12
WAR, 1979-1980	box 858	folder 13
WAS, 1979-1980	box 858	folder 14
Water and Sewage Changes, 1979-1980	box 858	folder 15
WE, 1979-1980	box 858	folder 16
WER, 1979-1980	box 858	folder 17
WH, 1979-1980	box 858	folder 18
WI, 1979-1980	box 858	folder 19
WIN, 1979-1980	box 858	folder 20
WO, 1979-1980	box 858	folder 21
WOR, 1979-1980	box 858	folder 22
WR, 1979-1980	box 858	folder 23
X1979-1980	box 858	folder 24
Y1979-1980	box 858	folder 25
YO, 1979-1980	box 858	folder 26
Whitney M. Young Papers, 1979-1980	box 858	folder 27
Z1979-1980	box 858	folder 28

[^ Return to Table of Contents](#)

## Series XI, 1980-1981

### Scope and Contents

This series of Central Files is the continuation of records found in Series I covering the year July 1, 1980 to June 30, 1981. Individually named and general alphabetical files are arranged in one alphabetical sequence.

Title/Description	Instances	
A1980-1981	box 858	folder 29
AD, 1980-1981	box 858	folder 30
Affirmative Action Review, 1980-1981	box 859	folder 1
African Refugees commission, 1980-1981	box 859	folder 2
AL	box 859	folder 3

Alma Mater Statue 1900-1981, 1980-1981, 1900-1981, 1980-1981	box 859	folder 4
Alumni Alumnus, 1980-1981	box 859	folder 5
Alumni Trustees, 1980-1981	box 859	folder 6
AM, 1980-1981	box 859	folder 7
American A-C, 1980-1981	box 859	folder 8
American E-K, 1980-1981	box 859	folder 9
American L-Z, 1980-1981	box 859	folder 10
American Academy of Arts and Sciences, 1980-1981	box 859	folder 11
American Assembly, 1980-1981	box 859	folder 12
American Assembly of Collegiate Schools of Business (AACSB), 1980-1981	box 859	folder 13
American Council on Education I, 1980-1981	box 859	folder 14
American Council on Education, 1980-1981	box 859	folder 15
American Council of Learned Studies, 1980-1981	box 859	folder 16
AN, 1980-1981	box 859	folder 17
AR, 1980-1981	box 859	folder 18
School of the Arts, 1980-1981	box 859	folder 19
Arts and Sciences, Graduate School of, 1980-1981	box 860	folder 1
AS, 1980-1981	box 860	folder 2
Association, 1980-1981	box 860	folder 3
Association of American Colleges, 1980-1981	box 860	folder 4
Association of American Universities, 1980-1981	box 860	folder 5
Association of American Universities II, 1980-1981	box 860	folder 6
Association of Governing Boards, 1980-1981	box 860	folder 7
AT, 1980-1981	box 860	folder 8
Audit Committee, 1980-1981	box 860	folder 9
BA, 1980-1981	box 860	folder 10
Bakhmeteff Archives, 1980-1981	box 860	folder 11
Baker Field, 1980-1981	box 860	folder 12
BAN, 1980-1981	box 860	folder 13
Bancroft Prizes, 1980-1981	box 860	folder 14
BAR, 1980-1981	box 860	folder 15

Barnard College, 1980-1981	box 860	folder 16
Barnard College Self-Study Report for Middle State Association, 1980-1981	box 860	folder 17
BARO, 1980-1981	box 860	folder 18
Bartok, Bela, 1980-1981	box 860	folder 19
BAS, 1980-1981	box 860	folder 20
Beer and Chips/60 MSD February 12/81, 1980-1981	box 860	folder 21
BE, 1980-1981	box 861	folder 1
BEN, 1980-1981	box 861	folder 2
Bequests, 1980-1981	box 861	folder 3
BI, 1980-1981	box 861	folder 4
BER, 1980-1981	box 861	folder 5
BL, 1980-1981	box 861	folder 6
BLO, 1980-1981	box 861	folder 7
BO, 1980-1981	box 861	folder 8
BOR, 1980-1981	box 861	folder 9
BRA, 1980-1981	box 861	folder 10
BRE, 1980-1981	box 861	folder 11
Brevoort-Eickmeyer Prize???, 1980-1981	box 861	folder 12
BRO, 1980-1981	box 861	folder 13
Brookdale Institute, 1980-1981	box 861	folder 14
BU, 1980-1981	box 861	folder 15
Budget, 1980-1981	box 861	folder 16
Budget II, 1980-1981	box 861	folder 17
Buildings and Grounds, 1980-1981	box 861	folder 18
BUR, 1980-1981	box 861	folder 19
BUS, 1980-1981	box 861	folder 20
Business School, 1980-1981	box 861	folder 21
Business of Research, 1980-1981	box 862	folder 1
Ernest Nagel Butler Medal in Gold, 1980-1981	box 862	folder 2
Mr. and Mrs. Benjamin and Helen Lehman Bittenwieser, 1980-1981	box 862	folder 3
CA, 1980-1981	box 862	folder 4

## Central Files 4080177

Cabot Prizes, 1980-1981	box 862	folder 5
CAL, 1980-1981	box 862	folder 6
CAN, 1980-1981	box 862	folder 7
CAR, 1980-1981	box 862	folder 8
CAS, 1980-1981	box 862	folder 9
Cathedral Church of St. John the Divine, 1980-1981	box 862	folder 10
CE, 1980-1981	box 862	folder 11
Center, 1980-1981	box 862	folder 11
Century Association, 1980-1981	box 862	folder 12
CHA, 1980-1981	box 862	folder 13
CHAN, 1980-1981	box 862	folder 14
CHE, 1980-1981	box 862	folder 15
CHI, 1980-1981	box 862	folder 16
CHR, 1980-1981	box 862	folder 17
China Chinese, 1980-1981	box 862	folder 18
CI, 1980-1981	box 862	folder 19
CL, 1980-1981	box 862	folder 20
C.I.A., 1980-1981	box 862	folder 21
City Conference 9/29 and 9/30 and Co. , 1980-1981, 9/29, 9/30, 1980-1981	box 862	folder 22
Coalition for New York, 1980-1981	box 862	folder 23
COL, 1980-1981	box 862	folder 24
College, 1980-1981	box 862	folder 25
Columbia, 1980-1981	box 862	folder 26
Columbia College, 1980-1981	box 862	folder 27
"Columbia Magazine", 1980-1981	box 863	folder 1
Columbia in the News, 1980-1981	box 863	folder 2
Columbia Presbyterian Medical Center, 1980-1981	box 863	folder 3
Columbia Presbyterian Medical Center Fund II, 1980-1981	box 863	folder 4
Columbia Presbyterian Medical Center Fund I, 1980-1981	box 863	folder 5
COM, 1980-1981	box 863	folder 6
Commemoration Service '80, 1980-1981	box 863	folder 7



Commencement May 13, 1981, 1980-1981, 1981, 1980-1981	box 863	folder 8
Commission on the Humanities, 1980-1981	box 863	folder 9
Commission on Independent Colleges and Universities, 1980-1981	box 863	folder 10
Committee, 1980-1981	box 863	folder 11
CON, 1980-1981	box 863	folder 12
Consortium on Financing Higher Education (C.O.H.E.), 1980-1981	box 863	folder 13
Controller's Office, 1980-1981	box 864	folder 1
COO, 1980-1981	box 864	folder 2
COR, 1980-1981	box 864	folder 3
COS, 1980-1981	box 864	folder 4
Council, 1980-1981	box 864	folder 5
Council on Foreign Relations, 1980-1981	box 864	folder 6
CR, 1980-1981	box 864	folder 7
CU, 1980-1981	box 864	folder 8
DA, 1980-1981	box 864	folder 9
DAN, 1980-1981	box 864	folder 10
DE, 1980-1981	box 864	folder 11
Dental and Oral Sugergy, School of, 1980-1981	box 864	folder 12
Department, 1980-1981	box 864	folder 13
Department of Education, 1980-1981	box 864	folder 14
Department of Health Education and Welfare, 1980-1981	box 864	folder 15
Development Office, 1980-1981	box 864	folder 16
DI, 1980-1981	box 864	folder 17
Alice M. Ditson Fund of C.U. Activities of Fund, 1940-1980	box 864	folder 18
District 65, 1980-1981	box 864	folder 19
DO, 1980-1981	box 864	folder .20
DR, 1980-1981	box 865	folder 1
DU, 1980-1981	box 865	folder 2
Dupont Awards, 1980-1981	box 865	folder 3
Professor Daisy Dwyer, 1980-1981	box 865	folder 4

## Central Files 4080177

EA, 1980-1981	box 865	folder 5
Earl Hall, 1980-1981	box 865	folder 6
East Campus, 1980-1981	box 865	folder 7
ED, 1980-1981	box 865	folder 9
Effort Reporting Requirements, 1980-1981	box 865	folder 10
Einstein Professorship, 1980-1981	box 865	folder 11
EL, 1980-1981	box 865	folder 12
EM, 1980-1981	box 865	folder 13
Emeriti, 1980-1981	box 865	folder 14
Engineering, 1980-1981	box 865	folder 15
EP, 1980-1981	box 865	folder 16
ES, 1980-1981	box 865	folder 17
Externally Funded Reasearch and Instruction, 1980-1981	box 865	folder 18
Exxon, 1980-1981	box 865	folder 19
Exxon Education Foundation, 1980-1981	box 865	folder 20
FA, 1980-1981	box 865	folder 21
Faculty, 1980-1981	box 865	folder 21
Faculty in Residence, 1980-1981	box 865	folder 22
Fairchild Foundation, 1980-1981	box 865	folder 23
FA, 1980-1981	box 865	folder 24
Faculty, 1980-1981	box 865	folder 25
Faculty in Residence, 1980-1981	box 865	folder 26
Fairchild Foundation, 1980-1981	box 865	folder 27
FA, 1980-1981	box 865	folder 28
Faculty, 1980-1981	box 865	folder 29
Faculty in Residence, 1980-1981	box 865	folder 30
Fairchild Foundation, 1980-1981	box 865	folder 31
FE, 1980-1981	box 865	folder 31
Felig, Philip, 1980-1981	box 865	folder 31
FER, 1980-1981	box 865	folder 32
FI, 1980-1981	box 865	folder 33
Finance Committee, 1980-1981	box 866	folder 1

