

RECORD GROUP HEADINGS FOR UNIVERSITY OF MARY WASHINGTON  
MATERIALS

“F” preceding record number indicates material in files.

“S” preceding record number indicates material in shelves.

	<u>FILES</u>	<u>SHELVES</u>
1. <u>HISTORY AND DESCRIPTION</u>	F1	
.F    Founding and Enabling legislation	F1.F	
.H    History and Description (by years) 1911-1923, State Normal School 1924-1938, State Teacher’s School 1944, Coordination with UVA 1944-1971, Mary Washington College of UVA 1972-2004, Mary Washington College 2004- Present, University of Mary Washington	F1.H	
2. <u>BOARD OF VISITORS</u> (Board of Trustees, 1908-1913)	F2	
.A    Actions	F2.A	
.B2   Board Manual	F2.B2	
.B4   Board Minutes (samples only)	F2.B4	
.B6   Board Resolutions (samples only)	F2.B6	
.G    General	F2.G	
.I    Individuals, A-Z (Biographical info, non-official publications, etc.)	F2.I	
.M    Memos	F2.M	
.R    Rosters	F2.R	
3. <u>PRESIDENTS –PRESIDENT’S OFFICE</u>	F3	S3(section5)
.A    Addresses, Speeches	F3.A	
.D    Advisory Council on Diversity and Community Values	F3.D	

.E	Entertaining, Official, 1974-Present  Fredericksburg Forum (See 83 Events and Conferences Management)	F3.E	
.I	Individuals, A-Z (biographical, etc.) (See also individual president's boxes containing special collections)	F3.I	
.M	Memoranda	F3.M	S3.M
.P	Programs/Great Lives		S3.P
.R	Reports	F3.R	S3.R
.S	Supplies	F3.S	
4.	<u>VICE PRESIDENTS –VICE PRESIDENT'S OFFICE</u>	F4	
.A	Administrative Council	F4.A	
.C	Correspondence	F4.C	
.G	Graduate and Professional Studies, James Monroe Center for	F4.G	
.I	Individuals, A-Z (Biographical materials)	F4.I	
.M	Memoranda	F4.M	
5.	<u>ACADEMIC AFFAIRS</u> (Formerly Dean of the College, Assistant deans – Dean's Office *Vice President for Academic Services)	F5	
.A	Academic Advising and Student Records, Office of	F5.A	
.B	Calendar, Basic	F5.B	
.C	Correspondence	F5.C	
.D	Dean of the Faculty & Vice President of Academic Affairs (Formerly Duties of the Dean)	F5.D	
.I	Individuals, (Academic Dean) A-Z (Biographical materials)	F5.I	
.IN	International Programs	F5.IN	

	.M	Memoranda	F5.M	
	.P	Publications (Dictionary of Academic Regulations, Academic Services Newsletter, Outcome and Assessment Report, Dean's List, etc.)	F5.P	
6.		<u>(ASSOCIATE) DEAN OF THE COLLEGE – ASSOCIATE DEAN'S OFFICE</u> (Office discontinued Sept. 1970, reinstated in 1980; Dean of Women 1921-1956, Dean of Students 1956-1974)	F6	
	.C	Correspondence – Notices	F6.C	
	.R	Residence Life Handbook	F6.R	
7.		<u>DEAN OF STUDENT SERVICES – DEAN'S OFFICE</u> (As of 6/2004: Student Affairs, See F16)	F7	
	.C	Campus Police	F7.C	
	.H	Office of Student Housing	F7.H	
	.I	Individuals, A-Z (Biographical materials) *See also special collections	F7.I	
	.M	Memoranda	F7.M	
	.R	Radio Station	F7.R	
8.		<u>OFFICE OF THE CHIEF EXECUTIVE &amp; CHIEF FINANCIAL OFFICER</u> (Formerly Comptroller – Comptroller's Office)	F8	S8
	.B	Budgets	F8.B	S8.B
	.C	Correspondence	F8.C	
	.F	Financial Reports	F8.F	S8.F
	.I	Individuals, A-Z (Biographical materials)	F8.I	
	.L	Ledgers	F8.L	S8.L

