35/3/51
Library
Public Services
University Archives Subject File, 1963-91

Box 1:

Subject File Guide, 1971-77
ACQ--<u>Acquisition</u> Policy Statement, 1963-70
APP-2--Tax <u>Appraisal</u> (2 folders), 1933-70, 1971-77
      -3--Appraisers, 1971-77
      -5--Library Policy on Gifts and Appraisals, 1971-77
      -9--Research Collection Manuscript Dealers, 1971-77
          Appraisal Articles in Journals, 1971-77
BIB--<u>Bibliography</u>, 1952-55
      Evans Archival Administration Bibliographies, 1966-67
BUD--<u>Budget</u> (2 folders), 1963-69, 1971-77
      -1--Brundage Accounts, 1983-85
HIS-1--<u>History</u>, Centennial Project, 1963-70
      -2--Intellectual and Social Course, 1963-70
      -3--Historical Research and Methods, 1963-70
      -4--Intellectual History of the U.S. Seminar, 1963-70
LIB-1--<u>Library</u>, Acquisition Policy Statement, 1971-77
      -3--Statistics, Number of Books in Library, 1967-71
      -4--Manuals (2 folders), 1961-70, 1971-77
      -9--Withdrawals and Transfers, 1963-70
      -10--Work Orders (2 folders), 1963-70, 1971-77
PER-5--<u>Personnel</u>, Archival Position Descriptions, 1974
     LTA Job Description, 1963-70
         Evelyn H. Arvedson Draft, 1971-77
     Assistant University Archivist, Position and Job Description, 1971-77
     Assistant University Archivist and Newspaper Librarian Applicants and Screening
         Committee Meeting, 1971
     Applicants, 1977-78

Box 2:

PER-13--Student Applications, 1971-77
         Quarter Time Assistants (2 folders), 1963-77
      -14--Student Wages (2 folders), 1963-77
         Wage Allocations (2 folders)
         Wage Expenditures (2 folders), 1963-77
         Applications (2 folders), 1963-77
         Fall Applicants, 1977
      -18--Newspaper Library (2 folders), 1968-77
      -19--Personnel Staff, M. J. Brichford, Vita (2 folders), 1963-77

                  Absence Reports (2 folders), 1963-77
                  Annual Publications Report, 1971-77
                  Personal Reports, 1971-74
                  Non-University Employment Forms A & B, 1971-77
                  Sabbatical Leave, 1971
                  Travel Support, 1971-77
     -12--Brichford, Maynard, Sabbatical Leave, 1978
                  Applications and Report
                  Applications for Support
                  Financial Support
     -20--Personnel Applications, 1971-77
            UNESCO Job Applications, 1971-77
            Records Management Archivist Position Description, 1971-77
            Audio-visual Archivist Position Description, 1971-77

Box 3:

PRO--<u>Program</u>, Chicago Campus Archives, 1963-70
            Committee on University Archives (3 folders), 1963-75
            Guide to the University Archives, 1967-68
            Directory Listing, 1963
            Faculty Letter, 1963-65
            Questionnaire, 1963
            Reports, Statements and Surveys, 1947-62, 1965, 1971
            NSF Grant Application, 1963-70
     -8--Grant Proposal Forms, 1963-77
            Research Grant Application, Archival Journals Analysis, 1975
               Business Records Evaluation, 1971-77
               Public Health Service, 1971-77
            Records Centers, 1963-70
     -10--Records Management (2 folders), 1963-77
               Statistics, 1971-77
            Records Management Meetings Transcripts, 1970-71
               Records Disposal (2 folders), September 24-25, 1970
               Departmental Files (2 folders), October 20, 22, 1970
               Filing Supplies and Equipment, November 17, 19, 1970
               Forms Management, December 17-18, 1970
               Office Costs, January 14-15, 1971

Box 4:

