

UNIVERSITY *of* PENNSYLVANIA



The University Archives
and Records Center

A Guide to the
General Administration Collection Post-1820
1820-1930

40 Cubic Feet

UPA 3 Post-1820

Prepared by J.M. Duffin

January 2013

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TABLE OF CONTENTS

<u>PROVENANCE</u>	1
<u>ARRANGEMENT</u>	1
<u>SCOPE AND CONTENT</u>	2
<u>CONTROLLED ACCESS HEADINGS</u>	2
<u>INVENTORY</u>	4
<u>1820</u>	4
<u>1821</u>	4
<u>1822</u>	5
<u>1823</u>	6
<u>1824</u>	7
<u>1825</u>	7
<u>1826</u>	8
<u>1827</u>	9
<u>1828</u>	10
<u>1829</u>	11
<u>1830</u>	13
<u>1831</u>	15
<u>1832</u>	16
<u>1833</u>	18
<u>1834</u>	18
<u>1835</u>	20
<u>1836</u>	21
<u>1837</u>	22

General Administration Collection Post-1820

UPA 3 Post-1820

<u>1838</u>	23
<u>1839</u>	24
<u>1840</u>	25
<u>1841</u>	26
<u>1842</u>	27
<u>1843</u>	28
<u>1844</u>	29
<u>1845</u>	30
<u>1846</u>	31
<u>1847</u>	32
<u>1848</u>	33
<u>1849</u>	34
<u>1850</u>	35
<u>1851</u>	36
<u>1852</u>	37
<u>1853</u>	38
<u>1854</u>	40
<u>1855</u>	40
<u>1856</u>	41
<u>1857</u>	42
<u>1858</u>	42
<u>1859</u>	43
<u>1860</u>	44
<u>1861</u>	45
<u>1862</u>	45
<u>1863</u>	46

General Administration Collection Post-1820

UPA 3 Post-1820

<u>1864</u>	46
<u>1865</u>	47
<u>1866</u>	47
<u>1867</u>	48
<u>1868</u>	48
<u>1869</u>	49
<u>1870</u>	49
<u>1871</u>	50
<u>1872</u>	51
<u>1873</u>	52
<u>1874</u>	52
<u>1875</u>	53
<u>1876</u>	54
<u>1877</u>	55
<u>1878</u>	56
<u>1879</u>	57
<u>1880</u>	58
<u>1881</u>	59
<u>1882</u>	60
<u>1883</u>	62
<u>1884</u>	63
<u>1885</u>	65
<u>1886</u>	66
<u>1887</u>	68
<u>1888</u>	70
<u>1889</u>	71

General Administration Collection Post-1820

UPA 3 Post-1820

<u>1890</u>	73
<u>1891</u>	74
<u>1892</u>	76
<u>1893</u>	78
<u>1894</u>	80
<u>1895</u>	82
<u>1896</u>	84
<u>1897</u>	86
<u>1898</u>	88
<u>1899</u>	89
<u>1900</u>	91
<u>1901</u>	93
<u>1902</u>	96
<u>1903</u>	98
<u>1904</u>	99
<u>1905</u>	101
<u>1906</u>	103
<u>1907</u>	105
<u>1908</u>	107
<u>1909</u>	108
<u>1910</u>	110
<u>1911</u>	113
<u>1912</u>	115
<u>1913</u>	118
<u>1914</u>	120
<u>1915</u>	123

General Administration Collection Post-1820

UPA 3 Post-1820

<u>1916</u>	124
<u>1917</u>	126
<u>1918</u>	127
<u>1919</u>	128
<u>1920</u>	131
<u>1921</u>	131
<u>1923</u>	132
<u>1924</u>	132
<u>1925</u>	132
<u>1926</u>	133
<u>1927</u>	133
<u>1928</u>	133
<u>1929</u>	133
<u>1930</u>	133

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PROVENANCE

The General Administration Collection (also known as Archives General Collection) of the University Archives is drawn primarily from the records of Offices of the Secretary, Provost, and Treasurer as well as those of the deans of the college and medical school. The majority of the records were held by the Secretary and Treasurer of the University and turned over the University Archives when it was created in 1945. The University Library also had a number of early manuscript records in its collections which were turned over to the Archives in the 1950s and 1960s and to this were added the historical collection of the Dean of the School of Medicine in the 1950s.

ARRANGEMENT

The General Administration Collection (also known as Archives General Collection) Post-1820 is organized into one general series which is arranged by date. The contents of every series are arranged alphabetically by topic.

SCOPE AND CONTENT

The General Administration Collection Post-1820 documents the institutional and education activities of the University of Pennsylvania from its founding in 1820 to roughly 1900 with some later material included. The Collection was created primarily from records of the Provost, Secretary, and Deans of the University of Pennsylvania.

The collection is primarily composed of correspondence and reports of various University officers. Since the collection was drawn in large part from the Office of the Secretary records, it contains much of the supporting documentation relating to the University's Board of Trustees and related committees documenting decisions and studies conducted. The correspondence of the deans of the college and medical school covers similar subject matters as well as matters relating to students. A sizeable portion of the School of Medicine files for the period prior 1860 include applications for admission or financial aid for potential students. Some student correspondence and petitions are present. Documentation, such as contracts and bills and invoices, for University expenses and building projects and repairs also is present.

The majority of the post-1900 files are records of the Office of the Secretary and its function as the liason between the Trustees and administration of the University as well as public record keeping such as preparing diplomas, course catalogs and filing reports of governmental agencies.

For later records, researchers should look at the University ARchives holdings for specific offices and schools of the University. These individual record group collections generally begin around 1890 to 1900.

CONTROLLED ACCESS HEADINGS

Corporate Name(s)

- University of Pennsylvania. Office of the Secretary
- University of Pennsylvania. School of Medicine
- University of Pennsylvania. Office of the Treasurer
- University of Pennsylvania. School of Arts and Sciences
- University of Pennsylvania. Office of the Provost
- University of Pennsylvania. College of Arts and Sciences
- University of Pennsylvania. Board of Trustees

Subject(s)

- Education -- Pennsylvania -- Philadelphia
- Universities and colleges -- Administration
- College buildings -- Pennsylvania -- Philadelphia

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INVENTORY

1820	Box	Folder
1820s: Assets, University	1	
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1821	Box	Folder
1821: Degrees	1	
1821: Grammar School	1	
1821: Mandamus for Degrees	1	
1821: Mason, James Murray (ALS)	1	
1821: Medical School - Bills	1	
1821: Medical School - Faculty	1	
1821: Medical School - Students	1	
1821: Perkasio Manor	1	

General Administration Collection Post-1820

UPA 3 Post-1820

1821: Pharmacal School	1
1821: Philomathean Society	1
1821: Trustees	1
1821 - 1822: Annual Fund Reports to the State of Pennsylvania	1
1821 - 1822: Buildings and Grounds	1
1821 - 1822: Norristown	1
1821 - 1824: City of Philadelphia, Leases with	1
1821 - 1825: Trustees	1
1821 - 1826: Investments- Benjamin R. Morgan	1
1821 - 1827: Perkasio Manor - Carpenter and Heft	1
1821 - 1827: University and Methodist Union Church Property - 4th Street	1
1821 - 1827: Wiltbank, Rev. James - correspondence	1

1822	Box	Folder
1822: Charity School	1	
1822: College - Curriculum (W.H. Keating)	1	
1822: Legal	1	
1822: Mandamus for Degrees	1	
1822: Medical School - Bills	1	
1822: Medical School - Faculty	1	
1822: Medical School - Students	1	
1822: Perkasio Manor	1	
1822: Trustees	1	
1822 - 1824: Wistar Museum	1	

1822 - 1825: College - Faculty 1

1823	Box	Folder
1823: Bond and Warrant, Henry and John Felman to the University of	1	
1823: Buildings and Grounds	1	
1823: Diploma plate controversy	1	
1823: Graduating Class	1	
1823: Insurance Policy for University Building - Ninth Street, February 21	1	
1823: Insurance Survey of Medical Hall - Ninth Street, February 24	1	
1823: Insurance Survey of Medical Hall - Ninth Street, July 26	1	
1823: Library, Catalogue of	1	
1823: Medical School - Bills	2	
1823: Medical School - Faculty	2	
1823: Medical School - Students	2	
1823: Nautical Medicine and Military Surgery	2	
1823: Norristown	2	
1823: Pennsylvania	2	
1823: Perkasio Manor	2	
1823: Trustees	2	
1823 - 1824: State of Pennsylvania	2	
1823 - 1825: Charity School	2	
1823 - 1825: College - Students and Activities and Curriculum	2	
1823 - 1825: Real Estate	2	
1823 - 1825: Secretary - Treasurer	2	

General Administration Collection Post-1820

UPA 3 Post-1820

1823 - 1825: Third and Pine Streets	2
1823 - 1827: Secretary - Treasurer	2
Ca.1823?: Lists of Books	2

1824	Box	Folder
1824: Buildings and Grounds	2	
1824: College - Duties and Discipline	2	
1824: Lafayette	2	
1824: Legal	2	
1824: Medical School - Bills	2	
1824: Medical School - Faculty	2	
1824: Medical School - Students	2	
1824: Perkasie Manor	2	
1824: Trustees	3	
1824 - 1825: Anatomy	3	
1824 - 1825: Botany, Professorship of	3	
1824 - 1825: City of Philadelphia - Taxes	3	
1824 - 1825: Grammar School	3	
1824 - 1825: Secretary - Treasurer	3	

1825	Box	Folder
1825: Buildings and Grounds	3	
1825: Medical School - Bills	3	
1825: Medical School - Faculty	3	
1825: Medical School - Students	3	

1825: Perkasio Manor	3	
1825: Perkasio Manor, Draft of	OS 2	
1825: Trustees	3	
1825: Wistar Museum	3	
1825 - 1826: Trustees and State of College	3	
1825 - 1827: Botany	4	
1825 - 1828: Miller, Rev. Samuel - Letters and Accounts of (D.D. 1790)	4	
1825 - 1846: Medical School - Promissory Notes	4	
1826	Box	Folder
1826: Astronomy	4	
1826: Medical School - Bills	4	
1826: Medical School - Faculty	4	
1826: Medical School - Students	4	
1826: Perkasio Manor	4	
1826: Philomathean Society, address given by George B. Wood, M.D., before the Society	4	
1826: Real Estate	4	
1826: Trustees	4	
1826 - 1827: Buildings and Grounds	4	
1826 - 1827: College - Faculty	4	
1826 - 1827: College - Students and Activities	4	
1826 - 1827: Faculty Appointments - Adrain, Robert	4	
1826 - 1827: Faculty Appointments - Bache	4	
1826 - 1827: Faculty Appointments - Campbell	4	

1826 - 1827: Faculty Appointments - O'Shannessy	4	
1826 - 1827: Trustees	4	
1826 - 1829: Chair of Institutes on the Practice of Medicine	4	
1826 - 1831: Trustees Committee on the state of the Medical Department	4	
1827	Box	Folder
1827: Adrian, Robert	4	
1827: Botany, Professorship of (Coxe, John Redman)	4	
1827: Buildings and Grounds	5	
1827: Charity School	5	
1827: Faculty	5	
1827: Medical School - Bills	5	
1827: Medical School - Faculty	5	
1827: Medical School - Students	5	
1827: Medical Specimens	5	
1827: Perkasio Manor	5	
1827: Perkasio Manor - Carpenter and Heft	5	
1827: Publicity	5	
1827: Statement of the Funds of the University	5	
1827: Students	5	
1827: Trustees	5	
1827 - 1828: Financial Statement	5	
1827 - 1828: Grammar School	5	
1827 - 1828: Investments	5	

1827 - 1828: Perkasio Manor- Leases and Deed	5
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1827 - 1828: Secretary - Treasurer	5
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1828	Box	Folder
1828: Anatomy	5	
1828: Buildings and Grounds	5	
1828: Charity School	5	
1828: College - Students and Activities	5	
1828: College- Faculty	6	
1828: Degree Candidates	6	
1828: Faculty	6	
1828: French and Spanish	6	
1828: Medical School - Bills	6	
1828: Medical School - Faculty	6	
1828: Medical School - Students	6	
1828: Perkasio Manor	6	
1828: Philomathean Society	6	
1828: Philosophical Apparatus	6	
1828: Real Estate	6	
1828: Statement of John Keble's Charitable Fund	6	
1828: Students	6	
1828: Students: Tuition Accounts	6	
1828: Trustees (1)	6	
1828: Trustees (2)	6	
1828 - 1829: DeLancey, William Heathcote - Recitation on Roll	6	

1828 - 1829: Students, Lists of	6	
1828 - 1829: Trustees	6	
1828 - 1830: Investments and Financing Arrangements for New Halls	6	
1828 - 1830: Medical Agreements between Trustees and Medical Professors for new Medical Hall	7	
1828 - 1831: Faculty of Arts: class rolls and rosters	7	
1828 - 1833: Students: Tuition accounts	7	
1828 - 1834: Correspondence of	7	
1828 - 1834: Dr. Adrain's report on classes	7	
1828 - 1834: reports on students	7	
1828 - 1834: requests for degrees	7	
1828 - 1834: student requests for exemptions	7	
1828 - 1834: student withdrawals	7	
1828 - 1835: Medical Hall (New)	7	
1829	Box	Folder
1829: Appointments	7	
1829: Baccalaureate Sermon by Provost DeLancey	7	
1829: Bache, Alexander Dallas, ALS	7	
1829: Botany	7	
1829: Buildings and Grounds (including Greenhouse and Botanical Garden of, 1821 - 1822)	7	
1829: College - Faculty	7	
1829: College - Students and Activities	7	
1829: Commencement Prayer by Provost DeLancey	7	
1829: Curriculum	7	

1829: Degrees	7
1829: Discipline/conduct	7
1829: Examinations	7
1829: Faculty of Arts	7
1829: Fire Insurance policy issued on College Hall and Medical Hall	7
1829: Grammar School (Academy)	7
1829: Insurance Survey of Medical Hall, Ninth Street	7
1829: Languages	7
1829: Letter from Robert Vaux to General Lafayette (re. James Washington)	7
1829: Medical Hall, Cornerstone laying - Address by Provost DeLancey	7
1829: Medical School - Bills	7
1829: Medical School - Faculty	8
1829: Medical School - Students	8
1829: New Medical Hall	8
1829: Perkasio Manor	8
1829: Philomathean and Zelosophic societies	8
1829: Philosophy and Chemistry	8
1829: Provost	8
1829: Secretary - Treasurer, Joseph Reed	8
1829: Students: admissions	8
1829: Students: tuition accounts	8
1829: Students: withdrawals	8
1829: Treasurer - James C. Biddle	8

