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Guide to the Merton H. Miller Papers 1941-2002



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Descriptive Summary

Identifier ICU.SPCL.MHMILLER

Title Miller, Merton H. Papers

Date 1941-2002

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Repository Special Collections Research Center
University of Chicago Library
1100 East 57th Street
Chicago, Illinois 60637 U.S.A.

Abstract Merton H. Miller was an economist, faculty member of the University of Chicago's Graduate School of Business, consultant, director of financial organizations, and free-market activist. Materials in this collection include drafts, publications, correspondence, research material, administrative records, and teaching material. This collection documents Miller's prolific writing and research, including his pioneering research in finance theory, for which he won the Nobel Prize in economics in 1990. Also included are records of his teaching and administrative activities at University of Chicago, speeches and public appearances, and work for professional organizations and corporations.

Information on Use

Access

Series III: Subseries 6 contains videocassettes, which may need to be reformatted for access.

Series VI contains materials to which access is restricted.

Subseries 1 contains restricted materials related to Miller's work as a financial and legal consultant. These files are restricted for 50 years.

Subseries 2 contains University of Chicago administrative records, referee reports and recommendations for colleagues. These materials are restricted for 30 years.

Subseries 3 contains records related to University of Chicago faculty appointments. This material is restricted for 50 years.

Subseries 4 contains protected student information such as grade reports, graded student work, letters of recommendation and other material related to the evaluation of students. This material is restricted for 80 years.

Subseries 5 contains documents bearing protected personal information such as social security numbers. This material is restricted indefinitely.

The remainder of the collection is open for research, with no restrictions.

Citation

When quoting material from this collection, the preferred citation is: Miller, Merton H. Papers, [Box #, Folder #], Special Collections Research Center, University of Chicago Library.

Biographical Note

Merton Howard Miller (1923-2000) was an economist who won the Nobel Prize for his groundbreaking research in corporate finance. Born in Boston, Massachusetts, Miller attended Harvard University (A.B., 1944). In the mid- to late 1940s, Miller worked as an economist for the United States Treasury Department's Division of Tax Research, and the Division of Research and Statistics of the Board of Governors of the Federal Reserve System. He earned a Ph.D. from Johns Hopkins University in 1952, mentored by Fritz Machlup.

After graduation from Johns Hopkins, Miller briefly held an appointment at the London School of Economics as an assistant lecturer in American economic history. In 1953, he moved on to the Carnegie Institute of Technology (now Carnegie-Mellon University), where he began working with Franco Modigliani on a series of papers on corporate finance. The two developed the Modigliani-Miller theorem, which holds that under certain assumptions the value of a firm is independent of the firm's ratio of debt to equity. The Modigliani-Miller theorem is now fundamental to thinking on capital structure.

In 1961, Miller accepted a position at the University of Chicago's Graduate School of Business. While continuing his collaborations with Modigliani, Miller taught business and finance courses, mentored students, served on administrative committees, and conducted further research in corporate finance. A prolific writer, he often collaborated with other researchers in economics and business, and was a lively and assertive debater.

In 1990, Miller's research with Franco Modigliani earned him the Nobel Prize in economics, which he shared with Harry Markowitz and William Sharpe.

Miller was active in professional organizations, serving as president of the American Finance Association, on the advisory and editorial boards of several academic publications and organizations. Late in his career, Miller consulted for banks and corporations, and held directorial positions at the Chicago Board of Trade and Chicago Mercantile Exchange. After his retirement, he described himself as a "professional keynote speaker," traveled worldwide to conferences, and spent time on his working farm in Woodstock, Illinois.

Scope Note

This collection documents Merton H. Miller's prolific career as an economist, teacher, consultant, director of financial organizations, and free-market activist. It also contains material broadly related to free-market economics and the Chicago school of economics.

The collection is organized into series to distinguish among different periods and facets of Miller's career.

Series I: Education and Early Career, contains material dating from Miller's studies at Harvard University and Johns Hopkins University, his work for the federal government, and his teaching at the London School of Economics. Materials found in this series span the years 1941-1943, and include notes, exams and papers for classes; a copy of his Ph.D. dissertation, reports, correspondence, and teaching materials such as lecture notes.

Series II: Carnegie Institute of Technology, documents Miller's research and teaching during the years 1954-1961. Drafts, correspondence, and research material related to Miller's foundational work with Franco Modigliani is found in this series.

