



# Guide to the Board of Trustees Records, 1860-ongoing

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This collection guide was produced in **2005**.

This PDF version was created on **April 3, 2026**.

David M. Rubenstein Rare Book & Manuscript Library

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Duke University

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## Summary

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**Collection Title:**

Board of Trustees records, 1860-ongoing

**Creator:**

Trinity College (Durham, N.C.). Board of Trustees; Trinity College (Randolph County, N.C.). Board of Trustees; Duke University. Board of Trustees

**Abstract:**

The Duke University Board of Trustees has existed since 1924, and grew out of the Trinity College Board of Trustees that existed from 1859 to 1924. The Board is responsible for making major steering decisions in the administration of the school. The Board of Trustees records contain minutes, agendas, correspondence, reports, subject files, trustee handbooks, and other records of the Board and Executive, standing, and ad hoc committees. The minutes include reports, correspondence, resolutions, recommendations for the conferring of degrees, for employment and renewal of employment, and other material. Reports include those made by University officers, Board committees, and outside consultants. The Board's records also include statements of funds and scholarships, investment reports, correspondence, audits, bylaws, petitions from students, and other material. English.

**Extent:**

130 Linear Feet

**Language:**

English.

**Collection ID:**

UA.02.01.0001

**Permalink:**

<https://idn.duke.edu/ark:/87924/m1m68z>

**Preferred Citation**

[Identification of item], Board of Trustees Records, University Archives, Duke University.

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## **Background**

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### **Scope and Content**

The Board of Trustees records contain minutes, agendas, correspondence, reports, subject files, trustee handbooks, and other records of the Board and Executive, standing, and ad hoc committees. The minutes include reports, correspondence, resolutions, recommendations for the conferring of degrees, for employment and renewal of employment, and other material. Reports include those made by University officers, Board committees, and outside consultants. The Board's records also include statements of funds and scholarships, investment reports, correspondence, audits, bylaws, petitions from students, and other material. The minute book covering June 1901-June 1910 was destroyed by fire in 1911, but some handwritten minutes for the period were preserved and have been typed out. There are gaps in the minutes for the period 1925-1930.

The collection is divided into three main sections: Trinity College, Duke University, and Duke University Unprocessed Materials. The Trinity College series begins in 1860 and ends in 1924, the year Trinity College became Duke University. There are minute books, topical files, and yearly files. Because a fire destroyed the minute book covering June 1901-June 1910, some handwritten minutes have been transcribed; these can be found in the yearly files.

The second series, Duke University, covers 1924 to the present. It includes minutes of the Board and the Executive Committee, general records of the Board and the Executive Committee, reports, financial records, committees, and unprocessed materials. All materials less than 50 years old are closed except by special permission, in writing, from the Board of Trustees.

The third series, Duke University Unprocessed Materials, consists primarily of materials less than fifty years old, and so are restricted except by permission from the Board of Trustees.

### **Biographical/Historical**

The Board of Trustees of Duke University was originally formed when the Union Institute Society's 1839 constitution established a body with responsibility for the oversight of the affairs of Union Institute Academy of Randolph County, North Carolina. The Board was legally recognized in 1841 by an act of the North Carolina General Assembly incorporating Union Institute Academy as a private school for boys. In 1851, the Union Institute Academy changed to become Normal College, an institution dedicated to the training of teachers. The Board members remained largely the same, but new members were also added. In 1856, the Board approved resolutions to allow Normal College to

become the official college of the North Carolina Conference of the Methodist Episcopal Church, South. With the change came more Board members representing the Methodist Church, and a new charter was approved by the Board. In 1859, Normal College changed its name to "Trinity College." A set of bylaws was also drawn up, and these by-laws form the basis of Duke University's present-day bylaws.

In 1892, Trinity College moved to Durham County to take advantage of a more urban setting and to seek more financial support. In 1924, the University received a major endowment from James B. Duke, who along with his father, Washington Duke, and brother, Benjamin Duke, had made a fortune in tobacco and power companies. In his honor, the Board of Trustees changed the name of Trinity College to Duke University (although the undergraduate institution still retains the name Trinity College).

