

**University Archives
South Caroliniana Library
University of South Carolina**

**Records of the President
J. Rion McKissick
1936-1944**

Biographical Note:

J. Rion McKissick was elected president of the University in 1936. A Union native and 1905 graduate of South Carolina College, McKissick was a trained newspaperman and had served as dean of the school of journalism before being elevated to the presidency. A beloved figure on campus, he served as president until his death in 1944. He is buried on the Horseshoe in front of South Caroliniana Library. In 1951, the Trustees dedicated the University Library built in 1940 to McKissick. It is now McKissick Museum.

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**Records of the President
1936-1937
(J. Rion McKissick)**

BOX 1 (1936-1937)

Academics:

Bible. Correspondence re: instructors.
Biology. Includes faculty promotions.
Chemistry. Promotions and hirings.
Commerce, School of. Includes newsletter.
Economics. Includes course materials for class in SC economic life.
Education. Includes issues of newsletter.
Engineering. Includes correspondence re: need for more instructors.
English, Language. Departmental course requirements and hirings.
English, Literature. Correspondence with Havilah Babcock re: coursework and personnel matters.
Entrance Requirements. Letter re: movement to change.
Fine Arts. Personnel matters.
Geology. Correspondence re: student seeking assistantship.
Government. Proposed department.
Graduate School. Includes Graduate School Conference report.
History. Classes and personnel.
Journalism, School of. Includes list of journalism graduates 1925-36.
Law School. Correspondence includes examinations and books.
Mathematics. Includes student assistantship.
Modern Languages. Personnel matters, including salaries and promotions.
Pharmacy. Efforts to prevent closing of school.
Physical Education for Men. Proposal for coursework leading to Bachelor's degree in Physical Education.
Political Science, Dept of. Correspondence re: proposal for.
Social Work, School of. Reports and correspondence re: discontinuing of.
Summer School 1936. Includes McKissick's graduation address.

Advertising. Correspondence re: USC not allowed to advertise.

American Legion. Efforts to establish World War One museum at War Memorial Building.

Armstrong, J.C. Death of.

Associations/Organizations:

- Alumni Association Suggestions. Correspondence re: fund-raising and endowments.
- Alumni Association. Correspondence re: membership and funds; includes results of questionnaire to other schools.
- American Academy of Political Science. Meeting information.
- American Association of University Professors. Representing the AAUP at an inauguration.
- American Association of University Women. Correspondence re: increasing number of women on faculty and salary inequity.
- Association of College Unions. Correspondence re: establishing college union at USC.
- General. Includes list of associations in which USC is member.
- National Association of State Universities. Membership and meetings.
- National Education Association. Meeting information.
- SC Association of Collegiate Registrars. Meeting information.
- SC Economic Association. Correspondence re: radio broadcasts and membership.
- SC Educational Association. Correspondence re: membership and legislation.
- South Carolina Budget Commission. State Auditor request for budget statement.
- South Carolina Chemurgic Council. Letter re: funding of.
- South Carolina Historical Society. Correspondence re: Charleston tombstone inscriptions.
- South Carolina Press Association. Correspondence re: midwinter press institute.
- Southern Association of Colleges and Secondary Schools. Includes study on scholarships and student fees.
- State University Association. Purpose of, meeting information.
- Teacher's Insurance and Annuity Association. Insurance information.
- University Carolinian Society. Establishment of.

BOX 2 (1936-1937)

Baptist Student Union. Correspondence on religious activities at USC.

Bell, R.G. Various correspondence.

Board of Trustees:

- Committees. List of.
- Finance Committee. Correspondence and meeting minutes.
- Minutes. From 12/9/36.
- Special Committees. Includes correspondence re: revision of by-laws.
- University Activities Committee. Correspondence re: resolutions and committee members.

Books, Periodicals, Etc. Correspondence re: acquisitions.

Budget 1936-37. Report.

Budget 1937-38. Reports.

Building and Grounds:

Botanical Gardens. Primarily acquiring money for purchase of land.
Bowling Alley. Feasibility of putting one on campus.
Coker, E. C. Correspondence includes landscaping and telescope.
Dormitories, New. Includes letter from building committee to students about new dorms.
General. Correspondence re: repairs, construction, landscaping.
Heating System. Report on condition of.
Insurance on University Property. Resolution to refer matter to Finance Committee.
Library Building. Efforts to acquire PWA loan for constructing new library.
Sprinkler System. Efforts to get sprinkler system installed.
Stadium. Construction of additions.
State Highway Department. Letter re: paving at USC.
Stewards Hall. Includes inventory and list of assets.
Swimming Pool. Efforts to get funding for construction of.
Terminex Company. 1931-33. Correspondence re: treatment for termites.
Women's Cafeteria. Operation of.

Callcott, W.H. Personal letter.

Catalogs. Requests for.

Chapel. Report of Committee on voluntary attendance, McKissick's remarks at first voluntary chapel exercises

Chaplain. Proposal for full-time chaplain.

Chase, John A. Dean of Admissions. Includes job duties and reports on students.

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Columbia Community Chest. Fundraising for the needy.

Columbia, City of. Correspondence re: traffic signal at Sumter and Greene Streets.

Commencement 1937. Arrangements, speakers, McKissick's address to graduates.

Committees:

Athletic. Appointment of members.
Cafeteria. Correspondence and reports re: operation of Steward's Hall.
Caroliniana. Correspondence re: acquisitions, collections, and projects.
Catalog. Correspondence re: information for the University catalog.

Discipline. Correspondence re: student disciplinary problems.
Fraternities and Student Organizations. Correspondence re: regulations.
Honor Committee. Recommendations of.
Honorary. Correspondence re: nominations.
Library. Scheduling of meetings.
National Honorary Beta Club. Correspondence re: meetings and journal.
Rhodes Scholarship. Appointment of chairman; applicant for scholarship.
Schedule. Appointment of new chairman.
Special. Correspondence re: various topics.
Student Affairs. Correspondence re: membership, agenda, meetings.
Student Health. Establishment of committee, meeting minutes.
Summer School. Meeting arrangements.

Correspondence School. Promotional material.

Engagements. Correspondence re: McKissick's speaking engagements.

Extension Service. Correspondence re: restoration of the department and search for director.

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Faculty:

Abel-Brooks Case. Correspondence re: possible dismissal of female Instructor due to accusations of ex-husband.
Babcock, Havilah. Professor of English. Includes correspondence on speaking engagements.
Baker, Leonard T. Dean of Faculty. Includes correspondence re: duties.
Ball, Thomas F. Prof. of Electrical Engineering. Includes correspondence on Alumni Association "House of Wonder" exhibit and request for housing.
Bradley, F.W. Dean, College of Arts and Science. Includes seminar and information for report.
Childs, Arney. Dean of Women. Includes naming of Women's Building and sorority housing.
Copenhaver, J.E. Asso. Prof. of Chemistry. Includes recommendation by McKissick.
Daniel, J. McT. Prof. of Education. Correspondence re: conference.
deHorvath, Felice. Instructor of Music and Violin. Letter re: living arrangements.
Depass, Samuel C. Prof. of Journalism. Includes resume and hiring of.
Frierson, J. Nelson. Dean of Law. Correspondence re: loan of old book.
General. Includes correspondence on class absences, tenure, meetings, promotions, and salaries.
Green, Edwin L. Prof. of Ancient Languages. Letter re: antebellum exams.
Kilpatrick, Emmett. Prof. of Romance Languages. Correspondence re: charges of drunkenness and his resignation.
Matteson, Maurice J. Instructor of Music. Correspondence re: charges against

him and his resignation.

Mercer, C.F. Prof. of Physics. Letter re: acting as an expert witness.

Meriwether, R. L. Prof. of History. Includes letter of appreciation for his work on Caroliniana collection.

Morrison, R.W. Adjunct. Prof. of Pharmacy. Workman's Compensation claim.

Morse, Josiah. Prof. of Psychology and Philosophy. Letter re: speaking at meeting for Sol Blatt.

Petty, J.J. Asso. Prof. of Geography. Correspondence on insurance.

Philson, P.J. Instructor of Biology. Proposal for evening class in botany.

Pope, Nancy. Instructor of Physical Education. Correspondence re: conference and application for assistant.

Roberts, F. Carlisle. Asso. Prof. of Law. Letter re: salary.

Rodgers, Floyd. Instructor of Journalism. Includes personal letter.

Smith, Reed. Prof. of English. Correspondence re: University's reputation.

Stephan, Rene M. Asso. Prof. of Modern Languages. Resume.

Strother, W.D. Asso. Prof. of Pharmacy. Letter on insurance.

Sweeney, Grace. Asso. Prof. of Modern Languages. Correspondence re: vacation.

Taber, Stephen. Prof. of Geology and Mineralogy. Correspondence re: International Geological Congress and books by L. Vanuxem.

Timmons, R.K. Instructor of Modern Languages. Resume and letter re: salary adjustment.

Wardlaw, Patterson. Dean Emeritus, School of Education. Correspondence re: manuscript.

Waterfall, C.H. Asso. Prof. of Economics. Qualifications for teaching traffic safety course.

Wauchope, George. Prof. of English Language and Literature. Dinner honoring 75th birthday.

Wienefeld, R.H. Asso. Prof. of History. Letter re: speaking engagement.

Financial Aid:

Beaufort Watts Ball Scholarship. Correspondence re: awarding of.

Charles Irwin Travelli Fund. Information on and awarding of.

Fees, Deferred. Correspondence and forms re: deferred fee payments.

Freshmen Scholarships. Correspondence and reports re: awarding of and grades of recipients.

General. Correspondence and list of financial aid offered.

Ralph Dickson Epps Loan Fund. Establishment of.

Student Assistantships. Correspondence re: funding of and number per department.

Fritsche, Carl B. Correspondence re: speaking at USC.

Funderbunk, Alfred F. Death of.

Gaines, Lodema. Includes reports on public attitude toward USC students and

recruitment of students.

Gary Portrait. Correspondence re: presentation of portrait.

Gillard, William F. Assistant Registrar. Letter requesting salary adjustment.

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Heyward, N.B. University Physician. Letter of complaint and dismissal of.

High School Graduates. Statistics.

High School Week. Correspondence re: committee and lists of contest winners.

Hodges, B.D. Death of.

House of Wonder. Correspondence re: exhibit.

Inauguration of McKissick. Inaugural program and address.

Infirmary. Includes daily reports on patients.

Invitations.

Latimer, Mrs. S. L. Matron of Steward's Hall. Correspondence re: death of.

Lectures and Lecturers. Correspondence arranging lectures at USC.

Library. Correspondence re: acquisitions, Carolina collection, appropriations.

McKissick, J. Rion. General correspondence.

Miscellaneous. Correspondence on various subjects.

Moon, Nannie. Correspondence re: salary.

National Democratic Campaign. Flyer to USC students re: fundraising for FDR's campaign.

National Social Security Act. Information on effect on USC employees.

National Youth Administration. Correspondence with officials.

National Youth Administration, Applicants. Students applying for financial aid and list of recipients.

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Personnel Bureau. Correspondence and reports re: Bureau activities.

Publicity. Includes speeches and articles from McKissick.

Radio Station WAIM. Requesting CBS to expand into South Carolina.

Radio Station, Florence. Efforts to establish.

Reorganization Suggestions. Lists of suggestions.

Retirement Allowance. Correspondence re: retirement information.

Rutledge, Archibald. Correspondence re: joining USC faculty.

South Carolina Democratic National Finance Campaign. Correspondence re: fundraising for FDR campaign.

South Carolina Employment Service. Correspondence re: designation of representative from USC.

South Carolina High School Week. Program.

South Carolina Legislature, Correspondence. Appropriations.

South Carolina Legislature, Reports. Appropriations.

South Carolina Newspapers. Mailing lists.

South Carolina School of the Air. Correspondence re: success of school, planned programs, and copy of address by McKissick.

South Carolina Union. Correspondence re: establishing the club at USC.

State Electrification Authority. Includes financial report.

Student Activities:

Athletics:

Basketball. Correspondence re: dispute over cancelled game with Roanoke College.

Carolina-Citadel Day. Football game at Orangeburg County Fair.

Football: Primarily complimentary tickets for politicians and other dignitaries.

Clemson Game.

Duke Game.

Erskine Game.

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Florida Game.
Furman Football Game.
University of North Carolina Game.
Villanova Game.
VPI Game.

General. Correspondence re: games and meeting minutes.
McCallister, Don. Football Coach. Primarily correspondence re: high school athletes.
Southern University Conference. Correspondence, meeting minutes, constitution.
State Agricultural and Mechanical Society. Correspondence re: agreements for games at State Fair.

Campus Book Store. Correspondence includes prohibitive costs of books.
Clariosophic Literary Society. Letter of appreciation to Society for their support.
Co-Ed Association. Constitution of.
Fraternities and Sororities. Includes correspondence on the abolishment of off campus Greek housing.
Gamecock. Includes information for publication and correspondence on factual errors.
Garnet and Black. Correspondence includes giving more room for faculty in yearbook.
Student Activities, General. Tennis player's eligibility; German Club, budget.
Peace Demonstrations. Information on meeting to promote peace.
Student Counseling. Advisement assignments.
Student Residence. Correspondence re: legal guardians and residence.
University Social Services Club. Invitation to Eleanor Roosevelt to speak.
Women Students. Historical information on coeducation at USC.
YMCA/YWCA. Includes annual report and discussion group outlines.
Young Democrats. Flyer for FDR campaign fundraising.

Sullivan Awards. Nominations for.

Taylor, W. Frank. Asst. Business Manager. Includes letter re: salary and furniture for Thornwell College.

Teacher Retirement Plan. Selecting representative for meeting.

Teacher Training Institute. Correspondence on holding one at USC.

Town Theatre. Letter stating USC not able to pay portion of director's salary.

Travel Expenses. Correspondence and statements re: expenses and reimbursement.

USC Legal Rights and Privileges. Seeking advice of SC Attorney General.

University News Service. Correspondence re: reorganization of service and new leader, report on work done.

University Players. Complimentary tickets and background information.

Welbourne, F.F. Treasurer. Includes financial reports and correspondence.

Women's Auxiliary. List of members.

Work Progress Administration. Workshop information.

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BOX 1 (1937-1938)

Advertising. Correspondence re: USC not allowed to advertise.

Alumnae Association. McKissick to speak at luncheon.

Alumni Association. Correspondence re: committees, meeting, Alumni Loan Fund.

Alumni: School of Journalism. List of graduates, 1925-1937.

Alumni: Association of Law Schools. Letter re: McKissick attending a luncheon.

Associations/Organizations:

American Association of University Professors. Meeting notice.

American Association of University Women. Correspondence with Dean Arney Childs on inspection.

American Automobile Association. Correspondence re: sponsoring driver's education classes.

American College of Life Underwriters. Letter re: holding exams at USC.

National Association of State Universities. Correspondence re: convention.

National Education Association. Letter re: membership.

South Carolina Association of Colleges. Meeting notice.

South Carolina Economic Association. Letter on progress.

South Carolina Education Association. Meetings.

Southern Association of Colleges and Secondary Schools. Correspondence re: salaries and newsletter subscription information.

State University Association. Meeting.

Teachers Insurance and Annuity Association. Correspondence on insurance for faculty members.

Barefoot Day #1. Correspondence and reports re: the incidents and investigation.

Barefoot Day #2. Undated testimony, statements, and lists of defendants and witnesses.

Board of Trustees. Includes list of resolutions re: policies.

