

TRINITY COLLEGE ARCHIVES
ARCHIVAL CLASSIFICATION SYSTEM

Peter J. Knapp
College Archivist

Revised 2008

Please Note: Material in the Trinity College Archives is organized according to the Archival Classification System that follows. When looking for material, please consult the System's table of contents on pages 2-3 for appropriate headings. While the archival collection is wide-ranging in scope, there are many instances in which no material is available under a specific heading. Also, several record series are confidential in nature and thus closed for research use as described in the "Research Use Guidelines" section of the Archives Home Page. Questions concerning the availability of archival material should be directed to the College Archivist.

Trinity College Archives
Archival Classification Outline

<u>Heading</u>	<u>Page</u>
0- College General (including History)	3-6
1- Board of Trustees	7
2- Board of Fellows	8
3- Board of Visitors	9
4- Presidents of the College	10-11
5- The Faculty	12-13
6- Graduate Program	14
7- Arts and Sciences	15-20
8- Admissions/Enrollment Management	21
9 to 14 unassigned	
15- Inter-Institutional Programs	22-23
16- Summer Program	24
17- Registrar	25
18- Extension Programs	26
19- Student Affairs	27
20- Student Life	28-32
21- The Alumni	33-34
22- Library	35
23- Athletics & Physical Education (including Intercollegiate Athletics)	36

24- Finance and Business Administration	37-38
25- Information Technology	39
26- Chapel	40-41
27- unassigned	
28- Concerts, Lectures, Art Exhibitions	42
29- Communications (formerly Marketing and Public Relations)	43
30- Reserve Officer Training Corps (R.O.T.C.)	44
31- Development/College Advancement (1989-present)	45
32 to 33 unassigned	
34- Campus Buildings	46-48
35 to 39 unassigned	
40- Not Directly Related to Trinity College	49

0- College General (including History)

- 1- The College and the Connecticut Legislature (including the College Charter)
- 2- State Board of Education
- 3- Fund Raising/Development - to 1989 (see 31 for Development/College Advancement: 1989 – present)
 - 1- Development Office – General Files (current files maintained in Development Office)
 - 2- Annual Reports
 - 3- Promotional Literature and Reports for Specific Campaigns and Projects (chronological)
- 4- Education in Connecticut
- 5- College History
 - 1- Founding of Washington College (1823)
 - 2- Washington College/Trinity College (Old Campus – chronological)
 - 3- Planning and Implementing Move to Summit Campus
 - 4- Summit Campus to 1920 (chronological)
 - 5- Summit Campus, 1920 to date (chronological)
- 6- College Statutes (chronological by edition)
- 7- Commencement, including Junior Exhibition and Honors Day (chronological)
- 8- College-related Organizations and Activities (chronological)
- 9- College Functions and Gatherings other than 28 – Concerts, Lectures, Art Exhibitions; arranged chronologically; see also 31.9 for Director of College Events and Conferences

0- College General (continued)

- 10- Meetings Held at Trinity other than 28 – Concerts, Lectures, Art Exhibitions; arranged chronologically; see also 31.9 for Director of College Events and Conferences
- 11- General Information Bulletins/Public Relations Brochures (chronological)
- 12- Students – General Notices
- 13- New England Association of Colleges and Secondary Schools
- 14- Miscellaneous
 - 1- Institutional Profiles, Surveys, Forecasts, Statistical Comparisons (chronological)
 - 1- Office of Institutional Research and Planning
 - 2- College Telephone Directories
 - 3- Trinity College Press (see also 29.2.1 – Director of Publications)
 - 4- Strategic Planning and Planning Initiatives (see also 0.26 – Vice President-Strategic Planning/Government Relations)
 - 5- Consultants (Planning)
 - 6- Campus Master Plan-1996+ (see also 0.26 – Vice President–Strategic Planning/Government Relations)
 - 1- Reports
 - 2- General Files
- 15- Degrees Conferred
 - 1- In Course
 - 2- *Adeundem* (admission of graduate of one university to the same degree of another without examination)
 - 3- Honorary

0- College General (continued)