Although the bylaws of the Board have been modified over the years, the Duke University Board of Trustees is still the body that makes the university's major administrative and strategic decisions. The Board consists of 36 members, including the current president of Duke University. As of 2005, the Bylaws of Duke University stated, "The thirty-six elected Trustees shall be elected as follows: twelve by the North Carolina Conference of the United Methodist Church; twelve by the Western North Carolina Conference of the United Methodist Church; and twelve by the graduates of Duke University." The Board is administered by the Office of the University Secretary. To read the current bylaws of Duke University and to see a list of current Board members, visit the University Secretary's webpage at: <http://www.duke.edu/web/ous/>

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## **Administrative Information**

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### **Publication Statement**

David M. Rubenstein Rare Book & Manuscript Library

411 Chapel Drive

Duke University

Durham 27708

[askRL@duke.edu](mailto:askRL@duke.edu)

URL: <https://library.duke.edu/rubenstein/>

## **Access Restrictions**

Records of the University's Board of Trustees which have been existence for at least fifty years are available for scholarly research with the permission of the University Archivist. Access to records which have been in existence for less than fifty years shall be granted only by special permission, in writing, from the Board of Trustees.

Records, such as search committee files or others pertaining to employment where individuals are identified, are closed for 70 years.

In accordance with the Family Education Rights and Privacy Act of 1974 as amended, Duke University permits students to inspect their education records and limits the disclosure of personally identifiable information from education records.

Access note. Collection contains electronic records that must be requested and accessed in our reading room. Contact Research Services with questions.

## **Use Restrictions**

Copyright for Official University records is held by Duke University; all other copyright is retained by the authors of items in these papers, or their descendants, as stipulated by United States copyright law.

## **Acquisition Information**

The Board of Trustees Records were received by the University Archives as transfers from 1974-2012.

## **Processing Information**

Processed by Valerie Gillispie

Completed March 25, 2005

Encoded by Valerie Gillispie, March 25, 2005

Updated by Jill Katte, March 2006

Updated by Sherrie Bowser, March 2008

Updated by Kimberly Sims, November 2012

Accession UA2018.0051 added by Tracy M. Jackson, July 2018.

Accessions UA2012.0025, UA2019.0027, UA2019.0074, and UA2021.0004 processed and added by Tracy M. Jackson, April 2021.

Access restriction notes updated by Tracy M. Jackson, April 2023.

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## Related Materials

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### Related Material

Board of Trustees Reference Collection  
Duke University Archives  
Office of the University Secretary Records  
Duke University Archives  
Nancy Hanks Trustee Records  
Duke University Archives  
Mary Duke Biddle Trent Semans Board of Trustees and Duke University Records  
Duke University Archives  
Charles B. Wade Records  
Duke University Archives  
Bunyan S. Womble Papers  
Duke University Archives  
Willis Smith Papers  
Duke University Rare Books, Manuscripts, and Special Collections Department  
Photographs  
Duke University Archives  
Oversized Photographs  
Duke University Archives

The University Archives has compiled an inventory of the items dated from 1901-1925. The University Archives has compiled a personal name index for the minutes of the Executive Committee and Board of Trustees, circa 1946-1978. The University Archives has compiled a subject index of the minutes of the Executive Committee and Board of Trustees, circa 1946-1978.

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## Names and Subjects

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- Trinity College (Durham, N.C.). Board of Trustees
- Trinity College (Randolph County, N.C.) -- Faculty
- Trinity College (Randolph County, N.C.) -- Administration
- Trinity College (Durham, N.C.) -- Finance
- Trinity College (Durham, N.C.) -- Faculty
- Trinity College (Durham, N.C.) -- Students
- Trinity College (Durham, N.C.) -- History
- Universities and colleges -- Administration
- Trinity College (Randolph County, N.C.) -- History
- Trinity College (Randolph County, N.C.) -- Finance
- Trinity College (Randolph County, N.C.) -- Students
- Trinity College (Randolph County, N.C.). Board of Trustees
- Duke University. Board of Trustees

- Trinity College (Durham, N.C.) -- Administration
- Duke University -- Students
- Duke University -- Finance
- Duke University -- History
- Duke University -- Administration
- Duke University -- Faculty

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## Bibliography

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Nora C. Chaffin Trinity College, 1839-1892: The Beginnings of Duke University, Durham, N.C.: Duke University Press, 1950

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## Collection Inventory

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### Trinity College, 1860-1948

#### Scope and Contents note

Trinity College was the forerunner of Duke University, and existed from 1859 to 1924. The Trinity College series includes minutes, topical files, yearly files, and Building Committee files.

