

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

**Records of the President  
Donald S. Russell  
1952-1957**

**Biographical Note:**

Few individuals achieve the success that Donald S. Russell (1906-1998) enjoyed in life, fewer still achieve success in such a wide range of arenas, and even fewer have active careers of the duration of Russell's. Donald Russell held important positions in the Roosevelt administration during World War II. Following the war, he returned to the private practice of law and gained wealth and influence in South Carolina. In 1952, Russell was named president of the University of South Carolina. He took no salary while president and used his personal funds to establish important endowments and refurbish the president's home. He resigned as president in 1957 to run for governor.

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**University Archives  
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**Records of the President  
1952-1953  
(Donald S. Russell)  
(records are incomplete)**

**BOX 1 (1952-1953)**

**Armed Forces:**

- Air Corps. Correspondence re: reservists, recruiting.
- Armed Forces Day. Observation of.
- Army. Correspondence re: Republic of Korea Military Academy.
- Navy. List of USC graduates provided to Navy.

**Associations:**

- American Council on Education. Primarily informational bulletins.
- American Society for Engineering Education. News bulletins and reports.
- Association of American Colleges. Correspondence re: membership.
- Association of College Unions. Correspondence re: lack of student union at USC.
- Association of Land Grant Colleges. Correspondence re: convention.
- Association of NROTC Colleges. Meeting notice.
- Atlantic Coast Conference. Report on meeting.
- College and University Personnel Association. Includes newsletters.
- General. Includes correspondence re: Ghandi.
- Institute of International Education. Correspondence re: membership.
- National Association of College and University Housing Officers.  
Correspondence re: meeting.
- National Association of State Universities. Correspondence re: meeting.
- National Collegiate Athletic Association. Correspondence re: television, policies,  
conference.
- National Commission on Accrediting. Includes conference minutes and reports.
- National Education Association. Primarily newsletters.
- National Research Council. Re: mailing list.
- Regional Council for Education. Correspondence and reports on conferences,  
programs.
- SC Academy of Science. Thank you letters for meeting on campus.
- SC College Association. Reports and meeting minutes.
- SC Education Association. Letter re: convention.
- SC High School League. Correspondence re: holding meeting at USC, some  
complaints.
- SC Press Association. Re: Midwinter Institute at USC.
- SC Speech Association. Correspondence re: membership and services.
- SC State Employees Association. Correspondence re: State Employees Bill.

Southern Association of Colleges and Secondary Schools. Includes responses to questionnaires.

Southern Association of Colleges and University Business Officers. Re: meeting.

## **BOX 2 (1952-1953)**

Southern Conference. Primarily reports.

Southern University Conference. Includes proceedings of.

State University Association. Correspondence re: membership, dues, meeting.

### **Atomic Energy:**

General. Correspondence includes atomic testing, Atomic Energy Commission.

Oak Ridge. Includes newsletters.

Savannah River Project. Correspondence re: environmental studies by USC faculty.

**Blueprint and Reproduction Work.** Letter re: contracting services.

### **Board of Trustees:**

Buildings and Grounds Committee. Letter re: acquisition of property.

General. Correspondence includes new members, meetings, issues for discussion.

**Board of Women Visitors.** Re: members of.

### **Budget 1952-53:**

Departmental Budgets I. Departmental appropriations.

Departmental Budgets II. Monthly statements.

General. Correspondence, reports, working copies of budget sheets.

President's Office. Budget requests.

Special 1946-47 Reserve Fund. Monthly statements.

### **Building Program:**

Administration Building. Correspondence re: materials and furnishings.

Business Administration Building. Correspondence re: design, air conditioning.

Engineering Laboratory. Correspondence re: cost.

Faculty and Student Housing. Includes copy of legislation for housing loans.

General. Correspondence and reports re: campus projects.

Land. Correspondence and meeting minutes re: acquisition of.

President's House. Correspondence re: renovations.

## **BOX 3 (1952-1953)**

Science Building. Correspondence re: completion of, furnishings and equipment.

Student Activities Building. Correspondence re: proposed building.

### **Buildings and Grounds:**

Arboretum. Copy of minutes establishing.

Assignment of Space. Correspondence re: needs of various departments.

Dormitories. Correspondence includes dorm capacities, dorm manager's handbook.

Faculty Residences. Applications for and assignment of.

Fire Inspection and Protection. Correspondence re: sprinkler system, inspection results.

General. Correspondence includes rental properties, improvements, inspections.

Heating Plant. Report on conversion to oil.

- Landscape. Includes recommendations on planting program.
- Maintenance and Upkeep of Athletic Facilities. Routine maintenance.
- Melton Field Stands. Sale of to high schools.
- Parking. Correspondence re: tickets, permits, parking areas.
- Property, Disposal of. Letter re: sales to faculty.
- Repairs and Alterations. Correspondence includes walkways, building needs.
- Security. Correspondence re: keys and evening access.
- Temporary Buildings/Surplus Equipment. Correspondence re: disposal of.
- Use by Others. Includes Girls State, athletic events.
- By-Laws.** Copies of and notes for revision.
- Carnegie Endowment for International Peace.** Correspondence re: conference.
- Catalogs and Bulletins.** Correspondence re: changes in, publication of.
- Colleges and Universities:**
  - Bob Jones University. Correspondence re: transfer credits.
  - Business Officers' Meeting. Correspondence re: meeting on Appropriation Bill.
  - Clemson College. Re: meeting of administrators.
  - Clemson College Fertilizer Tax. Correspondence re: legislation.
  - College of Charleston. Correspondence re: proposal to Ford Foundation.
  - Columbia Bible College. Appointment of acting president.
  - General. Includes correspondence on speakers and communism.
  - State Agricultural and Mechanical College. Correspondence re: research.
  - Winthrop College. Correspondence re: physical plant.
- Combining Certain Departments in Institutions of Higher Learning in SC.** Re: establishment of SC Council on Higher Education.
- Commencement:**
  - August 1952. Arrangements for.
  - January 1953. Arrangements for.
  - June 1953. Includes list of degree applicants.
- Communism.** Resolutions on.
- Concessions.** Primarily weekly financial statements.

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**Records of the President  
1953-1954  
(Donald S. Russell)**

**BOX 1 (1953-1954)**

**Addresses.** Correspondence arranging speakers at USC.

**Advertising Policy.** Permission granted for free cigarette sample in dorms.

**Armed Forces:**

Air Corps. Request for information.

Armed Forces Week. Correspondence re: observance of.

Naval Academy. Correspondence re: nominations.

Navy. Correspondence re: recruiting visits, training, summer cruises.

**Associations:**

American Council on Education. Primarily newsletters.

Association of American Colleges. Correspondence re: legislation, meetings.

Association of Land Grant Colleges. Includes meeting reports.

Atlantic Coast Conference. Primarily meeting minutes.

College and University Personnel Association. Correspondence re: by-laws, membership, questionnaire.

Institute of International Education. Letter re: government funds.

National Association of State Universities. Includes correspondence re: funding for education.

National Collegiate Athletic Association. Report and memoranda.

National Commission of Accrediting. Progress reports.

National Education Association. Questionnaire.

National Research Council. Correspondence re: exchange program.