.M	Memoranda	F8.M	
9.	<u>OFFICE OF ADMISSION AND ENROLLMENT SERVICES</u> (To Sept. 1974- Office of Admissions; Sept. 1974-2004- Office of Admissions and Financial Aid)	F9	
.C	Correspondence	F9.C	
.G	General	F9.G	
.I	Individuals, A-Z (Bibliographical materials)	F9.I	
.L	Loans	F9.L	
.M	Memoranda Announcements	F9.M	
.P	Publications – Profiles	F9.P	
.Q	Questionnaires	F9.Q	
.R	Reports – Studies	F9.R	
.R2	Recruitment	F9.R2	
.S	Student Aid	F9.S	
.V	Vice President for Enrollment	F9.V	
10.	<u>UNIVERSITY LIBRARIES</u>	F10	
.A	Acquisitions – Accessions	F10.A	S10.A
.A1	Gifts, Library, Archives	F10.A1	
.A2	Trinkle Associates	F10.A2	
.A4	Archives	F10.A4	
.C	Correspondence, Official	F10.C	S10.C
.D	Description, General- Miscellany	F10.D	
.E	Exhibits	F10.E	

.E2	300,000 <sup>th</sup> Book Exhibit/ Celebration	F10.E2	
.G	Grants & Grant Applications	F10.G	
.I	Individuals, A-Z (Biographical Information)	F10.I	
.M	Memoranda- Notices	F10.M	
.N	Projects, Programs, and Proposals	F10.N	
.N2	The Bullet Microfilm Project	F10.N2	
.O	Orientation- Library Instruction	F10.O	
.P	Publications, General (Including Library Survival Kit)	F10.P	
.P2	Bibliographies- Guides	F10.P2	
.P4	Handbooks	F10.P4	
.P6	Staff Manuals	F10.P6	
.P8	Occasional Papers	(See archives shelf list O27.7, M3690)	
.P10	News and Views... (Formerly <u>Trinkle Little Star</u> )	F10.P10	
.R	Reports- Annual and Other	F10.R	
.R2	Circulation Records	F10	S10.R2
.R4	Rare Book Room	F10.R4	
.S	Seminars	F10.S	
.S1	Speakers (Library Sponsored)	F10.S1	
.S2	Student Aides	F10.S2	
.T	E. Lee Trinkle Memorabilia	F10.T	S10.T
11.	<u>OFFICE OF THE REGISTRAR</u> (Formerly: Registrar- Office of the registrar; To September 1974-	F11	

Director of Financial Aid and Office of the Registrar)

.E	Examination Schedules	F11.E	
.I	Individuals, A-Z (Biographical Materials)	F11.I	
.N	Notices	F11.N	
.R	Reports	F11.R	
.S	Student record Books	F11.S	
12.	<u>OFFICE OF ALUMNI RELATIONS</u> (Formerly Alumni Affairs)	F12	
.C	Correspondence, Official	F12.C	
.I	Individuals, A-Z	F12.I	
13.	<u>OFFICE OF UNIVERSITY RELATIONS AND COMMUNICATIONS</u> (News Bureau to 1967/1968. From 1962-1968, part of the Office of Admissions, Directed by Mr. Michael Houston, as Director of Admissions & Informational Services, previously Office of University Relations and Legislative Affairs prior to 2007)	F13	
.A	Audio-Visuals – A to Z	F13.A	S13.A
.C	Correspondence, General & Working Papers	F13.C	
.I	Individuals, A-Z (Biographical Materials)	F13.I	
.M	Memoranda- Announcements <i>Grapevine</i> (Campus)	F13.M See F.70	
.P	Publicity Materials and Publications A – Z	F13.P	
.P3	Media Resources Guide	F13.P3	
.R	News Releases	F13.R	S13.R