### Minutes, 1860-1922

#### Scope and Contents note

The minutes of Trinity College have been bound into volumes. The volume that covered the dates after February 1900 and before June 1911 for the Board of Trustees was destroyed by fire. Some information about the meetings held during these years can be found in the yearly files. The minutes are arranged chronologically, and Board of Trustees minutes are followed by Executive Committee minutes. The volumes within Box 1 were removed and boxed individually. The folders were added to Box 2. As such, Box 1 no longer exists (as of December 2012).

|                                     |          |
|-------------------------------------|----------|
| Minutes, 1860 June 19-1879 June 12  | Volume 1 |
| Minutes, 1880 June 9-1891 June 10   | Volume 2 |
| Minutes, 1891 Sept. 19-1900 Feb. 19 | Volume 3 |

Photocopy of minutes of 1889 Dec. 4, 1890  
March 20 Box 2

**Scope and Contents note**

These minutes represent the beginning of the Duke family's involvement.

Minutes, 1860 June 19-1879 June 12 (loose  
material removed from bound volume) Box 2

Volume, June 5, 1911-November 4, 1922 Box 2

Stenographer's Notebook, June 1911-June  
1922 Box 2

**Executive Committee Minutes, 1887-1923**

Volume, 1887-1889 Box 3

Volume, August 1892-November 1892 Box 3

**Scope and Contents note**

Volume also includes minutes and reports of faculty meetings.

Volume, April 22, 1893-April 27, 1901 Box 3

2 volumes, June 10, 1901-May 1, 1923 Box 3

**Topics, 1888-1948**

**Scope and Contents note**

The Topics files are arranged alphabetically. Note that some of the contents of the file "Trustee Lists" overlap with the establishment of Duke University.

Clipping, Raleigh Christian Advocate, March  
26, 1890 Box 5

Contracts, 1891-1894 Box 5

Documents on moving from Randolph County  
to Durham, 1889-1892 Box 5

Financial Records and Reports of the  
Treasurer and Financial Secretary, 1888-1891 Box 5

"The History of Trinity College," circa  
1915-1916 Box 5

|   |       |
|---|-------|
| Letterbook, Board of Trustees Chair,<br>1897-1902 | Box 4 |
| Miscellaneous documents, 1889-1894                | Box 5 |
| Petitions, 1888-1891                              | Box 5 |
| Plan of Dr. Few for Bible Department, undated     | Box 5 |
| Pledges by Durham Citizens, 1890                  | Box 5 |

**Scope and Contents note**

These were monetary pledges to the Board of Trustees made by Durham citizens in an effort to get Trinity College to move to Durham instead of Raleigh.

|                          |       |
|--------------------------|-------|
| Trustee Lists, 1888-1948 | Box 5 |
|--------------------------|-------|

**Scope and Contents note**

Includes chronologically arranged lists followed by summary lists.

**Yearly Files, 1901-1924**

**Scope and Contents note**

These yearly files include correspondence, handwritten and transcribed minutes, financial information, President's Reports, Treasurer's Reports, Headmaster's Reports, and other materials. Sometimes financial statements or other groups of materials were separated within a year; these materials are still organized chronologically, but placed after the general yearly file.

|      |       |
|------|-------|
| 1901 | Box 5 |
| 1902 | Box 5 |
| 1903 | Box 5 |
| 1904 | Box 5 |
| 1905 | Box 5 |
| 1906 | Box 5 |
| 1907 | Box 5 |
| 1908 | Box 5 |