Series III: University of Chicago, is the largest and most diverse series in the collection, documenting Miller's research, teaching and administrative work at the University. This series also contains material related to lectures, conferences and other non-University of Chicago events that Miller attended in his capacity as a faculty member. Teaching material, research files, publications and drafts, correspondence, administrative records, and video recordings are included in this series.

Series IV: Consulting and Professional Activities, contains material related to Miller's activities outside of university teaching, research and speaking. These activities include participation in professional organizations; service on advisory, editorial and governing boards; and consulting for corporations and law firms. This series is divided into three subseries to distinguish among the types of material, and levels of organization. The material found in this series includes a large amount of proprietary and confidential information related to legal cases and

corporate financing; it also includes correspondence, court documents, publications, drafts and administrative material.

Series V: Personal, is a small series containing copies of Miller's CV and list of publications, birthday party memorabilia, and material related to an alumni beer-tasting event.

Series VI: Restricted, consolidates all restricted materials within a single series. This series is broken into 5 subseries to distinguish types of material and level of restriction. Items within subseries 1 are organized alphabetically by name of organization or title. Items within subseries 2-5 are organized chronologically.

Subject Headings

- Miller, Merton H.
- Modigliani, Franco
- University of Chicago. Graduate School of Business
- Finance
- Chicago school of economics
-
- Economists

INVENTORY

Series I: Education and Early Career

This series contains material dating from Miller's studies at Harvard University and Johns Hopkins University, his work for the federal government, and his teaching at the London School of Economics. Materials found in this series span the years 1941-1953, and include notes, exams and papers for classes; a copy of his Ph.D. dissertation, reports, correspondence, and teaching materials such as lecture notes.

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Course notes, Harvard University, ca. 1941-1942

Box 1

Folder 3-4

The Treatment of Capital Gains in the Federal Personal Income Tax, Harvard University, drafts, 1943

Box 2

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United States Treasury, Division of Tax Research, correspondence, reports and research material, 1942-1947

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Board of Governors of the Federal Reserve System, Division of Research and Statistics, correspondence, reports and research material, 1943-1956

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Folder 1

Tax return forms and course material on tax policy, 1943-1948

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Applications for federal employment, 1940s

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Economics 201, History of Economic Thought, Johns Hopkins University, course material, 1946-1947

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Economics 205, Johns Hopkins University, course material, ca. 1946-1947

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Economics 210, Johns Hopkins University, course material, 1947

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Math and Econometrics, Johns Hopkins University, course material, 1949

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History of Modern Philosophy, Johns Hopkins University, course material, 1949

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Folder 9-10

Fritz Machlup political economy classes, Johns Hopkins University, course material, 1950-1951

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Folder 1-2

Johns Hopkins University, course material, ca. 1950-1951

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Teaching notes, ca. 1950

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Price Discrimination in the Railway Industry, Johns Hopkins University dissertation, photocopy, 1952

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American economic history, London School of Economics, notecards, ca. 1952-1953

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American economic history, London School of Economics, notecards, ca. 1952-1953

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Folder 5-7

American economic history, London School of Economics, notes for Lectures 1-20, 1952-1953

Series II: Carnegie Institute of Technology

This series documents Miller's research and teaching during the years 1954-1961. Drafts, correspondence, and research material related to Miller's foundational work with Franco Modigliani is found in this series. A small amount of administrative correspondence, including negotiations for Miller's move to the University of Chicago, is also included. Additional material related to the Modigliani-Miller theorems is found in Series III. Other reprints, drafts, research material and correspondence are also included in Series II.

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Folder 1

"Decreasing Average Cost and the Theory of Railroad Rates," 1955, correspondence and drafts, 1954

Box 6

Folder 2

"The Cost of Capital, Corporation Finance and Keynesian Economics" (with Franco Modigliani), 1958, preliminary version of paper for Econometric Society, 1956

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Folder 3

Gregory C. Chow, correspondence and draft, 1958

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Folder 4

Martin Shubik and Gerald L. Thompson, "Games of Economic Survival," draft, 1958

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Folder 5

Research with Franco Modigliani on capital structure, 1957-1964

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Folder 6

Portfolio selection, offprints and notes, 1956-1958

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Review of Portfolio Selection, by Harry M. Markowitz, correspondence and drafts, 1959-1960

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McKinsey Foundation Award, correspondence, 1960

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"Corporation Income Tax and Corporate Financial Policies," report to the Commission on Money and Credit, drafts, 1960-1961

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Folder 12-13

"Dividend Policy, Growth Opportunities and the Valuation of Shares" (with Franco Modigliani), 1961, correspondence and drafts, 1960-1961

