RECORD GROUP 3

ADMINISTRATION, 1911 TO PRESENT DAY

The year 1911, when the Jesuit fathers assumed responsibility of the college is one of the founding dates of the University. The archives contain correspondence, reports and various other printed matter and media from the administrations of all University presidents and their staffs beginning with Rev. Richard A. Gleeson, (1911-1914).

Some records include those of President Sullivan (1926-1930) documenting the construction of the modern campus in 1929 and President Whelan’s (1942-1949) whose correspondence documents the establishment of an US Army Specialized Training Unit on the Loyola campus. Following World War II, increased enrollment and a corresponding explosion of the amount of records generated by the University caused a dramatic increase in the size of presidential materials.

Extensive subject and correspondence files relevant to contemporary higher education are found beginning with the administration of President Charles S. Casassa, SJ (1949-1969). Annual symposia (1987-1993), the Casassa Conferences, created numerous unpublished monographs and papers which discussed interdisciplinary social justice and cultural thought and are included in this group. Other records include Administration publications such as campus catalogs beginning with Los Angeles College's First Annual Catalog in 1911.

The records of over one hundred university committees are also found in this group. Records of other university officials may be found here such as University Provost (the Marymount College President) during the Loyola-Marymount affiliation years of 1968 through 1973.

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Jesuit succession at St. Vincent's College: news clippings (photocopies), 1911

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Extracts from the Minute Book of St. Vincent's College (photocopies), nd

Series 2: William J. Deeney, SJ, 1914-1915

Correspondence, 1914-1915

Roman Catholic Bishop of Monterey and Los Angeles - Fr. Richard A. Gleeson, SJ Provincial: agreement, 13 May 1914

The Annual Elocution Contest of St. Vincent's College, May 1915

Series 3: Frederick A. Ruppert, SJ, 1915-1918

Correspondence, 1915-1917

Debt Problem and Amalgamated Copper Stocks: correspondence (photocopies), 1915-1918

Diary (photocopy)\textsuperscript{5}, 1917-1918

Laying of Cornerstone at Venice Blvd (Sixteenth Street) Campus: invitation; news clippings, 25 Mar 1917

Opening of Recitation Hall: souvenir booklet presented to Alumni Association, 13 Sep 1917

\textsuperscript{1} Cf. The Richard A. Gleeson Papers at Santa Clara University, California.
\textsuperscript{3} Original in custody at Loyola High School.
\textsuperscript{4} Dominic Giacobbi. New York, ca. 1938.
\textsuperscript{5} Original in custody at Loyola High School.
College parish location: Provincial correspondence, 5 Feb 1917

Roman Catholic Bishop of Monterey and Los Angeles—Fr. Richard A. Gleeson, SJ
Provincial: agreement, 10 Nov 1916

Secretary of State of California: Certificate of Articles of Incorporation (photocopy), 26 Feb 1918

“St. Vincent’s to Be Loyola”: news clipping, ca. 1918

St. Hilaire, SJ, Theodore J., “Father Ruppert’s Christmas Gift”: historical sketch, c1950

Series 4: Henry Welch, S.J., 1918-1927

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Fr. F. Ruppert Memorial: announcement, ca. 1926?

Los Angeles College Building Fund: announcement; booklet; pledge form; receipt ticket; thank you card, ca. 1926?

“The Story of Loyola: As Told by Rev. Henry Welch, SJ, President”: fundraising brochure, ca. 1926?

Biographical memorial card, 1967

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6 Cf. Record Group 8.3 Dean of Law School.
Series 5: Joseph A. Sullivan, SJ, 1926-1930

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Business manager-Treasurer role defined: photocopy of notes, nd
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Junior Seminary Campaign Chairman Edward L. Doheny: solicitation letter, 1 Mar 1926

Provincial: found money: letters, telegram (in Latin), Apr 1926

Provincial: McNeil-Power faculty building (1901 Venice Blvd.); cor., 5 Apr 1926

Provincial correspondence, Apr 1926
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Harry H. Culver & Co.: correspondence; telegram, Oct: Dec 1927

Sol Wurtzell, William Fox Studios Production Head: cor., 23 Nov 1927

Correspondence, 30 Nov - 27 Dec 1927

Provincial approval: telegram, 22 Dec 1927

Del rey campus announcement: Los Angeles Examiner; editorial, news clipping, 16 Dec 1927