National Science Foundation. Letter re: survey.

South Atlantic Modern Language Association. Correspondence re: annual meeting held in Columbia.

SC Association of College Registrars. Correspondence and program re: meetings.

SC College Association. Meeting minutes.

SC Education Association. Request for articles.

SC Press Association. Re: annual meeting.

Southeastern Association of Physical Plant Administration. Re: meetings.

Southern Association of Colleges and Secondary Schools. Includes USC annual report to.

Southern Association of College and University Business Officers. Includes newsletter.

Southern Regional Education Board. Correspondence and reports re: conferences.

Southern University Conference. Re: meeting.  
State University Association. Meeting summary.

**Atomic Energy:**

General. Includes report on "Atoms for Peace" exhibit.  
Oak Ridge. Correspondence re: conferences, research proposals.  
Savannah River Project. Research proposal.

**BOX 2 (1953-1954)**

**Board of Trustees.** Primarily meeting minutes.

**Board of Trustees Committees:**

Athletic. Correspondence re: meetings.  
Executive. Includes conference report.  
Finance. Extracts re: advertising policy.  
Grounds and Buildings. Correspondence re: memberships, repair and renovation projects.  
Student Affairs. Letter re: meetings.

**Bonds:**

Dormitory. Correspondence re: housing revenue bonds.  
General. Correspondence and drafts of application to State Budget and Control Board.  
Tuition. Correspondence re: use of tuition fees to secure bonds.

**Bradley Portrait.** Letter re: committee.

**Budget 1953-54:**

Departmental Budgets I. Yearly budget statements by department.  
Departmental Budgets II. Includes monthly statements.  
General. Financial reports, budget sheets, drafts, appropriation requests.  
President's Office. February expenditures.  
Special 1946-47 Reserve Fund. July – September statements.

**Budget 1954-55.** Correspondence, reports, charts, comparisons with other schools.

**BOX 3 (1953-1954)**

**Building Program:**

Business Administration (School of) Building. Includes estimate of facilities needed.  
Education Building. Correspondence and copies of bids of repairs.  
Faculty and Student Housing. Correspondence and reports re: bids, funding for improvements.  
General. Correspondence includes purchasing materials, whether bids are required for renovations.  
President's House. Includes list of interior decorations.  
Science Building. Correspondence re: problems with ventilation system.  
Stadium. Re: enlargement.  
Student Activities Building. Correspondence re: design of, dispute over architectural style.  
Women's Dormitory. Correspondence re: bids, design, specifications for construction.

**Buildings and Grounds:**

Assignment of Space. Includes request for office space.  
Dormitories. Includes weekly reports of maintenance and repairs.  
Drayton Hall. Includes bids for air conditioning.  
Fire Inspection and Protection. Includes inspections, recommendations, insurance, sprinkler system.  
General. Correspondence includes sprinkler system, house rentals, land, repairs.  
Gresham Hotel. Letter re: possible Extension Division use.  
Heating Plant. Correspondence and reports on improvements.

**BOX 4 (1953-1954)**

Kirkland Apartment. Correspondence re: purchase and renovation of.  
Land. Correspondence re: acquisition of.  
Landscape. Correspondence re: theft of plants, area in front of Administration Building.  
Maintenance & Upkeep of Athletic Facilities. Correspondence re: bids and repairs to stadium and swimming pool.  
Parking. Includes correspondence on parking privileges, tickets.  
Repairs and Alterations. Correspondence and reports re: renovations and repairs.  
Security. Includes correspondence on building access, vandalism, theft.  
Temporary Housing. Inquiries into disposal of.  
University Terrace. Acquisition and renovation of.  
Use by Others. Correspondence includes Girls State, Christian Science group.  
Widening & Closing Streets Adjacent to USC, and Other Traffic Problems.  
Correspondence re: traffic congestion, efforts to close Greene Street.

**Catalogs and Bulletins.** Correspondence re: switching from one general bulletins to separate departmental ones.

**Colleges and Universities:**

Bob Jones University. Includes letter re: dismissal of registrar.  
Clemson College. Financial report.  
College of Charleston. Correspondence re: biological center, public health.  
General. Correspondence includes foundations, bonds, visiting students.  
Junior Colleges. Letter re: sponsoring a junior college in Conway.  
Winthrop College. Primarily resolutions re: censure by American Association of University Professors.

**Columbia, City of.** Correspondence re: Columbia Merchants Association, SC Council for the Common Good.

**Commencement:**

August 1953. Lists of applicants.  
June 1954. Correspondence re: commencement speaker and program.

**Concessions.** Reports of concessions and income at athletic events.

**Departments and Schools:**

Air Force ROTC. Correspondence includes budget cuts, staff changes.  
Alumni Association. Includes letter re: commencement activities.  
Anthropology and Sociology. Correspondence re: research faculty.  
Arts and Science, College of.

Athletic. Primarily financial statements.  
Bible and Religion. Correspondence re: office space, University chaplain.  
Biology. Correspondence re: courses, lab equipment.  
Buildings and Grounds, Superintendent of. Correspondence re: maintenance staff, assignments, campus police.  
Business Administration, School of:  
    Banking. Includes establishment of chair of banking and finance.  
    Bureau of Business Research. Report on establishment of.  
    General. Correspondence includes student assistants, retailing seminar.

### **BOX 5 (1953-1954)**

Cafeterias:  
    Stewards Hall. Correspondence and reports re: finances, equipment, food quality.  
    Wade Hampton. Monthly statements.  
Carovet Apartments. Correspondence re: residents, ineligibility, finances.  
Chemistry. Correspondence re: budget, research proposals, grants.  
Depository. New regulations.  
Duplicating Office. Price list and equipment maintenance.  
Education, School of. Meeting minutes, correspondence re: doctoral program, faculty, new dean.  
Engineering, School of. Correspondence includes curriculum, proposals for program changes and development, fundraising.  
English. Correspondence re: Advisory Council, faculty, deanship.  
Extension Division:  
    Audio Visual Bureau. Includes catalog.  
    Extension Classes. Primarily lists of.  
    General. Correspondence re: relocation of, conference, special projects.  
Fine Arts. Correspondence re: possible relocation.  
Foreign Languages. Correspondence includes books, faculty, professional associations.  
Geology and Geography. Includes research proposal, workshop, museum.  
Graduate School. Includes report on development of.  
History. Includes correspondence re: faculty.  
Home Economics. Correspondence re: guest speakers.  
Infirmary. Correspondence includes budget, fire hazard, staff, building condition.  
Journalism, School of. Correspondence includes complaints about State newspaper, inspection of school.

### **BOX 6 (1953-1954)**

Law School. Correspondence re: air conditioning installation, donations to library.  
Libraries:  
    Caroliniana. Correspondence includes staff, acquisitions, collection access.  
    General. Includes semi-annual report of Library Committee.