1829: Trustees	8	
1829 - 1830 (?): Dick, Archibald T.	8	
1829 - 1830: Legal	8	
1829 - 1831: Buildings and Grounds (New)	8	
1829 - 1831: Horner, William E., M.D. - Copy letter book	8	
1829 - 1832: Medical Schools - Pennsylvania and Others	8	
1829 - 1835 Trustees	8	
1830	Box	Folder
1830: Academy	8	
1830: Adrain, Robert, ALS	8	
1830: Advertising	8	
1830: Anatomy	8	
1830: Bache, Alexander Dollas, ALS	8	
1830: Biddle, James C. - Secretary	8	
1830: Buildings and Grounds	8	
1830: Charity School	8	
1830: College - Faculty	8	
1830: College - Students and Activities	8	
1830: Commencement	9	
1830: Degrees	9	
1830: Free School	9	
1830: Grammar School and Charity School	9	
1830: Insurance Survey of Collegiate Hall, Ninth Street, July 6	9	

1830: Insurance Survey of University of Pennsylvania North Building, Ninth Street, July	9
1830: Investments	9
1830: Library	9
1830: Medical Hall - Agreement between Trustees and Medical Faculty for erection of	9
1830: Medical School - Faculty, No. 1	9
1830: Medical School - Faculty, No. 2	9
1830: Medical School - Faculty, No. 3	9
1830: Medical School - Students	9
1830: Perkasio Manor	9
1830: Perkasio Manor - Bills of Sale	9
1830: Philomathean and Zelosophic societies	9
1830: Real Estate	9
1830: Students, Reports on	9
1830: Students: admissions	9
1830: Students: withdrawals	9
1830: Treasurer	9
1830: Trustees	9
ca. 1830: Degrees	9
ca. 1830: DeLancey, Provost - Addresses by	9
ca. 1830: Discipline and Education, Anonymous letter from alumnus changes	10
ca. 1830: Languages	10
ca. 1830: Memorabilia - silver pen (M.A.A. de France)	10
ca. 1830: Rutledge, Edward	10

1830 - 1831: Accounts	10	
1830 - 1831: DeLancey, Provost - Address	10	
1830 - 1833: Medical School - Bills	10	
1831	Box	Folder
1831: Academy	10	
1831: Anatomy	10	
1831: Buildings and Grounds	10	
1831: College - Faculty	10	
1831: College - Students and Activities	10	
1831: Commencement	10	
1831: Degree Recipients - list of Provost DeLancey	10	
1831: Discipline/conduct	10	
1831: Financial	10	
1831: Honors	10	
1831: Legal	10	
1831: Library	10	
1831: Medical Commencement - address by Provost DeLancey	10	
1831: Medical School - Faculty, No. 1	11	
1831: Medical School - Faculty, No. 2	11	
1831: Medical School - Students	11	
1831: Perkasio Manor	11	
1831: Philomathean and Zelosophic societies	11	
1831: Real Estate	11	
1831: Secretary - Treasurer	11	

1831: Students: admissions	11	
1831: Students: orations	11	
1831: Students: tuition accounts	11	
1831: Trustees	11	
1831 - 1833: Statements of Receipts and Payments - 1831 estimate for 1833	11	
1831 - 1834: Accounts and Receipts	11	
1831 - 1834: Library	11	
1832	Box	Folder
1832: American Association for the Promotion of Science, Literature, and the Arts	11	
1832: Anatomy	11	
1832: Baker, William Deal, The Saturniad, verse satire on University	11	
1832: Botany	11	
1832: Buildings and Grounds	11	
1832: Charity School	11	
1832: College - Faculty	11	
1832: College - Students and Faculty	11	
1832: Commencement	11	
1832: Commencement Prayer by Provost DeLancey	11	
1832: Dick, Archibald T.	11	
1832: Dick, Archibald T.	11	
1832: Discipline/conduct	11	
1832: Faculty of Arts	11	
1832: Honorary degree recipients	11	

1832: Languages	11
1832: Law Academy	11
1832: Legal	11
1832: Medical School - Faculty, No. 1	12
1832: Medical School - Faculty, No. 2	12
1832: Medical School - Students	12
1832: Perkasio Manor	12
1832: Philadelphia - Sesqui-Centennial	12
1832: Philomathean and Zelosophic societies	12
1832: Real Estate	12
1832: Secretary- Treasurer	12
1832: State of Pennsylvania	12
1832: Statement of the Funds of the University	12
1832: Students: admissions	12
1832: Students: orations	12
1832: Students: tuition accounts	12
1832: Students: withdrawals	12
1832: Trustees	12
1832: Trustees - Committee Reports	12
1832: Ways and Means - Annual Report	12
1832 and 1834: Medical Commencement address by Provost Delancey	12
1832 ca.: Shober, John Bedford - essay	12
1832 - 1833: Alumni, Autographs of the Officers of the Society of the	12
1832 - 1833: Medical School - Bills	12

1832 - 1833: Secretary- Treasurer	12	
1832 - 1834: Diplomas	12	
1833	Box	Folder
1833: Academy Grammar School	12	
1833: Bond and Warrant of J. Edward Shippen Burd	12	
1833: Buildings and Grounds	12	
1833: Charity School	12	
1833: College - Faculty	12	
1833: College - Students	12	
1833: Legal	12	
1833: Library	13	
1833: Medical School - Faculty No. 1	13	
1833: Medical School - Faculty, No. 2	13	
1833: Medical School - Students	13	
1833: Perkasio Manor	13	
1833: Real Estate	13	
1833: Students: admissions	13	
1833: Students: orations	13	
1833: Students: tuition accounts	13	
1833: Trustees	13	
1833 - 1834: Accounts and Receipts	13	
1834	Box	Folder
1834: Charity School	13	

1834: College - Faculty	13
1834: College - Students	13
1834: Dick, Archibald T.	13
1834: Discipline/conduct	13
1834: Faculty of Arts	13
1834: Gymnasium classes	13
1834: Lectures	13
1834: Lectures (non UP)	13
1834: Legal	13
1834: Medical Department (January - June)	13
1834: Medical Department (July - December)	13
1834: Medical Department Controversy	14
1834: Perkasie Manor	14
1834: Philomathean Oration (E. J. Bancker)	14
1834: Real Estate	14
1834: Secretary's Correspondence	14
1834: Students: admissions	14
1834: Trustees	14
1834: Zelosophic Society	14
1834 - 1835: Real Estate	14
1834 - 1836: Medical Department (concerning Dr. John Redman Coxe)	14
1834 - 1853: change in curriculum	14
1834 - 1853: Dr. Henry Reed's correspondence with E. R. Mayer, Mayer's father, etc. re the College's decision to suspend Mayer and other students for behavior problems	14

1834 - 1853: miscellaneous	14	
1834 - 1853: requests for degrees, 1837	14	
1834 - 1853: student withdrawals	14	
1835	Box	Folder
1835: Alumni	14	
1835: College - Faculty	14	
1835: College - Students	14	
1835: Medical Department - Alumni	14	
1835: Medical Department - Bulletins	14	
1835: Medical Department - Committee Reports	14	
1835: Medical Department - Diplomas	14	
1835: Medical Department - Entrance Requirements	14	
1835: Medical Department - Examinations	14	
1835: Medical Department - Faculty	15	
1835: Medical Department - Fees	15	
1835: Medical Department - General	15	
1835: Medical Department - Horner, Dr.	15	
1835: Medical Department - Report of the Committee on	15	
1835: Medical Department - Reports	15	
1835: Medical Department - Scholarships	15	
1835: Medical Hall, Minority report of committee to examine agreement for erection of	15	
1835: Trustees	15	
1835: Trustees, report of the Committee on the Medical Department	15	

1836	Box	Folder
1836: Accounts and Receipts	15	
1836: Catalogue (Class of Curriculum of Lectures)	15	
1836: Catalogue (Officers and Students)	15	
1836: College Department	15	
1836: Committee Reports	15	
1836: Grammar School	15	
1836: Letters of protest against University, William Engles, December 10	15	
1836: Medical Department - Alumni	15	
1836: Medical Department - Diplomas	15	
1836: Medical Department - Early Dismissals	15	
1836: Medical Department - Entrance Requirements	15	
1836: Medical Department - Examinations	15	
1836: Medical Department - Faculty	15	
1836: Medical Department - Fees	15	
1836: Medical Department - General	15	
1836: Medical Department - Horner, Dr.	15	
1836: Medical Department - Reports	16	
1836: Medical Department - Scholarships	16	
1836: Real Estate	16	
1836: Students	16	
1836: Trustees	16	
1836 - 1837: Academy	16	
1836 - 1837: College Department - General	16	

1836 - 1837: Commencements 16

1837	Box	Folder
1837: Accounts and Receipts, No. 1	16	
1837: Accounts and Receipts, No. 2	16	
1837: Annual Report of the Committee of Ways and Means, January 3	16	
1837: College Department - Bequests	16	
1837: College Department - Commencements	16	
1837: College Department - Examinations	16	
1837: College Department - Professor Henry Reed	16	
1837: Commonwealth of Pennsylvania	16	
1837: Medical Department - Alumni	16	
1837: Medical Department - Commencement	16	
1837: Medical Department - Diplomas	16	
1837: Medical Department - Early dismissals	16	
1837: Medical Department - Entrance Inquiries	16	
1837: Medical Department - Examinations	16	
1837: Medical Department - Faculty	16	
1837: Medical Department - Fees	16	
1837: Medical Department - General	16	
1837: Medical Department - Horner, Dr.	17	
1837: Medical Department - Lectures and Newspaper Clippings	17	
1837: Medical Department - Scholarships	17	
1837: Medical Department - Vacations	17	
1837: Medical Department - Visitors	17	

1837: Real Estate	17	
1837: Student concerns--Temperance	17	
1837: Students	17	
1837: Trustees	17	
1837: Ways and Means - Annual Report	17	
1837 - 1852	17	
1837 - 1852: Crawford, Rev. Samuel	17	
1838	Box	Folder
1838: Accounts and Receipts	17	
1838: Buildings and Grounds	17	
1838: Charity School	17	
1838: College Department	17	
1838: Commonwealth of Pennsylvania	17	
1838: Grammar School (Samuel W. Crawford - Certificate of Presentation)	17	
1838: Medical Department - Alumni	17	
1838: Medical Department - Commencement	17	
1838: Medical Department - Early Dismissals	17	
1838: Medical Department - Examinations	17	
1838: Medical Department - Faculty	17	
1838: Medical Department - Fees	17	
1838: Medical Department - General	17	
1838: Medical Department - Horner, Dr. W. E.	17	
1838: Medical Department - Newspaper Clippings	17	

1838: Medical Department - Physick, Dr. Philip Syng	17	
1838: Medical Department - Regulation Inquiries	17	
1838: Medical Department - Scholarships	17	
1838: Perkasio Farms	17	
1838: Trustees	17	
1838 - 1839: Medical Department - Diplomas	17	
1839	Box	Folder
1839: Accounts and Receipts	17	
1839: Buildings and Grounds	17	
1839: College Department	17	
1839: Commonwealth of Pennsylvania	17	
1839: Diploma, Rough draft of a	18	
1839: Medical Department - Alumni	18	
1839: Medical Department - Commencement	18	
1839: Medical Department - Diplomas	18	
1839: Medical Department - Examinations	18	
1839: Medical Department - Faculty	18	
1839: Medical Department - Fees	18	
1839: Medical Department - General	18	
1839: Medical Department - Horner, Dr. W. E.	18	
1839: Medical Department - Regulation Inquiries	18	
1839: Medical Department - Scholarships	18	
1839: Weaver, M.S. ALS to Henry G. Weaver, November 17 [references Samuel G. Morton and illustration of <i>Crania Americana</i>]	18	

1839: Perkasie Manor	18	
1839: Real Estate, Committee of	18	
1839: Report made to Superintendent of Common Schools (Papers relating to)	18	
1839: Trustees	18	
ca. 1839: Medical School-Jefferson-Gettysburg Controversy (Pepper Papers)	18	
1839 - 1840: Accounts and Receipts	18	
1839 - 1840: Medical Department - Examination grades	18	
1839 - 1840: Students, Lists of	18	
1840	Box	Folder
1840: Academy	18	
1840: Accounts and Receipts	18	
1840: Buildings and Grounds	18	
1840: College	18	
1840: Committee Reports	18	
1840: Faculty of Arts	18	
1840: Hager, Charles (article in Public Ledger, March 5)	18	
1840: Hopkinson, Joseph (ALS)	18	
1840: Junior Class Exercise	18	
1840: Legal Papers	18	
1840: Medical Department - Alumni	18	
1840: Medical Department - Commencement	18	
1840: Medical Department - Diplomas	19	
1840: Medical Department - Examination grades	19	

1840: Medical Department - Examinations	19	
1840: Medical Department - Faculty	19	
1840: Medical Department - General	19	
1840: Medical Department - Gratuitous admissions	19	
1840: Medical Department - Horner, Dr. W. E.	19	
1840: Medical Department - Regulation inquiries	19	
1840: Medical Department - Students	19	
1840: Perkasio Manor	19	
1840: Real Estate	19	
1840: Trustees	19	
1840: Tuition Receipts	19	
1841	Box	Folder
1841: Accounts and Receipts	19	
1841: Buildings and Grounds	19	
1841: College - Commencement	19	
1841: College Department	19	
1841: Library - Gift of books	19	
1841: Medical Department - Alumni	19	
1841: Medical Department - Commencement	19	
1841: Medical Department - Diplomas	19	
1841: Medical Department - Examinations	19	
1841: Medical Department - Faculty	19	
1841: Medical Department - Fees	19	
1841: Medical Department - General	19	

1841: Medical Department - Regulations	19	
1841: Medical Department - Scholarships	19	
1841: Medical Department - Students	19	
1841: Perkasio Farms	19	
1841: Statement to Superintendent of Common Schools, November 1	19	
1841: Trustees	19	
1841 - 1842: Accounts and Receipts	20	
1842	Box	Folder
1842: Accounts and Receipts, No. 1	20	
1842: Accounts and Receipts, No. 2	20	
1842: College	20	
1842: Commonwealth of Pennsylvania	20	
1842: Declaration of Original Compositions	20	
1842: Examinations, Final	20	
1842: Library	20	
1842: Martin, Thomas S., letters of recommendation	20	
1842: Medical Department - Alumni	20	
1842: Medical Department - Commencement	20	
1842: Medical Department - Diplomas	20	
1842: Medical Department - Examinations	20	
1842: Medical Department - Faculty	20	
1842: Medical Department - Fees	20	
1842: Medical Department - General	20	
1842: Medical Department - Regulations	20	

1842: Medical School - Students	20	
1842: Real Estate	20	
1842: Scholarships, No. 1	20	
1842: Scholarships, No. 2	20	
1842: Trustees	21	
1842: Wistar Museum	21	
1842 - 1843: Students, Lists of	21	
1842 - 1847: Academy	21	
1843	Box	Folder
1843: Academy	21	
1843: College	21	
1843: Commencement	21	
1843: Hare, George Emlen, D.D.	21	
1843: Library	21	
1843: Medical Department - Alumni	21	
1843: Medical Department - Examinations	21	
1843: Medical Department - Faculty	21	
1843: Medical Department - Fees	21	
1843: Medical Department - General	21	
1843: Medical Department - Regulations	21	
1843: Medical Department - Students	21	
1843: Publicity	21	
1843: Real Estate	21	
1843: Scholarships, No. 1	21	