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|  |       |
|--|-------|
| 1909   | Box 5 |
| 1910   | Box 5 |
| 1911   | Box 5 |
| 1912   | Box 5 |
| 1913   | Box 5 |
| 1913 - Financial Statement   | Box 5 |
| 1914   | Box 5 |
| 1914 - Financial Statement   | Box 5 |
| 1915   | Box 5 |
| 1915 - Athletic Council Business                                     | Box 5 |
| 1915 - Financial Statement and Treasurer's Report                    | Box 5 |
| 1916   | Box 5 |
| 1916 - Financial Statement   | Box 5 |
| 1917   | Box 5 |
| 1917 - Financial Statement   | Box 5 |
| 1917 - Treasurer's Report and Trinity Park School Treasurer's Report | Box 5 |
| 1918   | Box 5 |
| 1918 - Financial Statement   | Box 5 |
| 1918 - Football Petitions  | Box 5 |
| 1918 - Treasurer's Report  | Box 5 |
| 1919   | Box 5 |
| 1919 - Financial Statement   | Box 6 |
| 1919 - Randolph County Property                                      | Box 6 |

|                            |       |
|----------------------------|-------|
| 1920                       | Box 6 |
| 1920 - Financial Statement | Box 6 |
| 1921                       | Box 6 |
| 1921 - Financial Statement | Box 6 |
| 1922 (2 folders)           | Box 6 |
| 1922 - Financial Statement | Box 6 |
| 1923                       | Box 6 |
| 1924                       | Box 6 |
| 1924 - Executive Committee | Box 6 |

### **Building Committee, 1890-1893**

#### **Scope and Contents note**

The Building Committee helped plan Trinity College's move from Randolph County to Durham County.

Box 7

|                    |       |
|--------------------|-------|
| Minutes Book, 1890 | Box 7 |
|--------------------|-------|

#### **Scope and Contents note**

This book also contains student grades dating 1893 to 1906.

|                    |       |
|--------------------|-------|
| Records, 1890-1893 | Box 7 |
|--------------------|-------|

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### **Duke University, 1923-2010**

#### **Scope and Contents note**

The Duke University series contains materials generated after Trinity College officially became Duke University in December 1924. The series is organized into several subseries: Meeting Minutes, Executive Committee Meeting Minutes, Board of Trustees General Records, Executive Committee General Records, Committees, Reports, Financial Records, and Unprocessed Materials. All materials less than 50 years old are closed except by special permission, in writing, from the Board of Trustees.

#### **Access Restrictions:**

Some materials restricted. Records of the University's Board of Trustees which have been in existence for at least fifty years are available for scholarly research with the permission of the University Archivist. Access to records which have been in existence for less than fifty years shall be granted only by special permission, in writing, from the Board of Trustees. Contact Research Services for more information.

## Meeting Minutes, 1923-2019

### Scope and Contents note

The minutes of the Board of Trustees have been bound into volumes for ease of use. These volumes contain the officially recorded minutes of the Board. For supplementary materials, see the Board of Trustees General Records subseries.

### Access Restrictions:

Some materials restricted. Records of the University's Board of Trustees which have been in existence for at least fifty years are available for scholarly research with the permission of the University Archivist. Access to records which have been in existence for less than fifty years shall be granted only by special permission, in writing, from the Board of Trustees. Contact Research Services for more information.

|                                    |           |
|------------------------------------|-----------|
| June 4, 1923-June 4, 1933          | Volume 1  |
| February 28, 1934-May 22, 1943     | Volume 2  |
| January 29, 1944-December 10, 1949 | Volume 3  |
| June 3, 1950-May 30, 1953          | Volume 4  |
| February 24, 1954-June 2, 1956     | Volume 5  |
| February 27, 1957-May 31, 1958     | Volume 6  |
| February 25, 1959-June 4, 1960     | Volume 7  |
| March 8, 1961-June 2, 1962         | Volume 8  |
| November 2, 1962-May 30, 1964      | Volume 9  |
| November 6, 1964-June 4, 1966      | Volume 10 |
| November 4, 1966-June 3, 1967      | Volume 11 |
| December 9, 1967-June 1, 1968      | Volume 12 |