.R2	Release Records	F13.R2
.V	Senior Vice President for Advancement & College Relations	F13.V
14.	<u>OFFICE OF HUMAN RESOURCES</u> (Formerly Personnel Office)	F14
.E	Equal Opportunity Info.	F14.E
.H	Employee Handbook	F14.H
.I	Individuals, A-Z (Non-Faculty) (Biographical Materials)	F14.I
.M	Memoranda- Announcements	F14.M
.R	Reports	F14.R
15.	<u>OFFICE OF CAREER SERVICES</u> (Formerly Placement Bureau)	F15
.C	Career Day & Occupational Fair	F15.C
.G	General	F15.G
.I	Individuals, A-Z (Biographical Materials)	F15.I
.N	Newsletters	F15.N
.P	Publications	F15.P
.R	Reports	F15.R
16.	<u>STUDENT AFFAIRS (See also F7)</u> (To 1970- Office of the Director of Student Affairs. Merged, 1970, with Dean of Students Office)	F16
.C	Community Outreach and Resources (COAR)	F16.C
.G	General	F16.G
.M	(Coordination of) Student Minority Affairs	F16.M
.V	Vice President for Student Affairs & Dean of Students	F16.V

	.S	Dean of Student Life	F16.S	
17.		<u>DOCUMENT CENTER</u> (Formerly Printing Office)	F17	
18.		<u>PSYCHOLOGICAL SERVICES CENTER</u> (Formerly Counseling Center)	F18	
	.I	Individuals, A-Z (Biographical Materials)	F18.I	
	.P	Pre-College Workshop	F18.P	
19.		<u>STUDENT HEALTH CENTER</u> (Formerly Health Services)		
	.C	Correspondence	F19	
	.I	Individuals, A-Z (Biographical Materials)	F19.I	
	.M	Memoranda	F19.M	
	.R	Reports	F19.R	S19.R
20.		<u>SPECIAL REPORTS, SELF-STUDIES, A-Z</u> (Biographical Materials)	F20	S20
21.		<u>COLLEGE OF GRADUATE AND PROFESSIONAL STUDIES</u> (Formerly James Monroe Center)	F21	
	.A	Audio-Visuals, A-Z	F21.A	
	.G	General	F21.G	
	.L	Master of Liberal Studies	F21.L	
	.M	Academic and Graduate Council Minutes	F21.M	
	.V	Vice President of Graduate & Professional Studies & Dean of the JMC Faculty	F21.V	
24.		<u>FACULTY</u>	F24	S24
	.A	Appointments	F24.A	
	.A2	Activities	F24.A2	

.A4	Advisors	F24.A4	
.C2	Committee Assignments	F24.C2	
.C4	Committees, A-Z On Course/Writing Intensive	F24.C4	S24.C4
.H2	Faculty Handbooks	F24.H2	
.H4	Faculty Advisor's Handbooks	F24.H4	
.I	Individuals, A-Z (Biographical Materials & Publications)	F24.I	S24.I
.L	Lists – Miscellaneous <u>Scope Note:</u> Miscellaneous lists of faculty, ex. Summer teaching faculty.	F24.L	
.M	Minutes of Faculty Meetings	F24.M	S24.M
.O	Faculty Office Hours NOTE: office hours are also included in .T with teaching schedules.	F24.O	
.P	Professional Memberships	F24.P	
.P2	Publications, Official Listings	F24.P2	
.P3	Public Education Service	F24.P3	
.R	Rules of Order for Faculty Members	F24.R	
.S	Student Reaction Questionnaires	F24.S	
.SP	Special Programs – R&G	F24.SP	
.T	Teacher's Schedule Cards	F24.T	
.W	Faculty Wives A-Z, Faculty Wives Club	F24.W	
25.	<u>DEPARTMENTS, ACADEMIC (A-Z)</u> (Sub-Arranged Alphabetically by Name of Department)	F25	
.A	Audio-Visuals		S25.A
.E	Extension Courses from U.VA.	F25.E	
.E2	Teacher Certification	F25.E2	