1843: Scholarships, No. 2	21	
1843: Sharswood, George (ALS)	21	
1843: Trustees	21	
1843 - 1844: Accounts and Receipts, No. 1	21	
1843 - 1844: Accounts and Receipts, No. 2	21	
1844	Box	Folder
1844: Academy	21	
1844: Bache, Alexander Dallas (ALS)	21	
1844: College	21	
1844: College - Faculty	21	
1844: College - Students	21	
1844: Commencement	21	
1844: Faculty Applications and Testimonials	22	
1844: Honorary Degrees	22	
1844: Janitor	22	
1844: Library	22	
1844: Medical Department - Alumni	22	
1844: Medical Department - Diplomas	22	
1844: Medical Department - Examinations	22	
1844: Medical Department - Faculty	22	
1844: Medical Department - Fees	22	
1844: Medical Department - General	22	
1844: Medical Department - Regulations	22	
1844: Medical Department - Scholarships	22	

1844: Medical Department - Students	22	
1844: Property	22	
1844: Real Estate	22	
1844: Superintendent of Common Schools, Report to	22	
1844: Trustees -- Committees	22	
1844 - 1845: Accounts and Receipts	22	
1844 - 1845: Recitations (Schedules)	22	
1844 - 1851: Gilbert, David (Papers of)	22	
ca. 1844: Leidy, Joseph (Signatures of, et al. cut from diplomas)	22	
1845	Box	Folder
1845: Buildings and Grounds	22	
1845: College	22	
1845: College - Honorary Degrees	22	
1845: College - Students	22	
1845: Commencement	23	
1845: Medical Department - Alumni	23	
1845: Medical Department - Degrees	23	
1845: Medical Department - Diplomas	23	
1845: Medical Department - Examinations	23	
1845: Medical Department - Faculty	23	
1845: Medical Department - Fees	23	
1845: Medical Department - General	23	
1845: Medical Department - General inquiries	23	
1845: Medical Department - Students	23	

1845: Perkasio	23	
1845: Real Estate	23	
1845: Scholarships	23	
1845: Trustees	23	
1845: University Dispensary	23	
1845: Wistar Museum	23	
1845 - 1846: Accounts and Receipts	23	
1845 - 1847: Honorary Degrees	23	
1845 - 1848: College - Examinations	23	
1846	Box	Folder
1846: Charity School	24	
1846: College	24	
1846: Committee of Ways and Means	24	
1846: Committee of Ways and Means, Annual Report, January 1	24	
1846: Fees	24	
1846: Honorary Degrees	24	
1846: Medical Department - Advertising	24	
1846: Medical Department - Alumni	24	
1846: Medical Department - Clinic	24	
1846: Medical Department - Commencement	24	
1846: Medical Department - Dispensary	24	
1846: Medical Department - Examinations	24	
1846: Medical Department - Faculty	24	
1846: Medical Department - General	24	

1846: Medical Department - Regulations	24	
1846: Medical Department - Scholarships, No. 1	24	
1846: Medical Department - Scholarships, No. 2	24	
1846: Medical Department - Students	24	
1846: Medical Department - Texts	24	
1846: Property	24	
1846: Real Estate	24	
1846: Reunion of Class of 1843	24	
1846: Wistar Museum	24	
1846 - 1847: Catalogue of the University of Pennsylvania	24	
1846 - 1847: Library	24	
1846 - 1848: Accounts and Receipts	25	
1847	Box	Folder
1847: Charity School	25	
1847: College	25	
1847: College - Report of Committee to find out why number of students decreased (etc.)	25	
1847: Diplomas	25	
1847: Examinations	25	
1847: Faculty of Arts, Extracts from the minutes of	25	
1847: Faculty Positions	25	
1847: Fees	25	
1847: Medical Department - Alumni	25	
1847: Medical Department - Clinic	25	

1847: Medical Department - Faculty	25	
1847: Medical Department - General	25	
1847: Medical Department - Hare, Dr. Robert	25	
1847: Medical Department - Medical School	25	
1847: Medical Department - Regulation Inquiries	25	
1847: Medical Department - Students	25	
1847: Real Estate	25	
1847: Scholarships, No. 1	25	
1847: Scholarships, No. 2	25	
1847: Trustees	25	
1847: University Seal	25	
1847 - 1848: Accounts and Receipts	26	
1848	Box	Folder
1848: Alumni	26	
1848: Applications for Admission and Regulation Inquiries	26	
1848: Applications for Faculty positions	26	
1848: Charity School	26	
1848: College	26	
1848: Examinations	26	
1848: Fees	26	
1848: Honorary Degrees	26	
1848: Mandamus	26	
1848: Medical Department - Faculty	26	
1848: Medical Department - General	26	

1848: Medical Department - Students	26	
1848: Medical School, dispensary	26	
1848: Patterson, Professor George W.	26	
1848: Property	26	
1848: Reed-Struthers, correspondence	26	
1848: Scholarships	26	
1848: Trustees	26	
1848 - 1849: Accounts and receipts	26	
1848 - 1849: Apothecary	26	
1848 - 1849: Students, lists of	26	
1848 - 1849: Wistar museum	26	
1848 - 1852: Academy of University	26	
1849	Box	Folder
1849: Accounts and receipts	26	
1849: Alumni	27	
1849: Applicants for admission and regulation inquiries	27	
1849: Applications for Faculty Positions	27	
1849: College	27	
1849: Commencement	27	
1849: Examinations	27	
1849: Fees	27	
1849: Honorary Degrees	27	
1849: Leave of Absence	27	
1849: Library	27	

1849: Medical Department - Clinic	27	
1849: Medical Department - Faculty	27	
1849: Medical Department - Students	27	
1849: Nathaniel Chapman Lecture Notes	27	
1849: Property	27	
1849: Scholarships	27	
1849: Students	27	
1849: Trustees	27	
1849 - 1850: Curriculum - Faculty recommendations for changes in (Objections to--dropping)	27	
1849 - 1850: Mandamus	27	
1849 - 1851: Accounts and Receipts, No. 1	28	
1849 - 1851: Accounts and Receipts, No. 2	28	
1850	Box	Folder
1850: Alumni	28	
1850: Apothecary	28	
1850: Applications and Regulations Inquiries	28	
1850: Applications for Faculty Positions	28	
1850: Applications for Office of Janitor	28	
1850: Buchanan, James (later President of U.S.) (ALS)	28	
1850: Buildings and Grounds	28	
1850: College	28	
1850: Commencements	28	
1850: Diploma (Prussian)	28	

1850: Diplomas	28	
1850: Donations	28	
1850: Fees	28	
1850: General	28	
1850: Honorary Degrees	28	
1850: Insurance Survey of Medical Hall, Ninth Street, October 26	28	
1850: Law	29	
1850: Medical Department - Clinic	29	
1850: Medical Department - Diplomas	29	
1850: Medical Department - Faculty	29	
1850: Medical Department - Students	29	
1850: Penn College of Dental Surgery - Faculty	29	
1850: Property	29	
1850: Publicity	29	
1850: Scholarships	29	
1850: Trustees	29	
1850 - 1851: Dick, Frederick, Lecture Ticket Book	29	
1850 - 1851: Medical Department - Examination grades	29	
1850 - 1851: Students, Lists of	29	
1851	Box	Folder
1851: Accounts and Receipts	29	
1851: Alumni	29	
1851: Anniversary Dinner	29	
1851: Apothecary	29	

1851: College	29	
1851: College - Students	29	
1851: Commencement	29	
1851: Fees	29	
1851: Honorary Degrees	29	
1851: Mandamus	30	
1851: Medical Department - Clinic	30	
1851: Medical Department - Faculty	30	
1851: Medical Department - General	30	
1851: Medical Department - Students	30	
1851: Property	30	
1851: Publicity	30	
1851: Regulations	30	
1851: Relations with the Commonwealth	30	
1851: Scholarships	30	
1851: Solicitations for Catalogues: Applications	30	
1851: Trustees	30	
1851 - 1852: Medical Department - Examination grades	30	
1851 - 1852: Students, Lists of	30	
1852	Box	Folder
1852: Accounts and Receipts	30	
1852: Alumni	30	
1852: Apothecary	30	
1852: Applications for Faculty Positions	30	

1852: Class Book (C. H. Hutchinson copy)	30	
1852: College	31	
1852: College - Students	31	
1852: Commencement	31	
1852: Faculty of Arts Reorganization	31	
1852: Honorary Degrees	31	
1852: Insurance Survey of Collegiate Hall, Ninth Street, January 16	31	
1852: Law Department	31	
1852: Library	31	
1852: Medical Department - Applications and Regulations Inquiries	31	
1852: Medical Department - Clinic	31	
1852: Medical Department - Faculty	31	
1852: Medical Department - Fees	31	
1852: Medical Department - Gratuitous tickets	31	
1852: Medical Department - Report on condition of	31	
1852: Medical Department - Students	31	
1852: Property	31	
1852: School of Mines	31	
1852: Trustees	31	
1852: Ways and Means Committee	31	
1852: Zelosophic Society	31	
1853	Box	Folder
1853: Accounts and Receipts	31	
1853: Alumni	31	

1853: Annual Statement of Funds of the University of Pennsylvania	31
1853: Apothecary	31
1853: Applications for Faculty Positions	31
1853: College	31
1853: College - Report of Henry Reed to Committee on the	31
1853: College - Students	31
1853: Commencement	31
1853: Fees	31
1853: General	31
1853: Government of the College	31
1853: Honorary Degrees	31
1853: Horner, Dr.	32
1853: Law Department	32
1853: Applications and Regulation Inquiries	32
1853: Medical Department - Clinic	32
1853: Medical Department - Faculty	32
1853: Medical Department - General	32
1853: Medical Department - Gratuitous tickets	32
1853: Medical Department - Students	32
1853: Properties, Inventory of University	32
1853: Property	32
1853: Students	32
1853: Trustees	32
1853 - 1854: Trustees	32

1854	Box	Folder
1854: Accounts and Receipts	32	
1854: Alumni	32	
1854: Honorary Degrees	32	
1854: Mandamus	32	
1854: Medical Department - Applications and Regulation Inquiries	32	
1854: Medical Department - General	32	
1854: Medical Department - Gratuitous Tickets	32	
1854: Medical Department - Students	32	
1854: Wistar Museum	32	
1854 - 1859: admissions on charity or otherwise	32	
1854 - 1859: miscellaneous	32	
1854 - 1859: student withdrawals	32	
1854 - 1859: Trustees resolutions	32	
1855	Box	Folder
1855: Accounts and Receipts	32	
1855: Alumni	32	
1855: College	32	
1855: Commencement	32	
1855: Commencement Program 1855 July 3	OS 1	1
1855: Farmer's High School - Centre County	32	
1855: Honorary Degrees	32	
1855: Medical Department - Faculty	32	

1855: Medical Department - Fees and Gratuitous tickets	32	
1855: Medical Department - General	32	
1855: Medical Department - Regulation Inquiries	32	
1855: Medical Department - Students	32	
1855: Trustees	33	
1855: Wistar Museum	33	
1855 - 1856: Arts Department - Grade Reports	33	
1855 - 1856: College - Order of Examinations	33	
1855 - 1856: Students, Lists of	33	
1856	Box	Folder
1856: Academical Department	33	
1856: Accounts and Receipts	33	
1856: Alumni	33	
1856: By-laws, resolutions adopted by the Trustees	33	
1856: College	33	
1856: Commencement	33	
1856: Farmer's High School - Centre County	33	
1856: Fees and Gratuitous Tickets	33	
1856: Geological Survey of the State	33	
1856: Honorary Degrees	33	
1856: Law	33	
1856: Library	33	
1856: Medical Department - Applications and Regulations Inquiries	33	
1856: Medical Department - Faculty	33	

General Administration Collection Post-1820

UPA 3 Post-1820

1856: Medical Department - General	33	
1856: Medical Department - Students	33	
1856: Property	33	
1856: Trustees	33	
1856 - 1857: Arts Department - Grade Reports	33	
1856 - 1857: Wistar and Horner Museum	33	
1857	Box	Folder
1857: Accounts and Receipts	33	
1857: College	33	
1857: Commencement	33	
1857: Farmer's High School - Centre County	33	
1857: Honorary Degrees	33	
1857: Legal - Norris vs. Severns et al.	33	
1857: Library	33	
1857: Medical Department - Faculty	33	
1857: Property	33	
1857: School of Mines	33	
1857: Trustees	33	
1857: Ways and Means Committee	33	
1857 - 1859: Student Humor	34	
1857 - 1860: Medical Letters to Dr. Rogers	34	
1858	Box	Folder
1858: Accounts and Receipts	34	

1858: Astronomy	34	
1858: College	34	
1858: Commencement	34	
1858: Cresson, Eliot - last will	34	
1858: Faculty of Arts	34	
1858: Honorary Degrees	34	
1858: Medical Department - Faculty	34	
1858: Philadelphia School of Science	34	
1858: Property	34	
1858: Trustees	34	
1858 - 1859: Admissions	34	
1858 - 1860: Fees, Gratuitous tickets, Inquiries, Applications	34	
1859	Box	Folder
1859: Accounts and Receipts	34	
1859: College	34	
1859: Commencement	34	
1859: Humor	34	
1859: Lecture Ticket	34	
1859: Medical Department - Faculty	34	
1859: Medical Department - General	34	
1859: Medical Hall - Expenses	34	
1859: Philomathean Society - Letter of Baron de Humboldt re. translation of the Rosetta Stone	34	
1859: Property	34	

1859: Students	34	
1859: Trustees	34	
1859 - 1860: Examinations for Admission	34	
1860	Box	Folder
1860: Accounts and Receipts	34	
1860: Alumni	34	
1860: Bills - Services/Supplies	35	
1860: Class of 1860	35	
1860: College	35	
1860: Commencement	35	
1860: Medical Department - Applications and Regulations Inquiries	35	
1860: Medical Department - Faculty	35	
1860: Prizes	35	
1860: Property	35	
1860: Societies, Social Functions	35	
1860: Students	35	
1860: Trustees	35	
1860 - 1861: Law Department - Admission cards	35	
1860 - 1861: Scholarships	35	
1860 - 1861: Schools of Mines	35	
1860 - 1862: Curriculum	35	
1860 - 1868: Daniel Goodwin administration--admissions, paying and charitable	35	
1860 - 1868: Daniel Goodwin administration--miscellaneous	35	

1861	Box	Folder
1861: Accounts and Receipts	35	
1861: Alumni	35	
1861: College	35	
1861: Commencement	35	
1861: Honorary Degrees	35	
1861: Medical Department - Applications and Regulations Inquiries	35	
1861: Military Instruction	35	
1861: Property	35	
1861: Societies, Social Functions, etc.	35	
1861: Students	35	
1861: Trustees	36	
1861 - 1862: Students, Lists of	36	
1861 - 1863: General	36	
1861 - 1865:istar and Horner Museum	36	
1861 - 1868: Commencement Program forms	36	
1862	Box	Folder
1862: Accounts and receipts	36	
1862: College	36	
1862: College - Faculty (Photographs)	36	
1862: Commencement	36	
1862: Law Department	36	
1862: Law School - Notification to P. Pemberton Morris of appointment as Professor	36	

