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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 Secretary
<b>Title:</b>	Office of the Secretary records
<b>ID:</b>	5802498
<b>ID:</b>	UA#0085
<b>Date [inclusive]:</b>	1866-2004
<b>Physical Description:</b>	98.42 linear feet 29 record cartons, 47 document boxes, 1 half document box (48.82 LF) (Series I-X, processed)
<b>Language of the Material:</b>	English .

### Preferred Citation

Identification of specific item; Date (if known); Office of the Secretary records; Box and Folder; University Archives, Rare Book & Manuscript Library, Columbia University Libraries.

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## Historical Note

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The title of University Secretary was created by President Seth Low to more accurately describe the work of his personal secretary, William H.H. Beebe, in 1895. As part of the Low's reorganization of Columbia College into Columbia University, the University Secretary managed the business of the new university, communicating with the new University Council, the faculties, the administrative boards, and the Board of Trustees. Over the years, the role of the Secretary evolved to serve as custodians of the University documents and records and keepers of the charters and statutes. The Office has also coordinated public ceremonies (awards, graduations, etc.) and overseen honorary degrees and other university awards. They serve as the main liaison with the Board of Trustees.

William H.H. Beebe (1895-1902), Frederick P. Keppel (1902-1910), Frank D. Fackenthal (1910-1937), Philip M. Hayden (1937-1949), Richard Herpers (1949-1961), Edward McMenamin (1961-1971), Marion E. Jemmott (Acting 1972-1978, Secretary 1978-1988),

Corinne Reider (1988-1996), DiAnn K. Pierce (Acting 1996), R. Keith Walton (1996-2007) and Jerome Davis (2007 to present (2021)).

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## Summary

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This collection consists of the records of the Office of the Secretary: Trustee materials and minutes, agreements, trustee biographical files, honor and prizes files, by-laws and statutes, reports, publications, and correspondence.

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## Arrangement

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This collection is arranged in ten series.

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## Administrative Information

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### Publication Statement

Rare Book and Manuscript Library

Butler Library, 6th Floor  
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### Revision Description

Published container list (Series I-X). (JR) Removed expired restrictions. (JR) 2021-02-09  
2022-01-07

### **Restrictions on Access**

All administrative records of the University are restricted for 25 years from the date of creation. Trustee materials are closed for 50 years after their creation.

The RBML cannot provide access to original time-based media material which has not been first been reformatted for preservation. Researchers are welcome to examine archival time-based media items and decide whether they wish to place an order for Audio/Video reformatting. If copyright and/or condition restrictions apply, it may not be possible to digitize a requested item. Please note that A/V reformatting is handled by an outside vendor and typically takes 6-8 weeks.

### **Restrictions on Access**

The following boxes are located offsite: Series II, IV-IX. You will need to request this material from the Rare Book and Manuscript Library at least three business in advance to use the collection in the Rare Book and Manuscript Library reading room.

### **Accruals**

Additions are expected.

### **Processing Information**

This collection was processed by Jocelyn Wilk in 2004, including some updating of previously processed materials: Series I by Claudia Howell, 2001; Series III by Raju Mann, 1999; and Sub-series V.3 by Marilyn Petit, 2002. Series IX was processed by Jocelyn Wilk in 2006. Series X was processed by Jennifer Ulrich in 2005.

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### **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.

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## Controlled Access Headings

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- College administrators
- Columbia University -- : Administration
- Columbia University. Trustees

## Collection Inventory

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### Series I: Agreements, 1868-1997

#### Scope and Contents

This collection contains copies of correspondence and official documents maintained by the Office of the Secretary pertaining to various agreements between Columbia University and other institutions and organizations between the years 1868 and 1997. These materials were transferred from Office of the Secretary under the auspices of DiAnn Pierce in the early 1990s. Related materials can be found in the [Wills and Agreements](#) from the Office of the President.

Title/Description	Instances	
AMERICAN ASSEMBLY	box I.1	folder 1
Agreement with American Assembly, 1957, 1991		
BARNARD COLLEGE (1 of 7)	box I.1	folder 2

#### Scope and Contents

(N.B. the tabs in the file are out of order, but the sections are noted on the first page of each section)

#### 1. Internal Documents

##### Agreements and Joint Reports

##### 1.1 1952 agreement, 1962 supplement, 1952, 1962

##### Associated items:

Observations on Contemporary College Students--  
Especially Women, 1969

The Relationship Between Barnard and Columbia by Carl  
Hovde, 1971

##### 1.2 Barnard-Columbia Joint Committee on Cooperation, 1970 February

##### 1.3 Barnard-Columbia Joint Committee on Housing, 1970

#### Barnard Documents

---

1.4A Barnard-Columbia--Coordinate Education or Coeducation, 1971

---

1.4B The Education of Women in the Nineteen-Seventies, 1971

---

Attachments, 1970

---

I. Report on the Committee on Missions and Goals

---

II. On the Education of Women

---

III. Thoughts on Women's Study at Barnard

---

1.5 Memorandum on Possibility of Joining Columbia and Barnard Colleges, 1971

---

Columbia Documents

---

1.6 The organization of Undergraduate Instruction, 1970

---

1.7 The Future Role of General Studies, circa 1970

---

1.8 A Proposal for Affiliation between Barnard and Columbia, undated

**Scope and Contents**

MISSING

---

1.9 Financial Overview of Columbia-Barnard relations, undated

**Scope and Contents**

MISSING

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External Documents

---

2.1 Revised Report of the Committee on Harvard-Radcliffe Relationships, 1971

---

2.2 Coeducation comes to Yale College, 1970

---

2.3 A first Report - The Assembly on University Goals and Governance, undated

**Scope and Contents**

MISSING

---

List of Agreements between Columbia and Barnard, undated

---

BARNARD (2 of 7)

box I.1

folder 3

---

Charter and amendments to charter of Barnard College, 1889-1950

---

Charters and Official Records, Volume I, 1894, 1900, 1906

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Charters and Official Records, Volume II, 1900, 1906

---

Report of Committee on Education, 1905

---

Report of Committee on Education, 1922

---

Proposed protocol re: heat, light and power service to  
Barnard, 1927 November 7

---

Reports of Committees on Buildings and Grounds and  
Finance, 1927 December 5

---

Agreement between Columbia University and Barnard  
College, 1952

**Scope and Contents**

(The next five reports all address the abandonment  
of exchange of fees between Columbia and Barnard)

---

Report of Committee on Education

---

1944 March 6

---

1947 October 6

---

1950 May 1

---

1953 May 4

---

1959 April 6

---

Amended Agreement with Barnard College, 1962 October  
1

---

Affiliation Agreement with Barnard College, 1973

**Scope and Contents**

(2 copies)

---

Report of the Committee on Legal Affairs regarding the  
Columbia-Barnard agreement, 1973

---

Amended Agreement with Barnard College, 1982

---

BARNARD (3 of 7)

box I.1

folder 4

---

Report of the Joint Committee of Trustees of Barnard and  
Columbia, 1973

---

Report of the Joint Committee of Trustees of Barnard and  
Columbia, 1973

---

Counsel's comments on the Report of the Joint Committee,  
1973

---

Counsel's comment on the University's legal responsibility  
in appointing faculty to Barnard College, 1972

---

Senate Committee on the Relationship Between Columbia  
and Barnard College, 1971