.E3	Events	F25.E3	
.G	General	F25.G	
.M	Minutes: Dept. Chairmen's Meetings	F25.M	
	* College Community Orchestra Under MUSIC DEPT		
26.	<u>SUMMER SESSIONS</u>	F26	
.B	Basketball Camp	F26.B	
.G	General	F26.G	
.M	Music, Summer School of...	F26.M	
.M2	Marine Biology Summer Course	F26.M2	
.S	Study Tours	F26.S	
.S2	Soccer Camp	F26.S2	
27.	<u>SPECIAL PROGRAMS (A-Z)</u> (Sub-Arranged Alphabetically by Name of Program. Includes Honors Program; Freshman Orientation; Distinguished Visitor in Residence; U.S. India Women's College Exchange Program; Eminent Scholars Program; Liberal Arts Seminars, James Farmer Scholars Program, Etc.) Internship; Bachelor of Liberal Arts (BLS); BLS-minutes	F27	S27
28.	<u>DEGREES, HONORS, AWARDS</u>	F28	S28
.A2	Faculty Awards	F28.A2	S28.A2
.A4	Student Awards	F28.A4	
.A6	Student Honors	F28.A6	
.A8	Alumni Awards	F28.A8	
.D	Diplomas	F28.D	
.G	General	F28.G	
.H	Honorary Doctorate of Humane Letters	F28.H	

29.	<u>SCHOLARSHIP, MEMORIAL FUNDS (A-Z)</u> (Sub-Arranged Alphabetically by Name of Scholarship or Fund)	F29	
	.G    General	F29.G	
30.	<u>GRANTS (A-Z)</u> (Sub-Arranged Alphabetically by Name of Grant)	F30	
	.G    General	F30.G	
	.P	F30.P	
31.	<u>GIFTS</u>	F31	
	.C    Class Gifts	F31.C	
	.G    General	F31.G	
32.	<u>COMMENCEMENT EXERCISES, SPEAKERS, ETC.</u>	F32	
	.A    Audio-Visuals	F32.A	
	.G    General	F32.G	
	.P    Programs	F32.P	S32.P
	.S2    Commencement Speakers – Speeches	F32.S2	
	.S4    Baccalaureate Speakers – Speeches	F32.S4	
33.	<u>ATHLETICS, HEALTH, and PHYSICAL EDUCATION</u>	F33	
	.G         General		
	.P         Publications		
	Sports, General Newsletter		
	.S         Sports Programs (A-Z)		
36.	<u>STUDENTS. GENERAL.</u>	F36	
38.	<u>STUDENT ACTIVITIES AND COMMUNITY SERVICE</u>	F38	
	.A    Activities, General	F38.A	S38.A
	.A2    Student Art Show	F38.A2	

.C2	Concerts, General	F38.C2	
.C4	Concert Series/Lyceum	F38.C4	
.C6	Concerts, Publicity Releases	F38.C6	
.D	Dormitory Life	F38.D	
.D2	Day Students/Commuting Students	F38.D2	
.G	Student Government (CPB)	F38.G	
.G2	Student Government – Minutes	F38.G2	
	Student Senate		
.H	Honor System	F38.H	
.I	Individual Classes (Freshman, Sophomore, Junior & Senior)	F38.I	
.P	Publications	F38.P	
.R	Religious Life	F38.R	
.S	Speakers on Campus	F38.S	
39.	<u>CLUBS AND HONORARIES (A-Z)</u> (Sub-Arranged Alphabetically by Name of Club or Honorary)	F39	S39
41.	<u>COLLEGE SONGS, COLORS, NAME, MACE, LOGOS</u>	F41	
	.L Logos	F41.L	
42.	<u>EXHIBITS</u>	F42	
	.A2 Exhibitions – Art	F42.A2	S42.A2
	.A4 Annual Exhibition of Contemporary Art	F42.A4	
	.C Art Exhibition Catalogs	F42.C	
	.G General	F42.G	

