RECORD GROUP 9

UNIVERSITY RELATIONS, 1917 TO PRESENT DAY – SERIES A-C

Although this division was not formerly established until 1964, records of fund-raising activity date to 1911, the founding of the University. Today these files include those of the Vice-President of University Relations and the heads of Development, Public Relations and Alumni Relations.

A newspaper clippings collection of approximately 50 linear feet dates from 1919. There are also approximately 10 linear feet of press releases issued by Public Relations since 1928. Many campus publications have been created by this department and issue runs include magazines Loyola and VISTAS; newspapers Lion & Gryphon; Spirit and the newsletters This Week, This Month, LMU News, Grapevine, Loyola Letter, Community News and Development Report and Honor Roll.

Development Department records contain donor files beginning with a small box of index cards that records the names of approximately 500 donors to the university’s first major capital campaign, the Building Fund of 1928. We request that researchers contact staff regarding access and restrictions for the donor files.

Alumni Relations records include the magazine Alumnus, alumni directories, Alumni Association files and numerous artifacts from reunions and other activities. These alumni activity files include those of graduates of the original St. Vincent’s College.

Last updated March 11, 2011

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1 For campus catalogs cf. Record Group 3: Administration.
2 Cf. Vistas.
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3 Magazine format this issue only.

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[MS GV9A/2]

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[MS 9A6]

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Communication arts complex: Kresge Foundation, 1971

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Friends of Loyola: solicitations, nd
Frontline: (bound) bulletins; photograph, 1944-1945
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Overseas newsletters, 1945

World War II correspondence7: bulletins; cardboard negatives; news clippings; partial letters; photographs, ca 1942-1946; nd

World War II correspondence A-Bnl: letters; photographs, 1942-1945

5 Previously Executive Director or Director of Development.
6 This note was found in a book in the general library stacks in 1998 and has yet to be authenticated [1/6/00].
7 Note to researcher: The war correspondence is arranged alphabetically by the last name of correspondent. Some names are illegible and are at the end; others lack last names and are filed by first name.
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World War II Correspondence: U.S.S. Finnegan; birthday program and newsletter, 1945

Oscar E. Dooley: cancelled stamped envelope, 1950
United States Holding Company: correspondence, 1952
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**Series 2: George E. Lucy, SJ, 1958-1969**

Unprocessed records

"A Summary of Development-University Relations Plans: outline, ca. 1958

Agenda; announcements; brochures; contributor lists; memorandum; news releases; reports, 1958-1962

"Current News and Events--; bulletins; press release, 1958
Memo: bulletins, 1958

American City Bureau: "An Analysis of Development Potentials; report, 1959
Coordination and Progress Chart: reports, 1959-1961
____, "Low Cost Insurance Gift of Life Interest Income", 1959


Staff meetings: minutes, 1963

Agenda; announcements; brochure; correspondence; memorandum; news release; report, 1964-1965

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Regents: lists, 1968-1969
Summary of Gifts and Grants, 30 May 1969

Fund Raising: California Educational Facilities Authority Revenue Bond Issue; statement, 6 Dec 1977
Fund Raising: Corporate Giving; Federal Grants; Deferred Giving; compilations, 1960-1968

Fund Raising: Corporate Giving; Federal Grants; Deferred Giving; compilations, 1960-1968 [2 of 4]

Fund Raising: Corporate Giving; Federal Grants; Deferred Giving; compilations, 1960-1968 [3 of 4]


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____, “Trends of Gifts and Grants”, 1959
____, “Suggested Forms for Living Gifts and Gifts by Will, May 1967

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Departmental programs: Budgets; correspondence; memoranda; reports, Jan - Jun 1973

Departmental programs: Budgets; correspondence; memoranda; reports, Jul - Dec 1973

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Departmental programs: Budgets; correspondence; memoranda; reports, nd
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“Operation Policy for University Relations n: statement, 1974
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Sports pavilion project: agenda; artwork; cor.; memo.; minutes; prospect lists; reports; task force roster, 1976-1977

Correspondence and memoranda, 1977

“Into the Eighties” development program: booklet; draft notes, ca. 1978
Six Month’s Summary Report, 30 Jan 1978

[MS 9C5]

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Into The Eighties development program: announcement; cor.; lists; memo.; photographs; reports; timetable, 1981-1983

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Appointment as Executive Director: press release, 9 Sep 1983

Series 7: Paul L. Harris9, 1984-1985

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Gift summary, 1984
Hill and Knowlton (public relations firm): cor.; invoices; memo., 1984
Hill and Knowlton: research report, Aug 1984

Into The Eighties development program - Phase II: cor.; lists; memo.; news clipping; reports, 1984

Weekly departmental reports, 16 Jul – 16 Nov 1984

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8 Executive Director.
9 Acting VP.
Press release, 1985

Gift summaries, 1986-1987

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Series 10: Jack H. Alexander, Jr., 1987-1992
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Appointment of Joan E. Gaulene as Public Relations Director: memo., 22 May 1989
University Bylaws: cor.; drafts, memo., 1989
LMU Economic Impact Report [1989-1990]: booklet, c1990
Department program plans: reports, 1991
Development master list: report, 1991
University Relations Plans, 1991-1992
Announcement of resignation: news release, 27 Aug 1992

Series 11: Dr. Donald P. Merrifield, SJ, 1991-1995
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Director of Development job description; memo (partial), 1994
Meeting notes, 1994
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Series 12: John S. Rogers, 1995-1999

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10 These records are located in RG 3: Record Series K, Series 2.
Appointment of Ralph Consola ('87) as Alumni Relations Director: memo., 9 Aug 1995

Campaign Cabinet and Planning Committee, 1995-
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Series 14: Charles J. Rasberry, 1999-2004

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List of prospects

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Series 16: Dennis Slon, 2004-

The majority of these prospect compilations are the result of researchers Aimee Fitzgerald and Sandra Campero, c2002