Finance Committee II, 1980-1981	box 866	folder 2
FIR, 1980-1981	box 866	folder 3
FL, 1980-1981	box 866	folder 4
FO, 1980-1981	box 866	folder 5
FOR, 1980-1981	box 866	folder 6
Ford Foundation, 1980-1981	box 866	folder 7
FRE, 1980-1981	box 866	folder 8
FU, 1980-1981	box 866	folder 9
FRA, 1980-1981	box 866	folder 10
Fuyo Professorship in Japanese Law, 1980-1981	box 866	folder 11
GA, 1980-1981	box 866	folder 12
GAN, 1980-1981	box 866	folder 13
GE, 1980-1981	box 866	folder 14
General, 1980-1981	box 866	folder 15
School of General Studies, 1980-1981	box 866	folder 16
Dr. A. Georgotas, 1980-1981	box 866	folder 17
GER, 1980-1981	box 866	folder 18
GI, 1980-1981	box 866	folder 19
Gifts \$1,000 and over 1980-81	box 866	folder 20
GIL, 1980-1981	box 866	folder 21
GL, 1980-1981	box 867	folder 1
GO, 1980-1981	box 867	folder 2
Dr. Robert Goldberger, 1980-1981	box 867	folder 3
GON, 1980-1981	box 867	folder 4
GOR, 1980-1981	box 867	folder 5
GRA, 1980-1981	box 867	folder 6
Grace Foundation, 1980-1981	box 867	folder 7
Great Teacher Awards, 1/20/81	box 867	folder 8
GRE, 1980-1981	box 867	folder 9
GRO, 1980-1981	box 867	folder 10
Group Eight- Agendas and Minutes, 9/80-6/81	box 867	folder 11
GU, 1980-1981	box 867	folder 12

HA, 1980-1981	box 867	folder 13
Alexander Hamilton Award and Dinner, 11/12/80	box 867	folder 14
HAN, 1980-1981	box 867	folder 15
Handicapped, 1980-1981	box 867	folder 16
HAR, 1980-1981	box 867	folder 17
Reed Harris, 1980-1981	box 867	folder 18
Professor C. Lowell Harriss, 1980-1981	box 867	folder 19
HAU, 1980-1981	box 867	folder 20
HE, 1980-1981	box 867	folder 21
Helsinki Watch, 1980-1981	box 867	folder 22
HER, 1980-1981	box 867	folder 23
HEW, 1980-1981	box 867	folder 24
Higgins Trust, 1980-1981	box 868	folder 1
HIR, 1980-1981	box 868	folder 2
Hispanic Project, 1980-1981	box 868	folder 3
HO, 1980-1981	box 868	folder 4
Professor Ralph L. Holloway, 1980-1981	box 868	folder 5
Honors, 1980-1981	box 868	folder 6
HOR, 1980-1981	box 868	folder 7
Horwitz Prize, 1980 Milstein, 1980-1981, 1980, 1980-1981	box 868	folder 8
HU, 1980-1981	box 868	folder 9
Hudson Bequest, 1980-1981	box 868	folder 10
IA, 1980-1981	box 868	folder 11
IN, 1980-1981	box 868	folder 12
Institutes, 1980-1981	box 868	folder 13
Institutes and Regional Institutes, 1980-1981	box 868	folder 14
INT, 1980-1981	box 868	folder 15
International, 1980-1981	box 868	folder 16
International Association of University Presidents, 1980-1981	box 868	folder 17
I.B.M., 1980-1981	box 868	folder 18
Investment Committee, 1980-1981	box 868	folder 19
Investment Office: Gifts I, 1980-1981		

## Central Files 4080177

	box 868	folder 20
Investment Office Gifts II, 1980-1981	box 868	folder 21
IR, 1980-1981	box 869	folder 1
Ivy Group Presidents, Council of, 1980-1981	box 869	folder 2
JA, 1980-1981	box 869	folder 3
JAN, 1980-1981	box 869	folder 4
Japan, 1980-1981	box 869	folder 5
Senator Jacob K. Javits, 1980-1981	box 869	folder 6
JE, 1980-1981	box 869	folder 7
JO, 1980-1981	box 869	folder 8
Joint Administrative Board, 1980-1981	box 869	folder 9
JON, 1980-1981	box 869	folder 10
Journal of World Business, 1980-1981	box 869	folder 11
Journalism, 1980-1981	box 869	folder 12
JU, 1980-1981	box 869	folder 13
Journalism Accreditation Pre-Visit Report, 11/20/80	box 869	folder 14
KA, 1980-1981	box 869	folder 15
KAR, 1980-1981	box 869	folder 16
KAT, 1980-1981	box 869	folder 17
KE, 1980-1981	box 869	folder 18
KEN, 1980-1981	box 869	folder 19
KI, 1980-1981	box 869	folder 20
KL, 1980-1981	box 869	folder 21
KO, 1980-1981	box 869	folder 22
KR, 1980-1981	box 869	folder 23
KU, 1980-1981	box 869	folder 24
LA, 1980-1981	box 869	folder 25
LAL, 1980-1981	box 870	folder 1
Lamont-Doherty Directorship (out), 1980-1981	box 870	folder 2
Lamont-Doherty, 1980-1981	box 870	folder 3
LAR, 1980-1981	box 870	folder 4
Dr. John Lattimer, 1980-1981	box 870	folder 5

Law School, 1980-1981	box 870	folder 6
Law School: Committee for the Eighties, 1980-1981	box 870	folder 7
Faculty of Law: Minutes of Meetings for 1980-81	box 870	folder 8
Law School Alumni Association, 1980-1981	box 870	folder 9
LE, 1980-1981	box 870	folder 10
LEF, 1980-1981	box 870	folder 11
LES, 1980-1981	box 870	folder 12
LI, 1980-1981	box 870	folder 13
Provost Peter Likins, 1980-1981	box 870	folder 14
LIL, 1980-1981	box 870	folder 15
LO, 1980-1981	box 870	folder 16
LU, 1980-1981	box 870	folder 17
Henry Luce Foundation, 1980-1981	box 870	folder 18
David Lund, 1980-1981	box 870	folder 19
Joan Lyford, 1980-1981	box 870	folder 20
McA, 1980-1981	box 870	folder 21
MA, 1980-1981	box 870	folder 22
MAL, 1980-1981	box 870	folder 23
MAN, 1980-1981	box 871	folder 1
MAR, 1980-1981	box 871	folder 2
ME, 1980-1981	box 871	folder 3
Medicine, School of, 1980-1981	box 871	folder 4
MEL, 1980-1981	box 871	folder 5
Andrew W. Mellon Foundation, 1980-1981	box 871	folder 6
MER, 1980-1981	box 871	folder 7
Charles E. Merrill Trust, 1980-1981	box 871	folder 8
MI, 1980-1981	box 871	folder 9
Middle States Associations of Colleges and Schools, 1980-1981	box 871	folder 10
MIL, 1980-1981	box 871	folder 11
MIN, 1980-1981	box 871	folder 12
MO, 1980-1981	box 871	folder 13
MON, 1980-1981		

Central Files 4080177

	box 871	folder 14
MOR, 1980-1981	box 871	folder 15
Morningside, 1980-1981	box 871	folder 16
Daniel Patrick Moynihan, 1980-1981	box 871	folder 17
MU, 1980-1981	box 871	folder 18
NA, 1980-1981	box 871	folder 19
Nagel, 1980-1981	box 871	folder 20
National A-E, 1980-1981	box 871	folder 21
National F-K, 1980-1981	box 871	folder 22
National L-Z, 1980-1981	box 871	folder 23
National Academy of Arbitrators, 1980-1981	box 872	folder 1
National Association of Independent Colleges and Universities, 1980-1981	box 872	folder 2
N.A.A.C.P., 1980-1981	box 872	folder 3
National Association of College and University Business Officers (NACUBO);, 1980-1981	box 872	folder 4
National Association of Student Financial Aid Administrators (NASFAA);, 1980-1981	box 872	folder 5
National Collegiate Athletic Association (NCAA), 1980-1981	box 872	folder 6
National Committee for Citizens in Education, 1980-1981	box 872	folder 7
National Science Foundation, 1980-1981	box 872	folder 8
NE, 1980-1981	box 872	folder 9
New York, 1980-1981	box 872	folder 10
New York State, 1980-1981	box 872	folder 11
NI, 1980-1981	box 872	folder 12
NO, 1980-1981	box 872	folder 13
NU, 1980-1981	box 872	folder 14
O1980-1981	box 872	folder 15
ON, 1980-1981	box 872	folder 16
OR, 1980-1981	box 872	folder 17
PA, 1980-1981	box 872	folder 18
PAR, 1980-1981	box 872	folder 19
Patents, 1980-1981	box 872	folder 20
Al. Paul, 1980-1981		

## Central Files 4080177

	box 872	folder 21
PE, 1980-1981	box 872	folder 22
PER, 1980-1981	box 872	folder 23
PH, 1980-1981	box 872	folder 24
Physicians and Surgeons, 1980-1981	box 872	folder 25
PI, 1980-1981	box 872	folder 26
PL, 1980-1981	box 872	folder 27
PO, 1980-1981	box 873	folder 1
POR, 1980-1981	box 873	folder 2
PR, 1980-1981	box 873	folder 3
PRI, 1980-1981	box 873	folder 4
Projects and Grants I, 1980-1981	box 873	folder 5
Projects and Grants II, 1980-1981	box 873	folder 6
Search: Provost Health Sciences, 1980-1981	box 873	folder 7
PU, 1980-1981	box 873	folder 8
Public Information, 1980-1981	box 873	folder 9
Public Information II, 1980-1981	box 873	folder 10
Public Relations, 1980-1981	box 873	folder 11
Public Information III, 1980-1981	box 873	folder 12
Pulitzer Prizes, 1980-1981	box 873	folder 13
Pulitzer Prize Entries '81 Journalism & Letters and Summary	box 873	folder 14
Pulitzer Prizes '81 Secretary's Report & Report of the Letters Juries	box 873	folder 15
Pulitzer Prizes Journalism Nominations, 1980-1981	box 873	folder 16
Q1980-1981	box 873	folder 17
RA, 1980-1981	box 873	folder 18
RAN, 1980-1981	box 874	folder 1
RE, 1980-1981	box 874	folder 2
Real Estate, 1980-1981	box 874	folder 3
Reid Hall, 1980-1981	box 874	folder 4
RES, 1980-1981	box 874	folder 5
Research Libraries Group, Inc., 1980-1981	box 874	folder 6
Revson Fellows, 1980-1981	box 874	folder 7