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Folder 1

"Dividend Policy, Growth Opportunities and the Valuation of Shares" (with Franco Modigliani), 1961 correspondence and drafts, 1961

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Folder 2

"Leverage, Dividend Policy and the Cost of Capital" (with Franco Modigliani), offprint and correspondence, 1960-1961

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Franco Modigliani, correspondence, 1961

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Bank reserves, publications, 1953-1961

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James W. Lorie, correspondence, 1961

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Folder 6

G.L. Bach, acceptance of Miller's resignation from faculty, 1961

Series III: University of Chicago

This series documents Miller's research, teaching and administrative work at the University of Chicago, as well as material related to lectures, conferences and other non-University events that Miller attended in his capacity as a faculty member. This series is divided into six subseries to distinguish among types of material.

Series III: Subseries 1: Teaching Material, contains material related to courses taught by Miller, business courses, some of which Miller taught for several decades, as well as material for symposia, seminars and other advanced academic courses. Materials include syllabi, reading lists, and lecture notes.

Series III: Subseries 2: Writing and Research, contains drafts, publications, notes, correspondence and other material related to Miller's academic research and prolific writing of articles, books, and speeches. Represented here are published and unpublished work from the 1960s-2000s. Files are organized according to topic or title when identified. Publication dates and names of co-authors are also given when available. Miller also filed drafts according to the location in which a speech was given, or by general topic.

Series IV: Subseries 3: Correspondence, contains letters and memoranda related to Miller's work in research, writing, teaching and publishing. Additional correspondence is found throughout the collection; the material included in this subseries includes material maintained by Miller specifically as correspondence files. This subseries is divided into two sub-subseries to distinguish between types of organization. Sub-subseries 1: Subject file, includes correspondence from the 1960s-2000s, and is arranged alphabetically; it is important to note that the subjects described

do not always identify the correspondents, but the individuals or organizations discussed. Subseries 2: Chronological File, also spans the 1960s-2000s.

Series IV: Subseries 4: Administration, includes correspondence, reports, curriculum and programming material, and other documents related to Miller's service on a variety of university committees and administrative projects.

Series IV: Subseries 5: Arrangements for Speaking Engagements, is arranged chronologically and contains routine organizational material such as itineraries, reservation confirmations, letters of invitation, and expense reports. Some material on conference proceedings, such as schedules and programs, is also included. This subseries does not contain drafts, research material, or other substantial documents related to Miller's speeches and presentations - this material is found in Subseries 2.

Series IV: Subseries 6: Video Recordings, contains VHS cassette tapes of television broadcasts, conference proceedings, and press conferences in which Miller participated.

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Business 333, 1980s

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Business 437, Selected Topics in Corporate Finance, 1985

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Business 438, Special Topics in Finance, 1986-1989

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Business 438, Special Topics in Finance, 1989-1993

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Executive Program in Finance, 42nd-43rd Group, 1979

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Course material, ca. 1970s-1990s

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Course material, ca. 1970s-1990

Subseries 2: Writing and Research

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Folder 1

Fritz Machlup, Essays in Economic Semantics, Merton H. Miller, ed., 1963, drafts and correspondence, 1962-1963

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Folder 2

"Dividend Policy and Market Valuation, A Reply" (with Franco Modigliani), 1963, drafts and correspondence, 1962-1963

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Folder 3-4

"Taxes and the Cost of Capital, A Correction" (with Franco Modigliani), 1963, drafts, notes and correspondence, ca. 1963

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Modigliani-Miller research, notes, drafts, correspondence and publications, ca. 1960-1964

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Modigliani-Miller research, notes, drafts, correspondence and publications, ca. 1960-1964

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Modigliani-Miller research, notes, drafts, correspondence and publications, ca. 1960-1964

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"Herbert A. Simon," presentation statement for honorary degree, drafts and correspondence, 1963

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Speech draft, Management Conference, 1963

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"General Equilibrium of the Capital Markets under Uncertainty" (with Franco Modigliani), drafts, correspondence and research material, 1960-1966

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"Some Estimates of the Cost of Capital in the Electric Utility Industry" (with Franco Modigliani), 1966, drafts and correspondence, 1965-1967

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"A Model of the Demand for Money by Firms" (with Daniel Orr), 1966, drafts, correspondence and research material, 1956-1967

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Folder 1

"A Model of the Demand for Money by Firms" (with Daniel Orr), 1966, drafts, correspondence and research material, 1956-1967

