THE WINTHROP UNIVERSITY ARCHIVES AND SPECIAL COLLECTIONS

GUIDE TO THE RECORDS RELATING TO WINTHROP UNIVERSITY
Statement of Purpose:

The Winthrop University Archives is the memory center for all university records of historical significance. It preserves a variety of materials relating to the origin and development of Winthrop, and to the achievements of its officers, faculty, staff, alumni and students. Of special interest are correspondence, photographs, administrative records, speeches and business files that document the work of the University and its components.

A few of the types of collections included within the University Archives are:

- Board of Trustees Minutes
- The President’s Administrative Records
- Records Relating to Winthrop’s History
- Records Relating to Administrative Offices
- Records of the Academic Departments
- University, Faculty, Alumni, and Student Publications
- Student Organizations and Club Records
- Theses
- Memorabilia ( Scrapbooks, Uniforms, Reminiscences, etc.)
- Photographs
- Vertical and Biographical Files (newspapers, articles, etc. pertaining to the University and Faculty/Staff)
- Other Records of Administrative and Historical Value

Authorization Statement

*Ratified by the Winthrop Board of Trustees on January 29, 1977*

The President and Board of Trustees of Winthrop University, a state institution chartered and supported by the state of South Carolina, recognizing the unique place the University has had in the history of the state, in higher education in the southeast, and the value of an archives in preserving a true and accurate history of the University, its alumni and their accomplishments and the institution’s place in the community, state and region, declare it to be the policy of the University to preserve its organic records of permanent value to document the origin, growth and future development of Winthrop as an institution of higher learning. It is therefore the duty and responsibility of all officers, members of the faculty, administrative and supervisory personnel and employees of the University to become familiar with and adhere to the following guidelines and regulations concerning records created in the conduct of University business and subject to the provisions of the South Carolina Public Records Act. (Statutes at Large, LVIII, 350-355).
STATUTES- ACTS OF INCORPORATION
The Winthrop Training School for Teachers at Columbia, South Carolina was formally established by the South Carolina General Assembly on December 24, 1887. The Act that established Winthrop Normal and Industrial College (later Winthrop College), an institution for the practical training and higher education of white girls was formally approved on December 23, 1891 by the South Carolina General Assembly. For a copy of these acts, see the college by-laws (W401: series 2) for 1902.
W401-1

STATUTES- WINTHROP BY-LAWS
Consists of the by-laws pertaining to Winthrop.
W401-2

STATUES- COEDUCATION BILL
Consists of the Co-education Bill passed in 1974 allowing men to attend and receive degrees from Winthrop.
W401-3

TRUSTEES- REPORTS TO THE GENERAL ASSEMBLY
These reports give an overview of the College’s operations including a general survey of college development, finances, enrollment and curriculum summaries, physical facilities, entrance requirements and other subjects.
W402-1

TRUSTEES- MINUTES
The minutes give a synopsis of previous board meetings, reports from board committees, recommendations, resolutions, statistical data relating to college enrollment, financial outlines, presidential reports, policy statements, and other information related to the general business of the College.
W402-2

TRUSTEES- COMMITTEE RECORDS
This series shows the procedures, discussions and organization of the various board committees.
W402-3

TRUSTEES- GENERAL CORRESPONDENCE
This series consists of correspondence between members of the Board of Trustees and other individuals concerning a diversity of subjects including the establishment of the college, financial statements, insurance, faculty employment, curriculum needs, equal pay for women at Winthrop, bank notices, salary increases, faculty and student petitions, proposed tenure plans, trustee elections, candidacy for president, physical improvements, and other matters related to the development of the college. For the records of individual board members see W402-8.
W402-4
TRUSTEES- GENERAL REPORTS, RECOMMENDATIONS, RESOLUTIONS, AND STATEMENTS
This series includes budget statements, recommendations for faculty salary increases and promotions, revenue and budget request statements, enrollment summaries, expense accounts, correspondence relating to the Winthrop-AAUP controversy, and the college’s relation to AAUW, recommendations regarding land acquisition, inventory of the college farm, recommended lists of graduates, and other related records. These records originate from part of the Board of Trustees, division of the college, or from outside the college itself. Many of the reports, recommendations, etc. have been read into the minutes.

TRUSTEES- SPECIAL REPORTS, TOPICS, AND ISSUES
Included are correspondence, petitions, excerpts from the Board’s minutes, annual reports, agenda notes, copies of addresses, statements, and newspaper clippings related to certain controversial issues, important topics concerning board matters such as student enrollment reports, the Association of Governing Boards, and administrative reports and issues that have affected the school over the years, such as co-education, equal salaries for women teachers, and the future of Winthrop College.

TRUSTEES- REAL ESTATE RECORDS
This series consists of correspondence, deeds, financial expenditures, charters and surveys, appraisals, outstanding bills and notes, maps and other related records concerning the college’s purchase and development in Rock Hill.

TRUSTEES- RECORDS OF THE MEMBERS OF THE BOARD OF TRUSTEES
This series includes correspondence, bulletins, statements, reports, photographs, notes, copies of speeches, memorandum, booklets, and telegrams related to individuals who have served at various times as members of the board. The type and volume of material for each individual varies.

TRUSTEES- VARIOUS RECORDS
This series includes the various items received by the Archives which do not belong to the other series in the trustees record group and which are not large enough in volume to constitute their own record series.

OFFICE OF THE PRESIDENT- GENERAL ADMINISTRATIVE RECORDS
This heterogeneous group of records created in the Office of the President include correspondence, telegrams, memoranda, statements, reports, minutes and other related records. The records primarily pertain to the President’s role in the administration of the College, but also documented is Winthrop’s position in the Rock Hill community; and its relationship to other colleges and universities in the state.
OFFICE OF THE PRESIDENT- OPENING WEEK RECORDS
This series includes invitational cards, notices of meetings, calendars of events, memoranda, correspondence, program notes, newspaper clippings and related records, mainly pertaining to the various events, procedures, ceremonies and activities, including registration and orientation, held during the opening week of school.
W403-0-2

OFFICE OF THE PRESIDENT- DAVID BANCROFT JOHNSON ADMINISTRATION (1886-1928)- REPORTS TO THE BOARD OF TRUSTEES
These narrative reports provide information on enrollment, officers and teachers, health, courses of study, the library, the Y. W. C. A., finances, farm and grounds, scholarships, entrance requirements, the Practice Home, the Training School, summer school, Alumni association, student affairs, rural schools, the Peabody Board, permanent improvements, extension work, kindergarten, physical plant, the future needs of the college and other matters. The Johnson reports are supplementary to the Trustees’ reports to the General Assembly and include particulars not normally included in the Trustees’ reports. The reports were presented at the Trustees’ meetings, usually two or three times a year.
W403-1A-1

OFFICE OF THE PRESIDENT- DAVID BANCROFT JOHNSON ADMINISTRATION (1886-1928)- SPEECHES
Most of these speeches were presented at the opening of school to students and teachers in September or January. A particular speech may have been used on more than one occasion.
W403-1A-2

OFFICE OF THE PRESIDENT- DAVID BANCROFT JOHNSON ADMINISTRATION (1886-1928)- CORRESPONDENCE AND MEMORANDA
These records include correspondence, newspaper clippings, resolutions, memoranda, telegrams, and copies of acts related to D. B. Johnson’s activities as an administrator, educator, and resident of Rock Hill. A great part of the records pertain to Johnson’s relationship with various state agencies particularly to the state legislature and his attempt to obtain money from the legislature.
W403-1A-3

OFFICE OF THE PRESIDENT- DAVID BANCROFT JOHNSON ADMINISTRATION (1886-1928)- NEWSPAPER ARTICLES
These articles provide information on Johnson’s life, death, and contribution to Winthrop’s development and to education. The newspaper articles are from newspapers within the state, while the magazine articles may be from magazines with national circulation.
W403-1A-4

OFFICE OF THE PRESIDENT- DAVID BANCROFT JOHNSON ADMINISTRATION (1886-1928)- VARIOUS RECORDS
This heterogeneous group of records contains a variety of materials, which provide information on both the background of Dr. Johnson and his contribution to the development of Winthrop. Included are a certificate of life membership and
life directorship from the National Education Association, a transcript of an interview with Dr. James P. Kinard about Dr. Johnson and his idea of education, a paper presented by Dr. Johnson on the preparation of librarians for Public School, and a prayer made by Father Gregg at the funeral of D.B. Johnson on December 27, 1928.

W403-1A-5

OFFICE OF THE PRESIDENT- JAMES PINCKNEY KINARD ADMINISTRATION (1929-1934)- VARIOUS RECORDS
This series consists of various records produced by and for the Office of the President during James Pinckney Kinard’s tenure.
W403-2B-1

OFFICE OF THE PRESIDENT- SHELTON JOSEPH PHELPS ADMINISTRATION (1934-1943)- SUBJECT FILE
This series consists of the records produced by and for the Office of the President during Shelton J. Phelps administration (1934-1943).
W403-3C-1

OFFICE OF THE PRESIDENT- HENRY RADCLIFFE SIMS ADMINISTRATION (1944-1959)- GENERAL CORRESPONDENCE
This series consists of letters received, copies of letters sent, and related records mainly pertaining to the affairs of the College, personal business matters, and his relationship with various individuals. There is a wide variety of correspondents, including legislators, family members, company representatives, faculty, and students.
W403-4D-1

OFFICE OF THE PRESIDENT- HENRY RADCLIFFE SIMS ADMINISTRATION (1944-1959)- ADMINISTRATIVE RECORDS
This series includes correspondence, reports, memoranda, financial statements, questionnaires, clippings and other records detailing Winthrop’s participation in state educational matters, the day-to-day administration of the College by President Sims, and controversial issues that have arisen over the years at Winthrop.
W403-4D-2

OFFICE OF THE PRESIDENT- HENRY RADCLIFFE SIMS ADMINISTRATION (1944-1959)- SPEECHES
This series consists of speeches, which were given at different occasions to faculty, alumni, and students at off-campus events. This series also includes rough drafts and notes used by Sims to make speeches that were delivered extemporaneously.
W403-4D-3

OFFICE OF THE PRESIDENT- HENRY RADCLIFFE SIMS ADMINISTRATION (1944-1959)- ADMINISTRATIVE RECORDS
This series includes statistical studies, mimeographed copies of relevant correspondence and sample forms that were used. The records were mainly sent to students, faculty, administrative officers of the College, trustees, and to members of the legislature, and reflect administrative policy formulated at the presidential level. Of special importance are the periodic reports to the Board of Trustees by Sims, which summarize the state of officers at Winthrop.
W403-4D-4
OFFICE OF THE PRESIDENT- HENRY RADCLIFFE SIMS ADMINISTRATION (1944-1959)- CORRESPONDENCE WITH AND CONCERNING STUDENTS
This series contains correspondence sent to or from the Office of the President during Henry Sim’s tenure that concerns students or interested parties.
W403-4D-5

OFFICE OF THE PRESIDENT- HENRY RADCLIFFE SIMS ADMINISTRATION (1944-1959)- ORGANIZATIONS RECORDS
These records pertain to solicitation on the part of organizations as well on Sims’ involvement with various organizations. The records are arranged alphabetically by title of organization.
W403-4D-6

OFFICE OF THE PRESIDENT- HENRY RADCLIFFE SIMS ADMINISTRATION (1944-1959)- VARIOUS RECORDS
This series consists of the various records produced by and for the Office of the President during Henry Sims’ tenure which are not of sufficient quantity to constitute its own series.
W403-4D-7

OFFICE OF THE PRESIDENT- CHARLES SHEPHARD DAVIS ADMINISTRATION (1959-1973)- SUBJECT FILE
This series consists of correspondence, memoranda, reports, minutes, proposals, newspaper clippings, financial statements, speeches, and other records relating to the operation of the College by the Charles Shephard Davis Administration.
W403-5E-1

OFFICE OF THE PRESIDENT- CHARLES SHEPHARD DAVIS ADMINISTRATION (1959-1973)- VARIOUS RECORDS
This series consist of the various records produced by and for the Office of the President during Charles Shephard Davis’ Administration.
W403-5E-2

OFFICE OF THE PRESIDENT- CHARLES BROOKS VAIL ADMINISTRATION (1973-1982)- SUBJECT FILE
This series consists of correspondence, memoranda, reports, minutes, newspaper clippings, pamphlets, and other records relating to the administrative activities of Dr. Charles B. Vail (1973-1982), including his interaction with Winthrop administrators and faculty, the York County community, the state of South Carolina, the Federal government and other colleges and universities.
W403-6F-1

OFFICE OF THE PRESIDENT- CHARLES BROOKS VAIL ADMINISTRATION (1973-1982)- REPORTS TO THE BOARD OF TRUSTEES
This series consists of president’s reports, memorandums, minutes of board meetings, policies, proposals, and revisions.
W403-6F-2
OFFICE OF THE PRESIDENT- CHARLES BROOKS VAIL ADMINISTRATION (1973-1982)- EXECUTIVE CABINET RECORDS
This series consists of minutes of board meetings, reports of the president, and memorandums.
W403-6F-3

The collection contains correspondence and memoranda produced by or for the Office of the President during Phil Lader tenure as Winthrop President.
W403-7G-1

OFFICE OF THE PRESIDENT- PHILLIP LADER ADMINISTRATION (1983-1985)- Subject File
This series contains various records produced by or for the Office of the President during Phil Lader tenure as Winthrop President.
W403-7G-2

This series consists mainly of speeches delivered by Dr. Piper to community service organizations, business groups, Winthrop faculty, alumni and students, Winthrop convocations, and women’s groups.
W403-8H-1

This series consists of the various records produced by or for the Office of President during Martha Kime Piper’s term as Winthrop President from 1986 to 1988, which are not of sufficient quantity to constitute their own series. The contents are chronologically arranged in each folder.
W403-8H-2

This series consists mainly of correspondence from the 1980s from president Martha Kime Piper and other members of Winthrop college, various Board groups, other universities, various organizations, businesses, alumni, and former presidents and vice presidents of Winthrop. Subjects include issues and concerns of Winthrop, events, the surrounding areas of Winthrop, Dr. Piper’s term as President of Winthrop University, education improvements, campus improvements, other universities, purchases, issues and concerns of South Carolina, and personal correspondence.
W403-8H-3

This series includes meeting minutes, correspondence, reports, memoranda, biographical information on various trustee members, newspaper articles, by-laws, newsletters, and plans for change at Winthrop.
W403-8H-4

OFFICE OF THE PRESIDENT- ANTHONY JOSEPH DIGIORGIO (1989-2013)- CORRESPONDENCE AND MEMORANDA
This series consists of correspondence and memoranda produced by the Office of the President. The contents mainly consist of e-mails regarding: budget updates, budget cuts, ways the university plans to absorb the budget cuts, faculty awards, holiday events and parties, opening of new buildings, parking and safety, annual reports, scholarships, and other topics.
W403-9I-1

OFFICE OF THE PRESIDENT- ANTHONY JOSEPH DIGIORGIO (1989-2013)- OPENING ADDRESS
This series consists of records pertaining to the opening address given by the President to mark the beginning of the academic year during President DiGiorgio’s tenure.
W403-9I-2

OFFICE OF THE PRESIDENT- ANTHONY JOSEPH DIGIORGIO (1989-2013)- SUBJECT FILE
This series consists of the various records produced by and for the Office of the President during Anthony J. DiGiorgio’s tenure as Winthrop President.
W403-9I-3

OFFICE OF THE PRESIDENT- ANTHONY JOSEPH DIGIORGIO (1989-2013)- ANNUAL REPORTS
This series consists of Winthrop University Annual Reports produced by the Office of the President.
W403-9I-4

OFFICE OF THE PRESIDENT- JAYNE MARIE COMSTOCK (2013- )- CORRESPONDENCE AND MEMORANDA
This series consists of correspondence and memoranda produced by the Office of the President. The contents mainly consist of e-mails regarding: budget updates, budget cuts, ways the university plans to absorb the budget cuts, faculty awards, holiday events and parties, opening of new buildings, parking and safety, annual reports, scholarships, and other topics.
W403-10J-1

INTERIM PRESIDENT- MOWAT G. FRASER ADMINISTRATION- VARIOUS RECORDS
This series consists of the various records produced by and for the Office of the President during Mowat Fraser’s tenure as interim president between Shelton Phelps and Henry Sims’ tenures as President.
W403.1-1A-1

INTERIM PRESIDENT- GLENN G. THOMAS ADMINISTRATION- VARIOUS RECORDS
This series consists of the various records produced by and for the Office of the President during Glenn Thomas’s tenure as interim president between Charles Vail and Phil Lader’s tenures as President.
W403.1-1A-2

INTERIM PRESIDENT- W. MARCUS NEWBERRY ADMINISTRATION- VARIOUS RECORDS
This series consists of the various records produced by and for the Office of the President during Marcus Newberry’s tenure as interim president between Phil Lader and Martha Piper’s tenures as President.

W403.1-1A-3

INTERIM PRESIDENT- MICHAEL SMITH ADMINISTRATION- VARIOUS RECORDS
This series consists of the various records produced by and for the Office of the President during Michael Smith’s tenure as interim president between Martha Piper and Anthony DiGiorgio’s tenures as President.

W403.1-1A-4

ASSISTANT TO THE PRESIDENT- ASSISTANT TO THE PRESIDENT FOR PUBLIC AFFAIRS, OFFICE OF- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Office of the Assistant to the President for Public Affairs.

W403.2-1A-1

ASSISTANT TO THE PRESIDENT- EXECUTIVE ASSISTANT TO THE PRESIDENT, OFFICE OF- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Office of the Executive Assistant to the President who is also the Secretary to the Board of Trustees. Much of the correspondence is notices of Board meetings and the agendas for these meetings.

W403.2-2B-1

ASSISTANT TO THE PRESIDENT- ASSISTANT TO THE PRESIDENT FOR UNIVERSITY EVENTS, OFFICE OF- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Office of the Assistant to the President for University Events.

W403.2-3C-1

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS- ACADEMIC DEAN- REPORTS AND MEMORANDA
This series consists mainly of reports, memoranda, and correspondence. These records reflect the general responsibility of the Dean of the College for administering all phases of the Academic program including organizing and directing the summer school, preparing schedules of recitations, and overseeing the curriculum.

W404-1A-1

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS- ACADEMIC DEAN- SUBJECT FILE
This series includes correspondence, reports, newspaper clippings, memoranda, minutes, proposals, studies, correspondence and other administrative records of the office. The Dean of the College was responsible for administering all phases of the academic program including organizing and directing the summer school program, preparing schedules of recitations and overseeing the curriculum.
W404-1A-2

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS- OFFICE OF ACADEMIC AFFAIRS- GENERAL ADMINISTRATIVE RECORDS
This series consists mainly of memoranda and correspondence, but also included are minutes, policy statements, news releases, financial records, brochures, and other records relating to the work of Winthrop College committees, the development of the College's academic programs and policies, and the implementation of specific projects and studies. The Vice-President for Academic Affairs had general supervision of the undergraduate and graduate curriculum, teaching and faculty recruitment. He served as chairman of the Academic Council and as an ex-officio member of the Graduate Council. He had administrative supervision of the Academic Deans, the Honor Program, the Library, the Registrar's Office, and the Office of Guidance, Placement and Testing.

W404-2B-1

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS- OFFICE OF ACADEMIC AFFAIRS- VARIOUS RECORDS
This series consists of the various records produced for and by the Office of Academic Affairs. This series includes records not sufficiently large enough in quantity to warrant a separate series identification.

W404-2B-2

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS- UPWARD BOUND PROGRAM- GENERAL ADMINISTRATIVE RECORDS
This series consists of applications, correspondence, financial records, reference materials, lists, memoranda, and other types of records relating to the Upward Bound Program. There is a large amount of information on individual students who participated in the educational program, but very limited amounts on teaching methods and materials.

W404-3C-1

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS- SUMMER CAMP FOR THE ACADEMICALLY TALENTED (SCAT)- GENERAL ADMINISTRATIVE RECORDS
This series consists mainly of evaluations, questionnaires, reports, correspondence, and teaching material relating to the Summer Camp for the Academically Talented (SCAT). SCAT began at Winthrop in 1964 as an educational experience for Junior High School students (8th and 9th grades) who were at least two grade levels ahead of their peers in school.

W404-4D-1

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS- MELFORD WILSON ADMINISTRATION- VARIOUS RECORDS
This series consists of the various records produced for or by the Office of the Vice President for Academic Affairs during Melford Wilson's Administration. This series includes records that are not of sufficient quantity to warrant a separate series.

W404-5E-1

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS- OFFICE OF ASSESSMENT- SURVEYS
This series includes copies of surveys sent out by the Office of Assessment, which is an office under the Vice President for Academic Affairs.

W404-6F-1

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS- THOMAS MOORE ADMINISTRATION- CORRESPONDENCE AND MEMORANDA
This series consists of correspondence and memoranda produced for or by the Office of the Vice President for Academic Affairs during Thomas Moore’s Administration.

W404-7G-1

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS- THOMAS MOORE ADMINISTRATION- VARIOUS RECORDS
This series consists of various records produced for or by the Office of the Vice President for Academic Affairs during Thomas Moore’s Administration. This series includes records that are not of sufficient quantity to warrant a separate series.

W404-7G-2

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS- DEBRA BOYD ADMINISTRATION- CORRESPONDENCE AND MEMORANDA
This series consists of correspondence and memoranda produced for or by the Office of the Vice President for Academic Affairs during Debra Boyd’s Administration.

W404-7G-1

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS- WINTHROP INVESTS IN LIFELONG LEARNING PROGRAM (WILL)- CORRESPONDENCE AND MEMORANDA
This series consists of correspondence and memoranda produced for or by the Office of the Vice President for Academic Affairs concerning the Winthrop Invests in Lifelong Learning Program (WILL).

W404-9I-1

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS- SPONSORED PROGRAMS AND RESEARCH- CORRESPONDENCE AND MEMORANDA
This series consists of correspondence and memoranda produced for or by the Office of the Vice President for Academic Affairs concerning sponsored programs and research.

W404-10J-1

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATIVE SERVICES-ARCHITECTURAL PROJECTS AND PROPOSALS
This series contains materials relating to the selection of architectural and engineering firms for several Winthrop renovation and construction projects. Materials included in this series includes brochures, photographs, application précis, correspondence, and notices.

W404.1-1
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATIVE SERVICES-VARIOUS RECORDS
This series consists of the various records produced by and for the Office of the Vice President for Administrative Services that are not of sufficient quantity to constitute a separate series.
W404.1-2

OFFICE OF THE VICE PRESIDENT FOR BUSINESS AND FINANCE-OFFICE OF BUSINESS AND FINANCE- GENERAL ADMINISTRATIVE RECORDS
This series includes correspondence, newsletters, surveys, reports, memoranda, financial records, newspaper clippings, questionnaires, statements, blue prints, manuals, brochures, membership lists, and other general administrative records relating to the Office of Business and Finance. The Vice President for Business and Finance, as stated in the faculty manual for 1974, was the chief business officer of the college, responsible for the fiscal affairs of the college, including budget preparation and control, contractual arrangement, and the business relationships with the Commission of Higher Education, the State Budget and Control Board, and the State Legislative Finance Committee. The Vice President was also responsible for administrative data processing, auxiliary enterprises, office services, and non-academic personnel administration.
W404.2-1A-1

OFFICE OF THE VICE PRESIDENT FOR BUSINESS AND FINANCE-OFFICE OF BUSINESS AND FINANCE-FINANCIAL RECORDS
This series consists of the financial records produced by the Office of Business and Finance. The Vice President for Business and Finance, as stated in the faculty manual for 1974, was the chief business officer of the college, responsible for the fiscal affairs of the college, including budget preparation and control, contractual arrangement, and the business relationships with the Commission of Higher Education, the State Budget and Control Board, and the State Legislative Finance Committee. The Vice President was also responsible for administrative data processing, auxiliary enterprises, office services, and non-academic personnel administration.
W404.2-1A-2

OFFICE OF THE VICE PRESIDENT FOR BUSINESS AND FINANCE-OFFICE OF BUSINESS AND FINANCE-CORRESPONDENCE AND MEMORANDA
This series consists of correspondence and memoranda produced by the Office of Business and Finance. The Vice President for Business and Finance, as stated in the faculty manual for 1974, was the chief business officer of the college, responsible for the fiscal affairs of the college, including budget preparation and control, contractual arrangement, and the business relationships with the Commission of Higher Education, the State Budget and Control Board, and the State Legislative Finance Committee. The Vice President was also responsible for administrative data processing, auxiliary enterprises, office services, and non-academic personnel administration.
W404.2-1A-3

OFFICE OF THE VICE PRESIDENT FOR DEVELOPMENT- WINTHROP FOUNDATION- VARIOUS RECORDS
This series consists of the various records produced by and for the Winthrop Foundation in the Office of Development.
W404.3-1A-1

OFFICE OF THE VICE PRESIDENT FOR DEVELOPMENT- WINTHROP FOUNDATION- DAVID JEFFREYS ADMINISTRATION
This series consists of records produced by and for the Winthrop Foundation during Dr. David Jeffreys’ administration in the Office of Development.