43.	<u>INAUGURATIONS – CEREMONIES ATTENDED BY MWC REPRESENTATIVES</u>	F43	S43
44.	<u>CONVOCATIONS</u>	F44	
	.C2 Chancellor’s/Presidents Convocations	F44.C2	
	.C4 Convocations – Other ...	F44.C4	
	.H Honor Convocation	F44.H	
	.G General	F44.G	
	.S Convocations –Schedules	F44.S	
45.	<u>COMMEMORATIONS, DEDICATIONS, SPECIAL DAYS, WEEKS, ETC.</u>	F45	
	.A2 Anniversary Celebrations (20 <sup>th</sup> )	F45.A2	
	.A4 Anniversary Celebration (50 <sup>th</sup> )	F45.A4	
	.A5 Anniversary Celebration (75 <sup>th</sup> )	F45.A5	
	.A6 Anniversary Celebration (80 <sup>th</sup> )	F45.A6	
	.A7 Anniversary Celebration (85 <sup>th</sup> )	F45.A7	
	.A8 Anniversary Celebration (100 <sup>th</sup> )	F45. A8	
	.B Black History Month (formerly Black Culture Week)	F45.B	
	.D Dedications	F45.D	
	.D2 Dedications – Fine Arts Center	F45.D2	
	.G General	F45.G	
	*Family Weekend – See Parent’s Weekend		
	.H Homecoming		
	.J Junior Ring Week	F45.J	

.M	May Day	F45.M
.M2	Media Week	F45.M2
.P	Parent's Weekend	F45.P
.R	Recognition Week	F45.R
46.	<u>CONFERENCES, INSTITUTES, SYMPOSIA AT UMW</u>	F46
.C	Conferences – General	F46.C
.C2	Orchestra Institute	F46.C2
.H	Historic Preservation Conference	F46.H
.I	Summer Arts & Humanities Institute	F46.I
.I2	Governor's School for the Gifted	F46.I2
.P	Pre-School Leadership Conference	F46.P
.S	Galdos Symposium	F46.S
.T	Teaching Costuming	F46.T
47.	<u>COLLEGE – COMMUNITY RELATIONS</u>	F47
	(Note: College-Community Orchestra is under Music Department). Includes Fredericksburg Theater and Fredericksburg Singers.	
48.	<u>BUILDINGS AND GROUNDS</u>	F48
	(Includes Buildings Administered by UMW: Belmont; James Monroe Memorial Foundation)	
.B2	Buildings – General	F48.B2
.B4	Buildings – Individual	F48.B4
.B6	Buildings – Insurance	F48.B6
.C	Campus – General	F48.C

49.	<u>PAINTINGS AND STATUARY</u>	F49	
	.P Paintings	F49.P	
	.S Statuary	F49.S	
50.	<u>MEMORABILIA/ARTIFACTS</u>	F50	-
52.	<u>PICTORIAL MATERIALS</u> (Arranged alphabetically by subject).	F52	S52
56.	<u>ALUMNI ASSOCIATION</u>	F56	
	.F2 Alumni Fund	F56.F2	
	.F4 Chancellor's Fund	F56.F4	
	.G General	F56.G	
	.I Individuals, A-Z (Biographical Materials)	F56.I	
57.	<u>ALUMNI ASSOCIATION PUBLICATIONS</u>	F57	
	.P1 Alumnae News—Fall 1939-Sept. 1971 (Incomplete); Title change to Mary Washington College Bulletin— Spring 1969/70-Winter 1971.	F57.P1	
58.	<u>ALUMNI – ASSOCIATION (Individuals)</u>	F58	
59.	<u>ALUMNI ASSOCIATION ACTIVITIES</u>	F59	
	.A Activities – General	F59.A	
	.C Chapter Activities (Sub-Arranged Alphabetically by Name or Chapter)	F59.C	
60.	<u>ALUMNI HOMECOMING</u>	F60	S60
	.R Reunion Class Booklets		S60.R
66.	<u>ASSOCIATION MATERIALS</u> (Sub Arranged Alphabetically by Name of Organization)	F66	
68.	<u>OVERSIZED MATERIALS</u>	F68	S68