Board of Trustees Committees:

- Executive Committee. Correspondence on meetings and topics to be discussed.
- Finance Committee. Includes agendas.
- General. Correspondence re: meetings and members, lists of committees.
- Special Committee on Health Services. Plans for new student health services, applications and other correspondence.
- Special Committee on Honorary Degrees. Establishment of the committee.
- Special Committee on Law School Applications. Correspondence re: hiring of faculty.
- Special Committee on Law School Association of American Schools. Correspondence re: suggested improvements to the law school.
- Special Committee on Law School Correspondence. Regarding meetings and student concerns.
- Special Committee on Law School. Reports.
- Special Committee on Law School Questionnaires. Correspondence and completed questionnaires from other law schools.

BOX 2 (1937-1938)

Board of Women Visitors. Correspondence re: nominations to the Board and list of members.

Books and Periodicals. Correspondence re: receipt of books and periodicals.

Budget 1937-38. Reports on salaries, expenditures, and requested appropriations.

Buildings and Grounds:

- Botanical Gardens. Expansion and development of.
- Cantey, Jim. Superintendent, Buildings and Grounds. Requests and correspondence on repairs.
- Chemistry Building. Proposal for.
- Coker, E.C. Correspondence re: physical plant improvements.
- College Building Bill. Efforts to pass (funding for construction of college buildings.)
- Curators of Buildings. Letter re: topics needing their attention.
- Faculty Residence. Possible PWA funding for.
- New Library Building. Correspondence and reports on efforts to fund new building.
- Sidewalks. Correspondence re: paving sidewalks.
- Stadium. Includes plans for painting the stadium.
- Swimming Pool. Correspondence and report on efforts to fund construction.

Catalogs Mailed. Requests for catalogs.

Chapel Programs. Correspondence re: events held in chapel, including motion pictures and a list of reservations.

Columbia Chamber of Commerce. Correspondence re: McKissick speaking at banquet.

Columbia Community Chest. Correspondence re: donations by USC employees.

Columbia Garden Club. Correspondence on historical markers at USC.

Columbia Merchants Association. Includes response to McKissick's speech at luncheon.

Commencement 1938. Arrangements for.

Contributions to USC. Letter re: donation.

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Dean of Women. Correspondence re: need for more dorm space for women.

Departments and Schools:

Bible, Dept. of the. Letter re: adding a course.

Cafeteria, Mrs. Frank Smith, Manager. Includes hirings.

Campus Post Office. McKissick's complaint about post office slowness.

Chemistry Dept. Includes letter re: fire hazards in LeConte College.

Departmental Reports, 1st Semester.

Departmental Reports, 2nd Semester. Cover letters only.

Education, School of. Includes copies of the *Gazette* and correspondence re: school's librarian.

Engineering, School of. Correspondence includes need for additional professors and surveying project.

English Language. Correspondence and enrollment data.

English Literature. Includes budget constraints.

Extension. Includes hiring of director, programs.

Extension Services-University School of the Air. Scheduling guests, funding, transcripts of programs.

Fine Arts. Includes chart of teaching schedules.

General. Appropriations for depts.

Graduate School. Correspondence re: graduate fellowships and school catalog.

History. Includes list of professors' classes.

Infirmary. Correspondence re: reorganization of.

Journalism, School of. Includes letter from student re: journalism course.

Law School. Correspondence re: admissions, student assistants, law diplomas.

Library. Includes staff salaries, acquisitions, Caroliniana collection.

Modern Languages. Temporary hire.

Music. Correspondence re: reorganization of.

Personnel Bureau. Letter re: report on freshmen.

Pharmacy, School of. Includes approval for new position.
Physical Education for Men. Includes proposal for B.A. in P.E.
Physical Education for Women. Includes hiring of part time instructor.
Political Science. Includes hiring of George Sherrill and proposal for Bureau of Public Administration.
Psychology and Philosophy. Inquiry on course in Philosophy of Religion.
Sociology. Inquiry on course in Rural Sociology.
Summer School 1937. Correspondence includes appropriations, statistics on enrollment and degrees.

Derieux Agricultural Survey. Proposed agricultural survey of SC.

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Endowment Campaign. Correspondence on proposed campaign.

Engagements, 1/37-10/37. Correspondence re: speaking engagements.

Engagements, 11/37-2/98. Correspondence re: speaking engagements.

Engagements, 3/98-6/98. Correspondence re: speaking engagements.

English, Written and Spoken. Improving standards of instruction.

Entertainment Fund. Letter re: bill.

Examination Questions. Correspondence re: mimeographing exams.

Faculty Committees.

Advisory Committee. Establishment of and appointments to.
Cafeterias Committee. Includes report on student survey re: food quality and service.
Caroliniana Committee. Correspondence re: acquisitions, including William Gilmore Simms papers.
Catalog Committee. Preparations for publication of.
Discipline Committee. Reports of discipline problems.
Extension Service Committee. Appointment of new members.
Fraternities and Students Organizations Committee. Meeting minutes.
General. Includes list of standing committees.
Group Insurance Committee. Insurance premiums and information.
Honorary Degree Committee. Nominations, biographical information.
Scheduling Committee. Correspondence re: exam schedules.
Special Committee on Arboretum. Appointments to.
Special Committee on Examinations. Includes membership list.
Special Committee on Freshmen Tutorial Classes. Establishment of.
Special Committee on High School Bulletin. Publications of

informational bulletin for high schools.
Special Committee on Library. Appointments to.
Special Committee on Math Requirements for School of Commerce.
Establishment of.
Student Health Committee. Appointments to.
Summer School Committee. Meeting announcement.

Faculty Commutation Allowance. Travel allowances.

Faculty Council. Rescheduling of meeting.

Faculty Credit Union. Proposal for establishment of.

Faculty Outside Employment. Faculty members reporting outside work.

Faculty Promotions, Increases, etc. Suggested plan for faculty promotions, tenure, salaries.

Faculty Research. Includes request for reports on faculty research activities.

Faculty Salary Scale and Teaching Load. Lists of salaries and teaching loads.

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Faculty and Staff:

Babcock, Havilah. Includes letter from Archibald Rutledge re: teaching at USC.
Baker, Leonard T. Includes correspondence on staff information.
Ball, T. F. Includes class schedule.
Bass, R. D. Includes information on Humanities Club.
Bell, R. G. Includes suggestions for McKissick's talk on serving Christ.
Bradley, Francis W. Request for report and cover letters.
Chase, J.A. Dean of Administration. Includes correspondence on appropriations, physical plant, and Dean's annual report.
Coleman, J.B. Letter re: gas fumes in Sloan College.
Copenhaver, J. E. Includes his nomination for *Who's Who*.
Crow, Orin F. Includes letter re: connections between Vanderbilt University and USC.
Daniel, J. McT. Includes material given to McKissick for a speech.
De Horvath, Felice. Personal letter.
De Pass, S. C. Includes correspondence re: judging high school newspaper contest.
Derrick, S. M. Letter re: salary.
Enright, Rex. Correspondence re: unpaid debt.
Gaines, Lodema. Includes mention of anti-University sentiment.
General. Correspondence and list re: instructional staff.
Green, Edwin L. Includes inquiry on antebellum student magazine.

Harth, W. A. Report on indebtedness of Athletic Association.
Law, E. H. Authorization to handle narcotics.
Lindsay, Elizabeth. Secretary. Resignation of.
Lipscomb, G. F. Compliments on speech.
McCall, W. C. Correspondence re: testing service.
McCallister, Don. Includes letter re: unpaid debt.
McCutchen, George. Letter re: USC used as exam center.
Meriwether, R. L. Includes correspondence re: restoration of Waddell School and Church site.
Morse, Josiah. Includes compliment on speech.
Motley, E. T. Permission to handle narcotics.
Murchison, Hugh R. Correspondence re: operation and class schedule.
Neil, Rebecca. University Nurse. Letter re: summer work in hospital.
Norwood, J. E. Recommendation for.
Owens, Nathalie T. Leave of absence.
Petty, J. J. Letter re: articles.
Philson, P. J. Thank-you note.
Rodgers, Floyd. Request for job recommendations.
Schayer, Isadore. Letter re: his service to USC.
Sherrill, George R. Request for vita.
Smith, Reed. Letter on new library building.
Stoddard, J. A. Correspondence includes speech, alumni.
Sumwalt, R. L. Includes efforts to get DuPont donation and complaint against Sumwalt.
Taber, Stephen. Request for new chemistry building.
Taylor, W. Frank. Correspondence re: printing and binders.
Timmons, R. K. Letter re: benefits of attending USC.
Walsh, Kershaw. Testifying in court case.
Ward, W. H. Includes vita.
Waterfall, C. H. Request for student assistant.
Watkins, Isabell. Salary.
Wauchope, George A. Salary.
Welbourne, Frank F. Financial correspondence and treasurer's annual report.
Whaley, M. S. Student assistant.

Fees, Deferred Payment of. Correspondence and report on regulations for.

Fire Hazards on Campus. Report on.

Freshman Week. Correspondence, registration and program information.

Gary Portrait. Correspondence and McKissick's speech re: presentation of portrait to USC.

General Correspondence. Miscellaneous topics relating to the University.

General Education Board. Completed questionnaire.

High School Week 1938. Appointment of committee, program.

Housing of Students. Report from University of Minnesota.

Humanities Club. Meeting notice.

BOX 6 (1937-1938)

Inaugural Program. Includes copy of speech and requests for speech.

Invitations, 1937. Invitations, acceptances, declinations.

Invitations, 1938. Invitations, acceptances, declinations.

Lectures and Lecturers. Offers to give lectures at USC.

Library System. Proposal.

McKissick, J. Rion, 1937. Personal correspondence.

McKissick, J. Rion, 1938. Personal correspondence.

Melton Hall. Correspondence re: use as a dormitory.

Mimeographing Dept. Correspondence re: establishment of.

National Honorary Beta Club. Correspondence includes annual meeting.

O'Neal Portrait. Correspondence re: purchase of.

Phi Beta Kappa. Correspondence re: nominations to.

Real Estate Practices and Procedures. Suggested course in.

Rhodes Scholarship Committee. Election of McKissick as chair of SC committee.

Rockefeller Foundation. Correspondence re: founding a Bureau of Public Administration at USC.

Scholarships and Fellowships:

Epps Loan Fund. Applications.

French Club Scholarship. Funding.

General. Announcements of .

Graduate Fellowships. Correspondence re: efforts to establish.

NYA Applicants. Responses to requests, list of applicants.
NYA Officials. Correspondence re: projects and conferences.
School of Pharmacy. Proposal for scholarship.
SC Loan Fund. Notification of recipients.
Charles Irwin Travelli Fund. Includes funding of, recipients of.
University Assistants. Correspondence with applicants, recipients, amounts awarded.

Secretarial Service. Secretarial help for Dean Childs.

Society for Hard of Hearing. Plans for regular testing of children in school.

Solicitation on Campus. Banning of.

Sons of Confederate Veterans Reunion. Correspondence on holding reunion at USC.

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SC Agricultural and Mechanics Society. Includes thanks for contract with Athletic Dept.

SC Association of the Blind. Use of USC buildings for convention.

SC Baptist Hospital. Letter re: students choosing hospitals.

SC Civil Contingent Fund Committee. Funding request.

SC Dept of Education. Correspondence re: school library standards.

SC Federation of Women. McKissick asked to serve on consulting board.

SC Forestry Commission. Letter re: Arbor Day.

SC High School League. University's participation in.

SC Highway Testing Laboratory. Letter re: continuing contract with USC.

SC Historical Association. Correspondence re: resolution of thanks.

SC Press Association. Holding midwinter institute at USC.

SC Rural Electrification Authority. Primarily progress bulletins.

SC Tuberculosis Association. Conference information and invitation to speak.

SC Unemployment Compensation Commission. Correspondence re: examinations

given at USC for agency jobs.

Southern Conference. Correspondence re: rules for student athletes, meetings.

Speech, Professor of. Possible creation of position.

Store Room. Summer storage to prevent theft.

Student Absences. Request for excused absences due to accident.

Student Activities Fee. Includes list of allocations, expenses.

Student Affairs:

Athletics. Letter re: Coach McAllister.

Athletic Advisory Board. Includes appointment of committee on constitution.

Athletic Association. Correspondence and report on the Association's debt.

Carolinian. Statement of support for.

Clariosophic Literary Society. Letter of support by.

Coaching Staff. Letter of confidence in new coaches.

Cooperative Stores. Agreement between USC and operators of a canteen.

Football, 1938. Correspondence includes broadcasting games, arranging games, coaching staff.

Football Season:

Carolina-Clemson. Primarily tickets for dignitaries.

Citadel. Primarily tickets for dignitaries.

Emory & Henry. Primarily tickets for dignitaries.

Davidson. Primarily tickets.

Football Squad. Thank-you to St. Paul's Lutheran Church for support.

Furman. Primarily tickets for dignitaries.

General. Correspondence re: season tickets.

Georgia. Primarily tickets for dignitaries.

Presbyterian College. Primarily tickets for dignitaries.

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Fraternities and Sororities. Correspondence re: banning of off-campus Greek housing.

Gamecock. Includes finances of and April Fool issue.

Garnet and Black. Includes correspondence re: finances and list of suggestions for yearbook dedication.

General. Includes list of student organizations' officers and activity fees information.

Glee Club. Correspondence on policy on absences for performances.

Honor Committee. Correspondence re: distribution of Honor Blue Books.

May Queen Committee. Appointment of faculty to count ballots.

National Collegiate Athletic Association. Letter re: amateur athletes.

Publications. Correspondence on student petition for a "New Carolinian."
Selden Society. Request for allocation from student activities fund.
SC Methodist Student Conference. Information on.
Southern Student Health Association. Election of USC as member.

Student Aid 1937. Correspondence and applications for student aid, including NYA grants.

Student Aid 1938. Correspondence and applications for student aid, including NYA grants.

Student Assistantships 1937-38. Correspondence re: department requests for assistants.

Student Board of Publications. Letter re: policies for government of Gamecock.

Student Correspondence. Correspondence with students and parents re: admissions, grades, tuition, etc.

Student Fees. Financial report.

Student Grades. Delinquency list.

Student NYA Applicants. Correspondence re: students applying for NYA financial aid.

Student Obligations. Student debts with Columbia merchants.

Student Union Building. Includes vandalism, student fees.

Sullivan Award. Includes list of graduates.

Supplies and Equipment. Correspondence re: purchase of Dictaphone.

BOX 9 (1937-1938)

Telephone Exchange. Request for improvement of.

Tours-Educational. Letter on educational expedition.

Travel Expenses. Correspondence re: changes in policy, travel vouchers.

Tuberculosis Institute. Correspondence re: training institute held at USC

Tuition Fees. Bill on financial aid.

United Brewers Industrial Association. Includes Code of Practice.

United States Army. Correspondence re: army flying cadets.

University Activities Committee. Primarily correspondence re: requests for new hires and salary adjustments.

University Caroliniana Collection. Letter about acquisition.

University Caroliniana Society. Includes list of members.

University Cooperative Stores. Financial report.

University News Service. Correspondence primarily on vacant journalism instructorship and directorship of News Service.

University Placement Service. Letter promoting.

University Press. Interest in reestablishing.

USC Statistics. Report on appropriations.

Vacation Suggestions. Letter re: place to vacation.

Winthrop College. Letter re: Winthrop getting a chapter of Pi Gamma Nu.

Work Progress Administration, Correspondence. Status of projects.

Work Progress Administration, Reports. Status of projects.

WPA Statewide Geodetic Survey Project. Funding.

WPA Writers Project. Primarily correspondence on State Guide Book.

Y's Bird. Compliment by McKissick on publication.

YMCA. Correspondence and handouts re: topics for discussion groups.

YWCA. Includes copy of budget.