- 15- Degrees Conferred (continued)
 - 4- *Nunc pro tunc* (B.A. or B.S. degree awarded later in life upon authorization of Board of Trustees)
- 16- Association of American Colleges
- 17- Coeducation
- 18- College Bulletin (Catalogue) – shelved separately as set
- 19- Parents’ Activities, including Parents’ Weekend and Family Weekend
- 20- Fine Arts Works Owned by the College, Photographs, Memorabilia
 - 1- General Correspondence
 - 2- Paintings and Other Works of Art
 - 3- Views of the College
 - 1- Photographic Albums
 - 2- Individual Photographs (arranged by archival classification headings)
 - 3- Prints and Drawings (stored separately; for Architectural Drawings see Individual Building)
 - 4- Objets d’ Art, Furnishings, Memorabilia
 - 5- Fine Arts Survey
- 21- Vice President - Administration
 - 1- Correspondence
 - 2- Security
- 22- Connecticut Public Television (CPTV - formerly CCTV); Audiovisual
- 23- Women’s Center

0- College General (continued)

- 24- Medical Services
- 25- Cesare Barbieri Foundation/Center (see also 15.3 for Trinity-Rome Program)
- 26- Vice President - Strategic Planning/Government Relations (see also 14.4 Strategic Planning and Planning Initiatives)
- 27- Vice President - Community and Institutional Relations
 - 1- General Correspondence
 - 2- Community Affairs Office
- 28- Learning Corridor (see also 4.22 Papers of President Evan S. Dobbelle and 0.27.2 Community Affairs Office)
 - 1- General Documentation
 - 2- Planning

1- Board of Trustees

- 1- Secretary
 - 1- Minutes
 - 2- Correspondence
- 2- Executive Committee
- 3- Joint Committee on Coordination
- 4- Business and Finance Committee
- 5- Biographical Files
- 6- Investigations (Legal, et al..)
- 7- Miscellaneous Subjects Files
- 8- Contracts
- 9- Special Resolutions Presented to Board
- 10- Open Letters
- 11- Statements
- 12- Nominations and Elections
- 13- Trustee Committees (other than Executive Committee and Business and Finance Committee)
- 14- Presidential Searches

[Note: See 4.0.1 for standing files of Trustee meetings maintained by the President's Office]

2- Board of Fellows

- 1- Secretary
 - 1- Minutes
 - 2- Correspondence
- 2- Reports
- 3- Committees
 - 1- Reports
- 4-

3- Board of Visitors

- 1- Reports
- 2- Correspondence
- 3-

4- Presidents of the College

- 00- Printed and Duplicated Material
- 0- Miscellaneous
 - 1- Standing files for Trustee Meetings
 - 2- Office of Institutional Affairs
- 1- Brownell, Thomas Church (1824-1831) - 1st president
- 2- Wheaton, Nathaniel Sheldon (1831-1837) - 2nd president
- 3- Totten, Silas (1837-1848) - 3rd president
- 4- Williams, John (1848-1853) - 4th president
- 5- Goodwin, Daniel Raynes (1853-1860) - 5th president
- 6- Brocklesby, John (1860-1861, 1864, 1866-1867,1874) - acting president
- 7- Eliot, Samuel (1861-1864) - 6th president
- 8- Kerfoot, John Barrett (1864-1866) - 7th president
- 9- Jackson, Abner (1867-1874) - 8th president
- 10- Pynchon, Thomas Ruggles (1874-1883) - 9th president
- 11- Smith, George Williamson (1883-1904) - 10th president
- 12- Luther, Flavel Sweeten (1903-1904) - acting president;
(1904-1919) - 11th president
- 13- Perkins, Henry Augustus (1915-1916; 1919-1920) - acting president
- 14- Ogilby, Remsen Brinckerhoff (1920-1943) - 12th president
- 15- Hughes, Arthur Howard (1943-1945; 1951-1953) - acting president

4- Presidents of the College (continued)

- 16- Funston, George Keith (1944) - president-elect
(1944-1951) - 13th president
- 17- Jacobs, Albert Charles (1953-1968) - 14th president
- 18- Lockwood, Theodore Davidge (1968-1981) - 15th president
- 19- English, James Fairfield, Jr. (1980) - acting president
(1981-1989) - 16th president
- 20- Gerety, Tom (1989-1994) - 17th president
- 21- Painter, Borden Winslow (1994-1995) - interim president
(2003-2004) - acting president
[designated 20th president by Board of Trustees, May 2004]
- 22- Dobelle, Evan Samuel (1995-2001) - 18th president
- 23- Thomas, Ronald R. (2001-2002) - acting president
- 24- Hersh, Richard H. (2002-2003) - 19th president

[See 4.21 above: Borden W. Painter (2003-2004) – acting president]
- 25- Jones, James Fleming, Jr. (2004-) - 21st president

[Note: See 1.14 for Presidential Searches]