W404.3-1A-2

OFFICE OF THE VICE PRESIDENT FOR DEVELOPMENT- BRIEN LEWIS ADMINISTRATION- CORRESPONDENCE AND MEMORANDA
This series consists of correspondence and memoranda produced by and for the Vice President for Development during Brien Lewis tenure.

W404.3-2B-1

OFFICE OF THE VICE PRESIDENT FOR DEVELOPMENT- KIMBERLY KEEL ADMINISTRATION- CORRESPONDENCE AND MEMORANDA
This series consists of correspondence and memoranda produced by and for the Vice President for Development during Kimberly Keel’s tenure.

W404.3-3C-1

OFFICE OF THE DEAN OF STUDENTS- VARIOUS RECORDS
This series consists of the various records relating to the Dean of Students Office, which are not of sufficient quantity to constitute a separate series.

W405-1

OFFICE OF THE DEAN OF STUDENTS- CORRESPONDENCE AND MEMORANDA
This series consists of correspondence and memoranda produced by or for the Office of the Dean of Students.

W405-2

COUNCILS- VARIOUS RECORDS
This series consists of the various records produced by the Winthrop College, which are not of sufficient quantity to constitute a separate series.

W406-1

COUNCILS- COLLEGE COUNCIL- MINUTES
This series consists of the official minutes of the Winthrop College Council. This council served to investigate charges of bad conduct on the part of certain students.

W406-1A-1

COUNCILS- COLLEGE COUNCIL- CORRESPONDENCE AND RELATED RECORDS
This series consists of the College Council correspondence and related records concerning student cases and the decisions made by the college council.
W406-1A-2

COUNCILS- ADMINISTRATIVE COUNCIL- MINUTES AND RELATED RECORDS
This series contains Administrative Council meeting minutes and related records including agenda notes, proposal, memoranda, and reports.
W406-2B-1

COUNCILS- ACADEMIC COUNCIL- MINUTES
This series consists of the official minutes of the Academic Council. Generally, the Academic Council is responsible for “all matters pertaining to the undergraduate curriculum, instruction and academic policies of the College” (see college by-laws).
W406-3C-1

COUNCILS- ACADEMIC COUNCIL- SUBSIDIARY RECORDS
This series consists of supplemental records- reports, recommendations, proposals, memoranda, etc.- that were relevant to the policies formulated by the Academic Council.
W406-3C-2

COUNCILS- ACADEMIC COUNCIL- COMMITTEE RECORDS
This series consists of the official minutes and related records, such as reports, recommendations and memoranda of the committees which were established by the Academic Council.
W406-3C-3

COUNCILS- ACADEMIC COUNCIL- VARIOUS RECORDS
This series contains the various records including correspondence, minutes, faculty data, history, and promotion records produced by and for the academic council which are not of sufficient quantity to constitute its own series.
W406-3C-4

COUNCILS- GRADUATE COUNCIL- MINUTES AND RELATED RECORDS
This series includes the minutes and related records, such as agenda notes, reports, recommendations, and memoranda which were produced by the graduate council. The graduate council was created in 1945 to plan, supervise, and execute all work leading to graduate degrees.
W406-4D-1

COUNCILS- BUSINESS, PUBLIC RELATIONS, AND STUDENT PERSONNEL COUNCILS- VARIOUS RECORDS
This series includes the council minutes, inter-office memoranda, statement of purpose, reports and recommendations produced by and for the Business, Public Relations, and Student Personnel Councils. The Business Council was
responsible for the business management and services of the College. The Public Relations Council was responsible for the activities that bore a significant relationship to the off campus community. The Student Personnel Council was responsible for the personal and social welfare of the students.

W406-5E-1

COUNCILS- HONORS COUNCIL- SUBJECT FILE
This series consists of correspondence, brochures, minutes, reports, newspaper clippings, membership lists, evaluations, course descriptions and other records, relating to the Honors Council and the Honors program at Winthrop.
W406-6F-1

COUNCILS- HONORS COUNCIL- HONORS PAPERS
This series consists of term papers done by students in various departments for an honors seminar that was usually held each semester and in order to meet the requirements for departmental honors.
W406-6F-2

COUNCILS- DEANS COUNCIL - MINUTES AND RELATED RECORDS
This series consists of the minutes and related records including agenda notes, reports, recommendations, and memoranda produced by and for the Deans Council. The Deans Council consists of the president, the academic deans, the head librarian, and the vice provost as recorder.
W406-7G-1

COUNCILS- RESEARCH COUNCIL- MINUTES AND RELATED RECORDS
This series consists of council appointments, schedules, annual reports, and minutes documenting the Research Council, which is charged with the task of providing funds to assist Winthrop faculty in their research endeavors.
W406-8H-1

COUNCILS- RESEARCH COUNCIL- CORRESPONDENCE AND MEMORANDA
This series consists of correspondence, memoranda, and related records produced by or for the Research Council, which is charged with the task of providing funds to assist Winthrop faculty in their research endeavors.
W406-8H-2

COUNCILS- RESEARCH COUNCIL- FUNDING REQUESTS
This series consists of requests for research funds by Winthrop Faculty/Staff to the Research Council.
W406-8H-3

COUNCILS- RESEARCH COUNCIL- FUNDING REQUESTS (NOT FUNDED)
This series consists of applications received by the Research Council that were not funded by the Research Council.
W406-8H-4
COUNCILS- RESEARCH COUNCIL- FUNDING REQUESTS (FUNDED)
This series consist of applications received that were funded by the Research Council.
W406-8H-5

OFFICE OF THE REGISTRAR- REPORTS TO THE PRESIDENT
This series consists of annual and irregular reports, both narrative and statistical in nature that cover such topics as student enrollment and distribution, student placement, faculty composition, diplomas and certificates awarded, state scholarship students, dropout rates, summer school composition, and grade distribution.
W407-1

OFFICE OF THE REGISTRAR- ADMINISTRATIVE RECORDS AND CORRESPONDENCE
This series consists of the administrative records and correspondence produced by and for the Office of the Registrar, which include correspondence and memoranda (organized by calendar year after 1965), newspaper clippings, magazine clippings and miscellaneous reports.
W407-2

OFFICE OF THE REGISTRAR- ENROLLMENT, DISTRIBUTION, AND TESTING REPORTS
This series consist of enrollment, distribution and testing reports produced by the Office of the Registrar.
W407-3

OFFICE OF THE REGISTRAR- VARIOUS RECORDS
This series consists of the various records produced ob the office of the Registrar that are not of sufficient quantity to constitute its own series.
W407-4

OFFICE OF THE REGISTRAR- CORRESPONDENCE AND MEMORANDA
This series consists of correspondence and memoranda produced by and for the Office of the Registrar.
W407-5

BUSINESS OFFICE- ADMINISTRATIVE DIRECTOR’S OFFICE- MEMORANDA AND REPORTS
This series consists of the memoranda and reports produced by and for the Administrative Director and reflect the Director’s responsibilities for the development, maintenance and operation of the college plants and lands, the general supervision of the dining hall, Joynes Hall, the Infirmary, and the use of college facilities by visiting groups.
W408-1A-1

BUSINESS OFFICE- ADMINISTRATIVE DIRECTOR’S OFFICE- RECORDS RELATING TO VISITING GROUPS
This series consists of the records produced by or for the Administrative Director’s Office that pertain to the use of Winthrop’s facilities by visiting groups at the College and include memoranda, directives, correspondence, forms, clippings and other related records.
W408-1A-2

BUSINESS OFFICE- ADMINISTRATIVE DIRECTOR’S OFFICE- VARIOUS RECORDS
This series consists of the various records produced by the Administrative Director’s Office which are not of sufficient quantity to constitute its own series which, includes correspondence, memoranda, inventories, policy statements, directives, and other records.

W408-1A-3

BUSINESS OFFICE- OFFICE OF THE BURSAR- MEMORANDA AND REPORTS
This series consists of memoranda and reports produced by and for the Office of the Bursar, which covers the collecting and handling all monies due to the college, the payment of bills and handling of all payments incident to the operation of the college, the preparation of budgets and filing of financial reports, and the maintenance of adequate approved records of all transactions.

W408-2B-1

BUSINESS OFFICE- OFFICE OF THE BURSAR- CIVILIAN PILOT TRAINING PROGRAM RECORDS
This series consists of correspondence, reports, directives, contracts, and other records mainly pertaining to the implementation of the Civilian Pilot Training Program at Winthrop College.

W408-2B-2

BUSINESS OFFICE- OFFICE OF THE BURSAR- BANK STATEMENTS
This series consists of bank statements produced and distributed by the Office of the Bursar.

W408-2B-3

BUSINESS OFFICE- OFFICE OF ACCOUNTING- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Office of Accounting.

W408-2B-4

LIBRARY- COLLEGE LIBRARIAN’S ANNUAL REPORTS
This series consists of the annual report produced by the College Librarian (later known as the Dean of the Library). These statistical and narrative reports to the President of the College review the work done by the library during the previous academic year.

W409-1

LIBRARY- DEPARTMENTAL ANNUAL REPORTS
This series consists of the departmental annual reports produced by the different departments in the library. These statistical and narrative reports from the various departments within the library provide information on the year’s work done by the departments.

W409-2
LIBRARY- CORRESPONDENCE AND RELATED RECORDS
This series consists of the correspondence and related records including newspaper clippings, statements, reports, and surveys produced by the Library.
W409-3

LIBRARY- CIRCULATION STATISTICS
This series consists of the circulation statistics produced by the library.
W409-4

LIBRARY- LIBRARY COMMITTEE RECORDS
This series consists of the minutes and related records, including reports, memorandum, lists, and questionnaires, financial and other records produced by library committees.
W409-5

LIBRARY- SAMPLE FORMS, RECORDS, AND MANUALS
This series consists of sample forms, records, and manuals produced by and for the library which are not of sufficient quantity to constitute its own series.
W409-6

LIBRARY- HISTORICAL DATA
This series consists of historical statements and essays, news releases, newspaper clippings, floor plans, dedication records, magazine articles, and other records pertaining to the history of the library.
W409-7

LIBRARY- MONTHLY DEPARTMENTAL REPORTS
This series consists of the monthly departmental reports produced by the different departments in the library.
W409-8

LIBRARY- VARIOUS REPORTS
This series includes different reports produced by the various departments of the library concerning vast array of topics.
W409-9

LIBRARY- VARIOUS RECORDS
This series consists of the various records produced by the library that are not of sufficient quantity to constitute a separate series and includes correspondence and memoranda, financial records, and booklets.
W409-10

LIBRARY- DOCUMENTS DEPARTMENT RECORDS
This series consists of the records produced by the Government Documents Department in the library and includes a classification for state, county, and municipal documents, a manual of United States Government publications procedures, a list of cataloging rules for documents, and other records produced by the department.

W409-11

LIBRARY- ACQUISITIONS DEPARTMENT RECORDS
This series consists of the records produced by the Acquisitions Department in the library and includes statistics and expenditures for acquiring books, periodicals, newspapers, documents, pamphlets, and microfilm and the policy used for replacing discarded and lost books.

W409-12

LIBRARY- DEAN’S OFFICE- PERSONNEL, TENURE, AND PROMOTION FILES
This series consists of correspondence, memoranda, reports, performance appraisals and evaluations, publications and resumes concerning promotion and tenure requests of library faculty members. Due to the nature of this material it is closed to public inspection and is accessible only by the Dean of the Library.

W409-13

LIBRARY- DEAN’S OFFICE- STUDENT ASSISTANT RECORDS
This series consists of the employment records of Library student assistants.

W409-14

LIBRARY- FRIENDS OF DACUS LIBRARY RECORDS
This series consists of the various records produced by and for the Friends of Dacus Library group.

W409-15

LIBRARY- CATALOGING DEPARTMENT RECORDS
This series consists of the various records produced by and for the Cataloging Department in the Library.

W409-16

LIBRARY- DEAN’S OFFICE- ADMINISTRATIVE RECORDS
This series consists of correspondence and reports and other administrative records produced by and for the Office of the Dean of the Library.

W409-17

LIBRARY- INTERLIBRARY LOAN DEPARTMENT RECORDS
This series consists of the various records produced by the Interlibrary Loan Department in the Library.

W409-18

LIBRARY- LIBRARY EXHIBIT COMMITTEE RECORDS
This series consists of brochures, correspondences, and various other records related to the Library Exhibit Committee.

W409-19

LIBRARY- SERIALS AND PERIODICALS DEPARTMENT RECORDS
This series contains the various records produced by the Serials and Periodicals Department of the Library.

W409-20

LIBRARY- MANAGEMENT TEAM MINUTES
This series consists of the minutes of the Management Team meetings of the Library. The management team consists of the Dean of the Library, the Associate Dean, the Head of Public Services and the Head of Technical Services.

W409-21

LIBRARY- ADVERTISEMENT PUBLICATIONS: PAMPHLETS, BROCHURES, ETC.
This series consists of the advertisements and announcements produced by the Winthrop Library, such as pamphlets, brochures, flyers, etc. that were not produced as a series.

W409-22

LIBRARY- TECHNICAL SERVICES DEPARTMENT
This series consists of the various records produced by and for the Technical Services Department in the library.

W409-23

LIBRARY PUBLICATIONS- LIBRARY HANDBOOKS, MANUALS, AND GUIDES
This series consists of the library handbooks, manuals, and guides produced by the Winthrop Library as a “How to Use the Library” guide for students.

W409.1-1

LIBRARY PUBLICATIONS- LIBRARY BULLETIN
This series consists of the Library Bulletin produced by the Winthrop Library to advertise the new works available to faculty/staff and students.

W409.1-2

LIBRARY PUBLICATIONS- DACUS FOCUS
This series consists of the Dacus Focus newsletter produced by the Library.

W409.1-3

LIBRARY PUBLICATIONS- THE REFERENCE FLOW
This series consists of The Reference Flow newsletter produced by the Reference Department of the Winthrop Library.

W409.1-4
LIBRARY PUBLICATIONS- NEW GOVERNMENT PUBLICATIONS NEWSLETTER
This series consists of the *New Government Publications* newsletters produced by the Government Documents Department in the Winthrop University Library.
W409.1-5

LIBRARY PUBLICATIONS- GOVERNMENT DOCUMENTS NEWS
This series consists of the *Government Documents News* newsletter produced by the Government Documents Department in the Library.
W409.1-6

LIBRARY PUBLICATIONS- INNOPAC/DOC SPOTLIGHT
This series consists of the *INNOPAC Spotlight/ DOC Spotlight* newsletter produced by the Winthrop Library to update the campus on the progress of the implementation of the online catalog.
W409.1-7

LIBRARY PUBLICATIONS- DEAR IDA...
This series consists of the *Dear Ida...* newsletter produced by the Winthrop Library for Library employees.
W409.1-8

LIBRARY PUBLICATIONS- THE DEAN'S CORNER
This series consists of *The Dean’s Corner* newsletter produced by the Dean of the Library as an irregular serial for the college community.
W409.1-10

LIBRARY PUBLICATIONS- ON THE FRONT LINES
This series consists of the *Public Services Update* newsletter produced by the Public Services Department in the Winthrop Library.
W409.1-11

LIBRARY PUBLICATIONS- BEHIND THE SCENES
This series consists of the *Behind the Scenes* newsletter produced by the Technical Services Department in the Winthrop Library.
W409-12

LIBRARY PUBLICATIONS- FRIENDS OF DACUS
This series consists of the *Friends of Dacus Library* newsletter produced by the Friends of Dacus Library. The Friends of Dacus Library encourages gifts, endowments, memorials, and funds for financial support of the library beyond the traditional budget.
W409.1-13
LIBRARY PUBLICATIONS- LIBRARY NEWS
This series consists of the Library News produced by the Library.
W409.1-14

LIBRARY PUBLICATIONS- STUDENT EMPLOYEE HANDBOOK
This series consists of the Student Employee Handbooks produced by the Winthrop Library as a manual for new student employees.
W409.1-15

LIBRARY PUBLICATIONS- NEW FACULTY GUIDE
This series consists of the New Faculty Guide produced by the Winthrop Library for new library faculty.
W409.1-16

OFFICE OF THE ARCHIVES- SUBJECT FILE
This series consists of the various records produced by the Archives Department in the Library that are not of sufficient quantity to constitute a separate series. The records consist mainly of correspondence and memorabilia, but also include newspaper clippings, magazine articles, minutes, newsletters, brochures, program notes, applications, lists of libraries in the U.S. and list of clubs and organizations in the Catawba Region, questionnaires, bibliographies and forms.
W409.2-1

OFFICE OF THE ARCHIVES- HOT FLASH NEWSLETTER
This series consists of the Hot Flash newsletter produced by the Archives Department in the Library.
W409.2-3

OFFICE OF THE ARCHIVES- RON CHEPESUIK ADMINISTRATION RECORDS
This series consists of the records produced during Ron Chepesuik’s tenure as Director of Archives and includes correspondence, research notes, publications, and other general records.
W409.2-4

OFFICE OF THE ARCHIVES- IVA BISHOP ADMINISTRATION RECORDS
This series consists of the records produced during Iva Bishop's tenure as Director of Archives and includes correspondence, research notes, publications, and other general records.
W409.2-5

OFFICE OF THE ARCHIVES- RETROSPECT
This series consists of the Retrospect newsletter produced by Archives Department in the Library.
W409.2-6
OFFICE OF THE ARCHIVES- VARIOUS PUBLICATIONS
This series consists of the various publications produced by the Archives Department in the Library including brochures, pamphlets, and flyers that were not a series.
W409.2-7

OFFICE OF THE ARCHIVES- GENERAL ADMINISTRATIVE RECORDS- COMPLETED FORMS AND WORK LOGS
This series consists of completed forms and work logs produced by the Archives Department in the Library.
W409.2-1A-1

OFFICE OF THE ARCHIVES- GENERAL ADMINISTRATIVE RECORDS- MEMORANDA AND RELATED RECORDS
This series consists of memoranda and related records which includes correspondence and reports and relates to the origin, development and administration of the Archives Department in the Library.
W409.2-1A-2

OFFICE OF THE ARCHIVES- GENERAL ADMINISTRATIVE RECORDS- MONTHLY REPORTS TO THE HEAD OF THE LIBRARY
This series consists of the monthly reports produced by the Archives Department for the Head of the Library.
W409.2-1A-3

OFFICE OF THE ARCHIVES- GENERAL ADMINISTRATIVE RECORDS-ANNUAL REPORTS
This series consist of the Annual Reports produced by the Archives Department in the Library.
W409.2-1A-4

OFFICE OF THE ARCHIVES- GRANT PROJECT RECORDS- WOMEN LEADERS IN SC: AN ORAL HISTORY
This series consists of the Grant Project Records produced by the Archives Department in the Library concerning the *Women Leaders in SC: An Oral History.*
W409.2-2B-1

INFIRMARY- INFIRMARY REPORTS
This series consists of the monthly, annual and periodic reports produced by the Infirmary which offers a general summary of care provided including the number of reported diseases, supplies used at the infirmary, and the total number of hospitalized.
W410-1

INFIRMARY- VARIOUS RECORDS
This series consists of the various records produced by and for the Infirmary which are not of sufficient quantity to constitute a separate series.
W410-2
OFFICE OF PUBLIC RELATIONS- NEWS RELEASES
This series consists of copies of stories that were sent out by the Information Service Office to publicize significant events on campus, such as faculty appointments, scholarship recipients and curricular developments. Also included are annotations and occasional clippings of photos and mats that were sent out to the media. There is a chronological index for each month’s release located at the beginning of each month’s folder, giving the title of the story and the number of dailies, weeklies, radio stations, etc. to which the story was sent.
W411-1

OFFICE OF PUBLIC RELATIONS- CALENDAR (GREEN SHEET)
This series includes weekly schedules of important events and meetings that have occurred on campus. This calendar was issued by the Dean of Women until 1962 when it began to be issued by Office of Public Relations. In May of 1964, the calendar became known as the Green Sheet. The Office of Public Relations was formerly the Office of Public Affairs and currently the Office of University Relations.
W411-2

OFFICE OF PUBLIC RELATIONS- GENERAL ADMINISTRATIVE RECORDS
This series consists of the general administrative records produced by and for the Office of Public Relations. The Office of Public Relations was formerly the Office of Public Affairs and currently the Office of University Relations.
W411-3

OFFICE OF PUBLIC RELATIONS- EVENTS CALENDAR
This series consists of the Events Calendar produced by the Office of Public Relations annually, the calendar includes artist series events, film series showing, sorority and fraternity events, athletic events, and various other college activities for the year. The Office of Public Relations was formerly the Office of Public Affairs and currently the Office of University Relations.
W411-4

OFFICE OF PUBLIC RELATIONS- NEWS BRIEF
This series consists of News Briefs produced by the Office of Public Relations. The Office of Public Relations was formerly the Office of Public Affairs and currently the Office of University Relations.
W411-5

OFFICE OF PUBLIC RELATIONS- CORRESPONDENCE AND RELATED RECORDS
This series consists of the correspondence and related records produced by the Office of Public Relations. The Office of Public Relations was formerly the Office of Public Affairs and currently the Office of University Relations.
W411-6

OFFICE OF PUBLIC RELATIONS- VARIOUS RECORDS
This series consists of the various records produced by the Office of Public Relations that is not sufficient in quantity to constitute a separate series. The Office of Public Relations was formerly the Office of Public Affairs and currently the Office of University Relations.

W411-7

PERSONNEL RECORDS- FACULTY/STAFF RECORDS
This series consists of applications, correspondence, photographs, newspaper clippings, and other records concerning Winthrop faculty and staff employment. The Office of Personnel is currently the Office of Human Relations.
W412-1

PERSONNEL RECORDS- NEW STAFF ORIENTATION RECORDS
This series consists of records pertaining to the new staff orientation at Winthrop University. The Office of Personnel is currently the Office of Human Relations.
W412-2

PERSONNEL RECORDS- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Office of Personnel. The Office of Personnel is currently the Office of Human Relations.
W412-3

FINANCE RECORDS
This series is comprised of the finance records produced by and for Winthrop.
W413

GIFTS AND BEQUESTS
This series consists of records that provide information about the various gifts that have been given to Winthrop since the founding of the school. Many of the gifts have come from former Winthrop students and classes, organizations concerned about the betterment of education and generous friends of the school. The records include correspondence, memoranda, photographs, newspaper clippings, telegrams, lists and inventories of gifts, and deeds and contract agreements.
W413.1

SCHOLARSHIPS- ENTRANCE AND SCHOLARSHIP EXAMINATION RECORDS
This series consists of entrance and scholarship examinations largely administered by high school superintendents to those students seeking admittance and financial assistance to Winthrop. The records include test dates, students’ names and their respective counties, test scores, examination questions, examination and scholarship applications, admission certificates, lists of scholarship recipients, and related correspondence and newspaper clipping, and other elated records.
W413.2-1
SCHOLARSHIPS- APPLICATIONS AND CORRESPONDENCE RELATING TO NATIONAL YOUTH ADMINISTRATION (NYA)

STUDENT EMPLOYMENT
This series consists of applications and correspondence between the President’s office, the Business Manager, and students applying for employment and scholarships provided by the National Youth Administration (NYA). The NYA college student employment program was established in 1934-1935 and replaced the Federal Emergency Relief Administration (FERA).
W413.2-2

SCHOLARSHIPS- CORRESPONDENCE AND RELATED RECORDS BETWEEN WINTHROP AND NATIONAL YOUTH ADMINISTRATION (NYA)
This series consists mainly of correspondence (1933-1943) between Winthrop College officials, primarily the business manager, and state, regional, and national NYA directors relating to the establishment of the National Youth Administration (NYA) program for college students employment; its objectives, procedures, regulations, statistical reports, and Winthrop’s NYA allotment, which ended in 1943. There is also some early correspondence between Winthrop and agencies of the FERA, Civilian Works Administration (CWA), and Public Works Administration (PWA). The related records include legislative acts establishing and revising the program, bulletins, circulars, and sample NYA forms.
W413.2-3

SCHOLARSHIPS- VARIOUS RECORDS RELATING TO THE NATIONAL YOUTH ADMINISTRATION (NYA) PROGRAM
This series consists of records primarily made by the Bursar’s office to S.C. National Youth Administration (NYA) officials including monthly payrolls for student NYA projects (1934-1938), weekly and monthly student time reports (1935-1939), and monthly reports of student employment from college departments to the Bursar’s office (1936-1940).
W413.2-4

SCHOLARSHIPS- SCHOLARSHIP AND EMPLOYMENT CARD FILE
This series contains index cards originating from the Bursar’s office detailing the student’s name, address, type of financial assistance (scholarship, loan, employment, award) and correspondence related to the student’s financial status.
W413.2-5

SCHOLARSHIPS- RECORDS RELATING TO SCHOLARSHIPS, LOANS, FINANCIAL AID, AND FACULTY FELLOWSHIPS
This series includes correspondence, newspaper articles, brochures, regulations for administering the scholarships and receipts. Also included are lists of scholarship recipients and correspondence from individuals requesting to pay the tuition for particular students.
W413.2-6

SCHOLARSHIPS- RECORDS RELATING TO NATIONAL DEFENSE EDUCATION ACT INSTITUTE (NDEA)
This series consists of lists of applicants and participants, applications, correspondence, mailing lists, transcripts, confidential information sheets, project proposals and outlines, financial records, teaching and reference materials, reports, vitae of faculty, evaluation, minutes of the Committee on Asian Studies, and brochures relating to the National Defense Education Act Institute which was a study of Modern China held at Winthrop College in 1968.