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**Records of the President
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(J. Rion McKissick)**

BOX 1 (1938-1939)

Administrative Offices. Correspondence re: moving offices out of Extension Building (old President's home).

Advertising Policy. Correspondence re: University prohibited from advertising.

Alumni Homecoming Day. Correspondence re: committee appointments and plans for.

Alumni Loan Fund. Contribution cards.

Alumni Record. Correspondence with E.L. Green.

Alumni Roll Call. Request for status report on fund.

American Council on Education. Correspondence on projects.

American Legion. Includes efforts to have flag pole placed at USC to fly US flag.

Anonymous Communications. Requests for holiday on Armistice Day, and longer Christmas vacation.

Anti-Jewish Activities. One letter referring to anti-Jewish newspaper article.

Associations:

Alumni and Alumnae Association. Includes correspondence on budget and administration, membership list, copies of McKissick speeches.

American Association of Collegiate Registrars. re: meetings.

American Association of College Unions. Photographic Exhibit.

Association of American Colleges. Conference information.

Association of South Carolina Colleges. Correspondence re: meeting.

National Association of State Universities. Correspondence re: meeting, meeting minutes.

National Education Association. Correspondence re: projects and policies.

South Carolina Education Association. Program from convention held in Columbia.

South Carolina Library Association. Includes report from Committee on Training for Librarianship in South Carolina.

Southern Association of Colleges and Secondary Schools. Correspondence re: USC participation in.

Teachers Insurance and Annuity Association. Correspondence and data re: insurance for USC faculty.

Athletic Association:

Athletic Association. Primarily financial reports and correspondence.

Athletic Bond Bill. Correspondence and copies of bill to take care of Association's debt.

Accounts Due. Correspondence re: indebtedness and efforts to settle accounts.

Assistant to President. Creation of position.

Audits. Budget and audit reports.

Board of Trustees. Report to Board on Association's audit.

Chase, J.A. Primarily correspondence on indebtedness.

Committee of Interested Citizens. Formation of, report on Association financial situation.

Contributions and Pledges. Correspondence and reports.

Enright, Rex. Includes correspondence on student financial aid from Association.

Form Letters. re: contributions to save athletic program.

Frink, Fred. Coach. Correspondence re: salary dispute.

BOX 2 (1938-1939)

LaGrone (Assist. to Pres.). Hiring of, correspondence re: contributions to Association.

Letters of Appeal. Primarily responses to request for contributions and attendance of a meeting.

Letters of Thanks. Primarily thanks for contributions.

Meeting of Alumni and Friends. Correspondence re: attendance of, McKissick's remarks.

Miscellaneous. Various reports on student activities, athletics, Athletics Association.

Publicity. Press releases re: meeting called about debt.

Report of Board of Trustees. Report on financial situation.

Welbourne, F. F. Correspondence re: finances.

Aviation Schools. Correspondence re: possible establishment of one in Columbia.

Barefoot Day. Includes report by Discipline Committee.

Boards and Board Committee Minutes. List of meeting dates, minutes from March 14, 1939.

Boards--Rockefeller Foundation. Correspondence re: foundation assistance.

Books, Periodicals, etc. Purchases and donations of.

Budget. Correspondence and reports on requests and appropriations.

Buildings:

Adult Education Building. Prospectus for.

Advertisements for Building Contracts: Contract specifications for furnishings of Men's

Dorm:

Contract 4A Set 8.

Contract 4B Set 7.

Contract 4B Set 8.

Contract 4C Set 7.

Contract 4C Set 8.

Contract 4D Set 7.

Contract 4D Set 8.

Contract 4E Set 8.

Architect for Library, Henry C. Hibbs. Correspondence re: contracts for the new library building, samples of his other work.

BOX 3 (1938-1939)

Botanical Garden. Correspondence re: maintenance of.

Building Program--National Emergency Council. Acknowledgement of help.

Building Program--WPA. Approval from WPA for construction.

Cantey, J. M. Correspondence re: repairs and noise disturbance.

Chapel Building. Request for changes to chapel building.

Extension Building. Correspondence re: maintaining the building until the new library is completed.

Heating Plant, 1936—Oct 1938. Correspondence, plans, and specifications for new heating plant.

Heating Plant, Nov 1938—Apr 1939. Correspondence, plans, and specifications for new heating plant.

Lafaye and Lafaye Architects. Dispute over agreement between USC and the firm.

Master Project. Correspondence and cost estimates re: master plan for USC renovations.

Office Building. Efforts to have WPA fund new office building.

Stadium. Correspondence re: construction; also a history of the project.

Student Union Building. Inquiry into.

Swimming Pool. Correspondence re: contributions for and opening of, including McKissick's remarks.

Wage Scale. Correspondence re: wage scales for construction workers and other craftsmen.

Calendar 1938. Draft of.

Calendar 1939-40. Calendar of USC events.

Catalogs Mailed. Requests for.

Chapel Engagements. Schedule of events.

Chapel Programs. Correspondence re: arrangements for speakers and programs.

Class of 1889 Reunion. Correspondence re: dinner in their honor.

Classical Association of SC. Proposal to establish.

Clerical Assistance. Record of hours worked.

College Building Bill. Correspondence re: lawsuit.

Columbia, City of. Correspondence re: traffic signals.

Columbia Merchants Association. Holiday greetings.

Commencement. Planning and invitations.

BOX 4 (1938-1939)

Committees:

- Cafeteria. Includes correspondence on changes in operating hours and student misconduct.
- Caroliniana. Includes suggestion to collect silver and artwork.
- Catalog. Correspondence on contents of.
- Discipline. Hazing and Steward's Hall misconduct.
- Faculty Committee on Honorary Degrees. Correspondence re: nominations for and awarding of.
- Faculty Committee on Scholastic Standings. Includes reports on academically delinquent students.
- Faculty Standing Committees. Lists of.
- Finance. Agenda, recommendations.
- Library. Appointments to.
- Student Personnel. Meeting to discuss Freshmen Week.
- Rhodes Scholarship. Committee membership and regulations.
- Schedule. Correspondence re: exams.
- Social Affairs. Primarily establishment of and membership.
- Student Affairs. Membership information.
- Summer School. Requests for meetings.
- Transfer Students. Establishment of.
- University Council. Brief reports on meetings.

Conferences:

- Columbia Community Chest. Correspondence and status reports.
- Southern Conference. Includes Eligibility Declaration form.
- Southern Conference for Music Education. Resolution of thanks to McKissick.

Southern University Conference. Information about conference, answers to questionnaire.

Curriculum Study at USC. Correspondence re: possibility of curriculum revision.

Dance Training. Inquiry into dance training at USC.

Departments and Schools: Form letter.

Biology. Primarily hiring of H. Hechenbleikner as instructor.

Cafeterias. Correspondence re: student protest at Steward's Hall.

Chemistry. Possibility of rehire.

Commerce, School of. Correspondence re: hirings, courses.

Departmental Reports, First Semester.

Departmental Reports, Second Semester. Cover letters only.

Economics. Staff retention and gift of maps.

Education, School of. Hiring of secretary.

Engineering, School of. Coursework, equipment, rating.

English Bible. Request for part-time instructor denied.

English Language. Hiring of instructor.

English Literature. Staff and courses.

Extension. Includes proposed programs.

Fine Arts. Includes descriptions of new courses.

Geology. Correspondence re: conference and dinosaur bones.

Graduate School. Includes statement of appropriations.

History. Correspondence re: questionnaire.

Infirmary. Primarily daily reports of patients.

Journalism, School of. Primarily re: books.

BOX 5 (1938-1939)

Law School. Includes correspondence on law library and faculty.

Library. Primarily acquisitions and staff.

Mathematics. Faculty matters.

Mimeographing. Includes financial report.

Modern Language. New hire and salary increase.

Music. Inquiry into possible establishment of.

Pharmacy, School of. Notice of inspection.

Physical Education for Men. Budget information.

Physical Education for Women. Injuries in horseback riding lessons.

Political Science. Request for booklist.

Social Work, School of. Includes bulletin.

Summer School. Includes newsletter, correspondence re: students, commencement.

University News Bureau. Correspondence about and copies of press releases.

Violin. Letter re: student competitions.

YMCA. Correspondence and handouts re: topics for discussion groups.

YWCA. Letter about relocation.

Derieux Agricultural Survey. Grant denied.

Dictaphone Corporation. Equipment purchase.

Educational Policies and Commission. Meeting information.

Employment Agencies. Correspondence about job-seekers.

Engagements, 1938-Jan 1939. Correspondence, invitations, calendar.

Engagements, Feb 1939-July 1939. Correspondence, invitations.

Examination Schedule. Student requests to change their exam times.

Excerpts from Articles. Includes one on women's suffrage.

Faculty and Staff:

Babcock, Havilah. Prof. of English. Primarily personal.

Baker, Leonard T. Prof. of Education. Personal letter.

Baldwin, W. C. Instructor in Men's Glee Club. Correspondence re: financial debt to USC and improper conduct.

Ball, T. F. Prof. of Electrical Engineering. Includes athletics, reference for loan.

Bass, R. D. Adjunct Prof. of English. Loan of book

Bell, R. G. YMCA/YWCA Executive Secretary. Includes recommendations.

Brown, J. Wiley. Instructor of English. Confirmation of employment.

Callcott, W. H. Prof. of History. Letter re: trip to Miami.

Chase, J. A. Dean of Administration and Registrar. Correspondence includes finances, grades, policies, staff.

Childs, Arney. Dean of Women. Includes Dean's Report and correspondence on sororities.

Coleman, T. Bruce. Prof. of Mathematics. Leave of absence.

Cook, Vernon. Prof. of Ancient Languages. Reports late.

Crow, Orin F. Dean of Education. Letter re: poems.

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DeMars, Frank A. Instructor of Physical Education for Men. Offer of aid.

DePass, S. C. Prof. of Journalism. Vacating Extension Building.

Daniels, J. McTyeire. Prof. of Education. Personal letter.

Derrick, S. M. Prof. of Economics. Future plans.

Early, B. A. Alumni Association Executive Secretary. Includes past-due note.

Enright, Rex. Football Coach. Correspondence re: football team, McKissick's remarks about Enright.

Gaines, Lodema. Assistant to Dean of Women. Includes request for leave and recommendation.

General. Lists of changes in faculty.

Green, E. L. Prof. of Ancient Languages. Includes letter re: Class of 1889.

Harth, W. H. Director of Student Activities. Includes resignation, reports.

Harth, Mrs. William. Director of Student Activities. Appointment to Director of Student Activities.

Hawkins, Maude M. Instructor of English. Leave of absence.

Johnson, Leila. Asso. Prof. of Social Work. Letter re: conference.

LaGrone, T. E. Assistant to the President. Report of hours worked.

Madden, Mrs. Addie. Matron Emeritus. Retirement.

McCall, W. C. Asso. Prof. of Education. Includes letter re: financial status of students.

Meriwether, R. L. Prof. of History. Sympathy letter.

Morrison, R. W. Adjunct Prof. of Pharmacy. Request for raise.

Morse, Josiah. Prof. of Psychology and Philosophy. Includes confirmation of employment.

Neil, Rebecca. Instructor of Biology. re: volunteer work.

Norwood, J. E. Prof. of English. Includes job recommendation.

Petty, Julian J. Asso. Prof. of Geography. Includes job recommendation.

Rawl, F. B. Manager of University Cooperative Stores. Includes verification of employment.

Rowe, W. E. Dean of Engineering. Class schedule.

Schayer, Isadore. Prof. of Hygiene and Sanitation. Leave of absence.

Sherrill, George R. Prof. of Political Science. Teaching load.

Smith, Ellison. Prof. of Elementary Education. Primarily hiring of.

Smith, Reed. Dean of Graduate School. Letter re: WPA.

Stephan, R. M. Asso. Prof. of Modern Languages. Letter re: naturalization.

Stoddard, J. A. Director of Summer School. Includes membership in professional organization.

Strickland, Ophelia. Librarian, School of Law. Correspondence re: salary.

Sumwalt, R. W. Prof. of Civil Engineering. Correspondence re: survey data and DuPont.

Wardlaw, Patterson. Prof. of Principles of Education. Primarily correspondence and resolution re: his retirement.

Welbourne, F. F. Treasurer. Correspondence and reports re: finances, includes 1937 annual report.

Whaley, M.S. Prof. of Law. Hiring of.

Wheeler, Mary P. Asso. Prof. of Social Work. Letter re: conference.

Williams, W. L. Prof. of Mathematics. Correspondence re: promotion of.

Woods, W. S. Instructor of Modern Languages. Letter re: operation.

Faculty Absences from Class. Letter re: resolution.

Faculty Group Insurance. Discontinuation of policy.

Faculty Increases and Promotions. Correspondence re: salaries and promotions.

Faculty Meeting. Includes McKissick's undated remarks.

Faculty Outside Activities for Gain. Resolution requiring faculty to report outside employment to President.

Faculty Special Committees. Correspondence re: appointment of special committees for various topics.

Faculty Research and Productive Scholarship. Letter re: research to help police investigative methods.

Fees Deferred Payment of. Student inquiries and policy on.

Fee, Medical. Request for exemption from.

Fees (Student). Includes reports from treasurer.

Fees Student Activity. Correspondence re: allocations.

Files. List of files stored in Thornwell basement.

Fraternalities and Sororities, General. Includes petition requesting exemption from room rent.

Fraternalities and Sororities, Blue Key Fraternity. Correspondence re: fence and gates on Sumter St.

Free Tuition. Correspondence re: granting free tuition to excellent students.

Freshmen Week. Correspondence re; testing program.

Gifts. Correspondence re: gifts to USC.

High School Week. Program information and correspondence re: injured student.

Humanities Club. Letter re: meeting.

Matron, Women's Dormitory. Applications for.

McKissick, J. Rion. General correspondence, some personal.

Memoranda. Copies of memos on various topics.

BOX 7 (1938-1939)

National Emergency Council for SC. Correspondence re: meeting and activities.

National Honorary Beta Club. Includes convention information.

Naval ROTC. Efforts to establish at USC.

Non Resident Students. Inquiry on percentage.

Parents Day, Nov. 5, 1938. Includes McKissick's remarks for parents.

Patents and Patent Rights. Inquiry into USC patents.

Permanent Public Works Administration. McKissick's opinion of.

Phi Beta Kappa Defense Fund for Humanities and Intellectual Freedom. Correspondence re:
Sponsoring Committee.

Pinckney, Lawrence M. Letter of appreciation.

Printing. Of reports.

Printing Office at USC. Inquiry into establishing.

Prospective Students. Inquiries into admissions.

Publications. Inquiry into publication of commencement address by Harry Hopkins

Publicity. Correspondence and releases.

Radio Broadcasting. Includes letter of support by McKissick.

Registration Statistics. Correspondence and reports.

Religious Survey of Student Body. Correspondence re: meeting to discuss.

Residence of Students. Correspondence re: policy.

Santee-Cooper Project. Using model of in laboratory.

Scholarships and Fellowships:

General. Correspondence re: inquiries into and awarding of.

Beaufort Watts Ball Scholarship. Awarding of.

Co-ed Association Scholarship. Awarding of.

Educational Alliance. Recommendations for aid.

Julius Rosenwald Fund. Announcement of availability.

National Research Council. Announcement of financial aid.

Phi Beta Kappa. Letter on availability of funds.
W. S. Reamer Scholarship. Application for.

Social Security. Extension of to cover universities.

SC Committee on China Relief. Correspondence re: chairmanship.

SC Forestry Department. Letter acknowledging Conservation Week.

SC High School Press Association. Correspondence re: lecturer.