5- The Faculty

- 00- Printed and Duplicated Material
 - 1- Dean of the Faculty and Vice President for Academic Affairs
 - 1- Reports
 - 2- Correspondence and Administrative Files
 - 3- Former Faculty – Permanent Biographical Files (See also 24.4.2: Personnel Office/Human Resources Office files and 5.1.2: Dean of the Faculty files; see 5.5 for 19th- and early 20th-century faculty)
 - 4- Files re: Academic Committees (arranged by Committee)
 - 5- A & P Files (Appointments and Promotions Files) – formerly in Archives; as of Fall 2007 maintained in the Dean of the Faculty’s Office.
 - 2- Secretary of the Faculty
 - 1- Faculty Minutes
 - 2- Correspondence and Supporting Files
 - 3- Institutional Studies
 - 4- Faculty Committees
 - 1- Reports and Records (arranged by Committee)
 - 5- Biographical Information and Obituaries/Memorials (primarily 19th- and early 20th-century faculty)
 - 6- American Association of University Professors (AAUP)
 - 7- Faculty Club
 - 8- Associate Deans
 - 9- Compensation: Salary and Benefits

5- The Faculty (continued)

- 10- Academic Scholarship
 - 1- Books, Articles, etc. (unpublished manuscripts/drafts arranged alphabetically by name; published works catalogued in Trinitiana)
 - 2- Lectures and Lecture Notes (if not part of a collection of personal papers; arranged alphabetically by name)
- 11- Faculty Rules and Regulations
 - 1- Faculty Manual; policy statements re: sabbatical, etc.
 - 2- Commencement Rules and Procedures
- 12- Speakers' Guides
- 13- Endowed Professorships
- 14- Personal Papers of Faculty (including correspondence, notes, scrapbooks, etc.; arranged alphabetically by name)
- 15-
- 16- Miscellaneous
 - 1- Reports and Statements
 - 2- Correspondence
- 17- Memorabilia

6- Graduate Program

- 00- Printed and Duplicated Material (see 0.18 for College Catalogues including the Graduate School)
- 1- Office of Graduate and Special Programs
 - 1- Administration
 - 2- Research
 - 3- Graduate Faculty
 - 4- Committee Files
 - 5- Miscellaneous Files
 - 6- Theses (catalogued in the Trinitiana Collection)
 - 1- Published Lists
 - 2- Duplicate Theses
- 7-
- 8-

7- Arts and Sciences

(see 15.3 for Rome Campus)

- 00- Printed and Duplicated Material (including old examination schedules and written responses)
 - 1- Administration
 - 2-
 - 3- Arts (Fine Arts)
 - 4- Astronomy
 - 5- Biology
 - 6- Chemistry
 - 7- Classics
 - 8- Comparative Literature
 - 9- Economics
 - 10- English
 - 1- The Department
 - 2- Writing Center
 - 11- Language and Culture Studies (formerly Modern Languages and Literature)
 - 12- Geography
 - 13- Geology
 - 14- Government/Political Science
 - 15- Hebrew Studies/Judaic Studies (see also 62 for Jewish Studies Program)
 - 16- History
 - 17- NDEA Institute

7- Arts and Sciences (continued)

- 18- Anthropology
- 19- Music
- 20- Navy V-12 Program
- 21- Linguistics
- 22- Mathematics
 - 1- Math Center
 - 2- Actuarial Studies
- 23- College Courses
- 24- First Year Seminars (formerly Freshman Seminars)
- 25- Philosophy
- 26- Physics
 - 1- Cyclotron
- 27- Theater Arts (beginning in 1982, known as Theater and Dance – see 7.49)
- 28- Psychology
- 29- Urban and Environmental Studies (see 7.55 for Environmental Science; see 7.59 for Cities Program)
- 30- Religion
 - 1- Religious Instruction – 19th Century
 - 2- School of Theology
 - 3- The Department
- 31- Student-Taught Courses
 - 1- Free University

7- Arts and Sciences (continued)

- 32- Sociology
- 33- Biochemistry Major
- 34- Dance (beginning in 1982, known as Theater and Dance – see 7.49)
- 35- American Studies
 - 1- Museums and Communities Concentration (Graduate Program)
- 36- Intensive Study Programs
- 37- International Studies Program
 - 1- Asian Studies
 - 2- Black Studies
 - 3- Latin American and Caribbean Studies
 - 4- Middle Eastern Studies
 - 5- Russian and Eurasian Studies (formerly Russian and Soviet Studies)
 - 6- Medieval and Renaissance Studies
 - 7- African Studies
- 38- Reading Course
- 39- Dean of Studies Office
- 40- Independent Study
- 41- Open Semester
- 42- Teaching Assistantships
- 43- Interdisciplinary Majors/Minors
- 44- Accelerated Study