W413.2-7

SCHOLARSHIPS- CORRESPONDENCE AND MEMORANDA
This series consists of correspondence and memoranda produced for or about various scholarships.
W413.2-8

SCHOLARSHIPS- VARIOUS RECORDS
This series consists of the various records pertaining to Winthrop scholarship programs which are not of sufficient quantity to constitute a separate series.
W413.2-9

AWARDS- SULLIVAN AWARD RECORDS
This series consists of the records related to the Mary Mildred Sullivan Award and the Algernon Sidney Award.
W413.3-1

AWARDS- AMERICAN LEGION AWARD RECORDS
This series consists of the records related to the American Legion Award.
W413.3-2

AWARDS- FACULTY/STAFF AWARD RECORDS
This series consists of the records pertaining to faculty and staff awards.
W413.3-3

AWARDS- VARIOUS AWARD RECORDS
This series consists of the records of various awards that are not of sufficient quantity to constitute its own series.
W413.3-4

WINTHROP FOUNDATION- WINTHROP CAMPAIGN RECORDS
This series consists Winthrop Foundation records pertaining to the Winthrop Campaign Celebration.
W413.4-1

HISTORY
This series consists of governmental reports, bulletins, magazine articles, short histories, newspaper clippings, duplicated copies of important documents, personal accounts and reminiscences, and correspondence, all relating in general to the historical development of Winthrop.
W415

BIOGRAPHY
This series consists of records that are biographical in nature and that relate to individuals associated with the college over the years including Faculty/Staff, presidents, trustees, governors, students, etc.
W415.1

MEMORABILIA- ARTIFACTS- SILVERWARE
This collection contains silverware used at Winthrop most of which are engraved with “Winthrop College”, “Margaret Nance”, “McLaurin”, “Bancroft”, “Senior”, “Joynes”, and “Roddey”.
W415.2-1A-1

MEMORABILIA- ARTIFACTS- COMMERATIVE CERAMICS
This collection consists of commemorative ceramics related to Winthrop.
W415.2-1A-2

MEMORABILIA- ARTIFACTS- PLAQUES
This collection consists of plaques related to Winthrop.
W415.2-1A-3

MEMORABILIA- ARTIFACTS- ATHLETIC EQUIPMENT
This collection consists of athletic equipment used or produced for the Physical Education Department, during Winthrop Athletics, or was given to, sold by, or produced by or for Winthrop.
W415.2-1A-4

MEMORABILIA- ARTIFACTS- COFFEE MUGS
This collection consists of Winthrop Coffee Mugs.
W415.2-1A-5

MEMORABILIA- ARTIFACTS- TROPHIES
This collection consists of trophies awarded to or for Winthrop.
W415.2-1A-6

MEMORABILIA- ARTIFACTS- DRINKING GLASSES
This collection contains various drinking glasses relating to Winthrop.
W415.2-1A-7

MEMORABILIA- ARTIFACTS- STATIONARY
This collection contains stationary items pertaining to Winthrop.
W415.2-1A-8

MEMORABILIA- ARTIFACTS- BOTTLES
This collection contains various bottles relating to Winthrop.

W415.2-1A-9

MEMORABILIA- ARTIFACTS- BUTTONS
This collection contains various buttons relating to Winthrop.

W415.2-1A-10

MEMORABILIA- ARTIFACTS- WINTHROP BUILDING PIECES
This collection contains pieces of Winthrop Buildings collected from restoration or demolition which includes items such as building nails from The Little Chapel, slate from Tillman Hall, and a brick from Peabody Gymnasium.

W415.2-1A-11

MEMORABILIA- ARTIFACTS- COINAGE AND MEDALLIONS
This collection contains coinage and medallions relating to Winthrop.

W415.2-1A-12

MEMORABILIA- ARTIFACTS- KEYS
This collection contains keys to cities awarded to Winthrop.

W415.2-1A-13

MEMORABILIA- ARTIFACTS- VARIOUS
This collection contains various artifacts used at or relating to Winthrop.

W415.2-1A-14

MEMORABILIA- ARTIFACTS- TOOLS
This collection contains various tools used by or relating to Winthrop.

W415.2-1A-15

MEMORABILIA- ARTIFACTS- SIGNS
This collection contains signs used by or relating to Winthrop.

W415.2-1A-16

MEMORABILIA- ARTIFACTS- DINING DISHES
This collection contains various dining dishes used by or relating to Winthrop.

W415.2-1A-17
MEMORABILIA- ARTIFACTS- GUEST BOOKS
This collection consists of guest sign-in books that were kept to keep track of visitors to Winthrop or the dormitories.
W415.2-1A-18

MEMORABILIA- ARTIFACTS- STICKERS
This collection consists of stickers produced by or for Winthrop or is about Winthrop.
W415.2-1A-19

MEMORABILIA- DIPLOMAS AND CERTIFICATES OF PROFICIENCY- 1886-1889
This collection consists of Diplomas and Certificates awarded to Winthrop graduates from 1886 to 1889.
W415.2-2B-1

MEMORABILIA- DIPLOMAS AND CERTIFICATES OF PROFICIENCY- 1890-1899
This collection consists of Diplomas and Certificates awarded to Winthrop graduates from 1890 to 1899.
W415.2-2B-2

MEMORABILIA- DIPLOMAS AND CERTIFICATES OF PROFICIENCY- 1900-1909
This collection consists of Diplomas and Certificates awarded to Winthrop graduates from 1900 to 1909.
W415.2-2B-3

MEMORABILIA- DIPLOMAS AND CERTIFICATES OF PROFICIENCY- 1910-1919
This collection consists of Diplomas and Certificates awarded to Winthrop graduates from 1910 to 1919.
W415.2-2B-4

MEMORABILIA- DIPLOMAS AND CERTIFICATES OF PROFICIENCY- 1920-1929
This collection consists of Diplomas and Certificates awarded to Winthrop graduates from 1920 to 1929.
W415.2-2B-5

MEMORABILIA- DIPLOMAS AND CERTIFICATES OF PROFICIENCY- 1930-1939
This collection consists of Diplomas and Certificates awarded to Winthrop graduates from 1930 to 1939.
W415.2-2B-6

MEMORABILIA- DIPLOMAS AND CERTIFICATES OF PROFICIENCY- 1940-1949
This collection consists of Diplomas and Certificates awarded to Winthrop graduates from 1940 to 1949.
W415.2-2B-7

MEMORABILIA- DIPLOMAS AND CERTIFICATES OF PROFICIENCY- 1950-1959
This collection consists of Diplomas and Certificates awarded to Winthrop graduates from 1950 to 1959.
W415.2-2B-8
MEMORABILIA- DIPLOMAS AND CERTIFICATES OF PROFICIENCY- 1960-1969
This collection consists of Diplomas and Certificates awarded to Winthrop graduates from 1960 to 1969. W415.2-2B-9

MEMORABILIA- DIPLOMAS AND CERTIFICATES OF PROFICIENCY- 1970-1979
This collection consists of Diplomas and Certificates awarded to Winthrop graduates from 1970 to 1979. W415.2-2B-10

MEMORABILIA- DIPLOMAS AND CERTIFICATES OF PROFICIENCY- 1980-1989
This collection consists of Diplomas and Certificates awarded to Winthrop graduates from 1980 to 1989. W415.2-2B-11

MEMORABILIA- DIPLOMAS AND CERTIFICATES OF PROFICIENCY- 1990-1999
This collection consists of Diplomas and Certificates awarded to Winthrop graduates from 1990 to 1999. W415.2-2B-12

MEMORABILIA- DIPLOMAS AND CERTIFICATES OF PROFICIENCY- 2000-2009
This collection consists of Diplomas and Certificates awarded to Winthrop graduates from 2000 to 2009. W415.2-2B-13

MEMORABILIA- DIPLOMAS AND CERTIFICATES OF PROFICIENCY- 2010-2019
This collection consists of Diplomas and Certificates awarded to Winthrop graduates from 2010 to 2019. W415.2-2B-14

MEMORABILIA- JEWELRY- RINGS
This collection consists of rings related to Winthrop predominately class rings. W415.2-3C-1

MEMORABILIA- JEWELRY- PINS
This collection consists of pins related to Winthrop. W415.2-3C-2

MEMORABILIA- JEWELRY- NECKLACES AND PENDANTS
This collection consists of necklaces and pendants related to Winthrop. W415.2-3C-3

MEMORABILIA- SCRAPBOOKS AND ALBUMS- PRE-1900s
This collection consists of Scrapbooks and Albums organized by Winthrop students or Faculty/Staff which started prior to 1900 or belonged to the members of a certain graduating class where placement in this series is more appropriate.

W415.2-4D-1

MEMORABILIA- SCRAPBOOKS AND ALBUMS- 1900-1909
This collection consists of Scrapbooks and Albums organized by Winthrop students or Faculty/Staff which started between 1900 and 1909 or belonged to the members of a certain graduating class where placement in this series is more appropriate.
W415.2-4D-2

MEMORABILIA- SCRAPBOOKS AND ALBUMS- 1910-1919
This collection consists of Scrapbooks and Albums organized by Winthrop students or Faculty/Staff which started between 1910 and 1919 or belonged to the members of a certain graduating class where placement in this series is more appropriate.
W415.2-4D-3

MEMORABILIA- SCRAPBOOKS AND ALBUMS- 1920-1929
This collection consists of Scrapbooks and Albums organized by Winthrop students or Faculty/Staff which started between 1920 and 1929 or belonged to the members of a certain graduating class where placement in this series is more appropriate.
W415.2-4D-4

MEMORABILIA- SCRAPBOOKS AND ALBUMS- 1930-1939
This collection consists of Scrapbooks and Albums organized by Winthrop students or Faculty/Staff which started between 1930 and 1939 or belonged to the members of a certain graduating class where placement in this series is more appropriate.
W415.2-4D-5

MEMORABILIA- SCRAPBOOKS AND ALBUMS- 1940-1949
This collection consists of Scrapbooks and Albums organized by Winthrop students or Faculty/Staff which started between 1940 and 1949 or belonged to the members of a certain graduating class where placement in this series is more appropriate.
W415.2-4D-6

MEMORABILIA- SCRAPBOOKS AND ALBUMS- 1950-1959
This collection consists of Scrapbooks and Albums organized by Winthrop students or Faculty/Staff which started between 1950 and 1959 or belonged to the members of a certain graduating class where placement in this series is more appropriate.
W415.2-4D-7
MEMORABILIA- SCRAPBOOKS AND ALBUMS- 1960-1969
This collection consists of Scrapbooks and Albums organized by Winthrop students or Faculty/Staff which started between 1960 and 1969 or belonged to the members of a certain graduating class where placement in this series is more appropriate.
W415.2-4D-8

MEMORABILIA- TEXTILES: CLOTHING AND UNIFORMS- PRE-1890s
This collection contains clothing and uniforms worn or made at Winthrop which predate the 1890s.
W415.2-5E-1

MEMORABILIA- TEXTILES: CLOTHING AND UNIFORMS- 1890-1899
This collection contains clothing and uniforms worn or made at Winthrop from 1890 to 1899.
W415.2-5E-2

MEMORABILIA- TEXTILES: CLOTHING AND UNIFORMS- 1900-1909
This collection contains clothing and uniforms worn or made at Winthrop from 1900 to 1909.
W415.2-5E-3

MEMORABILIA- TEXTILES: CLOTHING AND UNIFORMS- 1910-1919
This collection contains clothing and uniforms worn or made at Winthrop from 1910 to 1919.
W415.2-5E-4

MEMORABILIA- TEXTILES: CLOTHING AND UNIFORMS- 1920-1929
This collection contains clothing and uniforms worn or made at Winthrop from 1920 to 1929.
W415.2-5E-5

MEMORABILIA- TEXTILES: CLOTHING AND UNIFORMS- 1930-1939
This collection contains clothing and uniforms worn or made at Winthrop from 1930 to 1939.
W415.2-5E-6

MEMORABILIA- TEXTILES: CLOTHING AND UNIFORMS- 1940-1949
This collection contains clothing and uniforms worn or made at Winthrop from 1940 to 1949.
W415.2-5E-7

MEMORABILIA- TEXTILES: CLOTHING AND UNIFORMS- 1950-1959
This collection contains clothing and uniforms worn or made at Winthrop from 1950 to 1959.
W415.2-5E-8
MEMORABILIA- TEXTILES: CLOTHING AND UNIFORMS- 1960-1969
This collection contains clothing and uniforms worn or made at Winthrop from 1960 to 1969.
W415.2-5E-9

MEMORABILIA- TEXTILES: CLOTHING AND UNIFORMS- 1970-1979
This collection contains clothing and uniforms worn or made at Winthrop from 1970 to 1979.
W415.2-5E-10

MEMORABILIA- TEXTILES: CLOTHING AND UNIFORMS- 1980-1989
This collection contains clothing and uniforms worn or made at Winthrop from 1980 to 1989.
W415.2-5E-11

MEMORABILIA- TEXTILES: CLOTHING AND UNIFORMS- 1990-1999
This collection contains clothing and uniforms worn or made at Winthrop from 1990 to 1999.
W415.2-5E-12

MEMORABILIA- TEXTILES: CLOTHING AND UNIFORMS- 2000-2009
This collection contains clothing and uniforms worn or made at Winthrop from 2000 to 2009.
W415.2-5E-13

MEMORABILIA- TEXTILES: CLOTHING AND UNIFORMS- 2010-2019
This collection contains clothing and uniforms worn or made at Winthrop from 2010 to 2019.
W415.2-5E-14

MEMORABILIA- TEXTILES: CLOTHING AND UNIFORMS- ACCESSORIES
This collection contains accessories to clothing and uniforms worn at or made at Winthrop during various years.
W415.2-5E-15

MEMORABILIA- TEXTILES: CLOTHING AND UNIFORMS- ACADEMIC REGALIA
This collection contains academic regalia worn at Winthrop during various years.
W415.2-5E-16

MEMORABILIA- TEXTILES: MISCELLANEOUS- BANNERS
This collection contains banners related to Winthrop.
W415.2-6F-1

MEMORABILIA- TEXTILES: MISCELLANEOUS- PENNANTS
This collection contains pennants related to Winthrop.
W415.2-6F-2
MEMORABILIA- TEXTILES: MISCELLANEOUS- TOWELS
This collection contains towels related to Winthrop.
W415.2-6F-3

MEMORABILIA- TEXTILES: MISCELLANEOUS- VARIOUS
This collection contains various textiles related to Winthrop.
W415.2-6F-4

MEMORABILIA- TEXTILES: MISCELLANEOUS- PATCHES
This collection contains patches related to Winthrop.
W415.2-6F-5

MEMORABILIA- TEXTILES: MISCELLANEOUS- HANDKERchieFS AND SCARVES
This collection contains handkerchiefs and scarves related to Winthrop.
W415.2-6F-6

MEMORABILIA- TEXTILES: MISCELLANEOUS- BLANKETS AND PILLOW SHAMS
This collection contains blankets and pillow shams related to Winthrop.
W415.2-6F-7

MEMORABILIA- TEXTILES: MISCELLANEOUS- FLAGS
This collection contains flags related to Winthrop.
W415.2-6F-8

MEMORABILIA- TEXTILES: HEADWEAR- BAND HATS
This collection consists of band hats related to Winthrop.
W415.2-7G-1

MEMORABILIA- TEXTILES: HEADWEAR- COMMENCEMENT
This collection consists of commencement caps related to Winthrop.
W415.2-7G-2

MEMORABILIA- TEXTILES: HEADWEAR- MAY DAY
This collection consists of May Day Crowns. From 1929 to 1971, the May Day tradition was planned by the senior class and held on the first Saturday of May prior to graduation. Festivities included music, dancing and the May Court pageant, which consisted of 18 members, with four attendants elected by each class.
W415.2-7G-3
MEMORABILIA- TEXTILES: HEADWEAR- RAT CAPS
This collection consists of Winthrop Rat Caps. The tradition of Rat Week originated in 1945 and required freshmen to perform whatever duties upperclassmen assigned them. Cleaning rooms, carrying books and writing letters were typical tasks assigned to first year students. Freshmen were also required to wear garnet and gold beanies at all times, meaning beanies were worn while sleeping, eating, bathing, and even while combing their hair. The purpose of Rat Week was to promote friendship between freshmen and upperclassmen, but the tradition ended when new anti-hazing policies were established in 1978 by the Board of Trustees.
W415.2-7G-4

MEMORABILIA- TEXTILES: HEADWEAR- VARIOUS
This collection consists of various headwear related to Winthrop.
W415.2-7G-5

MEMORABILIA- ARTWORK- OILS
This collection consists of artwork in the form of oils produced by Winthrop Students or Faculty/Staff and/or oils of Winthrop itself.
W415.2-8H-1

MEMORABILIA- ARTWORK- WATERCOLOR
This collection consists of artwork in the form of watercolors produced by Winthrop Students or Faculty/Staff and/or watercolors of Winthrop itself.
W415.2-8H-2

MEMORABILIA- ARTWORK- PRINTS
This collection consists of artwork in the form of prints produced by Winthrop Students or Faculty/Staff and/or prints of Winthrop itself.
W415.2-8H-3

MEMORABILIA- ARTWORK- DRAWINGS
This collection consists of artwork in the form of drawings produced by Winthrop Students or Faculty/Staff and/or drawings
W415.2-8H-4

MEMORABILIA- ARTWORK- ACRYLICS
This collection consists of artwork in the form of acrylics produced by Winthrop Students or Faculty/Staff and/or acrylics of Winthrop itself.
W415.2-8H-5

MEMORABILIA- TEXTBOOKS AND CLASSWORK- VARIOUS
This collection consists of textbooks used by Winthrop students or Faculty/Staff and classwork produced by Winthrop students during their scholastic careers.

W415.2-9I-1

MEMORABILIA- DIARIES AND REMINISCENCES- VARIOUS
This collection consists of diaries and reminiscences of Winthrop students and Faculty/Staff.
W415.2-10J-1

MEMORABILIA- PAPER ITEMS- TRUNK TAGS
This collection contains trunk tags given to Winthrop students to mark their belonging when traveling to campus.
W415.2-11K-1

MEMORABILIA- PAPER ITEMS- TICKETS
This collection contains tickets given to Winthrop students as part of the Entertainment (or Star) Course, for summer school, as meal tickets, etc.
W415.2-11K-2

MEMORABILIA- PAPER ITEMS- INVITATIONS
This collection contains invitations given to Winthrop students often inviting students to banquets, plays, and other school and social functions.
W415.2-11K-3

MEMORABILIA- PAPER ITEMS- PROGRAMS
This collection contains various programs given to Winthrop students or Faculty/Staff for banquets, plays, and other school and social functions.
W415.2-11K-4

MEMORABILIA- PAPER ITEMS- CALENDARS
This collection contains calendars that were produced by Winthrop or are about Winthrop.
W415.2-11K-5

MEMORABILIA- PAPER ITEMS- FORMS
This collection contains forms that were produced and used by Winthrop.
W415.2-11K-6

MEMORABILIA- PAPER ITEMS- CARDS
This series contains cards that were produced and used by Winthrop or given to Winthrop students and/or Faculty/Staff. For postcards see W427.6-1.
W415.2-11K-7
MEMORABILIA- PAPER ITEMS- RECEIPTS
This collection contains receipts given by or to Winthrop students, Faculty/Staff, or by the institution itself.
W415.2-11K-8

MEMORABILIA- PAPER ITEMS- STATIONARY
This collection consists of stationary and other paper items related to Winthrop correspondence.
W415.2-11K-9

MEMORABILIA- PAPER ITEMS- CORRESPONDENCE
This collection consists of individual letters and correspondence to and from Winthrop students and Faculty/Staff.
W415.2-11K-10

MEMORABILIA- PAPER ITEMS- VARIOUS
This collection consists of various paper items produced by and for Winthrop Students or Faculty/Staff that are too small in number to constitute their own series.
W415.2-11K-11

MEMORABILIA- PAPER ITEMS- MAPS
This collection consists of maps of Winthrop or maps produced by Winthrop students and/or Faculty/Staff.
W415.2-11K-12

MEMORABILIA- PAPER ITEMS- CERTIFICATES
This collection consists of certificates given to Winthrop students, Faculty/Staff, or Winthrop as a whole.
W415.2-11K-13

CHRISTMAS CARDS
This series consists of various Christmas and holiday cards, depicting Winthrop’s scenes and buildings that were issued by the College in celebration of the holiday season.
W415.3

COLLEGE PUBLICATIONS- WINTHROP CATALOGS
This series consists of the Winthrop Catalog produced by Winthrop for students as an outline for degree programs and requirements for graduation.
W416-1

COLLEGE PUBLICATIONS- GARNET AND GOLD (TRADITIONS BOOK)
This series consists of the Garnet and Gold (Traditions Book) produced by Winthrop for incoming students.
W416-2
COLLEGE PUBLICATIONS- WINTHROP DIRECTORY
This series consists of the Winthrop Directories produced by the Winthrop and includes students and faculty/staff.
W416-3

COLLEGE PUBLICATIONS- WINTHROP GRADUATE CATALOG
This series consists of the Winthrop Graduate Catalog produced by Winthrop for graduate students as an outline for degree programs and requirements for graduation.
W416-4

COLLEGE PUBLICATIONS- EVENING SCHOOL BULLETIN
This series consists of the Evening School Bulletin produced for evening school students as an outline for degree programs and requirements for graduation
W416-5

COLLEGE PUBLICATIONS- FRESHMAN BROCHURES
This series consists of various freshman publications (booklets and brochures) produced by Winthrop to help orient incoming freshman to life at Winthrop including etiquette notes, studying tips, calendars, and other tips.
W416-6

COLLEGE PUBLICATIONS- WINTHROP BULLETINS
This series consists of the Winthrop Bulletins produced by Winthrop for undergraduate students.
W416-9

COLLEGE PUBLICATIONS- ADVERTISEMENT AND RECRUITMENT BROCHURES
This series consists of the advertisement and recruitment brochures produced by Winthrop for prospective students.
W416-10

COLLEGE PUBLICATIONS- WINTHROP WEEKLY NEWS
This series consists of the Winthrop Weekly News newspaper produced by Winthrop for students.
W416-11

COLLEGE PUBLICATIONS- SCHEDULE OF COURSES/ SCHEDULE OF RECITATIONS
This series consists of the Schedule of Courses produced by Winthrop as a guide to classes offered and their scheduled times.
W416-12

COLLEGE PUBLICATIONS- FRESHMAN RECORD/ NEW STUDENT RECORD
This series consists of the Freshman Records/New Student Record yearbook produced by Winthrop for freshman students.
W416-15

COLLEGE PUBLICATIONS- CALENDAR OF EVENTS
This series consists of the Calendar of Events produced by Winthrop for students.
W416-19

COLLEGE PUBLICATIONS- e-NEWS (WINTHROP UPDATE): ONLINE PUBLICATION OF THE WINTHROP COMMUNITY
This series consists of the e-News (Winthrop Update) produced by Winthrop for students.
W416-28

COMMENCEMENT RECORDS
This series consists of records that relate to the Winthrop commencement exercises which have been held either on an annual or semester basis since Winthrop’s first graduating class in 1887. The types of records to be found in the inventory include program notes, letters of congratulations, correspondence with potential speakers, agenda notes, newspaper clippings, reserved seat tickets, maps of the college auditorium, lists of commencement committees, telegrams, invitations to commencement exercises, copies of speeches and addresses, lists of possible speakers, graduates and scholarship winners, color slides, photographs, lists of faculty members, purchase requisition forms. Some of the specific activities that have been a part of commencement exercises over the years are: Daisy Chain Procession (begun by the class of 1903), Joint Celebration of the Wade Hampton, Curry, and Winthrop Literary Societies, Class Day Exercises of the Senior Class, The Baccalaureate Sermon or Address, Annual Sermon before the YWCA, Annual Ensemble Concert of the Students of the Music Department, Ivy Procession of the Senior Class, Senior Week, Alumni Day, Debaters League Oratorical Contest, Senior Vespers, (Begun in June 1947), Alumni Weekend (Begun in the 1950s), Faculty/Staff Dinner, and Awarding of Honorary Degrees (Begun in 1966).
W417

FOUNDER’S DAY RECORDS
This series consists of records pertaining to the celebration of Founder’s Day at Winthrop College in honor of David Bancroft Johnson (1856-1928). Founder’s Day was started at a meeting of the board of trustees on June 21, 1921, where a petition from the faculty was read asking that President Johnson’s birthday, January 10, be set aside as Founder’s day. The type of records included in this inventory includes lists of Founder’s Day speakers, petition by the faculty for a Founder’s Day at Winthrop, program notes, newspaper clippings, poems in honor of David Bancroft Johnson, copies of speeches, correspondence concerning speakers and guests at Founder’s Day, telegrams, copies of Alumni News (Founder’s Day edition), invitations, memorandum, Founder’s Day bulletins, agenda notes, Founder’s Day booklets and photographs (beginning in 1940).
W418

SPECIAL CELEBRATIONS- VARIOUS CELEBRATIONS
This series consists mainly of correspondence, newspaper clippings, invitational cards, program notes, copies of speeches, photographs, brochures, biographical sketches, and lists of participants, all related to various celebrations including May Day and Miss Hi-Miss Weekend held at Winthrop.

