SCU UNIVERSITY ARCHIVES
RECORD GROUP SCHEMA

R.G. 1: Mission Santa Clara

A  Archives of Mission Santa Clara
   AA  Index
   AB  Baptismal records
   AC  Confirmation records
   AD  Burial records
   AE  Marriage records
   AF  Financial records: account books, inventories
   AG  Government/church circulars, instructions
   AI  Informes (Annual reports)
   AM  Music manuscripts
   AP  Property records – (Alphabetical order by name of claimant)

B  Mission Library

C  Collections related to Mission era but of modern origin
   • Includes ephemera and exhibit materials
   • Clare pamphlets; posters re: St. Clare of Assisi
   • Serra Memorabilia (modern) of Fr. Serra and
     the cause for his sainthood
   • Non-mission artifacts or documents from year
     of founding of Mission (1777)

DB  Administrative records/personal papers of missionaries of Mission
   DB1  Tomas de la Pena Saravia (1777-1794)
   DB2  Jose Antonio Murguia (1777-1784)
   DB3  Diego de Noboa (1784-1794)
   DB4  Miguel Francisco Sanchez (1792-1797)
   DB5  Manuel Fernandez (1794-1795)
   DB6  Magin Matias Catala (1794-1830)
   DB7  Jose de la Cruz Expki de Valencia (1794, 1795, 1797)
   DB8  Jose Viader (1796-1833)
   DB9  Pedro Adriano Martinez (1797, 1800)
   DB10  Francisco Garcia Diego y Moreno (1833-1835)
   DB11  Jose Bernardino de Jesus Perez (1833-1835)
   DB12  Rafael de Jesus Moreno (1834-1839)
DB13  Jesus Maria Vasquez de Mercado (1839-1844)  
DB14  Jose Maria del Refugio Suarez del Real (1844-1851)  

H  Histories of Santa Clara, other missions, and the Mission era – (Alphabetical order by author)  

K  Buildings  
KD  Property records, deeds  
KM  Maps of Mission sites  
KP  Non-photographic pictures of Mission Santa Clara  
KZ  Archaeological information  

R.G. 2: Board of Trustees  
A-Z  SCU founding documents  
M  Board of Trustees Records  

R.G. 3: University  
A  Publications  
AA  Catalogs/Bulletins  
AD  Campus telephone directories  
AF  Faculty Bulletin  
AN  University newsletters prior to 1952. (After 1952, see R.G. 7RA).  

D  Office of the President  
DA  Publications  
  Annual report, President's Newsletter, 1968-  
DB  Office files  
DG  Committees and Advisory Councils  
DG1  Board of Regents  
DG2  Athletic Board of Governance, 1927-  
DG3  Development Council  
DG4  University Community Council, 1971-  
DG5  President's Council  
DG6  President's Affirmative Action Committee  
DG7  President's Task Force on Values  
DG8  President's Committee on Women  
DG9  University Committee on Services to Ethnic Minorities
DG10 Committee on Selecting a Valedictorian, 1981-
DG11 University Coordinating Committee, 1994-
DG12 Inauguration Planning Committee, Nov. 2008-April 2009
DG13 University Planning Council

E Offices reporting to the President
  EA Affirmative Action
  ER Campus Ministry, 19?? - Present. (Chaplain's office) (See also R.G. 3R)

F Accreditation Reports

H Histories of the University – (Alphabetical order by author)

K Buildings (See R.G. 6 for files regarding property management)
  KG Information file on gardens
  KI Information file on SCU buildings (Dedication programs, newspaper clippings, collections, reconstruction)
  KM Maps (See also Guide to the Santa Clara University Map Collection, 1854-1982)

V Events – (Chronological file of programs, announcements, souvenirs)
  VC Commencement

W Institutional materials
  WI University insignia/seals
  WS Songs & cheers
  WT Stationery, greeting cards, holy cards

Z Other University-wide records
  ZC Catala Club

R.G. 4*: Academic Affairs

A Publications
  A1 Faculty Handbook
  A2 Faculty Bibliography
  A3 Faculty Directory
The Ignatian Center for Jesuit Education [formerly Bannan Center for Jesuit Studies]. For Explore magazine, see University publications.