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"Franco Modigliani," honorary degree presentation, speech drafts and correspondence, 1967

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Joseph E. Stiglitz, draft, correspondence and administrative material, 1967

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"Reply to Heinz and Sprengle" (with Franco Modigliani), 1969, drafts and correspondence, 1969

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"The Effects of an Improved Option Market on the Costs of Debt and of Equity Capital," drafts, 1969

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Time series, notes, 1969

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Michael C. Jensen, drafts and correspondence, 1969

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Eugene F. Fama, drafts, ca. 1960s

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Dale W. Jorgenson, draft, ca. 196

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Drafts, correspondence and research material, 1964-1969

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Refunding model, notes, ca. 1960s

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Capital theory and capital budgets, notes, ca. 1960s

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Notes and drafts, ca. 1960s

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Chicago Board of Trade study of put and call options, correspondence, drafts and research material, 1968-1970

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Chicago Board of Trade study of put and call options, correspondence, drafts and research material, 1968-1970

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NASDAQ research material, 1969-1971

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"Rates of Return in Relation to Risk, A Reexamination of Some Recent Findings" (with Myron S. Scholes), 1972, drafts, research material and correspondence, 1968-1971

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"Rates of Return in Relation to Risk, A Reexamination of Some Recent Findings" (with Myron S. Scholes), 1972, drafts, research material and correspondence, 1968-1971

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"Comments on 'Money and Stock Prices, The Channels of Influence,' by Michael J. Hamburger and Levis A. Kochin," presented at the American Financial Association meeting, 1971, drafts and notes, 1971-1972

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"The Fine Art of Agenda Positioning," draft, ca. 1970

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Jacques Drèze, research material, ca. 1970

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Vernon L. Smith, drafts, ca. 1970s

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Business simulation games, research material, ca. 1970

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"Quantitative Methods in Business," drafts, ca. 1970

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Robert J. Barro and Daniel Orr, cash management and demand for money, drafts, ca. 1970

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Corporate cash balance models, notes, ca. 1970

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Strikes, research material, ca. 1970

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The Theory of Finance (with Eugene F. Fama), 1972, drafts and notes, 1968-1973

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The Theory of Finance (with Eugene F. Fama), 1972, drafts and notes, 1968-1973

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"An Analytical Model of Energy and the Economy" (with E.M. Bohn and Charles W. Upton), drafts, meeting minutes and grant proposal, 1973

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Demand for money, notes and research material, 1974

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"Informational Content of Dividend Changes" (with Myron Scholes), drafts, notes and research material, ca. 1974

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Folder 5-6

"Comments by Merton H. Miller on 'Permanent and Transitory Income Effects in a Model of Optimal Consumption with Wage Income Uncertainty,' by David Sibley," presented at the Bell Laboratories Symposium on the Economics of Uncertainty, 1974, drafts and conference material, 1974

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James Scott, drafts, 1974

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James D. Macbeth, draft, 1974

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Macroeconomics, a Neoclassical Introduction (with Charles W. Upton), 1974, drafts and notes, ca. 1971

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Talks presented at Recent Developments in Applied Economics, 1975, drafts, research material and conference program, 1974- 1975

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"Some Estimates of Arrow-Debreu Prices on State-Contingent Claims" (with R. Ibbotson), drafts, 1975

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Talk presented at Financial Decision-Making under Uncertainty, Hebrew University of Jerusalem, 1975, drafts, correspondence and conference material, 1975

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Folder 9-10

"Leasing, Buying and the Cost of Capital Services" (with Charles W. Upton), 1976, drafts, correspondence and research material, 1962-1975

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"Leasing, Buying and the Cost of Capital Services" (with Charles W. Upton), 1976, drafts, correspondence and research material, 1962-1975

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Folder 3

Option theory, research material and notes, 1975-1976

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Referee reports and reviews, 1975-1977

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States model, notes and research material, 1975-1976

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"Debt and Taxes" presidential address presented at the Annual Meeting of the American Finance Association, 1976, drafts, notes and research material, 1975-1976

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Folder 4-7

"Commentary on Financial Markets, Default and Bankruptcy, the Role of the State," presented at the Liberty Fund, Inc. Seminar on the Economics of Bankruptcy, University of Miami School of Law, 1977, drafts, research material and conference material, 1976-1978

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"Note on the ITC," draft, 1977

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"Some Estimates of Arrow-Debreu Prices for State-Contingent Claims" (with Rolf Banz), presented at the Finance Workshop, Dartmouth College, 1977, drafts and research material, 1977