Harry H. Culver & Co.: testimonial letter, 29 Dec 1927

Provincial Correspondence (photocopies), Jan-May 1928
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Regents meeting: letter from Douglas Fairbanks, 1 Aug 1928
Culver City Star News (University Edition): complete issue, 18 July 1928

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Motion Picture Building: cor., May 1929
Provincial correspondence (photocopies), Jul-Dec 1929
Loyola High School debt settlement: correspondence, 5 Oct 1929

Los Angeles Evening Herald Oratory Contest: Los Angeles Evening Herald news clipping, 7 Dec 1929

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Certificate of Amendment of Articles of Incorporation of Loyola College of Los Angeles, 30 Jan 1930
"Au Revoir, But Not Goodbye": testimonial; original hand calligraphy, 25 Mar 1930
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Campaign Civic Committee: essay contest; announcement; rules; winners list, 1928

Expense requisition voucher, Jul 1928
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Correspondence, 11-22 Sep 1928
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Traveling and miscellaneous expense, Oct 1928
Correspondence, 9 Oct-Dec 1928

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Campaign Civic Committee: Loyola University News Vol. 1 No. a, 15 Sep 1928

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Captain's team roster, 1928
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Frank M. Flynn: handwritten notes, 1928

General Chairman Louis W. Myers: correspondence, 1928
Hartley and Mrs Hanlon, Mrs Ursuline: cor., 1928

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Luncheon on 20 Sep 1928: correspondence; invitation; lists; RSVP card, 1928
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Central Com. First Res. Meeting: 13 Sep 1928
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Palisades Del Rey Press Vol. III No. 9 (Special Loyola Edition), 12 May 1928
Palisades Del Rey Press Vol. III No. 10, 10 Jun 1928

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Palisades Del Rey Press Vol. III No. 15 (partial photocopy of front page), 29 Sep 1928
Scrapbook, Jul-Aug 1928
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Scrapbook, 1-11 Oct 1928
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Vaudeville show meeting, Feb 1929
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Elite Catering Co.: cor., 1 Mar 1929 Bank of America account statement, 11 Jul 1929
J.V. McNeil-Loyola University Building Fund: assignment of pledges to McNeil, 23 Jul 1929
Speakers Committee: correspondence; roster, ca. 1929
J.V. McNeil Company: Times-Mirror Company; collection letter for $260,000 from pledges, 10 Mar 1930 [photocopy]

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Ontario Weekly Herald Vol. XI No. 47: partial issue, 6 June 1929
File series 2: Construction and finance files⁷

Harry Culver & Company: proposed shared water pump agreement, 26 Jun 1927
Playa del Rey Heights Company: cor., 10 Feb 1928

J.V McNeil Company: application for payment account of expenditure, Sep-Dec 1928
J.V McNeil Company: David Elms Graham architect; agreement, sketch approval, 26 Sep 1928
J.V McNeil Company: construction contract, 10 Dec 1928
J.V McNeil Company: payment receipt, 15 Dec 1928
J.V McNeil Company: application for payment account of expenditure, Jan 1929
J.V McNeil Company: payment receipt, Jan 1929

“A Message to the Public Spirited Residents of Southern California from the Citizens Committee”: groundbreaking announcement flyer, Apr 1928

California Civics Magazine: bulletins; cor.; minutes, ca. 1928
California Civics Magazine, ca. 1928
Harry Chandler: notes, ca 1928
Gerald A. Eddy: initial building sketches, ca 1928
Gerald A. Eddy: large scale drawing of aerial view of proposed Del Rey campus; invoice; statement, 30 Aug 1928⁸

Provincial approval: petition; photocopy, Apr 1928

Ground breaking committees: assignment notes, ca. 1928

Ground breaking: brochures; newsclipping; press releases, 1928
Ground breaking: invitation, 10 May 1928
Ground breaking: May 10 1928 meeting: memorandum; roster, 1928
Ground breaking: parade line up instructions, 1928
Ground breaking: partial list of persons who attended, 1928
Ground breaking: souvenir programs, 20 May 1928