---



Counsel's comments on the University's legal responsibility to the Barnard faculty, 1971		
President's note on the ambiguity of the 1952 agreement, 1971		
Counsel's comment on the legality of the Senate's adoption of amendments, 1971		
Dean Hovde's paper on the relationship between Barnard and Columbia, 1971		
Memo regarding location of the Report of the Commission on the Future of Wellesley College, 1971		
Letter to Alumnae regarding the Harvard-Radcliffe relationship, 1971		
Memo from Alexander Stoia regarding Barnard Agreements, 1971		
Memo from President McGill regarding position paper, 1971		
Appointment of Ad Hoc Committee to Study Barnard-University Relations, 1971		
BARNARD (4 of 7)	box I.1	folder 5
Athletic Consortium Agreement with Barnard, 1983		
<b>Scope and Contents</b>		
(2 copies)		
Amended agreement with Barnard, 1982		
<b>Scope and Contents</b>		
(2 copies)		
Amended agreement with Barnard, 1993		
Barnard College request for review of article 9 of amended agreement, 1986		
Columbia University request for review of article 9, 1986		
Draft response to Ellen Futter re: possible linking of the negotiation of a new affiliation agreement with phasing out of the subsidy, 1986		
Outstanding Issues in Review of Barnard-Columbia Financial Agreement, 1985		
President's report on Columbia-Barnard relations, 1984		
Analysis of the Financial Impact of Revisions in the Columbia-Barnard Agreement, 1984		

---

Documents pertaining to the Dalton-Barnard relationship,  
1982

---

Committee on Educational Policy and the State of the  
University, 1981

---

Memorandums on Columbia-Barnard relations from  
Marion Jemmott, 1980

---

Note to Barnard Community regarding the leaving of  
President Mattfeld, 1980

---

Reports on Columbia University-Barnard College  
Relations, 1977-1978

---

BARNARD (5 of 7)

box I.1

folder 6

---

Columbia University Administrative Report: Columbia-  
Barnard Relations with Prospects for the 1980s, 1978 July  
1

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Trustee Minutes reports on Columbia-Barnard Relations,  
1975-1977

---

Barnard's Dean Schmitter's Proposal for cooperation  
between Barnard and Columbia in procedures and  
practices, 1977

---

Letter from the Barnard Heads of Departments and Special  
Programs to President Mattfield regarding the Columbia-  
Barnard relationship, 1977

**Scope and Contents**

(2 copies)

---

Dean of the Barnard Faculty's account of discussion on  
curricular coordination

**Scope and Contents**

1977

---

The Several Alternatives to the Present Columbia-Barnard  
Relationship, 1976

---

Four Alternatives to the Present Columbia-Barnard  
Relationship, 1976

---

Alternatives for the Future Relationship between Barnard  
and Columbia, 1976

---

Memo to Department Executive Officers re: Columbia-  
Barnard Options, 1976

---

Memo from President Mattfeld to President McGill re:  
joint planning, 1976

---

Memo from Mattfeld to Budget Subcommittee for the Arts  
and Sciences, 1977

Letter from Mattfeld to Miss Martha Muse of the Tinker Foundation, 1976		
Memo from Barnard Board of Trustees to President McGill, 1976		
Proposed Regulations of Title IX of the Education Amendments of '72, 1974		
BARNARD (6 of 7)	box I.1	folder 7
Proposals for Cooperation Between Barnard and Columbia, 1977		
Alternatives to the Present Columbia-Barnard relationship, President Mattfield, 1977		
Letter to W. Theodore deBary from Mattfeld re: JAC issues, 1977		
Categories of Coordination of Columbia-Barnard Departmental Curricula, 1976		
Michael Rosenthal's summary of discussions regarding curricular coordination, 1977		
Letter to deBary from Dean Ward Dennis re: Barnard and continuing education, 1977		
Draft agreement with Barnard amending the 1982 agreement, 1988		
Memoranda on the role of Columbia University Trustees in Barnard appointments, 1974		
Joint report of executive committee, the committees on educational policy and the state of the University, legal affairs, and the Ad Hoc committee on Columbia-Barnard relations, 1974		
<b>Scope and Contents</b>		
(3 copies)		
Agreement Between Columbia University and Barnard College, 1973		
<b>Scope and Contents</b>		
(2 copies)		
BARNARD (7 of 7)	box I.1	folder 8
Amended Agreement between Columbia University and Barnard, 1982		
Amended Agreement between Columbia University and Barnard, 1993		
Amended Agreement between Columbia University and Barnard, 1998		

BOSTON SAFE DEPOSIT AND TRUST CO., 1987	box I.1	folder 9
Authorization of custodian agreement and securities lending authorization with Boston Safe Deposit and Trust Co., 1987		
Custodian agreement with Boston Safe Co., 1987		
Custodian fees, undated		
Securities Lending Authorization, 1987		
Broker Loan Agreement, 1987		
COACHES-STATUS AND BENEFITS OF, 1980-1981	box I.1	folder 10
Coaches' status within the pension plan, 1980		
Requirements for coaches to qualify for retirement plan, 1980		
Coaches with rank of Associate have status of fulltime officers, 1981		
CONSORTIUM FOR LANGUAGE, TEACHING AND LEARNING	box I.2	folder 1
The Consortium for Language, Teaching and Learning, Constitution, undated		
DUPONT COLUMBIA UNIVERSITY AWARDS, 1989-1993	box I.2	folder 2
Press release for the 1993 duPont Columbia University Awards, 1992		
Agreement with the Educational Broadcasting Corporation regarding the production of the duPont Awards, 1989		
HORACE MANN, 1953-1972	box I.2	folder 3
Report of Committee on Education regarding a proposed relationship with the Horace Mann School		
<b>Scope and Contents</b>		
(2 copies) MISSING		
Report of Committee on Education, approval of Columbia-Horace Mann exchange of tuition exemption and library privileges, 1953		
<b>Scope and Contents</b>		
(2 copies)		
Interchanges between Columbia and Horace Mann regarding the termination of the exchange policy, 1970-1971		
Letters regarding the tuition of Peter Clinton, 1972		

**Scope and Contents**

(2 copies)

Documents pertaining to tuition exemption at Columbia, 1966-1970		
HOWARD HUGHES MEDICAL INSTITUTE, 1984-1986	box I.2	folder 4
Collaboration Agreement with Howard Hughes Medical Institute, 1986		
Howard Hughes and Columbia Affiliation Agreement, 1984		
Howard Hughes and Columbia Patent and Intellectual Property Agreement, 1984		
Howard Hughes and Columbia Occupancy Agreement, 1984		
JEWISH THEOLOGICAL SEMINARY, 1991	box I.2	folder 5
Agreement between the Jewish Theological Seminary of America and the School of General Studies, Columbia, 1991		
<b>Scope and Contents</b>		
(2 copies)		
JUILLIARD SCHOOL, 1989	box I.2	folder 6
Agreement with the Juilliard School, 1989		
<b>Scope and Contents</b>		
(4 copies)		
Press release on the Juilliard, Columbia and Barnard Cooperative Education Programs, 1989		
LAWRENCE HOSPITAL, 1995	box I.2	folder 7
Agreement among Columbia, Presbyterian Hospital and Lawrence Hospital, 1995		
<b>Scope and Contents</b>		
(4 copies)		
MUSEUM OF NATURAL HISTORY, 1991	box I.2	folder 8
Agreement with the Museum of Natural History, 1991		
<b>Scope and Contents</b>		
(2 copies)		
Press release on the Columbia-Museum agreement to collaborate, 1991		

NEW MILFORD HOSPITAL, 1995	box I.2	folder 9
Presbyterian Hospital, Columbia University College of P&S, New Milford Hospital Affiliation Agreement, 1995		
116TH STREET, 1953	box I.2	folder 10
Resolution regarding the closing of 116th Street, 1953		
Release of interest in 116th Street by the City of New York, 1953		
Agreement with the City of New York to close 116th Street, 1953		
PRESBYTERIAN HOSPITAL AGREEMENTS CITATIONS IN TRUSTEES MINUTES-FOLDER 1, 1914-1992	box I.2	folder 11
The Presbyterian Hospital and the Columbia-Presbyterian Medical Center 1868-1943: A History of a Great Medical Adventure, CUP, 1955		
Presbyterian Hospital's resolutions on new construction, 1915		
Notice from Presbyterian Hospital of termination of agreement, 1919		
Proposed new agreement with Presbyterian Hospital, 1921		
Execution of agreement to notify Hospital of fulfillment of conditions of alliance, 1921		
Statement in re: financial assistance for Medical School, 1921		
Agreement as to title of property at Medical Center, 1922		
Rules governing agreements with additional institutions, 1922		
Agreement with Hospital and Mr. Edward Harkness, 1922		
Proposed form of agreement with affiliated hospitals, 1923		
Merger of Sloan Hospital and Vanderbilt clinic with Presbyterian Hospital, 1925		
Letters regarding the merger, 1925		
Modification of agreement with Presbyterian Hospital, 1934		
Approval of modification by joint administrative board, 1934		
Consolidation of Babies Hospital and Neurological Institute, 1944		