1862: Library	36
1862: Medical Department - Application	36
1862: Property	36
1862: Societies, Social Functions, etc.	36
1862: Trustees	36
1862: Vethake, Henry, ALS	36
1862 - 1863: Catalogue	36

1863	Box	Folder
1863: Accounts and Receipts	36	
1863: College	36	
1863: Commencement	36	
1863: Honorary Degrees	36	
1863: Medical Department - Applications for faculty positions	36	
1863: Property and Legal	36	
1863: Societies, Social Functions, etc.	36	
1863: Students	36	
1863: Trustees	36	

1864	Box	Folder
1864: Accounts and Receipts	36	
1864: College	37	
1864: Commencement	37	
1864: General	37	
1864: Honorary Degrees	37	

1864: Medical Department - Application for Faculty position	37	
1864: Property	37	
1864: Societies, Social Functions, etc.	37	
1864: Trustees	37	
1864 - 1865: Medical Department - Students	37	
1865	Box	Folder
1865?, Biggs, Herman	37	
1865: Accounts and Receipts	37	
1865: College	37	
1865: Commencement	37	
1865: Medical Department - Announcement (Pepper Papers)	37	
1865: Medical Department - Faculty	37	
1865: Military Instruction	37	
1865: Rush, Benjamin - Directions (printed essay) (Pepper Papers)	37	
1865: Social Activities	37	
1865: Students	37	
1865: Trustees	37	
1866	Box	Folder
1866: Accounts and Receipts	37	
1866: Bills: Services/Supplies	37	
1866: By-Laws on Examinations, passed by the Board of Trustees	37	
1866: College	37	
1866: Commencement	37	

1866: July	37	
1866: Medical Department - Applications for Faculty Positions	37	
1866: Medical Department - Class Schedule	37	
1866: Penn Students Letter of Gratitude to Prof. Henry Coppee 1866 March 28	OS 1	2
1866: Scholarships	37	
1866: Trustees	37	
1866 - 1867: Social Activities	37	
1867	Box	Folder
1867: Accounts and Receipts	37	
1867: Bills: Services/Supplies	38	
1867: College	38	
1867: Commencement	38	
1867: Property	38	
1867: Scholarship	38	
1867: Trustees	38	
1867 - 1876: Diploma Mill	38	
1868	Box	Folder
1868: Accounts and Receipts	38	
1868: Bills: Services/Supplies	38	
1868: ca. 1868, College Hall	38	
1868: College	38	
1868: Commencement	38	

General Administration Collection Post-1820

UPA 3 Post-1820

1868: Education	38
1868: General	38
1868: Provost Goodman - Invitation to State Conference on	38
1868: Provost Stille	38
1868: Trustees	38
1868 - 1869: Matriculants, Lists of	38
1868 - 1869: Medical Department - Students	38
1868 - 1870: Honorary Degrees	38
1868 - 1880: athletic association	38
1868 - 1880: Charity Schools	38
1868 - 1880: Trustees notifications	38

1869	Box	Folder
1869: Accounts and Receipts	38	
1869: Bills: Services/Supplies	38	
1869: College	38	
1869: Commencement	38	
1869: Medical Department - Faculty	38	
1869: Property	38	
1869: Trustees	38	

1870	Box	Folder
1870: Accounts and Receipts	38	
1870: Bills: Services/Supplies	39	
1870: Brief of Title, West Philadelphia Campus	39	

1870: College	39	
1870: Medical Department	39	
1870: Prizes and Awards - Harold Goodwin	39	
1870: Property	39	
1870: Relations with the State	39	
1870: Scientific School	39	
1870: Trustees	39	
1870 - 1872: New Building	39	
1871	Box	Folder
1871: Accounts and Receipts	39	
1871: Charter	39	
1871: College	39	
1871: Commencement	39	
1871: Franklin Scientific Society	39	
1871: Funds	39	
1871: General	39	
1871: Honorary Degrees	39	
1871: Law Department	39	
1871: Medical Department	39	
1871: Medicine - Clinical Hospital	39	
1871: Property	40	
1871: Scholarships	40	
1871: Trustees	40	
1871 - 1872: Rosters	40	

1871 - 1872: Scientific School	40	
1871 - 1873: Law Department	40	
1872	Box	Folder
1872: Accounts and Receipts, No. 1	40	
1872: Accounts and Receipts, No. 2	40	
1872: Alumni	40	
1872: Arts Department and Science Department	41	
1872: College	41	
1872: College Hall	41	
1872: Honorary Degrees	41	
1872: Humour	41	
1872: Medical Department	41	
1872: Memorial for Professor Frazer	41	
1872: Property	41	
1872: Scientific Department	41	
1872: Trusts, Foundations, Donations, Contributions	41	
1872 - 1873: Hospital	41	
1872 - 1873: Library	41	
1872 - 1873: Prizes	41	
1872 - 1873: Rosters	41	
1872 - 1873: Trustees	41	
1872 - 1873: Ways and Means	41	
1872 - 1874: Correspondence, mostly to Eli K. Price, from officials of the University	41	

1873	Box	Folder
1873: (Class of 1877)	41	
1873: Accounts and Receipts	41	
1873: Admissions	42	
1873: Alumni	42	
1873: Buildings and Grounds - College	42	
1873: Buildings and Grounds - Medical School	42	
1873: College	42	
1873: Commencement	42	
1873: Gratuitous tickets	42	
1873: Honorary Degrees	42	
1873: Law Department	42	
1873: Medical - July 1	42	
1873: Medical Department	42	
1873: Property	42	
1873: Provost Stille (letter of Oct. 15, 1873, acknowledging an invitation)	42	
1873: Scientific Department	42	
1873: Transcript of Swedish Academic Record of C. A. O. Rossell	42	
1873 - 1880: Hector Tyndale Fellowship	42	
1874	Box	Folder
1874: Accounts and Receipts	42	
1874: Admissions	42	

1874: Appeal for support of plans of "a great General Hospital" with the University	42	
1874: College	42	
1874: Debating - Orations or Essays	43	
1874: General	43	
1874: Honorary Degrees	43	
1874: Hospital, No. 1	43	
1874: Hospital, No. 2	43	
1874: Law Department	43	
1874: Medical Department	43	
1874: Property	43	
1874: Provost Stille	43	
1874: Scientific Department	43	
1874: Trustees	43	
1874: Ways and Means	43	
1874 - 1875: Faculty of Arts - Student Grades	43	
1874 - 1876: Academy	43	
1874 - 1876: Tuition Fee Bills	43	
1875	Box	Folder
1875: Accounts and Receipts	43	
1875: College	44	
1875: Commencement	44	
1875: Endowment	44	
1875: Goodwin, Provost Daniel Raynes (ALS)	44	

1875: Honorary Degrees	44	
1875: Hospital	44	
1875: Hospital - Alumni Ward Annual Report	44	
1875: Law School	44	
1875: Library	44	
1875: Medical Department	44	
1875: Osler, Sir William, Correspondence with Edgar Fahs Smith	44	
1875: Post-Graduate Study, No. 1	44	
1875: Post-Graduate Study, No. 2	44	
1875: Property	44	
1875: Spiritualism	44	
1875: Towne School	44	
1875: Towne Scientific School - Letter from Stille to Lesley, June 3	44	
1875: Trustees	44	
1875: Ways and Means	44	
1875? Medical Department - Plate for Lecture Admission Ticket	44	
1875 - 1876: Fees	44	
1875 - 1876: Towne Estate	44	
1875 - 1929: Alumni Biography	45	
1876	Box	Folder
1876: Accounts and Receipts	45	
1876: Centennial Exhibition	45	
1876: College	45	
1876: College Hall - Pictures	45	

1876: Commencement	45	
1876: Dentistry	45	
1876: Flower Estate	45	
1876: General	45	
1876: Gratuitous Tickets	45	
1876: Honorary Degrees	45	
1876: Hospital - Alumni Ward Annual Report	45	
1876: Law Department	45	
1876: Medical Department	45	
1876: Medical Department - Applications and Regulation Inquiries	45	
1876: Property	45	
1876: Towne School	45	
1876: Trustees	45	
1876: Ways and Means	45	
1876 - 1877: Alumni	46	
1876 - 1877: Hospital	46	
1877	Box	Folder
1877: Accounts and Receipts, No. 1	46	
1877: Accounts and Receipts, No. 2	46	
1877: Athletics	46	
1877: Centennial Exposition	46	
1877: College	46	
1877: College - John Welsh Professorship	46	
1877: Commencement	46	

1877: Free Instruction	46	
1877: Hospital	46	
1877: Medical Department, No. 1	46	
1877: Medical Department, No. 2	46	
1877: Medicine - American Electropathic Institute	46	
1877: Mitchell, S. Weir (ALS)	46	
1877: Real Estate	46	
1877: Towne Estate	46	
1877: Towne School	46	
1877: Trustees	46	
1877: Tyndale Fund	46	
1877: Ways and Means Report	47	
1877: Women	47	
1877 - 1878: Annual Examination List - 2nd Semester	47	
1877 - 1878: Faculty of Arts - Report on Students	47	
1877 - 1880: Reports of Grades of Montgomery	47	
1878	Box	Folder
1878: Accounts	47	
1878: Admission	47	
1878: Alumni	47	
1878: American University of Philadelphia	47	
1878: Charity School	47	
1878: College	47	
1878: Commencement	47	

1878: Dental Department	47	
1878: Honorary Degrees	47	
1878: Hospital - Alumni Ward Annual Report	47	
1878: Library	47	
1878: Medical Department	47	
1878: Pepper, William, letter	47	
1878: Poems by member of Class of 1878	47	
1878: Provost Stille	47	
1878: Real Estate	47	
1878: Towne School, No. 1	47	
1878: Towne School, No. 2	48	
1878: Towne School, No. 3	48	
1878: Trustees	48	
1878: Ways and Means Report	48	
1879	Box	Folder
1879? Hospital Fund	48	
1879: Accounts	48	
1879: College, No. 1	48	
1879: College, No. 2	48	
1879: Commencement	48	
1879: Dental Department	48	
1879: Diploma Mill	48	
1879: Endowment Fund	48	
1879: General	48	

1879: Hospital	48
1879: Invitation from Cyrus W. Field	48
1879: Law Department	48
1879: Medical Department	48
1879: Ph.D. Degree	49
1879: Real Estate	49
1879: Stille Lectures	49
1879: Towne School	49
1879: Trustees	49
1879: Tyndale Fund	49
1879: Ways and Means Report	49
1879 - 1883 Roster Sheets - College, Towne School, Faculty of Arts, and Wharton	OS 1

1880	Box	Folder
1880: Accounts	49	
1880: Alumni	49	
1880: Board of Public Education	49	
1880: Carey, Henry C., Portrait	49	
1880: Class Day	49	
1880: College	49	
1880: Commencement	49	
1880: Conrad B. Day letter from Samuel H. Day to Lewis M. Haupt	49	
1880: Dental Department	49	
1880: Easton, Morton W.	49	

1880: Financial - Subscription	49	
1880: General	49	
1880: Honorary Degrees	49	
1880: Hospital	49	
1880: Law Department	49	
1880: Legal	49	
1880: Medical - Vivisection	49	
1880: Medical Department	49	
1880: Medical Diplomas	49	
1880: Petition for a Student Gymnasium in College Hall, March 2 (granted April)	49	
1880: Ph.D. Degree	50	
1880: Provost	50	
1880: Provostship - Phillips Brooks letters	50	
1880: Real Estate	50	
1880: Stille, C.(harles) J.(aneway)	50	
1880: Towne School	50	
1880: Trustees	50	
1880: Ways and Means Report	50	
1880 - 1884: Towne School	50	
1881	Box	Folder
1881: Alumni	50	
1881: College	50	
1881: College - Ivy Tablet	50	

General Administration Collection Post-1820

UPA 3 Post-1820

1881: Commencement	50	
1881: Degrees in Philosophy	50	
1881: Dental	50	
1881: Endowment - Scott	50	
1881: Faculty Placement	50	
1881: General	50	
1881: Hospital	50	
1881: Inauguration of Provost Pepper, February	50	
1881: Library	50	
1881: Medical	51	
1881: Provost	51	
1881: Real Estate	51	
1881: Towne School	51	
1881: Trustees	51	
1881: Ways and Means Report	51	
1881: Wharton	51	
1881: Women - Education	51	
1881 - 1894: Bloomfield H. Moore Fund	51	
1881 - 1894: notifications of Trustees resolutions	51	
1881 - 1894: registration fee receipt	51	
1882	Box	Folder
1882: Accounts and Receipts	51	
1882: Almshouse	51	
1882: Alumni	51	

1882: Applications for Faculty Positions	51
1882: Archeological Collections	51
1882: Bequests	51
1882: Classical Studies	51
1882: Co-Education	51
1882: College and founding of Graduate School ("best of Philosophy")	51
1882: Commencement	51
1882: Dentistry	51
1882: Frazer, Persifor	51
1882: General	52
1882: Honorary Degrees	52
1882: Hospital	52
1882: Inquiries	52
1882: Law	52
1882: Lenior and Forster Chemical Exhibit	52
1882: Library	52
1882: Mandamus	52
1882: Medical	52
1882: Provost	52
1882: Real Estate	52
1882: Rogers Engineering Library	52
1882: Roster	52
1882: Scholarship	52
1882: Towne Scientific School, No. 1	52

1882: Towne Scientific School, No. 2	52	
1882: Trustees	52	
1882: Veterinary	52	
1882: Wharton	52	
1882 - 1885: Koenig Collection Controversy	52	
1883	Box	Folder
1883: Accounts and Receipts	52	
1883: Alumni	52	
1883: Bequests	52	
1883: Catalogue	52	
1883: Chapel, use of by Tabernacle Church	52	
1883: College	52	
1883: College of Physicians and Surgeons, New York	52	
1883: Dentistry	53	
1883: Doctor of Divinity	53	
1883: Faculty Tea-invitation	53	
1883: General	53	
1883: Honorary Degrees	53	
1883: Hospital	53	
1883: Investigating Spiritualism	53	
1883: Invitation to Edinburgh Tercentenary	53	
1883: Law	53	
1883: Law School Exam	53	
1883: Mandamus	53	

1883: McMaster, John B.	53	
1883: Medical School	53	
1883: Medical Society of New Jersey, Report of	53	
1883: Norris, Isaac	53	
1883: Physical Culture	53	
1883: Real Estate	53	
1883: Relations with the State	53	
1883: Right of Way Bill	53	
1883: Scholarships	53	
1883: Science Faculty	53	
1883: Seybert Commission on the Investigation of Spiritualism, No. 1	53	
1883: Seybert Commission on the Investigation of Spiritualism, No. 2	53	
1883: Student Activities	53	
1883: Towne School	53	
1883: Trustees	53	
1883: Veterinary	53	
1883: Wharton	53	
1883: Women	53	
1884	Box	Folder
1884: Accounts and Receipts	53	
1884: Alumni	53	
1884: American Association	53	
1884: Applications for Faculty Positions	54	
1884: Athletic Department	54	