W419-1

SPECIAL CELEBRATIONS- CONVOCAITION RECORDS
This series consists of records pertaining to convocation. Convocation, traditionally held the day before classes begin, serves as an official welcome to new freshmen and their induction into the Winthrop community of learners.

W419-2

SPECIAL CELEBRATIONS- 1986 CENTENNIAL CELEBRATION RECORDS
This series, which includes correspondence, posters, pamphlets, newspaper clippings and other records, brochures, and other records produced by of Dr. Maeberta Bobb, the college’s coordinator for the celebration of its centennial.

W419-3

SPECIAL CELEBRATIONS- ARNOLD SHANKMAN MEMORIAL LECTURE SERIES
This series includes correspondence, invitations, newspaper clippings, photographs, and programs relating to the Arnold Shankman Memorial Lecture Series.

W419-4

SPECIAL CELEBRATIONS- 1992 TRANSITION TO UNIVERSITY STATUS RECORDS
This series consists of records relating to Winthrop’s transition from a college status to university status in 1992.

W419-5

SPECIAL CELEBRATIONS- BLACK HISTORY CELEBRATION RECORDS
This series consists of brochures, programs, announcements, and letters pertaining to the celebration of Black History at Winthrop.

W419-6

SPECIAL CELEBRATIONS- WOMEN’S HISTORY CELEBRATION RECORDS
This series consists of brochures, programs, announcements, and letters pertaining to Women’s History at Winthrop.

W419-7

SPECIAL CELEBRATIONS- 1995 CENTENNIAL CELEBRATION RECORDS
This series consists of programs, announcements, and letters pertaining to the Centennial Celebration of Winthrop’s move from Columbia, SC to Rock Hill, SC in 1895.

W419-8

SPECIAL CELEBRATIONS- CENTENNIAL ALBUM GALLIES
This series consists of layouts, proofs, and correspondence regarding Ron Chepesiuk’s *Winthrop College: A Centennial Celebration* book.

W419-9

**INAUGURATIONS- PRESIDENTIAL INAUGURATION RECORDS**
This series consists of the following types of records: newspaper clippings, memoranda, copies of speeches and addresses, correspondence, inaugural committee records, program notes, invitational cards, lists, guest books, telegrams, a statement of the oath of office, and biographical sketches of speakers. The series provides information on the events leading up to and including the inauguration of Winthrop's presidents.

W420-1

**RELIGIOUS SERVICES- VESPERS**
This series of records, which pertains to the solicitation of speakers for the Winthrop Sunday night worship service, consists mainly of correspondence, but also included are lists of Vespers’ speakers.

W421-1

**RELIGIOUS SERVICES- VARIOUS RECORDS**
This series consists of the various records pertaining to religious services at Winthrop which are not of sufficient quantity to constitute a separate series.

W421-2

**CULTURE AND ENTERTAINMENT RECORDS**
This series consists of the records produced by and for the Artist and Lecture Series maintained by the Winthrop Fine Arts Association.

W422

**CURRICULUM- GENERAL RECORDS- ANNUAL DEPARTMENTAL REPORTS**
This series consists of statistical and narrative reports that were submitted to the president by the heads of departments providing a record of the year’s work done by the various departments at Winthrop. The following information is given: Total enrollment for the regular academic year in each department by classes, the number of sections taught by each instructor, the number of pupils in each section for each term, outline of the work done in each class, including text and lecture work, and needs of the department. Included in the academic departmental reports are reports by the matrons of the dormitory, the Winthrop Training School Director and the college physician, and also the extension work department.

W423-0-1

**CURRICULUM- GENERAL RECORDS- DEPARTMENTAL HISTORIES**
This series consists of departmental histories, both short and comprehensive in nature, on various departments, schools, or the curriculum at Winthrop.
W423-0-2

CURRICULUM- GENERAL RECORDS- SAMPLE CURRICULAR RECORDS
This series consists of tests, lectures, reading lists, notebooks, and other types of records pertaining to the curriculum at Winthrop.

W423-0-3

CURRICULUM- GENERAL RECORDS- VARIOUS RECORDS
This series consists of various records produced that concern the Winthrop curriculum that are not of sufficient quantity to constitute a separate series.

W423-0-4

COLLEGE OF ARTS AND SCIENCES- DEAN’S OFFICE- VARIOUS RECORDS
This series consists of the various records produced by the Office of the Dean of the College of Arts and Sciences that are not of sufficient quantity to constitute a separate series.

W423.1-0-1

COLLEGE OF ARTS AND SCIENCES- DEAN’S OFFICE- MINUTES AND RELATED RECORDS
This series consists of the minutes and other related records of the faculty meeting of the College of Arts and Sciences.

W423.1-0-2

COLLEGE OF ARTS AND SCIENCES- DEAN’S OFFICE- THOMAS MORGAN ADMINISTRATION FILES
This series consists of reports, notes, correspondence, and other files created during Thomas Morgan’s administration as Dean of the College of Arts & Sciences.

W423.1-0-3

COLLEGE OF ARTS AND SCIENCES- DEAN’S OFFICE- CORRESPONDENCE AND MEMORANDA
This series consists of correspondence and memoranda produced by the Office of the Dean in the College of Arts and Sciences.

W423.1-0-4

COLLEGE OF ARTS AND SCIENCES- DEPARTMENT OF ENGLISH- VARIOUS RECORDS
This series consists of the various records produced by and for the Department of English that are not of sufficient quantity to constitute a separate series.

W423.1-1A-1

COLLEGE OF ARTS AND SCIENCES- DEPARTMENT OF ENGLISH- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the English Department.

W423.1-1A-2
COLLEGE OF ARTS AND SCIENCES- DEPARTMENT OF SOCIOLOGY AND ANTHROPOLOGY - VARIOUS RECORDS
This series consists of various records pertaining to the Department of Sociology and Anthropology in the College of Arts and Sciences that are not of sufficient quantity to constitute a separate series.
W423.1-2B-1

COLLEGE OF ARTS AND SCIENCES- DEPARTMENT OF SOCIOLOGY AND ANTHROPOLOGY- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Department of Sociology and Anthropology in the College of Arts and Sciences.
W423.1-2B-2

COLLEGE OF ARTS AND SCIENCES- DEPARTMENT OF POLITICAL SCIENCE- VARIOUS RECORDS
This series consists of the various records produced by and for the Department of Political Science that are not of sufficient quantity to constitute a separate series.
W423.1-3C-1

COLLEGE OF ARTS AND SCIENCES- DEPARTMENT OF POLITICAL SCIENCE- MODEL UN SUBJECT FILE
This series consists of records pertaining to program’s budgets, conference coordination proceedings, recruitment efforts, participating high schools, correspondence, memorabilia, committee resolutions, conference programs, reel to reels, newspaper articles, photographs, MUN course rosters, conference evaluations, management information reports, rules of procedure, conference brainstorming plans, Secretariat members, former student coordinator information, former Secretary General information, judging assignments, collegiate conference programs, travel authorizations, printing services, chair assignments, conference certificates, and the very first MUN Curriculum Proposal.
W423.1-3C-2

COLLEGE OF ARTS AND SCIENCES- DEPARTMENT OF POLITICAL SCIENCE- CHAIRMEN GLEN BRAOCH’S ADMINISTRATION RECORDS
This series consists of the records produced by and for the Political Science Chairman’s Office during Dr. Glen Broach’s tenure.
W423.1-3C-3

COLLEGE OF ARTS AND SCIENCES- DEPARTMENT OF POLITICAL SCIENCE- SOCIAL AND BEHAVIORAL RESEARCH LAB RECORDS
This series consists of the records that concern the development and functions on the Social and Behavioral Research Lab. The collection includes documents pertaining to courses offered in association with the research lab as well as reports and surveys conducted by the participants in the lab.
W423.1-3C-4
COLLEGE OF ARTS AND SCIENCES- DEPARTMENT OF POLITICAL SCIENCE- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Political Science Department.
W423.1-3C-5

COLLEGE OF ARTS AND SCIENCES- DEPARTMENT OF POLITICAL SCIENCE- JOHN C. WEST FORUM CORRESPONDENCE
This series consists of the correspondence and memoranda produced by and for the John C. West Forum on Politics and Policy.
W423.1-3C-6

COLLEGE OF ARTS AND SCIENCES- DEPARTMENT OF ART- VARIOUS RECORDS
This series consists of the various records produced by the Department of Art that are not of sufficient quantity to constitute a separate series.
W423.1-4D-1

COLLEGE OF ARTS AND SCIENCES- DEPARTMENT OF DRAMA- VARIOUS RECORDS
This series consists of the various records produced by the Department of Drama that are not of sufficient quantity to constitute a separate series.
W423.1-5E-1

COLLEGE OF ARTS AND SCIENCES- DEPARTMENT OF HISTORY- VARIOUS RECORDS
This series consists of the various records produced by the Department of History that are not of sufficient quantity to constitute a separate series.
W423.1-6F-1

COLLEGE OF ARTS AND SCIENCES- DEPARTMENT OF HISTORY- CHAIRMAN’S RECORDS
This series consists of the records produced by and for the Chairman of the Department of History. These records include reports, proposals, studies, minutes, class schedules, and course evaluation for the Department of History.
W423.1-6F-2

COLLEGE OF ARTS AND SCIENCES- DEPARTMENT OF HISTORY- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Department of History.
W423.1-6F-3

COLLEGE OF ARTS AND SCIENCE- DEPARTMENT OF BIOLOGY- VARIOUS RECORDS
This series consists of the various records produced by the Department of Biology that are not of sufficient quantity to constitute a separate series. These records include grant proposals, research proposals, correspondence, course evaluations, and newspaper articles and clippings.
W423.1-7G-1
COLLEGE OF ARTS AND SCIENCES- DEPARTMENT OF CHEMISTRY AND PHYSICS- VARIOUS RECORDS
This series consists of the various records produced by the Department of Chemistry and Physics that are not of sufficient quantity to constitute a separate series.
W423.1-8H-1

COLLEGE OF ARTS AND SCIENCES- DEPARTMENT OF MATHEMATICS- CHAIRMAN’S RECORDS
This series consists of the records produced by the Chairman of the Department of Mathematics. These records include correspondence, memoranda, reports, minutes, class schedules, course records, club records, and the 1932 charter for the National Council of Teachers of Mathematics, Winthrop Chapter.
W423.1-9I-1

COLLEGE OF ARTS AND SCIENCES- DEPARTMENT OF PSYCHOLOGY- VARIOUS RECORDS
This series consists of the various records produced by the Department of Psychology that are not of sufficient quantity to constitute a separate series.
W423.1-10J-1

COLLEGE OF ARTS AND SCIENCES- DEPARTMENT OF SOCIAL WORK- VARIOUS RECORDS
This series consists of the various records produced by and for the Department of Social Work that are not of sufficient quantity to constitute a separate series.
W423.1-11K-1

COLLEGE OF ARTS AND SCIENCES- DEPARTMENT OF MODERN AND CLASSICAL LANGUAGE- VARIOUS RECORDS
This series consists of the various records produced by the Department of Modern and Classical Language that are not of sufficient quantity to constitute a separate series. These records include information on Winthrop in Mexico, Canada, & France, as well as scholarship records and papers relating to the topic of scholarships for studying abroad.
W423.1-12L-1

COLLEGE OF ARTS AND SCIENCES- DEPARTMENT OF MODERN AND CLASSICAL LANGUAGE- FRENCH HOUSE RECORDS
This series consists of correspondence, newspaper clippings, names of students who resided in the house, French signs, a wedding invitation from a former member, newsletters, and student sign out cards. The French House was a dormitory in which all residents were required to speak French at all times in order to continue their studies and to improve their language skills.
W423.1-12L-2

COLLEGE OF ARTS AND SCIENCES- DEPARTMENT OF MODERN AND CLASSICAL LANGUAGE- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Department of Modern and Classical Languages.
W423.1-12L-3

COLLEGE OF ARTS AND SCIENCES- DEPARTMENT OF MASS COMMUNICATIONS- STUDENT PUBLICATIONS: VARIOUS RECORDS
This series consists of the various records produced by the Department of Mass Communication that pertain to the production of various student publications including the Tatler, the Anthology, the Johnsonian, etc.

W423.1-13M-1

COLLEGE OF ARTS AND SCIENCES- DEPARTMENT OF MASS COMMUNICATIONS- VARIOUS RECORDS
This series consists of the various records produced by the Department of Mass Communications that are not of sufficient quantity to constitute a separate series.

W423.1-13M-2

COLLEGE OF ARTS AND SCIENCES- DEPARTMENT OF MASS COMMUNICATIONS- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Department of Mass Communications in the College of Arts and Sciences.

W423.1-13M-3

COLLEGE OF ARTS AND SCIENCES- DEPARTMENT OF GEOGRAPHY- VARIOUS RECORDS
This series consists of the various records produced by the Department of Geography that are not of sufficient quantity to constitute a separate series.

W423.1-14N-1

COLLEGE OF ARTS AND SCIENCES- WOMEN’S STUDIES PROGRAM- VARIOUS RECORDS
This series consists of the various records produced by the Women’s Studies Program that are not of sufficient quantity to constitute a separate series. The Women’s Studies program was founded in 1989 as an interdisciplinary program that promotes gender as a relevant and rigorous academic topic throughout the curriculum and in other areas of campus life.

W423.1-15O-1

COLLEGE OF ARTS AND SCIENCES- AFRICAN AMERICAN STUDIES PROGRAM- VARIOUS RECORDS
This series consists of the various records produced by the African American Studies Program that are not of sufficient quantity to constitute a separate series. African American studies began in 1992 as an interdisciplinary program providing students with an intellectual base for understanding the multifaceted dimensions of the Black experience in the United States, Africa, and the African Diaspora.

W423.1-16P-1

COLLEGE OF ARTS AND SCIENCES- ASIAN AREAS STUDIES PROGRAM- VARIOUS RECORDS
This series consists of the various records produced by the Asian Areas Studies Program that are not of sufficient quantity to constitute a separate series.
W423.1-17Q-1

COLLEGE OF ARTS AND SCIENCES- WRITING CENTER- VARIOUS RECORDS
This series contains the various records produced by and for The Writing Center that are not of sufficient quantity to constitute a separate series. The Writing Center “provides a free writing, consulting service to all members of the University community: students, staff, administrators and faculty.”

W423.1-18R-1

COLLEGE OF ARTS AND SCIENCES- PEACE STUDIES PROGRAM- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Peace Studies Program.

W423.1-19S-1

COLLEGE OF ARTS AND SCIENCES- LIBERAL ARTS PROGRAM- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Liberal Arts Program in the College of Arts and Sciences.

W423.1-20T-1

COLLEGE OF ARTS AND SCIENCES- MEDIEVAL STUDIES PROGRAM- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Medieval Studies Program in the College of Arts and Sciences.

W423.1-21U-1

SCHOOL OF BUSINESS- OFFICE OF THE DEAN- VARIOUS RECORDS
This series consist of the various records produced by the Office of the Dean in the School of Business that are not of sufficient quantity to constitute a separate series.

W423.2-1A-1

SCHOOL OF BUSINESS- OFFICE OF THE DEAN- GENERAL ADMINISTRATIVE RECORDS
This series consists of the general administrative records produced by the Office of the Dean of the School of Business which includes memoranda, proposals, correspondence, forms, minutes, and other records originating in the office.

W423.2-1A-2

SCHOOL OF BUSINESS- OFFICE OF THE DEAN: DAVID KERLEY ADMINISTRATION- GENERAL ADMINISTRATION RECORDS
This series consists of the general administrative records produced by and for the Office of the Dean during Dr. David Kerley’s tenure as Dean of the School of Business.

W423.2-1A-3

SCHOOL OF BUSINESS- OFFICE OF THE DEAN- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Office of the Dean in the School of Business.
W423.2-1A-4

SCHOOL OF BUSINESS- FACULTY RECORDS- VARIOUS RECORDS
This series consists of the various faculty records produced by and for the School of Business.
W423.2-2B-1

SCHOOL OF BUSINESS- DEPARTMENT OF BUSINESS- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Department of Business.
W423.2-3C-1

SCHOOL OF EDUCATION- OFFICE OF THE DEAN- MEMORANDA AND RELATED RECORDS
This series consists of the memoranda and related records produced by the Office of the Dean of the School of Education.
W423.3-1A-1

SCHOOL OF EDUCATION- OFFICE OF THE DEAN- VARIOUS RECORDS
This series consists of the various records produced by the Office of the Dean of the School of Education that are not of sufficient quantity to constitute a separate series.
W423.3-1A-2

SCHOOL OF EDUCATION- OFFICE OF THE DEAN- MINUTES AND RELATED RECORDS
This series consists of the minutes and various records related to the faculty meetings of the School of Education.
W423.3-1A-3

SCHOOL OF EDUCATION- OFFICE OF THE DEAN- SUBJECT FILE
This series consists of the various records produced by the Office of the Dean of the School of Education organized as a subject file.
W423.3-1A-4

SCHOOL OF EDUCATION- DEPARTMENT OF LIBRARY SCIENCE- CORRESPONDENCE AND REALTED RECORDS
This series consists of the correspondence and related records produced by the Department of Library Science which includes memoranda, newspaper clippings, and questionnaires.
W423.3-2B-1

SCHOOL OF EDUCATION- DEPARTMENT OF LIBRARY SCIENCE- SOUTH CAROLINA HIGH SCHOOL LIBRARY ASSOCIATION RECORDS
This series consists of the records pertaining to the South Carolina High School Library Association’s annual meeting held at Winthrop and includes correspondence, participant lists, program notes, constitution, brochures, association handbooks, and newspaper clippings.

W423.3-2B-2

SCHOOL OF EDUCATION- DEPARTMENT OF LIBRARY SCIENCE- VARIOUS RECORDS
This series consists of the various records produced by the Department of Library Science that are not of sufficient quantity to constitute a separate series. These records include correspondence, list, memoranda, questionnaires, tests, bibliographies reading lists, syllabi, class schedules, bulletins, reports and newspaper clippings, generally relating to the development of the library science curriculum and non-Winthrop activities of the department.

W423.3-2B-3

SCHOOL OF EDUCATION- DEPARTMENT OF PHYSICAL EDUCATION- VARIOUS RECORDS
This series consists of the various records produced by the Department of Physical Education that are not of sufficient quantity to constitute a separate series.

W423.3-3C-1

SCHOOL OF EDUCATION- DEPARTMENT OF PHYSICAL EDUCATION- CHAIRMAN’S RECORDS: JULIA POST ADMINISTRATION
This series consists of the records produced by and for the office of the Chairman of the Physical Education Department during Julia Post’s tenure.

W423.3-3C-2

SCHOOL OF EDUCATION- DEPARTMENT OF PHYSICAL EDUCATION- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Department of Physical Education in the School of Education.

W423.3-3C-3

SCHOOL OF EDUCATION- DEPARTMENT OF READING AND LIBRARY SCIENCE- MINUTES AND RELATED RECORDS
This series consists of the minutes and related records produced by the Department of Reading and Library Science including the minutes of the Reading Staff, Library Science Staff, Reading Faculty Committee and Graduate Reading Faculty Committee.

W423.3-4D-1

SCHOOL OF EDUCATION- FOUNDATIONS AND SECONDARY EDUCATION- MINUTES AND RELATED RECORDS
This series consists of the minutes and related records produced by the Department of Foundations and Secondary Education Committee including minutes, agendas, notes, class schedules, assignments, and departmental recommendations for curriculum actions.

W423.3-5E-1
SCHOOL OF EDUCATION- STUDENT TEACHER RECORDS- STUDENT TEACHER EVALUATIONS
This series consists of evaluations conducted of student teachers in the School of Education.
W423.3-6F-1

SCHOOL OF EDUCATION- STUDENT TEACHER RECORDS- GENERAL ADMINISTRATIVE RECORDS
The series consists of the general administrative records concerning student teaching as part of the School of Education.
W423.3-6F-2

SCHOOL OF EDUCATION- STUDENT TEACHER RECORDS- EARLY FIELD EXPERIENCES
This series consists of records related to the early field experience of the student teaching program in the School of Education.
W423.3-6F-3

SCHOOL OF EDUCATION- CHESTER, YORK, LANCASTER UNION CONSORTIUM WITH WINTHROP (CYLUC-W)- WRITING NETWORK PUBLICATIONS
This series consists of brochures and other writing network publications produced by the Chester, York, Lancaster, Union Consortium with Winthrop (CYLUC-W) of the School of Education. CYLUC-W was founded in 1976 and later became the Olde English Consortium (OEC). The goal of this non-profit organization is to bring all stakeholders together to improve education, economic development, and the quality of life in the region and throughout the state.
W423.3-7G-1

SCHOOL OF EDUCATION- TEACHER EVALUATION REPORTS- REPORTS
This series consists of Teacher Evaluation Reports done by the National Council for Teacher Accreditation and contains Committee Reports using the NASDTEC Standards and some Committee Evaluation of the Teacher Education Program.
W423.3-8H-1

SCHOOL OF EDUCATION- EARLY CHILDHOOD EDUCATION- SUBJECT FILE
This series consists of the subject file relating to the early childhood education program in the School of Education.
W423.3-9I-1

SCHOOL OF EDUCATION- MATERIALS CENTER- VARIOUS RECORDS
This series consists of the various records relating to the Materials Center in the School of Education that are not of sufficient quantity to constitute a separate series. The Materials Center later became known as the Instructional Technology Center (ITC).
W423.3-10J-1

SCHOOL OF EDUCATION- MATERIALS CENTER- CORRESPONDENCE AND MEMORANDA

52
This series consists of the correspondence and memoranda produced by and for the Materials Center in the School of Education. The Materials Center later became known as the Instructional Technology Center (ITC).