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Proposed substitute agreement with Presbyterian Hospital,  
1946

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Agreement concerning establishment of Public Health  
Center, 1950

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Approval of agreement with Roosevelt Hospital and with  
Diagnostic Laboratories, 1952

---

Approval of Tripartite agreement between Columbia,  
Presbyterian Hospital and the Institute for Crippled and  
Disabled, 1952

---

New agreement with Presbyterian Hospital regarding  
School of Nursing, referred to Committee on Legal Affairs  
with power, 1955

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New agreement with Presbyterian Hospital, regarding the  
School of Nursing, 1955

---

Document, "New Agreement with Presbyterian," 1956

**Scope and Contents**

(Listed on index but not present in folder)

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Agreement with Presbyterian Hospital, 1970

---

Presbyterian Hospital Hugh Auchincloss Endowment  
Fund, 1972

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Resolution to approve the following two memoranda,  
1980

---

Memorandum of Agreement with respect to financial  
claims and entitlement to certain funds, 1980

---

Memorandum of Understanding with respect to  
relationships, 1980

---

Resolution to approve the following two documents, 1984

---

Memorandum of Understanding with respect to  
modernization program, 1984

---

Declaration of Restrictions, 1984

---

Memorandum of Agreement in Principle for sale or lease  
of Baker Field, 1984

---

Authorization to enter into agreement for sale or lease of  
approximately 4.5 acres of land, 1984

---

Authorization to execute agreements memorandum of  
understanding with respect to modernization program,  
1985

---

Status of Presbyterian Hospital, 1988

---

Draft Agreement with St. Francis Hospital, 1992

PRESBYTERIAN HOSPITAL AGREEMENTS-FOLDER 2, 1911-1943	box I.2	folder 12
Alliance with Presbyterian Hospital, 1911		
Permanent Alliance with Presbyterian Hospital, 1921		
Harkness Fund, 1922		
Edward S. Harkness (property) Agreement and Indenture, 1922		
Agreement Relating to Properties, 1923		
Agreement on Psychiatric Institute, 1924		
Agreement with Sloan Hospital for Women, 1925		
Babies' Hospital - Permanent Alliance, 1925		
Neurological Institute - Permanent Alliance, 1925		
Neurological Institute - Deed, 1925		
General Education Board Agreement, 1925		
Rockefeller Foundation Agreement, 1925		
Institute of Ophthalmology Agreement, 1931		
Modification of 1921 Agreement with Presbyterian Hospital, 1934		
Babies Hospital - Modification of Agreement, 1934		
Neurological Institute - Modification of Agreement, 1934		
Sloan/Vanderbilt Capitalization of Payment Agreement, 1935		
Agreement with Washington Heights Health and Teaching Center, 1936		
Knapp Memorial Foundation Agreement, 1939		
Agreement with Francis Delafield Hospital, 1941		
Presbyterian Hospital, Babies Hospital and Neurological Institute Consolidated, 1943		
PRESBYTERIAN HOSPITAL AGREEMENTS-FOLDER 3, 1945-1956	box I.2	folder 13
Excerpt from the minutes of the Board of Trustees regarding appointment of Committee on Agreements, 1945		
Draft of proposed new Presbyterian-Columbia agreement, 1946		
Letter from Frank Fackenthal to Charles Cooper pertaining to new agreement, 1946		



Public Health Center agreement, 1950		
Excerpts pertaining to an external study on the joint expenditures of Presbyterian Hospital and Columbia, 1950-1951		
Draft of proposed agreement between Columbia and Presbyterian Hospital, 1951		
Mr. Parke's memorandum of conference with Dr. Rappleye, 1951		
Mr. Parke's memorandum of dinner conference, 1951		
Joint Administrative Board, 1951		
Diagnostic Laboratories Agreement, 1952		
<b>Scope and Contents</b>		
(Letter to Dr. Rappleye regarding a new scholarship for the College of Physicians and Surgeons at back of packet, 1957)		
Summary of initial payments to Columbia as compared to present payments, 1952		
Draft Agreement on Nursing, 1955		
New Columbia-Presbyterian agreement (from Trustees' meeting), 1956		
Agreement with Presbyterian Hospital; modification of various agreements, 1956		
PRESBYTERIAN HOSPITAL-FOLDER 4, 1969-1972	box I.2	folder 14
Draft supplemental agreement between Columbia and Presbyterian Hospital, 1969		
Draft of amendment of agreement Between Columbia and Presbyterian Hospital, 1970		
Proposed change of Trustees' by-laws, 1970		
Agreement with Presbyterian Hospital, 1970		
Amendment of agreement with Presbyterian Hospital, 1972		
PRESBYTERIAN HOSPITAL-FOLDER 5, 1980-1984	box I.2	folder 15
Draft of memorandum of understanding between Columbia and Presbyterian Hospital, 1980		
Draft of memorandum of agreement between Columbia and Presbyterian Hospital, 1980		
Memorandum of understanding, 1983		

**Scope and Contents**

(Packet also includes declaration of restrictions, 1983; attachments and letters regarding renovations done to Georgian apartments, Presbyterian Hospital, 1983)

Proposed memorandum of agreement in principle with Presbyterian Hospital to sell or lease Baker Field, 1984		
Proposed agreement with Presbyterian Hospital regarding the sale or lease of Baker Field, 1984		
Memorandum of agreement in principle between Columbia and Presbyterian Hospital regarding the sale or lease of Baker Field, 1984		
Committee resolution authorizing president to sell or lease Baker Field, 1984		
Authorization of agreements with Presbyterian Hospital concerning its modernization project, 1984		
PRESBYTERIAN HOSPITAL AGREEMENTS 1 of 2-FOLDER 6, 1985	box I.3	folder 1
Deed of leasing of part of Baker Field to Presbyterian Hospital, 1985		
Draft of contract of the leasing of part of Baker Field to Presbyterian Hospital; declaration of restrictive covenant; release of restrictive covenant, 1985		
Agreement of lease between Columbia and Presbyterian Hospital, 1985		
Occupancy License between Columbia and Presbyterian Hospital, 1985		
Plant operating agreement between Columbia and Presbyterian Hospital, 1985		
Agreement of lease between Columbia and Presbyterian Hospital, 1985		
Agreement of option to buy more land between Columbia and Presbyterian Hospital, 1985		
PRESBYTERIAN HOSPITAL AGREEMENTS 2 of 2-FOLDER 7, 1985	box I.3	folder 2
June 3 Draft of Presbyterian Hospital Building reciprocal agreement, 1985		
Declaration between Presbyterian Hospital and Columbia, 1985		
May 21 Draft of Presbyterian Hospital Building reciprocal agreement, 1985		

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Draft Agreement of lease with Presbyterian Hospital, 1985

---

Non-disturbance agreement and agreement to attorn,  
1985

---

Trustee resolution to authorize president to execute  
agreements, 1985

---

Synopsis of memorandum of understanding, 1985

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PRESBYTERIAN HOSPITAL CORRESPONDENCE 1 of 2,                      box I.3                      folder 3  
1974-1985

**Scope and Contents**

(Note: this folder contains more than correspondence)

---

Presbyterian Hospital agreement, list of actions recorded  
in Trustees' minutes, 1985

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Presbyterian Hospital agreement, list of agreements found  
in Charters and Official Records (Volumes I-III), undated