1884: Catalogue	54
1884: College	54
1884: Commencement	54
1884: Dental Department	54
1884: Diplomas - Latin Forms	54
1884: Dormitory	54
1884: General	54
1884: Honorary Degrees	54
1884: James, E. J.	54
1884: Law	54
1884: Legal - Estate of James Maybin	54
1884: Library	54
1884: Marine Station	54
1884: Medical	54
1884: Orrery	54
1884: Philology	54
1884: Provost Pepper	54
1884: Real Estate, No. 1	54
1884: Real Estate, No. 2	54
1884: Scholarships	55
1884: Scientific	55
1884: Seybert Commission on the Investigation of Spiritualism	55
1884: Social	55
1884: Statutes	55

1884: Stille, Charles Janeway	55	
1884: Trustees	55	
1884: Veterinary	55	
1884: Wharton School	55	
1884: Women	55	
1885	Box	Folder
1885: Academic Costume	55	
1885: Accounts	55	
1885: Advertising	55	
1885: Alumni	55	
1885: American Catholic Historical Society, letter concerning manuscript of Archbishop	55	
1885: Applications for Faculty Positions	55	
1885: Athletics	55	
1885: Burk, Jesse Y. (personal)	55	
1885: Class Day	55	
1885: College	55	
1885: Commencement	55	
1885: Dentistry	55	
1885: Endowments, Donations, etc.	56	
1885: Essay - Carlyle the Moralist	56	
1885: Faculty Salaries - Harvard	56	
1885: Fees	56	
1885: General	56	

1885: Honorary Degrees	56	
1885: Hospital	56	
1885: Law	56	
1885: Library	56	
1885: Mechanical Engineering	56	
1885: Medical	56	
1885: Museum	56	
1885: New Orleans Exposition	56	
1885: Provost	56	
1885: Real Estate	56	
1885: Restaurant	56	
1885: Scholarship	56	
1885: Scott, Thomas A. - portrait	56	
1885: Seybert Commission on the Investigation of Spiritualism	56	
1885: Towne	56	
1885: Trustees	56	
1885: Veterinary	56	
1885: Wharton	56	
1886	Box	Folder
1886: Academy of Natural Sciences	57	
1886: Accounts and Receipts	57	
1886: Acharnians	57	
1886: Amherst College - Amherst papers in Philosophy	57	
1886: Biological Station - Naples (See Trustees' Minutes 13:526)	57	

1886: Blackburn Lectures	57
1886: Burk, Jesse Y. - Personal	57
1886: City Scholarships	57
1886: College Department	57
1886: Commencement	57
1886: Contributions	57
1886: Degree in Theology	57
1886: Dental Department	57
1886: Endowments	57
1886: Financial	57
1886: General	57
1886: Honorary Degrees	57
1886: Lanciani, Professor Redolfo	57
1886: Law Department	57
1886: Library	57
1886: Ludwick Institute	57
1886: Medical Department	57
1886: Organizations	57
1886: Physical Education	58
1886: Prizes	58
1886: Professor Rodolfo Lanciani	58
1886: Professorship of History and English Literature	58
1886: Provost	58
1886: Real Estate	58

1886: Scholarship	58	
1886: Secretary	58	
1886: Senator John H. Mitchell	58	
1886: Seybert Commission on the Investigation of Spiritualism	58	
1886: Steam Plant	58	
1886: Students' Health	58	
1886: Towne Scientific School	58	
1886: Trustees	58	
1886: Veterinary Department	58	
1886: Wharton	58	
1886: Young, W. H.	58	
1887	Box	Folder
1887: Accounts	58	
1887: Alumni	58	
1887: Applications for Faculty Placement	58	
1887: Archaeological Institute of America	58	
1887: Athletics	58	
1887: Babylonian Expedition	58	
1887: Bologna, University of	58	
1887: Burk, Jesse Y. - personal	58	
1887: College	59	
1887: College Association of Pennsylvania	59	
1887: Columbia Centennial	59	
1887: Commencement	59	

1887: Dentistry	59
1887: Franklin and Marshall Centennial	59
1887: General	59
1887: Gifts, etc.	59
1887: History	59
1887: Honorary Degrees	59
1887: Hospital	59
1887: Journalism	59
1887: Law	59
1887: Lectures, Public	59
1887: Library	59
1887: Medical	59
1887: Michigan, University of - Celebration	59
1887: Museum	59
1887: Newton, Richard, D.D. -obituary	59
1887: Post-Graduate Study for Women	59
1887: Provost's Report	59
1887: Real Estate	59
1887: Scholarships	59
1887: Secretary	59
1887: Seybert Commission on the Investigation of Spiritualism	60
1887: Theology, Degrees in	60
1887: Towne	60
1887: Trustees	60

1887: Veterinary School 60

1888	Box	Folder
1888: Accounts	60	
1888: Alumni	60	
1888: Alumni Hall Fund	60	
1888: Applications for faculty placements, No. 1 - No. 3	60	
1888: Architecture	60	
1888: Athletic Association	60	
1888: Babylonian Expedition	60	
1888: College - Faculty Appointments	60	
1888: College, No. 1	60	
1888: College, No. 2	60	
1888: Commencement	60	
1888: Committee on Discipline	60	
1888: Dentistry	60	
1888: General	61	
1888: Gifts, Bequests, etc.	61	
1888: Glee Club, Account of	61	
1888: Honorary Degrees	61	
1888: Law School	61	
1888: Lecture	61	
1888: Library	61	
1888: Marine Station	61	
1888: Medical - Hospital	61	

General Administration Collection Post-1820

UPA 3 Post-1820

1888: Medical, No. 1	61	
1888: Medical, No. 2	61	
1888: Museum	61	
1888: Physical Education	61	
1888: Placement Service	61	
1888: Provost Pepper	61	
1888: Real Estate	61	
1888: Scholarships, No. 1	61	
1888: Scholarships, No. 2	61	
1888: Student Activities	61	
1888: Towne, No. 1	61	
1888: Towne, No. 2	62	
1888: Trustees	62	
1888: Veterinary	62	
1888: Wharton	62	
1888 - 1890: Library Construction	62	
1889	Box	Folder
1889? Student Paper	62	
1889: Academy of Natural Sciences	62	
1889: Accounts	62	
1889: Alumni	62	
1889: Alumni Hall Fund	62	
1889: Applications for Faculty Placement, No. 1	62	
1889: Applications for Faculty Placement, No. 2	62	

1889: Architecture	62
1889: College Association Convention	62
1889: College, No. 1	62
1889: College, No. 2	62
1889: Commencement	62
1889: Dentistry	62
1889: Forestry	62
1889: Foulke and Long Institute	62
1889: Gifts, Bequests, etc.	62
1889: Histological Laboratory, Rules	62
1889: History	62
1889: Honorary Degrees	63
1889: Hospital	63
1889: Hygiene	63
1889: Law	63
1889: Library	63
1889: Medical	63
1889: Medical - Hospital	63
1889: Museum	63
1889: Physical Education	63
1889: Real Estate	63
1889: Scholarship	63
1889: Secretary - Miscellaneous	63
1889: Social	63

1889: Towne	63	
1889: Trustees	63	
1889: Veterinary	63	
1889: Wharton	63	
1889: Women	63	
1889 - 1890: Hospital	63	
1889 - 1890: Penn-Harvard Football correspondence	63	
1890	Box	Folder
1890: Alumni	63	
1890: Alumni Hall Fund	63	
1890: Applications and Recommendations for Faculty Appointments	64	
1890: Archaeology	64	
1890: Architecture	64	
1890: Athletics	64	
1890: Bills: Services/Supplies	64	
1890: Biological and Zoological	64	
1890: Buildings and Grounds	64	
1890: Chemistry	64	
1890: College	64	
1890: Commencement	64	
1890: Degrees, Diplomas, and Entrance Requirements	64	
1890: Dentistry	64	
1890: Engineering	64	
1890: Finance	64	

1890: Gifts - Bequests	64	
1890: Hilprecht Documentation	64	
1890: History of the University	64	
1890: Hospital	64	
1890: Hygiene	64	
1890: Law	64	
1890: Lectures	64	
1890: Library	64	
1890: McMaster, John Bach	64	
1890: Medicine	65	
1890: Military	65	
1890: Museum - Archaeological	65	
1890: National University	65	
1890: Personal Correspondence	65	
1890: Publications	65	
1890: Religion, Philosophy, Ethics	65	
1890: Scholarships	65	
1890: Tour of Pan-American Delegates	65	
1890: Trustees	65	
1890: Veterinary	65	
1890: Wharton	65	
1890: Women	65	
1891	Box	Folder
1891: Alumni	65	

1891: Alumni Hall Fund	65
1891: American History, School of	65
1891: Archaeology and Museum	65
1891: Architecture	65
1891: Athletics and Physical Education	65
1891: Bills: Services/Supplies	65
1891: Biological Exploration	65
1891: Biological Station, No. 1	65
1891: Biological Station, No. 2	66
1891: Biological Station, No. 3	66
1891: Biology	66
1891: Buildings and Grounds	66
1891: College	66
1891: College Association	66
1891: Commencement	66
1891: Degrees, Diplomas, Entrance Requirements, etc.	66
1891: Dentistry	66
1891: Faculty	66
1891: Finance	66
1891: Gifts and Bequests	66
1891: History of the University	66
1891: Hospital	66
1891: Hygiene	66
1891: Keely's Case	66

1891: Law	66
1891: Lectures	66
1891: Leidy, Joseph (Chair of Anatomy and Leidy Memorial Museum)	66
1891: Library	66
1891: Lossing Library	67
1891: Medicine	67
1891: Pepper - personal	67
1891: Philosophy	67
1891: Publications	67
1891: Student Activities	67
1891: Student Discipline	67
1891: Towne Scientific School, No. 1	67
1891: Towne Scientific School, No. 2	67
1891: Travelers Club	67
1891: Trustees	67
1891: Veterinary	67
1891: Wharton	67
1891: Wistar	67
1891: Women	67
1891: Zoology	67
1891 - 1892: American History, School of	67
1891 - 1892: Wharton School Senate	67

1892**Box****Folder**

1892: Alumni	67
1892: Alumni Hall Fund	67
1892: Anthropology	67
1892: Applications for Faculty Positions	67
1892: Archaeology- Museum, No. 1	67
1892: Archaeology- Museum, No.2	67
1892: Archaeology- Museum, No.3	67
1892: Architecture	68
1892: Bills: Services/Supplies	68
1892: Biology	68
1892: Buildings and Grounds	68
1892: Certificates Controversy	68
1892: College	68
1892: Commencement	68
1892: Degrees and Diplomas	68
1892: Dental Department	68
1892: Dentistry	68
1892: Faculty	68
1892: Finance	68
1892: Gifts and Bequest	68
1892: Hygiene Department, letter from Dr. Pepper to Mr. Lea accepting gift for	68
1892: Law	68
1892: Lectures	68
1892: Library	68

General Administration Collection Post-1820

UPA 3 Post-1820

1892: Medicine, No. 1	68	
1892: Medicine, No. 2	68	
1892 - 1904: Museum	69	
1892: Personal - Burk and Pepper	69	
1892: Philosophy	69	
1892: Publications	69	
1892: Scholarships	69	
1892: Secretary Miscellaneous	69	
1892: Semitics	69	
1892: Student Activities	69	
1892: Thompson, Dr. Robert Ellis, the case of, No. 1	69	
1892: Thompson, Dr. Robert Ellis, the case of, No. 2	69	
1892: Towne School	69	
1892: Trustees	69	
1892: Veterinary	69	
1892: Wharton	69	
1892: Wistar Institute	69	
1892: Women	69	
1893	Box	Folder
1893: Alumni	69	
1893: Alumni Hall Fund	69	
1893: American History, School of	69	
1893: Archaeology	69	
1893: Architecture	70	

1893: Athletics and Physical Education	70
1893: Bills: Services/Supplies	70
1893: Biology	70
1893: Biology and Botany Museum	70
1893: Bregy, Judge F. Amedee to W. H. Lex, November 17	70
1893: Buildings and Grounds	70
1893: College	70
1893: College Department - Entrance Exam, June	70
1893: Commencement	70
1893: Degrees and Diplomas	70
1893: Dentistry	70
1893: Faculty	70
1893: Finance	70
1893: Gifts and Bequests	70
1893: History of University of Pennsylvania	70
1893: Law	70
1893: Law Committee	70
1893: Lecture	70
1893: Library	70
1893: Medicine, No. 1	70
1893: Medicine, No. 2	70
1893: Miscellaneous	70
1893: Personal correspondence	71
1893: Phi Beta Kappa	71

1893: Philosophy	71	
1893: Provost	71	
1893: Publications	71	
1893: Real Estate	71	
1893: Scholarships and Fellowships	71	
1893: Student Activities	71	
1893: Summer Course Extension	71	
1893: Towne Scientific	71	
1893: Trustees	71	
1893: Veterinary	71	
1893: Wharton, No. 1	71	
1893: Wharton, No. 2	71	
1893: Wharton, No. 3	71	
1893: Wistar	71	
1894	Box	Folder
1894: Admissions Requirements	71	
1894: Alumni	71	
1894: American History and Institution, School of	71	
1894: Archaeology and Museum	71	
1894: Architecture	71	
1894: Athletics and Physical Education	71	
1894: Bills: Services/Supplies	71	
1894: Biology	71	
1894: Buildings and Grounds	71	

1894: College	72
1894: Commencement	72
1894: Degrees and Diplomas, No. 1	72
1894: Degrees and Diplomas, No. 2	72
1894: Dentistry	72
1894: Engineering Department -Civil and Electrical	72
1894: Extension Movement of the University of Pennsylvania	72
1894: Faculty	72
1894: Finance	72
1894: Gifts and Bequests, No. 1	72
1894: Gifts and Bequests, No. 2	72
1894: Governor of Pennsylvania	72
1894: Graduate School - Department of Philosophy	72
1894: History of the University	72
1894: Hygiene	72
1894: Law Department	72
1894: Lectures	72
1894: Library	72
1894: Medical - J. William White	72
1894: Medicine and Hospital	72
1894: Military Science, Instruction in	72
1894: Music - Summer School	72
1894: Pepper, William - Resignation	73
1894: Publications	73

1894: Real Estate	73	
1894: Relations with other universities and miscellaneous institutions	73	
1894: Scholarships and Fellowships	73	
1894: Statutes governing the U. of Pa. in its holding of Property	73	
1894: Student Activities	73	
1894: Student Discipline	73	
1894: Thompson, Dr. Robert Ellis	73	
1894: Trustees	73	
1894: Veterinary	73	
1894: Wharton	73	
1894: Wistar	73	
1894 - 1910: Treasury Department reorganization, etc.	73	
1894 - 1910: University Hospital- Agnew Memorial Pavilion	73	
1895	Box	Folder
1895: Admission Requirements	74	
1895: Alumni	74	
1895: Archaeology - Museum	74	
1895: Athletics and Physical Education	74	
1895: Bills: Services/Supplies	74	
1895: Buildings and Grounds	74	
1895: College	74	
1895: Commencement	74	
1895: Degrees and Diplomas	74	
1895: Dentistry	74	