Harry H. Culver Company: University City promotional poster brochure, 1928

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⁷ Cf. LMU Center for the Study of Los Angeles Fritz B. Burns Collection.
⁸ The drawing was restored in 1996 with Japanese paper sizing. It is now framed and on permanent display in the Malone Memorial Center Dining Room.
Help Build Loyola University: His Future Welfare Depends on You!: booklet, ca. 1928

Los Angeles (Lutheran) University: correspondence; founder’s pledge card, ca. 1928; 1929

Ladies of Loyola University: May 31 1928 luncheon; tickets, 1928
Thomas Francis Power: architectural sketch (photocopy), 1928

Los Angeles Sunday Times: rotogravure section, 11 Mar 1928

Grant deed (photocopy), 8 Aug 1928
Regents meeting: minutes, 20 Aug 1928

News clippings, Sep-Oct 1928

JV McNeil Company Contractors, Inc.: construction agreement, 26 Sep 1928
JV McNeil Company Contractors, Inc.: building contract, 4 Oct 1928
JV McNeil Company Contractors, Inc.: security contract; drafts, 4 Oct 1928

Provinical: estimated costs of new buildings, [Feb?] 1929

Harry H. Culver & Co: University City, brochure, c1929
News clippings, 1929
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Ladies of Loyola-Friends of Higher Learning: minutes, 14 Feb 1929

Loyola Arts Building: J.V. McNeil Company; construction statement, 29 Apr 1929

J.V. McNeil Company: construction debt; letter to Harry Chandler, 10 Mar 1930
File Series 3: Motion Picture Executives Arts Building Campaign

Screen Stars Gambol: accounting summaries, nd
Fairbanks, Douglas: autographed letter, 1 Aug 1928
"Gift to Education": brochure, 1928
Screen Stars Gambol: proposals, 1928

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Provincial correspondence, ca. 1929
Correspondence; donation summaries; lists; minutes, 1929

Screen Stars Gambol: admission tickets, 1929
Screen Stars Gambol: committee ribbon, 1929
Screen Stars Gambol: financial statement, 1929

Screen Stars Gambol: Loyola Group; Mulvanney Group; Campus Day College and
Campus High School; accounts ledger sheets, 1929-1930

Screen Stars Gambol: Metro-Goldwyn-Mayer Studios, ticket sales lists, 1929
Screen Stars Gambol: pledge solicitation letter, 1929
Screen Stars Gambol: program: booklet, 1929
Screen Stars Gambol: radio announcement; spot schedule; transcript, 1929
Screen Stars Gambol: ticket sales, lists, 1929

Screen Stars Gambol: Daniel E. Saunders advertising commissions dispute;
contract; summary; writ of attachment, Feb; Apr 1929

Screen Stars Gambol: news clippings, Feb-Mar 1929
Screen Stars Gambol: program studio ads; expenses and pro-rata donations;
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Screen Stars Gambol: tickets sales and donations; accounts ledger sheets,
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Screen Stars Gambol: Al Malaikah (Shriners) Auditorium; lease contract, 18
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Screen Stars Gambol: correspondence, Mar-Apr 1929
Screen Stars Gambol: signage locations list, Mar 1929

Screen Stars Gambol: United States Treasury Department Internal Revenue
Service, Certificate of Exemption from Collection of Federal Tax on
Admissions, 4 Mar 1929
Screen Stars Gambol: West Coast Service Corporation; motion picture theater
advertising trailers, distribution schedule, 16 Mar 1929
Screen Stars Gambol: pledge tickets, Apr 1929
Screen Stars Gambol: expense account statement, 28 May 1929
Harry Chandler: correspondence, ca. 1930

Complete debit on Arts Building: accounting report, 1930
Correspondence, Jan-Apr 1930

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Joseph Scott: letter about Doheny $1.5 million pledge, 14 Apr 1930
Series 6: Zacheus J. Maher, SJ, 1930-1932

Los Angeles Evening Herald: news clipping announcing appointment of Maher as University President, 24 Mar 1930

University City Syndicate: notes, 28 Mar 1930

Correspondence, 1930

J.V. McNeil-Loyola University Building Fund collection account: assignment of pledges to McNeil, 9 Apr 1930

J.V. McNeil-Loyola University Building Fund collection account, 1930

Loyola High School Debt Settlement: correspondence; financial statements; signed agreement, 1930-1931