McKissick. Primarily correspondence re: acquisitions.  
Mathematics. Correspondence re: faculty, equipment, research.  
Machine Records Office. Includes recommendations on punched-card registration system.  
Music. Compliments on performance.  
NROTC. Includes staff, regulations, tuition payments.  
Non-Academic Personnel and Placement. Includes report on operation of Placement Bureau.  
Nursing Bureau. Correspondence and reports on proposed School of Nursing.  
Personnel Bureau. Includes report on duties, financial needs.  
Pharmacy, School of. Correspondence includes research proposal, accreditation report.  
Physics. Primarily re: research proposals.  
Political Science. Correspondence re: banquet, faculty.  
Post Office. Efforts to get post office branch at USC.  
Psychology and Philosophy. Correspondence re: faculty, status of department, proposals.  
Public Administration, Bureau of. Includes activities report.  
Purchasing and Central Stores. Correspondence re: furniture and equipment.  
Registrar. Correspondence re: registration procedures, staff.  
Student Activities, Director of. Letter re: combining with Deans of Men and Women.  
Social Work. Correspondence re: conference, reports on education and employment opportunities, meeting minutes.  
Summer School. Correspondence re: enrollment, expenditures, registration.

### **BOX 7 (1953-1954)**

Telephone Exchange. Correspondence includes changes in, restrictions on student use and outside lines.  
Treasurer. Correspondence re: sales, deposits.  
University Press. Primarily re: publications.  
University Stores. Correspondence re: operation of bookstore, laundry, canteen.  
YMCA & YWCA:  
    General. Includes correspondence re: financial drive.  
    Religious Emphasis Week. Arrangements for, includes finances and speakers.

**Dramatic Arts Program.** Correspondence re: arrangement with Town Theatre.

**Enrollment.** Statistics.

#### **Faculty and Staff:**

Administrative. Correspondence includes fingerprinting employees, maintenance staff, policies.  
Instructional:  
    Absences. Reports of.  
    Faculty Loan Fund. Authorizations of.  
    Foreign Lecturer. Arrangements for.  
    General. Includes recommendations for promotions, additions to faculty.

Leaves of Absence. Requests for.  
McCarthas, Alice and Carl. Controversy over dismissal of.  
New Appointments. Correspondence negotiating terms of hire.  
Research. Includes correspondence and reports re: Calhoun Papers  
Project.  
Resignations and Dismissals. Resignation notices.  
Sabbatical Leave. Correspondence: policy, requests for.  
Teaching Load. Reports on.  
Nepotism. Letter re: policy.  
Part-time Assistantships. Requests for and appointments of.  
Retirement. Policy and options.

### **BOX 8 (1953-1954)**

#### Salaries:

Administrative. Includes raises, coaches' salaries.  
Instructional. Includes list of salary ranges, summer school salaries.  
Law School. Letter re: increases.

Scholarships and Fellowships. Recommendations for.  
Tenure. Includes drafts of proposed policies.

**Faculty Club.** Relocation of.

#### **Faculty Committees:**

##### Special:

General. Re: freshman center and naming buildings.  
Maintenance of University Structures and Grounds. Reports, policies,  
schedules.  
Student-Faculty Relations Committee. Letters re: Gamecock editorial,  
new regulations.

##### Standing:

Cafeteria. Re: membership.  
Curricula and New Courses. Reports and suggested changes.  
Discipline. Correspondence re: student representative on committee.  
Honorary Degrees. Notification of selection.  
Research and Creative Production. Approved proposals.  
Student Publications. Report of.  
University Cabinet. Correspondence includes IBM equipment, Extension  
registration, transfer students.

**Faculty Meetings.** Primarily meeting minutes.

#### **Fees:**

General. Correspondence re: changes in.  
Refund of. Requests for.  
Student Activities. Increase and allotment of.

#### **Financial Statements:**

Athletics. April and year-to-date report.  
Sims College Canteen. Monthly reports.  
Statement of Expenditures. Monthly reports.  
Statement of Funds Withdrawn from State Treasurer. January year-to-date.

Statement to State Auditor. Monthly statements.  
University Depository. Monthly statements.  
University Stores. Monthly statements.  
Veterans Housing Project. Monthly statements.

**Football 1953:**

Carolina-Clemson Game. Includes tickets, field condition, televising the game.  
General. Correspondence includes tickets, game traffic, parking.

**Funds.** Investment of.

**Garden Club.** Includes correspondence re: symposium, gift of plants.

**General Education Board.** Re: grant to USC.

**General Motors Parade of Progress.** Correspondence re: travelling exhibit.

**Gifts.** Re: gifts of money, books, and other items.

**Honorary Degrees.** Nominations for.

**Insurance.** Correspondence re: policies.

**Invitations:**

Functions of Other Universities and Colleges.  
Other Functions.

**BOX 9 (1953-1954)**

**Klay Lecture.** Arrangements for.

**Miscellaneous Inquiries.** Correspondence re: various topics, including personal.

**Municipal League.** Correspondence re: possible projects with USC.

**Negro Problem.** Correspondence re: integration.

**Phi Beta Kappa.** Correspondence includes student nominees, convocation.

**Photographic Service.** Copy of contract.

**Questionnaires.** From various sources, with answers.

**Radio Broadcasting:**

Athletic Events. Correspondence re: enlargement of facilities, lawsuit.

Lectures. Correspondence re: establishing a lecture series.

Station, USC. Includes recommendations, moving costs.

**Radio School at USC.** Interest in establishing.

**Recommendation, Letters of.** For jobs, awards, commissions.

**Red Cross.** Re: University blood drive.

**Russell, Donald S.** Includes correspondence re: Wofford's centennial convocation.

**Smith Convocation.** Arrangements for General Walter B. Smith.

**Social Security Agency.** Report on changes.

**Solicitation and Selling on Campus.** Copy of resolution.

**SC Electric and Gas Company.** Correspondence and copies of contracts.

**SC Governing Boards and Commissions:**

Budget and Control Board. Correspondence and reports re: appropriations and expenditures.

Historical Commission. Correspondence re: funding, legislation.

Legislature:

House and Senate Bills. Report re: appropriations.

President's Report to. Draft of.

Sinking Fund Commission. Correspondence re: physical plant.

State Dept of Education. Correspondence re: reports and statistical information.

**Students:**

Absences. Reports of excuses..

Activities:

General. Correspondence re: convocation, awards.

University Day. Arrangements for.

Vocational Guidance Day. Arrangements for.

Aid:

Achievement Scholarships. Establishment of.

Business and Professional Women's Scholarships. Continued funding of.

Children of Veterans. Correspondence re: free tuition.

Danforth Foundation. Notice of continuation.

General. Inquiries into availability of.

Jobs. Correspondence re: availability of.

Josiah Morse Memorial Award. Letter re: establishment.

Pharmacy Scholarship. Funding.

**BOX 10 (1953-1954)**

Scholarships and Fellowships. Notifications of awards. [alphabetical by name]

United Daughters of the Confederacy Scholarship. Awarding of.

W. T. Grant Scholarship. Funding.

Assistants. Policy on.

Counseling. Correspondence re: grades and academic status.

Discipline. Correspondence re: University police, vandalism.

Entrance Exams. Correspondence with faculty and other colleges re: continuation of, policy.

Foreign Students. Telegram re: politics.

General. Primarily statistical information.

Honor Council. Letter suggesting presenters.

Organizations:

Debating Society. Correspondence re: budget.

Fraternities and Sororities. Correspondence includes debts, constitutions, moving off campus.