Arrupe Center
Bannan Center
Kolvenbach Solidarity Program

Provost and Vice President for Academic Affairs, including predecessors (Prefects of Studies, Deans of the Faculties, Vice President for Academic Affairs)

Office Files

Committees reporting to the AVP
Committee on Academic Affairs
Committee on Faculty Personnel
University Committee on Staff and Administrative Personnel
Affirmative Action Committee
Ad Hoc Committee on Alternative Non-tenured Faculty Retention
Academic Advising Committee
Faculty Committee on Research
Core Curriculum Committee
Technology Steering Committee

Vice Provost for Academic Affairs and University Planning (includes office files from Institutional Research and University Planning); Western Association of Schools and Colleges (WASC) accreditation

Vice Provost for Academic Affairs and Integrated Education

Continuing Education / Osher Lifelong Learning Institute (1966-1979), reporting to VPAA. 1979 – (See appropriate academic record group)

Ethnic Studies

The Learning Center, 1986- present. (Previously, Graduate Fellowship and Faculty Research Development). (See also R.G. 4EL, Sponsored Projects).

Honors Program


Sponsored Projects

Military Science Program (R.O.T.C.)


International Programs (Study Abroad Program, 19??-1996)
EV  University Archives (1976-1996); See 4L for 1996-
EW  Women's Studies Program
EY  Ricard Observatory/Seismological Station, 1931-1972(?)

F  University Faculty
   FC  Faculty Club
   FS  Faculty Senate
   FW  Faculty Wives Club

G  Enrollment Management, 1996- (previously, Admissions)
   GA  Publications
   GB  Office files of the Director ?? -1984, of the Dean 1984-
       •  Jerald A. McGrath, 1962(?) -1963
       •  Richard W. Jonsen, 1963 -1970
       •  James L. Schwieckardt, 1970 -1977
       •  Daniel Saracino, 1977 -19??
   ??  Admissions

H  Vice Provost for Information Services, formerly Office of Information Systems, 1983-
    1996(?). Office of Information Technology, 1996-?. (See also R.G. 4EP, Computing
    Center reporting to VPAA (19?? -19??), Office of Information Systems.
   HA  Publications
   HB  Office files of the Director
   HC  Academic Computer Center, 1980-
   HI  Information Processing Center
   HP  Personal Computing Center, 1984-
   HT  Telecommunications, 1983-

L  Library
   LA  Publications – (Chronological)
   LB  Office files of the University Librarian – (See list of librarians)
   LC  Collections: former library books transferred to Dept. of
       Archives and Special Collections for retention (e.g., library
       books accessioned by first president, Fr. Nobili, S.J.)
   LV  Dept. of Archives and Special Collections, 1996- present (See also R.G. 4EV,
       1976-1996)

M  DeSaisset Gallery and Museum, 1955- (and predecessor, Galtes Museum)
   MA  Publications – Exhibit-related – (Chronological)
   MB  Office files of the Director

Record Groups
5
• Lydia Modi Vitale, 1968-1978
• Brigid Barton, 1978-1984
• Georgianna Lagoria, 1984-1986
• Robert McDonald, 1987-1990
• Rebecca Schapp, 1990-

MV Events (include exhibit catalogs, clippings) – (Chronological)

P Vice Provost for Academic Affairs and University Planning

PB Office Files
  Information Technology, see R.G. 4H, and R.G. 4EP
  Orradre Library, see R.G. 4L
  Sponsored Projects, see R.G. 4EL
  Media Services, see R.G. 4ER

PP University Planning
PR Institutional Research
PJ Bannan Center for Jesuit Studies, 1997-
PK Markkula Center for Applied Ethics, 1995-present (See also
  R.G. 4EK, Center for Study of Contemporary/Christian Values,
PS Center for Science and Technology

R Registrar, 1931-1984. Office of Student Records and Financial
  Services, 1984-

RA Publications (Class schedules)
RD Office files of the Registrar/Director: n.b. Between 1918 and 1931, the
  Registrar's position was part of the function of the Dean of Faculties.
RS Students' permanent files/student records

*Note: This Record Group listing reflects a major University-wide reorganization that was
  implemented in 1996-1997, in which the Vice President for Academic Affairs was renamed
  the Provost and Vice President for Academic Affairs, and several Vice Provosts were named.

R.G. 5: Student Development/Student Affairs/Student Life and Leadership

A Publications

AC Course Description Booklet
AD Directories (e.g., "Bird Dog")
AH Student Handbooks (See also R.G. 5V – Orientation)
AI Information publications
  • This Week at Santa Clara, 1965-1969
• The Bulletin, 1987-

C Collections

5C-Comp: Student compositions


DA Publications
DB Office files
DG Committees reporting to office
DM Dean of Men, 1963-1968
DN Dean of Women, 1962-1969
DP Dean of Students, 1967-

E Records of offices reporting to Vice Provost for Student Affairs

EA Benson Center/Student Activities
EC Counseling Services/Learning Resource Center/Academic Resources/Drahmann Advising Center
ED Career Services
EG Food Services (Reports to ???)
EH Health Services
EK Kids on Campus, 1971- (Reports to Human Resources)
EL Center for Student Leadership

EM Minority Student Programs, 19?? -1987. Student Resource Center, 1987- (encompasses all ethnic, international, and gender student programs). International Students (See also R.G. 5EF, through 1987). For Project 50, see also R.G. 5EP, 1971-1987. (Project 50 reports to Vice Provost for Integrated Education, 1997-19??). For Women's Programs through 1987, see also R.G. 5ES.