Provincial correspondence (F. Piet), Mar-Dec 1930

University City Syndicate, Inc., Ltd.: Certificate of Incorporation, 4 Oct 1930

J.V. McNeil-Loyola University Building Fund collection, 1931

Correspondence, Jan-May 1931

Correspondence, Jun-Nov 15 1931

Correspondence, Nov 16-Dec 1931

Motion picture industry contribution: brochure; correspondence, lists, 1931-1932; nd

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Fritz Burns Co. and Del Rey Hills Oil: test well petition, ca. 1932

Series 7: Hugh C. Duce, SJ, 1932-1937

Bank of America: correspondence; Deed of Reconveyance; Deed of Trust; promissory notes, 1936-1937

Correspondence, 1932

Correspondence, 1933

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University of the State of New York: correspondence, May: Jul 1934

Correspondence, 1935

Provincial Superior Zacheus Maher, “Scholastic Philosophy – Minimum Requirements: Loyola University and Mt. St. Mary’s College for Women Los Angeles, California”: pamphlet, 1935

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Thomas More Society: certificate, 1935
Correspondence, Jan-May 1936

Correspondence, Jun-Nov 1936

Provincial Superior Zacheus Maher, “Scholastic Philosophy – Minimum Requirements: Loyola University and Mt. St. Mary’s College for Women Los Angeles, California” (2nd. ed.): pamphlet, 1936

Correspondence, 1937

Father Abram Ryan Grove tree planting ceremony: news clipping, 1933

Higgins Estate-Loyola High School of Los Angeles-Loyola University of Los Angeles tripartite agreement, 20 Mar 1933

Law school: notes, nd

Los Angeles Examiner: partial edition, 15 Jun 1936

President's Report, 1934

Series 8: Charles A. McQuillan, SJ, 1938-1943

Bank of America: Deeds of Trust; Deed of Reconveyance; real estate loan extension agreements; promissory note, 1938-1941

Correspondence, 1937
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Frank M. Flynn & Co.: Insurance appraisal with photographs, 1939

Frank M. Flynn & Co.: Insurance appraisal map, 1939
Title Guarantee and Trust Company: Policy No. 1262796, 15 Jul 1941
Title Insurance and Trust Company: Policy No. 1484982, 23 Jan 1937

Series 9: Dr. Edward J. Whelan, SJ, 1942-1949

Bank of America: correspondence; Deed of trust; deposit receipt; escrow statements; installment note; Real estate loan agreement; promissory note, 1944-1947

Bank of America: Real estate loan No. 8216; deed of Reconveyance; canceled Deed of Trust; paid note, 21 Jan 1948

Correspondence, 1942
Correspondence, Jan - 16 Jul 1943
Correspondence, 17 Jul - 25 Oct 1943
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Correspondence and index, Jan - 27 May 1944
Correspondence, 30 May - 14 Nov 1944

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Correspondence, Dec 1944; nd
Provincial: education of George Minimiki10; cor., 14 Dec 1944

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Correspondence, 1949

Paid Promissory Notes, Jul-Aug 1947

Parents': War correspondence, Aug-Sep 1943
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Title Insurance and Trust Company: Policy No. 2061912, 8 Sep 1944
Title Insurance and Trust Company: Policy No. 2077241, 15 Sep 1944
Title Insurance and Trust Company: Policy No. 2092891, 28 Oct 1944

10 Trame indicated in the index (above) that photocopy # 98 mentions Minimiki. This copy is missing or misplaced at this time. (20030
Title Insurance and Trust Company: Policy No. 2090492, 10 Nov 1944
Title Insurance and Trust Company: Policy No. 2333801, 2 Apr 1946

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US Airforce Reserve Officer Training Corps (AFROTC): cor., 1948

US Army Specialized Training Unit 9th Command (USASTU): contracts, 1943
USASTU: contracts, 1943
USASTU: correspondence, Jun-Jul 1943
USASTU: correspondence, Jul-Nov 1943
USASTU: financial records, 1943
USASTU: reports, Jul-Aug 1943
USASTU: Serviceman's Aid Act of 1944 (S.1767 GI Bill); printcopy, 13 Mar 1944
USASTU: Training Unit Contract and Instructions, 1943