W423.3-10J-2

SCHOOL OF EDUCATION- GUIDANCE INSTRUCTION- SUBJECT FILE
This series consists of the subject file relating to guidance instruction in the School of Education.
W423.3-11K-1

SCHOOL OF EDUCATION- GRADUATE FACULTY RECORDS- MINUTES AND RELATED RECORDS
This series consists of the minutes and related records of the graduate faculty for the School of Education.
W423.3-12L-1

SCHOOL OF EDUCATION- FACULTY RECORDS- MINUTES AND RELATED RECORDS
This series consists of the minutes and related records of the faculty for the school of education.
W423.3-13M-1

SCHOOL OF EDUCATION- FACULTY RECORDS- TEACHER CORPS RECORDS
This series consists of faculty records as they pertain to the Teacher Corps in the School of Education.
W423.3-13M-2

SCHOOL OF EDUCATION- FACULTY RECORDS- MANUALS
This series consists of the School of Education Faculty Manuals produced for the School of Education.
W423.3-13M-3

SCHOOL OF EDUCATION- CIRRICULUM AND INSTRUCTION- VARIOUS RECORDS
This series consists of the various records related to curriculum and instruction for the School of Education.
W423.3-14N-1

SCHOOL OF EDUCATION- UNDERGRADUATE EXECUTIVE COMMITTEE RECORDS- MINUTES AND RELATED RECORDS
This series consists of the minutes and related records pertaining to the Undergraduate Executive Committee of the School of Education.
W423.3-15O-1

SCHOOL OF EDUCATION- SOUTH CAROLINA CENTER FOR TEACHER RECRUITMENT- VARIOUS RECORDS
This series consists of the various records pertaining to the South Carolina Center for Teacher Recruitment. The department was formerly called the South Carolina Center for the Advancement of Teaching and School Leadership.
W423.3-16P-1

SCHOOL OF EDUCATION- DEPARTMENT OF ELEMENTARY EDUCATION- MINUTES AND RELATED RECORDS
This series consists of the minutes and related records pertaining to the Department of Elementary Education within the School of Education.
W423.3-17Q-1

SCHOOL OF EDUCATION- DEPARTMENT OF SPECIAL EDUCATION- VARIOUS RECORDS
This series consists of the various records pertaining to the Department of Special Education within the School of Education.
W423.3-18R-1

SCHOOL OF EDUCATION- DEPARTMENT OF EDUCATION- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Department of Education in the School of Education.
W423.3-19S-1

SCHOOL OF HOME ECONOMICS- DEPARTMENT OF HOME DEMONSTRATION- HISTORICAL AND RELATED RECORDS
This series consists of brief historical sketches and related records including reports and correspondence that outlines the origins and early development of the home demonstration program. The Program was aimed at improving rural farm life standards.
W423.4-1A-1

SCHOOL OF HOME ECONOMICS- DEPARTMENT OF HOME DEMONSTRATION- GIRLS’ CANNING CLUB WORK REPORTS
This series consists of weekly field reports and annual reports of the Girls’ Canning Club Work, a cooperative program between Winthrop and the U.S. Department of Agriculture directed at extending the instruction of these two institutions to rural girls. The weekly reports submitted by county demonstration agents to the state agent provided a narrative and statistical summary of county club activities. The annual reports compiled by the state agent and submitted to the President of Winthrop College (D.B. Johnson) comprised a survey of county programs, suggestions, and request or future needs of the work, and a financial statement including source of funds, expenditures, and salaries for local agents.
W423.4-1A-2

SCHOOL OF HOME ECONOMICS- DEPARTMENT OF HOME DEMONSTRATION- ANNUAL REPORTS
This series consists of the annual reports made by the State Home Demonstration Agent and submitted to the president of Winthrop College which include lists of home demonstration personnel, organization of the year’s work, methods of instruction, accomplishments in the home demonstration program, evaluation, outlook for the next year’s work, and a financial statement.
W423.4-1A-3

SCHOOL OF HOME ECONOMICS- DEPARTMENT OF HOME DEMONSTRATION- SHORT COURSES RECORDS
This series consists of the records pertaining to the Department of Home demonstration’s Short course program. The short course program, offering instruction in various aspects of home economics, was adopted as a permanent facet of the Home Demonstration Department in 1914.

W423.4-1A-4

SCHOOL OF HOME ECONOMICS- DEPARTMENT OF HOME DEMONSTRATION- GENERAL CORRESPONDENCE AND RELATED RECORDS
This series consists of correspondence and related records produced by and for the Department of Home Demonstration. The correspondence relates to the origins of the home demonstration program, its physical and financial operation and ensuing difficulties, especially concerning the working arrangement between Winthrop and Clemson, the selection of home demonstration personnel and their salaries, appropriations, the Winthrop- Clemson controversy (1955-1959), concerning the location of the home demonstration department, and the establishment (1963) of the Clemson-Winthrop Home Economics Research Council. The related records include: legislative acts establishing the home demonstration program, memoranda of understanding between Clemson and Winthrop, financial statements, project outlines, personnel lists program notes, memoranda of understanding between Clemson and the U.S. Department of Agriculture (1914), and correspondence between Clemson officials and other people involved with the Winthrop- Clemson controversy.

W423.4-1A-5

SCHOOL OF HOME ECONOMICS- DEPARTMENT OF HOME DEMONSTRATION- NEWSPAPER CLIPPING FILE
This series consists of newspaper articles containing information regarding the establishment and early work of the home demonstration department, personnel within the home demonstration program, and the Winthrop- Clemson controversy.

W423.4-1A-6

SCHOOL OF HOME ECONOMICS- DEPARTMENT OF HOME DEMONSTRATION- VARIOUS RECORDS
This series consists of the various records produced by and for the Department of Home Demonstration that are not of sufficient quantity to constitute a separate series. These records include home demonstration department circulars, handbooks of the S.C. Council of Farm Women; programs for the S.C. Home Demonstration Council, and notes by President Sims used at the hearing on the Home Demonstration Controversy.

W423.4-1A-7

SCHOOL OF HOME ECONOMICS- OFFICE OF THE DEAN- HOME MANAGEMENT HOUSE ANNUAL REPORTS
This series consists of annual reports of the home management house (originally named the practice house), which was designed as a program to provide Winthrop students with practical experience in home economics. These reports submitted by the supervisor of the home management house (practice house) to the president of Winthrop include a summary of the past year’s work, suggestions and needs for the program’s improvement, and an inventory of supplies and equipment.

W423.4-2B-1
SCHOOL OF HOME ECONOMICS- OFFICE OF THE DEAN- VARIOUS RECORDS
This series consists of the various records produced by and for the Office of the Dean in the School of Home Economics. W423.4-2B-2

SCHOOL OF HOME ECONOMICS- OFFICE OF THE DEAN- MINUTES AND RELATED RECORDS
This series consists of the minutes and related records produced by the School of Home Economics. W423.4-2B-3

SCHOOL OF HOME ECONOMICS- OFFICE OF THE FAMILY AND CHILD DEVELOPMENT- “WOMANPOWER:” EMPLOYMENT POTENTIAL PROJECT RECORDS
This series consists of the “Womanpower:” Employment Potential Project records produced by the Office of the Family and Child Development. These records include correspondence, project proposals, applications, program reports, lists of conference expenses, summaries, publications, brochures, programs, guest books, and a scrapbook. The “Womanpower” Project was partially funded under IMPACT of the Higher Education Act of 1965, Title I: Community Service and Continuing Education, U.S. Office of Education. The project was concerned with helping women improve their earning capacities, employability and general welfare. W423.4-3C-1

SCHOOL OF HOME ECONOMICS- OFFICE OF THE FAMILY AND CHILD DEVELOPMENT- PRESCHOOL EDUCATION PROJECT RECORDS
This series consists of records produced by the Preschool Education Project conducted by the Office of the Family and Child Development which includes project proposals, progress, reports, working papers and scripts for television and radio productions, correspondence, publications, brochures, newspaper clippings, mailing lists, and various reference materials. The project, “Action Program to Promote Quality Preschool Education for Communities in South Carolina,” was Winthrop’s first project proposal funded under Title I of the Higher Education Act of 1965. W423.4-3C-2

SCHOOL OF HOME ECONOMICS- OFFICE OF THE FAMILY AND CHILD DEVELOPMENT- COOPERATIVE STATE RESEARCH (CSRS) PROJECT RECORDS
This series consists of records produced by the Cooperative Research Project conducted by the Office of the Family and Child Development which includes correspondence, project proposals, progress and annual reports, instructional manuals, and questionnaires relating to CSRS Visiting Team Reviews and projects S-48 and S-63. The projects were South Carolina’s contributions to the Regional Research Projects. They were concerned with “Educational and Vocational Goals of Rural Youth in the South” (S-48) and “Influences of the Occupational Goals of Youth People from three Sub-Cultures in the South” (S-63). W423.4-3C-3

SCHOOL OF HOME ECONOMICS- OFFICE OF THE FAMILY AND CHILD DEVELOPMENT- FAMILY LIFE INSTITUTE RECORDS
This series consists of records produced by the Family Life Institute conducted by the Office of the Family and Child Development which includes correspondence, program notes, lists of committee members and participants, newspaper clippings, and working papers. These institutes were concerned with problems of various groups concerned with family life education.

W423.4-3C-4

SCHOOL OF HOME ECONOMICS- OFFICE OF THE FAMILY AND CHILD DEVELOPMENT- VARIOUS PROJECTS AND PROGRAMS
This series consists of records produced for various projects and programs conducted by the Office of the Family and Child Development that are not of sufficient quantity to constitute a separate series. The records in this series include correspondence, reports, a manual for Head Start Trainees, questionnaires, and newspaper clippings.

W423.4-3C-5

SCHOOL OF HOME ECONOMICS- DISTRIBUTIVE AND HOME ECONOMICS EDUCATION- REPORTS AND PROJECT PROPOSALS
The series consists of reports and project proposals produced by and for the Distributive and Home Economics Education program including Federal Data Forms which were completed and sent to various offices of the U.S. Government.

W423.4-4D-1

SCHOOL OF HOME ECONOMICS- DISTRIBUTIVE AND HOME ECONOMICS EDUCATION- VARIOUS RECORDS
This series consists of the various records produced by the Distributive and Home Economics program that are not of sufficient quantity to constitute a separate series.

W423.4-4D-2

SCHOOL OF HOME ECONOMICS- DEPARTMENT OF FOOD AND NUTRITION- VARIOUS RECORDS
This series consists of the various records produced by the Department of Food and Nutrition that are not of sufficient quantity to constitute a separate series.

W423.4-5E-1

SCHOOL OF HOME ECONOMICS- MACFEAT NURSERY SCHOOL- SUBJECT FILE
This series consists of the various records produced by and for the Macfeat Nursery School that are not of sufficient quantity to constitute a separate series. The records included in this series consists of applications, attendance records, financial records, correspondence, lunch menus, floor plans, photographs and questionnaires relating to the Nursery School and its students. The Macfeat Nursery School has been a department of the School of Home Economics since its inception in 1934.

W423.4-6F-1

SCHOOL OF HOME ECONOMICS- MACFEAT NURSERY SCHOOL- NURSERY SCHOOL STUDENT RECORDS
This series consists of nursery school student records kept by the Macfeat Nursery School which includes applications, questionnaires on home life and health, observation notes, personality studies, charts, photographs, and evaluations for each child who attended Macfeat Nursery School.

W423.4-6F-2

SCHOOL OF HOME ECONOMICS- MACFEAT NURSERY SCHOOL- MACFEAT SCHOOL CLOSING CONTROVERSY RECORDS
This series consists of the records created during the closing of the Macfeat Nursery School. Most of the records in this group were created by and for a Special Committee created by the Board of Trustees to investigate the matter of closing the school. The records in this group consists of correspondence, hearing transcripts, newspaper articles, minutes, and position papers.

W423.4-6F-3

SCHOOL OF HOME ECONOMICS- MACFEAT NURSERY SCHOOL- CORRESPONDENCE AND MEMORANDA
This series consists of correspondence and memoranda produced by and for the Macfeat Nursery School and Kindergarten.

W423.4-6F-4

SCHOOL OF HOME ECONOMICS- DEPARTMENT OF HOME ECONOMICS EDUCATION- SUBJECT FILE
This series consists of the various records produced by and for the Department of Home Economics Education in the School of Home Economics as a subject file.

W423.4-7G-1

SCHOOL OF HOME ECONOMICS- DEPARTMENT OF HOME ECONOMICS EDUCATION- FACULTY CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda from the faculty of the Department of Home Economics Education in the School of Home Economics.

W423.4-7G-2

SCHOOL OF HOME ECONOMICS- DEPARTMENT OF HOME ECONOMICS EDUCATION- STUDENT TEACHING RECORDS
This series consists of the student teaching records from the Department of Home Economics Education in the School of Home Economics.

W423.4-7G-3

SCHOOL OF HOME ECONOMICS- TEXTILES, CLOTHING, AND INTERIOR DESIGN- REPORTS
This series consists of the reports produced by the Textile, Clothing and Interior Design program in the School of Home Economics.

W423.4-8H-1

SCHOOL OF MUSIC- OFFICE OF THE DEAN- VARIOUS RECORDS
This series consists of the various records produced by the Office of the Dean of the School of Music that are not of sufficient quantity to constitute a separate series.

W423.5-1A-1

SCHOOL OF MUSIC- OFFICE OF THE DEAN- SUBJECT FILE
This series consists of the various records produced by the Office of the Dean of the School of Music that are organized as a subject file. These records include correspondence, memoranda, reports, minutes, newsletters, schedules, calendars, program notes, applications, a history of the School of Music and a scrapbook.

W423.5-1A-2

SCHOOL OF MUSIC- OFFICE OF THE DEAN- MINUTES AND RELATED RECORDS
This series contains the minutes and related records produced by the Office of the Dean of the School of Music.

W423.5-1A-3

SCHOOL OF MUSIC- OFFICE OF THE DEAN- ANNUAL REPORTS
This series consists of the annual reports produced by the Office of the Dean in the School of Music.

W423.5-1A-4

SPECIAL ACADEMIC PROGRAMS- NURSING PROGRAM- CORRESPONDENCE AND RELATED RECORDS
This series consists of the correspondence and related records produced by the Nursing Program which includes memoranda, brochures, newspaper clippings, and statements. The program began as a response to a need for living quarters for the US Cadet Nurses Corps as part of the war effort in 1945. This series documents the relationship between the York County Hospital and Winthrop that existed through the development of the nursing program.

W423.6-1A-1

SPECIAL ACADEMIC PROGRAMS- CLUES- CORRESPONDENCE AND RELATED RECORDS
This series consists of the correspondence and related records pertaining to CLUES program. The Clustered Learning Units for Educational Success (CLUES) is a program that integrates subject matter and provides a rich, varied experience to academically motivated students. It provides an opportunity for students to get to know one another quickly and promotes a community of friends that will last a life-time. CLUES offers first-year students some of the best instructors Winthrop can offer in a series of small, intimate, challenging classes.

W423.6-2B-1

SPECIAL ACADEMIC PROGRAMS- HONOR’S PROGRAM- VARIOUS RECORDS
This series consist of the various records produced by and for the Honors Program at Winthrop University that are not of sufficient quantity to constitute a separate series.

W423.6-3C-1

SPECIAL ACADEMIC PROGRAMS- HONOR’S PROGRAM- THE SAGE PAGE
This series consists of *The Sage Page: The Newsletter of the Winthrop University Honors Program* which is produced by the Honors Program Office.

W423.6-3C-2

SPECIAL ACADEMIC PROGRAMS- HONOR’S PROGRAM- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Honors Program Office.

W423.6-3C-3

SPECIAL ACADEMIC PROGRAMS- PACE PROGRAMS- VARIOUS RECORDS
This series consists of the various records produced by and for the PACE (Program for Academic and Career Enhancement) academic program that are not of sufficient quantity to constitute a separate series.

W423.6-4D-1

SUMMER SCHOOL PROGRAM- VARIOUS RECORDS
This series consists of the various records produced by and for the Summer School Program at Winthrop that are not of sufficient quantity to constitute a separate series. The records in this series include sample forms, correspondence, bulletins, catalogs, lists of rules and regulations, summer school reports, addresses, telegrams, financial statements, brochures, program notes of special summer school events, clippings and circulars of information. The types of records found for each year may vary. This series provides information on the general operation of the summer school, its direction and historical development. In addition there are records relating to club institutes for women, such as the South Carolina Federation of Women, short courses, especially in home demonstration and other conferences that were held.

W423.7-1

SUMMER SCHOOL- SUMMER SCHOOL BULLETINS
This series consists of the *Summer School bulletin* produced for the Summer School Program at Winthrop.

W423.7-2

GRADUATE SCHOOL- OFFICE OF THE DEAN- VARIOUS RECORDS
This series consists of the various records produced by the Office of the Dean of the Graduate School that are not of sufficient quantity to constitute a separate series.

W423.8-1A-1

GRADUATE SCHOOL- OFFICE OF THE DEAN- GENERAL ADMINISTRATIVE RECORDS
This series consists of the general and administrative records produced by the Office of the Dean of the Graduate School which include announcements for graduate school studies, applications for assistantships, degree requirements, and student’s records.

W423.8-1A-2
GRADUATE SCHOOL- OFFICE OF THE DEAN- THE GRADUATE SCHOOL NEWSLETTER
This series consists of The Graduate School Newsletter produced by the Graduate School.
W423.8-1A-3

GRADUATE SCHOOL- GENERAL RECORDS- CORRESPONDENCE AND MEMORANDA
This series consists of correspondence and memoranda produced by and for the Graduate School.
W423.8-2B-1

FACULTY- MINUTES AND RELATED RECORDS TO THE FACULTY CONFERENCE
This series consists of the official minutes and related records of the Faculty Conference, in which Winthrop’s president and faculty discuss college and faculty affairs. These records include lists of faculty committees and members, reports and recommendations of the council of committees, agenda of faculty meetings, stenographic notes of faculty meetings, lists of students approved by the faculty to receive scholarships or who were graduated with distinction, summaries of faculty minutes, lists of Winthrop graduates.
W424-1

FACULTY- SUBSIDIARY RECORDS TO THE FACULTY MEETINGS
This series consists of the supplemental records relevant to the faculty meetings including agenda outlines of faculty meetings, summaries of the minutes of the faculty meeting, council, committee records and reports, and lists of faculty committees and their members.
W424-2

FACULTY- COMMITTEE RECORDS
This series consists of faculty committee records and includes memoranda, reports, correspondence, minutes, statements of committee functions, lists of committee members and lists of recommendations made by various faculty committees.
W424-3

FACULTY- VARIOUS RECORDS
This series consists of the various records produced for and by the Faculty as a whole that are not of sufficient quantity to constitute a separate series.
W424-4

FACULTY- MINUTES AND RELATED RECORDS TO THE GRADUATE FACULTY ASSEMBLY
This series consists of the minutes and related records produced by and for the Graduate Faculty Assembly which includes minutes, membership lists, recommendations, and ballots. The graduate faculty meets to approve the offering of 600 level classes and new graduate programs.
W424-5
FACULTY- RECORDS OF THE FACULTY CONFERENCE COMMITTEE
This series consists of the records produced by and for the Faculty Conference Committee.
W424-6

FACULTY- ACADEMIC FREEDOM AND TENURE COMMITTEE REPORT
This series consists of the reports produced by the Academic Freedom and Tenure Committee.
W424-7

FACULTY- WINTHROP CLUB RECORDS
This series consists of records produced by the Winthrop Club which was a club formed by a group of faculty members from 1973 until the club’s demise in late 1981. These records include enrollment records, roll sheets, mailing lists, activity schedules, business meeting notes, yearbooks, and correspondence.
W424-8

FACULTY- FACULTY/ STAFF PARTY RECORDS
This series consists of records produced in conjunction with the annual Faculty and Staff Welcome Back Party and its precursor the Faculty Staff Dinner.
W424-9

FACULTY- FACULTY, STAFF, AND RETIREES AWARD CEREMONY
This series consists of records produced in conjunction with the annual Faculty, Staff and Retirees Award Ceremony.
W424-10

FACULTY PUBLICATIONS- FACULTY MANUALS
This series consists of the Faculty Manuals produced for Winthrop faculty.
W424.1-1

FACULTY PUBLICATIONS- WOMEN POWER
This series consists of the publication Woman Power produced by and for Winthrop Faculty
W424.1-2

FACULTY PUBLICATIONS- FOR YOUR INFORMATION (FYI)
This series consists of the For Your Information (FYI) newsletter produced by and for Winthrop faculty.
W424.1-3

FACULTY PUBLICATIONS- AAUP NEWSLETTER
This series consists of the AAUP Newsletter produced by and for Winthrop Faculty.
W424.1-4
FACULTY PUBLICATIONS- WINTHROP WELLNESS
This series consists of the Winthrop Wellness produced by and for Winthrop Faculty.
W424.1-5

FACULTY PUBLICATIONS- THE EFFECTIVE COLLEGE TEACHER
This series consists of The Effective College Teacher newsletter produced by the Office for Effective Teaching for Faculty/Staff.
W424.1-6

STUDENT ORGANIZATIONS- GENERAL RECORDS- CONSTITUTIONS AND BYLAWS
This series consists of the constitutions and bylaws, and rules of regulations of the various student organizations. These records are placed in this series for student organizations that are not of sufficient quantity to constitute their own series.
W425-0-1

STUDENT ORGANIZATIONS- GENERAL RECORDS- CORRESPONDENCE, LISTS, AND RELATED RECORDS
The series consists of records related to the attempted establishment of student organizations. These records include club membership lists, membership rolls, department sponsors, faculty sponsors, and meeting minutes and records.
W425-0-2

STUDENT ORGANIZATIONS- STUDENT GOVERNMENT ASSOCIATION- VARIOUS RECORDS
This series consists of the various records produced by the Student Government Association that are not of sufficient quantity to constitute a separate series.
W425-1A-1

STUDENT ORGANIZATIONS- STUDENT GOVERNMENT ASSOCIATION- SENATE RECORDS
This series consists of the Senate Records produced by the Student Government Association.
W425-1A-2

STUDENT ORGANIZATIONS- STUDENT GOVERNMENT ASSOCIATION- COUNCIL OF STUDENT LEADERS
This series consists of the records produced by the Council of Student Leaders in the Student Government Association.
W425-1A-3

STUDENT ORGANIZATIONS- LITERARY SOCIETIES- GENERAL RECORDS
This series consists of the general records of the literary societies at Winthrop that are too general in scope to fit under the individual literary societies.
W425-2B-1

STUDENT ORGANIZATIONS- LITERARY SOCIETIES- WINTHROP LITERARY SOCIETY RECORDS
This series consists of the records pertaining to and produced by the Winthrop Literary Society. The Winthrop Literary Society was the first student organization organized in 1888.

W425-2B-2

STUDENT ORGANIZATIONS- LITERARY SOCIETIES- CURRY LITERARY SOCIETY RECORDS
This series consists of the records pertaining to and produced by the Curry Literary Society. The Curry Literary Society was organized shortly after Winthrop's move from Columbia, SC to Rock Hill, SC in 1895. At the urging of President Johnson, a new society honoring the general agent of the Peabody Fund, Dr. J. L. M. Curry was founded.

W425-2B-3

STUDENT ORGANIZATIONS- LITERARY SOCIETIES- WADE HAMPTON LITERARY SOCIETY RECORDS
This series consists of the records pertaining to and produced by the Wade Hampton Literary Society. The Wade Hampton Literary Society was organized in 1909 and named after Confederate Colonel Wade Hampton III who was a Confederate cavalry leader during the American Civil War and a politician from Charleston, South Carolina.

W425-2B-4

STUDENT ORGANIZATIONS- HONOR SOCIETIES- PHI ALPHA THETA RECORDS
This series consists of the records produced by and for the Winthrop Chapter of the Phi Alpha Theta Honor Society in History. The Winthrop Chapter of Phi Alpha Theta was founded in 1947 and was the first chapter in South Carolina.