EP Project 50/Future Teachers Program (1971-1987) see 5EM
ER Housing and Residence Life
ES Women’s Programs (-1987) see 5EM

G Student government

GA ASUSC, 19??-1985/ASSCU, 1985-
  • Student Body President
  • Social Vice President
  • Student Senate
Day student associations
- Day Scholars Association, 1934
- Day Students Association, 1954
- Society of Unified Day Students, 1968
- Off Campus Students Association, 1971

Individual student personal papers

Student publications
- Academic guides/Evaluations of courses, instructors]
- Directories
- Fugitive publications (Protest literature, humor)
- Literary magazines
- Magazines
- Newspapers
- Pre-professional journals
- The Mint (student posters)
- Yearbooks

Performing Arts
- Radio
- Theater (Programs – Chronological file)
- Television

Student society materials (meeting minutes, membership lists, events files).
(Note: Scattered announcements may be put in R.G. 3V, general events file).

College of Arts & Sciences societies
- Business School societies
- Debating societies
- Dramatic groups
- Fraternities/Sororities
- Honor societies
- Interest groups
- Musical groups
- Religious groups

Athletics
- Publications (Brochures, sports information)
- Baseball (Programs – Chronological order)
- Newspaper clippings
- Office of Athletic Director
- Football file (Programs – Chronological order)
TH Basketball file (By gender, then chronological)
TM A-Minor sports (Programs – include fencing, golf, intramurals, lacrosse, boxing, crew, swimming, tennis, track & field, volleyball, cycling)
TS Soccer file (By gender, then chronological)
TV Other events (e.g., awards banquets)
TW Women’s Athletics (WRA)

V Events

5VF Orientation (All materials from freshman, transfer, parent orientations)

R.G. 6: Vice President – Business & Finance

A Publications

AN Staff newsletters – Noteworthy, 1979-1985. (See also R.G. 7RA)
AP Publications file (Chronological file of parking publications, staff handbook)


DA Publications/Annual Report
DB Office files
DF University financial records
DG Committees
DG1 Committee on Financial Planning Policy and Budget
DG2 Committee for Staff and Administrative Personnel
DG3 University Safety Committee
DG4 Staff Affairs University Planning Committee

F University Controller

FB Building file
FK Property file
FS SCU building construction financial papers

L Human Resources, formerly Personnel

P Physical Plant (Note: includes Facilities, Planning Division, Risk Manager, Public Safety, Internal Audit)
### Record Groups

**PA**  Publications  
**PB**  Office files of the Director  
**PD**  Construction Department, Planning Department  

**S**  Administrative Services  
**SA**  Publications  
**SB**  Office files of the Director  
**SP**  Office of the Property Manager  

**T**  Architecture & Construction  
**TB**  Files of University Architect  
**TD**  Files of the Computer Center  

### R.G. 7: University Relations

**A**  Publications  
**AN**  Brochures, Kenna Club, *Perspectives*  

**D**  Vice President for Development (Public Relations) and predecessors  
**DB**  Office files (including newspaper clippings regarding donors)  
- Lee Case, 1967-1969  
- Anthony P. Hamann, 1969-1971  
- Norbert J. Stein, 1974-1976  
- Eugene F. Gerwe, 1977-1992  
- Charles Sizemore, 1992-1996  

**DG**  Boards/Committees  
**DG1**  Board of Fellows (Golden Circle Party), 1964-  
**DG2**  University Development Committee  

**E**  Other Offices  
**EA**  Director, President’s Club  
**EC**  Director, Capital Programs  
**ED**  Director, Development  
**EP**  Director, Program Development  
**ES**  Director, Special Projects
**Record Groups**

**F** Fundraising Campaigns – Publications File (Chronological file of publications regarding fundraising campaigns)

- Alumni Centennial Endowment Fund, 1948-1951
- NOW Campaign (Goal $10 million, actual $7-8 million), 1970?
- Campaign for Santa Clara (Goal $50 million, actual $55 million), 1980-1985
- Challenge Campaign (Goal $125 million, actual ??), 1989-1995