7- Arts and Sciences (continued)

- 45- Auditing Courses
- 46- Guided Studies Program: European Civilization
- 47- Individualized Degree Program (IDP)
- 48- Education
 - 1- Department of Education (to 1980)
 - 2- Educational Studies Program (1980+)
- 49- Theater and Dance (prior to 1982, known as Theater Arts: 7.27, and Dance: 7.34)
- 50- International Relations (see also 37 for International Studies Program)
- 51- Women's Studies
- 52- Engineering (for Master of Engineering-R.P.I. see 15.8)
 - 1- Administration and Reports
 - 2- Hallden Engineering Laboratory
 - 3- Computer Coordinate Major
- 53- Computer Science
- 54- Neuroscience
- 55- Environmental Science
- 56- Women, Gender and Sexuality Program (Queer Studies)
- 57- Public Policy and Law Program (Formerly Public Policy Studies)
- 58- Interdisciplinary Science Program
- 59- Cities Program
- 60- InterArts Program

7- Arts and Sciences (continued)

- 61- Trinity/La MaMa Urban Arts Semester (New York City)
- 62- Human Rights and Social Justice Studies
- 63- Jewish Studies Program
- 64- Tutorial College
- 65- Hartford (Academic Opportunities)
 - 1- Internships in the Hartford Region
 - 2- CityTerm
 - 3- Health Fellows Program
 - 4- Legislative Internship Program
 - 5- Community Learning
- 66- Center for Urban and Global Studies (see also 15 for Inter-Institutional Programs)
 - 1- Dean
 - 2- Global Studies
 - 3- Hartford Studies Project
 - 4- Global Programs (Learning Sites) – [see also 15.3 for Trinity-Rome Program]
 - 1- Trinity-in-Barcelona
 - 2- Trinity-in-Cape Town
 - 3- Trinity-in-Himalayas
 - 4- Trinity-in-Istanbul
 - 5- Trinity-in-Moscow

7- Arts and Sciences (continued)

- 66- Center for Urban and Global Studies (continued)
 - 4- Global Programs (Learning Sites) [continued]
 - 6- Trinity-in-Paris
 - 7- Trinity-in-Santiago
 - 8- Trinity-in-Trinidad
 - 9- Trinity-in-Vienna
- 67- Leonard E. Greenberg Center for the Study of Religion in Public life
 - 1- *Religion in the News*
- 68- Institute for the Study of Secularism in Society and Culture (ISSSC)

8- Admissions Office/Enrollment Management

- 1- Reports
- 2- Examinations for Admissions
 - 1- Records
- 3- Students Admitted
- 4- Correspondence and General Records
- 5- Letters in Support of Applicants
- 6- Vice President for Enrollment Management

Note: Headings 9 through 14 are unassigned

15- Inter-Institutional Programs (formerly Cooperative Educational Programs)

- 1- Twelve-College Exchange
- 2- Hartford Consortium for Education/Hartford Consortium for Higher Education/Hartford Consortium of Colleges
- 3- Trinity-Rome Program (Cesare Barbieri Foundation/Center)
[Note: managed by Trinity, but includes non-Trinity students;
see also 0.25 - Cesare Barbieri Foundation /Center]
- 4- Internships (for Internships in the Hartford Region see 7.65.1)
- 5- College Venture Program of the Institute for Off-Campus Experience
- 6- Trinity-Hartt College Program in Music
- 7- Trinity-St. Joseph College Program in Elementary and Secondary Education
- 8- Master of Engineering (R.P.I.)
- 9- Connecticut College and Wesleyan University
- 10- Central Connecticut State College – Chinese Language and Literature Courses
- 11- University of East Anglia
- 12- Trinity College – Quezon City, Philippines
- 13- University of Puerto Rico
- 14- American University – Washington Semester Program
- 15- Eugene O’Neill Memorial Theater Center – National Theater Institute –
Theater Arts Program
- 16- Academic Leaves of Absence (Domestic)
- 17- Institute of European Studies
- 18- Programs in Classical Studies
- 19- American School of Classical Studies (Athens)

15- Inter-Institutional Programs (continued)