Hillel Unit. Letter re: counselor for Jewish students.

University Band. Correspondence re: expenditures and performances.

WUSC. Correspondence re: budget.

Prospective Students. Inquiries into curriculum, fees, recruiting.

Publications:

Gamecock. Correspondence re: budget and staff.

Garnet and Black. Letter re: staff, introduction.

Rules and Regulations. Social regulations.

**Surplus Equipment.** Efforts to obtain.

**Television.** Correspondence re: educational uses.

**Textbooks.** Correspondence re: policies, orders, financial losses.

**University Film Society.** Letters re: film quality, finances.

**University High School.** Correspondence re: repairs needed.

**University of South Carolina.** Includes correspondence re: Sinking Fund Commission.

**Veterans.** Correspondence re: legislation.

**Water Rates.** Correspondence and reports re: legislation, increases.

**World University Service.** Correspondence re: service opportunities.

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**Records of the President  
1954-1955  
(Donald S. Russell)**

**BOX 1 (1954-1955)**

**Armed Forces.** Proposed National Reserve Plan.

**Associations:**

- American Association of University Professors. Letter re: meeting.
- American Association of University Women. Re: convention.
- American Council on Education. Includes meeting minutes, newsletter.
- American Society for Engineering Education. Conference minutes.
- Association of American Colleges. Letters re: institute, publication.
- Association of College Unions. Re: meeting.
- Association of Land Grant Colleges. Correspondence and reports re: conferences.
- Association of NROTC Colleges. Re: meeting.
- Atlantic Coast Conference. Minutes, committee lists.
- International Association of Universities. Re: membership.
- National Association of State Universities. Correspondence re: admissions, conferences.
- National Association of Student Personnel Administrators. Re: seminar.
- National Collegiate Athletic Association. Includes proposed amendments, NCAA TV plan.
- National Education Association. Re: conference.
- National Research Council. Letter re: approved grant.
- National Science Foundation. Correspondence re: research proposals.
- South Atlantic Modern Language Association. Correspondence re: meeting.
- SC Academy of Science. Meeting date.
- SC College Association. Correspondence re: meetings, report from committee.
- SC Education Association. Includes copy of address to annual national meeting.
- SC High School League. Letter re: program expansion.
- SC Press Association. Correspondence re: sponsoring professorship, scholarships.
- SC Registrar's Association. Meeting minutes.
- Southern Association of Colleges and Secondary Schools. Includes USC's annual report to.
- Southern Association of Land Grant Colleges and State Universities. Minutes, study on dorms.
- Southern Conference. Re: annual meeting.
- Southern Historical Association. Re: meetings.
- Southern Regional Education Board. Includes reports on graduate and

agricultural education.

Southern University Conference. Re: meetings.

State University Association. Correspondence and reports re: meetings.

**Atomic Energy:**

General. Includes correspondence re: symposium, copy of speech.

Oak Ridge. Includes meeting minutes, symposium program.

Savannah River Project. Letter re: contract.

**Board of Trustees.** Includes report on building program, minutes.

**Board of Trustees, Committees:**

Athletic. Correspondence includes proposed field house, finances, tickets.

Executive. Includes minutes.

Grounds and Buildings. Includes progress and financial reports.

**Board of Women Visitors.** Letter re: meeting.

**BOX 2 (1954-1955)**

**Bonds:**

Dormitory. Includes correspondence re: new issue, retirement of.

Tuition. Includes request for new issue.

**Budget 1954-55.** Budget sheets.

**Budget 1954-55, Departmental Budgets.** Monthly statements of balances.

**Building Program:**

Business Administration Bldg. Correspondence re: bids, naming of.

Chapel. Recommendations on restoration.

Field House. Correspondence re: plans for new one (now the Round House).

Fine Arts Bldg. Re: meetings on.

General. Correspondence and reports on projects.

Land. Correspondence re: acquisition of.

Men's Dormitories. Correspondence re: construction plans, bids.

Stadium. Report on repairs needed.

Student Union Bldg. Correspondence re: completion, budgets.

Women's Dormitories. Includes naming of.

**Buildings and Grounds:**

Arboretum. Re: proposed building.

Dormitories. Includes correspondence re: residence hall manager, fraternity housing.

Faculty Residences. Provision of.

Fire Inspection and Protection. Report re: heating system fire hazard.

General. Includes recommendations on various projects.

Landscape. Includes correspondence re: development plan.

Maintenance and Upkeep of Athletic Facilities. Re: rust on stadium stands.

Repairs and Alterations. Instruction re: extra workday.

Rutledge College. Recommendations on restoration.

University Terrace. Correspondence re: purchase of.

Use by Others. Includes use of stadium, Girls State.

**Colleges and Universities.** Includes study of presidents' salaries.

**Columbia, City of.** Correspondence includes fundraising, streets near USC.

**Commencement.** Includes correspondence re: book on speaker's family.

**Departments and Schools:**

- Air Force ROTC. Correspondence re: staff, evaluation of unit.
- Alumni Association. Correspondence re: meeting.
- Archives/Public Records. Report on need for new State Archives and relation to USC.
- Athletic. Correspondence re: budget, new field house, athletes.
- Bible and Religion. Letter re: Danforth Cheese.
- Biology. Correspondence includes faculty positions, research, symposium.
- Bureau of Business Research. Letter re: bulletin.
- Business Administration. Correspondence includes faculty, courses, lectures.
- Cafeterias:
  - General. Correspondence re: food service systems.
  - Steward's Hall. Financial statements.
  - Wade Hampton. Financial statements.
- Carovet Apartments. Includes financial statements.
- Chemistry. Correspondence includes student assistants, research, grants.

**BOX 3 (1954-1955)**

- Education. Correspondence re: faculty, Reading Clinic, workshops, building needs.
- Education, Steering Committee. Reports on organization and administration of.
- Engineering. Faculty, curriculum, teaching loads, accreditation.
- English. Faculty, teaching loads, The Gamecock.
- Extension Division:
  - Evening Courses. Complaints about entrance exams.
  - Extension Classes. Includes correspondence re: education classes, requests for classes in different areas of the state.
  - General. Includes plan for education courses, policies, committee report.
- Faculty, Dean of. Letter re: lectures.
- Fine Arts. Includes report on visual arts in higher education.
- Foreign Languages. Includes newsletter, survey result, faculty.
- Geology and Geography. Correspondence re: equipment, accreditation, students.
- Graduate School. Includes reports on international studies, married graduate student housing.
- History. Correspondence re: faculty, student, seminar.
- Home Economics. Correspondence re: discontinuation of.
- Infirmary:
  - General. Includes report by retiring physician.
  - Kitchen Report. Financial statements.
- Journalism. Includes faculty, scholarships.
- Law School. Includes admissions, students, faculty, racial discrimination.
- Libraries:
  - McKissick. Primarily acquisitions newsletter.
  - South Caroliniana. Includes budget, acquisitions, Calhoun Papers.
- Machine Records Office. Report re: registration.



Mathematics. Correspondence includes planetarium, registration, faculty, curricula.

Music. Includes financial information.

### **BOX 4 (1954-1955)**

NROTC. Correspondence re: staff, students, admissions.