**L** Alumni

LA Publications
   Alumni directories
LB Office files of Director
LD Alumni Council
LR Alumni Registers
LV Events
   LV1 Homecoming

**R** University Communications Department/Public Affairs Office/News Bureau

RA Publications/brochures (See also R.G. 3A)
   RA1 Coming Events
   RA2 Speakers' Bureau
   RA3 Parents' Handbook
RC Clippings files (Topical or chronological order)
RD Records of the Director of University Communications
RK Kenna Club Records
RP Person files (Faculty, staff, VIPs, visitors)
RR Press releases/"NEWS"
RS Source files (Events, topics, accumulated information for press releases)

**R.G. 20: College of Arts & Sciences (1946-1966, 1979-)**

**A** Publications

**D** Office of the Dean (1946-)

DA Publications (e.g. annual reports)
DB Office files
DG Committees (if filed separately)

**E** Offices reporting to the Dean

EA Director, Arts & Humanities Division (1981)
EH  Director, History & Social Sciences Division (1981)
ES  Director, Natural Sciences Division

M  Academic Departments

MA  Art
MB  Biology
MC  Chemistry
MD  Education (after 1979, see 4EA)
ME  English
MF  Physics
MH  History
ML  Modern Language & Literature
MM  Mathematics
MN  Music
MP  Philosophy
MQ  Psychology
MR  Religious Studies
MS  Anthropology/Sociology
MT  Theater & Dances (Theater Arts)
MV  Political Science
MY  Classics
MZ  Communication (1986)

V  Events (Program/clipping file – by date)

R.G. 22: School of Law

A  Publications
   AD Directories (Student, Faculty, Alumni)

D  Office of the Dean
   DA  Publications (e.g. annual reports)
   DB  Office files
   DG  Committees (if transferred separately)

E  Offices reporting to the Dean
   EA  Alumni Relations & Development (1986)
   ED  Associate Dean(s)
   EI  Institute of International/Comparative Law (1984)
   ES  Academic Support
   EX  Law Administrative Services (1987)

L  Library

P  Students
PA Publications
PV Events

Q Institute for Paralegal Education
QA Publications

S Student Societies

SF Fraternities
    SF1 Phi Alpha Delta

SH Honor Societies
SI Interest Groups
    SI1 Feminist Law Society
    SI2 Blacker Americans Law Student Association
    SI3 Chicano Law Students Association
    SI4 Asian Law Students Association
    SI5 Native American Law Students Association
    SI6 Environmental Law Society
    SI7 Barristers Club
    SI8 Law School Community Association
    SI9 Student Bar Association, 1951-

V Events (Program/clipping file – by date)
    Moot Court
    Court of Historical Inquiry

R.G. 22: School of Law

A Publications

AD Directories (Student, Faculty, Alumni)

D Office of the Dean
    George Sullivan, 1919-1955
    Robert J. Parden, 1955-1982
    Kenneth Haughton, 1982-1989
    Terence Shoup, 1989-2002
    Daniel Pitt, 2002-2006
    James L. Koch, 2007
    Godfrey Mungal, 2007-

DA Publications (e.g. annual reports)
DB Office files
DG Committees (if transferred separately)

E Offices reporting to the Dean
EA Alumni Relations & Development
ED Associate Deans
EI Institute for Information Storage Technology

M Departments
MC Civil Engineering
ME Electrical Engineering
MM Mechanical Engineering
MP Computer Engineering

S Student Societies
SH Honor Societies
SI Interest Groups

**R.G. 24: School of Business**

A Publications

D Office of the Dean
   William Pabst, 1922-1929
   Edward J. Kelly, 1929-1941
   Charles J. Dirksen, 1941-1979
   Andre Delbecq, 1979-1989
   James L. Koch, 1990-1996
DA Publications (e.g. annual reports)
DB Office files
DG Committees (if transferred separately)

E Offices reporting to the Dean

EA Agribusiness Institute
EG Graduate Education
EI International Business Studies
ER Retail Management Institute
EU Undergraduate Education
EX Executive Development Center

M Academic Departments
MA Accounting
ME Economics
MF Finance
MG Decision & Information Sciences (prior to 1983, Quantitative Methods)
MN Management
MR Marketing

V Events (Program/clipping file – by date)

**R.G. 102 & 102-103**

A City of Santa Clara
B Campbell
D Cupertino
G Gilroy
H Morgan Hill
J San Jose
K Los Altos
L Los Gatos
M Milpitas
N Monte Sereno
O Mountain View
P Palo Alto
S Saratoga
T Sunnyvale
Z General items not classified elsewhere