W425-3C-1

STUDENT ORGANIZATIONS- HONOR SOCIETIES- KAPPA DELTA PI RECORDS
This series consists of the records produced by and for Winthrop's Chapter of the Kappa Delta Pi Honor Society. Kappa Delta Pi, International Honor Society in Education is dedicated to scholarship and excellence in education. Winthrop's chapter was founded in 1935.

W425-3C-2

STUDENT ORGANIZATIONS- HONOR SOCIETIES- PHI UPSILON OMICRON RECORDS
This consists of the records produced by and for Phi Upsilon Omicron Honor Society for the school of Consumer Sciences and Allied Profession. These records include minutes, correspondence, newsletters, annual chapter reports, financial records, handbooks, scrapbooks, inspection reports and exempt income tax forms, and records relating to the annual council meetings, biannual conclaves, national council meetings, regular meetings, and scholarships.

W425-3C-3

STUDENT ORGANIZATIONS- HONOR SOCIETIES- PHI DELTA KAPPA
This series consists of the records produced by and for the Phi Delta Kappa Honor Society for the school of education and includes minutes, financial records, and scrapbooks.

W425-3C-4
STUDENT ORGANIZATIONS- HONOR SOCIETIES- PHI KAPPA PHI RECORDS
This series consists of the records produced by and for the Winthrop Chapter of Phi Kappa Phi national Honor Society. The Winthrop Chapter of Phi Kappa Phi was founded in 1964.
W425-3C-5

STUDENT ORGANIZATIONS- HONOR SOCIETIES- DELTA PSI KAPPA RECORDS
This series consists of the records produced by the Delta Kappa Honor Society for Physical Education. The Winthrop chapter was founded in 1987.
W425-3C-6

STUDENT ORGANIZATIONS- HONOR SOCIETIES- ALPHA PSI OMEGA RECORDS
This series consists of the records produced by and for the Winthrop’s Theatre honor Society, Alpha Psi Omega.
W425-3C-7

STUDENT ORGANIZATIONS- HONOR SOCIETIES- OMICRON DELTA KAPPA RECORDS
This series consists of records produced by and for Winthrop’s chapter of Omicron Delta Kappa. Omicron Delta Kappa is a Leadership Honor Society for college students which recognizes and encourages superior scholarship, leadership and exemplary character. The Winthrop Chapter of Omicron Delta Kappa was founded on April 12, 1981 and emerged from the Senior Order.
W425-3C-8

STUDENT ORGANIZATIONS- HONOR SOCIETIES- PHI BETA KAPPA RECORDS
This series consists of the records produced by and for the effort to bring a chapter of Phi Beta Kappa Honor Society to Winthrop which was unsuccessful.
W425-3C-10

STUDENT ORGANIZATIONS- HONOR SOCIETIES- KAPPA EPSILON PI RECORDS
This series consists of the records produced by and for Winthrop’s Chapter of the Kappa Epsilon Pi Honor Society. Kappa Epsilon Pi was founded by Winthrop as a local Honor Society in 1962. Its purpose was to establish an Honor Society dedicated to the unity and democracy of Education and open to all honor students from all departments of Winthrop.
W425-3C-11

STUDENT ORGANIZATIONS- HONOR SOCIETIES- PI GAMMA MU RECORDS
This series consists of the records produced by and for Winthrop’s chapter of the Pi Gamma Mu social Honor Society in Science. Winthrop’s chapter of the Pi Gamma Mu Honor Society was founded in 1938.
W425-3C-12

STUDENT ORGANIZATIONS- HONOR SOCIETIES- PHI SIGMA TAU RECORDS
This series consists of the records produced by and for the Winthrop Chapter of the Phi Sigma Tau Honor Society in Philosophy. The Winthrop chapter was founded on January 21, 1972.

W425-3C-13

STUDENT ORGANIZATIONS- HONOR SOCIETIES- BETA ALPHA RECORDS
This series consists of the records produced by and for the Winthrop Chapter of the Beta Alpha Honor Society in Business.

W425-3C-14

STUDENT ORGANIZATIONS- HONOR SOCIETIES- ALPHA KAPPA DELTA RECORDS
This series consists of the records produced by and for the Winthrop Chapter of the Alpha Kappa Delta Honor Society in Sociology. The Winthrop Chapter of Alpha Kappa Delta was founded in 1944 and was the first chapter in South Carolina.

W425-3C-15

STUDENT ORGANIZATIONS- HONOR SOCIETIES- BOOK AND KEY CLUB RECORDS
This series consists of the records produced by and for the Winthrop Book and Key Club, a Liberal Arts Honor Society. The Book and Key was the highest scholastic honor bestowed upon Winthrop Seniors.

W425-3C-16

STUDENT ORGANIZATIONS- HONOR SOCIETIES- WHO’S WHO RECORDS
This series consists of the records produced by and for the Winthrop Who’s Who. Seniors chosen to represent Winthrop in the annual publication of *Who’s Who Among Students In American Colleges and Universities* are chosen based on leadership, scholarship, character, and potentialities for future service.

W425-3C-17

STUDENT ORGANIZATIONS- HONOR SOCIETIES- ALPHA LAMBDA DELTA RECORDS
This series consists of the records produced by and for the Winthrop Chapter of Alpha Lambda Delta Freshman Honor Society. The Winthrop Chapter of Alpha Lambda Delta was founded on July 11, 1966.

W425-3C-18

STUDENT ORGANIZATIONS- HONOR SOCIETIES- SENIOR ORDER RECORDS
This series consists of the records produced by and for the Winthrop Senior Order which was Winthrop's highest Honor Society for Leadership. The Senior Order was founded by Miss Mary Teresa Scudder, Dean of Women (1926-1932) in 1928 and are chosen for their high standards of leadership and meritorious service to Winthrop. In the Spring of 1980, the Senior Order changed to the Omicron Delta Kappa society.

W425-3C-19

STUDENT ORGANIZATIONS- RELIGIOUS SOCIETIES- YWCA AND WCA RECORDS
This series consists of the records produced by and for the Young Women’s Christian Association (YWCA) and the Winthrop Christian Association (WCA). The Winthrop chapter of the YWCA was organized in January of 1896 was the central organization around which all campus life revolved. In the fall of 1947, the YWCA was replaced by the Winthrop Christian Association.

W425-4D-1

STUDENT ORGANIZATIONS- RELIGIOUS SOCIETIES- CAMPUS MINISTRIES RECORDS
This series consists of the records produced by the Campus Ministries. The records in this series include correspondence, memoranda, minutes, publications, financial statements, reports, program notes, broadsides and newspaper clippings.

W425-4D-2

STUDENT ORGANIZATIONS- RELIGIOUS SOCIETIES- WESTMINSTER FELLOWSHIP RECORDS
This series consists of the records produced by and for the Westminster Fellowship. The records in this series include correspondence, minutes, executive office reports, brochures, scrapbooks, and financial records.

W425-4D-3

STUDENT ORGANIZATIONS- RELIGIOUS SOCIETIES- WESLEY FOUNDATION RECORDS
The series consists of the records produced by and for the Wesley Foundation (United Methodist).

W425-4D-4

STUDENT ORGANIZATIONS- RELIGIOUS SOCIETIES- THE BURNING BUSH
This series consist of *The Burning Bush* Ecumenical Newsletter (monthly) of the Wesley Foundation.

W425-4D-5

STUDENT ORGANIZATIONS- DEPARTMENTAL CLUBS- VARIOUS RECORDS
This series consists of the various records produced by departmental clubs that are not of sufficient quantity to constitute a separate series.

W425-5E-1

STUDENT ORGANIZATIONS- DEPARTMENTAL CLUBS- WINHECON CLUB RECORDS
This series consists of the records produced by and for the Winhecon Club of Winthrop. The Winhecon Club is a student club sponsored by the School of Home Economics and includes correspondence, minutes, lists of members, financial reports, handbooks, and scrapbooks.

W425-5E-2

STUDENT ORGANIZATIONS- DEPARTMENTAL CLUBS- FAMILY AND CONSUMER SCIENCE CLUB RECORDS
This series consists of the records produced by and for the Family and Consumer Science Club at Winthrop.

W425-5E-3
STUDENT ORGANIZATIONS- DEPARTMENTAL CLUBS- STRAWBERRY LEAF CLUB RECORDS
This series consists of the records produced by and for the Strawberry Leaf club. The Strawberry Leaf Club was one of Winthrop’s debate clubs.
W425-5E-4

STUDENT ORGANIZATIONS- DEPARTMENTAL CLUBS- DEBATERS’ LEAGUE CLUB RECORDS
This series consists of the records produced by the Winthrop’s Debaters’ League club.
W425-5E-5

STUDENT ORGANIZATIONS- DEPARTMENTAL CLUBS- INTERNATIONAL RELATIONS CLUB RECORDS
This series consists of the records produced by the Winthrop’s International Relations club. The International Relations Club was one of Winthrop’s debate club.
W425-5E-6

STUDENT ORGANIZATIONS- DEPARTMENTAL CLUBS- SIGMA GAMMA NU RECORDS
This series consists of the records produced by and for Winthrop’s Chapter of the Sigma Gamma Nu Physical Education Departmental Club.
W425-5E-7

STUDENT ORGANIZATIONS- SOCIAL CLUBS- WINTHROP RECREATION ASSOCIATION RECORDS
This series consists of the records produced by and for the Winthrop Recreation Association. The records in this series include constitutions, by-laws, yearly reports, WRA Council and Officers, Advisers correspondence, and student surveys. The Winthrop Recreation Association was formerly known as the Winthrop Athletic Association.
W425-6F-1

STUDENT ORGANIZATIONS- SOCIAL CLUBS- WINTHROP RECREATION ASSOCIATION INTRAMURAL SPORTS RECORDS
This series consists of the records produced by the Winthrop Recreation Association Intramural Sports Program.
W425-6F-2

STUDENT ORGANIZATIONS- SOCIAL CLUBS- WINTHROP RECREATION ASSOCIATION SPECIAL EVENTS
This series consists of the records produced during special events sponsored by the Winthrop recreation Association.
W425-6F-4

STUDENT ORGANIZATIONS- SOCIAL CLUBS- ASSOCIATION OF EBONITES RECORDS
The series consists of records pertaining to and produced by Winthrop’s Association of Ebonites. The Association of Ebonites was founded by minority students to promote black awareness by providing services to enhance the educational, cultural, and social development of Winthrop University and the Rock Hill community.
W425-6F-5
STUDENT ORGANIZATIONS- SOCIAL CLUBS- GRANDDAUGHTERS’ CLUB RECORDS
This series consists of the records of the Granddaughters Club. The records in this series include correspondence, membership lists, questionnaires, newspaper clippings, and invitations mainly related to club meetings, activities, parties and the Mother-Daughter weekend. The Granddaughter’s Club was sponsored by the Alumni Association and later changed its name to Heritage Club and was disbanded on June 1, 1982.
W425-6F-6

STUDENT ORGANIZATIONS- SOCIAL CLUBS- COLLEGE REPUBLICANS RECORDS
This series consists of the records produced by and for the Winthrop Chapter of the College Republicans.
W425-6F-7

STUDENT ORGANIZATIONS- SOCIAL CLUBS- SOCIALIST STUDENT UNION RECORDS
This series consists of the records produced by and for the Socialist Student Union.
W425-6F-8

STUDENT ORGANIZATIONS- SOCIAL CLUBS- HISTORY IN THE MAKING CLUB RECORDS
This series consists of the records produced by and for the History in the Making Club. The History in the Making Club was founded in 2002 to enhancing the awareness of history and culture at Winthrop University.
W425-6F-9

STUDENT ORGANIZATIONS- SOCIAL CLUBS- GLOBAL RECORDS
This series consists of the records produced by GLoBal (Gay, Lesbian, Bisexual, and Transgender Ally League).
W425-6F-10

STUDENT ORGANIZATIONS- HUMANITARIAN ORGANIZATIONS- VARIOUS RECORDS
This series consists of the various records produced by humanitarian student groups formed at Winthrop.
W425-7G-1

STUDENT ORGANIZATIONS- HUMANITARIAN ORGANIZATIONS- AFRICAN AWARENESS COALITION RECORDS
This series consists of the records produced by the humanitarian student organization the Africa Awareness Coalition.
W425-7G-2

STUDENT ORGANIZATIONS- CLASS ACTIVITIES- VARIOUS RECORDS
This series consists of the various records relating to the freshman, sophomore, junior and senior class activities such as Classes Night, Junior Follies, etc.
W425-8H-1

STUDENT ORGANIZATIONS- FRATERNITIES AND SORORITIES- GENERAL RECORDS
This series consists of the general records pertaining to the fraternities and sororities as a whole.
W425-91-1

STUDENT ORGANIZATIONS- FRATERNITIES AND SORORITIES- DELTA SIGMA THETA RECORDS
This series consists of records produced by and for the Winthrop Chapter (Xi Beta) of the Delta Sigma Theta Sorority.

W425-91-2

STUDENT ORGANIZATIONS- FRATERNITIES AND SORORITIES- SIGMA GAMMA RHO RECORDS
This series consists of records pertaining to the Lambda Kappa Chapter of the Sigma Gamma Rho Sorority, Incorporated.

W425-91-3

STUDENT ORGANIZATIONS- FRATERNITIES AND SORORITIES- ZETA PHI BETA RECORDS
This series consists of records pertaining to the Theta Theta Chapter of the Zeta Phi Beta Sorority, Incorporated.

W425-91-4

STUDENT ORGANIZATIONS- FRATERNITIES AND SORORITIES- PI SIGMA PHI RECORDS
This series consists of records pertaining to the Pi Sigma Phi sorority organized at Winthrop on October 10, 1911 which was not affiliated with a national organization.

W425-91-5

STUDENT ORGANIZATIONS- FRATERNITIES AND SORORITIES- PI LAMBDA KAPPA RECORDS
This series consists of the records pertaining to the Pi Lambda Kappa Sorority including constitution, by-laws, correspondence, scrapbooks, and other related records. Pi Lambda Kappa began as “The Proud Ladies Klub” (P.L.K.) in 1923 and disbanded in 1940.

W425-91-6

STUDENT ORGANIZATIONS- FRATERNITIES AND SORORITIES- ZETA TAU ALPHA RECORDS
This series consists of the records pertaining to the Zeta Tau Alpha Sorority chapter at Winthrop.

W425-91-7

STUDENT ORGANIZATIONS- FRATERNITIES AND SORORITIES- OMEGA PSI PHI RECORDS
This series consists of the records pertaining to the Psi Kappa Chapter of Omega Psi Phi Fraternity, Inc at Winthrop University.

W425-91-8

STUDENT ORGANIZATIONS- FRATERNITIES AND SORORITIES- KAPPA ALPHA PSI RECORDS
This series consists of the records pertaining to Kappa Alpha Psi chapter at Winthrop.

W425-91-9

STUDENT ORGANIZATIONS- FRATERNITIES AND SORORITIES- SIGMA ALPHA EPSILON RECORDS
This series consists of records pertaining to the South Carolina Sigma Chapter of the Sigma Alpha Epsilon fraternity at Winthrop.
W425-9I-10

STUDENT ORGANIZATIONS- STUDENT ACTIVITIES- DINKINS STUDENT UNION RECORDS
This series consists of the records produced by and for the Dinkins Student Union.
W425-10J-1

STUDENT PUBLICATIONS- STUDENT HANDBOOKS
This series consists of the Student Handbooks produced by Winthrop students.
W425.1-1

STUDENT PUBLICATIONS- TATLER
This series consists of the Winthrop yearbook, Tatler produced by Winthrop Students from 1898-1999, 1901, 1907-2000, 2002. In 1904 the yearbook was titled Lang Syne.
W425.1-2

STUDENT PUBLICATIONS- WINTHROP JOURNAL
This series consists of the Winthrop Journal which was produced from 1902-1941 and contained the literary writings of Winthrop students.
W425.1-3

STUDENT PUBLICATIONS- ANTHOLOGY
This series consists of the Anthology produced from 1964 to the present. The Anthology is published once a year and accepts poetry, essays, fiction, photographs, and drawings.
W425.1-4

STUDENT PUBLICATIONS- CLIO HALL REPORTER
This series consists of the Clio Hall Reporter produced from 1935, 1937-1940.
W425.1-5

STUDENT PUBLICATIONS- TAPS MANUAL
This series consists of the Taps Manual produced from 1953-1955.
W425.1-6

STUDENT PUBLICATIONS- TEACHING ECHOES
This series consists of the Teaching Echoes produced from 1944-1948.
W425.1-7
STUDENT PUBLICATIONS- THE CAROLINIAN
This series consists of *The Carolinian* produced from 1957-1960.
W425.1-8

STUDENT PUBLICATIONS- THE RIPPLE
This series consists of *The Ripple* produced around 1970.
W425.1-9

STUDENT PUBLICATIONS- THE JOHNSONIAN
This series consists of the student newspaper, *The Johnsonian* produced from 1923 to the present.
W425.1-10

STUDENT PUBLICATIONS- RODDEY-MCMILLAN RECORD
This series consists of the *Roddey-McMillan Record* which is a monthly student newspaper that promotes awareness and understanding of issues concerning minorities for the betterment of the entire Winthrop community and has been produced from 1986 to the present.
W425.1-11

STUDENT PUBLICATIONS- STUDENT CONDUCT CODE
This series consists of the *Student Conduct Code* from the early 1990s.
W425.1-12

STUDENT PUBLICATIONS- ACTIVE CAMPUS
This series consists of the *Active Campus* newsletter which began in April 2004.
W425.1-13

STUDENT PUBLICATIONS- THE EAGLE I
This series consists of *The Eagle I* newspaper which began in April 2007.
W425.1-14

SPORTS PUBLICATIONS- BASKETBALL YEARBOOKS
This series consists of the Basketball Yearbooks produced by the Athletic Department.
W425.3-1

SPORTS PUBLICATIONS- BASEBALL YEARBOOKS
This series consists of the Baseball Yearbooks produced by the Athletic Department.
W425.3-2

SPORTS PUBLICATIONS- INTRAMURAL YEARBOOKS
This series consists of the Intramural Yearbooks produced by the Athletic Department.
W425.3-3

SPORTS PUBLICATIONS- THE GARNET AND GOLD: A VOICE OF WINTHROP ATHLETICS
This series consists of *The Garnet and Gold: A Voice of Winthrop Athletics* produced by the Athletic Department.
W425.3-4

SPORTS PUBLICATIONS- THE EAGLE
This series consists of *The Eagle* produced by the Athletic Department.
W425.3-5

THESIS
This series consists of theses produced by Winthrop students in partial fulfillment of the requirements for the Master’s Degree at Winthrop.
W426

ESSAYS, TERM PAPERS, AND LITERARY WORKS
This series consists of essays, term papers, and literary works produced by Winthrop students.
W426.1

ALUMNI OFFICE- CONSTITUTIONS AND BY-LAWS
This series consists of the constitutions and by-laws of various alumni associations around the state and the country.
W427-1

ALUMNI OFFICE- MINUTES AND RELATED RECORDS
This series consists of the minutes and related records produced by the Alumni Office. These records include mainly minutes of the executive board and of annual and special meetings of the alumni as well as adopted resolutions and reports of various alumni committees.
W427-2

ALUMNI OFFICE- ANNUAL REPORT OF THE EXECUTIVE SECRETARY
This series consists of the annual reports of the Executive Secretary on behalf the Alumni Association.
W427-3

ALUMNI OFFICE- FINANCIAL RECORDS
This series consists of the financial records produced by and for the Winthrop Alumni Association. This series includes budget proposals, tax returns, ledgers, and bank statements.
W427-4
ALUMNI OFFICE- SUBJECT FILE
This series consists of various records of the Alumni Association organized as a subject file. Most of these records consist of correspondence and memoranda, telegrams, reports, statements and other related records pertaining, in general, to the various activities of the alumni Association, its relationship with the college, and its position in local, state, national and world affairs.
W427-5

ALUMNI OFFICE- DISTRICT CHAPTER RECORDS
This series consists of the records produced by district chapters of the Alumni Association. These records include correspondence, reports, program notes, brochures, memorandums, notices and other records relating to the organization, development, and creation of the district chapters of the Alumni Association.
W427-6

ALUMNI OFFICE- LOCAL CHAPTER RECORDS
This series consists of the records produced by local chapters of the Alumni Association. These records include correspondence and memoranda, yearly reports, brochures, short histories, constitutions, yearbooks, newspaper clippings, and related records. This series primarily pertains to the creation, organization, and development of local chapters and provides information as to how the local chapters have aided Winthrop Alumni Association as a whole.
W427-7

ALUMNI OFFICE- CLASS RECORDS
This series consists of the records produced by individual classes. These records included correspondence, lists of graduates, notices, memoranda, newspaper clippings, brochures, reminiscences, program notes, and other records pertaining to class celebrations and reunions.
W427-8

ALUMNI OFFICE- ALUMNI ASSOCIATION CONTROVERSY RECORDS
This series consists of the records pertaining to the Alumni Association Controversy. These records include correspondence and memoranda, statements, transcripts of proceedings, telegrams, newspaper clippings and other records related to the dispute between President Henry Sims and the alumni leadership over the handling of college affairs. Winthrop was placed on the AAUP censored list in 1943 and, during Winthrop’s attempt to reinstate, the Alumni office accused President Sims of mismanagement, while Sims accused the Alumni office of trying to run the college.
W427-9

ALUMNI OFFICE- VARIOUS RECORDS
This series consists of the various records produced by the Alumni Office that are not of sufficient quantity to constitute a separate series.
W427-10
ALUMNI OFFICE- MARY SUE McELVEEN RECORDS
The series consists of the records produced by the Director of the Alumni Office during Mary Sue McElveen’s tenure. These records include correspondence, meeting minutes and agendas, and financial papers pertaining to the various activities of the Alumni Association and its relationship to the college.
W427-11

ALUMNI OFFICE- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Office of Alumni Relations.
W427-12

ALUMNI PUBLICATIONS- WINTHROP COLLEGE ALUMNAE NEWS
This series consists of the Winthrop College Alumnae News produced by the Winthrop Alumnae Office.
W427.1-1

ALUMNI PUBLICATIONS- WINTHROP ALUMNAE MAGAZINE
This series consists of the Winthrop Alumnae Magazine produced by or for Winthrop Alumni.
W427.1-2

ALUMNI PUBLICATIONS- WINTHROP NEWSLETTER
This series consists of the Winthrop Newsletter produced by Winthrop Alumnae Office.
W427.1-3

ALUMNI PUBLICATIONS- CLASS NEWSLETTER
This series consists of the Class Newsletter produced by or for Winthrop Alumni.
W427.1-4

ALUMNI PUBLICATIONS- ALUMNI DIRECTORY
This series consists of the Alumni Directory produced by the Winthrop Alumni Office.
W427.1-5

ALUMNI PUBLICATIONS- TREASURES AND TRADITIONS
This series consists of the Treasures and Traditions book produced by the Alumni Office in conjunction with the University Relations Office.
W427.1-6

ALUMNI PUBLICATIONS- WINTHROP COLLEGE NEWS/ WINTHROP NEWS
This series consists of the Winthrop College News/ Winthrop News produced by the Winthrop Alumni Office.
W427.1-7
PHOTOGRAPHS- POSITIVE PRINTS
This series consists of positive print photographs depicting every aspect of Winthrop’s history including buildings, grounds, social events, faculty, staff, students, etc.
W427.2-1

PHOTOGRAPHS- NEGATIVES
This series consists of negatives from which most of the positive print photographs were made.
W427.2-2

PHOTOGRAPHS- JOEL NICHOLS POSITIVE PRINTS
This series consists of the positive print photographs taken by official Winthrop photographer Joel Nichols from 1962-2008.
W427.2-3

PHOTOGRAPHS- JOEL NICHOLS NEGATIVE PRINTS
This series consists of the negative print photographs taken by official Winthrop photographer Joel Nichols from 1962-2008.
W427.2-4

SLIDES- REGULAR SIZE
This series contains regular- sized color slides of Winthrop or used by.
W427.3-1

SLIDES- 2”x2” and 4”x4” SLIDES
This series consists of 2”x2” and 4”x4” slides produced by or for Winthrop.
W427.3-2