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USASTU: US Army Corps of Engineers; plans, elevations and details, 1 Jul 1943

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USASTU: working data forms, Sep-Nov 1943 [1 of 2]
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Series 10: Dr. Charles S. Casassa, SJ, 1949-1969

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Amer-American Jewish Committee
American Chemical Society: cor.; 1957-1969

American Civil Liberties Union: cor.; policy statement re: ROTC on campus, 1964; 1969

American Heritage: cor., 1959
America Opinion-arde

Anytown, USA, 1964-1967
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Articles of incorporation and by-laws revision: memo, 3 Jan 1969
Assistant Ken Carreiro: Juan Salinda; cor., 1966
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Business Administration College Dean Dr. Wilbur Garret: enrollment study; cor., 1960

Bank of America, 1967-1975
Beaumont College project, 1965-1978
Board of Trustees inclusion of lay members: memo., 1969
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Brothers (Franciscans), 1966-1967
Budget: notes, 1969

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California Governor Ronald Reagan: correspondence, 1969

California State Board of Education Committee on Accreditation: “Standards for Accrediting Colleges for Teacher Training”; report, [1946?]

California State College at Long Beach: correspondence, 1964-1965
Cane-Capb
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Capital projects, 1968
Cardinal McIntyre Scholarship Fund for Communication Arts, 1966
Carreiro, LU Director of Public Relations Kenneth: cor.; report, 1964-Cario-Castl
Carroll, J.P.: draft letter, nd
Cast-Catholic press
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Claremont Colleges: correspondence; accreditation report, 1969-1971

Claremont University Center: Joint Educational Planning and Referral Service for Adults in Southern California; correspondence, Mar-Apr 1969

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Clary-Coe
Class scheduling: 36 Course Society; memoranda; notes, 1963
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College of Business Administration Dean Wilbur R. Garret: memo.; space utilization; reports, 1959

College of Engineering
College of the Queen of Peace

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Committee assignments, 1967
Committee for the Mental Health Facility in Westchester: cor.; news clipping, Jun 1960
Communications Arts building grant: announcement, 21 May 1969
Computer center and curriculum: cor., 1966
Computer Center: cor., 1966
Constitutional Rights Foundation, 1967-1976
Coordinating Council for Higher Education (A-K)

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Cosgrove, John: cor., 1969
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C.L.J. Damme: appraisal of university art collection; list, Feb 1963
Danforth Foundation: cor., 1968
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Del Rey Players: cor., 1967-1968
Dennis, SJ, Rev. George: cor., 1966-1967
Dismissal from school policy: cor., 1966

Dissent policy, 1970
“A Drug Policy for Loyola University of Los Angeles”: statement, 5 Sep 1968
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Dougherty, H.W.: cor., 1959

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Educational Program and Planning Committee: future plan study; memo., Nov 1965
Enrollment and operating costs: compilations, 1963
Enrollment projections: compilations; cor., 1967
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Estate Planning Director James Killeen: art auctions and donors; cor., 1968; 1970-1972

Fa-Poren
Faculty appointments
Faculty salary studies, 1952-1968
Faculty stats, 1963
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Fores-Freedom of students
Football program: news release, 30 Dec 1951
Frats, 1952
Freedom Shrine, 1960

Freedom to learn: Association of American Colleges statement and drafts; 1966-1968

Friendship Day Camp: cloth patch tribute certificate, nd

Ga-Gib
Gerken, William: cor., 1963-1964
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Hara, Frank and family: annuity agreement; biographic sketch; letter of reference; cor.; memos., 1965-1966; 1974-1978

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Hear-Interreligious
Herald-Examiner interview: news clipping, nd
Ja-Jus
Jackson, Colin, 1960
Job descriptions

Kennedy, Jacqueline: Military mass for Pres. Kennedy; autographed letter, 17 Jan 1964

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Lair snack bar and lounge: cor., 1961

Legislation liason
Letter to the University community, 5 Feb 1969
Long range planning projections: compilations, 1966
Los Angeles Rams football team proposal: cor., 1964
Loyolan-National Catholic Educators Association

Mc: index, 1979
McA-McCl, 1967-1979
McCone, John A.: cor., 1966-1972

McCone, John A.: Gainsborough painting and Japanese screen gifts ack.; cor., 1968

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