- 20- College Year in Athens
- 21- Connecticut State Legislative Internship
- 22- Foreign Study Programs Sponsored by Other Institutions (if not listed above)
- 23- Trinity High School Seminar Program
- 24- Community Volunteer Programs
- 25- Study Abroad Office
- 26- Williams-Mystic Program in Maritime Studies
- 27- Biomedical Engineering
 - 1- BEACON (Biomedical Engineering Alliance and Consortium)
- 28- Intercollegiate Center for Classical Studies at Rome
- 29- Sea Semester (Woods Hole)
- 30- PRESHCO (Programa de Estudios Hispánicos en Cordoba, Spain)
- 31- Baden-Württemberg Exchange
- 32- Chinese University of Hong Kong and Lingnan University
- 33- Trinity Shanghai Semester

16- Summer Program

- 00- Printed and Duplicated Material (see 0.18 for Catalogs)
- 1- Director
- 2- Faculty
- 3- Budget
- 4- General Correspondence and Files
- 5- Student Records
- 6- Institutes
- 7-
- 8-
- 9- Circulars, Form Letters, Questionnaires
- 10-
- 11- Trinity-Wesleyan Summer School 1942
- 12- Transition to College Plan

17- Registrar

- 00- Printed and Duplicated Material (including Courses of Study)
 - 1- General Administration
 - 1- Academic Calendar
 - 2- Daily Schedule
 - 2- Registration Records
 - 1- Roll of the College
 - 2- Class Lists
 - 3- Student Statistics, Including Grades (chronological by class)
 - 1- Records of Standing
 - 2- Records of Examinations
 - 4- Confidentiality of Student Records
 - 5- Reports
 - 6- Correspondence

18- Extension Programs

- 00- Printed and Duplicated Material
 - 1- Administration
 - 2- Informal Instructional Services
 - 3- Correspondence Studies
 - 4- Freshman and Sophomore Centers and Credit Courses
 - 5- Upward Bound Program
 - 6- Auxiliary Services
 - 7- Evening Classes at Trinity College
 - 8- Vistas Program
 - 9- Academy of Lifelong Learning
 - 10-

19- Student Affairs

- 00- Printed and Duplicated Material (including Student Regulations)
 - 1- Dean of Students
 - 2- Foreign Students
 - 3- Housing and Residential Services
 - 4- Financial Aid, Loans, and Undergraduate Scholarships
 - 1- Office of Financial Aid
 - 2- Student Employment Bureau
 - 5- Trinity College Handbook (formerly Freshman Handbook)
 - 6- Academic Honesty
 - 7- Advisory System (including Freshman Advisory Council)
 - 1- Resident Assistant Program
 - 2- Freshman Advisors/Junior Advisors
 - 8- Student Organization Advisors
 - 9- Mather Hall Student Center
 - 1- Mather Hall Board of Governors
- 10- Matriculation
- 11- Awards, Honors, Prizes, etc. (for Honors Day, see 0.7)
- 12- Career Services (formerly Placement Office/Career Counseling)
- 13- Consortium on High Achievement and Success
- 14- Student Disruptions and Discipline (including the 1968 Sit-In)
- 15- College Counselor

20- Student Life

- 00- Printed and Duplicated Material
 - 1- Student Publications, Manuscripts, Lecture Notes, etc.
 - 1- *Ivy Yearbook* (master set in Trinitiana; duplicates shelved separately)
 - 2- Newspapers
 - 1- *Tablet* (master set in Trinitiana; duplicates shelved separately)
 - 2- *Tripod* (master set in Trinitiana; duplicates shelved separately)
 - 3- Magazines, newsletters, journals of opinion, and other serial publications, including electronic *TrinColl Journal* (master sets in Trinitiana; duplicates shelved separately)
 - 4- Scrapbooks (shelved separately as a group)
 - 5- Song Books
 - 1- Correspondence
 - 6- Notes on Lectures
 - 7- Manuscripts of Papers
 - 1- Chemistry and Physics
 - 2- Miscellaneous
 - 3- Senior Theses/Master's Theses (in online catalog; shelved in Trinitiana)
 - 8- Class Records (Constitutions, Minutes, etc., compiled while at Trinity; arranged chronologically by Class)
 - 9- Course Evaluations and Social Evaluations (chronological)

20- Student Life (continued)