RI, 1980-1981	box 874	folder 8
RO, 1980-1981	box 874	folder 9
Rockefeller Foundation, 1980-1981	box 874	folder 10
ROD, 1980-1981	box 874	folder 11
ROS, 1980-1981	box 874	folder 12
ROSS, 1980-1981	box 874	folder 13
ROT, 1980-1981	box 874	folder 14
RU, 1980-1981	box 874	folder 15
SA, 1980-1981	box 874	folder 16
Safety at Columbia, 1980-1981	box 874	folder 17
Saint, 1980-1981	box 874	folder 18
Edmund Safra, 1980-1981	box 874	folder 19
SAL, 1980-1981	box 874	folder 20
Salary Review - AD HOC Committee, 1980-1981	box 874	folder 21
SCH, 1980-1981	box 874	folder 22
SC, 1980-1981	box 874	folder 23
Meyer Schapiro Chair in Art History	box 874	folder 24
SCHM, 1980-1981	box 874	folder 25
SCHW, 1980-1981	box 874	folder 26
SE, 1980-1981	box 874	folder 27
Security, 1980-1981	box 874	folder 28
SEL, 1980-1981	box 874	folder 29
Services Survey, 1980-1981	box 874	folder 30
SH, 1980-1981	box 874	folder 31
SHE, 1980-1981	box 875	folder 1
SHO, 1980-1981	box 875	folder 2
SI, 1980-1981	box 875	folder 3
SIL, 1980-1981	box 875	folder 4
Silver Dinner, 10/2/80	box 875	folder 5
SIN, 1980-1981	box 875	folder 6
SL, 1980-1981	box 875	folder 7
SO, 1980-1981	box 875	folder 8

Social Work, School of, 1980-1981	box 875	folder 9
School of Social Work Search Committee, 1980-1981	box 875	folder 10
Society, 1980-1981	box 875	folder 11
Society of Fellows in Humanities, 1980-1981	box 875	folder 12
President Sovern, 1980-1981	box 875	folder 13
President Sovern: Inauguration 9-28-80	box 875	folder 14
Pres. Sovern: Addresses & Statements I, 1980-1981	box 875	folder 15
Pres. Sovern: California Trip, 1980-1981	box 875	folder 16
Pres Sovern: Tennis Schedule, 1980-1981	box 875	folder 17
Misc: Memos, 80-81	box 875	folder 18
Current Biography, 2/81	box 875	folder 19
Dear Colleague Letter, 6/22/81	box 875	folder 20
SP, 1980-1981	box 875	folder 21
Sports Information Office, 1980-1981	box 875	folder 22
ST, 1980-1981	box 875	folder 23
State Education Dept. I, 1980-1981	box 875	folder 24
State Education Dept. II, 1980-1981	box 876	folder 1
State Education Dept. III, 1980-1981	box 876	folder 2
State Education Dept. IV, 1980-1981	box 876	folder 3
STE, 1980-1981	box 876	folder 4
STO, 1980-1981	box 876	folder 5
STR, 1980-1981	box 876	folder 6
STU, 1980-1981	box 876	folder 7
Student Aid, 1980-1981	box 876	folder 8
SU, 1980-1981	box 876	folder 9
TA, 1980-1981	box 876	folder 10
TE, 1980-1981	box 876	folder 11
Teacher's College, 1980-1981	box 876	folder 12
Teacher's College: Rating Committee Reports, 1980-1981	box 876	folder 13
T.I.A.A., 1980-1981	box 876	folder 14
TER, 1980-1981	box 876	folder 15
TH, 1980-1981	box 876	folder 16

TI, 1980-1981	box 877	folder 1
TO, 1980-1981	box 877	folder 2
TR, 1980-1981	box 877	folder 3
Trustee Candidates, 1980-1981	box 877	folder 4
Trustees I, 1980-1981	box 877	folder 5
Trustees II, 1980-1981	box 877	folder 6
Trustees Education Committee, 1980-1981	box 877	folder 7
Trustees Committee on Health Sciences, 1980-1981	box 877	folder 8
Health Sciences Committee II, 1980-1981	box 877	folder 9
Trustees Legal Affairs Committee, 1980-1981	box 877	folder 10
Trustees Abstracts, 1980-1981	box 877	folder 11
Annual Report to the Trustees, 1980-1981	box 877	folder 12
TU, 1980-1981	box 877	folder 13
T.A.P., 1980-1981	box 877	folder 14
Tucker, Carl, 1980-1981	box 877	folder 15
UL, 1980-1981	box 877	folder 16
Universities Research Association, 1980-1981	box 877	folder 17
University A-L, 1980-1981	box 878	folder 1
University M-Z, 1980-1981	box 878	folder 2
University Record, 1980-1981	box 878	folder 3
University Seminars, 1980-1981	box 878	folder 4
University Senate I, 1980-1981	box 878	folder 5
University Senate II, 1980-1981	box 878	folder 6
University Senate III, 1980-1981	box 878	folder 7
UR, 1980-1981	box 878	folder 8
VA, 1980-1981	box 878	folder 9
VE, 1980-1981	box 878	folder 10
Simone Veil Doctor of Laws, 1980-1981	box 878	folder 11
Vice President - Government Relations, 1980-1981	box 878	folder 12
VO, 1980-1981	box 878	folder 13
WA, 1980-1981	box 878	folder 14
WAL, 1980-1981	box 878	folder 15

Ira D. Wallach and Wallach Chair, 1980-1981	box 878	folder 16
WAR, 1980-1981	box 878	folder 17
WE, 1980-1981	box 878	folder 18
WAS, 1980-1981	box 878	folder 19
WER, 1980-1981	box 878	folder 20
West-Side Planning, 1980-1981	box 878	folder 21
WH, 1980-1981	box 878	folder 22
WI, 1980-1981	box 878	folder 23
Lawrence A. Wein and Wein Program in Corporate Social Responsibility, 1980-1981	box 878	folder 24
WIN, 1980-1981	box 878	folder 25
WO, 1980-1981	box 878	folder 26
WOR, 1980-1981	box 879	folder 1
X1980-1981	box 879	folder 2
Y1980-1981	box 879	folder 3
Whitney M. Young Memorial Foundation, 1980-1981	box 879	folder 4
Z1980-1981	box 879	folder 5
New York City Charter 81	box 879	folder 6
Forms of Local Representation	box 879	folder 7
New York City Charter Revision Commission 83	box 879	folder 8
New York City Charter Revision Commission Notes	box 879	folder 9
New York City Charter Revision Commission '82	box 879	folder 10
New York City Charter Revision Commission 81-82	box 879	folder 11
New York City Charter Revision Commission 82-83	box 879	folder 12
New York City Charter Revision Commission 82-83	box 879	folder 13
New York City Charter Revision Commission 82-83	box 879	folder 14
New York City Charter Revision Commission 82-83	box 879	folder 15
New York City Charter Revision Commission 82-83	box 879	folder 16
New York City Charter Revision Commission 82-83	box 879	folder 17
New York City Charter Revision Commission 82-83	box 879	folder 18
New York City Charter Revision Commission 82-83	box 879	folder 19
NYC Charter Revision Commission, 1983-1984	box 880	folder 1

NYC Charter Revision Commission, Various Contents, 1983-1984	box 880	folder 2
Scientific Communication and National Security	box 880	folder 3
Panel on Scientific Communication and National Security	box 881	folder 1
National Academy of Sciences	box 881	folder 2
AAAS Meeting, 10/27/83	box 881	folder 3
Master List of Members	box 881	folder 4
Lunch w/ Al Lerner Tuesday, August 17, 1982	box 881	folder 5
AAAS, Miscellaneous I, 1984	box 881	folder 6
AAAS, Miscellaneous II, 1984	box 881	folder 7
AAAS, Miscellaneous III, 1984	box 881	folder 8
Harcourt Price- Procedures	box 882	folder 1
Mailing List (Ellen Knowles)	box 882	folder 2
Harcourt Announcements	box 882	folder 3
Harcourt Nominations	box 882	folder 4
Books Sent to Jurors	box 882	folder 5
Harcourt Jurors	box 882	folder 6
Harcourt Invitation Lists	box 882	folder 7
Harcourt Prize Winners	box 882	folder 8
Harcourt Reception - Program	box 882	folder 9
Harcourt Press Releases	box 882	folder 10
Harcourt Award Card	box 882	folder 11
Harcourt Expenses	box 882	folder 12
Harcourt Prize Certificates	box 882	folder 13
Harcourt Prize -Pay Orders	box 882	folder 14
Harcourt Books Not Received	box 882	folder 15
Harcourt Nominations Return	box 882	folder 16
Acknowledgement Cards	box 882	folder 17
Harcourt Reception - Set Up	box 882	folder 18
Harcourt, Miscellaneous	box 882	folder 19

[^ Return to Table of Contents](#)

**Series XII, 1981-1982****Scope and Contents**

This series of Central Files is the continuation of records found in Series I covering the year July 1, 1981 to June 30, 1982. Individually named and general alphabetical files are arranged in one alphabetical sequence.

<b>Title/Description</b>	<b>Instances</b>	
A1981-1982	box 883	folder 1
AD, 1981-1982	box 883	folder 2
Affirmative Action, 1981-1982	box 883	folder 3
AL, 1981-1982	box 883	folder 4
Alumni, 1981-1982	box 883	folder 5
Alumni Trustees, 1981-1982	box 883	folder 6
AM, 1981-1982	box 883	folder 7
American A-B, 1981-1982	box 883	folder 8
American C-K, 1981-1982	box 883	folder 9
American L-Z, 1981-1982	box 883	folder 10
American Academy of Arts and Sciences, 1981-1982	box 883	folder 11
American Assembly, 1981-1982	box 883	folder 12
American Council on Education, 1981-1982	box 883	folder 13
American Council on Education Task Force, 1981-1982	box 883	folder 14
American Friends of the Hebrew University, 1981-1982	box 883	folder 15
AN, 1981-1982	box 883	folder 16
Ruth Nanda Anshen, 1981-1982	box 884	folder 1
AR, 1981-1982	box 884	folder 2
Architecture, Graduate School of, 1981-1982	box 884	folder 3
Art, 1981-1982	box 884	folder 4
Graduate School of the Arts and Sciences, 1981-1982	box 884	folder 5
Arts, School of the, 1981-1982	box 884	folder 6
AS, 1981-1982	box 884	folder 7
Association, 1981-1982	box 884	folder 8
Association of American Colleges, 1981-1982	box 884	folder 9
Association of American Universities, 1981-1982	box 884	folder 10