69.	<u>SCRAPBOOKS</u>		S69
70.	<u>PUBLICATIONS – OFFICIAL COLLEGE AND STUDENT....</u> (Uncatalogued)	F70	S70
	.B Board of Publications	F70.B	
	.G General	F70.G	
	The Alliance		
	The Battlefield		
	Blue Tide (See Dept, Academic, English)		
	The Bullet		
	Bulletin (1968 – Date)		
	Faculty Bulletins		
	Faculty Notes		
	Grapevine, Campus		
	Men of MWC Calendar		
	Old Man’s Hat		
	Student Organization Policy Handbook		
	This Week		
	Women Faculty/Staff Newsletter		
71.	<u>ARTIFACTS</u>		
72.	<u>DEPARTMENT OF INFORMATION TECHNOLOGIES</u> (Formerly Instructional Technology 1997-2002.)	F72	
	.A Audio-visuals	F72.A	
	.V Vice President of Information Technologies and Chief Information Officer	F72.V	

.T Teaching and Learning Technologies	F72.T	
73. <u>OFFICE OF UNIVERSITY PUBLICATIONS</u>	F73	
.C Correspondence, General & Working Papers (1983-1987)	F73.C	
.P Publications—MWC Today (Feb. 1972-Today)		S73.P
.P2 Publications—Grapevine		S73.P2
.AV Audio-Visuals (A-Z)		S73.AV
74. <u>UNIVERSITY ADVANCEMENT</u> (Formerly Office of University Development)		F74
.A Audio-Visual (A-Z)		S74.A
.P – Publications	F74.P	
.V Vice President for College Development	F74.V	
75. <u>JAMES FARMER MULTICULTURAL CENTER</u> (Multicultural center until 1998; previously filed under Vice President’s Office)	F75	
.A Cultural Awareness Series	F75.A	
.C Conferences	F75.C	
.F Multicultural Fair	F75.F	S75.F
.L Latino Identities (formerly Hispanic Heritage Month)	F75.L	
.P Publications (filed alphabetically) (includes <i>The Multicultural Connection</i> )	F75.P	
76. <u>OFFICE OF DISABILITY SERVICES</u>	F76	

	.P Publications	F76.P	
77.	<u>OFFICE OF JUDICIAL AFFAIRS AND COMMUNITY RESPONSIBILITY</u>	F77	
	.P Publications		
78.	<u>SPEAKING CENTER</u>	F78	
	.P Publications	F78.P	S78.P
79.	<u>WRITING CENTER</u>	F79	
	.P Publications	F79.P	
80.	<u>CAMPUS RECREATION AND FITNESS CENTER</u>	F80	
	.P Publications	F80.P	
81.	<u>MENTORSHIP CENTER</u>	F81	
	.P Publications	F81.P	
82.	<u>TEACHING INNOVATION PROGRAM</u>	F82	
	.P Publications		
83.	Fredericksburg Forum (Formerly Events and Conferences Management, formerly under President's Office, 1996 – 2006)	F83.F	S83.F
84.	<u>RAPPAHANNOCK REGION SMALL BUSINESS DEVELOPMENT CENTER</u>		
	.A Audio-Visuals	F84.A	
85.	<u>LEIDECKER CENTER FOR ASIAN STUDENTS</u>	F85	S85
86.	<u>DINING SERVICES</u>	F86	
	.P Publications	F86.P	