SC Highway Dept. Includes complimentary letter about troopers.

SC Industries Committee. Correspondence re: proposed chemical lab.

SC State Library Board. Recommendation for Baker to serve.

SC Methodist Student Conference. Correspondence re: annual meeting.

SC Press Association. Correspondence re: meeting and memorial given by McKissick.

SC State Auditor. 1937 audit reports.

SC Tuberculosis Association. Correspondence includes Christmas Seals sales.

Southern University Conference on Faculty Salaries and Increase. Includes questionnaire for conference.

Standardizing. Correspondence includes noncompliance as a form of protest to standards issued by NASU and LCA.

State A & M Society. Invitation to attend State Fair.

State Rural Electrification Authority. Correspondence and announcements on projects and funding.

Student Affairs:

Athletic Advisory Board. Appointment to and meeting.

Athletics. Correspondence re: tickets for boxing tournament.

Athletic Dept. Proposed budget and recommendations for 1938-39.

Band. Correspondence re: performances, appropriations.

Carolinian. Correspondence re: finances.

Football:

Tickets. Season and multiple ticket orders.

Carolina-Catholic U. Letter re: making a good impression in Washington, DC.

Carolina-Clemson. Tickets and attendance of dignitaries.
Carolina-Davidson. Holiday given for students to attend game.
Carolina-Duquesne. Tickets and attendance of dignitaries.
Carolina-Erskine. Tickets and attendance of dignitaries.

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Carolina-Fordham. Tickets for McKissicks to attend.
Carolina-Georgia. Tickets and attendance of dignitaries.
Carolina-Wake Forest. Tickets and attendance of dignitaries.
Carolina-Villanova. Holiday for students to attend game at State Fair.
Gamecock. Correspondence with editor re: stories.
Garnet and Black. Includes correspondence on distribution of.
Glee Club. Includes petition for financial support.
Honor Committee. Amendment of Honor Code.
Literary Societies. Notice that Board of Trustees needs some of their space.
National Self Government Committee. Correspondence re: student government.
NYA Applicants. Correspondence re: NYA financial aid.
NYA Appointees. Notification of financial aid recipients and lists of recipients.
NYA Officials. Correspondence re: allocations, summary of activities.
Student Advisory Committee. Appointments to and purpose of.
Student Aids. Inquiries into student financial aid.
Student Assistantships. Requests for and appointments of.
Student Competitions. Announcement of one.
Student Dishonorable Discharge. Correspondence re: circumstances of dismissal.
Student Fee Refunds. Correspondence on requests for refunds.
Student Grades. Includes statistics on failures.
Student Mail Carrier. Appointment of.
Student Organizations. Includes list of organizations and presidents.

Supplies and Equipment. Includes equipment information.

Swimming Pool Budget and Management. Primarily applications.

Travel Expenses. Includes policy, budget, reports.

Tuition Fee Increase. Efforts to halt increase proposed by legislature.

US Army. Correspondence on air cadets.

US Congress. Congratulatory letters.

US Federal Health Program. Medical education.

US Federal Taxes. Correspondence protesting possible retroactive federal taxes on state employees.

US Post Office. Bulletins returned.

University Assistantships Fund. Correspondence re: selection and notification of students, allocations.

University Caroliniana Collection. Correspondence on acquisitions.

University Caroliniana Society. Correspondence on acquisitions, annual dinner, brochure.

University Cooperative Stores. Correspondence re: allocations and proposed site.

University Dates of Opening. Correspondence on setting fixed date of opening and earlier opening.

University Lecture Service. Request for speakers.

WPA. Includes reports on projects.

WPA Community Appraisal. Correspondence re: appraising communities for areas of improvement.

WPA Furniture Repair Project. Correspondence on renovating old furniture at USC.

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BOX 1 (1939-1940)

Addresses. Request for copy of speech.

Advertising Policy. Correspondence on why USC not allowed to advertise.

Alumni Association:

Alumni Council. Copies of minutes.

Budget. Copy of tentative budget.

Expansion. Correspondence re: expanding usefulness of Assn.

General Correspondence. Correspondence on events, funding, presidency

Joint Standing Committee. Appointment of, minutes re: secretary.

Junior Alumni Association. Minutes from meeting with McKissick on athletic
and alumni situations.

Minutes. Minutes of annual meeting.

President and Secretary. Correspondence re: presidency and secretary position of
Assn., including establishment of secretary position.

Early, B. A. Correspondence, reports, and meeting minutes re: problems
with Early as Alumni Secretary.

Lewis, Ralph. Correspondence on his beginning work as Secretary and
suggested Assn. improvements.

Rice, John I. Correspondence includes changing office locks.

Sawyer, Leila M. Correspondence re: working for Assn.

Publications. Correspondence re: directory.

Statements. Correspondence re: Assn. reorganization and directory.

Arboretum. Includes reports on Garden activities.

Assistant to the President. Seeking to hire for athletic fundraising.

Associations:

American Association of State Universities. Meeting.

American Association of University Professors. General information.

American Association of University Women. Membership booklet.

American Council on Education. Executive committee minutes.

American Legion. Letter re: suspicious pamphlet.

Association of College Unions. Letter re: membership.

BOX 2 (1939-1940)

Athletic Association:

Accounts Due. Correspondence re: debts of Assn. with merchants.
Advisory Board. Draft of constitution.
Athletic Bond Bill. Correspondence re: issuing USC Revenue Bonds.
Audit. Request for audit of Athletic Dept.
Budget. Copy of proposed budget.
Department Letters of Thanks. Thanks for contributions.
General. Correspondence, reports, minutes re: finances.
Southern Conference. Letter re: hosting boxing tournament.
International Council Religious Education. Invitation to join.
National Association of State Universities. Correspondence on meetings and programs.
National Collegiate Athletic Association. Request for advice.
National Education Association. Updates on projects.
SC A & M Society. Exhibits for fair.
SC Association of Colleges. Correspondence re: meeting.
SC Education Association. Correspondence re: convention.
Southern Association of Colleges and Secondary Schools. Primarily correspondence on salaries and faculty education levels.
Southern Council on International Relations. Background information.
Southern University Conference. Includes correspondence on meeting, questionnaire.
Teachers Insurance and Annuities Association. Correspondence re: contracts, pamphlets.

Audit. Report of State Auditor on USC.

BAM Club. Includes team status report to members.

Band Stand. Letter re: construction.

Block C Project. Proposed.

Boards and Foundations:

Board of Trustees Agenda. Meeting agendas.
Board of Trustees Committees. Includes lists of committee assignments, agendas.
Board of Trustees Executive Committee. Meeting.
Board of Trustees Special Committee. Meeting notice.
Board of Trustees Committee on Student Affairs. Correspondence re: athletics and dorms.
Board of Women Visitors. Primarily assignments to.
Joint Board-Faculty Committee on Honorary Degrees. Correspondence re: changes in policy, nominations.
Algernon Sydney Sullivan Foundation. Correspondence re: student financial aid.

Bochman, W. C. Correspondence re: money owed him by USC.

Books, Periodicals, etc. Correspondence re: gifts, purchases.

Budget. Reports and correspondence.

Buildings:

Building Program, Chapel. Correspondence re: efforts to get new chapel.

Field House. Correspondence re: repairs needed.

General. Includes letter on sidewalks.

Master Project. List of repairs needed.

New Library. Correspondence includes laying of cornerstone, contracts.

BOX 3 (1939-1940)

Stadium. Correspondence on transfer of deed to USC.

Business and Professional Women's Club. Correspondence re: McKissick serving as contest judge.

By-Laws of the University. Inquiry into.

Calendar 1939-40. Includes calendar of events for school year.

Carnegie Music Set. Donation of.

Catalog 1940. Correspondence re: contents and publication of.

Catalogs Mailed. Requests for catalogs.

Chapel Program. Correspondence re: speakers in chapel.

Columbia City Council. Correspondence on traffic lights.

Columbia Merchants Association. Letter on meeting.

Commencement. Arrangements for and invitations to dignitaries.

Crusade for Christian Education. Letter on membership.

Curriculum. Inquiries into.

Deferred Payment of Fees. Inquiries into and form for.

Departments, Schools, Bureaus:

Bible. Correspondence re: hiring of student assistant.

Biology. Correspondence on assistantships and faculty.
Cafeterias. Includes closing of women's cafeteria.
Chemistry. Includes inquiry into allocations.
Commerce, School of. Includes faculty, hirings, curriculum.
Departmental Reports, 1st sem. Correspondence about.
Departmental Reports, 2nd sem. Correspondence about.
Duplicating Bureau. Includes financial information.
Economics. Correspondence on instructors.
Education, School of. Hiring of temporary librarian.
English. Correspondence and Board of Trustees resolutions, including salaries and Babcock appointed department head.
Engineering, School of. Correspondence includes change in degree, funding, gift of equipment.
Extension Division. Funding, projects, hirings.
Fine Arts. Includes recommendations of advisory committee and restoration of oil paintings.
Geology. Includes correspondence on equipment needs.
Graduate School. Primarily correspondence on applicants for Ph.D.
History. Includes correspondence on faculty positions.
Infirmary. Primarily patient reports.
Journalism, School of. Includes correspondence on gifts.
Latin. Letter re: Baker teaching class.
Law, School of. Correspondence on admissions, budget, library.
Library. Correspondence includes gifts, acquisitions, salaries.
Mathematics. Correspondence re: teaching assignments, faculty.
Modern Languages. Budget, course loads.
Music. Correspondence re: course of study, founding of new department, faculty.
Natatorium. Correspondence re: use of pool.
Personnel Bureau. Report on.
Pharmacy, School of. Correspondence on accreditation and inspection, budget.
Physical Education for Women. Recommendations for.
Political Science. Possible new hire.
Psychology and Philosophy. Additional appropriations for.
Public Speaking. Correspondence re: possible new course in.

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Social Work, School of. Includes letter on budget.
Steward's Hall. Includes list of student employees.
Summer School. Includes weekly bulletin, commencement plans, report on session.
University News Bureau. Operations of.
YMCA. Budget requests, meeting, group discussion topics.
YWCA. Meeting notice.

Diplomas. Correspondence on size of.

Endowment Campaign. Correspondence re: bequests and endowment campaigns.

Engagements. Correspondence re: speaking engagements.

Engagements, Completed, 1939. Correspondence on events attended by McKissick.

Engagements, Completed, 1940. Correspondence on events attended by McKissick.

Enrollment. Statistics.

Entertainment Account. Expense account for luncheons, receptions, etc.

Examination Schedule. Student request for time change.

Faculty Absences Reported. Letter reporting absence.

Faculty and Staff:

- Babcock, Havilah. Includes correspondence about coursework.
- Baker, Leonard T. Miscellaneous materials from 1920s and 1930s.
- Bell, R. G. Correspondence on placement of graduates, list of graduates.
- Bonn, E. T. Resignation of.
- Bradley, F. W. Includes 1939-40 report on the College of Arts and Sciences.
- Callcott, W. H. Letter re: librarian applicant.
- Cantey, J. M. Reports of damage and needed repairs, especially in Preston College.
- Chase, J. A. Correspondence includes admissions information, statement of expenditures, students.
- Childs, Arney. Correspondence re: theft of property and promotion.
- Christopherson, M. G. Personal note.
- Clippard, Edwin B. Salary increase.
- Coleman, J. Bruce. Correspondence re: exchange program.
- Copenhagen, J. E. Correspondence on father's death.
- Crow, Orin. Includes vita.
- Davis, Mrs. G. Wilmot. Hiring of.
- Davis, H. C. Includes money owed him by USC.
- De Horvath, Felice. Salary.
- DeMars, Frank. Salary.
- DePass, S. C. Includes promotion of.
- Derrick, S. M. Includes salary and vita.
- Dugan, Ruth. Payment of.

BOX 5 (1939-1940)

- Enright, Rex. Includes salary, boxing tournament, football players.
- Gaines, Lodema. Leave of absence.
- General. Includes plans to drop/add positions, information on academic qualifications.

Gilland, W. Flinn. Salary and inquiry into residing in Preston.
Goddard, Florida P. Salary.
Graham, Rovenia. Hiring of.
Green, E. L. Correspondence re: epitaphs on Preston family tombstones.
Gressette, Tatum. Primarily hiring of.
Ham, Jessie G. Hiring of.
Harrison, C. C. Hiring of.
Hodge, A. S. Salary.
Hoy, W. E. Complimentary letter.
James, R. A. 1937-Aug. 1939. Primarily dismissal of and ensuing controversy.
James, R. A. Sept. 1939-1940. Primarily dismissal of and ensuing controversy.
Johnson, R. C. Promotion recommendation.
Kennedy, R. M. Includes correspondence on illness and resignation.
LaGrone, T. E. Correspondence and report re: alumni fundraising efforts.
Meeks, F. T. Letter on boxing tournament.
Mercer, C. F. Personal note.
Meriwether, R. L. Speaker for Society meeting.
Moore, J. L. Correspondence re: economic development in South Carolina.
Morrison, R. W. Salary.
Morse, Josiah. Report of absence.
Morse, Ruth E. Teaching load.
Motley, E. T. Travel voucher.
Norwood, J. E. Vita.
Olson, G. E. Includes McKissick's remarks at banquet in Olson's honor.
Owens, Nathalee. Salary.
Pender, Mrs. Shepperd. Hiring of.
Petoskey, Ted. Payment of.
Petty, J. J. Personal note.
Philson, P. J. Promotion.
Pope, Nancy. Tennis exhibition.
Rawl, F. B. Includes salary.
Rollins, Margaret. Hiring of.
Sherrill, George R. Correspondence re: speaking engagements.
Smith, A. G. Includes travel authorization.
Smith, Ellison. Teaching load and request for assistance.
Smith, L. L. Personal note.
Smith, Reed. Includes salary.
Stephan, R. M. Vita.
Stoddard, J. A. Answer to query on military schools.
Strickland, Ophelia. Salary.
Sumwalt, R. L. Correspondence includes WPA, outside work, textbook.
Sweeney, Grace. Salary.
Taber, Stephen. Correspondence re: book introduction, clerk.
Taylor, W. Frank. Correspondence re: duties, students.
Tomlin, George. Correspondence re: leave of absence.
Wagener, W. Yeaton. Promotion.

Walsh, M. Kershaw. Promotion.
Ward, W. H. Includes new hire.
Wardlaw, Frank. Includes request for assistance.
Wardlaw, Patterson. Correspondence re: retirement.
Waterfall, C. H. Travel voucher.
Wauchope, George. Declaration gratitude for his service.
Welbourne, F. F. Correspondence and reports on finances.
Wienefeld, R. H. Promotion.
Williamson, Hugh. Hiring of.
Woods, W. S. Leave of absence.
Zula, Marion. Hiring of.

Faculty Committees:

Advisory, 1938-1940. Correspondence re: resolutions and reports on tenure, promotions, salaries, faculty.
Cafeterias. Correspondence, reports and recommendations re: operation of cafeterias.
Catalog. Notice of correction.
Debating Council. Membership.
Discipline. Correspondence and meeting minutes re: disciplinary actions.

BOX 6 (1939-1940)

Faculty Council. Membership.
Fraternities and Student Organizations. Includes information on suspension of Sigma Alpha Epsilon chapter.
Honorary Degrees. Correspondence re: nominations for.
Library. Correspondence re: meeting and portraits.
Natatorium. Appointments to and reopening pool.
NYA Grants. Includes regulations for selecting recipients.
Scholastic Grants. Appointments to.
Scholastic Standings. Correspondence re: students failing, on probation.
Schedule. Includes faculty resistance to scheduling 8 a.m. classes.
Social Affairs. Includes report, article on duties of social director.
Special Committees. Primarily appointments to various special committees.
Sullivan Awards. Correspondence on a plaque.
Summer School. Correspondence re: planning next summer session.