---

List of 'exhibits'-letters, excerpts and agreements (These  
'exhibits' are distributed throughout the 'Presbyterian  
Hospital' folders), 1953

---

Presbyterian Hospital-Columbia alliance agreement:  
review of the pertinent documents to clarify the legal  
status of the Columbia-Presbyterian Hospital relationship,  
1974

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Historical background

---

Permanent alliance agreement

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Excerpts from medical staff by-laws

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Opinion

---

1946 exchange of correspondence between Columbia  
and Presbyterian

---

March-May 1974 exchanges of correspondence between  
Columbia and Presbyterian

---

Presbyterian Hospital Medical Staff By-Laws, Rules and  
Regulations, circa 1982

---

Nursing School Agreement, 1980

---

Memorandum of agreement with Presbyterian hospital  
regarding the maintenance of Mitchell Square Park and  
Broadway Malls, 1984

---

Memorandum of understanding with Presbyterian  
Hospital regarding the renovation of the Georgian  
Apartments, 1984

---

Letters pertaining to the reimbursability by Presbyterian Hospital for cost of renovation undertaken by Columbia, 1984		
Clinical Placement Agreement, 1984		
Letter regarding the issue of net receivables between Columbia and Presbyterian Hospital, 1984		
PRESBYTERIAN HOSPITAL CORRESPONDENCE 2 of 2, 1984-1990	box I.3	folder 4
Memorandum of understanding regarding coordination with Presbyterian's modernization program, 1984		
Memorandum of agreement regarding claims against Presbyterian Hospital, 1980		
Memorandum of understanding regarding issues between Columbia University and Presbyterian Hospital, 1980		
Compilation of basic documents governing the relationship between the Medical School and Presbyterian Hospital, 1990		
PRESBYTERIAN HOSPITAL AND COLUMBIA-AGREEMENTS WITH OTHER HOSPITALS, INSTITUTES AND CENTERS, 1924-1996	box I.3	folder 5
Affiliation agreement with NYC Health and Hospitals Corporation, 1994		
Agreement among Columbia, Presbyterian Hospital and Horton Memorial Hospital, 1994		
Agreement with the Vanderbilt Center, 1995		
Agreement with New Milford Hospital, 1995		
Agreement among Columbia, Presbyterian Hospital and Nyack Hospital, 1996		
Agreement among Columbia, Presbyterian Hospital and St. Francis Hospital, 1992		
Agreements for Psychiatric Institute and Hospital, 1924-1927		
Affiliation agreement between Presbyterian Hospital and Manhattan Eye, Ear and Throat Hospital, 1987		
Agreement with Morristown Memorial Hospital, 1979		
Agreement with Overlook Hospital Association, 1975		
Agreement with Presbyterian Hospital, 1970		
Agreement with the N.Y State Rehabilitation Hospital, 1966		
PSYCHIATRIC INSTITUTE, 1924-1985	box I.3	folder 6

Permit for Columbia to use state land for the Psychiatric Institute, 1985		
Memorandum of understanding between the Psychiatric Institute and Columbia for affiliation with the Howard Hughes Medical Institute, 1984		
Psychiatric Institute and Hospital Agreement, 1924-1927		
Psychiatric Institute and Hospital administrative agreement, 1936		
Psychoanalytic and Psychosomatic Clinic for training and research, 1944-1945		
Psychoanalytic and Psychosomatic Clinic receipt of gift, 1945		
New York agreement with Columbia on Brain Surgery and treatment of mental diseases - renewal agreement, 1948-1949		
Psychiatric Institute-extension or annex, 1969-1971		
STAMFORD HEALTH SYSTEM, INC., 1997	box I.3	folder 7
Agreement among Columbia, Presbyterian Hospital and Stamford Health System, Inc., 1997		
TEACHERS COLLEGE 1 of 2, 1965-1994	box I.3	folder 8
Agreement with Teachers College, 1965		
<b>Scope and Contents</b>		
(2 copies)		
Teachers College Statutes and Bylaws and other official documents as amended, 1991		
Amendment of agreement between Columbia and Teachers College, 1974		
<b>Scope and Contents</b>		
(3 copies)		
Extracts and resolutions regarding the amending of the agreement, 1974, 1993		
Resolution that authorization be obtained for approval of contracts for the Augustus Long Library-Health Sciences Center, 1974		
Report of committee on legal affairs regarding the amendment of Teachers College agreement, 1965		
Committee of Legal Affairs report regarding the amendment of the Teachers College 1966 agreement, 1974		

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The Real Estate Office Publishes an Updated Housing Policy Report, Columbia University Record, 1984 May 4

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Memorandum on the appointment of Teachers College faculty, 1987

---

Letter concerning Bundy Aid and Teachers College, 1986

---

Affidavit regarding the agreement as amended, 1987

---

Letter regarding Bundy Aid payments to Teachers College, 1986

---

Memoranda regarding the death of administrative assistant at Teachers College, 1974

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Amendment of Agreement with Teachers College, 1974

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Schedule of trustee meetings and list of trustees, Teachers College, 1982-1983

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These files were received by the University Archives in July 1998. The files are alphabetically arranged office files from the Office of the Secretary with bulk dates ranging from 1967-1995; earlier dates usually refer to photocopies of earlier resolutions and correspondence collected by the office to answer a question posed in more recent years. Three files of "historical" materials were added to this collection in 2001 by staff members as they appear to date from the same time period as the other files and are of a similar nature. The files "Columbia Symbols," "Columbia's Name, Use of" and "Office of the Secretary - History" are listed alphabetically within this finding aid but can physically be found at the back of Box 15. With the exception of these three files just mentioned, none of the files have been refoldered, and none of the files have been weeded or have had metal fasteners removed as of June 2004.

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### Series III. Binders of Information, 1928-1988

#### Scope and Contents

The Office of the Secretary maintained binders of information containing indices to Trustee minutes and committee minutes, information regarding by-laws and statutes for both the Board of Trustees and Faculties and Departments as well as historical information on named professorships. These were removed from the binders and placed in folders by Raju Mann, a student worker, in the summer of 1999. Set numbers from the original binders were maintained. Each file has a code which is composed of a two-letter designation for the set, along with a sequential number of the file within the entire set. These appear in parentheses after the folder title in this list. Some additional by-law materials, charter and statute materials, and affirmative action procedures were added to the end of box 9 from files and a binder found in a box of publications obtained from the Office of the Secretary in March 2000.

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CA2, 1986-1998 <u>Conditions Governing Access:</u> <b>Conditions Governing Access</b> [RESTRICTED UNTIL 2049]	box III.20	folder 1
Committee on Development Minutes (DE)		
DE1, 1947-1951	box III.20	folder 2

DE2, 1951-1955	box III.20	folder 3
DE3, 1957-1970	box III.20	folder 4
DE4, 1972	box III.20	folder 5
DE5, 1973-1992	box III.20	folder 6
<u>Conditions Governing Access:</u> <b>Conditions Governing Access</b> [RESTRICRED UNTIL 2043]		
DE6, 1993-2001	box III.20	folder 7
<u>Conditions Governing Access:</u> <b>Conditions Governing Access</b> [RESTRICRED UNTIL 2052]		
Committee on Alumni Affairs Minutes AA1, 1985-1998	box III.21	folder 1
<u>Conditions Governing Access:</u> <b>Conditions Governing Access</b> [RESTRICRED UNTIL 2049]		
History of the Statutes, 1959 Edition (ST)		
ST1 Contents List, 1959	box III.21	folder 2
ST2 I-II, 1959	box III.21	folder 3
ST3 III-VI, 1959	box III.21	folder 4
ST4 VII-IX, 1959	box III.21	folder 5
ST5 X-XV, 1959	box III.21	folder 6
ST6 XVI-XXIV, 1959	box III.21	folder 7
ST7 XXV-XL, 1959	box III.21	folder 8
ST8 XLI-XLII and Charters, 1959	box III.22	folder 1
ST9 Index, 1959	box III.22	folder 2
ST10 Index continued and repeated chapters, 1959	box III.22	folder 3
History of the Bylaws and Rules of Order of the Trustees, 1961 Edition (BY), 1961		
BY1 Contents-XI, 1961	box III.22	folder 4
BY2 XII-XV, 1961	box III.22	folder 5
BY3 XVI-XIX and Repealed charters, 1961	box III.22	folder 6
History of the Charters and Statutes, 1959 Edition with amendments to June 1, 1987, 1987		
Table of Contents to Chapter V, 1987		