PRO--Illiarch Articles, 1971

History of Science, 1963-70
  Structure of Scientific Theories Symposium, Philosophy and History of Science, March 26-29, 1969
Foundations, NEH, 1970
Friends of Illinois Research Collections, 1971-72
Publicity, Centennial, 1967
Rediscovery America Program, 1973
Pictorial History of UI, 1974
Bicentennial Exhibits, 1976
University Bicentennial Committee, 1976
Older Workers Program, 1976
Publications in Archival Journals, 1975-76
Functional Analysis of Record Series Titles, 1976
Depository Agreements. 1971-73
Business Records, Retention and Use, 1956-72
Business History Review Article, 1971-72
Acquisitions of Illinois Collection, 1963-64
Archives Publication Lists (2 folders), 1967, 1970
Archival Issuances, Faculty Letter #68, November 29, 1963
  Letter to Faculty, February 12, 1964
  Faculty Senate Letter, January 1965
  Publications Letter, February 1, 1967
  Graduate Students Letter, September 13, 1967
  University Archives order form, 1967
  Occasional Paper #88, 1969
  Some Images of Archivy, November 1, 1969

Box 5:

Archival Issuances, Photography Letter to CCCC, January 20, 1970
  Genealogical Resources at the Archives, 1965, 1977
  General Rules, 1970
  Manuscripts Guide Project, 1966, 1971-72, 1975-77
  University Archives Information, 1971-77
  Faculty Letter, April 19, 1973
  Heads of Departments, May 1974
  Photography Guide, November 1976
PR--Public Relations, Archives Exhibits (11 folders), 1965-77
  Library Exhibits, 1967-71
  Special Exhibits, 1966-70
  Newspaper Articles (2 folders), 1963-77

Special Lists, 1062-71
Talks (2 folders), 1963-77:
     NASBO Meeting, July 10, 1968
     Radio Station WILL, November 1971
     History Graduate Students, 1972, 1975
     John A. Logan, Jr. College, March 27, 1972
     European Archival Education, May 11, 1972
     Agriculture Engineering Wives, January 8, 1973
     Women's Club, History and Traditions, October 19, 1976
     Avery Brundage Stamp Collection, February 21, 1977
     Library Science Class, February 22, 1977
     WILL, December 1, 1977
Writings, 1963-70
Clippings, Photos (2 folders), 1963-77
RD--<u>Records Disposal</u>, 1963-70
     Disposal of Tapes Records, 1971

<u>Box 6</u>:

REF--<u>Reference</u>, Books, 1963-70
     Statistics (2 folders), 1963-77
     Charge-out Materials not Returned, 1974-75
     Archival Education and Employment (2 folders), 1968-77
   -10--Personal Recommendation Letters, A-L, 1971-77
REP--<u>Reports</u>, Archives Annual (4 folders), 1963-77
     Record Series Listings, 1969-70
     Published Series Listings, 1977
RET--<u>Retirement</u> Letters, Retirement Lists, 1964-77

<u>Box 7</u>:

SR--<u>Sound Recordings</u>, Library Policy, 1965
     Procedure, 1964-69
     WILL Lists, 1963-70
   Library Archival Recording Collection, 1950-51
   -2--Oral History Articles and Programs (2 folders), 1964-74
   -3--Services and Catalogs, 1967-77
   -4--Glossaries and Technical Standards, 1965
   -5--Tapes, 1968-69
   -6--Archives Program, 1970-78
     USOE, Librarianship Oral History Institute, 1969-70
     Columbia (2 folders), 1963-77

SP-1--<u>Space</u>, Library, 1963-70
             Archives Space Report--Drafts, 1971-77
             Space, 1977
             Library, Rooms 19-21, 1971-77
     -2--Commerce, Move, 1973
             Moving Plan, Room 470--Room 10, 1973
     -3--Child Development, 1973-75
     -4--Library, 1971-77
     -6--Security, 1977

Box 8:

SE-1--<u>Supplies and Equipment</u>, Boxes (2 folders), 1963-77
             Fibredex Document Cases (2 folders), 1963-77
             Shelving (2 folders), 1963-77
     -2--Equipment (2 folders), 1963-77
     -2-1--Sound Recording Equipment, 1968-77
             Spacesaver Shelving, 1977
     -2-2--Orders for Tapes, 1964
     -2-4--Photo Supplies, 1971-77
     -2-6--Requests, 1971-77
     -4--Folders (2 folders), 1963-77
     -6--Surplus Equipment Lists (2 folders), 1963-77
TRG-1--<u>Training</u>, University Archives Institute, 1964
     -2--Conference on Small College and University Archives, 1966

Box 9:

TRG-3--Archival Administration, Plans for a Course, 1965-67
     -4--Archival Course, Summer Session, 1966-69
     -4-1--1969
     -6--International Conference on Education for Librarianship (2 folders),
                 6/12-16/67
     -7--Records Management Course
TRA-1--<u>Travel</u>, Travel Vouchers (2 folders), 1964-77
     -2--Arrangements (2 folders), 1964-70
     -3--Requests (2 folders), 1966-77
     -4--Hotel/Motel Arrangements, 1971-77