Faculty Increases and Promotions. Includes guidelines for.

Faculty Meetings. Includes agenda and information on salary increases.

Faculty Military Service. Correspondence re: leaves of absence for military service.

Faculty Outside Activities. Primarily statements from faculty members on whether they have outside employment.

- Faculty Retirement Plan.** Includes inquiry into retirement system.
- Faculty Sabbatical Leave.** Policy on.
- Faculty Survey.** Mailing of.
- Fee Refunds.** Student requests for.
- Financial Statements.** For 1939-40.
- Franklin Roosevelt Library.** Correspondence re: soliciting donations for establishment.
- Fraternities and Sororities.** Correspondence re: finances, grades, privileges, disciplinary actions.
- Freshmen Assistantships.** Primarily notification of recipients.
- Freshmen Orientation.** Correspondence re: compulsory orientation course.
- Freshmen Week.** Correspondence and program for.
- Gamecock Eleven Club.** Membership and sports writers brochure on football.
- Gifts.** Correspondence on gifts to USC.
- Harth, W. H.** Correspondence on meeting and audit.
- High School Survey.** Re: purchase of.
- High School Week.** Includes program for.
- Honorary Lectures.** Recommendation for.
- Invitations.**
- Jewish Relief Campaign.** Letter re: organization plans.
- Jobs for Graduates.** Letter re: awards.
- Jury Service—Faculty Members.** State law regarding.
- Lectures and Lecturers.** Correspondence re: arrangements for guest lecturers provided by or coming to USC.
- Library Science Degree.** Correspondence re: petition for a library science degree.

Literary Societies. Correspondence re: repair of a bust.

BOX 7 (1939-1940)

Married Couples on Faculty. Whether to allow.

McKissick, J. Rion. Primarily personal.

Melton Observatory. Letter re: extension activities.

Memoranda. Copies of on various topics.

Natatorium Lifeguard. Applicants and hiring of.

National Beta Club. Correspondence re: Club members who want to attend USC.

National Emergency Council for SC. Correspondence re: defense programs at universities.

NYA. Correspondence re: student financial aid, including list of recipients.

NYA Assistant. Recommendation.

Observatory Assistant. Appointment of.

Palmetto Weekly Press Association. Correspondence re: luncheon and meetings.

Phi Beta Kappa. Correspondence on membership and meetings.

Pilot Training Program. Correspondence on establishment of at USC.

Prospective Students. Inquiries by students and parents into admissions.

Public Housing, Course on. Inquiry into.

Public Speaking, Courses on. Correspondence on possibility of.

Radio in Education. Threat of losing educational stations.

Religious Survey of Campus. Correspondence re: holding Christian Institute at USC.

Research Program. Letter on the need for department of research.

Residences of Students. Correspondence and lists of students re: residency.

Richland County Legislative Delegation. Thanks for assistance in appropriations.

Scholarships and Fellowships:

General. Correspondence re: announcements of.
Bernard M. Baruch Scholarship. Correspondence on distribution of.
Phi Beta Kappa. Letter on contributions.
A. Foster McKissick Graduate Fellowship. Includes requirements for.
UDC. Contribution toward.

Solicitation of Students. Regulations regarding.

South Carolina:

Board of Health. Letter re: annual inspection.
Fact Finding Movement. Correspondence on efforts to finance.
Historical Society. Gift to Union Public Library.
Legislature. Correspondence and reports re: appropriations.
Press Association. Correspondence on meeting.
Tuberculosis Association. Student Health Conference.
State Fair Association. Correspondence on putting up USC exhibit.
State Rural Electrification Authority. Correspondence on meetings and
accomplishments.

Standardization. Complaints about accreditation agencies.

Student Activity Fee. Statement re: allocation.

Student Affairs.

Carolinian. Includes financial support subscriptions.
Cooperative Stores. Financial statement.
Fellowship Exchange. Announcement of.
Football 1939-40. Correspondence re: tickets, passes, players, news releases,
game traffic, and resumption of games with Citadel.

BOX 8 (1939-1940)

Gamecocks. Primarily controversy over editorials and news releases.
General. Includes inquiries into student body constitution, forensic debates, fee
allocations.
Garnet and Black. Primarily correspondence on complimentary copies; letter re:
cartoons.
Glee Club. Correspondence re: allocations.
Palmetto Players. Complimentary letter.
Student Board of Publications. Policies.
Student Body Constitution. Correspondence on revision of.
Student's Honor Code. Copy of.
Special Student Activities Committee. Correspondence on funding.
University Band. Correspondence re: performances.

Student Aid 1939. Correspondence and applications re: financial aid.

Student Aid 1940. Correspondence and applications re: financial aid.

Student Aid, NYA Graduate Grants. Correspondence re: applicant.

Student Assistantships. Applications for and awarding of, including list of recipients.

Student Failures. Lists of students.

Student Fees. Primarily financial updates.

Student Religious Affiliation. Response to inquiry.

Supplies. Correspondence re: ordering supplies, equipment, ordering from Division for the Blind.

Transfer Students. Correspondence on unauthorized release of information.

Travel Account. Correspondence re: approval for statements of expenses.

US Army. Letter re: Flying Cadet Examination Board.

US Government. Correspondence on federal aid.

US Post Office. Correspondence on mailing bulletins.

University Book Store. Instructions for ordering.

University Caroliniana Fund. Primarily report on funding and work done on the collection.

University Caroliniana Society. Correspondence on use of old library building, projects.

Winthrop College. Seeking copy of report.

Work Progress Administration. Correspondence re: various WPA-sponsored projects.

WPA Writers Project. Primarily correspondence re: state guide book project.

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BOX 1 (1940-1941)

Academic Freedom. Information re: threats to.

Addresses Requested. Requests for McKissick's speeches; includes copies.

Advertising Policy. Correspondence re: USC prohibited from advertising.

Alcohol Education. Correspondence on seminar.

Alumni Association. Includes correspondence on budget, homecoming, publications, copies of speeches.
Lewis Ralph. Executive Secretary. Correspondence includes membership, homecoming, games.

Anonymous Communications. Letter criticizing USC's new policy banning women from male-dominated sports.

Application, Librarian. Correspondence re: type of person wanted; application of Alfred Rawlinson, who was hired at a later date, disturbing episode with person seeking the position.

Applications, Public Speaking. Inquiries into.

Arboretum. Correspondence on burning and reconstruction of small house in Gardens.

Associations:

American Council on Education. Includes membership and meeting information.
General. Miscellaneous memberships.

National Association of State Universities. Reports on meetings and activities.

South Carolina Association of Colleges. Meeting information.

South Carolina Economic Association. Letter re: trip to Mexico City.

South Carolina Education Association. Correspondence re: convention and appointment of delegates.

Southern Association of Colleges and Secondary Schools. Includes conference report.

Southern Conference. Resolution on signing of athletes.

Southern University Conference. Financial report.

Athletics. Resolution banning coeds from male-dominated sports.

Atkinson, Rev. George A. Correspondence re: Atkinson's desire to raise money for a new USC chapel.

Attendance Regulations. Correspondence re: changes to.

Audit. Copy of.

BAM Club. Includes list of members, reports on football team, correspondence on dispute with local business.

Board of Trustees:

Agenda. Copies of.

Committees. Primarily appointments to.

Executive Committee. Primarily minutes.

General. Correspondence and meeting minutes.

Grounds and Buildings Committee. Absence from meeting.

Student Affairs, Committee on. Primarily meeting arrangements.

Boards and Foundations:

Board of Women Visitors. Correspondence re: meetings and travel expenses.

Hillel Foundation. Establishment of counsellorships at USC.

Teachers Insurance Annuity. Includes list of applicants.

BOX 2 (1940-1941)

Books, Periodicals, Etc. Correspondence on orders and subscriptions.

Budget. Reports and requests.

Building Program:

Chapel. Inquiry into a new chapel building.

Gates. Letter re: proposed gates.

General. Correspondence re: various projects completed and under construction.

Gymnasium. Addition to.

Heating Plant. Correspondence re: problems with installation.

Infirmary Project. Includes bill authorizing enlargement project.

Library Project, 1940. Correspondence and progress reports on new library.

Library Project, 1941. Correspondence and progress reports on new library.

Master Project. Letter on outlook.

President's Residence. Dispute over contract for repairs.

Stadium. Financial information and construction specifications.

Student Union Building. Includes copy of act authorizing construction.

Tennis Courts. Includes copy of WPA project proposal for construction of courts.

Bulletins. Letter re: publishing WPA bulletin.

Building and Grounds, 1940. Correspondence re: various projects completed and under construction.

Buildings and Grounds, 1941. Correspondence re: various projects completed and under construction.

BOX 3 (1940-1941)

Calendar. Includes calendar of University events.

Carnegie Music Set. Correspondence re: purchase of.

Carson, A. C. Correspondence re: death of.

Catalog 1940. Correspondence about new catalog.

Catalogs Mailed. Requests for.

Chapel Engagements. Correspondence and schedule of programs.

Clerical Services. Letter re: payment for.

College Prospect Survey. Purchase of survey.

Commencement. Correspondence on arrangements.

Curriculum. Letter re: revising.

Dancing Instruction. Proposal for courses.

Departments and Schools:

Athletic. Primarily correspondence and reports on finances.

Biology. Primarily personnel and equipment.

Cafeteria. Correspondence on policies and finances.

Chemistry. Primarily students and faculty.

Commerce, School of. Primarily re: faculty.

Departmental Reports, 1st semester.

Departmental Reports, 2nd semester.

Duplicating Bureau. Supply bills.

Economics. Hiring of instructor.

Education, School of. Correspondence includes budget and South Carolina High School Yearbook.

Engineering. Correspondence includes theft of books and defense training program.

English. Primarily correspondence re: candidates for vacancies.

English Bible. Letter re: new hire.

Extension. Includes correspondence on "Report of Economic Conditions in South Carolina", and other programs.

BOX 4 (1940-1941)

Fine Arts. Primarily efforts to hire new teaching staff.

Geology. Correspondence includes student assistants, theft of materials, gift to department.

Graduate School. Includes correspondence on students, report on program.

History. Includes correspondence on new hire.

Hygiene. Correspondence on courses, staff positions.

Infirmary. Bill authorizing improvement on infirmary.

Journalism, School of. Includes awarding of scholarship.

Law School. Primarily correspondence on law library.

Library. Correspondence re: Carnegie Corporation, acquisitions, Report of Acting Librarian.

Mathematics. Primarily personnel matters.

Modern Languages. Correspondence re: staffing and courses.

Music. Funding, staff, books and equipment.

Observatory. Correspondence on visitors and equipment.

Personnel Bureau. Includes reports on activities.

Pharmacy, School of. Primarily correspondence on equipment and facility needs.

Physics. Filling vacancy.

Political Science. Report on growth of department.

Psychology and Philosophy. Correspondence re: equipment and vacancy.

Social Work, School of. Standardization and professional association membership.

Student Health Service. Primarily hiring professor and physician.

Summer School. Correspondence includes commencement, courses, students, reports.

Telephone Exchange. Includes personnel changes.

Treasurer's Office. Correspondence and reports re: fees collected.

University News Bureau. Correspondence re: news releases.

Women, Dean of. Report for 1939-40.

YMCA. Includes correspondence and financial report on University Christian Mission.

YWCA. Correspondence re: advisory board, newsletters.

Employment Agencies. Correspondence from placement agencies.

Endowment Campaign. Brochures on college financial campaigns.

Engineering Experimental Station. Establishment of.

Enrollment. Statistics.

Entertainment Account. Lists of expenses.

Exchange Professors. Inquiry.

BOX 5 (1940-1941)

Faculty Absences. Correspondence and reports on absent faculty.

Faculty and Staff:

- Bell, R. G. YMCA Executive Secretary. Includes statistics on employment of graduates.
- Bradley, F. W. Professor of Modern Languages. Includes letter re: speech.
- Callcott, W. H. Professor of History. Correspondence on teaching load.
- Cantey, J. M. Superintendent of Buildings and Grounds. Correspondence re: various repairs needed on campus.
- Chase, J. A. Dean of Administration. Students, registration, finances.
- Childs, Arney R. Dean of Women. Includes new women's dorm, Coker College.
- Coker, E. C. Professor of Astronomy. Correspondence re: WPA projects.
- Copenhaver, J. E. Professor of Chemistry. Personal letter.
- Crow, O. F. Dean of School of Education. Letter re: thesis.
- Daniel, J. McT. Professor of Education. Correspondence re: office space.
- Early, R. A. Includes correspondence on building inspections.
- Enright, Rex. Coach. Includes renewal of contract.
- Goddard, Floride P. Assistant Treasurer. Re: salary.
- Green, E. L. Professor of Ancient Languages. Correspondence re: alumni directory.
- Kennedy, R. M. Professor of Library Science. Correspondence on appointment as "Librarian Emeritus."
- LaGrone, T. E. Correspondence includes salary and room inspections.
- McCall, W. C. Associate Professor of Education. Letter of congratulations on engagement.
- Morse, Josiah. Professor of Psychology and Philosophy. Includes letter re: poor health.
- Motley, E. T. Professor of Pharmacy. Correspondence re: wife's illness.
- Smith, Ellison M. Professor of Elementary Education. Includes copy of speech.
- Stephan, R. M. Associate Professor of Modern Languages. Correspondence re: insulting letter from Dean Stoddard.
- Sumwalt, R. L. Professor of Civil Engineering. Includes appointment to Council for National Defense.
- Taber, Stephan. Professor of Geology and Mineralogy. Includes list of enrollment figures.
- Taylor, W. Frank. Assistant Business Manager. Correspondence re: report, expenses.

Faculty Committees:

- Absences, Committee on. Primarily appointments to.
- Advisory Committee to President. Includes correspondence re: promotions.

Cafeteria Committee. Report.
Catalog Committee. Correspondence on updating catalog.
Discipline Committee. Includes minutes and disciplinary actions taken.
Faculty Special Committees. Correspondence re: appointments to various special committees.
Faculty Standing Committees. List of.
Fraternities and Student Organizations Committee. Correspondence re: petitions to the committee.
Honorary Degrees Committee. Correspondence re: nominations for and committee members.
Library Committee. Membership and meetings.
Natatorium Committee. Correspondence includes pool schedule and availability.
Petitions, Committee on. Primarily correspondence on allowing students with the flu to defer exams.
Schedule Committee. Correspondence on room assignments and course schedule.
Scholastic Standing Committee. Correspondence re: students failing to meet minimum academic standards.
Social Affairs. Report of the Social Calendar Director.
Student Activities, Joint Committee. Letter re: purpose of.
Student Faculty Relationships. Nominations to committee.
Sullivan Award Committee. Nominations for award.
Summer School Committee. Includes minutes.

Faculty Contracts. Inquiry into written contracts.

BOX 6 (1940-1941)

Faculty Increases and Promotions. Correspondence re: salary increases.

Faculty Leaves of Absence. Requests for.

Faculty Meetings. Includes McKissick's statement at special meeting re: salaries.

Faculty Outside Activities. Includes inquiry into sabbatical leave.

Faculty Personnel. Includes correspondence and lists re: additions to faculty and staff.

Faculty Retirement Plan. Correspondence re: possibility of.

Faculty Salary Scale. Correspondence re: salaries.

Faculty Tenure. Report on.

Fees, Student. Correspondence and reports re: fees collected, refunds for students called to active duty.

Financial Statements.

Flag and Flag Pole. Efforts to acquire.