Association of Colleges and Universities of the State of New York (ACUSNY), 1981-1982	box 884	folder 11
Association of Governing Boards of Colleges and Universities, 1981-1982	box 884	folder 12
AT, 1981-1982	box 884	folder 13
Audit, 1981-1982	box 884	folder 14
BA, 1981-1982	box 884	folder 15
Baker Field, 1981-1982	box 884	folder 16
Bakhmeteff Archives, 1981-1982	box 884	folder 17
Balzan Institute, 1981-1982	box 884	folder 18
Bampton Lectures, 1981-1982	box 884	folder 19
BAN, 1981-1982	box 884	folder 20
BAR, 1981-1982	box 884	folder 21
Barnard College, 1981-1982	box 885	folder 1
Barnard - Columbia Agreements, 1981-1982	box 885	folder 2
BAS, 1981-1982	box 885	folder 3
BE, 1981-1982	box 885	folder 4
BEN, 1981-1982	box 885	folder 5
Bequests, 1981-1982	box 885	folder 6
BER, 1981-1982	box 885	folder 7
BI, 1981-1982	box 885	folder 8
BIR, 1981-1982	box 885	folder 9
BL, 1981-1982	box 885	folder 10
BLO, 1981-1982	box 885	folder 11
BO, 1981-1982	box 885	folder 12
BOR, 1981-1982	box 885	folder 13
BRA, 1981-1982	box 885	folder 14
BRE, 1981-1982	box 885	folder 15
BRO, 1981-1982	box 885	folder 16
Broadway, 115 to 116 Streets: Plans, 1981-1982	box 885	folder 17
Brookdale Institute, 1981-1982	box 885	folder 18
BU, 1981-1982	box 885	folder 19
Peter McE. Buchanan, 1981-1982	box 885	folder 20

Budget, 1981-1982	box 886	folder 1
Buildings and Grounds, Committee on, 1981-1982	box 886	folder 2
BUR, 1981-1982	box 886	folder 3
Business, School of, 1981-1982	box 886	folder 4
BUT, 1981-1982	box 886	folder 5
CA, 1981-1982	box 886	folder 6
Cabot Prizes, 1981-1982	box 886	folder 7
Campaign for Columbia, 1981-1982	box 886	folder 8
CAR, 1981-1982	box 886	folder 9
Carl, 1981-1982	box 886	folder 10
CAS, 1981-1982	box 886	folder 11
Governor Hugh Carey, 1981-1982	box 886	folder 12
Case Statement Intro/Essays Jacques Barzun, 1981-1982	box 886	folder 13
Cathedral Church of St. John the Divine, 1981-1982	box 886	folder 14
CE, 1981-1982	box 886	folder 15
Center A-R, 1981-1982	box 886	folder 16
Center S-Z, 1981-1982	box 886	folder 17
Center for the United States China Arts Exchange, 1981-1982	box 886	folder 18
Century Association, 1981-1982	box 886	folder 19
CHA, 1981-1982	box 886	folder 20
Dean Schuyler Chapin, 1981-1982	box 886	folder 21
CHAR, 1981-1982	box 887	folder 1
CHE, 1981-1982	box 887	folder 2
Charters & Statutes, 1981-1982	box 887	folder 3
Chemistry and Chemistry Building (Chandler North), 1981-1982	box 887	folder 4
CHI, 1981-1982	box 887	folder 5
CHR, 1981-1982	box 887	folder 6
CI, 1981-1982	box 887	folder 7
City, 1981-1982	box 887	folder 8
CL, 1981-1982	box 887	folder 9
CO, 1981-1982	box 887	folder 10



CO-Education at Columbia College, 1981-1982	box 887	folder 11
COL, 1981-1982	box 887	folder 12
College, 1981-1982	box 887	folder 13
Columbia, 1981-1982	box 887	folder 14
Columbia College, 1981-1982	box 887	folder 15
Columbia Magazine, 1981-1982	box 887	folder 16
Columbia in the News, 1981-1982	box 887	folder 17
Columbia - Presbyterian Medical Center Fund, 1981-1982	box 887	folder 18
Columbia University Press, 1981-1982	box 887	folder 19
COM, 1981-1982	box 887	folder 20
Commencement, 1981-1982	box 887	folder 21
George T. DeLacorte, 1981-1982	box 888	folder 1
Marion DonLoff, 1981-1982	box 888	folder 2
Commencement 1982 - Honors, 1981-1982, 1982, 1981-1982	box 888	folder 3
Commission on Independent Colleges and Universities (CICU), 1981-1982	box 888	folder 4
Commission on Independent Colleges and Universities II (CICU), 1981-1982	box 888	folder 5
Commission on Independent Colleges and Universities (CICU) III, 1981-1982	box 888	folder 6
Commission on Independent Colleges and Universities (CICU) IV, 1981-1982	box 888	folder 7
Committee, 1981-1982	box 888	folder 8
CON, 1981-1982	box 888	folder 9
Consortium on Financing Higher Education (COFHE), 1981-1982	box 888	folder 10
COO, 1981-1982	box 888	folder 11
Coopers and Lybrand, 1981-1982	box 888	folder 12
COR, 1981-1982	box 888	folder 13
COS, 1981-1982	box 888	folder 14
Council, 1981-1982	box 888	folder 15
Council for Financial Aid to Education, 1981-1982	box 888	folder 16
Council on Foreign Relations, 1981-1982	box 889	folder 1
CR, 1981-1982		

## Central Files 4080177

	box 889	folder 2
CU, 1981-1982	box 889	folder 3
DA, 1981-1982	box 889	folder 4
DAR, 1981-1982	box 889	folder 5
DE, 1981-1982	box 889	folder 6
DEN, 1981-1982	box 889	folder 7
Dental and Oral Surgery, School of, 1981-1982	box 889	folder 8
Department, 1981-1982	box 889	folder 9
Department of Education, 1981-1982	box 889	folder 10
Development Office, 1981-1982	box 889	folder 11
DI, 1981-1982	box 889	folder 12
DIS, 1981-1982	box 889	folder 13
DO, 1981-1982	box 889	folder 14
Dormitory Authority, 1981-1982	box 889	folder 15
DR, 1981-1982	box 889	folder 16
DU, 1981-1982	box 889	folder 17
Dupont Awards, 1981-1982	box 889	folder 18
DUR, 1981-1982	box 889	folder 19
EA, 1981-1982	box 889	folder 20
Earl Hall, 1981-1982	box 889	folder 21
ED, 1981-1982	box 889	folder 22
EL, 1981-1982	box 889	folder 23
EM, 1981-1982	box 889	folder 24
Emeriti, 1981-1982	box 889	folder 25
Engineering School, 1981-1982	box 890	folder 1
EP, 1981-1982	box 890	folder 2
ES, 1981-1982	box 890	folder 3
Exxon, 1981-1982	box 890	folder 4
FA, 1981-1982	box 890	folder 5
Facilities Management, 1981-1982	box 890	folder 6
Faculty, 1981-1982	box 890	folder 7
FE, 1981-1982	box 890	folder 8

FER, 1981-1982	box 890	folder 9
FI, 1981-1982	box 890	folder 10
Finance Committee, 1981-1982	box 890	folder 11
Finance Committee II, 1981-1982	box 890	folder 12
Finance Committee III, 1981-1982	box 890	folder 13
Finance Committee IV, 1981-1982	box 890	folder 14
Finance Office, 1981-1982	box 890	folder 15
Hon. Stanley Fink, 1981-1982	box 890	folder 16
David Finn, 1981-1982	box 890	folder 17
FIR, 1981-1982	box 890	folder 18
FL, 1981-1982	box 891	folder 1
Florida International University, 1981-1982	box 891	folder 2
FO, 1981-1982	box 891	folder 3
FOR, 1981-1982	box 891	folder 4
Ford Foundation, 1981-1982	box 891	folder 5
Foreign Policy Association, 1981-1982	box 891	folder 6
FRA, 1981-1982	box 891	folder 7
FRE, 1981-1982	box 891	folder 8
FRI, 1981-1982	box 891	folder 9
FU, 1981-1982	box 891	folder 10
GA, 1981-1982	box 891	folder 11
GAN, 1981-1982	box 891	folder 12
GE, 1981-1982	box 891	folder 13
General..., 1981-1982	box 891	folder 14
General Education Seminar, 1981-1982	box 891	folder 15
General Studies, School of, 1981-1982	box 891	folder 16
GER, 1981-1982	box 891	folder 17
GI, 1981-1982	box 891	folder 18
GIL, 1981-1982	box 891	folder 19
GL, 1981-1982	box 891	folder 20
GO, 1981-1982	box 891	folder 21
GOL, 1981-1982	box 891	folder 22

Provost Goldberger, 1981-1982	box 891	folder 23
GON, 1981-1982	box 891	folder 24
GOR, 1981-1982	box 891	folder 25
GRA, 1981-1982	box 891	folder 26
President Hanna Gray, 1981-1982	box 892	folder 1
GRE, 1981-1982	box 892	folder 2
Greene, Jerome Nucleus Fund Prospect, 1981-1982	box 892	folder 3
GRI, 1981-1982	box 892	folder 4
GRO, 1981-1982	box 892	folder 5
Group Eight, 1981-1982	box 892	folder 6
GU, 1981-1982	box 892	folder 7
HA, 1981-1982	box 892	folder 8
Alexander Hamilton Dinner, 1981-1982	box 892	folder 9
HAN, 1981-1982	box 892	folder 10
Handicapped, 1981-1982	box 892	folder 11
HAR, 1981-1982	box 892	folder 12
HARR, 1981-1982	box 892	folder 13
C. Lowell Harriss, 1981-1982	box 892	folder 14
HAS, 1981-1982	box 892	folder 15
HE, 1981-1982	box 892	folder 16
Health Sciences, 1981-1982	box 892	folder 17
Katherine Hepburn Doctor of Humane Letters, 1981-1982	box 892	folder 18
HER, 1981-1982	box 892	folder 19
Professor Sylvia Ann Hewlett, 1981-1982	box 892	folder 20
HI, 1981-1982	box 892	folder 21
Higgins Trust, 1981-1982	box 892	folder 22
Higher Education and National Affairs, 1981-1982	box 892	folder 23
HO, 1981-1982	box 892	folder 24
HOM, 1981-1982	box 892	folder 25
Honors, 1981-1982	box 892	folder 26
HOR, 1981-1982	box 892	folder 27
Vladimir Horowitz - declined, 1981-1982	box 892	folder 28

Horowitz Prize, 1981-1982	box 892	folder 29
HU, 1981-1982	box 892	folder 30
IA, 1981-1982	box 893	folder 1
IN, 1981-1982	box 893	folder 2
Institutes, 1981-1982	box 893	folder 3
Institutes and Regional Institutes, 1981-1982	box 893	folder 4
INT, 1981-1982	box 893	folder 5
International, 1981-1982	box 893	folder 6
International P - Z, 1981-1982	box 893	folder 7
International Association of University Presidents, 1981-1982	box 893	folder 8
School of International and Public Affairs, 1981-1982	box 893	folder 9
Investment Committee, 1981-1982	box 893	folder 10
Investment Committee II, 1981-1982	box 893	folder 11
Investment Office, 1981-1982	box 893	folder 12
IR, 1981-1982	box 893	folder 13
Ivy Group, 1981-1982	box 893	folder 14
JA, 1981-1982	box 893	folder 15
Jacob J. Jacoby, 1981-1982	box 893	folder 16
JAN, 1981-1982	box 893	folder 17
John Jay Awards & Dinner, 1981-1982	box 893	folder 18
JE, 1981-1982	box 893	folder 19
JO, 1981-1982	box 894	folder 1
JON, 1981-1982	box 894	folder 2
Journalism School, 1981-1982	box 894	folder 3
KA, 1981-1982	box 894	folder 4
KAR, 1981-1982	box 894	folder 5
KAN, 1981-1982	box 894	folder 6
KE, 1981-1982	box 894	folder 7
KEN, 1981-1982	box 894	folder 8
KI, 1981-1982	box 894	folder 9
KL, 1981-1982	box 894	folder 10
KO, 1981-1982		