Nursing. Correspondence re: joint program with MUSC, recommendations for USC nursing school.

Personnel Bureau. Includes testing statistics.

Pharmacy. Correspondence re: deanship, admissions.

Physics. Primarily project reports.

Political Science. Correspondence re: faculty, meeting, student assistants.

Psychology and Philosophy. Correspondence re: faculty, study results.

Public Administration, Bureau of. Correspondence re: merger project in Charleston.

Purchasing and Central Supply. Procedures memo.

Registrar's Office. Includes registration statistics, regulations, instructions.

Summer School. Primarily degree candidates.

Treasurer's Office. Includes statements on tuition fees, dorm construction.

University Press. Correspondence re: decisions to publish materials.

University Stores. Includes audit report.

YMCA & YWCA:

General. Includes annual report.

Religious Emphasis Week. Letter re: speakers for.

**Dramatic Arts Program.** Re: problems with.

**Engineering Project (MIT).** Correspondence re: revisions of engineering curricula, budget, enrollment.

**Enrollment.** Statistics.

**Faculty and Staff:**

Administrative. Correspondence re: reclassification of position, retirement.

General. Primarily memos re: policies and procedures, announcements.

Instructional:

Fitzsimmons, Christopher. Correspondence re: and student petitions against dismissal.

Foreign Lecturer. Arrangements for.

General. Correspondence includes committees, promotions, teaching loads.

### **BOX 5 (1954-1955)**

Leaves of Absence. Requests for.

McCarthas, Alice and Carl. Correspondence re: termination of.

New Appointments. Includes lists of new faculty.

Outside Work. Letter re: travel allowance.

Research. Correspondence re: research proposals.

Resignations & Dismissals. Letters of resignation.

Sabbatical Leave. Request for.

Teaching Load. Includes recommendations on limits.

Tenure. Correspondence and drafts re: proposed regulations.

Part-time Assistantships. Appointments of.

Promotions and Increases. Recommendations for.

Retirement. Correspondence and recommendations re: faculty and staff at retirement age.

Salaries:

Administrative. Requests for raises.

General. Includes survey results, lists of.

Instructional. Recommendations on.

Law School. Correspondence includes summer school, comparison with other schools.

Scholarships and Fellowships. Letter re: Fulbright Award program.

**Faculty Club.** Notification of membership.

**Faculty Committees:**

Special. Letter re: joint committee, permanent records.

Standing:

Admissions. Re: petition for reinstatement.

Alumni. Survey results.

Awards and Scholarships. Includes regulations for Awards Day.

Counseling and Guidance Program for Freshmen. Correspondence re: establishing.

Curricula and New Courses. Announcements of new and altered courses.

Discipline. Correspondence re: disciplinary actions.

Libraries. Report re: appropriations.

Pre-medical and Pre-dental. Membership.

Remedial and Non-Credit Courses. Report on regulations.

Research and Creative Programs. Includes list of publications.

Scholastic Standing and Petitions. Committee memberships, inquiries, regulations.

Student Publications. Letter re: The Gamecock.

University Council. Recommendations for new committees.

University Press. Includes debate over continued existence of.

**Faculty Meetings.** Minutes.

**Fees.** Collection statements.

**Financial Statements:**

Athletics. Monthly statements.

General. Statements for all University departments.

Sims College Canteen. Monthly statements.

Statement of Expenditures. Monthly statements.

University Depository. June statement.

University Stores. Monthly statements.

## **BOX 6 (1954-1955)**

**Football 1954:**

Carolina-Clemson Game. Includes apology from Frank Howard.

General. Includes parking, tickets, practice.  
**Ford Foundation.** Correspondence includes international studies, fellowships.  
**Funds.** Investment of.  
**Garden Club.** Re: symposium.  
**General Education Board.** Correspondence re: public education.  
**Gifts.** Correspondence includes bequests, Coker Trust.  
**Guignard Lectures.** Arrangements.  
**Honorary Degrees.** Re: nominees.  
**Insurance.** Fire insurance claim for DeSaussure fire.  
**Invitations:**  
    Other Colleges. Invitations to attend or speak at functions.  
    Other Functions. Correspondence and invitations to various events.  
    University Functions. Correspondence re: University events.  
**Kellogg Foundation.** Correspondence re: grants, fellowships.  
**Makins, Sir Robert.** Arrangements for convocation.  
**Phi Beta Kappa.** Re: nominations.  
**Questionnaires.** Includes results on sabbatical survey.  
**Radio Broadcasting.** Letter re: faculty lectures.  
**Russell, Donald S.** Miscellaneous correspondence, including personal.  
**Science Fair.** Includes notification of awards.  
**Sinking Fund Commission.** Letter re: sprinkler system.  
**State Budget and Control Board.** Correspondence re: appropriations.  
**Students:**  
    Activities. Letters re: College Day.  
    Aid:  
        Achievement Scholarships. Awarding of.  
        Burlington Scholarships. Announcement of.  
        Danforth Foundation. Summer program.  
        Fulbright Program. Awarding of.  
        General. Inquiries into availability of aid.  
        Jobs. Inquiries into.  
        Joseph G. Evans Scholarship Fund. Establishment of.

### **BOX 7 (1954-1955)**

Scholarships and Fellowships I. Inquiries into and awarding of.  
Scholarships and Fellowships II. Inquiries into and awarding of.  
W. T. Grant Scholarship. Letter describing allocation of.  
Council. Letters re: Preston, Debate team.  
Discipline. Includes cases re: breaking ROTC marriage prohibition.  
Entrance Examinations. Correspondence and reports re: revisions, cost, giving of.  
General. Includes student petition, admissions inquiries.  
Organizations:  
    Clariosophic Society. Letter re: anniversary celebration.  
    Euphradian Society. Correspondence re: anniversary celebration.  
    Fraternities and Sororities. Correspondence re: frat housing, complaints of off-campus frat houses.

University Band. Letter re: inauguration.  
Prospective Students. Admission inquiries, statistics.  
Rules and Regulations. Regulations re: course loads.  
**Surplus Property I.** Correspondence re: attempts to sell surplus military equipment.  
**Surplus Property II.** Bids for USC surplus equipment.  
**Television.** Correspondence re: broadcasting football games.  
**US Government.** Correspondence re: visit of Major General Beiderlinden.  
**US State Department.** Includes inquiry into how to gain employment with.  
**University of South Carolina.** Includes correspondence re: time capsule in Federal Security Building.  
**Vansittart, Honorable Lord.** Letter re: visit.  
**Veterans.** Letter re: tuition fees.  
**Veterans Administration.** Correspondence re: overpayment claim against USC.  
**Yoshida, Premier.** Correspondence re: convocation.