GLASS SLIDES
This series consists of glass lantern slides produced by or for Winthrop.
W427.3-3

SLIDES- JOEL NICHOLS SLIDES
This series consists of the slides produced by official Winthrop photographer Joel Nichols from 1962-2008.
W427.3-4

FILMS- VARIOUS FILMS
This series consists of reel-to-reel films created by or for Winthrop.
W427.4-1
VINYL RECORDS- VARIOUS RECORDS
This series consists of Vinyl records produced by and for Winthrop.
W427.5-1

POSTCARDS- VARIOUS POSTCARDS
This series consists of postcards depicting scenes in South Carolina and Winthrop.
W427.6-1

AUDIOTAPES- CASSETTES
This series consists of audiocassette tapes of various lengths produced by or for Winthrop. This series includes interviews, speeches, readings, etc.
W427.7-1

AUDIOTAPES- REEL-TO-REEL TAPES
This series consists of reel-to-reel audio tapes produced by or for Winthrop. This series includes interviews, speeches, readings, etc.
W427.7-2

SECURITY MICROFILM- CONTROLLER’S OFFICE- GENERAL ACCOUNTING DEPARTMENT
This series consists of duplicate microfilm of the General Accounting Department deposited in the Archives for security by the Controller’s Office.
W427.8-1A-1

SECURITY MICROFILM- CONTROLLER’S OFFICE- ACCOUNTS PAYABLE RECORDS
This series consists of duplicate microfilm of the Accounts Payable Records deposited in the Archives for security by the Controller’s Office.
W427.8-1A-2

SECURITY MICROFILM- CONTROLLER’S OFFICE- PAYROLL DEPARTMENT RECORDS
This series consists of duplicate microfilm of the Payroll Department Records deposited in the Archives for security by the Controller’s Office.
W427.8-1A-3

SECURITY MICROFILM- CONTROLLER’S OFFICE- CASHIERS OFFICE RECORDS
This series consists of duplicate microfilm of the Cashiers Office Records deposited in the Archives for security by the Controller’s Office.
W427.8-1A-4

SECURITY MICROFILM- ALUMNI ASSOCIATION- GENERAL FILES
This series consists of duplicate microfilm of the general files deposited in the Archives for security by the Alumni Association.
W427.8-2B-1

SECURITY MICROFILM- OFFICE OF RECORDS AND REGISTRATION- STUDENT ACADEMIC RECORDS
This series consists of duplicate microfilm of the student academic records deposited in the Archives for security by the Office of Records and Registration.
W427.8-3C-1

SECURITY MICROFILM- OFFICE OF FINANCIAL AID- NATIONAL DEFENSE STUDENT LOAN (NDSL)
This series consists of duplicate microfilm of the National Defense Student Loan (NDSL) Records deposited in the Archives for security by the Office of Financial Aid.
W427.8-4D-1

SECURITY MICROFILM- VICE PRESIDENT FOR STUDENT AFFAIRS- CAREER DEVELOPMENT OFFICE RECORDS
This series consists of duplicate microfilm of the Career Development Office Records deposited in the Archives for security by the Vice President for Student Affairs.
W427.8-5E-1

VIDEOTAPES- VARIOUS VIDEOTAPES
This series consists of videotapes produced by or for Winthrop.
W427.9-1

VIDEOTAPES- WINTHROP CHALLENGE
This series consists of videotapes relating to the student game show, the Winthrop Challenge.
W427.9-2

DVDS- VARIOUS DVDS
This series consists of DVDs produced by and for Winthrop.
W427.10-1

CDS-VARIOUS CDS
This series consists of CDs produced by and for Winthrop.
W427.11-1

PRINTING PLATES- VARIOUS PRINTING PLATES
This series consist of printing plates produced by and for Winthrop. Most of the printing plates were used for the early Tatlers and depict Winthrop Presidents, Winthrop Advertisements, and the Winthrop Logo.
W427.12-1
PHYSICAL PLANT RECORDS
This series consists of the records produced by and for the physical plant (now the Office of Facilities Management) which include records pertaining to the construction and repair of buildings and the college farm and of the general upkeep of the campus.
W428

PHYSICAL PLANT- ASSOCIATE VICE PRESIDENT OF FACILITIES MANAGEMENT- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by the Associate Vice President of Facilities Management at Winthrop.
W428-1A-1

PHYSICAL PLANT- OFFICE OF FACILITIES MANAGEMENT- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by the Office of Facilities Management in general.
W428-2B-1

DEVELOPMENT
This series consists of the records produced detailing the development of Winthrop. These records include self-studies, surveys, fact books, and other reports related to internal and external studies of Winthrop as an institution of higher learning.
W429

ACCREDITATION AND ASSOCIATION MEMBERSHIP RECORDS- AMERICAN COUNCIL ON EDUCATION- CORRESPONDENCE AND MEMORANDA
The series consists of the correspondence and memoranda related to Winthrop’s efforts to become or remain accredited by the American Council on Education. These records also include program notes, reports, memoranda, financial statements, and proposals. Winthrop became a member of the American Council on Education in 1919.
W429.1-1A-1

ACCREDITATION AND ASSOCIATION MEMBERSHIP RECORDS- NATIONAL EDUCATION ASSOCIATION- CORRESPONDENCE AND MEMORANDA
The series consists of the correspondence and memoranda related to Winthrop’s efforts to become or remain accredited by the National Education Association. Winthrop became a member of the National Education Association in 1921.
W429.1-2B-1

ACCREDITATION AND ASSOCIATION MEMBERSHIP RECORDS- SOUTHERN ASSOCIATION OF COLLEGES AND SECONDARY SCHOOLS- REPORTS TO THE SOUTHERN ASSOCIATION
This series consists of Winthrop’s reports to the Southern Association. These statistical and narrative reports provided information on faculty organization, research, curriculum, instruction, organization, administration, student personnel service, finances, libraries, and facilities.

W429.1-3C-1

ACCREDITATION AND ASSOCIATION MEMBERSHIP RECORDS- SOUTHERN ASSOCIATION OF COLLEGES AND SECONDARY SCHOOLS- CORRESPONDENCE AND MEMORANDA
This series consists of correspondence and memoranda related to Winthrop’s effort to become or remain accredited by the Southern Association of Colleges and Secondary Schools. These records also include questionnaires, bulletins, telegrams, and program notes.
W429.1-3C-2

ACCREDITATION AND ASSOCIATION MEMBERSHIP RECORDS- ASSOCIATION OF AMERICAN COLLEGES- CORRESPONDENCE AND MEMORANDA
This series consists of correspondence and memoranda related to Winthrop’s effort to become or remain accredited by the Association of American Colleges. These records also include reports, program notes, and bulletins.
W429.1-4D-1

ACCREDITATION AND ASSOCIATION MEMBERSHIP RECORDS- AMERICAN ASSOCIATION OF UNIVERSITY WOMEN- CORRESPONDENCE AND MEMORANDA
This series consists of correspondence and memoranda related to Winthrop’s effort to become or remain accredited by the American Association of University Women. These records also include reports, statements, briefs, and newspaper clippings.
W429.1-5E-1

ACCREDITATION AND ASSOCIATION MEMBERSHIP RECORDS- SOUTHERN ASSOCIATION OF COLLEGES FOR WOMEN- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda related to Winthrop’s effort to become or remain accredited by the Southern Association of Colleges for Women.
W429.1-7G-1
ACCREDITATION AND ASSOCIATION MEMBERSHIP RECORDS- ASSOCIATION OF AMERICAN UNIVERSITIES - CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda related to Winthrop’s effort to become or remain accredited by the Association of American Universities.
W429.1-8H-1

ACCREDITATION AND ASSOCIATION MEMBERSHIP RECORDS- AMERICAN ASSOCIATION OF TEACHER COLLEGES - CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda related to Winthrop’s effort to become or remain accredited by the American Association of Teacher Colleges and Winthrop.
W429.1-9I-1

ACCREDITATION AND ASSOCIATION MEMBERSHIP RECORDS- AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS - CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda related to Winthrop’s effort to become or remain accredited by the American Association of University Professors. These records also include reports, memoranda, newspaper clippings, telegrams, notes, statements and other records mainly related to Winthrop’s censure by the AAUP and its attempt to be removed from the censured list. Winthrop was placed on the AAUP censured list in May of 1943 and was removed in April of 1957.
W429.1-10J-1

ACCREDITATION AND ASSOCIATION MEMBERSHIP RECORDS- NATIONAL COUNCIL FOR ACCREDITATION FOR TEACHER EDUCATION (NCATE) - CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda related to Winthrop’s effort to become or remain accredited by the National Council for Accreditation for Teacher Education (NCATE). These records also include self-study reports.
W429.1-11K-1

ACCREDITATION AND ASSOCIATION MEMBERSHIP RECORDS- NATIONAL ACCREDITATION OF STATE DIRECTORS FOR TEACHER EDUCATION AND CERTIFICATE (NASDTEC)
This series consists of the correspondence and memoranda related to Winthrop’s effort to become or remain accredited by the National Accreditation of State Directors for Teacher Education and Certificate (NASDTEC). These records also include self-study reports.
W429.1-12L-1

ACCREDITATION AND ASSOCIATION MEMBERSHIP RECORDS- DEPARTMENTAL ACCREDITATION REPORTS- VARIOUS RECORDS
This series consists of various departmental and program accreditation reports.
W429.1-13M-1
COEDUCATION- SUBJECT FILE
This series consists of various records pertaining to Winthrop’s Coeducation Movement. These records include correspondence, newspaper clippings, and related records.
W429.2-1

COEDUCATION- NEWSPAPER CLIPPINGS
This series consists of newspaper clippings that chronicled Winthrop’s Coeducation Movement.
W429.2-2

WINTHROP TRAINING SCHOOL- SUBJECT FILE
This series consists of records produced by and for the Winthrop Training School. Winthrop Training School building (now called Withers) was constructed in 1912 to house the practice school and was created by Winthrop for teacher training and operated as a K-10, K-11, or K-12 until 1965 and the elementary school part of the school closed in 1968. Previously a classroom in Tillman had been used for this purpose. This facility was outgrown by the 1960’s and student teachers were assigned practicums at schools across the region.
W430-0-1

WINTHROP TRAINING SCHOOL- ADMINISTRATIVE RECORDS- STUDENT TRANSCRIPTS
This series consists of the student transcripts of the pupils that attended the Winthrop Training School which operated from 1913-1968. The Winthrop Training School was created by Winthrop for teacher training and operated as a K-10, K-11, or K-12 until 1965 and the elementary school part of the school closed in 1968.
W430-1A-1

WINTHROP TRAINING SCHOOL- MEMORABILIA- VARIOUS
This series consists of memorabilia pertaining to the Winthrop Training School. The Winthrop Training School was created by Winthrop for teacher training and operated as a K-10, K-11, or K-12 until 1965 and the elementary school part of the school closed in 1968.
W430-2B-1

WINTHROP TRAINING SCHOOL- 1986 REUNION- VARIOUS RECORDS
This series consists of records, alumni listing, correspondence, letters, and newspaper articles regarding the Winthrop Training School 1986 Reunion.
W430-3C-1

WINTHROP TRAINING SCHOOL PUBLICATIONS- GARNET AND GOLD/ WILDCAT/ WILDCAT JUNIOR
This series consists of the Garnet and Gold/Wildcat/Wildcat Junior yearbook produced for the Winthrop Training School student body.
W430.1-1
WINTHROP TRAINING SCHOOL PUBLICATIONS- WINTHROP TRAINING SCHOOL DIRECTORY
This series consists of the *WTS Directory* produced by the Winthrop Training School.
W430.1-2

WINTHROP TRAINING SCHOOL PUBLICATIONS- WINTHROP TRAINING SCHOOL HANDBOOK
This series consists of the *WTS Handbook* produced for Winthrop Training School student body.
W430.1-3

WINTHROP TRAINING SCHOOL PUBLICATIONS- WILDCAT NEWSLETTER
This series consists of the *Wildcat Newsletter* produced by the Winthrop Training School.
W430.1-4

WINTHROP TRAINING SCHOOL PUBLICATIONS- HI-TOWERS
This series consists of the *Hi-Towers* newsletter produced by the Winthrop Training School.
W430.1-5

WINTHROP TRAINING SCHOOL PUBLICATIONS- AMERICAN EDUCATION WEEK
This series consists of the *American Education Week* newsletter produced by the Winthrop Training School.
W430.1-6

WINTHROP TRAINING SCHOOL PUBLICATIONS- WINTHROP TRAINING SCHOOL REFLECTOR
This series consists of the *W.T.S. Reflector* newsletter produced for the Winthrop Training School student body.
W430.1-7

WINTHROP TRAINING SCHOOL PUBLICATIONS- DIRECTORY OF FACULTY AND STUDENTS HANDBOOK OF INFORMATION
This series consists of the *Directory of Faculty and Students Handbook of Information* produced by the Winthrop Training School.
W430.1-8

WINTHROP TRAINING SCHOOL PUBLICATIONS- HANDBOOK FOR FACULTY AND STUDENTS
This series consists of the *Handbook for Faculty and Students* produced by the Winthrop Training School.
W430.1-9

US ARMY AIR CORPS CADET TRAINING PROGRAM- ADMINISTRATIVE RECORDS
This series consists of the administrative records that pertain to the US Army Air Corps Cadet Training Program that was sponsored by Winthrop during World War II. Male cadets attended classes on campus, practiced marching and drilling on the present site of Dinkins Student Center, and lived in Bancroft Hall, renamed Fort Bancroft. The records consist of general correspondence, reports, applications, lists of instructors and cadets, cadets’ grades, examinations and financial
records, questionnaires and scrapbooks on such subjects as uniforms, insurance, non-college flight program and operation of the program. Also included are the records of the Civilian Pilot Training Program.

W431-1

US ARMY AIR CORPS CADET TRAINING PROGRAM- CADET RECORDS
This series consists of the various records pertaining to individual or groups of cadets.
W431-2

OFFICE OF ADMISSIONS- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Office of Admissions.
W432-1

OFFICE OF ADMISSIONS- VARIOUS RECORDS
This series consists of the various records produced by and for the Office of Admissions that are not of sufficient quantity to constitute a separate series.
W432-2

OFFICE OF ADMISSIONS- DIRECTOR OF ADMISSIONS- SCHOLASTIC APTITUDE TEST (SAT) SCORES
This series consists of the Scholastic Aptitude (SAT) scores of Winthrop students.
W432-1A-1

OFFICE OF ADMISSIONS PUBLICATIONS- THE CONNECTION
This series consists of The Connection newsletter produced by the Office of Admissions.
W432.1-1

JOYNES CENTER FOR CONTINUING EDUCATION- VARIOUS RECORDS
This series consists of the various records produced by the Joynes Center for Continuing Education that are not of sufficient quantity to constitute a separate series. These records include memoranda, symposium records, workshops held at Joynes Hall, brochures, and pamphlets.
W433-1

JOYNES CENTER FOR CONTINUING EDUCATION- DEANS OFFICE- SUBJECT FILE
This series consists of the various records produced by the Office of the Dean of the Joynes Center for Continuing Education organized as a subject file. These records include correspondence, newsletters, surveys, reports, manuals, brochures, minutes, newspaper clippings, memoranda, handbooks, financial records, applications, news releases and other related records concerning the operations and work of the Center. The Dean of continuing Education was responsible for promoting and coordinating all activities on campus other than formal academic programs and student life events. Coordinating responsibility of this office includes short courses, conferences, seminars, sponsored meetings of the external organizations and public affairs events.
W433-1A-1

JOYNES CENTER FOR CONTINUING EDUCATION- WINTHROP SYMPOSUIMS- REINTERPRETATIONS OF WB YATES LECTURE
This series consists of the records pertaining to the symposium on the Reinterpretations of WB Yates. These records include correspondence, curriculum vitae, and bibliographies of participating speakers.

W433-2B-1

JOYNES CENTER FOR CONTINUING EDUCATION- SCOTCH-IRISH FESTIVAL- VARIOUS RECORDS
This series consists of the various records pertaining to the Scotch-Irish Festival held at Winthrop.

W433-2B-2

DINKINS STUDENT CENTER- DIRECTOR’S OFFICE- DINKINS PROGRAM NEWSLETTER
This series consists of the monthly Dinkins Program newsletter listing events sponsored by the Dinkins Student Center. The functions of the Dinkins Student Center were moved to the DiGiorgio Campus Center when it was built in 2010.

W434-1A-1

DINKINS STUDENT CENTER- DIRECTOR’S OFFICE- CALENDAR OF EVENTS
This series consists of the Calendar of Events which was irregularly issued and covers other campus events in addition to the Dinkins Student Center. The functions of the Dinkins Student Center were moved to the DiGiorgio Campus Center when it was built in 2010.

W434-1A-2

DINKINS STUDENT CENTER- DIRECTOR’S OFFICE- BROCHURES AND PAMPHLETS
This series consists of brochures and pamphlets announcing and publicizing student social activities. The functions of the Dinkins Student Center were moved to the DiGiorgio Campus Center when it was built in 2010.

W434-1A-3

DINKINS STUDENT CENTER- DIRECTOR’S OFFICE- VARIOUS RECORDS
This series consists of the various records produced by the Office of the Director of the Dinkins Student Center. The functions of the Dinkins Student Center were moved to the DiGiorgio Campus Center when it was built in 2010.

W434-1A-4

DINKINS STUDENT CENTER- DIRECTOR’S OFFICE- ADMINISTRATIVE RECORDS
This series consists of the administrative records produced by and for the Office of the Director of the Dinkins Student Center. These records include correspondence, contracts, brochures, financial-records, flyers, and newspaper articles and are concerned primarily with the daily operations of the student center. The functions of the Dinkins Student Center were moved to the DiGiorgio Campus Center when it was built in 2010.

W434-1A-5
DINKINS STUDENT CENTER- DIRECTOR’S OFFICE- WELCOME WEEK RECORDS
This series consists of the records pertaining to the Welcome Week festivities that are produced by the Office of the Director of the Dinkins Student Center. The functions of the Dinkins Student Center were moved to the DiGiorgio Campus Center when it was built in 2010.
W434-1A-6

DINKINS STUDENT CENTER- OFFICE FILES- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Dinkins/DiGiorgio Student Center Office. The functions of the Dinkins Student Center were moved to the DiGiorgio Campus Center when it was built in 2010.
W434-2B-1

OFFICE OF THE PROVOST- PROVOST- SUBJECT FILE
This series consists of the various records produced by the Office of the Provost organized as a subject file. These records include correspondence and memoranda, reports, studies, surveys, and proposals primarily concerning the development and expansion of courses at Winthrop. The Office of the Provost was created to exercise responsibility for institutional planning, for the public services and continuing education programs, for internal auditing, and for encouraging sponsored research efforts. The majority of these records deal with Grant application and awards for Winthrop Faculty and awards for Winthrop faculty and agencies.
W435-1A-1

OFFICE OF THE PROVOST- PROVOST: GLENN THOMAS ADMINISTRATION- VARIOUS RECORDS
This series consists of the various records produced during Dr. Glenn Thomas’s term as provost.
W435-2B-1

OFFICE OF FINANCIAL AID- DIRECTOR’S OFFICE- VARIOUS RECORDS
This series consists of the various records produced by the Director’s Office in the Office of Financial Aid that are not of sufficient quantity to constitute a separate series.
W436-1A-1

OFFICE OF FINANCIAL AID- DIRECTOR’S OFFICE- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Director of the Office of Financial Aid.
W436-1A-2

OFFICE OF THE VICE PROVOST- SUBJECT FILE
This series consists of the various records produced by the Office of the Vice Provost organized as a subject file. These records include reports, correspondence, annual reports, budget numbers, Commission on Higher Education (CHE) reports, miscellaneous records, and worksheet files.
W438-1

CAMPUS SECURITY- TRAFFIC COMMITTEE- VARIOUS RECORDS
This series consists of the various records produced by the Traffic Committee of the Department of Campus Security. These records consist of minutes and correspondence that cover appeals of traffic violations, refunds, rescinded driving privileges, and parking and traffic regulations.

W439-1A-1

CAMPUS SECURITY- GENERAL PUBLICATIONS- BROCHURES, PROGRAMS, AND FLYERS
This series consists of general publications such as brochures, programs, and flyers produced by the Department of Campus Security.

W439-2B-1

CAMPUS SECURITY- ADMINISTRATIVE FILES- REPORTS AND MINUTES
This series consists of the administrative files such as reports and minutes produced by the Department of Campus Security.

W439-3C-1

CAMPUS SECURITY- ADMINISTRATIVE FILES- CORRESPONDENCE AND MEMORANDA
This series consists of the administrative files such as correspondence and memoranda produced by and for the Department of Campus Security.

W439-3C-2

CAMPUS SECURITY PUBLICATIONS- THE INFORMER
This series consists of *The Informer* newsletter produced by the Department of Campus Security.

W439.1-1

ASSISTANT TO THE PRESIDENT- SUBJECT FILE
This series consists of the various records produced by the Assistant to the President in charge of facilities planning and the management of campus operations. This office was created in 1974 and the duties of this office were later performed by the Vice President of Facilities Management.

W440-1

OFFICE OF PLACEMENT AND CAREER PLANNING- SUBJECT FILE
This series consists of the various records produced by the Office of Placement and Career Planning. The Office of Placement and Career Planning has been renamed the Office of Career Services.

W441-1

OFFICE OF AFFIRMATIVE ACTION- SUBJECT FILE
This series consists of the various records produced by the Office of the Affirmative Action arranged by subject. These records include correspondence, reports, minutes, plans, lists, memoranda and other records of the office.
W442-1

OFFICE OF AFFIRMATIVE ACTION- AFFIRMATIVE ACTION OFFICER- DEPARTMENTAL APPLICANTS
This series consists of the records of departmental applicants under review by the Affirmative Action Officer which includes unsolicited letters of inquiry for faculty openings, recruitment data, and resume’s.
W442-1A-1

NEW START PROGRAM- ADVERTISEMENT BROCHURES
This series consists of brochures pertaining to the New Start Program.
W444-1

NEW START PROGRAM- PUBLICATIONS- NEW START NEWS
This series consists of newsletters and other publications produced by and for the New Start Program.
W444-1A-1

BOARD OF VISITORS- VARIOUS RECORDS
This series consists of the various records produced by and for the Board of Visitors that are not of sufficient quantity to constitute a separate series.
W445-1

WINTHROP GALLERIES- EXHIBITION ADVERTISEMENTS VARIOUS
This series consists of advertisements produced by and for the Winthrop Galleries including postcards, flyers, posters, booklets, etc.
W446-1A-1

WINTHROP GALLERIES PUBLICATIONS- PATRONS OF WINTHROP UNIVERSITY GALLERIES
This series consists of the Patrons of Winthrop University Galleries newsletter produced by the Winthrop Galleries.
W446.1-1

DIVISION OF INFORMATION TECHNOLOGY- ADMINISTRATIVE FILES- VARIOUS RECORDS
This series consists of the various records produced by the Division of Information Technology that are not of sufficient quantity to constitute a separate series. These records include reports, minutes, and other related records.
W447-1A-1

DIVISION OF INFORMATION TECHNOLOGY- ADMINISTRATIVE FILES- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Division of Information Technology.
W447-1A-2
DIVISION OF INFORMATION TECHNOLOGY- GENERAL PUBLICATIONS- BROCHURES, PROGRAMS, AND FLYERS,
This series consists of the various publications produced by the Division of Information Technology including brochures, programs, and flyers
W447-2B-1

DIVISION OF INFORMATION TECHNOLOGY- DEPARTMENT OF TELECOMMUNICATIONS- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Department of Telecommunications in the Division of Information Technology.
W447-3C-1

DIVISION OF INFORMATION TECHNOLOGY PUBLICATIONS- TECHKnow
This series consists of the TECHKnow newsletter produced by the Division of Information Technology.
W447.1-1

DIVISION OF INFORMATION TECHNOLOGY PUBLICATIONS- WOEMUG/ Mac-In-Talk
This series consists of the WOEMUG/ Mac-In-Talk Newsletter produced by the Division of Information Technology. It was originally called The WOEMUG (Winthrop Old English Macintosh Users' Group) Newsletter, but was later changed to Mac-In-Talk: The newsletter of the Winthrop Old English Macintosh Users' Group.
W447.1-2

COLLEGE OF VISUAL AND PERFORMING ARTS- GENERAL PUBLICATIONS- ADVERTISEMENTS
This series consists of advertisements produced by the College of Visual and Performing Arts (CVPA) to promote the CVPA in general and includes such items as posters, brochures, invitations, etc. The CVPA was formerly a department under the College of Arts and Sciences and was changed to a separate college during the 1988-1989 academic year.
W448-1A-1

COLLEGE OF VISUAL AND PERFORMING ARTS- GENERAL PUBLICATIONS- MONTHLY ONLINE NEWSLETTER
This series consists of the monthly newsletters published by the College of Visual and Performing Arts (CVPA).
W448-1A-2

COLLEGE OF VISUAL AND PERFORMING ARTS- GENERAL PUBLICATIONS- CALENDAR OF EVENTS
This series consists of the Calendar of Events published by the College of Visual and Performing Arts.
W448-1A-3

COLLEGE OF VISUAL AND PERFORMING ARTS- DEPARTMENT OF THEATRE AND DANCE- VARIOUS RECORDS
This series consists of the various records that are produced by and for the Department of Theater and Dance in the College of Visual and Performing Arts which are not of sufficient quantity to constitute a separate series.
W448-2B-1

COLLEGE OF VISUAL AND PERFORMING ARTS- DEPARTMENT OF THEATER AND DANCE- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Department of Theater and Dance in the College of Visual and Performing Arts.