## Central Files 4080177

	box 894	folder 11
KR, 1981-1982	box 894	folder 12
KU, 1981-1982	box 894	folder 13
LA, 1981-1982	box 894	folder 14
Lamont - Doherty Geological Observatory, 1981-1982	box 894	folder 15
LAR, 1981-1982	box 894	folder 16
Law School, 1981-1982	box 894	folder 17
Law School : Faculty Meetings, 1981-1982	box 894	folder 18
LE, 1981-1982	box 894	folder 19
LEG, 1981-1982	box 894	folder 20
LES, 1981-1982	box 894	folder 21
Levi Estate and Professorships, 1981-1982	box 894	folder 22
LI, 1981-1982	box 894	folder 23
Libraries, Library, 1981-1982	box 895	folder 1
Provost Peter Likins, 1981-1982	box 895	folder 2
LIL, 1981-1982	box 895	folder 3
LO, 1981-1982	box 895	folder 4
LOR, 1981-1982	box 895	folder 5
Richard Lounsbery Foundation, 1981-1982	box 895	folder 6
LU, 1981-1982	box 895	folder 7
McA, 1981-1982	box 895	folder 8
Walsh McDermott, 1981-1982	box 895	folder 9
B. McHenry, 1981-1982	box 895	folder 10
MA, 1981-1982	box 895	folder 11
MAL, 1981-1982	box 895	folder 12
MAN, 1981-1982	box 895	folder 13
MAR, 1981-1982	box 895	folder 14
MAS, 1981-1982	box 895	folder 15
ME, 1981-1982	box 895	folder 16
Media and Society Seminars Program, 1981-1982	box 895	folder 17
Medicine, School of, 1981-1982	box 895	folder 18
MEL, 1981-1982	box 895	folder 19

## Central Files 4080177

Mellon Foundation, 1981-1982	box 895	folder 20
MER, 1981-1982	box 895	folder 21
MI, 1981-1982	box 895	folder 22
Middle States Association, 1981-1982	box 895	folder 23
MIL, 1981-1982	box 895	folder 24
Paul Milstein Chair in Architecture, 1981-1982	box 896	folder 1
MIN, 1981-1982	box 896	folder 2
MO, 1981-1982	box 896	folder 3
MOR, 1981-1982	box 896	folder 4
MOS, 1981-1982	box 896	folder 5
MU, 1981-1982	box 896	folder 6
NA, 1981-1982	box 896	folder 7
National A - Z, 1981-1982	box 896	folder 8
National Academy of Sciences, 1981-1982	box 896	folder 9
NAACP Legal Defense and Educational Fund, 1981-1982	box 896	folder 10
National Association of College and University Business Officers (NACUBO), 1981-1982	box 896	folder 11
National Association of Independent Colleges and Universities, 1981-1982	box 896	folder 12
National Collegiate Athletic Association (NCAA), 1981-1982	box 896	folder 13
National Institute of Independent Colleges and Universities, 1981-1982	box 896	folder 14
NE, 1981-1982	box 896	folder 15
New York A - M, 1981-1982	box 896	folder 16
New York N - Z, 1981-1982	box 896	folder 17
New York State, 1981-1982	box 897	folder 1
New York State Higher Education Services Corporation, 1981-1982	box 897	folder 2
NI, 1981-1982	box 897	folder 3
NO, 1981-1982	box 897	folder 4
NU, 1981-1982	box 897	folder 5
O1981-1982	box 897	folder 6
OL, 1981-1982	box 897	folder 7
OR, 1981-1982	box 897	folder 8

PA, 1981-1982	box 897	folder 9
PAR, 1981-1982	box 897	folder 10
PAS, 1981-1982	box 897	folder 11
Patents, 1981-1982	box 897	folder 12
PE, 1981-1982	box 898	folder 1
PER, 1981-1982	box 898	folder 2
Pertini Convocation, 1981-1982	box 898	folder 3
PH, 1981-1982	box 898	folder 4
PHIL, 1981-1982	box 898	folder 5
PHY, 1981-1982	box 898	folder 6
Physicians and Surgeons, College of, 1981-1982	box 898	folder 7
PI, 1981-1982	box 898	folder 8
PL, 1981-1982	box 898	folder 9
PO, 1981-1982	box 898	folder 10
Professor Robert Elliot Pollack, 1981-1982	box 898	folder 11
POR, 1981-1982	box 898	folder 12
PR, 1981-1982	box 898	folder 13
PRES, 1981-1982	box 898	folder 14
Press Conference of University Heads RE Cuts in Student Aid, 3/10/82	box 898	folder 15
PRI, 1981-1982	box 898	folder 16
Projects and Grants, Office of, 1981-1982	box 898	folder 17
Projects and Grants, Office of II, 1981-1982	box 898	folder 18
Provost Search Committee, 1981-1982	box 898	folder 19
PU, 1981-1982	box 898	folder 20
Public Information, Office of, 1981-1982	box 898	folder 21
Public Information, Office of II, 1981-1982	box 899	folder 1
Public Information, Office of III, 1981-1982	box 899	folder 2
Pulitzer Prizes, 1981-1982	box 899	folder 3
Q1981-1982	box 899	folder 4
Quest for the Good, 1981-1982	box 899	folder 5
RA, 1981-1982	box 899	folder 6
RAN, 1981-1982		



## Central Files 4080177

	box 899	folder 7
RE, 1981-1982	box 899	folder 8
Real Estate, 1981-1982	box 899	folder 9
RED, 1981-1982	box 899	folder 10
REG, 1981-1982	box 899	folder 11
RES, 1981-1982	box 899	folder 12
Research Libraries Group, 1981-1982	box 899	folder 13
Retirement, 1981-1982	box 899	folder 14
RI	box 899	folder 15
David Riggs	box 899	folder 16
RO	box 899	folder 17
Rockefeller Foundation	box 899	folder 18
Rockefeller Center	box 899	folder 19
ROD, 1981-1982	box 899	folder 20
ROS, 1981-1982	box 899	folder 21
ROSS, 1981-1982	box 900	folder 1
RU, 1981-1982	box 900	folder 2
RUL, 1981-1982	box 900	folder 3
SA, 1981-1982	box 900	folder 4
Saint, 1981-1982	box 900	folder 5
SAL, 1981-1982	box 900	folder 6
Salary Review, 1981-1982	box 900	folder 7
SC, 1981-1982	box 900	folder 8
SCH, 1981-1982	box 900	folder 9
Meyer Schapiro, 1981-1982	box 900	folder 10
SCHM, 1981-1982	box 900	folder 11
SCHW, 1981-1982	box 900	folder 12
William P. Schwietzer Professorship of Chemistry, 1981-1982	box 900	folder 13
SE, 1981-1982	box 900	folder 14
Security, 1981-1982	box 900	folder 15
Rudolf Serkin Doctor of Music, 1981-1982	box 900	folder 16
SH, 1981-1982	box 900	folder 17

SHE, 1981-1982	box 900	folder 18
SHI, 1981-1982	box 900	folder 19
SI, 1981-1982	box 900	folder 20
SIL, 1981-1982	box 900	folder 21
Singer, Herbert Nucleus Fund Prospect, 1981-1982	box 900	folder 22
SL, 1981-1982	box 900	folder 23
SM, 1981-1982	box 900	folder 24
SO, 1981-1982	box 900	folder 25
Social Work, School of, 1981-1982	box 900	folder 26
Society, 1981-1982	box 900	folder 27
Society of Fellows in the Humanities, 1981-1982	box 900	folder 28
President Sovern: Schedule, 1981- 82, 1981-1982	box 900	folder 29
President Sovern, 1981-1982	box 900	folder 30
1981 Affirmative Action Program for Disabled Vets, 1981, 1981, 1981	box 901	folder 1
ACUSNY Speech, October 2, 1981	box 901	folder 2
Washington Dinner, January 19, 1982	box 901	folder 3
Simon Committee Testimony, 3-5-82, 1981-1982	box 901	folder 4
Solarz Testimony March 5th & 8th, 82', 1981-1982	box 901	folder 5
Commencement, May 19th, 1982	box 901	folder 6
New York Times Magazine Article, 1981-1982	box 901	folder 7
SP, 1981-1982	box 901	folder 8
Sports Information Office, 1981-1982	box 901	folder 9
ST, 1981-1982	box 901	folder 10
Frank Stanton, 1981-1982	box 901	folder 11
State Education Department I, 1981-1982	box 901	folder 12
State Education Department II, 1981-1982	box 901	folder 13
State Education Department III, 1981-1982	box 901	folder 14
STE, 1981-1982	box 901	folder 15
Provost Stern, 1981-1982	box 901	folder 16
STO, 1981-1982	box 901	folder 17
STR, 1981-1982	box 901	folder 18
Student, 1981-1982		

## Central Files 4080177

	box 901	folder 19
SU, 1981-1982	box 901	folder 20
SUP, 1981-1982	box 902	folder 1
TA, 1981-1982	box 902	folder 2
TAX, 1981-1982	box 902	folder 3
TE, 1981-1982	box 902	folder 4
Teacher's College, 1981-1982	box 902	folder 5
Teacher's College: Program Evaluations By State Education Department, 1981-1982	box 902	folder 6
T.I.A.A., 1981-1982	box 902	folder 7
TER, 1981-1982	box 902	folder 8
TH, 1981-1982	box 902	folder 9
TI, 1981-1982	box 902	folder 10
TO, 1981-1982	box 902	folder 11
TR, 1981-1982	box 902	folder 12
Trustees, 1981-1982	box 902	folder 13
Trustees II, 1981-1982	box 902	folder 14
Trustees Executive Committee, 1981-1982	box 902	folder 15
Trustees Educational Committee, 1981-1982	box 903	folder 1
Trustees Health Committee, 1981-1982	box 903	folder 2
Trustees Legal Affairs Committee, 1981-1982	box 903	folder 3
Trustees Committee on Community Relations, 1981-1982	box 903	folder 4
Annual Report to the Trustees, 1981-1982	box 903	folder 5
TU, 1981-1982	box 903	folder 6
UA, 1981-1982	box 903	folder 7
United, 1981-1982	box 903	folder 8
University A - C, 1981-1982	box 903	folder 9
University D-L, 1981-1982	box 903	folder 10
University M- Z, 1981-1982	box 903	folder 11
University Club, 1981-1982	box 903	folder 12
University Record, 1981-1982	box 903	folder 13
University Seminars, 1981-1982	box 903	folder 14
University Senate, 1981-1982	box 903	folder 15