	box III.22	folder 7
Chapters VI-VII, 1987	box III.23	folder 1
Chapters VIII-Index, 1987	box III.23	folder 2
Affirmative Action Policies and Procedures for the Appointment of Officers of Instruction & Research, 1982	box III.23	folder 3
Faculty of Architecture and Planning, Procedures for the Review and Reappointment of Non-Tenured Faculty, 1983	box III.23	folder 4
Graduate School of Business, Observations on the Internal Procedures for Promotion to Tenure, 1980	box III.23	folder 5
Departmental By-Laws revisions and questions		
Department of English and Comparative Literature, 1969, 1976	box III.23	folder 6
Astronomy, Chemistry, Electrical Engineering, Greek & Latin, 1968, 1972, 1985	box III.23	folder 7
Departments of Medicine, Microbiology, Physiology, and Radiology, 1972, 1986	box III.23	folder 8
Department of Neurological Surgery, 1971	box III.23	folder 9
Department of Ophthalmology, 1985, 1986	box III.23	folder 10
Department of Pathology, 1985	box III.23	folder 11
Department of Philosophy, 1984	box III.23	folder 12
Department of Sociology, 1982	box III.23	folder 15
"Principles and Customs Governing the Procedures of Ad-Hoc Committees and University-wide Tenure Review", 1983	box III.23	folder 13
Procedures for the Hiring and Promotion of Faculty Commission on the Status of Women, 1980	box III.23	folder 14
Faculty By-Laws (FB)		
FB1 A	box III.23	folder 16
FB2 B-G	box III.23	folder 17
FB3 H-Z	box III.24	folder 1
Faculty and Departmental By-Laws (FD)		
FD1 A	box III.24	folder 2
FD2 A-D	box III.24	folder 3
FD3 E-GEO	box III.24	folder 4
FD4 GEO-LA	box III.24	folder 5
FD5 LI-MU	box III.24	folder 6
FD6 N-PH	box III.24	folder 7

FD7 PH-PS	box III.25	folder 1
FD8 PU	box III.25	folder 2
FD9 RA-SO	box III.25	folder 3
FD10 SO-Z	box III.25	folder 4
FD11 Commission on the Status of Women Report	box III.25	folder 5
Named Professorships		
NP1 History 1980-	box III.25	folder 6
NP2 A	box III.25	folder 7
NP3 B-BEI	box III.25	folder 8
NP4 BEL-BI	box III.26	folder 1
NP5 BL-BU	box III.26	folder 2
NP6 C-CA	box III.26	folder 3
NP7 CB-CH	box III.26	folder 4
NP8 CH-CO	box III.26	folder 5
NP9 D-DE	box III.26	folder 6
NP10 DE-DW	box III.27	folder 1
NP11 E-EX	box III.27	folder 2
NP12 F-FO	box III.27	folder 3
NP13 FO-FU	box III.27	folder 4
NP14 G-GE	box III.27	folder 5
NP15 GE-GU	box III.27	folder 6
NP16 HA	box III.27	folder 7
NP17 HE-HI	box III.27	folder 8
NP18 HI	box III.28	folder 1
NP19 HO-IO	box III.28	folder 2
NP20 IR	box III.28	folder 3
NP21 J-KA	box III.28	folder 4
NP22 KE-KN	box III.28	folder 5
NP23 KO-LA	box III.28	folder 6
NP24 LE-LEV	box III.28	folder 7
NP25 LEV-LI	box III.29	folder 1
NP26 LO-MAC	box III.29	folder 2

NP27 MAC-MC	box III.29	folder 3
NP28 ME	box III.29	folder 4
NP29 MI	box III.29	folder 5
NP30 MON-MOR	box III.29	folder 6
NP31 MOS-MU	box III.29	folder 7
NP32 N-NEU	box III.29	folder 8
NP33 NEU-PAP	box III.30	folder 1
NP34 PAR-Q	box III.30	folder 2
NP35 R-RA	box III.30	folder 3
NP36 RE-RI	box III.30	folder 4
NP37 RH-RO	box III.30	folder 5
NP38 RU	box III.30	folder 6
NP39 S-SCHO	box III.30	folder 7
NP40 SCHU-SE	box III.30	folder 8
NP41 SH-SIE	box III.31	folder 1
NP42 SIL-STA	box III.31	folder 2
NP43 STE-STI	box III.31	folder 3
NP44 STO-SU	box III.31	folder 4
NP45 T	box III.31	folder 5
NP46 U, V	box III.31	folder 6
NP47 W-WILH	box III.31	folder 7
NP48 WILL-WU	box III.31	folder 8
NP49 X, Y	box III.32	folder 1
NP50 Z	box III.32	folder 2

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## Series IV: Honors and Prizes, 1910-1999

### Scope and Contents

These boxes, part of accession 2001-048 (originally received in March 2000), contain files from the Office of the Secretary regarding various prizes, honors, special convocations and lectures administered by that office and/or the Board of Trustees. The records have been arranged alphabetically and



chronologically and are housed in three record cartons. Photographs have been removed to the Historical Photograph Collection (UA#0003).

Title/Description	Instances	
Bampton Lectures		
1974-1979	box IV.1	folder 1
1982	box IV.1	folder 2-3
<u>Physical Description</u> : 2 folders		
1983	box IV.1	folder 4-5
<u>Physical Description</u> : 2 folders		
1984	box IV.1	folder 6
1986	box IV.1	folder 7
1987	box IV.1	folder 8
1988	box IV.1	folder 9
1989	box IV.1	folder 10
Bancroft Nominations, 1978-1983	box IV.1	folder 11
Bancroft Recipients Bios, 1974-1993	box IV.1	folder 12
Bancroft Prize Jury Master Lists, 1986-1997	box IV.1	folder 13
Bancroft Procedures, 1946-1948, 1963-1994	box IV.1	folder 14
Bancroft Announcements, 1972-1995	box IV.1	folder 15
Bancroft Dissertation Awards, 1967-1994	box IV.1	folder 16
Bancroft Prize - Information/Correspondence		
1943-1947	box IV.1	folder 17
1972-1977	box IV.1	folder 18
1978-1981	box IV.1	folder 19
1982-1984	box IV.1	folder 20
1985-1986	box IV.1	folder 21
1986-1989	box IV.1	folder 22
1990-1996	box IV.1	folder 23
Bancroft Prize, 1997-1998	box IV.1	folder 24
Barnard Medal, 1910-1986	box IV.2	folder 1
Bearn's (Joseph H.) Prize in Music, 1983-1987	box IV.2	folder 2
Berger (Mike) Awards, 1983-1985	box IV.2	folder 3
Breevort Eickemeyer Prize, 1951-1987	box IV.2	folder 4