W448-2B-2

COLLEGE OF VISUAL AND PERFORMING ARTS- DEPARTMENT OF MUSIC- VARIOUS RECORDS
This series consists of the various records produced by and for the Department of Music in the College of Visual and Performing Arts which are not of sufficient quantity to constitute a separate series.

W448-3C-1

COLLEGE OF VISUAL AND PERFORMING ARTS- DEPARTMENT OF MUSIC- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Department of Music in the College of Visual and Performing Arts.

W448-3C-2

COLLEGE OF VISUAL AND PERFORMING ARTS- DEPARTMENT OF ART AND DESIGN- VARIOUS RECORDS
This series consists of the various records produced by and for the Department of Art and Design in the College of Visual and Performing Arts which are not of sufficient quantity to constitute a separate series.

W448-4D-1

COLLEGE OF VISUAL AND PERFORMING ARTS- DEPARTMENT OF ART AND DESIGN- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Department of Art and Design in the College of Visual and Performing Arts.

W448-4D-2

COLLEGE OF VISUAL AND PERFORMING ARTS- THE NEW STAGE ENSEMBLE THEATRE COMPANY- VARIOUS RECORDS
This series consists of the various records produced by and for The New Stage Ensemble Theatre Company in the College of Visual and Performing Arts which are not of sufficient quantity to constitute a separate series.

W448-5E-1

COLLEGE OF VISUAL AND PERFORMING ARTS- ADMINISTRATIVE RECORDS- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Administrative Office in the College of Visual and Performing Arts.

W448-6F-1
COLLEGE OF VISUAL AND PERFORMING ARTS- ADMINISTRATIVE RECORDS- BYLAWS
This series consists of the Bylaws and other related records of the Faculty Assembly of the College of Visual and Performing Arts.
W448-6F-2

COLLEGE OF VISUAL AND PERFORMING ARTS- ADMINISTRATIVE RECORDS- FACULTY ASSEMBLY MINUTES
This series consists of the minutes and other related records to the Faculty Assembly of the College of Visual and Performing Arts.
W448-6F-3

COLLEGE OF VISUAL AND PERFORMING ARTS- ADMINISTRATIVE RECORDS- MANUALS
This series consists of the guides and manuals produced by the College of Visual and Performing Arts.
W448-6F-4

COLLEGE OF VISUAL AND PERFORMING ARTS- ADMINISTRATIVE RECORDS- VARIOUS RECORDS
This series consists of the various administrative records produced by the College of Visual and Performing Arts (CVPA) which are not of sufficient quantity to constitute a separate series.
W448-6F-5

ATHLETIC DEPARTMENT- ADMINISTRATIVE RECORDS- VARIOUS RECORDS
This series consists of the various records produced by the administrative offices of the Athletic Department which are not of sufficient quantity to constitute a separate series.
W449-1A-1

ATHLETIC DEPARTMENT- ADMINISTRATIVE RECORDS- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Athletic Department.
W449-1A-2

ATHLETIC DEPARTMENT- GENERAL RECORDS- BROCHURES, PROGRAMS, AND FLYERS
This series consists of the brochures, programs, flyers, and other publications produced by the Athletic Department which cover more than one sport or pertain to Winthrop Athletics in general.
W449-2B-1

ATHLETIC DEPARTMENT- GENERAL RECORDS- SUBJECT FILE
This series consists of the general records produced by the Winthrop Athletic Department listed by Subject.
W449-2B-2

ATHLETIC DEPARTMENT- EAGLE CLUB- VARIOUS RECORDS
This series consists of the various records produced by the Winthrop Eagle Club which are not of sufficient quantity to constitute a separate series. The Eagle Club is the athletic booster club for Winthrop.

W449-3C-1

ATHLETIC DEPARTMENT- MEN’S BASKETBALL- VARIOUS RECORDS
This series consists of the various records produced by and for the Men’s Basketball Program which are not of sufficient quantity to constitute a separate series.

W449-4D-1

ATHLETIC DEPARTMENT- WOMEN’S BASKETBALL- VARIOUS RECORDS
This series consists of the various records produced by and for the Women’s Basketball Program which are not of sufficient quantity to constitute a separate series.

W449-5E-1

ATHLETIC DEPARTMENT- SOCCER- VARIOUS RECORDS
This series consists of the various records produced by and for the Soccer Program which are not of sufficient quantity to constitute a separate series.

W449-6F-1

ATHLETIC DEPARTMENT- BASEBALL- VARIOUS RECORDS
This series consists of the various records produced by and for the Baseball Program which are not of sufficient quantity to constitute a separate series.

W449-7G-1

ATHLETIC DEPARTMENT- SOFTBALL- VARIOUS RECORDS
This series consists of the various records produced by and for the Softball Program which are not of sufficient quantity to constitute a separate series.

W449-8H-1

ATHLETIC DEPARTMENT- TRACK AND FIELD- VARIOUS RECORDS
This series consists of the various records produced by and for the Track and Field Program which are not of sufficient quantity to constitute a separate series.

W449-9I-1

ATHLETIC DEPARTMENT- CROSS COUNTRY- VARIOUS RECORDS
This series consists of the various records produced by and for the Cross Country Program which are not of sufficient quantity to constitute a separate series.

W449-10J-1
ATHLETIC DEPARTMENT- VOLLEYBALL- VARIOUS RECORDS
This series consists of the various records produced by and for the Volleyball Program which are not of sufficient quantity to constitute a separate series.
W449-11K-1

ATHLETIC DEPARTMENT- TENNIS- VARIOUS RECORDS
This series consists of the various records produced by and for the Tennis Program which are not of sufficient quantity to constitute a separate series.
W449-12L-1

ATHLETIC DEPARTMENT- GOLF- VARIOUS RECORDS
This series consists of the various records produced by and for the Golf Program which are not of sufficient quantity to constitute a separate series.
W449-13M-1

CULTURAL EVENTS- GENERAL RECORDS- CALENDARS
This series consists of the event calendars produced to advertise cultural events. “In an effort to provide a well-rounded education, the Winthrop faculty has approved a cultural events policy. The purpose of the cultural events requirement is to establish and foster a life-enriching pattern of cultural involvement. A record of student attendance at cultural events is included on semester grade reports and becomes part of the student’s permanent record and senior audit.”
W450-1A-1

DIVISION OF STUDENT LIFE- DEPARTMENT OF STUDENT AFFAIRS- VARIOUS RECORDS
This series consists of the various records produced by the Department of Student Affairs which are not of sufficient quantity to constitute a separate series.
W451-1A-1

DIVISION OF STUDENT LIFE- OFFICE OF HEALTH AND COUNSELING SERVICES- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Office Health and Counseling Services in the Division of Student Life.
W451-2B-1

DIVISION OF STUDENT LIFE- OFFICE OF HEALTH AND COUNSELING SERVICES- OFFICE OF VICTIM SERVICES: CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Office of Victim Services which is housed under the umbrella of the Office of Health and Counseling Services in the Division of Student Life. The Office for Victims Services is “committed to providing quality services and advocacy to victims and survivors of sexual assault, stalking, and domestic and dating violence through a concentrated community response. We support and provide programming and education directed at eradicating sexual violence both on campus and in the community.”

93
was created with the aid of a Department of Justice grant which funded the program for a three-year period beginning in 2011.

W451-2B-2

DIVISION OF STUDENT LIFE- OFFICE OF HEALTH AND COUNSELING SERVICES- OFFICE OF VICTIM SERVICES: VARIOUS RECORDS
This series consists of the various records produced by the Office of Victim Services which are not of sufficient quantity to constitute a separate series. The Office for Victims Services is “committed to providing quality services and advocacy to victims and survivors of sexual assault, stalking, and domestic and dating violence through a concentrated community response. We support and provide programming and education directed at eradicating sexual violence both on campus and in the community.” The office was created with the aid of a Department of Justice grant which funded the program for a three-year period beginning in 2011.

W451-2B-3

DIVISION OF STUDENT LIFE- OFFICE OF HEALTH AND COUNSELING SERVICES- OFFICE OF DISABILITY SERVICES: CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by the Office of Disability Services which are not of sufficient quantity to constitute a separate series.

W451-2B-4

DIVISION OF STUDENT LIFE- OFFICE OF DINING SERVICES- VARIOUS RECORDS
This series consists of the various records produced by the Office of Dining Services which are not of sufficient quantity to constitute a separate series.

W451-3C-1

DIVISION OF STUDENT LIFE- OFFICE OF DINING SERVICES- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by the Office of Dining Services.

W451-3C-2

DIVISION OF STUDENT LIFE- CENTER OF CAREER AND CIVIC ENGAGEMENT- VARIOUS RECORDS
This series consists of the various records produced by the Center for Career and Civic Engagement in the Division of Student Life which are not of sufficient quantity to constitute a separate series. The center “provides students with a comprehensive approach to career preparation, personal growth, and service to the community with experiential learning as a key component.” In June 2008, the Center for Career Development and Service Learning was renamed the Center for Career and Civic Engagement.

W451-4D-1

DIVISION OF STUDENT LIFE- CENTER OF CAREER AND CIVIC ENGAGEMENT- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by the Center for Career and Civic Engagement in the Division of Student Life. The center “provides students with a comprehensive approach to career preparation, personal growth, and service to the community with experiential learning as a key component.”

**W451-4D-2**

**DIVISION OF STUDENT LIFE- DEPARTMENT OF RESIDENCE LIFE- VARIOUS RECORDS**
This series consists of the various records produced by the Department of Residence Life in the Division of Student Life which are not of sufficient quantity to constitute a separate series.

**W451-5E-1**

**DIVISION OF STUDENT LIFE- DEPARTMENT OF RESIDENCE LIFE- RESIDENCE LIFE UPDATE**
This series consists of the *Residence Life Update* newsletter produced by the Department of Residence Life in the Division of Student Life.

**W451-5E-2**

**DIVISION OF STUDENT LIFE- DEPARTMENT OF RESIDENCE LIFE- ROOMERS**
This series consists of the *Roomers* newsletter produced by the Department of Residence Life in the Division of Student Life.

**W451-5E-3**

**DIVISION OF STUDENT LIFE- DEPARTMENT OF RESIDENCE LIFE- CORRESPONDENCE AND MEMORANDA**
This collection consists of the correspondence and memoranda produced by and for the Department of Residence Life in the Division of Student Life.

**W451-5E-4**

**DIVISION OF STUDENT LIFE- BOOKSTORE- VARIOUS RECORDS**
This series consists of the various records produced by the Winthrop Bookstore which are not of sufficient quantity to constitute a separate series.

**W451-6F-1**

**DIVISION OF STUDENT LIFE- BOOKSTORE- CORRESPONDENCE AND MEMORANDA**
This series consists of the correspondence and memoranda produced by the Winthrop Bookstore.

**W451-6F-2**

**DIVISION OF STUDENT LIFE- OFFICE OF ORIENTATION- VARIOUS RECORDS**
This series consists of the various records produced by the Office of Orientation which are not of sufficient quantity to constitute a separate series. These records include correspondence, professional standards and research, programs, brochures, and other records that pertain to student orientation.

**W451-7G-1**
DIVISION OF STUDENT LIFE- OFFICE OF THE VICE PRESIDENT FOR STUDENT LIFE- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Office of the Vice President for Student Life.
W451-8H-1

DIVISION OF STUDENT LIFE- OFFICE OF MULTICULTURAL STUDENT LIFE- VARIOUS RECORDS
This series consists of the various records from the Department of Student Affairs concerning the Office of Multicultural Student Life.
W451-9I-1

DIVISION OF STUDENT LIFE- OFFICE OF STUDENT ACTIVITIES- VARIOUS RECORDS
This series consists of the various records produced by the Office of Student Activities which are not of sufficient quantity to constitute a separate series. The Office of Student Activities provides facilities, programs, and services that create meaningful out-of-class learning opportunities for the Winthrop community to naturally connect with one another and gain knowledge and skills to succeed and be socially responsible.
W451-10J-1

DIVISION OF STUDENT LIFE- OFFICE OF RECREATION SERVICES- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Office of Recreational Services in the Division of Student Life.
W451-11K-1

DIVISION OF STUDENT LIFE- OFFICE OF INFORMATION SERVICES- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Office of Information Services.
W451-12L-1

DIVISION OF STUDENT LIFE- OFFICE FOR NEW STUDENTS AND PARENT PROGRAMS- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Office for New Students and Parent Programs.
W451-13M-1

UNIVERSITY COLLEGE- GENERAL OFFICE RECORDS- VARIOUS RECORDS
This series consists of the general office records produced by University College that are not of sufficient quantity to constitute a separate series. The University College was founded on July 1, 2003 to bring together existing and planned programs focused on increasing student achievement and engagement across the university.
W452-1A-1
UNIVERSITY COLLEGE- GENERAL OFFICE RECORDS- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for University College. The University College was founded on July 1, 2003 to bring together existing and planned programs focused on increasing student achievement and engagement across the university.
W452-1A-2

UNIVERSITY COLLEGE- GENERAL EDUCATION PROGRAM- COMMON BOOK PROJECT RECORDS
This series consists of the records produced by and for the Common Book Project. Winthrop University’s Common Book Project provides a common intellectual experience for our vibrant learning community. Incoming freshmen receive the book at orientation and read it during the summer.
W452-2B-1

UNIVERSITY COLLEGE- GENERAL EDUCATION PROGRAM- ACAD 101 PROGRAM RECORDS
This series consists of the records relating to the ACAD 101 Program. ACAD 101 is a transitioning to college life program for newly admitted Winthrop Students.
W452-2B-2

UNIVERSITY COLLEGE- GENERAL EDUCATION PROGRAM- LEAP PROGRAM RECORDS
This series consists of the records produced by and for the LEAP Program. LEAP (Learning Excellent Academic Practices) is an academic support program designed to identify, support, and evaluate students before and during their first year.
W452-2B-3

UNIVERSITY COLLEGE- REACH PROGRAM- VARIOUS RECORDS
This series consists of the various records produced by and for the REACH Program. Winthrop’s Taskforce on Retention and Achievement (REACH) has initiated a mentoring program to encourage student engagement and success. Faculty and staff volunteer mentors work with students who have experienced difficulties in achieving academic success at Winthrop University.
W452-3C-1

UNIVERSITY COLLEGE- TEACHING AND LEARNING CENTER- VARIOUS RECORDS
This series consists of the various records produced by and for the Teaching and Learning Center which are not of sufficient quantity to constitute a separate series. The Center began in 1991 as the Office for Effective Teaching. The office was charged with defining good teaching, considering teaching as a scholarly activity, and recommending means for assessing, supporting, and acknowledging good teaching. Their work resulted in a permanent Center and a variety of professional development services.
W452-4D-1

UNIVERSITY COLLEGE- TEACHING AND LEARNING CENTER- THE WEEKLY READER
This series consists of The Weekly Reader newsletter produced by the Teaching and Learning Center.
W452-4D-2

UNIVERSITY COLLEGE- TEACHING AND LEARNING CENTER- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Teaching and Learning Center. The Teaching and Learning Center provides programs and services that encourage and facilitate the professional and personal development of Winthrop’s personnel from the time they arrive on campus.

W452-4D-3

UNIVERSITY COLLEGE- PRE-MAJORS ADVISING CENTER- VARIOUS RECORDS
This series consists of the various records relating to the Pre-Major Advising Center which are not of sufficient quantity to constitute a separate series. The Center provides advising for all incoming freshmen who have undeclared majors.

W452-5E-1

UNIVERSITY COLLEGE- INTERNATIONAL CENTER- VARIOUS RECORDS
This series consists of the various records produced by the International Center which are not of sufficient quantity to constitute a separate series.

W452-6F-1

UNIVERSITY COLLEGE- INTERNATIONAL CENTER- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the International Center.

W452-6F-2

UNIVERSITY COLLEGE- INTERNATIONAL CENTER- STUDY ABROAD PROGRAM
This series consists of the various records produced concerning the Study Abroad Program by the International Center which are not of sufficient quantity to constitute a separate series.

W452-6F-3

UNIVERSITY COLLEGE- INTERNATIONAL CENTER- THE GLOBE TROTTER
This series consists of The Globe Trotter newsletter which is produced by the International Center.

W452-6F-4

UNIVERSITY COLLEGE- INTERNATIONAL CENTER- BRINGING THE WORLD TO WINTHROP...AND WINTHROP TO THE WORLD
This series consists of Bringing the World to Winthrop...and Winthrop to the World: The Newsletter of the International Center of Winthrop University which is produced by the International Center.

W452-6F-5

UNIVERSITY COLLEGE- LEADERSHIP PROGRAM- VARIOUS RECORDS
This series consists of the various records produced by the Leadership Program which are not of sufficient quantity to constitute a separate series. Winthrop University’s Distinction in Leadership Program uses the college experience to develop and enhance leadership skills for highly talented and motivated students.

W452-7G-1

UNIVERSITY COLLEGE- TRiO PROGRAM- VARIOUS RECORDS
This series consists of the various records produced by and for the TRiO-SSS (Student Support Services) Program which are not of sufficient quantity to constitute a separate series. TRiO is an academic support program designed to increase the academic performance, retention rates, and graduation rates of program members.

W452-8H-1

UNIVERSITY COLLEGE- TRiO PROGRAM- SucceSS
This series consists of SucceSS newsletter produced by the TRiO Student Support Services Program.

W452-8H-2

UNIVERSITY COLLEGE- DEANS OFFICE- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Office of the Dean of University College.

W452-9I-1

UNIVERSITY COLLEGE- ACADEMIC SUCCESS CENTER- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Academic Success Center in the Office for University College. The Academic Success Center was founded in 2010 and provides students with tutoring opportunities and tools to excel in their classes and motivate them to be the driver of their education.

W452-10J-1

UNIVERSITY COLLEGE- OFFICE OF NATIONALLY COMPETITIVE AWARDS (ONCA)- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Office of Nationally Competitive Awards (ONCA). ONCA identifies and assists highly motivated and talented students to apply for nationally and internationally competitive awards, scholarships, fellowships, and unique opportunities both at home and abroad.

W452-11K-1

UNIVERSITY COLLEGE- OFFICE OF NATIONALLY COMPETITIVE AWARDS (ONCA)- VARIOUS RECORDS
This series consists of the various records produced by the Office of Nationally Competitive Awards (ONCA) which are not of sufficient quantity to constitute a separate series. ONCA identifies and assists highly motivated and talented students to apply for nationally and internationally competitive awards, scholarships, fellowships, and unique opportunities both at home and abroad.

W452-11K-2
UNIVERSITY COLLEGE- GLOBAL LEARNING INITIATIVE- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Global Learning Initiative (GLI) which is charged with the task of integrating international global learning across the Touchstone (general education) Program.
W452-12L-1

UNIVERSITY COLLEGE- GLOBAL LEARNING INITIATIVE- VARIOUS RECORDS
This series consists of the various records produced by and for the Global Learning Initiative (GLI) which are not of sufficient quantity to constitute a separate series. The GLI is charged with the task of integrating international global learning across the Touchstone (general education) Program.
W452-12L-2

UNIVERSITY COLLEGE- McNAIR SCHOLARSHIP PROGRAM- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the McNair Scholarship Program.
W452-13M-1

UNIVERSITY COLLEGE- OFFICE OF UNDERGRADUATE RESEARCH- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Office of Undergraduate Research.
W452-14N-1

UNIVERSITY COLLEGE- RESOURCE CENTER FOR ADULT STUDENTS- CORRESPONDENCE AND MEMORANDA
This series consists of correspondence and memoranda produced by and for the Resource Center for Adult Students.
W452-14N-1

UNIVERSITY COLLEGE- RESOURCE CENTER FOR ADULT STUDENTS- NEWSLETTER
This series consists of the newsletter produced by the Resource Center for Adult Students.
W452-14N-1

SOCIAL AND BEHAVIORAL RESEARCH LAB- GENERAL OFFICE RECORDS- VARIOUS RECORDS
This series consists of the general office records produced by the Social and Behavioral Research Lab which are not of sufficient quantity to constitute a separate series. The Social and Behavioral Research Lab (SBRL) is a full-service survey research and data analysis entity associated with Winthrop University, serving both public and private organizations. It offers survey consulting, research instrument construction, data collection, and data analysis.
W453-1A-1

INN AT WINTHROP- GENERAL OFFICE RECORDS- PUBLICATIONS
This series consists of brochures, pamphlets, flyers, and other publications produced by and for the Inn at Winthrop.
W454-1A-1
HOMECOMING- GENERAL EVENT RECORDS- FLYERS AND ADVERTISEMENTS
This series consists of the various advertisements and flyers produced during the Homecoming activities.
W455-1A-1

HOMECOMING- GENERAL EVENT RECORDS- BROCHURES AND PAMPHLETS
This series consists of the brochures and pamphlets that are produced during the homecoming activities.
W455-1A-2

HOMECOMING- GENERAL EVENT RECORDS- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced for the Homecoming activities.
W455-1A-3

DIVISION OF UNIVERSITY ADVANCEMENT- OFFICE OF VICE PRESIDENT FOR UNIVERSITY ADVANCEMENT-
CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Office of the Vice President for
University Advancement in the Division of University Advancement.
W456-1A-1

OFFICE OF FACILITIES DESIGN AND DEVELOPMENT- GENERAL OFFICE RECORDS- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Office of Facilities Design and
Development.
W457-1A-1

OFFICE OF DEVELOPMENT- OFFICE OF ANNUAL GIVING AND DEVELOPMENT OPERATIONS- VARIOUS RECORDS
This series consists of the various records produced by and for the Office of Annual Giving and Development Operations
in the Office of Development which are not of sufficient quantity to constitute a separate series.
W458-1A-1

OFFICE OF DEVELOPMENT- OFFICE OF DONOR RELATIONS AND COMMUNICATIONS- VARIOUS RECORDS
This series consists of the various records produced by and for the Office of the Donor Relations and Communications in
the Office of Development which are not of sufficient quantity to constitute a separate series.
W458-2B-1

OFFICE OF DEVELOPMENT- OFFICE OF PHILANTHROPY- VARIOUS RECORDS
This series consists of the various records produced by and for the Office of Philanthropy in the Office of Development.
W458-3C-1

OFFICE OF DEVELOPMENT- GENERAL OFFICE RECORDS- BROCHURES AND PAMPHLETS
This series consists of the brochures and pamphlets created by and for the Office of Development.
W458-4D-1

OFFICE OF DEVELOPMENT- GENERAL OFFICE RECORDS- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Office of Development.

W458-4D-2

DEVELOPMENT PUBLICATIONS- FAMILY MATERS
This series consists of *Family Matters* newsletter produced by the Office of Development.

W458.1-1

OFFICE OF PROCUREMENT SERVICES- GENERAL OFFICE RECORDS- CORRESPONDENCE AND MEMORANDA
This series consists of the correspondence and memoranda produced by and for the Office of Procurement Services. Procurement Services is charged with the responsibility of conducting the purchasing function in a manner which results in obtaining the most efficient and effective use of University funds.

W459-1A-1