Foreigners on Faculty. Inquiry.

Fraternalities and Sororities. Includes correspondence and report on suspension of Sigma Alpha Epsilon chapter.

Freshmen Orientation Course. Includes salary for inspector.

Freshman Week. Correspondence re: arrangements.

Headquarters First Army Corps. Correspondence re: leasing part of Preston College.

High School Week 1941. Includes program and report on activities.

Honorary Degrees 1941. Correspondence with and about recipients.

Investments. Thanks for information.

Invitations. Invitations and responses.

Lectures and Lecturers. Correspondence re: booking touring lecturers at USC.

Letters of Recommendation. For alumni and students going into military.

McFaddin, Robert E. Correspondence re: deferred exams.

McKissick, J. Rion. Correspondence re: personal matters, expenses, organizations.

McKissick Journalism Club. Letter re: founding of.

McKissick Portrait. Letter to artist.

Medals and Prizes. Arrangements for awarding of.

Memoranda. Copies of, on various topics.

BOX 7 (1940-1941)

National Beta Club. Includes roster of South Carolina members.

National Defense Efforts:

Armed Services Opportunities. Oversize chart of.

Department of Students and Faculty. Correspondence re: draft deferments.

Engineering Defense. Correspondence on engineering coursework to train

students for defense jobs.

National Defense Program. Correspondence re: USC cooperating with National Defense Program, drafts of speeches.

ROTC Armory. Correspondence re: construction of NROTC Armory.

ROTC Unit, 1940. Correspondence re: establishment of, news releases, regulations.

ROTC Unit, 1941 and n.d. Correspondence re: establishment of, news releases, regulations.

University National Defense Committee. Correspondence re: establishment of, student deferment, defense activities.

Navy Day. Arrangements for celebration of.

Nutshell. Copies of newsletter.

Palmetto Boys State. Letter re: holding at USC.

Palmetto Weekly Press Association. Activities.

Pilot Training Program. Correspondence re: students, requirements.

Portrait Restoration. Correspondence re: possibility of restoring USC portraits.

Publicity. Correspondence re: news releases and articles.

Radio. Inquiry into dance orchestra.

Residence of Students. Correspondence re: in-state and out-of-state residents.

Reynolds, Joan. Correspondence re: political pressure to employ her.

Rural Electrification. Include correspondence on refrigeration plant.

Scholarships and Fellowships:

Bernard M. Baruch Scholarship. Correspondence re: awarding of funds to students.

General. Correspondence and announcements of scholarships and fellowships.

A.F. McKissick Scholarship. Requirements for and announcement of.

NYA Scholarship. Includes list of recipients.

BOX 8 (1940-1941)

Student Aid, Freshman Assistantship Fund. Correspondence with and about students re: awarding of.

Student Assistantships. Awarding of, financial report.

Sikes, Enoch W. Correspondence re: death of.

Soil Conservation Service. Includes contract for leasing USC office to SCS.

Solicitation on Campus. Regulations for.

South Carolina Agencies:

South Carolina Budget Commission. Primarily budget reports and requests.

South Carolina College Press Association. Arrangements for banquet.

South Carolina Council for National Defense. Correspondence re: faculty assisting in project.

South Carolina Highway Department. Correspondence re: driveway of new library.

South Carolina Press Association. Arrangements to meet at USC.

South Carolina Legislature. Correspondence primarily on appropriations.

South Carolina Legislature, Reports.

South Carolina Tuberculosis Association. Request for information.

State Agricultural and Mechanical Society. Invitation to College Day.

Students:

Block C Club. Includes letter re: constitution.

Campus Bookstore. Request for information from professors.

Debating Council. Letter re: fund.

Gamecock. Correspondence re: administration's unhappiness with.

Garnet and Black. Correspondence re: mailing complimentary copies to high school libraries.

General. Correspondence includes disciplinary actions, grades, debts.

Glee Club. Correspondence re: tour.

Football. Correspondence includes complimentary tickets and policy regarding.

Future Teachers of America. Luncheon.

Honor Council. Re: notifying parents of disciplinary actions.

Prospective Students. Correspondence from parents and students re: attending USC.

BOX 9 (1940-1941)

Natatorium Assistant. Primarily re: appointment of lifeguard.

Observatory Assistant. Reappointment of.

Student Achievement. Letters of congratulations.

Student Affairs. Correspondence on various student activities, including bowling and club initiations.

Student Aids. Applications for and awarding of financial aid.

Student Band. Correspondence re: band playing at various events.

Student Body, Address to. Copy of speech at first chapel service of 1940/41.

Student Board of Publications. Authority of.

Student Forum. Cancellation of speech.

Student Union. Includes correspondence re: damage to pool tables.

Swimming Pool. Includes applications for lifeguard.
University Players. Letter re: production.

Supplies and Equipment. Correspondence re: orders.

Teachers Federal Credit Union. Promotional letter.

Textbooks. Correspondence re: proposed rental plan.

Time Magazine. Correspondence on use of in schools.

Traffic Light. Petition to reestablish one at Bull and Green Streets.

Travel Accounts. Correspondence re: reimbursement for travel expenses.

Tuition, Free. Correspondence re: free tuition to orphans of World War veterans.

United States Department of Education. Correspondence re: fellowship and exchange program.

United States Federal Bureau of Investigation. One letter to Hoover.

University Caroliniana Collection. Correspondence re: acquisitions and repairs.

University Christian Institute. Includes correspondence re: finances, arrangements.

University Club of New York. Membership in.

University Council. Primarily information on membership and organization of.

University High School. Correspondence re: operation of.

University Town Hall. Information on forum on democracy.

Women Students. Includes correspondence on cigarettes and soldiers.

Women Students Housing. Correspondence re: room reservations and availability.

Work Progress Administration. Correspondence re: projects, proposals, criticisms.
South Carolina Writers Project. Correspondence re: WPA-sponsored publications.

World Student Service Fund. Information on.

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BOX 1 (1941-1942)

Advertising Policy. Correspondence re: restrictions on USC advertising.

Alcohol, Permit to Handle. Copy of permit.

Alumni Association. Correspondence includes commencement, homecoming, military-related activities.

American Red Cross. Correspondence re: courses, fund drive.

Applications, Librarian. Correspondence re: Branscomb's application, later hired.

Associations:

American Council on Education. Correspondence on dues and bulletin.

Municipal Association of SC. Letter re: program for after the war.

National Association of State Universities. Primarily correspondence on national meetings.

National Education Association. Correspondence on meeting location.

SC Association of Colleges. Correspondence re: meeting.

SC Education Association. Correspondence re: meeting.

Southern Association of Colleges and Secondary Schools. Includes committee reports.

Southern University Conference. Conference arrangements.

Teachers Insurance and Annuity Association. Includes list of USC employees applying for.

Attendance Regulations. Correspondence re: changes in and copy of new ones.

BAM Club. Correspondence includes finances, ticket dispute, game reports from Athletic Director.

Board of Trustees. Correspondence with Board members re: regulations, rumors, students, buildings and grounds.

Board of Trustees, Agenda. Copies of from various committees.

Board of Trustees, Committees. Primarily re: meetings; includes recommendations of joint committees on finance, university activities, buildings and grounds.

Boards and Foundations:

Board of Women Visitors. Correspondence re: attendance at commencement.

Carnegie Foundation for Advancement of Teaching. Correspondence on pensions.

Algernon Sydney Sullivan Foundation. Re: gift.

Books, Periodicals, Etc. Correspondence re: gifts and purchases.

Budget. Correspondence and reports re: appropriations and budget requests.

BOX 2 (1941-1942)

Building Program:

Arboretum. Rental agreement.

General. Correspondence and reports re: projects underway and pending.

Heating Plant. Correspondence and contract re: installation of new boilers.

Infirmary Project. Correspondence re: status.

ROTC Armory. Correspondence re: efforts to obtain funding and plans for.

Stadium. Correspondence re: enlargement of.

Tennis Courts. Correspondence re: construction.

Buildings and Grounds:

General. Includes inspection sheets, miscellaneous repairs, student housing.

New Library Project. Completion of.

Students' Guests. Correspondence re: guest rooms in dorms.

Summer 1941-42. Correspondence re: students seeking to stay in dorms during summer.

Superintendent of Buildings and Grounds. Correspondence re: search for.

Use by Organizations. Correspondence on requests to use USC buildings.

Carnegie Music Set. Correspondence re: display of.

Catalog 1942. Correspondence on corrections and publication.

Chapel. Correspondence re: chapel programs and speakers.

College Salaries. Federal report on.

Columbia, City of. Correspondence re: closing streets on campus and water and sewer charges.

Daylight Savings Time Schedule. Copy of Governor Maybank's proclamation.

Departments and Schools:

Athletics. Primarily re: budget.
Biology. Primarily re: filling positions opened by resignations.
Cafeterias. Includes efforts to find place to feed football team.
Chemistry. Includes correspondence on resignation, travel expenses.
Commerce, School of. Primarily hiring of part-time instructor.
Departmental Reports, 1st sem.
Departmental Reports, 2nd sem.
Duplicating Bureau. Copies of memos.

BOX 3 (1941-1942)

Economics. Correspondence re: new instructor.
Education, School of. Correspondence includes salaries study, building space.
Engineering, School of. Includes correspondence on staff, military service for students.
English. Primarily faculty and wartime curricula.
Extension. Correspondence and reports re: Extension activities, including war related.
Fine Arts. Correspondence re: gift of print, leave of absence.
Geology. Letter from Taber re: meeting.
Graduate School. Includes reports, correspondence on graduate credit.
History. Correspondence re: night school.
Journalism, School of. Correspondence includes transfer student, student assistants.
Law School. Inquiry into admission, bar exam.
Library. Correspondence re: staff, finances, acquisitions, dedication of, presentation of portraits.
Mathematics. Includes new hire.
Modern Languages. Includes inquiry into German teacher for Ft. Jackson.
Music. Correspondence re: gift of pipe organ to University chapel.
Naval ROTC Unit. Correspondence and reports on unit's activities.
Personnel Bureau. Primarily re: staff.
Pharmacy, School of. Includes accreditation and student assistants.
Physical Education. Correspondence re: inadequate equipment and promotion of physical training.
Physics. Correspondence re: lab bench and seismograph reports.
Political Science. Correspondence re: staffing.
Psychology and Philosophy. Request for teaching load information.
South Caroliniana Library. Correspondence re: acquisitions, including reports and chart.
Student Health Service, 1941. Primarily search for new male and female University physicians.
Student Health Service, 1942. Primarily search for new male and female University physicians.
Summer School. Correspondence includes room reservations, commencement.
University News Service. Correspondence re: suggested stories, news releases, staff.

YMCA. Reports and correspondence, including efforts to find new location for outings due to expansion of Camp Jackson.

YWCA. Includes budget and activities report.

BOX 4 (1941-1942)

Dormitory Assignments. Correspondence re: room assignments.

Dormitories, Government of. Correspondence re: regulations, drafts of regulations.

Dormitories, Special Permits to Enter. Correspondence giving special permission to enter or stay in dorms.

Engagements, 1941. Correspondence re: various events McKissick invited to attend.

Engagements, 1942. Correspondence re: various events McKissick invited to attend.

Enrollment. Primarily reports on from Dean of Administration.

Entertainment Account. Lists of expenses.

Faculty:

Absences. Faculty members absent from class.

Communications from the President. Copies of faculty resolutions and memos from the President.

Contracts. Inquiry into use of at USC.

Delinquencies. Correspondence re: faculty members late turning in reports.

Increases and Promotions. Letter re: recommended increases.

Leaves of Absence. Requests for, esp. re: military service.

Meetings. Copies of resolutions and statements.

Outside Activities. Letter re: outside employment.

Personnel. Information on new members.

Faculty and Staff:

Baker, L. T. Telegrams re: SC chair of United Service Organizations for National Defense.

Bell, R. G. Offer of committee service.

Bradley, F. W. Correspondence re: questionnaire.

Callcott, W. H. Re: teaching schedule.

Cantey, J. M. Includes statement of retirement benefits.

Chase, J. A. Primarily admissions and withdrawals for military service.

Childs, Arney. Includes reports on dorms, nursing program, enrollment, war service.

Clark, Harry. Correspondence re: hiring of and speaking arrangements.

Coleman, J. B. Letter re: thesis.

Daniel, J. McT. Correspondence re: leave of absence to conduct survey.

Davis, R. B. Letter re: articles.

Early, B. A. Letter re: health.
Elliott, W. T. Promotion of.
Gaines, Lodema. Includes report as field representative.
Green, E. L. Letter re: retirement.
Hall, R. A. Correspondence re: departure.
Herbert, T. Walter. Hiring of.
Kelly, O. F. Includes report as acting marshal.
LaGrone, T. E. Recommendation for other employment.
Litman, Samuel. Correspondence re: request for promotion.
McCall, W. C. Letter re: National Teachers Exam.
Mercer, C. F. Correspondence re: why he has no Ph.D., promotion to head of
Physics.
Needham, R. C. Duty assignment to USC.
Padgett, Susan S. Correspondence re: resignation.
Petty, J. J. Federal Housing Administration inquiry.
Rawl, F. B. Correspondence re: tickets.
Roberts, F. Carlisle. Statement on employment.
Stanley, Hugh S. Hiring of.
Stoddard, J. A. Correspondence re: annuity payments.
Sumwalt, R. L. Correspondence includes war-related activities of Sumwalt and
Engineering School.
Swecker, Celia. Letter re: rental fee.
Taylor, W. Frank. Includes report on student activities.
Ward, W. H. Correspondence re: meeting.
Wardlaw, Frank H. Letter re: salary.
Wardlaw, Patterson. Letter re: conference report.
Waterfall, C. H. Letter re: national defense.
Wauchope, G. A. Correspondence re: possible retirement.
Welbourne, F. F. Correspondence and statements re: fees and staff.

BOX 5 (1941-1942)

Faculty Committees:

Absences. Correspondence re: new regulations, charity football
game.
Admission of Transfer Students. Correspondence re: two cases
where transfer was denied.
Advisory Committee to President. Report on recommendations for salaries and
promotions.
Caroliniana. Addition of Dean Childs to committee.
Catalog. Letter re: information for.
Chapel. Primarily membership.
Correspondence Courses. Appointment of.
Discipline. Includes transcripts of testimony.
Fraternities and Organizations. Inquiry into regulations.
Freshman Orientation. Appointments to.
The Gamecock. Includes resignation of editor.

Library. Meetings.

Natatorium. Correspondence includes minor accidents at pool, lifeguard applicants.

Petitions. Letters re: individual student petitions.

Physical Education. Correspondence re: appointment of to study possible changes in department.

Promotion of Attendance. Establishment of, to encourage better student class attendance.

Scholastic Standing. Primarily meeting minutes.

Special Committees. Appointments of various special committees.

Student Relations. Primarily meetings and membership.

Sullivan Award. Correspondence re: certificates and recommendations.

Summer School. Meeting minutes and Callcott's resignation from University Council. Includes conflicts in University catalog.

Faculty Retirement Plan. Includes reports and proposals for.

Faculty Teaching Schedules. Correspondence re: faculty late in filing reports.

FBI. Letter from J. Edgar Hoover re: "Spanish Swindle."

Fees, Deferred Payment of. Correspondence and form re: deferred payment plan.

Fees, Student. Primarily statement of collections.

Fees, Student Activity. Includes report of committee studying reallocation of fees.

Financial Statements. From various departments.

Flagpoles. Correspondence re: erection and dedication of flagpole, including invitations.

Football. Includes halftime shows, drum majorettes, tickets.

Fraternities and Sororities. Includes leases of rooms in dorms and correspondence re: renewing leases.