Butler Medal, 1974-1995	box IV.2	folder 5
Cabot Prizes, 1974-1996	box IV.2	folder 6
Chandler Lecturer and Medal, 1972-1986	box IV.2	folder 7
Citations, 1972-1984	box IV.2	folder 8
Con Edison Lecture (Nuclear Engineering), 1984-1985	box IV.2	folder 9
Coss Memorial Prize, 1956	box IV.2	folder 10
Ditson (Alice M.) Conductor's Award, 1940, 1960-1993	box IV.2	folder 11
duPont (Alfred I.) Awards Foundation, 1993	box IV.2	folder 12
Egleston Medal, 1943	box IV.2	folder 13
Fisher (Alexander Ming) Lecture, 1996	box IV.2	folder 14
Handler (Milton) Prizes for Scholastic Achievement, 1989-1990	box IV.2	folder 15
Harcourt Awards - General Information/Correspondence, 1981-1985, 1993	box IV.2	folder 16
Harper (Carroll C.) Prize, 1983	box IV.2	folder 17
History Department Prizes, 1982-1983	box IV.2	folder 18
Honors Correspondence, 1968-1986	box IV.2	folder 19
Honors Guidelines/Correspondence, 1977-1988, 1997	box IV.2	folder 20
Horowitz Prize, 1965-1999	box IV.2	folder 21
Horowitz Committee, 1989-1998	box IV.2	folder 22
Horowitz Recipients, 1975-1993	box IV.2	folder 23
Horowitz Prize, 1989-1996	box IV.2	folder 24
Horowitz Prize, 1996	box IV.2	folder 25
John Jay Awards, 1983-1990	box IV.2	folder 26
Jesup Lectures, 1983-1987	box IV.2	folder 27
Karpf Peace Prize, 1982-1983	box IV.2	folder 28
Kemp Prize, 1936	box IV.2	folder 29
Lodge (Stanwood Cockey) Foundation Committee, 1979	box IV.2	folder 30
Loubat Prize, 1974-1989	box IV.2	folder 31
Loubat Prizes, 1952-1958	box IV.2	folder 32
Medal for Excellence - General Information and Correspondence, 1935-1993	box IV.2	folder 33
Mendelssohn (Adele) Memorial Award, 1975-1983	box IV.2	folder 34

Nevins Prizes 1976, 1982	box IV.2	folder 35
Palfrey Memorial Lecture, 1983	box IV.2	folder 36
Plaques, 1966-1991	box IV.2	folder 37
Presidential Award for Great Teaching, 1996	box IV.2	folder 38
Public Finance Prize Fund, 1976-1984	box IV.2	folder 39
Pulitzer Prize, 1930-1969	box IV.3	folder 1
Pulitzer Prize, 1970-1972	box IV.3	folder 2
Pulitzer Prizes - General, 1974-1979	box IV.3	folder 3
Pulitzer Prize, 1981-1996	box IV.3	folder 4
Pupin Medal, 1983, 1992	box IV.3	folder 5
Radner Lectureship, 1987-1988	box IV.3	folder 6
Special Convocations		
Fall 1976, 1976	box IV.3	folder 7
Pupin Physics Laboratories, 1977 October 17	box IV.3	folder 8
American Bar Association Centennial Celebration - August 6, 1978, 1977-1978	box IV.3	folder 9
Hammer Health Sciences Center - September 20, 1978, 1978	box IV.3	folder 10
Sherman Fairchild Center Dedication - October 5, 1978, 1978	box IV.3	folder 11
Graduate Faculties Centennial - April 17, 1980, 1980	box IV.3	folder 12
President of Italy, Alessandro Pertini - March 31, 1982, 1981-1982	box IV.3	folder 13
Bishop Desmond M. Tutu - August 3, 1982, 1981-1982	box IV.3	folder 14
Fung Yu-lan - September 10, 1982, 1981-1982	box IV.3	folder 15
Herbert A. Simon at Computer Science Convocation - October 11, 1983, 1982-1983	box IV.3	folder 16
Edward S. Harkness Eye Institute - March 30, 1984, 1983-1984	box IV.3	folder 17
Richard von Weizsacker, President, Federal Republic of Germany (Proposed), 1986	box IV.3	folder 18
Noboru Takeshita - January 22, 1986, 1985-1986	box IV.3	folder 19
Mario Cuomo (Proposed), 1983, 1987	box IV.3	folder 20
Senator Daniel Patrick Moynihan - April 25, 1987, 1985-1987	box IV.3	folder 21

National Institutes of Health - September 15, 1987, 1986-1987	box IV.3	folder 22
John Kluge - October 19, 1988, 1987-1988	box IV.3	folder 23
Teachers College Centennial - November 29, 1988, 1986-1988	box IV.3	folder 24
Teachers College Centennial - November 29, 1988, 1988	box IV.3	folder 25
Francesco Cossiga - October 17, 1989, 1989	box IV.3	folder 26
Vaclav Havel, President of Czechoslovakia - February 22, 1990, 1990	box IV.3	folder 27
Nobel Recipients - September 26, 1990, 1990	box IV.3	folder 28
Dalai Lama - April 26, 1994, 1989-1994	box IV.3	folder 29
Tobenkin (Paul) Memorial Award, 1983	box IV.3	folder 30
Trilling (Lionel) Award, 1983	box IV.3	folder 31
University Prizes - List, 1972-1979	box IV.3	folder 32
Vetlesen Prize, 1959-1999	box IV.3	folder 33
Wertheimer Prize in Labor Law, 1981	box IV.3	folder 34
Whitney Young Lectureship, 1983	box IV.3	folder 35
Wien (Lawrence A.) Prize, 1981-1982	box IV.3	folder 36

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## Series V: Office Files, 1946-1997

### Scope and Contents

This series contains correspondence, office files and information binders.

### Subseries V.1: Office Files and Binders, 1962-1997

#### Scope and Contents

These boxes contain binders of information and other materials (notes, correspondence, memos, reports, etc.) from the files in the Office of the Secretary. Materials were created during the tenure of Secretaries Betty Jemmott, Corinne Rieder, interim Secretary DiAnn K. Pierce and R. Keith Walton, but also contain materials that date from earlier administrations. They were received in March 2000, but were not given an accession number until November, 2001, and are housed in five record cartons. It also includes a record carton containing three binders of information concerning the Committee on Logo received in December 2001 (Acc.No. 2001-051).

Title/Description	Instances	
Telephone and Fax		
1991-1992	box V.1	folder 1

1992-1993	box V.1	folder 2
1993-1994	box V.1	folder 3
1994-1995	box V.1	folder 4
1995-1996	box V.1	folder 5
Transition - Presidential Search invoices, 1993	box V.1	folder 6
Presidential Search – closed accounts, 1992-1994	box V.1	folder 7
Standing and Subcommittee Assignments, Advisory Council Membership, 1977-1988	box V.1	folder 8
Special Committee of the Trustees - Memoranda and Report, 1968	box V.1	folder 9
Named Professorships		
1962, 1971-1979	box V.1	folder 10
1982-1984	box V.1	folder 11
1996-1997	box V.1	folder 12
Plan, Charts from Joe Meisel, John Benso, 1996-1997	box V.1	folder 13
Notes, 1993	box V.1	folder 14
Book Responses, circa 1990	box V.1	folder 15
History, 1996-1997	box V.1	folder 16
1985-1986	box V.1	folder 17
1980-1983	box V.1	folder 18
Trustee Minutes [Draft?], 1997 February	box V.1	folder 19
Retreat		
Notes, circa 1989 <u>Physical Description</u> : 3 folders	box V.2	folder 1-3
Materials, 1988-1990	box V.2	folder 4
Questionnaire, 1990	box V.2	folder 5
Other, 1989	box V.2	folder 6
Rough Notes, 1989 <u>Physical Description</u> : 3 folders	box V.2	folder 7-9
Salo Wittmayer Baron Professorship Establishment Reception Program [loose], 1979 May 2	box V.2	folder 10
Report of the Review Committee for the School of Library Service [loose], 1990	box V.2	folder 11