1895: Faculty	74
1895: Finance	74
1895: Gifts and Bequests	74
1895: Graduate School	74
1895: History of the University	74
1895: Law	74
1895: Lectures	74
1895: Library	74
1895: Medicine and Hospital, No. 1	75
1895: Medicine and Hospital, No. 2	75
1895: Provost Pepper	75
1895: Provost, Induction of	75
1895: Publications, No. 1	75
1895: Publications, No. 2	75
1895: Reorganization of Harvard	75
1895: Scholarships, Fellowships, Prizes, No. 1	75
1895: Scholarships, Fellowships, Prizes, No. 2	75
1895: Secretary's Office	75
1895: Student Activities	75
1895: Student Discipline	75
1895: Student Health	75
1895: Towne Scientific School	75
1895: Trustees	75
1895: University Hymn by Thomas Wistar, M.D.	75

1895: Veterinary	75	
1895: Wharton, No. 1	75	
1895: Wharton, No. 2	76	
1895? Association of the Alumni of the University of Pennsylvania	76	
1896	Box	Folder
1896: Academic Dress	76	
1896: Admission Requirements	76	
1896: Advertising	76	
1896: Alumni	76	
1896: Alumni Society Charter	76	
1896: Applications for positions	76	
1896: Athletics	76	
1896: Bills: Services/Supplies	76	
1896: Buildings and Grounds, No. 1	76	
1896: Buildings and Grounds, No. 2	76	
1896: Buildings and Grounds, No. 3	76	
1896: College	76	
1896: Commencement, No. 1	76	
1896: Commencement, No. 2	76	
1896: Degrees and Diplomas	76	
1896: Dentistry	76	
1896: Dining Hall	76	
1896: Faculty, No. 1	77	
1896: Faculty, No. 2	77	

1896: Flower Observatory	77
1896: Gifts and Bequests	77
1896: Graduate School	77
1896: History of the University	77
1896: Julius Ohly's case	77
1896: Law School	77
1896: Lectures	77
1896: Library Donation	77
1896: Library, No. 1	77
1896: Library, No. 2	77
1896: Mask and Wig	77
1896: Medicine	77
1896: Neurological Association	77
1896: Phi Beta Kappa	77
1896: Polytechnic College	77
1896: Publications	77
1896: Registrar	77
1896: Relations with state and other institutions	77
1896: Scholarships, Fellowships, Prizes	77
1896: Secretary's Office	78
1896: Semitic studies	78
1896: Student Activities	78
1896: Student Discipline	78
1896: Student's Residence Committee	78

1896: Treasurer's Report	78	
1896: Trustees	78	
1896: University of Pennsylvania 150th year celebration	78	
1896: Washington's Birthday	78	
1896: Women	78	
1896 - 1897: Courses for Teachers	78	
1896 - 1897: Towne Scientific School	78	
1896 - 190: Wharton School	78	
1897	Box	Folder
1897: Admission Requirements	78	
1897: Advertising	78	
1897: Alumni	78	
1897: Archaeology and Museum	78	
1897: Athletics and Physical Education	78	
1897: Buildings and Grounds, No. 1	78	
1897: Buildings and Grounds, No. 2	78	
1897: Buildings and Grounds, No. 3	78	
1897: College	78	
1897: Commencement	78	
1897: Degrees and Diplomas	79	
1897: Dentistry	79	
1897: Extension Courses	79	
1897: Faculty	79	
1897: Finance - General and Tuition	79	

1897: Gifts and Bequests	79
1897: Graduate School	79
1897: History of the University	79
1897: Houston Hall Traveling Fund	79
1897: Law	79
1897: Library	79
1897: Medicine	79
1897: Music	79
1897: Philosophy Department - Student Scholarships and Fees	79
1897: Publications, No. 1	79
1897: Publications, No. 2	79
1897: Publications, No. 3	79
1897: Relations with other institutions	80
1897: Reports to State	80
1897: Scholarships, Fellowships, Prizes	80
1897: Secretary's Office	80
1897: Student Activities	80
1897: Student Discipline	80
1897: Student Health	80
1897: Summer School	80
1897: Treasurer	80
1897: Turner, William Jackson	80
1897: University Day	80
1897: Veterinary	80

1897: Wharton	80	
1897: Women	80	
1897: Women in Philosophy	80	
1897 - 1900: Gymnasium Committee, minutes of	80	
1898	Box	Folder
1898: Advertising	80	
1898: Alumni	80	
1898: Alumni Hall Fund	80	
1898: Archaeology and Exploration	80	
1898: Architecture	80	
1898: Athletics	80	
1898: Buildings and Grounds, No. 1	80	
1898: Buildings and Grounds, No. 2	80	
1898: Buildings and Grounds, No. 3	81	
1898: Buildings and Grounds, No. 4	81	
1898: Buildings and Grounds, No. 5	81	
1898: College	81	
1898: Commencement	81	
1898: Curriculum	81	
1898: Dentistry	81	
1898: Diploma	81	
1898: Entrance Requirements	81	
1898: Faculty	81	
1898: Gifts	81	

1898: History of University	81	
1898: Law	82	
1898: Lectures	82	
1898: Library	82	
1898: Medicine and Hygiene	82	
1898: Medico-Chirurgical College	82	
1898: Publications	82	
1898: Scholarships, Fellowships, Prizes	82	
1898: Student Activities	82	
1898: Student Discipline	82	
1898: Summer School	82	
1898: Treasurer's Office, No. 1	82	
1898: Treasurer's Office, No. 2	82	
1898: Treasurer's Office, No. 3	82	
1898: Veterinary	82	
1898: Visit of President of U. S.	82	
1898: Wistar Institute	83	
1898: Women	83	
1898 - 1900: Library	83	
1899	Box	Folder
1899: Alumni	83	
1899: Archaeology and Exploration - Museum	83	
1899: Athletics	83	
1899: Board of Deans, minutes on prizes	83	

1899: Buildings and Grounds	83
1899: Buildings and Grounds - Maintenance and Repairs, No.1	83
1899: Buildings and Grounds - Maintenance and Repairs, No.2	83
1899: Commencement	84
1899: Curriculum	84
1899: Dentistry	84
1899: Diplomas and Degrees	84
1899: Entrance Requirements	84
1899: Faculty and Administrative Officers	84
1899: Fellowship and Scholarship Awards	84
1899: Finances	84
1899: Gifts	84
1899: History of University and Seal	84
1899: Law	84
1899: Lectures	84
1899: Letters of interest	84
1899: Library	84
1899: Medicine - Hygiene - Hospital	84
1899: Philosophy Department	84
1899: Publications, No. 1	84
1899: Publications, No. 2	84
1899: Publications, No. 3	84
1899: Publications, No. 4	85
1899: Publications, No. 5	85

1899: Registrar E. W. Mumford	85	
1899: Reports and Statistics on University	85	
1899: Scholarships and Fellowships	85	
1899: Student Discipline	85	
1899: Trustees	85	
1899: Veterinary	85	
1899: Wharton	85	
1899: Wistar Institute	85	
1899: Women	85	
1899: Zoology	85	
1900	Box	Folder
1900: Alumni	85	
1900: Athletics Association - Franklin Field	85	
1900: Autographs	85	
1900: Buildings and Grounds - Repairs, etc.	85	
1900: Buildings and Grounds - Repairs, No. 1	85	
1900: Buildings and Grounds - Repairs, No. 2	86	
1900: Buildings and Grounds - Repairs, No. 3	86	
1900: Bursar	86	
1900: College	86	
1900: College Courses for Teachers	86	
1900: College Entrance Examination, Questions, Advertising, etc.	86	
1900: Committee on Grading Entrance Exams	86	
1900: Dental School	86	

1900: Dining Hall	86
1900: Diplomas, affidavits, etc.	86
1900: Dormitories - Applications, Bonds, etc.	86
1900: Editorial "A New Course at the University, " May 21	86
1900: Fellowships	86
1900: Financial Statement - Treasurer's Report	86
1900: Forms of Printed Matter used in the University of Pennsylvania	86
1900: Ginn and Company	86
1900: Graduate School - Department of Philosophy	86
1900: History of the University of Pennsylvania	86
1900: Hospital	86
1900: Law School	86
1900: Library	86
1900: Litigation - Papers in	86
1900: Mandami	86
1900: Medical School	87
1900: Memorial Tower	87
1900: Miscellaneous Letters of interest	87
1900: Miscellaneous Material	87
1900: Museum	87
1900: Music	87
1900: Prizes and Medals	87
1900: Public Letters	87
1900: Publicity	87

1900: Purchasing Agent	87
1900: Registrar - E. W. Mumford	87
1900: Registrar's Office	87
1900: Relations with the City of Philadelphia	87
1900: Relations with the State of Pennsylvania	87
1900: Report and Statistics	87
1900: Reports from the Babylonian Expedition under Hilprecht	87
1900: Roster Committee	87
1900: Scholarships	87
1900: Secretary's Office	87
1900: Statues, Portraits, Memorials and Medals	87
1900: Student Activities	87
1900: Student Residence Committee	87
1900: University Day	87
1900: University Publications, exchanges	87
1900: University Seal	87
1900: University Trustees	88
1900: Veterinary	88
1900: Wharton School	88
1900: Wistar Institute	88
1900: Women	88
1900: Women - Coeducational	88
1900 - 1903: Library	88

1901**Box****Folder**

1901: Alumni	88
1901: Architecture	88
1901: Athletics	88
1901: General	88
1901: Repairs, No. 1	88
1901: Repairs, No. 2	88
1901: Repairs, No. 3	88
1901: Repairs, No. 4	88
1901: Bursar	88
1901: College	88
1901: College Entrance Exam - questions, advertising, etc.	88
1901: Commencement - tickets and invitations, etc.	89
1901: Committee	89
1901: Dining Hall	89
1901: Diplomas, affidavits	89
1901: Dormitories - applications, Bonds, etc.	89
1901: Entrance Exam Committee - Special and Partial Student	89
1901: Executive Committee	89
1901: Forms of Printed Matter used in the University of Pennsylvania	89
1901: Ginn and Company	89
1901: Graduate School - Department of Philosophy	89
1901: Hilprecht Papers	89
1901: History of the University of Pennsylvania	89
1901: Hospital	89

1901: Hospital	89
1901: institutions	89
1901: Law School	89
1901: Library	89
1901: Mandami	89
1901: Medical School	89
1901: Medico-Chirurgical Hospital	89
1901: Museum	89
1901: Physical Education	89
1901: Prizes, Medals, etc.	89
1901: Provost	89
1901: Receipts for Stationary	89
1901: Registrar, E.W. Mumford (fees, orders, entrance exams, etc.)	89
1901: Relations with other universities, colleges, schools, societies, and	89
1901: Relations with the State	89
1901: Reports and statistics	89
1901: Roster Committee	89
1901: Scholarships	89
1901: Towne Scientific - Civil Engineering	89
1901: Treasurer	90
1901: Trustees	90
1901: University buildings and grounds	90
1901: University Extension Course	90
1901: University grounds and property	90

1901: University Publications, Exchanges, Expressage, etc.	90	
1901: Veterinary	90	
1901: Wharton	90	
1901: Women - co-education	90	
1901 - 1906: Veterinary	90	
1902	Box	Folder
1902: Addresses from and to universities and societies	90	
1902: Admissions Committee and Committee on schools, special and partial	90	
1902: Alumni	90	
1902: Athletic Association - Franklin Field	90	
1902: Biological Committee	90	
1902: Board of Deans, Minutes of	90	
1902: Buildings and Grounds	90	
1902: Bursar	90	
1902: College	90	
1902: College Exam - Questions, Advertising, etc.	90	
1902: Commencement Day, invitations, programs, receipts for use of Academy and Orchestra	91	
1902: Dental School	91	
1902: Diplomas, Affidavits, etc.	91	
1902: Dormitories	91	
1902: Financial Statement and Statistics	91	
1902: Forms of Printed Matter used in the University of Pennsylvania	91	
1902: Ginn and Company	91	

1902: Honorary Degrees	91
1902: Law School	91
1902: Lecture Courses given by University under the auspices of Board of Education	91
1902: Library	91
1902: Mandami	91
1902: Medical School	91
1902: Medicine, Department of - Post-Graduate Course	91
1902: Medico-Chirurgical Hospital	91
1902: Museum	91
1902: Prizes, Medals, Gifts, etc.	91
1902: Provost	91
1902: Receipts for Stationary	91
1902: Registration	91
1902: Repairs	91
1902: Reports and Statistics	91
1902: Roster Committee	91
1902: Scholarships	91
1902: Secretary's Office	91
1902: Teaching of Latin	91
1902: Undergraduate Clubs and Activities	91
1902: University Day Tickets, Invitations, etc.	91
1902: University grounds and property	91
1902: University publications, exchanges, expressage, etc.	91
1902: Veterinary	91

1902: Women - Coeducation	91	
1902 - 1905: Dormitories	92	
1903	Box	Folder
1903: Addresses from and to universities and societies	92	
1903: Admission Committee - (Special and Partial Students, Schools and Entrance Requirements)	92	
1903: Alumni	92	
1903: Architecture	92	
1903: Athletics Association - Franklin Field	92	
1903: Buildings and Grounds	92	
1903: Bursar	92	
1903: Cheyney Correspondence and	92	
1903: College	92	
1903: College entrance examination questions	92	
1903: Commencement Address	92	
1903: Commencement Day, Invitations, Tickets, etc.	92	
1903: Courses for Teachers	92	
1903: Dental School	92	
1903: Diploma, Affidavits, etc.	92	
1903: Dormitories	92	
1903: Executive Committee	92	
1903: Financial Statement - Treasurer's Report	92	
1903: Forms of Printed Matter used in the University of Pennsylvania	92	
1903: Gaillard Thomas Lapsley Appointment	92	

1903: Ginn and Company	92
1903: Law School	92
1903: Lecture Courses given by University of Pennsylvania	92
1903: Library Committee	92
1903: Mandami	92
1903: Medical Department - post-graduate course	93
1903: Medicine - Class officers and invitation committee	93
1903: Medico Chirurgical Hospital	93
1903: Museum	93
1903: Nominating Committee	93
1903: Prizes, Medals, Gifts, etc.-- honors	93
1903: Receipts for supplies	93
1903: Relative to Hilprecht Discovery	93
1903: Report and Statistics	93
1903: Residence Committee	93
1903: Roster Committee	93
1903: Scholarship	93
1903: Trustees	93
1903: Undergraduate Activities	93
1903: University Council	93
1903: University Day - Invitations, tickets, etc.	93
1903: University Publications, Exchanges, Expressage	93
1903: Veterinary	93

1904**Box****Folder**

1904: Alumni	93
1904: Athletic Association - Franklin Field	93
1904: Award of Degrees	93
1904: Bursar	93
1904: Chapel Regulations	93
1904: College	93
1904: College Entrance Exam Questions	93
1904: Commencement Day - Invitations, Tickets, etc.	93
1904: Dental School	93
1904: Diplomas, affidavits, etc.	93
1904: Dormitories	93
1904: Executive Committee	93
1904: Forms of Printed Matter used in the University of Pennsylvania	93
1904: Ginn and Company	93
1904: Graduate School of Arts and Science - Ph.D. Degrees	93
1904: Law School	93
1904: Mandami	93
1904: Medical Department	93
1904: Medical Department - Post-Graduate	94
1904: Medical School	94
1904: Medico-Chirurgical Hospital	94
1904: Museum	94
1904: Organization of a system to keep an itemized account of expenditures	94
1904: Parietal Committee	94