University Archives  
South Caroliniana Library  
University of South Carolina

**Records of the President  
1955-1956  
(Donald S. Russell)**

**BOX 1 (1955-1956)**

**Associations and Boards:**

- American Association of University Women. Membership, newsletter.
- American Council on Education. Meeting minutes and briefings.
- American Society for Engineering Education. Newsletter.
- Association of American Colleges. Correspondence re: meetings, arts program.
- Association of Land Grant Colleges. Correspondence and reports re: meetings.
- Association of NROTC Colleges. Correspondence and reports on programs and policies.
- Atlantic Coast Conference. Meeting minutes, reports.
- National Association of State Universities. Includes report on "The Role of the State University."
- National Beta Club. Re: membership.
- National Collegiate Athletic Association. Report on organization.
- National Commission on Accrediting. Activity reports, resolutions.
- National Education Association. Includes correspondence re: conferences, newsletters, report on teacher supply and demand.
- National Science Foundation. Includes fellowship information, survey results.
- South Carolina College Association. Primarily meeting minutes.
- South Carolina Education Association. Re: meetings.
- South Carolina State Employees Association. Letter re: meeting.
- Southern Association of Colleges and Secondary Schools. Correspondence includes constitution, segregation.
- Southern Association of Land Grant Colleges and State Universities. Re: meetings.
- Southern Regional Education Board. Includes by-laws, meetings, reports on higher education.
- Southern University Conference. Re: meetings.
- State University Association. Correspondence includes federal aid, state appropriations, legislation.

**Atomic Energy.** Primarily newsletters.

**BOX 2 (1955-1956)**

**Board of Trustees.** Correspondence includes naming women's dorm, board membership.

**Board of Trustees, Committees:**

Athletic. Correspondence re: finances, student athletes, minutes, Big Thursday.

Executive. Correspondence includes heating problems, property acquisition.

Finance. Letter re: appropriations.

Grounds and Buildings. Includes report on building program, naming of buildings.

Student Affairs. Correspondence re: tuition refunds.

**Bonds.** Statement of special funds.

**Budget 1955-56:**

General. Primarily budget worksheets.

Financial Statements. Monthly reports.

**Budget 1956-57.** Includes budget request for Engineering.

**Building Program:**

Business Administration Bldg. Thank-you letter from architect.

Chapel. Correspondence re: restoration, interdenominational services.

Faculty and Student Housing. Letter re: legislation.

General. Correspondence and reports re: construction projects.

Field House. Letter re: design of.

Fine Arts Bldg. Correspondence re: renovation.

Land. Acquisition efforts.

Library. Correspondence re: remodeling.

Men's Dormitories. Correspondence re: consultants.

Russell House (Student Union). Correspondence includes dedication of, use of.

Stadium. Correspondence includes replacing seats, stadium enlargement.

Women's Dormitories. Letter re: Wade Hampton basement.

**Buildings and Grounds:**

Dormitories. Correspondence includes renovation, furnishings, damage.

Fire Inspection and Protection. Inspection report.

Landscape. Letter re: landscaping plan.

University Terrace. Acquisition efforts.

Use by Others. Correspondence re: meetings on campus by other organizations.

Widening and Closing Streets and Other Traffic Problems. Correspondence re: Green Street traffic.

**Commencements.** Arrangements for.

**Departments and Schools:**

Air Force ROTC. Correspondence includes staff, disqualification of student.

Alumni Association:

General. Correspondence includes meetings, scholarships, finances.

SC Foundation. Establishment of.

Archives/Public Records. Correspondence re: Calhoun Papers Project.

Arts and Science. Correspondence re: conference.

Athletics. Includes financial statements, correspondence re: athletes, coaches.

**BOX 3 (1955-1956)**

Bible and Religion. Correspondence re: chaplaincy.

Biology. Correspondence includes new faculty, research.

Business Administration. Includes correspondence re: curriculum, faculty, Bureau of Business and Economic Research.  
Cafeteria. Correspondence re: employment, Slater System.  
Chemistry. Correspondence re: faculty, research projects.  
Education. Correspondence includes faculty, workshops, search for new dean.  
Education, Dean Travelstead. Correspondence re: dismissal of.  
Engineering. Includes correspondence re: faculty, conference, equipment, research.  
Engineering, MIT Report. Primarily re: changes in curricula.  
English. Correspondence re: raises, new faculty.  
Examining and Counseling Bureau. Correspondence and reports re: placement tests, entrance exams.  
Extension Division:  
    Audio Visual Bureau. Report on proposed TV series.  
    Evening Classes. Includes correspondence re: courses in upstate.  
    Extension Classes. Letter re: approving instructors.  
    Educational Television Station. Correspondence re: possible USC purchase of TV station.  
    General. Correspondence includes instructors, course approval.

**BOX 4 (1955-1956)**

Fine Arts. Correspondence re: purchase of picture.  
Foreign Languages. Correspondence re: salaries, Russian program, space needs.  
Gamecock Club. Correspondence re: football tickets, meetings.  
General. Memos re: policies.  
Geology and Geography. Includes correspondence re: publication.  
Graduate School. Includes report on Graduate council and faculty.  
History. Correspondence re: faculty exchange, salaries.  
Journalism. Correspondence re: scholarships, dean, SC Press Association.  
Law School. Correspondence includes symposium, racial discrimination.  
Libraries:  
    General. Includes correspondence re: conference.  
    McKissick. Correspondence re: gifts, bequests, seminar.  
    South Caroliniana. Correspondence re: acquisitions, gifts, bequests.  
Mathematics. Correspondence re: changes in curricula, problems in the department, faculty.  
Music. Primarily University Band, band director.  
Naval Training Units. Correspondence includes personnel, academic credits, admissions.  
News Service. Correspondence includes dispute with WCOS, search for new director.  
Nursing. Includes report on changing to a four year program.  
Pharmacy. Correspondence re: salaries, proposed consolidation of MUSC and USC schools.  
Physics. Correspondence and status reports on research projects.  
Political Science. Correspondence re: new faculty, science fair, microfilm

collection.  
Psychology and Philosophy. Correspondence re: faculty search, visiting lecturers.  
Public Administration, Bureau of. Includes report on Bureau, report on Municipal Salaries.  
Registrar's Office. Primarily correspondence and reports re: registration procedures and statistics.  
Summer School. Correspondence includes enrollment, transfer policies, length of session.

**BOX 5 (1955-1956)**

Treasurer's Office. Primarily monthly statements.  
University Press. Reports on materials being published.  
University Stores. Financial statements.  
YMCA & YWCA. Includes correspondence re: Religious Emphasis Week.

**Enrollment.** Statistics.

**Faculty and Staff:**

Administrative. Includes memos re: leave policy, work hours.  
General. Memos re: policies.  
Instructional:  
    Leaves of Absence. Requests and approvals.  
    New Appointments. Correspondence re: new hires and promotions.  
    Research. Proposal and approval.  
    Resignations and Dismissals. Letters of resignations and dismissals.  
    Sabbatical Leave. Reports and announcements re: policy.  
    Teaching Load. Reports and statistics on.  
    Tenure. Includes policy statements.  
Nepotism. Correspondence re: policy.  
Retirement. Correspondence re: status of retirement-age faculty.  
Salaries. Includes correspondence re: raises, survey results.  
Scholarships and Fellowships. Announcements and awarding of.