- 2- Government and Policy-Making Groups (see 19.9.1 for Mather Hall Board of Governors)
 - 1- Student Life and interest Committee
 - 2- Senate
 - 3- Honor System
 - 4- Medusa
 - 5- Student Athletics Board (Intercollegiate Athletics)
 - 6- Religious Council
 - 7- Student Government Association
 - 8- Inter-Fraternity Council
 - 9- Fraternity Presidents' Council
 - 10- Student Government Association (SGA)
 - 11- Independents' Council
 - 12- Trinity College Council
- 3- Student Organizations
 - 1- Campus Organizations
 - 1- Miscellaneous
 - 2- Political and Social Action
 - 3- Religious
 - 4- Theater, Forensic, and Oration
 - 1- Jesters

20- Student Life (continued)

- 3- Student Organizations (continued)
 - 1- Campus Organizations (continued)
 - 5- International and Language
 - 6- Recreational and Special Interest
 - 1- Lemon Squeezer
 - 2- Miscellaneous
 - 1- WRTC-FM
 - 1- Articles
 - 2- Programs
 - 7- Music (see 26.5.2 and 26.5.3 for Carillon, Guild of Carillonneurs, and Organ)
 - 1- Glee Club/Concert Choir (see 26.5.1 for Chapel Choir/Chapel Singers)
 - 2- Trinity Jazz Ensemble (Stage Band/Trinity College Band)
 - 3- Trinity Pipes
 - 1- Other Vocal Groups
 - 4- Other Music Groups
 - 8- Service Organizations
 - 9- Trinity Women's Organization
 - 10- Literary Societies
 - 1- Athenaeum
 - 2- Parthenon

20- Student Life (continued)

- 3- Student Organizations (continued)
 - 1- Campus Organizations (continued)
 - 11- Arts and Sciences
 - 1- Honorary
 - 1- Phi Beta Kappa
 - 2- Pi Gamma Mu
 - 3- Psi Chi
 - 4- Sigma Delta Pi
- 4- Social Organizations and Residence Units
 - 1- Cooperative Living Halls
 - 2- College Residence Halls
 - 1- General Files (alphabetical by residence name)
 - 2- Dedications (alphabetical by residence name)
 - 3- Fraternities (alphabetical by name)
 - 4- Independent Living Units
 - 5- Independent Social Groups
 - 1- Brownell Club
 - 2- Q. E. D.
 - 3- Trinity Coalition of Blacks/Imani (see also 34.33 for Umoja House)
 - 4- La Voz Latina (see also 34.34 for La Casa House)
 - 5- Other Groups and Cultural Organizations

20- Student Life (continued)

- 4- Social Organizations and Residence Units (continued)
- 6- Sororities (alphabetical by name)
- 5- Photographic Albums of Classes (chronological by Class)

21- The Alumni

- 00- Printed and Duplicated Material
 - 1- House of Convocation
 - 1- Minutes
 - 2- Correspondence
 - 3- Addresses
 - 2- Alumni Association and General Alumni Correspondence
 - 1- Minutes
 - 2- Correspondence
 - 3- Miscellaneous Records
 - 3- Local Societies [Clubs] as of ca. 1960
 - 1- New York Area
 - 2- Boston Area
 - 3- Philadelphia Area
 - 4- Pittsburgh
 - 5- Providence
 - 6- Pittsfield
 - 7- Rochester
 - 8- South Florida
 - 9- Springfield, MA
 - 10- Washington, D.C.
 - 11- Western Connecticut
 - 15- Buffalo
 - 16- California
 - 17- Chicago
 - 18- Cleveland
 - 19- Detroit
 - 20- Fairfield
 - 21- New London
 - 22- Hartford
 - 23- Los Angeles
 - 24- Minneapolis
 - 25- New Britain

21- The Alumni (continued)

- 3- Local Societies [Clubs] (continued)
 - 12- Albany
 - 13- Baltimore
 - 14- Bridgeport
 - 26- New Haven
 - 27- Carolina Area
 - 28- New England Association
- 4- American Alumni Council
- 5- Office of Alumni Relations
 - 1- General Correspondence
 - 2- Vice President for Alumni Affairs and Communications
(includes all name iterations for the Alumni Relations position)
 - 1- Correspondence
- 6- Reunions and Meetings (including Reunion Programs – latter arranged chronologically; see 21.8 for Alumni Class Records and Publications)
- 7- Deceased Alumni (Alumni Archival Files)
- 8- Alumni Class Records and Publications (arranged chronologically by class)
- 9- Miscellaneous
- 10- Activities of Alumni
 - 1- Publications (manuscripts or typed drafts arranged alphabetically by name; published works in Trinitiana)
 - 2- Personal Papers (arranged alphabetically by name)
- 11- Photographic Albums of Alumni (arranged alphabetically by name)
- 12- Scrapbooks kept by Alumni (shelved separately as a group)