Box 10:

USE-1--<u>Use</u>, Applications for Use, 1964-70
              Regulations Governing Use, 1966-72
       -2--Restrictions on Materials, 1963-70
       -2-3--Restriction Policy on Student Records, 1972-73
       -2-6--Applications to Use ALA Archives and Other Repositories, 1975
       -3--Copyright Law and Literary Property Rights, 1963-70
              Copyright Law (2 folders), 1971-77
       -6--Legislation, 1974
              Legislation, Rights to Privacy, 1971-77
              Legislation, Public Access, 1974
              Legislation--Freedom of Information Act--<u>Columbia Law Review</u>, 6/19/74
       -8--Directives and Policy Manuals, 1954-68

Box 11:

PARADIGM Printouts
       Subject Indices, 1975, 1977, 1980
       Annual Report Printouts, 1969-74

Box 12:

PARADIGM Printouts
       Annual Report Printouts, 1975-84

Box 13:

PARADIGM Printouts
       Annual Report Printouts, 1985-90

Box 14:

PARADIGM Printouts
       Annual Report Printouts, 1991-

Box 15:

BUD-1--Account Statements (Pre-UFAS), 1979-81
              Library General Services (4 folders), 1981-91
              LGS - Archives (2 folders), 1981-91

Box 16:

PER-6--Graduate Assistantships, 1981-86
        Graduate Applications, Summer, 1980-88
        -12--Brichford, Maynard, University Forms, 1977-87
                        Personal Annual Report (6 folders), 1976-89
                        Annual Report of Publications, 1978-85
                        NEH Grant Proposals, 1981-85
                        Acting Librarian, 1982
                        Sabbatical Leave, Correspondence, 1978
        -19--Graduate Assistant Correspondence, A-D (11 folders), 1978-88

Box 17:

PER-19--Graduate Assistant Correspondence, E-W (30 folders), 1978-89
REP-1--Annual Reports, 1975-88

Box 18:

REP-3--Annual Report Working Papers, 1977-78 (2 folders)
                1978-79 (2 folders)
                1979-80 (2 folders)
                1980-81 (3 folders)
                1981-82 (2 folders)

Box 19:
                1982-83 (2 folders)
                1983-84 (2 folders)
                1984-85 (2 folders)
                1985-86 (4 folders)
                1986-87 (3 folders)

Box 20:

                1986-87 (2 folders)
                1987-88 (4 folders)
                1988-89 (7 folders)
                1989-90 (5 folders)

Box 21:
        Reference Correspondence
                1963-74 Topics A-Z (14 Folders)

        1963-74 Names A-Z (18 Folders)

<u>Box 22</u>:

        1974-75
        1975-76
        1976-77
        1977-78
        1978

<u>Box 23</u>:

        1979
        1981
        1982 (2 Folders)
        1983 (2 Folders)
        1984

<u>Box 24</u>:

        1984
        1985 (2 Folders)
        1986 (2 Folders)

<u>Box 25</u>:

        1987 (2 Folders)
        1988 (2 Folders)

<u>Box 26</u>:

        1989 (2 Folders)
        1990 (2 Folders)

<u>Box 27</u>:

        1991 (2 Folders)
        1992 (2 Folders)

<u>Box 28</u>:

        1993 (2 Folders)
        1994 (2 Folders)
        1995

<u>Box 29</u>:

        1995
        1996 (4 Folders)

<u>Box 30</u>:

1996 (5 folders)

<u>Box 31</u>:

1997-June 1998 (4 folders)

<u>Box 32</u>:

July 1998-1999 (3 folders)

<u>Box 33</u>:

PRO–Program Files
Black Alumni Project
Correspondence and Proposals, 1968-74 (3 folders)
Publications and Reports relating to Black Alumni

<u>Box 34</u>:

REF–<u>Reference</u>
Reference Inquiry Correspondence (8 folders)
Jan., 2000 - Sep., 2001

<u>Box 35</u>:

Reference Inquiry Correspondence (8 folders)
Oct., 2001 - Sep., 2003

<u>Box 36</u>:

Reference Inquiry Correspondence (8 folders)
Oct., 2003 - Sep., 2005