1904: Parrish, Maxfield letter	94	
1904: Report and Statistics	94	
1904: Roster Committee	94	
1904: Scholarships	94	
1904: Statutes, Portraits, Memorials and Medals, etc.	94	
1904: Students, Activities, Clubs	94	
1904: University Day Programs, Tickets, Speeches, etc.	94	
1904: University Hospital	94	
1904: University Publications, Exchanges, Expressage	94	
1905	Box	Folder
1905: Admissions, Parietal and Special Student Committees - Committee on Schools/Entrance	94	
1905: Alumni	94	
1905: Athletics	94	
1905: Board of Deans	94	
1905: Bursar	94	
1905: Chapel	94	
1905: College, No. 1	94	
1905: College, No. 2	94	
1905: College Entrance Exam Questions	94	
1905: College - Saturday Courses, Courses for Teachers	94	
1905: College - Teachers Course	94	
1905: Commencement Day, Tickets, Invitations, etc.	94	
1905: Dental School	94	

1905: Diplomas, Affidavits, etc.	94
1905: Dormitories	94
1905: Evening School	94
1905: Executive Committee	94
1905: Forms of Printed Matter used in the University of Pennsylvania	94
1905: Hilprecht Controversy, No. 1	94
1905: Hilprecht Controversy, No. 2	95
1905: Hilprecht Controversy, No. 3	95
1905: Honorary Degrees	95
1905: Law School	95
1905: Lectureship	95
1905: Library	95
1905: Mandami	95
1905: Medical Department - Post Graduate courses	95
1905: Medical School	95
1905: Medico-Chirurgical Hospital	95
1905: Publications	95
1905: Publications - Catalogue and Announcements	95
1905: Publications - Ginn and Company	95
1905: Publicity Bureau	95
1905: Relations with other schools and colleges	95
1905: Report and Statistics	95
1905: Resignations	95
1905: Roster Committee	95

1905: Scholarships	95	
1905: Statutes, Portraits, Memorials and Medals, etc.	95	
1905: Student Activities	95	
1905: Student Advisors	95	
1905: Summer School	95	
1905: University Day, Invitations, Tickets, etc.	95	
1905: University Grounds and Property - Towne Scientific School	95	
1905: University of Philadelphia case	95	
1906	Box	Folder
1906: Admissions	95	
1906: Alumni - committees, meetings, dinners, etc.	95	
1906: Architecture	95	
1906: Association of the Colleges and Preparatory Schools of the Middle	95	
1906: Auxiliary Course	95	
1906: Benjamin Franklin, the Bicentennial	95	
1906: Botany	95	
1906: Buildings and Grounds	96	
1906: Bursar	96	
1906: Carnegie Foundation	96	
1906: Ceremonials and Entertainment	96	
1906: Chapel Services	96	
1906: College	96	
1906: College - College Courses for Teachers	96	

1906: College Entrance Exams Questions	96
1906: Commencement Day - Invitations	96
1906: Dentistry, School of	96
1906: Dining Hall	96
1906: Diplomas, Affidavits, etc.	96
1906: Donations, Contributions, Gifts and Prizes	96
1906: Dormitories	96
1906: Forms of Printed Matter used in the University of Pennsylvania	96
1906: Graduate School	96
1906: Honorary Degrees	96
1906: Houston Hall	96
1906: Law Department	96
1906: Lectureship	96
1906: Library	96
1906: Light and Heat	96
1906: Mandami	96
1906: Medical and Allied Schools	96
1906: Medicine	97
1906: Medico Chirurgical Hospital	97
1906: Museum	97
1906: Music	97
1906: Physical Examination	97
1906: Prizes, Medals, Gifts	97
1906: Publications	97

1906: Publicity	97	
1906: Registrar's Office	97	
1906: Relations with other universities, colleges, schools, societies and institutions	97	
1906: Report and Statistics	97	
1906: Roll Sheets with Students' Names	97	
1906: Scholarships	97	
1906: Secretary's Office	97	
1906: States...	97	
1906: Student Activities	97	
1906: Summer School	97	
1906: Towne Scientific School - Mechanical, Electrical and Civil Engineering	97	
1906: Trustees	97	
1906: University Day - Invitations, Tickets, etc.	97	
1906: University Hospital	97	
1906 - 1920: Argunot Club, Archives of	97	
1907	Box	Folder
1907: Academic Council	97	
1907: Addresses from and to universities and societies	97	
1907: Admissions	97	
1907: Botany	97	
1907: Bursar	97	
1907: College, No. 1	97	
1907: College, No. 2	98	

1907: College - College Courses for Teachers	98
1907: College Entrance Exam Questions	98
1907: Commencement Day	98
1907: Diplomas	98
1907: Donations, Contributions, Gifts and Prizes	98
1907: Dormitories, Applications, Bonds, etc.	98
1907: Forms of Printed Matter used by the University of Pennsylvania	98
1907: Lectureship	98
1907: Library	98
1907: Mandami	98
1907: Medical Department	98
1907: Medico-Chirurgical Hospital	98
1907: Museum	98
1907: Physical education	98
1907: Prizes, medals, etc.	98
1907: Publication catalogue	98
1907: Publicity	98
1907: Report and statistics	99
1907: Scholarship	99
1907: Student activities	99
1907: Title deeds to 3424 Walnut Street (1846 - 1907)	99
1907: Towne Scientific School	99
1907: Trustees	99
1907: University Day - Invitations, tickets, etc.	99

1907: University Publications, exchanges, expressage, etc.	99	
1907: Veterinary	99	
1908	Box	Folder
1908: Academic Council	99	
1908: Admissions	99	
1908: Alumni	99	
1908: Botanical Society of University of Pennsylvania	99	
1908: Bursar	99	
1908: College, No. 1	99	
1908: College, No. 2	99	
1908: College - college course for teachers	99	
1908: College entrance exam questions	99	
1908: College Hall	99	
1908: Commencement Day -tickets, invitations, etc.	99	
1908: Diplomas, Affidavits	99	
1908: Dormitories, Applications, Bonds	99	
1908: Forms of printed matter used in the University of Pennsylvania	99	
1908: Honorary Degrees	99	
1908: Mandami	99	
1908: Medical School	99	
1908: Medico-Chirurgical Hospital	99	
1908: Mitchell, Silas Weir (ALS)	99	
1908: Prizes, medals, etc.	100	
1908: Publication Catalogue	100	

1908: Publications	100	
1908: Report and statistics	100	
1908: Scholarship	100	
1908: University Day - invitation, tickets, etc.	100	
1908: Veterinary Department - letter from Dean Pearson and J.B. Lippincott	100	
1908: Veterinary Department - Yearbook - letter from J. B. Lippincott	100	
1908 - 1909: Reichart, Edward T., membership certificates	100	
1908 - 1909: Students, lists of	100	
1909	Box	Folder
1909: Academic Costumes	100	
1909: Academic Council	100	
1909: Addresses from and to universities and societies	100	
1909: Alumni	100	
1909: Applications for positions - faculty	100	
1909: Athletic Association - Franklin Field	100	
1909: Autograph	100	
1909: Botany	100	
1909: Christian Association	100	
1909: College, No. 1	100	
1909: College, No. 2	100	
1909: College - College Courses for Teachers	100	
1909: College Entrance Exam Questions	100	
1909: College - Saturday courses	100	

1909: Commencement Day-- tickets, invitations, etc.	100
1909: Dental School	100
1909: Diplomas, affidavits	100
1909: Dormitories - applications and bonds	100
1909: Financial reports and statistics	100
1909: Forms of printed matter used in the University of Pennsylvania	100
1909: Germanics	100
1909: Honorary Degrees	100
1909: Law School	100
1909: Lectureships	100
1909: Madami	101
1909: Marine Engineering and Architecture	101
1909: Medical School	101
1909: Medico-Chirurgical Hospital	101
1909: Miscellaneous letters of interest	101
1909: Museum	101
1909: Music	101
1909: Philosophy	101
1909: Phipps Institute	101
1909: Prizes, Medals	101
1909: Provost and Vice Provost	101
1909: Publications	101
1909: Publicity	101
1909: Relations with other schools and colleges	101

1909: Relations with the State of Pennsylvania	101	
1909: Report and statistics	101	
1909: Scholarships	101	
1909: Student activities	101	
1909: Treasurer	101	
1909: Trusts and Foundations	101	
1909: University Day - invitations, tickets, etc.	101	
1910	Box	Folder
1910: Academic Council	101	
1910: Addresses from and to universities and societies	101	
1910: Alumni, No. 1	101	
1910: Alumni, No. 2	101	
1910: Army-Navy Game, athletics	101	
1910: Athletic Association	101	
1910: Autographs	101	
1910: Bell Telephone Company	101	
1910: Botany	102	
1910: Bursar's Office	102	
1910: Carnegie Foundation	102	
1910: Christian Association	102	
1910: College, No. 1	102	
1910: College, No. 2	102	
1910: College, No. 3	102	
1910: College entrance exam questions	102	

1910: Commencement Day, invitations, tickets, etc.	102
1910: Committee on University minutes	102
1910: Dental School	102
1910: Diplomas, affidavits	102
1910: Dormitories	102
1910: Education, School of	102
1910: Finance and Property Committee, minutes	102
1910: Financial	102
1910: Foreign relations	102
1910: Form letters	102
1910: Forms of printed matter	102
1910: Graduate School (formerly Department of Philosophy)	102
1910: Grounds and Property	102
1910: Harrison Foundation	103
1910: Hilprecht controversy	103
1910: Hilprecht Papers	103
1910: History of the University	103
1910: Honorary Degrees	103
1910: Hygiene and Public Health	103
1910: International School of American Archaeology and Ethnology	103
1910: Law and Legal Relations Committee, minutes	103
1910: Law School	103
1910: Lectureship	103
1910: Library	103

1910: Mandami	103
1910: Medical and Allied Schools, Committee on, minutes	103
1910: Medical School	103
1910: Medico-Chirurgical Hospital	103
1910: Miscellaneous correspondence	103
1910: Museum	103
1910: Pennsylvania Alumni Fund	103
1910: Phipps Institute No. 1	103
1910: Phipps Institute No. 2	103
1910: Phipps Institute No. 3	104
1910: Phipps Institute No. 4	104
1910: Physical Education, Department of	104
1910: Post Office Receipt	104
1910: Prizes, medals, etc.	104
1910: Provost and Vice Provost	104
1910: Psychology	104
1910: Publications	104
1910: Publicity	104
1910: Relations with schools and colleges	104
1910: Relations with the State of Pennsylvania - University Charter	104
1910: Report and statistics	104
1910: Scholarships	104
1910: Secretary's Office orders	104
1910: Statues, portraits, memorials	104

1910: Student activities	104	
1910: Student Physicians of Health	104	
1910: Summer School - A. Duncan Yocum, Director	104	
1910: Towne Scientific, architecture	104	
1910: Treasurer, W. H. Hutt, Jr.	104	
1910: Trustees	104	
1910: Trusts and foundations	104	
1910: University Day - invitations, tickets, etc.	105	
1910: Veterinary	105	
1910: Wharton School	105	
1910: Wistar Institute	105	
1910: Zoology, T. H. Montgomery	105	
1910 - 1920: Edgar Fahs Smith administration--circulars to alumni	105	
1911	Box	Folder
1911: Addresses from and to universities and societies	105	
1911: Alumni	105	
1911: Architectural Society	105	
1911: Athletics	105	
1911: Biology	105	
1911: Buildings and Grounds	105	
1911: Bursar	105	
1911: Ceremonials and entertainment	105	
1911: Charter, Rules and Statutes of the Corporation	105	
1911: College, No. 1	105	

1911: College, No. 2	105
1911: College -College Courses for Teachers	105
1911: College entrance exam questions, No. 1	105
1911: College entrance exam questions, No. 2	105
1911: Commencement Day - invitations, tickets, etc.	105
1911: Committee on College and Graduate School	105
1911: Committee on University, minutes	105
1911: Diploma	105
1911: Dormitories - applications and bonds	105
1911: Extra Mural course	105
1911: Fellowships	105
1911: Finance Committee, minutes	105
1911: Foreign relations	105
1911: Forms of printed matter used in the University of Pennsylvania	105
1911: Graduate School	106
1911: Hilprecht Papers	106
1911: Honorary Degrees	106
1911: Hygiene and Public Health	106
1911: Law and Legal Relations, Committee on	106
1911: Law School	106
1911: Library	106
1911: Library Committee, minutes	106
1911: Mandami	106
1911: Medical and Allied Schools, Committee on	106

1911: Medical School	106	
1911: Medical School in Canton, China	106	
1911: Museum	106	
1911: Phipps Institute	106	
1911: Physical Education	106	
1911: Post Office Receipts	106	
1911: Prizes and medals	106	
1911: Provost's reception to students - plate, cards and envelope	106	
1911: Psychological Laboratory and Clinic	106	
1911: Publicity	106	
1911: Relations with other schools and colleges	106	
1911: Report and statistics	106	
1911: Scholarships	106	
1911: Secretary's Office orders	106	
1911: Treasurer's financial reports	107	
1911: Trustees - Edward T. Stotesbury	107	
1911: Trustees - minutes, acceptances, resignations, etc.	107	
1911: University Day - invitations, tickets, etc.	107	
1911: Veterinary School	107	
1911 - 1916: Post cards and Christmas cards	107	
n.d.: Miscellaneous	107	
n.d.: Towne Scientific School, free scholarships	107	
1912	Box	Folder
1912: Addresses from and to universities and societies	107	

1912: Admissions	107
1912: Alumni	107
1912: Architecture	107
1912: Athletic Association	107
1912: College, No. 1	107
1912: College, No. 2	107
1912: College, No. 3	107
1912: College, No. 4	107
1912: Collage courses for teachers	107
1912: College and Graduate School	107
1912: Commencement Day - Invitations, tickets, etc.	107
1912: Committee on Medical and Allied Schools, minutes	107
1912: Committee on University, minutes	107
1912: Dental School	107
1912: Diplomas, affidavits, etc.	107
1912: Dormitories - applications and bonds, etc.	107
1912: Extra-mural courses	108
1912: Faculty salaries, ranks, promotions	108
1912: Fellowships	108
1912: Finance and Property, Committee on, minutes	108
1912: Foreign relations	108
1912: Forms of printed matter used in the University of Pennsylvania	108
1912: Graduate School	108
1912: Grounds and Buildings	108