22- Library

- 00- Printed and Duplicated Material
 - 1- Administration
 - 1- Reports
 - 2- Trinity College Archives
 - 3- Watkinson Library
 - 4- Library Building
 - 1- 1952 Building (see also 22.1 – General Files)
 - 2- 1978 Addition (see also 22.1 – General Files)
 - 3- Raether Library and Information Technology Center – 2003
 - 5- College Librarian
 - 1- Correspondence
 - 6- Library – Seabury (Old Campus)
 - 7- Library – Seabury (Summit Campus)
 - 8- Library – Williams Memorial (Summit Campus)
 - 9- Exhibits and Programs
- 10- Library Associates
 - 1- Correspondence
- 11- Gifts
 - 1- Special Funds
 - 2- Correspondence
- 12-

**23- Athletics and Physical Education (including Intercollegiate Athletics)
[See 29.6 for Sports Information Director]**

- 00- Printed and Duplicated Material
 - 1- Office of the Athletic Director
 - 1- Correspondence and General Files
 - 2- Associate Athletic Director
 - 1- Correspondence and General Files
 - 2- Articles, Clippings, Scrapbooks
 - 3- Histories of Specific Sports at Trinity (arranged alphabetically by sport)
 - 4- Financial Records
 - 5- Athletic Association
 - 1- Miscellaneous Records
 - 2- Financial Records
 - 6- New England Small College Athletic Conference (NESCAC)
 - 7- National Collegiate Athletic Association (NCAA) - Division III

24- Finance and Business Administration

- 00- Printed and Duplicated Material
 - 1- Vice President for Finance and Planning
 - 2- Treasurer/Bursar
 - 1- Business Affairs
 - 1- Insurance Policies and Records
 - 2- Real Estate
 - 2- Financial Records
 - 1- College General
 - 2- Loans, Investments, Endowed Funds
 - 3- Student Accounts, including Tuition
 - 4- Scholarship, Fellowship, and Prize Accounts
 - 5- Paid Bills–19th Century
 - 3- Reports: Treasurer, Bursar
 - 4- Audits
 - 1- Auditors' Reports
 - 5- Correspondence and Miscellaneous Documents
- 3-
- 4- Human Resources Office (formerly Personnel Office)
 - 1- Miscellaneous Records and Files
 - 2- Former/Retired Employee Files, including Faculty (through 1950s)
- 5- Purchasing Office

24- Finance and Business Administration (continued)

6-

7- Book Store

8-

25- Information Technology

- 0- General
- 1- Early Computing at Trinity
 - 1- Science and Engineering
 - 1- Hallden Laboratory
 - 2- Administrative Computing
 - 3- Library
 - 1- Dialog Service
 - 2- CTW
- 2- Computing Center
- 3- MCEC
- 4- Raether Center
 - 1- Information Technology

26- Chapel (1932 Chapel, except as indicated)

- 0- General Descriptions, including Guidebooks and Histories
- 1- Special Services
 - 1- Dedications
 - 2- Memorial Services
 - 3- General
- 2- Leaflets
- 3- Sermons
- 4- The Building (includes Individual Features, Memorials, etc.)
 - 1- Architectural Plans
 - 2- President Remsen B. Ogilby's Construction and Gift Files through 1945
- 5- Music
 - 1- Chapel Choir/Chapel Singers
 - 2- Carillon
 - 1- Guild of Carillonneurs
 - 2- Summer Concert Series
 - 3- Organ (including Recitals)
 - 4- Other Recitals, Programs, etc.
- 6- Previous Chapels
 - 1- Old Campus (Seabury Hall)
 - 2- Summit Campus (Seabury Hall)

26- Chapel (continued)

- 7- Chapel Attendance
- 8- The Chaplain and the Chaplaincy
 - 1- Chaplain's Correspondence and Office Files
- 9- Memorial Garden
- 10- Other Campus Ministries
 - 1- Roman Catholic Ministry
 - 2- Muslim Ministry

Note: 27 is unassigned

28- Concerts, Lectures, Art Exhibitions (arranged chronologically)

- 1- Concerts (see 26.5 for Chapel and Carillon)
- 2- Lectures
- 3- Art Exhibitions
- 4- Drama Performances (see 20.3.1.4.1 for Jesters)
- 5-

29- Communications (Marketing and Public Relations)