University Senate II, 1981-1982	box 903	folder 16
University Senate III, 1981-1982	box 903	folder 17
University Statutes, 1981-1982	box 903	folder 18
UR, 1981-1982	box 903	folder 19
VA, 1981-1982	box 903	folder 20
VE, 1981-1982	box 904	folder 1
Vetlesen Award, 1981	box 904	folder 2
WA, 1981-1982	box 904	folder 3
Ira D. Wallach, 1981-1982	box 904	folder 4
WAR, 1981-1982	box 904	folder 5
Thomas J. Watson Dinner, September 17, 1981	box 904	folder 6
WE, 1981-1982	box 904	folder 7
WEL, 1981-1982	box 904	folder 8
WES, 1981-1982	box 904	folder 9
WH, 1981-1982	box 904	folder 10
WI, 1981-1982	box 904	folder 11
Lawrence Wien, 1981-1982	box 904	folder 12
Wien Prize, 1981-1982	box 904	folder 13
WILL, 1981-1982	box 904	folder 14
WIM, 1981-1982	box 904	folder 15
WO, 1981-1982	box 904	folder 16
WOR, 1981-1982	box 904	folder 17
WR, 1981-1982	box 904	folder 18
X1981-1982	box 904	folder 19
Y1981-1982	box 904	folder 20
Dean Boris Yavitz, 1981-1982	box 904	folder 21
Whitney M. Young Memorial Foundation, 1981-1982	box 904	folder 22
Z1981-1982	box 904	folder 23

[^ Return to Table of Contents](#)

## Series XIII, 1982-1983

**Scope and Contents**

This series of Central Files is the continuation of records found in Series I covering the year July 1, 1982 to June 30, 1983. Individually named and general alphabetical files are arranged in one alphabetical sequence.

<b>Title/Description</b>	<b>Instances</b>	
A1982-1983	box 905	folder 1
Robert Abrams, 1982-1983	box 905	folder 2
AC, 1982-1983	box 905	folder 3
AD, 1982-1983	box 905	folder 4
Affirmative Action, 1982-1983	box 905	folder 5
AH, 1982-1983	box 905	folder 6
AL, 1982-1983	box 905	folder 7
Alumni, 1982-1983	box 905	folder 8
AM, 1982-1983	box 905	folder 9
American D-K, 1982-1983	box 905	folder 10
American L-Z, 1982-1983	box 905	folder 11
American Academy of Arts and Sciences, 1982-1983	box 905	folder 12
American Assembly, 1982-1983	box 905	folder 13
American Association for the Advancement of Science, 1982-1983	box 905	folder 14
American Council on Education, 1982-1983	box 905	folder 15
Ace Task Force on Affirmative Action, 1982-1983	box 905	folder 16
American Council of Learned Societies, 1982-1983	box 905	folder 17
AN, 1982-1983	box 905	folder 18
AP, 1982-1983	box 905	folder 19
AR, 1982-1983	box 905	folder 20
Architecture, School of, 1982-1983	box 905	folder 21
Arden House Conference - Science and Labor, March 18 - 20, 1983	box 906	folder 1
Arts, School of the, 1982-1983	box 906	folder 2
Arts and Sciences, Graduate School, 1982-1983	box 906	folder 3
AS, 1982-1983	box 906	folder 4
Association, 1982-1983	box 906	folder 5
Association of American Colleges, 1982-1983	box 906	folder 6

Association of American Colleges II, 1982-1983	box 906	folder 7
Association of American Universities, 1982-1983	box 906	folder 8
Association of American Universities II, 1982-1983	box 906	folder 9
Association for a Better New York, 1982-1983	box 906	folder 10
Association of Colleges and Universities in the State of New York (ACUSNY), 1982-1983	box 906	folder 11
Association of Governing Boards of Univ. and Colleges, 1982-1983	box 906	folder 12
AT, 1982-1983	box 906	folder 13
AU, 1982-1983	box 906	folder 14
BA, 1982-1983	box 906	folder 15
Baker Field, 1982-1983	box 906	folder 16
Bakhmeteff Archives, 1982-1983	box 906	folder 17
Bampton Lectures, 1982-1983	box 906	folder 18
BAN, 1982-1983	box 906	folder 19
BAR, 1982-1983	box 907	folder 1
Bancroft Awards, 1982-1983	box 907	folder 2
Barnard College, 1982-1983	box 907	folder 3
Barnard College II, 1982-1983	box 907	folder 4
BAS, 1982-1983	box 907	folder 5
BE, 1982-1983	box 907	folder 6
BEL, 1982-1983	box 907	folder 7
Bequests, 1982-1983	box 907	folder 8
BER, 1982-1983	box 907	folder 9
BI, 1982-1983	box 907	folder 10
BL, 1982-1983	box 907	folder 11
Dr. Rosemarie H. Bletter, 1982-1983	box 907	folder 12
BLO, 1982-1983	box 907	folder 13
BO, 1982-1983	box 907	folder 14
BOS, 1982-1983	box 907	folder 15
BRA, 1982-1983	box 907	folder 16
Braudel, Fernand, 1982-1983	box 907	folder 17
BRE, 1982-1983	box 907	folder 18

BRO, 1982-1983	box 907	folder 19
Brookdale Institute, 1982-1983	box 907	folder 20
BROW, 1982-1983	box 907	folder 21
BU, 1982-1983	box 907	folder 22
Budget, 1982-1983	box 907	folder 23
Buell Center and Buell Hall, 1982-1983	box 908	folder 1
BUR, 1982-1983	box 908	folder 2
Buildings and Grounds, Committee on, 1982-1983	box 908	folder 3
BUS, 1982-1983	box 908	folder 4
Business School, 1982-1983	box 908	folder 5
BUT, 1982-1983	box 908	folder 6
CA, 1982-1983	box 908	folder 7
Cabot Prizes, 1982-1983	box 908	folder 8
Cagney, James, 1982-1983	box 908	folder 9
CAL, 1982-1983	box 908	folder 10
Campaign for Columbia, 1982-1983	box 908	folder 11
CAR, 1982-1983	box 908	folder 12
Christine (Mrs. R.A.W.) Carleton, 1982-1983	box 908	folder 13
The Carlton (362 Riverside Drive), 1982-1983	box 908	folder 14
Carnegie Corporation, 1982-1983	box 908	folder 15
CAS, 1982-1983	box 908	folder 16
Cathedral Church of the St. John the Divine, 1982-1983	box 908	folder 17
CE, 1982-1983	box 908	folder 18
Center, 1982-1983	box 908	folder 19
Centers for Advanced Technology Program, 1982-1983	box 908	
Center for U.S.-China Arts Exchange, 1982-1983	box 908	folder 2
Center for Advanced Technology Proposal, 1982-1983	box 908	folder 3
Central Administration, 1982-1983	box 908	folder 4
Century Association, 1982-1983	box 908	folder 5
CHA, 1982-1983	box 908	folder 6
CHE, 1982-1983	box 908	folder 7
Chemical Bank, 1982-1983	box 908	folder 8

Chemistry Department, 1982-1983	box 908	folder 9
CHI, 1982-1983	box 908	folder 10
CI, 1982-1983	box 908	folder 11
City of New York, 1982-1983	box 908	folder 12
CL, 1982-1983	box 908	folder 13
CO, 1982-1983	box 908	folder 14
COL, 1982-1983	box 908	folder 15
College, 1982-1983	box 908	folder 16
College Board, 1982-1983	box 908	folder 17
Columbia University, 1982-1983	box 908	folder 18
Columbia College, 1982-1983	box 908	folder 19
Columbia Committee for Community Service, 1982-1983	box 908	folder 20
Columbia Magazine, 1982-1983	box 908	folder 21
Columbia in the News, 1982-1983	box 908	folder 22
Columbia - Presbyterian Medical Center Fund (CPMCF), 1982-1983	box 908	folder 23
The Presbyterian Hospital/Babies Hospital Division, 1982-1983	box 908	folder 24
Columbia - Presbyterian Medical Center Fund (CPMCF), 1982-1983	box 908	
Columbia University Press, 1982-1983	box 908	folder 2
COM, 1982-1983	box 908	folder 3
Commemoration, 1983	box 908	folder 4
Commencement, 1982-1983	box 908	folder 5
Commission on Independent Colleges and Universities (CICU), 1982-1983	box 908	folder 6
Commission on Independent Colleges and Universities II, 1982-, 1983	box 908	folder 7
Committee, 1982-1983	box 908	folder 8
CON, 1982-1983	box 908	folder 9
Consortium on Financing Higher Education (COFHE), 1982-1983	box 908	folder 10
COO, 1982-1983	box 911	folder 1
COR, 1982-1983	box 911	folder 2
Council, 1982-1983		



	box 911	folder 3
Council for Financial Aid to Education (CFAE), 1982-1983	box 911	folder 4
CR, 1982-1983	box 911	folder 5
CU, 1982-1983	box 911	folder 6
DA, 1982-1983	box 911	folder 7
DAN, 1982-1983	box 911	folder 8
DAR, 1982-1983	box 911	folder 9
DAT, 1982-1983	box 911	folder 10
DE, 1982-1983	box 911	folder 11
Mr. & Mrs. George T. and Valerie Delacorte, 1982-1983	box 911	folder 12
DEN, 1982-1983	box 911	folder 13
Dental and Oral Surgery, School of, 1982-1983	box 911	folder 14
Department, 1982-1983	box 911	folder 15
Department of Education, 1982-1983	box 911	folder 16
DI, 1982-1983	box 911	folder 17
DIM, 1982-1983	box 911	folder 18
DIR, 1982-1983	box 911	folder 19
District 65, 1982-1983	box 911	folder 20
DO, 1982-1983	box 911	folder 21
Dormitory Authority, 1982-1983	box 911	folder 22
DOU, 1982-1983	box 911	folder 23
DR, 1982 - 1983, 1982, 1983	box 912	folder 1
DU, 1982 - 1983, 1982, 1983	box 912	folder 2
Dupont, 1982 - 1983, 1982, 1983	box 912	folder 3
EA, 1982 - 1983, 1982, 1983	box 912	folder 4
East Asian Studies, 1982 - 1983, 1982, 1983	box 912	folder 5
Pro Lois Ebin, 1982 - 1983, 1982, 1983	box 912	folder 6
ED, 1982 - 1983, 1982, 1983	box 912	folder 7
Thomas Alva Edison Professorship, 1982 - 1983, 1982, 1983	box 912	folder 8
EG, 1982 - 1983, 1982, 1983	box 912	folder 9
EL, 1982 - 1983, 1982, 1983	box 912	folder 10
Emeriti, 1982 - 1983, 1982, 1983	box 912	folder 11