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"An Approach to the Regulation of Bank Holding Companies" (with Fischer Black and Richard A. Posner), 1978, drafts, notes and correspondence, 1971-1976

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"An Approach to the Regulation of Bank Holding Companies" (with Fischer Black and Richard A. Posner), 1978, drafts, notes and correspondence, 1971-1976

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"The Stochastic Properties of Velocity and the Quantity Theory of Money" (with John P. Gould, C. R. Nelson and Charles W. Upton), 1978, drafts and correspondence, 1976

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Folder 3-5

"Prices for State-Contingent Claims, Some Estimates and Applications" (with Fischer Black and Richard A. Posner), 1978, correspondence, notes and drafts, 1976-1977

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"Dividends and Taxes" (with Myron S. Scholes), 1978, drafts and notes, 1976-1979

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"Yield-Tilting, An Appraisal" (with Myron S. Scholes), commissioned by the American National Bank and Trust Company of Chicago, draft, 1979

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Talks given to alumni groups, drafts, 1979

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Taxes, notes and memorandum, 1978-1979

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Multiperiod variables, notes, ca. 1970s

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Drafts and notes, ca. 1970s

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Reuben A. Kessel, *Essays in Applied Price Theory* (edited with Ronald H. Coase), 1980, correspondence and drafts, 1978-1979

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Executive Program graduation address, drafts and programs, 1979-1980

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"Can Management Use Dividends to Influence the Value of the Firm?" presented at Seminar on Current Management Issues, Bohlins Auditing Bureau, Stockholm, 1981, drafts, correspondence and conference material, 1981-1982

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"Executive Compensation, Taxes and Incentives" (with Myron S. Scholes), 1982, drafts and notes, 1981-1982

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"Dividends and Taxes, Some Empirical Evidence" (with Myron S. Scholes), 1982, drafts, notes and research material, 1980-1982

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"Dividends and Taxes, Some Empirical Evidence" (with Myron S. Scholes), 1982, drafts, notes and correspondence, 1980-1982

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"Remarks at the Dean's Fund Luncheon," drafts, 1982

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"The January Anomaly," Woodward Court lecture, drafts, 1982

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"Do Dividends Really Matter?" presented at the Seminar on Current Management Issues, Bohlins Auditing Bureau, Stockholm, drafts, 1981

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"Dividend Policy, Does Generosity Pay?" for presentation at the University of Texas at Dallas, drafts, 1983

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"More on Dividends," presented at the Executive Program Luncheon, drafts, 1983

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"American Management and Management Education, Too Nearsighted or Too Farsighted?" convocation speech, drafts, notes and program material, 1983

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"A Test of the Hotelling Valuation Principle" (with Charles W. Upton), 1985, drafts, notes and research material, 1980-1983

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"Behavioral Rationality in Finance, The Case of Dividends," 1986, drafts and correspondence, 1985-1987

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"Economic Costs and Benefits of the Proposed One-Minute Time Bracketing Regulation" (with Sanford J. Grossman), 1986, drafts, research material and correspondence, 1985

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"Economic Costs and Benefits of the Proposed One-Minute Time Bracketing Regulation" (with Sanford J. Grossman), 1986, draft and correspondence, 1985

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Folder 3

"Reply to CFTC Staff Comments on the Grossman-Miller Study on the Costs and Benefits of One-Minute Bracketing (with Sanford Grossman), drafts, 1986

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Folder 4

Tax policy, research material, 1981-1986

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Macroeconomics, a Neoclassical Introduction (with Charles W. Upton), preface to the paperback edition, 1986, drafts, ca. 1986

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"Inflation and Capital Markets, Some New Approaches," presented in Abant, Turkey, drafts and correspondence, 1986

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Speeches presented in Leuven, Belgium, drafts and correspondence, 1986

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Earl M. Combs, Jr., Award presented by the Directors of the Chicago Board of Trade Educational Research Foundation, correspondence and notes, 1988

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Frank Milne, correspondence and drafts, 1988

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Financial innovation, speeches presented in Belgium, London, Virginia, and Colorado, drafts, research material and correspondence, 1980-1987

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Folder 1

"The Academic Field of Finance, Some Observations on Its History and Prospects," presented on receiving an honorary doctorate from Katholieke Universiteit, Leuven, Belgium, drafts, 1986

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"Academic Finance, Rewards, Replacements and Renewals," presented on receiving the Scholar's Award of the Eastern Finance Association, draft, 1987