1912: Grounds and Buildings - Joint meeting on Museum Building	108
1912: Hilprecht controversy	108
1912: History of the University	108
1912: Honorary Degrees	108
1912: Hospital	108
1912: Hygiene and Public Health	108
1912: Law and Legal Relations, minutes	108
1912: Law School	108
1912: Library	108
1912: Library Committee, minutes	108
1912: Mandami	108
1912: Medical Council of the University of Pennsylvania, reorganization	108
1912: Medical School	108
1912: Medico-Chirurgical Hospital	108
1912: Museum, No. 1	108
1912: Museum, No. 2	108
1912: Orchestra	108
1912: Phipps Institute	108
1912: Physical Education	108
1912: Post Office receipts	108
1912: Prizes, medals, etc.	108
1912: Publicity	109
1912: Relations with other universities, colleges, schools, societies, etc.	109

1912: Report and statistics	109	
1912: Scholarships	109	
1912: Secretary's Office Orders	109	
1912: Statues	109	
1912: Steam Yacht Mermaid, repurchase of	109	
1912: Student activities	109	
1912: Student Physicians	109	
1912: Treasurer - financial statements, No. 1	109	
1912: Treasurer - financial statements, No. 2	109	
1912: Trustees	109	
1912: University Day - invitations, tickets, etc.	109	
1912: University Press	109	
1912: Veterinary School	109	
1913	Box	Folder
1913: Address from and to universities and societies	109	
1913: Alumni	109	
1913: Architecture	109	
1913: Athletics (Franklin Field)	109	
1913: Chapel	109	
1913: College, No. 1	110	
1913: College, No. 2	110	
1913: College, No. 3	110	
1913: College and Graduate School Committee	110	
1913: College- College Courses for Teachers	110	

1913: College Entrance Exam Questions	110
1913: Commencement Day - invitations, tickets, etc.	110
1913: Committee on College and Graduate School	110
1913: Committee on Medical and Allied Schools, minutes	110
1913: Committee on University, minutes	110
1913: Dental School	110
1913: Diplomas, affidavits, etc.	110
1913: Faculty salaries, ranks, promotions	110
1913: Finance and Property Committee, minutes	110
1913: Forms of printed materials	110
1913: Graduate School	110
1913: Honorary Degrees	110
1913: Hospital	110
1913: Hygiene	110
1913: Law	110
1913: Law and Legal Relations, minutes	110
1913: Library	110
1913: Library Committee, minutes	110
1913: Mandami	110
1913: Medicine	110
1913: Medico-Chirurgical Hospital	110
1913: Museum	111
1913: Phipps Institute	111
1913: Physical Education	111

1913: Post Office receipts	111
1913: Publication by an alumnus of the University of Pennsylvania	111
1913: Publications	111
1913: Recorder, Office of, budget 1913 - 1914	111
1913: Report and statistics	111
1913: Scholarships	111
1913: Secretary's Office Orders	111
1913: Students' Physicians of Health	111
1913: Towne School	111
1913: Treasurer - financial reports	111
1913: Trustees	111
1913: University Day - invitations, tickets, etc.	111
1913: University Seal	111
1913: Wilson, Woodrow (TLS)	111
1913 - 1914: Committee on Finance and Property, No. 1	111
1913 - 1914: Committee on Finance and Property, No. 2	111
1913 - 1914: Committee on Finance and Property, No. 3	111
1913 - 1914: Committee on Finance and Property, No. 4	111
1913 - 1914: Committee on Finance and Property, No. 5	112
1913 - 1914: Committee on Finance and Property, No. 6	112
1913 - 1914: Committee on Finance and Property, No. 7	112
1913 - 1914: Committee on Finance and Property, No. 8	112

1914**Box****Folder**

1914: Admission cards to first medial lectures for women at University of Pennsylvania	112
1914: Admissions	112
1914: Alumni	112
1914: Architecture	112
1914: Athletics	112
1914: Board of Deans	112
1914: Buildings and Grounds	112
1914: College, No. 1	112
1914: College, No. 2	112
1914: College - College Courses for Teachers	112
1914: College and Graduate School Committee	112
1914: Commencement Day - invitations, tickets, etc.	112
1914: Committee on University	112
1914: Dental School	112
1914: Diplomas and affidavits	113
1914: Faculty salaries, ranks and promotions	113
1914: Finance and Property, minutes	113
1914: Forms of printed material used in the University of Pennsylvania	113
1914: Graduate School	113
1914: History of the University	113
1914: Honorary Degrees	113
1914: Hygiene	113
1914: Law and Legal Relations, minutes	113

1914: Law School	113
1914: Library Committee, minutes	113
1914: Mandami	113
1914: Medical Department	113
1914: Medical School	113
1914: Medico-Chirurgical Hospital	113
1914: Museum	113
1914: Phipps Institute	113
1914: Physical Education	113
1914: Post Office receipts	113
1914: Prizes, medals, etc.	113
1914: Report and statistics	113
1914: Scholarships	113
1914: Secretary's Office Orders	113
1914: Statues, portraits, memorials	113
1914: Statutes, Charters and Rules	113
1914: Student Health	113
1914: Summer School	113
1914: Towne Scientific School	113
1914: Towne Scientific School - Electrical Engineering	113
1914: Treasurer's Financial Reports	114
1914: Trustees	114
1914: University Day - invitations, tickets, etc.	114
1914: University Hospital	114

1914: Veterinary Hospital	114	
1914: Wharton School	114	
1914 - 1918: Jean Jules Jusserand, Ambassador, correspondence	114	
1915	Box	Folder
1915: Addresses from and to universities and societies	114	
1915: Alumni	114	
1915: Athletics - Franklin Field	114	
1915: College	114	
1915: College - College Courses for Teachers	114	
1915: Commencement Day - invitations, tickets, etc.	114	
1915: Dental School	114	
1915: Diplomas, affidavits, etc.	114	
1915: Dormitories	114	
1915: Executive Committee	114	
1915: Forms of printed matter used at the University of Pennsylvania	114	
1915: Graduate School	114	
1915: Greek Play Program	114	
1915: Honorary Degrees	114	
1915: Hospital	114	
1915: Hygiene and Public Health	114	
1915: Law and Legal Relations, minutes	114	
1915: Law School	114	
1915: Library Committee, minutes	114	
1915: Mandami	114	

1915: Medical and Dental Committees	114
1915: Medical School	114
1915: Medico-Chirurgical Hospital	114
1915: Military Instruction	115
1915: Miscellaneous letters of interest	115
1915: Museum	115
1915: Nearing, Scott, Case	115
1915: Phipps Institute	115
1915: Portraits, statues, memorials	115
1915: Post Office receipts	115
1915: Prizes, medals, etc.	115
1915: Publications	115
1915: Relations with schools and colleges	115
1915: Report and statistics	115
1915: Scholarships	115
1915: Secretary's Office confirming orders	115
1915: Treasurer - financial statement	115
1915: Trustees - minutes, nominations, acceptances	115
1915: University Day - Invitations, tickets, etc.	115
1915: Veterinary	115
1915: Wharton	115
1915 - 1916: Medical Affairs, Edgar Fahs Smith	115
1915, 1925: University Hospital Light and Heat Bill	115

1916**Box****Folder**

1916: Alumni	115
1916: Archaeology and Museum	115
1916: Athletics and Physical Education	115
1916: Buildings and grounds	115
1916: College	115
1916: Commencement	115
1916: Degrees and diplomas	115
1916: Dentistry	115
1916: Faculty	116
1916: Finance	116
1916: Finance - routine confirming orders	116
1916: Gifts and bequests	116
1916: Graduate School	116
1916: Honorary Degrees	116
1916: Hygiene	116
1916: Law School	116
1916: Lectures	116
1916: Library	116
1916: Medical School	116
1916: Medical School of Philadelphia (consolidation of)	116
1916: Phipps Institute	116
1916: Publications	116
1916: Religious Education	116
1916: Scholarships and fellowships	116

1916: State Board of Education, reports	116	
1916: Student activities	116	
1916: Towne Scientific School	116	
1916: Trustees	116	
1916: Veterinary	116	
1916: Wharton	116	
1917	Box	Folder
1917: Alumni	116	
1917: Archaeology and Museum	116	
1917: Athletics and Physical Education	116	
1917: Buildings and grounds	116	
1917: College	116	
1917: College - College Courses for Teachers	116	
1917: Commencement	116	
1917: Degrees - Honorary and in course	116	
1917: Dentistry	116	
1917: Faculty	117	
1917: Finance	117	
1917: Fraternities	117	
1917: Gifts and bequests	117	
1917: Graduate School	117	
1917: Law	117	
1917: Library	117	
1917: Mandamus (Joffre and Viviani)	117	

1917: Medicine	117	
1917: Phipps Institute	117	
1917: Prizes	117	
1917: Publications	117	
1917: Shunway, D. B., to W.(illiam) F.(omaine) Newbold, November 13	117	
1917: State Board of Education, reports	117	
1917: Student activities	117	
1917: Summer School, Grades, No. 1	117	
1917: Summer School, Grades, No. 2	117	
1917: Towne Scientific School	117	
1917: Trustees	117	
1917: Veterinary	117	
1917: War Proclamation	117	
1917: War Service of Penn students	117	
1917: Wharton School	117	
1917: Women - admission to the Undergraduate Schools	117	
1918	Box	Folder
1918: Alumni	117	
1918: Archaeology and Museum	117	
1918: Athletics and Physical Education	117	
1918: Buildings and grounds	117	
1918: College	117	
1918: Commencement	118	

1918: Degrees and diplomas	118	
1918: Dentistry	118	
1918: Finance	118	
1918: History of the University	118	
1918: Hospital of the A. E. F. in France, No.1	118	
1918: Hospital of the A. E. F. in France, No.2	118	
1918: Hospital of the A. E. F. in France, No.3	118	
1918: Law	118	
1918: Library	118	
1918: Medicine and Hospital	118	
1918: Phipps Institute	118	
1918: Scholarships	119	
1918: State Board of Education - reports to	119	
1918: Towne Scientific School	119	
1918: Trustees	119	
1918: University and the War (World War I)	119	
1918: Veterinary	119	
1918: Wharton School	119	
1918: Women	119	
1919	Box	Folder
1919: Addresses from and to universities and societies	119	
1919: Alumni	119	
1919: Ambulance Service (SSU504)	119	
1919: Athletic Association	119	

1919: Base Hospital No. 20, No. 1	119
1919: Base Hospital No. 20, No. 2	119
1919: Base Hospital No. 20, No. 3	119
1919: Base Hospital No. 20, No. 4	119
1919: Roster of enlisted men of	119
1919: Cable Address	119
1919: Catalogue	119
1919: College	119
1919: Commencement	119
1919: Committee on Finance and Property, minutes	119
1919: Commonwealth Appropriations, 1807 - 1919	119
1919: Comptroller	119
1919: Curiosities	119
1919: Dental School	120
1919: Diplomas, affidavits, etc.	120
1919: Extension School of Finance and Commerce	120
1919: Faculty - rank, promotions, salaries, etc.	120
1919: Graduate School	120
1919: Grounds and buildings	120
1919: Honorary Degrees	120
1919: Hospital	120
1919: Hygiene and Public Health	120
1919: Law School	120
1919: Library Committee	120

1919: Mandami	120
1919: Medical Department	120
1919: Medical School	120
1919: Military Service	120
1919: Museum	120
1919: Pepper Laboratory	120
1919: Physical Education	120
1919: Post Office receipts	120
1919: Prizes and medals	120
1919: Provost's House	120
1919: Psychology	120
1919: Publications	120
1919: Purchasing Agent	120
1919: Reports and statistics	120
1919: Scholarships	120
1919: Secretary	120
1919: Secretary's Office - confirming order	120
1919: Statutes	120
1919: Students' Physicians of Health	120
1919: Towne Scientific School	120
1919: Treasurer - Financial Statement	120
1919: Trust and foundation	120
1919: Trustees' minutes	120
1919: University Day - invitations, tickets, etc.	121

1919: University Press	121	
1919: Veterinary School	121	
1919: Wharton School	121	
1919: Wistar Institute	121	
1920	Box	Folder
1920: Committee of Faculty Representatives	121	
1920: Hospital of the University of Pennsylvania	121	
1920: State Control and Leonard Wood Episodes (Account written by H. M. Lippincott)	121	
1920 - 1921: Benjamin Franklin Cooperative Association	121	
1921	Box	Folder
1921: Addresses from and to universities and societies	121	
1921: Alumni	121	
1921: Catalogue	121	
1921: Class Day	121	
1921: College and Summer School	121	
1921: Commencement Day--Invitations, programs, etc.	121	
1921: Education, School of	121	
1921: Goodspeed, A. W. --Anecdote concerning Emperor Dom Pedro's visit to Centennial Exhibition	121	
1921: Honorary Degrees	121	
1921: Medical School	121	
1921: Question of Policy	121	
1921: Towne Scientific School	121	

1921: University Day	121	
1921: University of Pennsylvania Press--Incorporation of	121	
1921: University Policy--report of the Committee	121	
1921: University Seal	121	
1921: Veterinary School	121	
1921: Wharton School	121	
1921 - 1924: Moore School of Electrical Engineering	121	
1923	Box	Folder
1923 - 1925: Rockefeller Foundation, I	121	
1923 - 1925: Rockefeller Foundation, II	121	
1923 - 1930: Provost's Office (Josiah H. Penniman), General, A - G	121	
1923 - 1930: Provost's Office (Josiah H. Penniman), General, H - N	121	
1923 - 1930: Provost's Office (Josiah H. Penniman), General, O - R	122	
1923 - 1930: Provost's Office (Josiah H. Penniman), General, S - Z	122	
1924	Box	Folder
1924 - 1928: Development Program -- University Hospital -- General	122	
1924 - 1928: Development Program -- University Hospital -- Maloney Clinic, correspondence with Mr. Maloney	122	
1925	Box	Folder
1925 - 1930: Valley Forge	122	
1925 - 1935: Development Program -- University Hospital -- I (1925 - 1930)	122	
1925 - 1935: Development Program -- University Hospital -- II(1931 - 1935)	122	

1926	Box	Folder
1926: Agreement between the Girard Trust Company and the Trustees of the University (Dr. J. William White's will)	122	
1926 - 1928: Development Program--General	122	
1927	Box	Folder
1927 - 1928: Development Program--University Hospital--Administration Building	122	
1927 - 1930: Mask and Wig Club (playwriting course)	122	
1927 - 1930: Wharton School (recognition problem of its graduates in New York state)	123	
1928	Box	Folder
1928: University Council on Athletics	123	
1928 - 1929: Towne School (chemistry department chairmanship)	123	
1928 - 1930: Keplinger, B. G. (re the property of 3404 Walnut Street)	123	
1928 - 1937: University Real Estate at Cape May Point, No. 1	123	
1928 - 1937: University Real Estate at Cape May Point, No. 2	123	
1929	Box	Folder
1929: Physics Laboratory - Resitry of Stills Certificate	123	
1930	Box	Folder
1930: Development Program--Library	123	
1930: Graduate School of Medicine	123	
1930: Organizational Chart for the University	OS 3	

1930: Student Affairs-Rowbottom--I	123
1930: Student Affairs-Rowbottom--II	123
1930: Student Affairs-Rowbottom--III	123
1930 - 1939: Term Teaching Records, No. 1	123
1930 - 1939: Term Teaching Records, No. 2	123
1930 - 1939: Term Teaching Records, No. 3	123