Strategic Planning Session, Bureau of Service Operations, Family and Adult Services at Sterling Forest Conference Center, 1985 March 21-22	box V.2	folder 12
Association of Governing Boards of Universities and Colleges, 1986-1987	box V.2	folder 13
Tax on Gift and Res.FDS, 1983	box V.2	folder 14
Teachers College, 1976	box V.2	folder 15
Telephone Card, 1983	box V.2	folder 16
University Senate, 1969-1971, 1979-1986	box V.2	folder 17
Financial Reports, 1984-1985	box V.2	folder 18
Schedule of Fees, 1984-1987	box V.2	folder 19
Hardung, Mason, 1979	box V.2	folder 14
Emeritus List (II), 1980-1984	box V.2	folder 15
Telecommunications Coordinator Manual, 1988-1990	box V.3	folder 1
Strategic Planning Commission - Reports of the Task Force, 1993	box V.3	folder 2
Notebook of Information	box V.3	folder 3
Advisory Councils, 1970-1983		
Committee Assignment, 1971-1977		
Congratulation, 1972		
Condolence, 1970-1986		
Congratulations, 1973		
Emeritus Designation, 1971-1982		
Flowing Phrases, 1974-1977		
Job Application, 1977		
Memorial Minute, 1972-1977		
General, 1968-1984		
Retirement, 1970-1982		
Honorary Degree Citation, 1967-1978		
Named Professorships, 1970-1982		
Recommendation, 1974-1981		
Plaques, 1975		
Prizes and Awards, 1971-1973		
Resignation, 1970-1981		

Solicitations, 1975		
Report to Donor, 1976-1979		
Thank You, 1971-1983		
Annual Fund, 1976-1977		
Continued Support, 1973-1977		
Memorial, 1976		
Matching Gifts, 1976		
Pledge, 1977		
Research, 1976		
Tribute, 1970-1977		
Trustee Resolutions, 1971-1977		
Grant Proposals, 1975		
Statutes, 1974-1986	box V.3	folder 4
Priorities Planning Conference, 1974	box V.3	folder 5
Staff Procedures Manual - Health Sciences, 1987	box V.4	folder 1
Staff Procedures Manual - Health Sciences Appendices, 1987	box V.4	folder 2
Working at Columbia, 1995	box V.4	folder 3
Columbia University Personnel Policy Manual, 1976-1992	box V.4	folder 4
Columbia University Affirmative Action Plan, 1994	box V.4	folder 5
Columbia University Committee Book [Trustee Appointed Committees], 1984	box V.4	folder 6
Columbia University Purchasing Policy Procedures, 1980-1983	box V.4	folder 7
Committee on Logos of the University (3 binders); Correspondence re: agreement to license University marks, 1984, 1990	box V.5	folder 1

## Subseries V.2: Correspondence, 1967-1995

### Scope and Contents

These files were transferred to the University Archives from the Office of the Secretary at an unknown date, but presumably in the late 1990s. They consist of some alphabetical subject/correspondence files (e.g. appointment letters, emeritus designations, crank letters, South Africa, etc.) as well as general correspondence files from 1980-1995 (bulk 1986-1990) which were found loose and arranged chronologically by archives staff. The general correspondence files consist primarily of letters to and from Secretaries of the University Marion E. Jemmott and Corinne H. Rieder who would answer routine questions about University history, alumni attendance, professor appointments, use of the Seal and other similar topics. All folders are now acid-free, original folder titles were maintained if

deemed appropriate and new folder titles were created as needed. Metal was not removed and some file contents may not be in exact chronological order.

<b>Title/Description</b>	<b>Instances</b>	
Appointment Letters: Other Institutions, 1973-1975, 1989	box V.6	folder 1
Correspondence		
1980-1985	box V.6	folder 2
1986	box V.6	folder 3
1987	box V.6	folder 4
1988 January-April	box V.6	folder 5
1988 May-December	box V.6	folder 6
1989	box V.6	folder 7
1990, 1992, 1995	box V.6	folder 8
Correspondence - Not Answered, 1989 March-April	box V.6	folder 9
Cards (ID, Photocopy), 1980, 1984	box V.6	folder 10
Central Files List, undated	box V.6	folder 11
Crank Letters, 1972-1994	box V.6	folder 12
Dataflex [invoices for equipment repair], 1986-1988	box V.6	folder 13
Deans, Directors and Chairmen, 1977, 1981	box V.6	folder 14
Emeritus Correspondence, 1981-1987 <u>Physical Description</u> : 2 folders	box V.6	folder 15-16
Emeritus Designations & Correspondence, 1967-1987	box V.6	folder 17
Emeritus & Retired Officers, Brookdale Survey, 1982-1983, 1987	box V.6	folder 18
Investment Steering Committee, 1993 June-December	box V.6	folder 19
Investment Steering Committee, 1994 March, June	box V.6	folder 20
South Africa Correspondence, 1985	box V.6	folder 21

### **Subseries V.3: Procedures Binder, 1946-1977**

#### **Scope and Contents**

This box of documents was located in a record carton with other materials in Low 408C, to which was appended a note in DH's handwriting. Accessioned as 2002-019 by M. Pettit 4/22/2002, foldered and shelved. The divided binder contained procedural information for the Secretary's use, as well as copies of intra-office correspondence on sensitive matters and a copy of a 1966 handwritten report on faculty attrition. The documents within each divided section of the binder have been left as found, but staples and paperclips were removed.

<b>Title/Description</b>	<b>Instances</b>	
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Ad hoc committees, Additional Compensation, Administrative Assistants, Appointment Procedures, 1966-1977	box V.7	folder 1
Officers of Instruction, Special Lecturers, 1966-1977	box V.7	folder 2
Officers of Research, Administrative Staff Appointments – President and Secretary, Leaves of Absence, Exemption from Teaching Duties, Oath of Allegiance, 1966-1977	box V.7	folder 3
I.D. Cards, Salary Scale, Payroll, Statistical Reports, Termination Action Form, Travel Allowance, Vacation Allowance, Visiting Scholar, Form Letter, 1966-1977	box V.7	folder 4
Report on Faculty Attrition, 1946-1966	box V.7	folder 5

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## Series VI: Presidential Search Committees, 1993-1994

### Scope and Contents

This small collection contains materials used by the presidential search committees formed to find and appoint new presidents for both Barnard College and Teachers College in 1993-1994. Corinne Reider, Secretary of the University, was chosen by Columbia University President George Rupp as Columbia's representative on the Barnard Presidential Search Committee and as the Columbia representative on the Teachers College Presidential Selection Committee. These are, presumably, her files. The files contain CVs, memos, notes, references and other supporting materials relating to the candidates for the two presidencies. Also included are published materials relating to the searches as well as the announcement of Judith Shapiro's appointment as president of Barnard College and the appointment of Arthur Levine as president of Teachers College.

Title/Description	Instances	
Shapiro, Judith, 1994	box VI.1	folder 1
Malkiel, Nancy, 1993-1994	box VI.1	folder 2
Girgus, Joan S., 1993-1994	box VI.1	folder 3
Loose materials used by search committee, 1993-1994	box VI.1	folder 4
<b>Scope and Contents</b>		
(includes letter, meeting minutes, possible interview questions, CVs, articles, etc.)		
Teachers College Presidential Search, 1994	box VI.2	folder 1
Teachers College Search, 1993-1994	box VI.2	folder 2

**Scope and Contents**

(folder tag says "Inauguration Committee" but there is only info regarding the search in this file)

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**Series VII: Publications, Video Tapes and Audio Cassettes, 1866-1995****Scope and Contents**

These boxes contain duplicate university publications, university-related videos and audio cassettes transferred from the Office of the Secretary in March 2000. The publications consist primarily of old editions of charters and statutes, by-laws of the Trustees, rules of order for the Trustees, and faculty handbooks. The audio cassettes are of university events and/or speeches and meetings; the videos are a mix of university and non-university productions and clips.