Free Tuition. Correspondence re: soldiers receiving free tuition.

Freshman Advisors. Appointments of.

Freshman Week. Includes program and McKissick speech to men of the freshman class.

Gifts. Includes gifts of equipment and pipe organ.

Gonzales Gardens. Correspondence re: dedication of.

Headquarters First Army Corps. Correspondence re: leasing space in Preston College to Army.

High School Week 1942. Includes schedule and program.

Home Economics Course, Proposed. Letter regarding.

Honorary Degrees. Correspondence re: nominations for and awarding of.

BOX 6 (1941-1942)

Insurance. Correspondence re: University auto insurance and salary deductions for savings.

Invitations. Correspondence re: various events.

Lectures and Lecturers. Correspondence with performers and organizations.

Librarian. Correspondence re: library school, librarian position.

McKissick, J. Rion, 1941. Correspondence re: participation in various organizations, personal.

McKissick, J. Rion, 1942. Correspondence re: participation in various organizations, personal.

Memoranda. Copies of on various topics.

Moore, A. C. Plaque in honor of.

National Beta Club. Includes correspondence re: advertising in Beta Club Journal.

National Defense:

Alien Enemy Hearing Board. Primarily minutes from hearings, instructions from Department of Justice.

Army Enlisted Reserve Corps. Correspondence re: pre-induction training in colleges.

Campus Defense Committee. Appointments to.

Civilian Morale Service Center. Correspondence re: establishing one.

Columbia Nutrition Committee. Correspondence re; membership and purpose.

Defense Securities. Correspondence re: Defense Stamps and Bonds.

Engineering Defense Training Program. Correspondence and financial reports re: program activities.

Letters of Recommendation, 1941- March 1942. For entry into armed forces or defense work.

Letters of Recommendation, April 1942-June 1942. For entry into armed forces or defense work.

BOX 7 (1941-1942)

National Defense Program, 1941. Correspondence re: University involvement in defense activities.

National Defense Program, 1942. Correspondence re: University involvement in defense activities.

Pilot Training Program. Correspondence includes financial statements and program status.

Selective Service. Correspondence re: status of faculty members under the draft.

Southeastern Aviation Education Committee. McKissick's appointment to.

United Service Organizations. Includes reports on county fund drives.

University Committee of Deferment of Students. Correspondence re: possibility of student deferments.

University Committee on National Defense. Includes report on activities of.

V-1 Plan. Correspondence re: USC cooperating with the plan.

War Service Opportunities. Announcement regarding.

Nurses Courses. Correspondence re: cooperative effort with Columbia Hospital.

Nutshell. Copies of newsletter.

Palmetto Boys' State. Correspondence re: holding it at USC.

Palmetto Weekly Press Association. Letter re: bill.

Portrait Presentation. Includes copies of remarks made at presentation.

Public Works Administration. Project list.

Publicity. Correspondence re: publicity opportunities, news releases.

Residence of Students. Letter re: non-residents and fees.

Resident Artist. Memo re: bringing an artist to USC.

Rural Electrification Authority. Includes letter re: possible purchase of St. Stephens system.

Scholarships and Fellowships:

American Bankers Association Scholarships. Correspondence re: establishment of and committee on awards.

Baruch Fund. Inquiries into and awarding of scholarships.

General. Inquiries into and announcements of.

McKissick Fellowship. Awarding of.

Solicitation. Correspondence re: policy on.

SC Agencies:

Attorney General. Letter re: scholarship bill.

Budget Commission. Correspondence re: hearing.

Highway Department. Letter re: resolution.

Legislature. Primarily correspondence re: appropriations and budget information; includes reports.

Public Service Authority. Correspondence re: USC leasing an island in Santee Cooper area.

BOX 8 (1941-1942)

Soil Conservation Service. Correspondence re: lease.

South Carolina Historical Association. Payment owed R. L. Meriwether.

South Carolina Library Association. Correspondence re: holding annual meeting at USC.

South Carolina Press Association. Correspondence re: holding annual meeting at USC.

State Department of Education. Committee nomination.

State Sinking Fund Commission. Meeting minutes re: loan to USC.

State Tax Commission. Letter re: liquor store.

Student Affairs:

Gamecock. Includes correspondence re: articles; news releases.

Garnet and Black. Primarily distribution of.

General. Includes University ring and freshman regulations.

Honor Council. Letter re: cheating.

Student Advisory Committee to the President. Correspondence re: establishment.

Student Aid. Primarily student inquiries into availability of aid.

Student Aid, NYA. Correspondence re: inquiries and cut in funding.

Student Assistantships. Correspondence re: assignments to and needs of departments.

Student Body Constitution. Copy of.

Student Failures. Lists of.

Student Union. Includes report on.

Students, Prospective. Correspondence and inquiries into attendance at USC.

Students for Special Consideration. Memos re: students.

Supplies and Equipment. Includes departmental supply budgets.

Survey, Courses and Instructional Staff. Chart with information on faculty, rank, salary, course load, and enrollment.

Travel Accounts. Correspondence re: requests for travel reimbursement.

University Caroliniana Collection. Correspondence re: acquisitions.

University Christian Institute. Includes correspondence re: speakers.

University Club. Invitation to dinner.

University Ring Committee. Correspondence re: official USC ring.

Women's Christian Temperance Union. Correspondence re: speaking at USC.

Work Progress Administration. Correspondence re: various projects.

WPA Writers Project. Publication of South Carolina Folk Tales.

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**Records of the President
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(J. Rion McKissick)**

BOX 1 (1942-1943)

Advertising Policy. Correspondence re: regulations against advertising.

Associations:

Alumni Association. Correspondence re: meetings, activities, alumni in war service.

American Council on Education. Includes bulletins on war service opportunities, meeting minutes.

American Legion. Oratorical contest.

BAM Club. Includes financial statement.

National Association of State Universities. Correspondence re: meetings.

Palmetto Weekly Press Association. Includes Frank Wardlaw's resignation from.

South Carolina Education Association. Arrangements for annual meeting.

South Carolina Library Association. Report "Public Library Progress in South Carolina."

Southern Association of Colleges and Secondary Schools. Correspondence re: admissions.

Southern Conference. Correspondence re: Presbyterian College, strain on intercollegiate athletics during war.

Southern University Conference. Correspondence re: postponement of annual meeting due to war.

State A&M Association. Correspondence re: fans having to pay fair admission to go to Carolina-Clemson game.

Atkinson, Rev. George. Correspondence re: his desire to raise money for new USC chapel.

Attendance Regulations. Resolutions and revisions.

Board of Trustees. Primarily postponing meeting, budget, future of football program.

Board of Trustees, Committees. Primarily agenda of various committees.

Books, Periodicals, Etc. Correspondence re: purchases.

Building Program. News release re: cancellation of non-military construction.

Buildings and Grounds:

Cafeterias. Includes report of operations, changes due to war.

Flagpole. Letters re: maintenance of.
General. Correspondence re: repairs, leases.
Heating Plant. Correspondence re: boilers.
Infirmary, Enlargement of.
Insurance. Correspondence on whether University should carry policy for war damage insurance.
New Library. Letters re: repainting and dumbwaiter.
ROTC Armory. Correspondence re: construction of; includes financial reports.
Stadium. Includes correspondence on refinancing.
Tennis Courts. Correspondence re: construction.

By-Laws of University. Inquiries into.

Calendar. Copies of revised accelerated schedules.

Chapel Reservations. Correspondence re: who's in charge of.

Departmental Reports, 1st sem.

Departmental Reports, 2nd sem, Preliminary.

Departmental Reports, 2nd sem, Final.

BOX 2 (1942-1943)

Departments and Schools:

Ancient Languages. Re: Latin classes.
Arboretum. Lawn care.
Athletics. Correspondence includes inquiry into using USC's stadium for Clemson Boston game, financial problems.
Biology. Personnel matters.
Chemistry. New hire.
Duplicating Office. Copies of memos, including military and war information, University regulations.
Economics. New hire.
Education, School of. Includes new hires.
Engineering, School of. Correspondence includes new dean and a problem faculty member.
English. Correspondence includes retirement plans of Dr. Wauchope.
Extension. Correspondence re: Extension-sponsored activities.
Fine Arts. Correspondence re: sculpting and painting classes, Heyward's leave of absence.
General. Letters re: departmental appropriations.
Geology. Correspondence re: lab, outside employment.
Graduate School. Invitation for U. of NC president to visit.
History. Response to request for professor's release from Naval Flight Prep School.

Law School. Inquiries into admission, degree program, position opening.
Library. Correspondence re: acquisitions, elevator, employees.
Mathematics. Primarily hirings.
Modern Language. Efforts to fill faculty positions.
Music. Correspondence re: installation and care of organ, equipment, faculty.
Naval ROTC. Correspondence includes training, drills exhibitions, student eligibility.
Nursing, School. Agreement with Columbia Hospital.
Personnel Bureau. Includes reports on activities and enrollment prospects.
Pharmacy, School of. Includes inquiry into hiring student.
Physical Education. Correspondence re: Navy V-12 program.
Physical Education for Women. Primarily re: staff.
Political Science. Correspondence re: instructor.
Psychology and Philosophy. Correspondence re: vacancy, promotions.
Sociology. Correspondence re: Red Cross and faculty.
Student Health Service. Primarily correspondence re: surgical consultant.
Summer School. Includes commencement, coursework, enrollment.
Swimming Pool. Correspondence re: faculty use of pool.
University Caroliniana Library. Acquisitions, collections, employees.
University Council. Meeting postponement.
University News Service. Primarily news releases.
YMCA. Includes reports on activities and war work.
YWCA. Finances, interracial meeting.

DeTreville, James. Statements re: his disturbance in the library.

BOX 3 (1942-1943)

Faculty:

Absences. Correspondence re: faculty absent from classes.
Advisory Committee to the President. Includes recommendations on promotions and salary scale.
Increases and Promotions. Correspondence re: recommendations for faculty promotions and raises.
Insurance. Correspondence re: benefits.
Leaves of Absence. Correspondence re: faculty and staff leaves of absence for war work.
Meetings. Includes statements made by McKissick at faculty meetings.
Notices. Re: V-12 program.
Personnel:
 Abel, Marguerite. Scheduling exams.
 Bradley, F. W. Includes complimentary letter on his teaching methods.
 Branscomb, Lewis C. Hiring of.
 Callcott, W. H. Includes letter re: his book.
 Chase, J. A. Correspondence re: students, registration, admissions, military training.
 Childs, Arney R. Correspondence re: staff.
 Clark, Harry. Includes report on activities as Extension Director.

Coker, E. C. Request for his services.
Coleman, J. Bruce. Response to his resignation.
Crawford, J. A. Correspondence re: difficulty with.
Davis, H. Willard. Letter re: raise.
Enright, Rex. Includes misbehavior of football player.
Fitzgerald, T. A. Correspondence re: promotions.
Garrett, Roy. Designation as purchasing agent.
General. Correspondence re: faculty on duty or still at USC.
Horne, E. P. Thanks for assistance.
Kelly, O. F. Continuation as Acting Marshall and Supt. of Buildings and Grounds.
Litman, Samuel. Class scheduling.
Marshall, May C. Letter re: time off.
McCall, S. C. Letters re: McKissick speech to freshmen, raise.
Morrison, R. W. Reappointment of.
Needham, R. C. Illness.
Smith, Ellison. Correspondence re: presidency of Winthrop.
Smith, Reed. Correspondence re: health.
Sumwalt, R. L. Includes correspondence on naval training programs.
Swecker, Celia P. Correspondence re: residence in Steward's Hall and taxes.
Taber, Stephen. Personal.
Taylor, W. Frank. Includes report as director of student activities.
Wardlaw, Frank H. Correspondence re: position openings.
Wardlaw, Patterson. Personal.
Waterfall, C. H. Inquiry from Red Cross.
Wauchope, George. Death of.
Wauchope, Robert. Letter re: collection.
Welbourne, F. F. University financial information.

Retirement Plan. Copy of.
Salary Scale. Correspondence re: salary scale and war's effect on.

Committees:

- Catalog. Includes calendar of events for catalog.
- Chapel. Primarily membership of committee.
- Discipline. Meeting minutes.
- Faculty-Student. Includes composition of, orientation classes.
- Freshman Orientation. Orientation classes.
- Graduate. Meeting.
- Library. Appointments to.
- Scholastic Standing. Minutes.
- Social Affairs and Social Organizations. Includes student drinking, fraternity houses.
- Special Committees. Primarily appointments to, including scrap metal drive.
- Standing Committees. Lists of.
- Student Aid. Appointments to.
- Summer School. Includes minutes.

Teaching Load. Increase of, due to war.

BOX 4 (1942-1943)

Fees. Primarily deferred payment of, financial statement.

Financial Statement. On athletics, USC, and CAA War Training Service.

Football 1942. Correspondence includes ticket distribution, freshmen eligibility, war's effect on program.

Fort Jackson, SC. Correspondence re: difficulties with soldiers around women's dorm.

Fraternities and Sororities. Correspondence re: housing and rushing.

Freshman Week. Includes program.

Headquarters Xii Army Corps 1st Army Corps. Correspondence re: expiring lease and possible temporary building.

Honorary Degrees. Nominations for.

Income Tax. Information on proposed Victory Tax.

Invitations.

Lectures and Lecturers. Correspondence re: possible lectures to be given at USC.

Letters of Recommendation. For students and alumni trying to enter military or federal service.

Maxcy Portrait. Correspondence re: purchase of Maxcy portrait and related photographs.

McKissick, J. Rion. Primarily personal correspondence.

Melton Portrait. Gift of portrait of former law professor.

Memoranda. Notes and memos on various topics.

BOX 5 (1942-1943)

National Defense:

Alien Enemy Hearing Board. Correspondence and minutes re: cases before the Board and its recommendations.

Army Enlisted Reserve Corps. Memos, correspondence, and regulations.

Bell, R. G. Student Advisor. Correspondence re: his duties.

CAA War Training Service. Includes cadet housing and competitive drill.
Engineering Science and Management. Correspondence re: students who completed training, financial statements.
Food Rationing Program. Information on procedures.
Gasoline Rationing Program. Correspondence re: disabled professor's need for use of car.
Joint Army-Navy Personnel Board Representative. Appointment of.
National Defense Program. Correspondence re: University's wartime activities, including Navy and nursing shortage.
National Defense Program, Deferment. Correspondence re: efforts to get deferments for certain faculty members.
Naval Aviation Cadet Training Unit, 1942. Correspondence, reports, and financial statements.
Naval Aviation Cadet Training Unit, 1943. Correspondence, reports, and financial statements.
Naval Aviation Cadet Training Unit, Reports.
Naval Flight Preparatory School. Correspondence re: establishment of, financial statements, contract.
Navy College Training Program V-12. Correspondence includes regulations, teaching load, courses.

BOX 6 (1942-1943)

Pappas, Harry J. Correspondence re: allowing illegal alien to attend USC.
Pilot Training Program. Correspondence, financial statements, background information.
Southeastern Aviation Education Program. Correspondence re: conference.
University Committee for National Defense. Correspondence re: USC war activities.
War Service Opportunities. Includes table of, for college students.
W.A.V.E.S. Correspondence re: efforts to get WAVE training program.
Women's Army Auxiliary Corps. Deans Childs appointed as faculty advisor.

Newcomen Society of England. Information and invitation to join.

Nicholson, Frances. Rape case.

Palmetto Boys State. Correspondence re: holding it at USC.

Publicity. Primarily news releases.

Residence of Students. Correspondence re: how student is to be classified.