- 00- Printed and Duplicated Material
 - 1- Administration (see 21.5.2 for Vice President for Alumni Affairs and Communications)
 - 2- Publication Service
 - 1- Director of Publications (see also 0.14.3 for Trinity College Press)
 - 2- Manager of Creative Services
 - 3- Editorial Files
 - 4- General Files
 - 5- Reports
 - 6- Director of Sports Communications (Sports Information Director)
 - 7- Central Services
 - 8- Items of Interest/E-Mail
 - 9- Press Books/Newspaper Clippings
 - 1- General
 - 2- Sports
 - 10- Biographical Files (Faculty, Administration, Staff)
 - 11- Director of Marketing and Communications
 - 1- Director of Media Relations
 - 2- Director of Advancement Communications

30- Reserve Officer Training Corps (Air Force R.O.T.C.)

- 00- Printed and Duplicated Material
 - 1- General (Air Force R.O.T.C.)
 - 2- Press Releases (A.F.R.O.T.C.)
 - 3- Honors Ceremony (A.F.R.O.T.C.)
 - 4- Administrative Files (A.F.R.O.T.C.)
 - 5- Students' Army Training Corps (S.A.T.C.) – World War I
 - 1- Administrative files
 - 6-
 - 7-

31- Development/College Advancement (1989-present)

[Note: Development/Advancement retains the files it generates]

- 1- Vice President for College Advancement
- 2- Institutional Support
- 3- Annual Giving
 - 1- Parent Giving
- 4- Stewardship Program
- 5- Corporate/Foundation Relations
- 6- Leadership Giving
- 7- Gift Planning
- 8- Donor Relations
- 9- Development Research
- 10- Director of College Events and Conferences

Note: 32-33 are unassigned

34- Campus Buildings (see separate headings for: Hallden Engineering Laboratory - 7.52.2; Library – 22; Residence Halls – 20.4.2; Chapel - 26; Summit Campus in General - 0.5.3-0.5.5; and see also Real Estate Files – 24.2.1.2)

- 00- Printed and Duplicated Material
 - 1- Williams Memorial
 - 2- Austin Arts Center
 - 3- Mather Campus Center
 - 4- Albert C. Jacobs Life Sciences Center
 - 5- Downes Memorial Clock Tower
 - 6- Clement Chemistry Building
 - 7- McCook Academic Building (formerly McCook Mathematics-Physics Center)
 - 8- Alumni Hall (Gymnasium)
 - 9- Jarvis Physics Laboratory
 - 10- Memorial Field House
 - 11- Ferris Athletic Center
 - 12- Trowbridge Pool - Squash Courts
 - 13- President's House and Faculty Residences
 - 14- Hamlin-Cook Hall
 - 15- The Long Walk in General (for material on William Burges, Francis Kimball, and the Long Walk's architectural design and construction, see 0.5.3)
 - 1- Renovation 2007-2008
 - 16- Seabury Hall
 - 17- Jarvis Hall

34- Campus Buildings (continued)

- 18- Boardman Hall of Natural Science
 - 1- Dedication Ceremonies
 - 2- Miscellaneous
 - 3- Natural History Museum
- 19- Buildings and Grounds Department
- 20- Northam Towers
- 21- St. John Observatory
- 22- Admissions and Career Services
- 23- Gallows hill Bookstore
- 24- Trinity Commons (formerly CPTV Studios)
- 25- Mathematics, Computing, and Engineering Center (MCEC)
- 26- Trinity Center for Neighborhoods (190 New Britain Avenue)
- 27- Wiggins Sculpture Studio
- 28- The Bistro/Koeppel Student Center
- 29- English Department (115 Vernon Street – formerly President’s House)
 - 1- Writing Center
- 30- Smith Alumni/Faculty House
- 31- Vernon Social Center
- 32- Campus Safety/Counseling Center – 76 Vernon Street
- 33- Umoja House (Imani) – 72 Vernon Street
- 34- La Casa (La Voz Latina) – 69 Vernon Street

34- Campus Buildings (continued)

- 35- Interfaith House – 155 Allen Place
- 36- Zachs Hillel House – 74 Vernon Place
- 37- Broadstreet Gallery
- 38- Trinfo Cafe
- 39- At Bayet Al Salaam (Muslim House) – 115 Allen Place
- 40- Asian American Studies Association – 65 Vernon Street
- 41- EROS (Encouraging Respect of Sexualities) – 114 Crescent Street
- 1- Queer Resources Center

Note: 35-39 unassigned

40- Unrelated to Trinity College