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Conference on the Impact of Stock Futures Trading, drafts and conference material, 1987

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Speeches, drafts, notes and clippings, 1987

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"The Informational Content of Dividends," 1987, drafts and correspondence, 1985-1986

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"Liquidity and Market Structure" (with Sanford J. Grossman), 1988, drafts, correspondence and research material, 1985-1987

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"Liquidity and Market Structure" (with Sanford J. Grossman), 1988, drafts, correspondence and research material, 1985-1988

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"The Modigliani-Miller Propositions after Thirty Years," 1988, drafts, research material and correspondence, 1957-1988

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"The Modigliani-Miller Propositions after Thirty Years," 1988, drafts, research material and correspondence, 1986-1988

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Conference on Leveraged Buyouts, Chicago Analysts Society, drafts, correspondence and conference material, 1987-1988

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"Black Monday" stock market decline of October 19, 1987, drafts, conference material and research material, 1988

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"Black Monday" stock market decline of October 19, 1987, drafts, conference material and research material, 1987-1988

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"Who Should Set Futures Margins?" presented at the Regulatory Issues in Financial Markets Conference, sponsored by the Chicago Board of Trade, drafts, conference material and research material, 1988

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125th Anniversary of the Stockholm Stock Exchange, 1988, drafts, research material and conference material, 1988-1989

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Conference on Regulatory Reform of Stock and Futures Markets, Columbia University, research material, notes and conference material, 1988-1989

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Speeches given in Sydney, notes, travel material and clipping, 1988

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Speech given in Paris, notes and clippings, 1988

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Speech given in Maui, notes, 1988

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"The Crash of 1987 and the Crash of 1946," presented at the Conference on Crashes and Panics in Historical Perspective, New York University, draft, 1988

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"The Crash of 1987, Bubble or Fundamental?" presented at the First Annual Pacific Basin Finance Conference, Taipei, drafts, notes and travel material, 1989

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"Should Short-Term Trading Be Taxed?" drafts and correspondence, 1989

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"Strategies for Capital Market Structure and Regulation" (with Charles W. Upton), 1989, drafts, 1989

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"Equilibrium Relations between Cash Markets and Futures Markets," presented at the Symposium on Financial Futures and Options, Frankfurt, drafts, 1989

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Speech given at New York Stock Exchange-London School of Economics Conference, notes, conference material and research material, 1989

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Speech given at DePaul University, notes, 1989

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Speech given at Drexel University, notes and conference material, 1989

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Leasing, research material, ca. 1980s

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Alumni talks, notes and publication, ca. 1980s

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Drafts, notes and reprints, ca. 1980s-1990s

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This series contains material related to Miller's activities outside of teaching, research and speaking in the university context. These activities included participation in professional organizations; service on advisory, editorial and governing boards; and consulting for corporations and law firms.

Subseries 1: Alphabetical File, contains correspondence, administrative records, publications, and drafts, organized according to the names of organizations in which Miller participated. Much of the material in this subseries relates to Miller's service on advisory and editorial boards of professional organizations and academic journals. Documents from his service as president of

the American Finance Association is included here (related material is also found in Series III: Subseries 2).

Subseries 2: Government Documents, contains material such as briefs, statements, testimonies, and transcripts, most from court cases in which Miller served as a witness.

Subseries 3: Addenda, contains additional material related to Miller's work as a financial and legal consultant. The original organization of materials has been preserved.

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Series V: Personal

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Restricted material have been consolidated into this series. This series is divided into five subseries to distinguish among the types of material, and levels of organization and restriction.

Subseries 1 contains proprietary and confidential information related to Miller's work as a consultant in connection with legal cases and corporate financing. The names of corporations and law firms that engaged Miller's services are given when identified. The subseries contains restricted material.

Subseries 2 contains University of Chicago administrative, contains referee reports and letters of recommendation for colleagues. This material is restricted for 30 years.

Subseries 3 contains administrative records concerning evaluations and appointment recommendations for University of Chicago personnel. Many of these administrative activities relate to tenure and appointment procedures and contain contains letters of recommendation, tenure review material, budget material, and other administrative records that are subject to restriction.

This material is restricted for 50 years.

Subseries 4 contains protected student information such as grade reports, graded student work, letters of recommendation and other material related to the evaluation of students. This material is restricted for 80 years.

Subseries 5 contains documents bearing protected personal information such as social security numbers. This material is restricted indefinitely.

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