**Faculty Committees:**

Special. Appointments to.  
Standing:  
    Admissions. Inquiries into.  
    Athletics. Letter re: rumored ACC fine.  
    Awards and Scholarships. Correspondence re: funding and awarding of.  
    Counseling and Guidance Program for Freshmen. Letter re: continuing past freshman year.  
    Curricula and New Courses. Correspondence re: changes in.  
    Discipline. Correspondence re: cases and actions taken.  
    Extension. Letter re: status of.  
    Graduate. Appointment of.  
    Libraries. Report on book fund allocations.  
    Pre-Med and Pre-Dental. Primarily re: membership.  
    Research and Scholarly Production. Includes research proposals.  
    Scholastic Standing and Petitions. Includes report on committee activities.



Schedules. Correspondence re: exam schedules.  
Student Activities. Correspondence re: allocation of activity fees.  
Student Publications. Correspondence re: committee membership,  
Gamecock finances.  
University Council. Correspondence includes transfers, pre-registration.  
University Press. Correspondence re: status of.

**Faculty Meetings.** Meeting minutes and items for agenda.

## **BOX 6 (1955-1956)**

### **Football 1955:**

Carolina-Clemson Game. Correspondence re: media coverage and broadcasting, tickets, Big Thursday changes.

General. Correspondence includes tickets, athletics, game schedules.

**Ford Foundation.** Report on grant funding.

**Funds.** Correspondence re: USC investments.

**Gifts.** Correspondence re: endowment, Lieber bust, book.

**Honorary Degrees.** Correspondence re: suggestions and nominees.

**Insurance.** Memo re: student insurance plan.

**Invitations, General.** For Russell to speak at or attend various non-University functions.

**Invitations, University.** For Russell to attend University functions.

**Kellogg Foundation.** Correspondence re: assistantship grants.

**Lectures.** Correspondence re: scheduling series of lectures from visiting professors.

**Miscellaneous Inquiries.** Correspondence includes teaching certificates, communism, personal matters.

**Negroes.** Correspondence re: segregation.

**Phi Beta Kappa.** Correspondence re: initiates.

**Publications.** Includes finances, Grimball Papers.

**Questionnaires.** Responses on various topics.

### **Radio Broadcasting and TV:**

Athletic Events. Correspondence re: moving date of Carolina-Clemson game.

General. Includes educational series on WIS.

**Recommendation, Letters of.** Primarily for employment.

**Rhodes Scholarship.** Correspondence re: selection committee.

**Science Fair.** Correspondence re: promotion of, science scholarships, public school curriculum.

**Sesquicentennial.** Efforts to get commemorative stamp.

### **SC Boards and Commissions:**

Budget and Control Board. Primarily monthly statements.

Fiscal Survey Commission. Correspondence and reports on financial needs of SC schools.

## **BOX 7 (1955-1956)**

Legislature. Re: appropriations, education.

State Department of Education:

General. Includes reports from State Education conference.

Gressette Committee. Includes reports on status of public schools and

legislation regarding.  
Steering Committee. Plans for state conference.

**Students:**

Aid:

General. Correspondence and inquiries into availability and awarding of.  
Jobs. Inquiries into availability.  
Scholarships and Fellowships. Correspondence re: awarding of.  
Special Scholarships. Correspondence re: awarding of.

Assistants. Inquiries into availability.

General. Correspondence re: parent and student inquiries, complaints.

Organizations:

Clariosophic Society. Correspondence includes sesqui-centennial anniversary.

Debating Society. Primarily re: dinner with debate team.

Euphradian Society. Correspondence re: sesqui-centennial.

Fraternities and Sororities. Correspondence re: reactivation of Chi Psi, Derby Day, frat housing.

General. Includes complaint about football cheers.

WUSC. Correspondence re: gift of equipment, working at night.

Prospective. Admission inquiries.

Publications. Correspondence includes equipment needs, complaint.

**United States Government:**

Governmental Agencies. Includes report on college-age population.

Protestant War Veterans. Correspondence re: being labeled a subversive organization.

State Department. Correspondence re: recruitment.

University Archives  
South Caroliniana Library  
University of South Carolina

**Records of the President  
1956-1957  
(Donald S. Russell)**

**BOX 1 (1956-1957)**

**Armed Forces.** Proposal for US Marine Corps educational program.

**Associations and Boards:**

- American Council on Education 1956. Primarily conference minutes and reports.
- American Council on Education 1957. Primarily conference minutes and reports.
- American Society for Engineering Education. Includes correspondence re: curricula, evaluation of.
- Association of American Colleges. Correspondence includes financial aid, meetings, academic freedom.
- Association of College Presidents. Correspondence re: high school curricula, mathematics, science.
- Association for Higher Education. Correspondence re: national conference.
- Association of Land Grant Colleges. Correspondence includes meeting, legal issues.
- Association of NROTC Colleges. Correspondence re: meeting, committee recommendations.
- Atlantic Coast Conference. Meeting minutes and reports re: recommendations, code of ethics.
- Council for Financial Aid to Education. Report on corporate funding.
- National Association of State Universities. Includes report on retirement policies.
- National Collegiate Athletic Association. Correspondence re: conference, youth fitness program.
- National Commission on Accrediting. Correspondence re: teacher education accrediting.
- National Science Foundation. Includes information on science institutes, federal aid.

**BOX 2 (1956-1957)**

- SC Academy of Science. Re: science teaching.
- SC College Association. Correspondence re: spring meeting.
- SC Press Association. Correspondence re: scholarships.
- SC State Employees Association. Report on meeting.
- Southern Association of Colleges and Secondary Schools. Correspondence re: annual meeting.
- Southern Association of Land Grant Colleges and State Universities. Committee report on extension centers.

Southern Regional Education Board. Correspondence re: conferences and regional projects.

State University Association. Primarily news bulletins and reports.

**Atomic Energy.** Includes correspondence re: graduate programs in nuclear studies.

**Board of Trustees.** Includes meeting minutes and agenda.

**Board of Trustees, Committees:**

Athletic. Primarily re: changing Big Thursday to a Saturday game.

Executive. Includes correspondence re: Dean Childs' retirement and replacement.

Finance. Agenda.

Grounds and Buildings. Correspondence re: meeting and agenda.

**Bonds:**

Dormitory. Includes financial statements.

General. Reports on status.

Tuition. Statement on borrowing power.

**Budget 1956-57.** Monthly financial statements.

**Budget 1957-58.** Budget requests and worksheets.

**Building Program:**

Dormitories. Correspondence re: Sims renovations, new dorm, maintenance.

Field House. Letter re: landscaping.

General. Correspondence re: possible new buildings.

Land. Correspondence re: acquisition of, closing of streets, dispute with City of Columbia.

Stadium. Correspondence re: expansion plans.

University Terrace. Correspondence and contracts re: USC acquisition of.

**Buildings and Grounds:**

Chapel. Correspondence re: rededication as interdenominational chapel.

Classrooms. Survey of classroom space.

Dormitories. Correspondence re: heating, renovation of Wade Hampton.

Drayton Hall. Correspondence re: condition and use of.

Landscape. List of landscaping costs.

Parking. Trustees parking reservations at stadium.

Russell House (Student Union). Re: maintenance, barber shop.

Use by Others. Thank-you for conference held at USC.

**BOX 3 (1956-1957)**

**Colleges and Universities.** Correspondence re: football tickets, college prep courses, entrance examinations.

**Commencements.** Arrangements for.

**Departments and Schools:**

Air Force ROTC. Correspondence includes instructors, policies, students.