EN, 1982 - 1983, 1982, 1983	box 912	folder 12
Engineering School, 1982 - 1983, 1982, 1983	box 912	folder 13
EQ, 1982 - 1983, 1982, 1983	box 912	folder 14
ES, 1982 - 1983, 1982, 1983	box 912	folder 15
Exxon, 1982 - 1983, 1982, 1983	box 912	folder 16
FA, 1982 - 1983, 1982, 1983	box 912	folder 17
Faculty, 1982 - 1983, 1982, 1983	box 912	folder 18
FAR, 1982 - 1983, 1982, 1983	box 912	folder 19
FE, 1982 - 1983, 1982, 1983	box 912	folder 20
Federal, 1982 - 1983, 1982, 1983	box 912	folder 21
FER, 1982 - 1983, 1982, 1983	box 912	folder 22
FI, 1982 - 1983, 1982, 1983	box 912	folder 23
Finance Committee, 1982 - 1983, 1982, 1983	box 913	folder 1
Finance Committee II, 1982 - 1983, 1982, 1983	box 913	folder 2
Finance Committee III, 1982 - 1983, 1982, 1983	box 913	folder 3
David Finn, 1982 - 1983, 1982, 1983	box 913	folder 4
FIR, 1982 - 1983, 1982, 1983	box 913	folder 5
Fire at 547 Riverside Drive, 1982 - 1983, 1982, 1983	box 913	folder 6
FL, 1982 - 1983, 1982, 1983	box 913	folder 7
FO, 1982 - 1983, 1982, 1983	box 913	folder 8
FOR, 1982 - 1983, 1982, 1983	box 913	folder 9
Ford Foundation, 1982 - 1983, 1982, 1983	box 913	folder 10
Foreign Policy Association, 1982 - 1983, 1982, 1983	box 913	folder 11
FOS, 1982 - 1983, 1982, 1983	box 913	folder 12
FRA, 1982 - 1983, 1982, 1983	box 913	folder 13
FRE, 1982 - 1983, 1982, 1983	box 913	folder 14
FU, 1982 - 1983, 1982, 1983	box 913	folder 15
FUN, 1982 - 1983, 1982, 1983	box 913	folder 16
Special Convocation Dr. Fung Yu-Lan, 1982 - 1983, 1982, 1983	box 913	folder 17
GA, 1982 - 1983, 1982, 1983	box 913	folder 18
GAR, 1982 - 1983, 1982, 1983	box 913	folder 19
GE, 1982 - 1983, 1982, 1983		

## Central Files 4080177

	box 913	folder 20
School of General Studies, 1982-1983	box 914	folder 1
GER, 1982-1983	box 914	folder 2
GI, 1982-1983	box 914	folder 3
Gifts \$1,000 & Over 1982 - 1983, 1982, 1983	box 914	folder 4
GIN, 1982-1983	box 914	folder 5
G1982-1983	box 914	folder 6
GO, 1982-1983	box 914	folder 7
GR, 1982-1983	box 914	folder 8
GOR, 1982-1983	box 914	folder 9
Graham, Martha Doctor of Humane Letters, 1982-1983	box 914	folder 10
GREA, 1982-1983	box 914	folder 11
GREE, 1982-1983	box 914	folder 12
Congressman Bill Green, 1982-1983	box 914	folder 13
GRI, 1982-1983	box 914	folder 14
GRO, 1982-1983	box 914	folder 15
Group Nine, 1982-1983	box 914	folder 16
GU, 1982-1983	box 914	folder 17
HA, 1982-1983	box 914	folder 18
Hamilton Award Dinner, 11-17-82 (Arthur O. Sulzberger)	box 914	folder 19
HAN, 1982-1983	box 914	folder 20
Handicapped, 1982-1983	box 914	folder 21
HAR, 1982-1983	box 914	folder 22
Harcourt Awards, 1982	box 914	folder 23
Harlem Hospital Center, 1982-1983	box 914	folder 24
HARR, 1982-1983	box 914	folder 25
W. Averell Harriman Institute for Advanced Study of the Soviet Union, 1982-1983	box 914	folder 26
Harriman Press Conference, Lecture and Reception, 10-21-82	box 915	folder 1
HAS, 1982-1983	box 915	folder 2
HE, 1982-1983	box 915	folder 3
HEL, 1982-1983	box 915	folder 4

HER, 1982-1983	box 915	folder 5
HI, 1982-1983	box 915	folder 6
Helps - Higher Education Loan Program Supplement, 1982-1983	box 915	folder 7
Higgins Trust, 1982-1983	box 915	folder 8
Higher Education and National Affairs, 1982-1983	box 915	folder 9
Higher Education Opportunity Program (H.E.O.P.), 1982-1983	box 915	folder 10
HIL, 1982-1983	box 915	folder 11
HO, 1982-1983	box 915	folder 12
Honors and Prizes, 1982-1983	box 915	folder 13
HOR, 1982-1983	box 915	folder 14
Horwitz Prizes, 1982-1983	box 915	folder 15
Housing, 1982-1983	box 915	folder 16
HU, 1982-1983	box 915	folder 17
IA, 1982-1983	box 915	folder 18
IN, 1982-1983	box 915	folder 19
Institutes, 1982-1983	box 915	folder 20
Institutes and Regional Institutes, 1982-1983	box 915	folder 21
INT, 1982-1983	box 915	folder 22
Internal Management Services, 1982-1983	box 915	folder 23
International, 1982-1983	box 915	folder 24
International and Public Affairs, School of, 1982-1983	box 916	folder 1
IBM, 1982-1983	box 916	folder 2
Investment Committee, 1982-1983	box 916	folder 3
Investment Office, 1982-1983	box 916	folder 4
IR, 1982-1983	box 916	folder 5
Ivy Group, Ivy League, 1982-1983	box 916	folder 6
JA, 1982-1983	box 916	folder 7
JAN, 1982-1983	box 916	folder 8
John Jay Awards, 1982-1983	box 916	folder 9
JE, 1982-1983	box 916	folder 10
JO, 1982-1983	box 916	folder 11

Robert Wood Johnson Charitable Trust, 1982-1983	box 916	folder 12
Joint Administrative Board, 1982-1983	box 916	folder 13
JON, 1982-1983	box 916	folder 14
JOS, 1982-1983	box 916	folder 15
Journalism School, 1982-1983	box 916	folder 16
JU, 1982-1983	box 916	folder 17
KA, 1982-1983	box 916	folder 18
KAN, 1982-1983	box 916	folder 19
KAR, 1982-1983	box 916	folder 20
KE, 1982-1983	box 916	folder 21
Kellogg Foundation, 1982-1983	box 916	folder 22
KEN, 1982-1983	box 916	folder 23
KI, 1982-1983	box 916	folder 24
KL, 1982-1983	box 916	folder 25
KN, 1982-1983	box 916	folder 26
Dr. Knerr, 1982-1983	box 917	folder 1
KO, 1982-1983	box 917	folder 2
KR, 1982-1983	box 917	folder 3
LA, 1982-1983	box 917	folder 4
LAM, 1982-1983	box 917	folder 5
Corliss Lamont, 1982-1983	box 917	folder 6
Lamont - Doherty Geological Observatory, 1982-1983	box 917	folder 7
LAS, 1982-1983	box 917	folder 8
Law School, 1982-1983	box 917	folder 9
Alumni Association, 1982-1983	box 917	folder 10
LE, 1982-1983	box 917	folder 11
Legal, 1982-1983	box 917	folder 12
LEH, 1982-1983	box 917	folder 13
LES, 1982-1983	box 917	folder 14
LEW, 1982-1983	box 917	folder 15
LI, 1982-1983	box 917	folder 16
Libraries, Library, 1982-1983	box 917	folder 17

LIP, 1982-1983	box 917	folder 18
LO, 1982-1983	box 917	folder 19
LON, 1982-1983	box 917	folder 20
LU, 1982-1983	box 917	folder 21
McA, 1982-1983	box 917	folder 22
MA, 1982-1983	box 918	folder 1
Thomas Macioce and Macioce Chair, 1982-1983	box 918	folder 2
MAH, 1982-1983	box 918	folder 3
MAN, 1982-1983	box 918	folder 4
Thomas P. Manetti, 1982-1983	box 918	folder 5
MAR, 1982-1983	box 918	folder 6
MAS, 1982-1983	box 918	folder 7
ME, 1982-1983	box 918	folder 8
Media and Society Seminars, 1982-1983	box 918	folder 9
Medicine, School of, 1982-1983	box 918	folder 10
MEL, 1982-1983	box 918	folder 11
Mellon Foundation, 1982-1983	box 918	folder 12
MER, 1982-1983	box 918	folder 13
Merill Lynch, 1982-1983	box 918	folder 14
MI, 1982-1983	box 918	folder 15
Middle States Association, 1982-1983	box 918	folder 16
MIL, 1982-1983	box 918	folder 17
MO, 1982-1983	box 918	folder 18
MON, 1982-1983	box 918	folder 19
Bishop J. Emerson, 1982-1983	box 918	folder 20
Henry Moore Sculpture Reserve at Arden House 77 - 83	box 918	folder 21
MOR, 1982-1983	box 918	folder 22
MOS, 1982-1983	box 918	folder 23
Senator Daniel Patrick Moynihan, 1982-83	box 919	folder 1
MU, 1982-83	box 919	folder 2
MUR, 1982-83	box 919	folder 3
Victor Muravin, 1982-83	box 919	folder 4