Scholarships and Fellowships:

General. Announcements of.
Harold V. Smith Educational Fund. Establishment of.

SC Press Association. Correspondence re: Winter Institute.

SC Legislature. Includes draft of report to General Session.

SC Rural Electrification Authority. Includes correspondence re: cold storage plant in Columbia.

State Auditor. Letter re: audit of USC.

State Board of Education. Correspondence re: vacancy.

State Budget Commission. Correspondence and reports re: University budget requests.

Student Affairs:

Athletic Publicity. Primarily news releases about the football game. S. Coed Association. Correspondence re: dinner held for General Assembly. Gamecock. Submissions to. Garnet and Black. Primarily distribution of. Literary Society. Includes letter re: gift of Clariosophic portraits. Student Activities Committee. Correspondence re: finances. Student Union Board. Correspondence includes plan for campus recreation. University Band. Possibility of allowing female students in band. University Players. Letter re: tickets. University Ring Committee. Recommendations of.

BOX 7 (1942-1943)

Student Aid:

Baruch Fund. Awarding of. Free Tuition. For children of veterans. General. Correspondence with students and parents seeking financial aid. Government Loans. Correspondence re: establishment of. NYA. Correspondence re: appropriations and disbursements. Student Assistantships. Awarding of.

Student Fees. Nonpayment of.

Student Flag Raiser. Appointment of.

Students, Prospective. Correspondence with parents and potential students re: admissions and financial aid.

Travel Accounts. Correspondence re: faculty travel expenses.

US Civil Service Commission. Letter re: recruiting at colleges.

US Naval Academy, Board of Visitors. McKissick's participation on.

US Student Assembly. Report on.

University Accelerated Program. Correspondence re: switch to accelerated program because of the war.

University Auxiliary. Notice of reception.

University Christian Mission. Arrangements for.

WPA. Primarily re: leasing places on campus.

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(J. Rion McKissick)**

BOX 1 (1943-1944)

Advertising Policy. Correspondence re: placing ads.

Associations:

- Alumni Association. Correspondence includes letters from alumni at war, reminiscing about USC.
- American Council on Education. Primarily newsletters and minutes.
- Columbia Art Association. Correspondence re: plans for Art Museum.
- Coordinating Educational Council of SC. Includes proposed legislative program.
- National Association of State Universities. Correspondence and reports re: activities and annual meeting.
- SC College Presidents Association. Reviving the Association.
- SC Educational Association. Letters re: legislation.
- SC Historical Association. Letter canceling annual meeting.
- Southern Association of Colleges and Secondary Schools. Primarily newsletters.
- Southern Conference. Correspondence re: meeting on eligibility rule.
- Southern University Conference. Primarily reports from conference meetings.
- Teachers Insurance and Annuity Association. Letters to faculty members re: benefits.

Athletic Bonds. Financial statements.

BAM Club. Letter suggesting report to former members.

Board of Trustees. Includes board membership, meetings, budget, war programs.

Board of Trustees, Committees. Correspondence re: committee meetings.

Bond Retirement. Correspondence re: athletic bonds and Bond Retirement Act.

Books, Periodicals, Etc. Acquisitions and subscriptions.

Budget. Reports and financial statements.

Buildings and Grounds:

- Arboretum. Correspondence re: damage.

Armory. Financial statements.
Building Program. Includes status reports on WPA projects.
Chapel. Correspondence re: proposed new chapel.
General. Includes dorm space, office space, parking, repairs, inspections.
Infirmary. Correspondence re: efforts to construct new one.
Stadium. Re: finances.
Steward's Hall Addition. Letter re: plans for.
Tennis Courts. Progress of construction.

Calendar. Correspondence re: Christmas and Jewish holidays, scheduling of exams and commencement.

Class Schedule. Memo re: changes.

Commencement. Arrangements for.

Curriculum and Summer Term, 1943. Assignment and dropping of courses.

BOX 2 (1943-1944)

Departments and Schools:

Ancient Languages. Correspondence re: class enrollment.
Bible. Correspondence re: conference.
Biology. Correspondence re: faculty and new hires.
Cafeterias. Correspondence re: problems with.
Chemistry. Includes correspondence on faculty and coursework.
Commerce, School of. Includes correspondence on promotion, V-12 students.
Departmental Reports, Summer 1943, Preliminary.
Departmental Reports, Summer 1943, Final.
Departmental Reports, Fall 1943.
Departmental Reports, Spring 1944.
Duplicating Office. Copies of memos and announcements, including McKissick speeches.
Education, School of. Correspondence includes faculty, conference, workshop.
Engineering, School of. Includes correspondence on faculty, equipment, report on program changes.
English. Correspondence re: faculty.
Extension. Correspondence includes activities, staff, course loads, salaries.
Fine Arts. Primarily correspondence re: transfer of department to Wauchope house.
General. Primarily notices of departmental appropriations.
Geology. Hiring of assistant to Dr. Taber.
Graduate School. Correspondence includes Reed Smith's death, future of Graduate program.
History. Reappointment of instructor, Dean Childs and course load.
Hygiene. Letter re: arranging schedule.
Information Service. Staff opening.

Journalism, School of. Inquiries into coursework, students.
Law School. Correspondence re: enrollment, finances, admissions, report on status.
Library. Primarily acquisitions.
Mathematics. Primarily re: faculty, V-12 program.
Modern Languages. Recommendation for former student.
Music. Primarily re: faculty and salaries.

BOX 3 (1943-1944)

Naval ROTC. Includes change in commanding officer.
Nursing, School of. Correspondence re: establishment of.
Personnel Bureau. Correspondence re: finances, Committee on Freshman Orientation.
Pharmacy, School of. Includes letter re: status during war.
Physical Education. Correspondence includes new hire, intra-mural sports, finances.
Physics. Correspondence re: faculty and student assistant.
Political Science. Letter re: department's organization and enrollment.
Psychology and Philosophy. Faculty.
Social Work, School of. Includes statement of coursework offered for 1944.
Sociology. Correspondence re: faculty and guest lecturers.
South Caroliniana Library. Primarily acquisitions and budget.
Student Health Service. Primarily re: staff.
Summer School 1943. Correspondence and report on 1943 session, correspondence and suggestions for 1944 session.
Swimming Pool. Correspondence re: committee.
University News Service. Primarily news releases.
YMCA. Correspondence and reports on activities, staff.
YWCA. Letter re: new national student secretary.

Engagements. Correspondence re: acceptances/declinations of events/speaking engagements.

Enrollment. Correspondence re: civilian enrollment.

Examination Schedule. Correspondence re: regular and specially scheduled exams.

Faculty:

Absences. (Arranged by department) Reports of.
Committees:
 Advisory Committee to the President. Includes list of members, correspondence re: salaries and promotions.
 Catalog. Primarily membership.
 Coordination of Summer Sessions. Correspondence re: coordinating accelerated summer term and regular summer school.
 Discipline. Primarily minutes of.

BOX 4 (1943-1944)

- Faculty Committee on Post War Plans. Letter re: role of, membership.
- Faculty Committee on University Instructional Policy. Correspondence includes teaching load, class size, salaries, outside work.
- Faculty Scholarships Committee. Includes inquiry into duties of committee.
- Faculty Standing Committees. Includes list of.
 - General. Includes report of the Faculty Committee on Committees.
 - Graduate. Includes letter re: future of the program.
 - Orientation. Appointments to.
 - Ph.D. Committee. Primarily membership.
- Faculty Communication from President. Memos on various topics.
- Increases and Promotions. Correspondence and recommendations for faculty raises and promotions.
- Leaves of Absence. Requests for, primarily due to war duty.
- Meetings. Includes statements and reports given at faculty meetings.
- Outside Work. Includes policy regarding, and statements from faculty.
- Personnel:
 - Babcock, Havilah. Prof. of English. Correspondence re: vitamins and Winthrop president.
 - Bauer, W. W. Prof. of Engineering. Inquiry into why he left USC.
 - Bell, R. G. YMCA Executive Secretary. Letter re: his work and salary.
 - Bradley, F. W. Dean, College of Arts and Sciences. Primarily re: committees.
 - Branscomb, Lewis C. Librarian. Letter re: article.
 - Callcott, W. H. Acting Registrar. Correspondence includes admissions and diplomas.
 - Cannon, Furman. Acting Director of Athletics. Letter of thanks.
 - Chase, J. A. Dean of Administration. Correspondence includes faculty & staff, causes, war work, finances.
 - Childs, Arney R. Dean of Women. Includes faculty, YMCA work, semi annual report.
 - Clark, Harry. Extension Professor of Education and Lecturer. Correspondence and reports on his speaking engagements for Extension Division.
 - Coker, E. C. Prof. of Astronomy and Mathematics. Correspondence and reports on perception that Coker was forced to retire.
 - Davis, H. C. Prof. of English Language and Rhetoric. Letter re: meetings and exams.
 - Derrick, S. M. Prof. of Economics. Includes letter re: returning to USC.
 - General. Includes lists of faculty & staff and changes in.
 - Green, E. L. Prof. of Ancient Languages. Correspondence re: employment status.
 - Grubb, Gerald C. Adjunct Prof. of English. Complimentary letter.
 - Hentz, Lois. Correspondence re: employment status.

Kelly, O. F. Acting Marshal & Supt. of Buildings and Grounds. Letters re: draft status and jury duty.

Morse, Josiah. Prof. of Psychology and Philosophy. Personal.

Motley, E. T. Prof. of Pharmacy. Personal.

Needham, Captain R. C. Commandant and Prof. of Naval Science and Tactics. Includes resolution of thanks from Board of Trustees.

Riley, Kathleen. Acting Prof. of Hygiene. Resignation.

Smith, Ellison. Prof. of Elementary Education. Includes letter re: Naval Flight Preparatory School.

Smith, Reed. Prof. of English. Re: death.

Stoddard, J. A. Prof. of Secondary English. Correspondence re: committee.

Stradley, J. T. Assistant, Buildings and Grounds. Hiring of.

Sumwalt, R. L. Dean of Engineering. Includes Naval personnel and book.

Swecker, Celia P. Cafeteria Director and Dietitian. Correspondence re: employment and enlistment in Army.

Taber, Stephen. Prof. of Geology and Mineralogy. Correspondence re: course load and work as State Geologist.

Ward, W. H. Extension Director. Letter re: Extension Dept.

Wardlaw, Patterson. Dean Emeritus, School of Education. Personal letter.

Waterfall, C. H. Asso. Prof. of Economics. Consideration for another job.

Wheeler, Mary P. Asso. Prof. of Social Work. Letter re: work with War Loan campaign.

BOX 5 (1943-1944)

Retirement Plan. Correspondence re: development of.

Salary Scale. Correspondence re: increased teaching loads and requests for salary adjustments.

Teaching Load. Correspondence and reports re: increased teaching loads due to war and accelerated program.

Vacation Policy. Letter re: librarians' vacations.

Fees. Primarily correspondence and statements re: collection and disbursement of.

Fellowships and Scholarships. Correspondence re: availability and awarding of.

Financial Statements. Receipts and disbursements.

Flags and Flagpoles. Need for flagraiser.

Football. Correspondence includes whether to have a team this year, coaches, games.

Fort Jackson. Problems with soldiers and peeping Toms at women's dorms.

Fraternities and Sororities. Correspondence includes meeting rooms on campus, rush week, frat houses.

Headquarters XII Army Corps. Letter re: lease.

High School Week. Thank you note.

Home Economics Course. Possibility of.

Honorary Degrees. Correspondence re: nominees.

Insurance. List of policies.

Invitations.

Lectures and Lecturers. Primarily correspondence with National Conference of Christians and Jews.

McKissick, J. Rion, 1943. Primarily personal.

McKissick, J. Rion, 1944. Primarily personal.

Memoranda. Copies of, on various topics.

BOX 6 (1943-1944)

National Beta Club. Correspondence re: McKissick picture for publication.

National Defense:

Alien Enemy Hearing Board. Correspondence, reports, testimony on cases against suspected foreign enemies of U.S.

Aviation Cadet Selection Board. Correspondence re: cadet applicants.

CAA War Training Service. Correspondence includes finances, Navy's withdrawal from program.

Chase, J. A. Coordinator, Naval Training Program. Correspondence and reports, including students, equipment, supplies.

Deferment of Service. Correspondence re: requests for draft deferrals for faculty.

Engineering, Science and Management, War Training. Includes reports on finances, program, annual meeting.

Gasoline Rationing Board. Correspondence re: requests and policies on gas rationing.

Letters of Recommendation. For military or federal service.

National Defense Program. Includes correspondence on Home Front Pledge Campaign, training programs, veterans education.

Naval College Training Program, Selection Committee. McKissick's appointment to.

Naval College Training Program V-12. Correspondence includes finances,

operation of program.
Naval Flight Preparatory School. Correspondence and reports re: operation of.
Naval ROTC. Letter re: training methods.
Post War Planning. Correspondence re: plans for assimilating soldiers back into society after war, especially re: continuing education.
Rehabilitation Program. Correspondence re: vocational rehabilitation.
SC State War Fund Comm. Correspondence re: fund-raising for war relief and service organizations.
War Bond Program. Correspondence re: Bond Drive campaign.
War Manpower Commission. Personal note from S. M. Derrick.
Women's Army Corps. Correspondence re: recruitment at USC.

Newcomen Society of England. Includes roster of Georgia members.

NYA. Letters re: report and NYA property.

Office of Price Administration. Letter re: vacancies.

Orangeburg County Fair. Correspondence re: football game at fair.

BOX 7 (1943-1944)

Post Office. Hiring of assistant, weekend hours.

Publicity. Includes script for promotional program on USC in the war.

Publicity, Athletic. Primarily news releases.

Registration Procedure. Information sheet.

Religious Education. Committee report from Louisiana State University.

Research Program. Offer from private company to fund research at USC.

Rural Electrification. Letter re: investigation.

Sabbatical Leave. Inquiry into policy.

South Carolina, State of:

Budget Commission. Includes long list of budget suggestions.
Legislature. Primarily correspondence re: University information in Legislative manual, legislation.
Library Association. Includes report of field representative; correspondence re: appropriations.
Municipal Association. Correspondence re: meeting.
Press Association. Correspondence includes meetings, awards, publications.
State Auditor. Letter re: audit.

State Fair. Correspondence re: College Day and contract with athletic department.

Tuberculosis Association. Copy of McKissick talk on Easter Seals.

Student Affairs:

Coed Association. Correspondence re: supper for General Assembly.

Gamecock. Primarily news releases.

Garnet and Black. Distribution of and parent inquiry about son's senior photo.

General. Primarily correspondence requesting Eddie Rickenbacker to speak at USC.

Student Activities Committee. Correspondence re: membership and May Queen crown.

Student Aid:

Baruch Loan Fund. Applications for and awarding of.

General. Inquiries into and information on availability of aid.

Rotary Club Fund. Establishment of.

Student Assistantships. Departmental requests for, assignment of student assistants.

Student War Loan Program. Funding of.

Students, Prospective. Primarily inquiries from students and parents re: attending USC.

Supplies and Equipment. Includes correspondence re: paper shortage.

Survey of Courses and Instructional Staff. Chart that includes faculty names, ranks, course loads, salaries, enrollment.

Travel Accounts. Requests for reimbursement and lists of expenses.

University Auxiliary. Thanks for reception.

University Council. Correspondence, meeting minutes, statements re: criticism of University administration, salaries and policies.

Vacation Policy. Correspondence re: employees' vacations, policies.

Veterans Administration. Correspondence re: possible Vocational Rehabilitation center.

War Memorial Fund. Letter re: memorial chapel.

Women's Christian Temperance Union. Correspondence re: visiting speaker.