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### Descriptive Summary

<table>
<thead>
<tr>
<th>Identifier</th>
<th>ICU.SPCL.TRUSTEESECRETARY</th>
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<tr>
<td>Title</td>
<td>University of Chicago. Board of Trustees. Correspondence of the Secretary. Records</td>
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<tr>
<td>Date</td>
<td>1890-1960</td>
</tr>
<tr>
<td>Size</td>
<td>28 linear feet (6 boxes and 75 volumes)</td>
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| Repository | Special Collections Research Center  
University of Chicago Library  
1100 East 57th Street  
Chicago, Illinois 60637 U.S.A. |

**Abstract**

Includes incoming correspondence, 1890-1913 and outgoing correspondence, 1891-1960. Letters relate to the administrative and financial actions of the Board of Trustees and its committees; acknowledgments of endowments and other gifts to the University; communications regarding fund-raising and development programs; and official notices of all appointments, promotions, and salaries of University faculty and staff.

### Information on Use

**Access**

No restrictions

**Citation**

When quoting material from this collection, the preferred citation is: University of Chicago. Board of Trustees. Correspondence of the Secretary. Records, [Box #, Folder #], Special Collections Research Center, University of Chicago Library

### Historical Note


### Scope Note

The collection includes letters relating to the administrative and financial actions of the Board of Trustees and its committees; acknowledgments of endowments and other gifts to the University; communications regarding fund-raising and development programs; and official notices of all appointments, promotions, and salaries of University faculty and staff.
Series I includes incoming correspondence to the Secretary of the University of Chicago Board of Trustees, from 1890-1913.

Series II includes outgoing correspondence of the Secretary from 1891 to 1960.

Partial indexes for the correspondence through 1948 are available.

**Related Resources**

The following related resources are located in the Department of Special Collections:

http://www.lib.uchicago.edu/e/spcl/select.html

**Subject Headings**

- University of Chicago
- University of Chicago. Board of Trustees

**INVENTORY**

**Series I: Incoming Correspondence, 1890-1913**

- **Box 1**
  - **Folder 1**
    - Correspondence 1890-1891
  - **Box 1**
    - **Folder 2**
      - Correspondence, 1892
    - **Box 1**
      - **Folder 3**
        - Correspondence, 1893, January-March
      - **Box 1**
        - **Folder 4**
          - Correspondence, 1893, April-July
      - **Box 1**
        - **Folder 5**
          - Correspondence, 1893, August-December
      - **Box 1**
        - **Folder 6**
          - Correspondence, 1894, January-April
      - **Box 1**
        - **Folder 7**
          - Correspondence, 1894, May-June
      - **Box 1**
        - **Folder 8**
Correspondence, 1894, July-December
Box 2
 Folder 1
  Correspondence 1895, January-May
Box 2
 Folder 2
  Correspondence, 1895, June-December
Box 2
 Folder 3
  Correspondence, 1896, January-June
Box 2
 Folder 4
  Correspondence, 1896, July-December
Box 2
 Folder 5
  Correspondence, 1897, January-June
Box 2
 Folder 6
  Correspondence, 1897, July-December
Box 2
 Folder 7
  Correspondence, 1898
Box 2
 Folder 8
  Correspondence, 1899, January-August
Box 2
 Folder 9
  Correspondence, 1899, September-December
Box 2
 Folder 10
  Correspondence, 1900
Box 3
 Folder 1
  Correspondence 1901, January-June
Box 3
 Folder 2
  Correspondence, 1901, July-December
Box 3
 Folder 3
  Correspondence, 1902, January-June
Box 3
 Folder 4
  Correspondence, 1902, July-December
Box 3
 Folder 5
  Correspondence, 1903, January-June
Box 3
Folder 6
  Correspondence, 1903, July-December
Box 3
Folder 7
  Correspondence, 1904
Box 3
Folder 8
  Correspondence, 1905, January-July
Box 3
Folder 9
  Correspondence, 1905, August-December
Box 4
Folder 1
  Correspondence 1906, January-April
Box 4
Folder 2
  Correspondence, 1906, May-August
Box 4
Folder 3
  Correspondence, 1906, September-December
Box 4
Folder 4
  Correspondence, 1907, January-August
Box 4
Folder 5
  Correspondence, 1907, September-December
Box 4
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  Correspondence, 1908, January-September
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Correspondence, 1911, January-May

Box 5
Folder 5  
Correspondence, 1911, June-December

Box 5
Folder 6  
Correspondence, 1912, January-May

Box 5
Folder 7  
Correspondence, 1912, June-December

Box 6
Folder 1  
Correspondence, 1913, January-March

Box 6
Folder 2  
Correspondence 1913, April-May

Box 6
Folder 3  
Correspondence, 1913 May-June

Box 6
Folder 4  
Correspondence, undated

Series II: Outgoing Correspondence, 1891-1960

Volume Letters  
January 1898-December 1914

Volume A  
July 1891-May 1895

Volume B  
April 1895-April 1897

Volume C  
April 1897-March 1900

Volume D  
March 7, 1900-June 12, 1902

Volume E  
June 1900-March 1904

Volume F  
March 7, 1904-May 7, 1906

Volume G  
May 3, 1906-February 5, 1908

Volume H  
February 19, 1908-September 10, 1909

Volume I  
September 10, 1909-April 24, 1911

Volume J
April 24, 1911-April 7, 1913
Volume K
   April 3, 1913-March 26, 1914
Volume L
   March 26, 1914-November 19, 1914
Volume M
   November 20, 1914-June 25, 1915
Volume N
   June 26, 1915-February 14, 1916
Volume O
   February 14, 1916-July 13, 1916
Volume P
   July 14, 1916-February 14, 1917
Volume Q
   February 14, 1917-July 12, 1917
Volume R
   July 12, 1917-March 7, 1918
Volume S
   March 7, 1918-October 1, 1918
Volume T
   October 4, 1918-April 30, 1919
Volume U
   April 30, 1919-October 10, 1919
Volume V
   October 10, 1919-May 3, 1920
Volume W
   May 3, 1920-October 8, 1920
Volume X
   October 8, 1920-May 25, 1921
Volume Y
   May 25, 1921-September 9, 1921
Volume Z
   September 9, 1921-March 15, 1922
Volume AA
   March 15, 1922-June 1, 1922
Volume BB
   June 2-December 16, 1922
Volume CC
   December 15, 1922-May 31, 1923
Volume DD
   May 31, 1923-November 22, 1923
Volume EE
   November 24, 1923-May 8, 1924
Volume FF
   May 9-December 3, 1924
Volume GG