Alumni Association. Correspondence includes fundraising, meetings.

Anthropology and Sociology. Correspondence re: SC highway archaeology project, faculty.

Arts and Science. Letter re: Science Fair.

Athletic. Correspondence includes coaches, football games, NCAA conference.

Bible and Religion. Correspondence re: teaching the Bible.

Biology. Correspondence re: research project, summer retreat.  
Business Administration. Includes proposal for business library, economics program head, faculty search.  
Cafeteria. Correspondence re: food service contractor.  
Chemistry. Correspondence re: research, faculty, salaries, fellowships.  
Education. Correspondence includes workshops, instructors, school boards proposal, curricula.  
Engineering. Includes correspondence re: equipment, nuclear studies, curriculum, faculty.  
Engineering, MIT Report. Correspondence and reports re: implementing curriculum changes according to recommendations in MIT report.  
English. Correspondence re: faculty, debate team.  
Examining and Counseling Bureau. Correspondence and reports re: administration of.  
Extension Division:  
    Florence Program. Includes proposal for establishment of.  
    General. Correspondence re: faculty, establishment of Florence extension center, department structure.  
Fine Arts. Correspondence re: registration, teaching loads, faculty.  
Foreign Languages. Report on enrollment statistics.  
Gamecock Club. Includes correspondence re: proposed Rex Enright Fund.  
Geology and Geography. Correspondence re: research project.  
Graduate School. Registration information, inquiries into graduate programs.

#### **BOX 4 (1956-1957)**

History. Includes correspondence re: speakers, establishing a scholarly magazine.  
Housing. Re: housing shortage.  
Infirmary. Daily patient reports.  
International Studies. Correspondence re: establishment of, including faculty, director, and structure.  
Journalism. Complaints about article.  
Law School. Admissions inquiry, faculty retirement, passing the bar exam.  
Libraries. Includes McKissick annual report, Confederate Relic Room, acquisitions.  
Mathematics. Correspondence includes mathematics seminar, appropriations, salaries, new faculty.  
Music. Correspondence re: establishment of city orchestra, faculty, majorettes in USC band, music therapy.  
NROTC. Correspondence includes academic overload, faculty, engineering education.  
News Service. Correspondence re: engineering gift, photographer.  
Non-Academic Personnel and Placement. Correspondence re: recruitment for Air Force.  
Nursing. Includes restructuring, accreditation, survey of education facilities in South Carolina.  
Pharmacy. Includes correspondence and reports on accreditation.

Physics. Includes status reports on research projects, concern about alien professor.

Political Science. Primarily re: strengthening the department and hiring new chairman.

Post Office. Correspondence re: operation of.

Psychology and Philosophy. Correspondence re: new faculty, curriculum development.

Public Administration, Bureau of. Letter re: fishing license study, workshop.

Registrar's Office. Correspondence includes registration regulations, degree applicants.

Summer School. Correspondence includes faculty, driver education course, mathematics institute, enrollment.

Treasurer's Office. Correspondence includes scholarship funds, honorariums, stock purchases, salaries.

University Press. Includes report on the need for a university press.

YMCA & YWCA. Includes financial reports, Religious Emphasis Week.

**Faculty and Staff:**

Administrative. Includes efforts to bring Director of Alumni and Public Relations from Davidson College.

Instructional:

General. Includes correspondence re: faculty scholarships, grants.

Leaves of Absence. Requests and approvals for.

New Appointments. Correspondence re: terms for hire.

Research. Correspondence re: awarding of grants and contracts.

Resignations and Dismissals. Letters of resignation.

Sabbatical Leave. Requests for, policy on.

Tenure. Inquiries re: policy.

**BOX 5 (1956-1957)**

Retirement. Notices of; includes request by Russell for Dean Childs to delay her retirement.

Salaries. Correspondence re: raises.

**Faculty Committees:**

List. List of committees.

Special. Re: dinner by the Retirement Committee.

Standing:

Admissions. Requests for reconsideration in admission status.

Awards and Scholarships. Correspondence re: awarding of.

Curricula and New Courses. Reports and recommendations.

Extension. Letter re: committee recommendations.

Honorary Degrees. Recommendations for and selection of.

Research and Scholarly Production. Requests and recommendations for, committee report.

Research Committee:

Blackman, J.H. Correspondence re: publication on Soviet Union.

DeTar, D.F. Correspondence re: qualifications, copies of articles.

Hollis, D.W. Correspondence re: his history of the University.  
Schedules. Correspondence re: scheduling of classes and exams.  
Scholastic Standing and Petitions. Includes reports and recommendations  
re: changes in regulations.  
Student Activities. Letter re: allocation of student fees.  
University Press. Correspondence re: status of publications,  
recommendations for administration of the department.

**Football 1956:**

Carolina-Clemson Game. Correspondence re: televising the game, ticket  
availability.  
General. Correspondence re: recruitment, complaints against USC students  
damaging hotel rooms.

**Funds.** Status reports on funds for investment.

**Funds for Adult Education.** Re: adult continuing education.

**Gifts.** Correspondence re: bequests, donations.

**Insurance.** Announcement of student insurance plan.

**Invitations and Announcements.** Correspondence re: University and other functions.

**Kellogg Foundation.** Correspondence re: status of project.

**Lectures.** Includes arrangements for Guignard Lecture series.

**Negroes.** Correspondence re: integration.

**Publications.** Correspondence includes acquisition, publishing.

**Radio Broadcasting and TV.** Complimentary letter from television station.

**Recommendation, Letters of.** For friends, associates, alumni.

**Red Cross.** Correspondence re: blood drives, service on the board.

**Rhodes Scholarship.** Correspondence re: Russell's service on selection committee.

**Russell, Donald S.** Miscellaneous correspondence on various topics, including personal.

**BOX 6 (1956-1957)**

**Science Fair.** Correspondence re: arrangements for, scholarships.

**SC Boards and Commissions:**

Budget and Control Board. Financial statements.

Department of Education. Correspondence includes standards, committee.

SC Educational Foundation. Correspondence re: membership, funds, steering  
committee, bylaws.

**Students:**

Activities. Includes correspondence re: hazing incident.

Aid:

General. Requests for.

Jobs. Inquiries into availability.

Scholarships and Fellowships. Notification of award.

Special Scholarships. Correspondence re: funding, establishment of,  
selection for.

Assistants. Inquiries into availability.

Class Schedule and Exam Schedule. Information on class and exam schedules.

Council. Petitions re: Christmas holidays, room fees, parking.

Honor Council. Statements re: honor system.

Organizations:

Debating Society. Correspondence re: participation in West Point debate conference.

Fraternities and Sororities:

General. Includes correspondence re: beer served at party.

Chi Psi Fraternity. Correspondence re: convention, reactivation of USC chapter.

General. Correspondence re: Interfraternity Council, Baptist Pastors' Conference, Crusade for Christ.

Carolina Veterans Association. Re: deferred payment of tuition.

Prospective. Inquiries from parents and prospective students.

**United States Government Agencies.** Includes survey report on colleges' enrollments, physical plants, funding sources.

**University Film Society.** Includes season schedule.

**Veterans.** Correspondence re: Veterans Administration, legislation.