<b>Title/Description</b>	<b>Instances</b>	
Publications		
Charters and Statutes, 1930	box VII.1	folder 1
Charters and Statutes - By-Laws, 1911	box VII.1	folder 2
Statutes and By-Laws, 1897	box VII.1	folder 3
By-Laws of the Trustees, 1901	box VII.1	folder 4
By-Laws of the Trustees, 1901	box VII.1	folder 5
The Faculty Handbook of Columbia University, 1975	box VII.1	folder 6
By-Laws and Rules of Order of Trustees, 1968	box VII.1	folder 7
By-Laws and Rules of Order of Trustees, 1961	box VII.1	folder 8
Charters and Statutes, 1927	box VII.1	folder 9
By-Laws and Rules of Order of the Trustees, 1958	box VII.1	folder 10
By-Laws and Rules of Order of the Trustees, 1958	box VII.1	folder 11
By-Laws and Rules of Order of the Trustees, 1958	box VII.1	folder 12
The Faculty Handbook of Columbia University, 1987	box VII.1	folder 13
Statutes of Columbia College, 1878	box VII.1	folder 14
By-Laws and Rules of Order, 1916	box VII.1	folder 15
Statutes, 1887	box VII.1	folder 16
Statutes of Columbia College, 1866	box VII.1	folder 17
Charters and Statutes with amendments, 1952	box VII.1	folder 18
Charters and Statutes with amendments, 1959	box VII.1	folder 19
Charters and Statutes of the University, 1959		

	box VII.1	folder 20
Stated Rules of the Faculty of Medicine, 1974	box VII.1	folder 21
Charters and Statutes with amendments, 1956	box VII.1	folder 22
The Faculty Handbook, 1968	box VII.1	folder 23
The Faculty Handbook, 1968	box VII.1	folder 24
By-Laws and Rules of Order, 1940	box VII.1	folder 25
Charters and Statutes, 1938	box VII.1	folder 26
By-Laws, Revised Statutes, 1892	box VII.1	folder 27
Resolutions of the Trustees, 1891-1898	box VII.1	folder 28
Resolutions of the Trustees, 1914-1918	box VII.1	folder 29
Resolutions of the Trustees, 1918-1923	box VII.1	folder 30
Charters, Acts and Documents, 1895	box VII.1	folder 31
Statutes, 1891	box VII.1	folder 32
Statutes, 1890	box VII.1	folder 33
Statutes with amendments, 1908	box VII.1	folder 34
By-Laws and Rules of Order, 1940	box VII.1	folder 35
By-Laws and Rules of Order, 1922	box VII.1	folder 36
Gifts and Bequests-Land, Buildings, and Equipment, 1754-1928, 1929	box VII.1	folder 37
University Statutes Chapter XLI Rules of University Conduct, 1973	box VII.1	folder 38
The Faculty Handbook, 1975	box VII.1	folder 39
Columbia University Fact Book, 1983-84, 1983	box VII.1	folder 40
Columbia University Fact Book, 1986-87, 1986	box VII.1	folder 41
A History of Columbia University, 1754-1904, 1904	box VII.2	folder 1
Charters and Statutes, 1922	box VII.2	folder 2
Charters and Statutes, 1922	box VII.2	folder 3
Charters and Statutes, 1947	box VII.2	folder 4
Charters and Statutes, 1947	box VII.2	folder 5
Statutes of Columbia College, 1880	box VII.2	folder 6
Columbia College Statutes, 1882	box VII.2	folder 7
Columbia College Statutes, 1885	box VII.2	folder 8
By-Laws, Revised Statutes, 1892	box VII.2	folder 9

By-Laws of the Trustees, 1899	box VII.2	folder 10
University Statutes, 1902	box VII.2	folder 11
Charters and Statutes with amendments, 1952	box VII.2	folder 12
Revised Statutes, 1894	box VII.2	folder 13
Statutes, 1897	box VII.2	folder 14
University Statutes, 1899	box VII.2	folder 15
Revision of Statutes and By-Laws, 1891	box VII.2	folder 16
Resolutions of the Trustees, 1880-1885, 1891	box VII.2	folder 17
Resolutions of the Trustees, 1888-1891, 1891	box VII.2	folder 18
Installation of President Butler, April 1902, 1902	box VII.2	folder 19
Charters and Statutes of the University, 1962	box VII.2	folder 20
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## Series VIII: Reports and By-Laws, 1923-1992

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The Progress and Promise of Columbia University in the City of New York, 1967	box VIII.1	folder 5
Presidential Commission on the Future of the University, Working Group on Structure and Organization of the University: Final Report, 1986 (1989?)	box VIII.1	folder 6
Preliminary Bibliography of the History of Columbia University by Sarah Henry Lederman and Lawrence A. Cremin, 1990	box VIII.1	folder 7
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Teachers College: Statutes and By-Laws and Other Official Documents, 1986	box VIII.1	folder 12
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Management and Planning Institute for Higher Education, Graduate School of Business, 1971	box VIII.1	folder 14
Various Minutes in one binder (Executive Officer's Notes on Expediting Committee Meetings; Minutes of the Executive Committee of the Joint Administrative Board; Minutes of the Committee on Plans for Medical Center Laundry; Minutes of the Trustees Committee on Buildings and Grounds), 1923-1924, 1924-1927, 1926, 1936-1940	box VIII.1	folder 15
Columbia University Priorities Planning Conference at Arden House, Harriman, New York, 1974	box VIII.1	folder 16
The Role of the Trustees of Columbia University: The Report of the Special Trustees Committee Adopted by the Trustees November 4, 1957, 1957	box VIII.1	folder 17
Barnard College: Charters, By-Laws, Statutes and Intercorporate Agreement, with amendments to January 1, 1975 (2 copies), 1975	box VIII.1	folder 18



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In February 2004, The Office of the Secretary (with assistance from the University Archives and School of International and Public Affairs [SIPA]), compiled various documents regarding SIPA's Regional Institutes. Relevant materials from Trustee Minutes, Trustee Committee Minutes and Central Files were photocopied and arranged into indexed file folders for easy reference by that office. The original copy was kept by the Secretary's Office and a second copy was given to the University Archives. This box contains the Archives' copy of these subject specific documents as well as some relevant notes kept the University Archives as the research was conducted.

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Copies of Central Files material relating to the Institute on Western Europe and the Harriman Institute, 1974-2000  <u>Conditions Governing Access:</u> <b>Conditions Governing Access</b>  [RESTRICTED UNTIL 2026]	box IX.1	folder 1
Documents obtained from SIPA concerning the Harriman Institute and the Institute for the Study of Europe, 2000-2004  <u>Conditions Governing Access:</u> <b>Conditions Governing Access</b>  [RESTRICTED UNTIL 2030]	box IX.1	folder 2
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This series of alphabetically arranged biographical files for former trustees of the University was received by the University Archives-Columbiana Library in the mid 1990s from the Office of the Secretary where they had been maintained over the years. Although these "biographical files" often do contain biographical information, the materials also reflect the duties and responsibilities given to various trustees over the years through routine correspondence about appointments to committees and similar matters. The files in this collection may contain press releases, biographical sketches, correspondence regarding appointments, resignations and meeting attendance, memoranda, meeting minutes, copies of resolutions, reports, alumni association voting records, newspaper clippings, drafts, memorial service materials (including speeches and obituaries), information regarding spouses, and CVs. For very early trustees (18th and early 19th c.) there is usually only an undated biographical sketch in their file. Some of the files contain particularly interesting or notable materials. The Dwight D. Eisenhower file is particularly rich with much correspondence (much original) between the Board of Trustees and Eisenhower concerning his election as president of the university, his concerns upon accepting that position, his leave of absence to help establish NATO in Europe, and his resignation in 1952 to become president of the U.S. There is also material dating from the 1980s and 1990s regarding the use of Eisenhower era materials by researchers and for a centennial exhibition at Columbia in 1990. In the Thomas A. Parkinson file there is correspondence and drafts of the letter to Nicholas Murray Butler urging his retirement as President of the University and outlining the benefits he would continue to receive. The John Pine file contains a list of materials (publications and other paper matter) sent to the University upon his death. The Thomas J. Watson file contains a transcript of his statement regarding Nicholas Murray Butler upon Butler's retirement in 1945. Robert Watt's file contains two reports of the Special Committee Appointed to Investigate the Government Aided Research Program of the University (1956, 1959).

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