NA, 1982-83	box 919	folder 5
National A – K, 1982-83	box 919	folder 6
National L – Z, 1982-83	box 919	folder 7
National Academy of Sciences, 1982-83	box 919	folder 8
NACUBO, 1982-83	box 919	folder 9
NAICU/NILCU, 1982-83	box 919	folder 10
National Center for Higher Education Management Systems (NCHEMS), 1982-83	box 919	folder 11
National Collegiate Athletic Association, 1982-83	box 919	folder 12
National Institutes of Health, 1982-83	box 919	folder 13
National Research Council, 1982-83	box 919	folder 14
NE, 1982-83	box 919	folder 15
"Need Blind" Letter, 1982-83	box 919	folder 16
New York, 1982-1983	box 919	folder 17
New York State, 1982-1983	box 919	folder 18
New York State Bar Association, 1982-1983	box 919	folder 19
New York State Higher Education Services Corporation, 1982-1983	box 919	folder 20
New York State Science and Technology Foundation, 1982-1983	box 919	folder 21
NI, 1982-1983	box 919	folder 22
NO, 1982-1983	box 919	folder 23
Neil Norry, 1982-1983	box 919	folder 24
NU, 1982-1983	box 920	folder 1
O1982-1983	box 920	folder 2
OM, 1982-1983	box 920	folder 3
One Liberty Funding, 1982-1983	box 920	folder 4
PA, 1982-1983	box 920	folder 5
Pakistan, 1982-1983	box 920	folder 6
William Paley, 1982-1983	box 920	folder 7
Par, 1982-1983	box 920	folder 8
Patents, 1982-1983	box 920	folder 9
PE, 1982-1983	box 920	folder 10

PEN, 1982-1983	box 920	folder 11
PER, 1982-1983	box 920	folder 12
Pertini Convocation 31, March, 1982	box 920	folder 13
Pertini Special Convention, 1982-1983	box 920	folder 14
PET, 1982-1983	box 920	folder 15
PH, 1982-1983	box 920	folder 16
PI, 1982-1983	box 920	folder 17
PIL, 1982-1983	box 920	folder 18
PL, 1982-1983	box 920	folder 19
PO, 1982-1983	box 920	folder 20
Dean Robert E. Pollack, 1982-1983	box 920	folder 21
POR, 1982-1983	box 920	folder 22
Post Secondary Education, Council On, 1982-1983	box 921	folder 1
PR, 1982-1983	box 921	folder 2
Presbyterian Hospital, 1982-1983	box 921	folder 3
PRO, 1982-1983	box 921	folder 4
Projects and Grants, 1982-1983	box 921	folder 5
Office of Projects and Grants II, 1982-1983	box 921	folder 6
PU, 1982-1983	box 921	folder 7
Public Information, 1982-1983	box 921	folder 8
Public Information II, 1982-1983	box 921	folder 9
Public Information III, 1982-1983	box 921	folder 10
Pulitzer Prizes, 1982-1983	box 921	folder 11
1983 Pulitzer Prize Journalism Nominations, 1982-1983, 1983, 1982-1983	box 921	folder 12
1983 Pulitzer Prize Secretary's Report & Reports of the Letters Juries, 1982-1983, 1983, 1982-1983	box 921	folder 13
1983 Pulitzer Prize Entries Journalism and Letters Summary, 1982-1983	box 921	folder 14
Q1982-1983	box 922	folder 1
RA, 1982-1983	box 922	folder 2
RAN, 1982-1983	box 922	folder 3
RE, 1982-1983	box 922	folder 4



Real Estate, Committee On, 1982-1983	box 922	folder 5
RED, 1982-1983	box 922	folder 6
RES, 1982-1983	box 922	folder 7
Research and Forecasts, Inc., 1982-1983	box 922	folder 8
Research Libraries Group, 1982-1983	box 922	folder 9
Resource Management, V/P for, 1982-1983	box 922	folder 10
RET, 1982-1983	box 922	folder 11
Revson Fellows and Revson Foundation, 1982-1983	box 922	folder 12
RI, 1982-1983	box 922	folder 13
Rifle Club, 1982-1983	box 922	folder 14
RO, 1982-1983	box 922	folder 15
Rockefellers, 1982-1983	box 922	folder 16
Rockefeller Center, 1982-1983	box 922	folder 17
ROC, 1982-1983	box 922	folder 18
Rockefeller Foundation, 1982-1983	box 922	folder 19
ROG, 1982-1983	box 922	folder 20
D.R. Centennial, 1982-1983	box 922	folder 21
ROS, 1982-1983	box 922	folder 22
ROSS, 1982-1983	box 922	folder 23
RU, 1982-1983	box 922	folder 24
Dr. Albert L. Rubin, 1982-1983	box 922	folder 25
Rules of University Conduct, 1982-1983	box 922	folder 26
SA, 1982-1983	box 922	folder 27
Saint, 1982-1983	box 922	folder 28
SAL, 1982-1983	box 923	folder 1
SAR, 1982-1983	box 923	folder 2
SC, 1982-1983	box 923	folder 3
SCH, 1982-1983	box 923	folder 4
Scheuer Family, 1982-1983	box 923	folder 5
SCHM, 1982-1983	box 923	folder 6
SCHW, 1982-1983	box 923	folder 7
Science for the non-scientist, 1982-1983	box 923	folder 8

Science and Technology Development, Office of, 1982-1983	box 923	folder 9
SE, 1982-1983	box 923	folder 10
SEL, 1982-1983	box 923	folder 11
SHA, 1982-1983	box 923	folder 12
Security, 1982-1983	box 923	folder 13
SHE, 1982-1983	box 923	folder 14
SI, 1982-1983	box 923	folder 15
SIM, 1982-1983	box 923	folder 16
SL, 1982-1983	box 923	folder 17
SM, 1982-1983	box 923	folder 18
SO, 1982-1983	box 923	folder 19
School of Social Work, 1982-1983	box 923	folder 20
Society, 1982-1983	box 923	folder 21
School of Social Work Self Study, 1982-1983	box 923	folder 22
Society of Fellows in the Humanities, 1982-1983	box 923	folder 23
SOU, 1982-1983	box 923	folder 24
South Africa, 1982-1983	box 923	folder 25
President Sovern, 1982-1983	box 923	folder 26
Palm Beach, 1982-1983	box 923	folder 27
President Sovern McNeil Lehrer Report, 28, October, 1982	box 924	folder 1
Albany Trip 1, March, 1982	box 924	folder 2
President Sovern: Schedule, 1982 -83, 1982	box 924	folder 3
SP, 1982-1983	box 924	folder 4
SPI, 1982-1983	box 924	folder 5
Sports Information Office, 1982-1983	box 924	folder 6
ST, 1982-1983	box 924	folder 7
C.V. Starr East Asian Library, 1982-1983	box 924	folder 8
State Education Department, 1982-1983	box 924	folder 9
State Education Department II, 1982-1983	box 924	folder 10
STE, 1982-1983	box 924	folder 11
STR, 1982-1983	box 924	folder 12
Student, 1982-1983	box 924	folder 13

SU, 1982-1983	box 924	folder 14
SUM, 1982-1983	box 924	folder 15
TA, 1982-1983	box 924	folder 16
TAR, 1982-1983	box 924	folder 17
TE, 1982-1983, 1982-1983, 1982-1983, 1982-1983	box 924	folder 18
Teacher's College, 1982-1983	box 924	folder 19
Teacher's College II, 1982-1983	box 924	folder 20
T.I.A.A., 1982-1983	box 924	folder 21
TH, 1982-1983	box 924	folder 22
TI, 1982-1983	box 925	folder 1
TO, 1982-1983	box 925	folder 2
Tinker Foundation and Professorships, 1982-1983	box 925	folder 3
TR, 1982-1983	box 925	folder 4
TRO, 1982-1983	box 925	folder 5
Trustees, 1982-1983	box 925	folder 6
Trustees II, 1982-1983	box 925	folder 7
Alumni Trustee Nominating Committee, 1982-1983	box 925	folder 8
Trustees Executive Committee, 1982-1983	box 925	folder 9
Trustees Education Committee, 1982-1983	box 925	folder 10
Trustees, 6, June, 1983	box 925	folder 11
Trustees Committee on Health Sciences, 1982-1983	box 925	folder 12
Trustees Legal Committee, 1982-1983	box 925	folder 13
Audit Committee, 1982-1983	box 925	folder 14
Annual Report to the Trustees, 1982-1983	box 925	folder 15
Tutu Convocation, 1982-1983	box 926	
Bishop Tutu Convocation, 1982-1983	box 926	folder 1
Bishop Tutu Convocation II, 1982-1983	box 926	folder 2
Tutu Convocation, 1982-1983	box 926	folder 3
Honors and Prizes, 1982-1983	box 926	folder 4
Bishop Tutu Convocation: Photographs, 1982-1983	box 926	folder 5
Pics of Empty Tutu Chair at Commencement, 1982-1983	box 926	folder 6
Tuition Letter, 1982-1983	box 926	folder 7

## Central Files 4080177

U1982-1983	box 926	folder 8
United, 1982-1983	box 926	folder 9
Universities Research Association, 1982-1983	box 926	folder 10
University A - L, 1982-1983	box 926	folder 11
University M - S, 1982-1983	box 926	folder 12
University T - Z, 1982-1983	box 926	folder 13
University Club, 1982-1983	box 926	folder 14
University Record, 1982-1983	box 926	folder 15
University Seminars, 1982-1983	box 926	folder 16
University Senate, 1982-1983	box 926	folder 17
University Senate Cont., 1982-1983	box 926	folder 18
University Senate II, 1982-1983	box 926	folder 19
University Statues, 1982-1983	box 927	folder 1
UR, 1982-1983	box 927	folder 2
VA, 1982-1983	box 927	folder 3
VE, 1982-1983	box 927	folder 4
VI, 1982-1983	box 927	folder 5
WA, 1982-1983	box 927	folder 6
Ira D. Wallach, 1982-1983	box 927	folder 7
WAR, 1982-1983	box 927	folder 8
WE, 1982-1983	box 927	folder 9
We Care About New York, Inc. Executive Committee, 1982-1983	box 927	folder 10
Alan G. Weiler, 1982-1983	box 927	folder 11
WER, 1982-1983	box 927	folder 12
WH, 1982-1983	box 927	folder 13
WI, 1982-1983	box 927	folder 14
Lawrence Wein, 1982-1983	box 927	folder 15
Wein Prize for Corporate Social Responsibility, 1982-1983	box 927	folder 16
WIN, 1982-1983	box 927	folder 17
WO, 1982-1983	box 927	folder 18
WR, 1982-1983	box 927	folder 19
X1982-1983		

	box 927	folder 20
Whitney M. Young Jr. Memorial Foundation, 1982-1983	box 927	folder 21
Y1982-1983	box 927	folder 22
Marguerite Yourcenar, LHD, 1982-1983	box 927	folder 23
Z1982-1983	box 927	folder 24

[^ Return to Table of Contents](#)

## Series XIV, 1983-1984

### Scope and Contents

This series of Central Files is the continuation of records found in Series I covering the year July 1, 1983 to June 30, 1984. Individually named and general alphabetical files are arranged in one alphabetical sequence. Only the first three folders of this series ("A", "AC" and "AD") are currently available for use. The rest of this series is currently unavailable for use.

Title/Description	Instances	
A1983-1984	box 927	folder 25
AC, 1983-1984	box 927	folder 26
AD, 1983-1984	box 927	folder 27

[^ Return to Table of Contents](#)