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|--------------------------------------|-----------|
| December 7, 1968-May 31, 1969        | Volume 13 |
| December 13, 1969-September 9, 1970  | Volume 14 |
| October 8, 1970-June 5, 1971         | Volume 15 |
| December 11, 1971-May 13, 1972       | Volume 16 |
| December 8, 1972-May 12, 1973        | Volume 17 |
| September 21, 1973-May 11, 1974      | Volume 18 |
| September 28, 1974-May 10, 1975      | Volume 19 |
| September 26, 1975-December 13, 1975 | Volume 20 |
| March 5, 1976-May 8, 1976            | Volume 21 |
| September 24, 1976-December 11, 1976 | Volume 22 |
| February 25, 1977-May 7, 1977        | Volume 23 |
| September 23, 1977-December 10, 1977 | Volume 24 |
| February 24, 1978-May 6, 1978        | Volume 25 |
| September 29, 1978-December 9, 1978  | Volume 26 |
| February 23, 1979-May 5, 1979        | Volume 27 |
| September 28, 1979-December 8, 1979  | Volume 28 |
| February 22, 1980-May 10, 1980       | Volume 29 |
| September 26, 1980-December 13, 1980 | Volume 30 |
| February 27, 1981-May 9, 1981        | Volume 31 |
| September 25, 1981-December 12, 1981 | Volume 32 |
| February 26, 1982-May 8, 1982        | Volume 33 |
| September 24, 1982-December 11, 1982 | Volume 34 |
| February 25, 1983-May 7, 1983        | Volume 35 |
| September 23, 1983-December 10, 1983 | Volume 36 |

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|--------------------------------------|-----------|
| March 2, 1984-May 5, 1984            | Volume 37 |
| September 28, 1984-December 8, 1984  | Volume 38 |
| March 1, 1985-May 4, 1985            | Volume 39 |
| September 27, 1985-December 7, 1985  | Volume 40 |
| February 28, 1986-May 3, 1986        | Volume 41 |
| September 26, 1986-December 13, 1986 | Volume 42 |
| February 27, 1987-May 9, 1987        | Volume 43 |
| September 25, 1987-December 12, 1987 | Volume 44 |
| February 26, 1988-May 7, 1988        | Volume 45 |
| September 23, 1988-December 10, 1988 | Volume 46 |
| February 24, 1989-May 13, 1989       | Volume 47 |
| September 29, 1989-December 9, 1989  | Volume 48 |
| February 23-24, 1990                 | Volume 49 |
| May 11, 1990                         | Volume 50 |
| October 5, 1990                      | Volume 51 |
| December 7, 1990                     | Volume 52 |
| February 22, 1991                    | Volume 53 |
| May 10, 1991                         | Volume 54 |
| September 27, 1991                   | Volume 55 |
| December 6, 1991                     | Volume 56 |
| December 6, 1991                     | Volume 57 |
| February 28, 1992                    | Volume 58 |
| May 15, 1992                         | Volume 59 |
| September 25-26, 1992                | Volume 60 |

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|------------------------------|-----------|
| December 10, 1992            | Volume 61 |
| February 26-27, 1993         | Volume 62 |
| May 14-15, 1993              | Volume 63 |
| October 1-2, 1993            | Volume 64 |
| December 10-11, 1993         | Volume 65 |
| December 10-11, 1993         | Volume 66 |
| February 25-26, 1994         | Volume 67 |
| May 6-7, 1994                | Volume 68 |
| September 30-October 1, 1994 | Volume 69 |
| December 9-10, 1994          | Volume 70 |
| February 24-25, 1995         | Volume 71 |
| May 12-13, 1995              | Volume 72 |
| September 29-30, 1995        | Volume 73 |
| December 8-9, 1995           | Volume 74 |
| February 23, 1996            | Volume 75 |
| May 10-11, 1996              | Volume 76 |
| September 27-28, 1996        | Volume 77 |
| December 13-14, 1996         | Volume 78 |
| February 28-March 1, 1997    | Volume 79 |
| May 16-17, 1997              | Volume 80 |
| September 26-27, 1997        | Volume 81 |
| December 5-6, 1997           | Volume 82 |
| February 27, 1998            | Volume 83 |
| May 15-16, 1998              | Volume 84 |

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|--|------------|
| October 2-3, 1998                        | Volume 85  |
| December 4-5, 1998                       | Volume 86  |
| February 26-27, 1999                     | Volume 87  |
| May 14-15, 1999                          | Volume 88  |
| October 1-2, 1999                        | Volume 89  |
| December 3-4, 1999                       | Volume 90  |
| February 25-26, 2000                     | Volume 91  |
| May 12-13, 2000                          | Volume 92  |
| October 6-7, 2000                        | Volume 93  |
| December 1, 2000                         | Volume 94  |
| February 23-24, 2001                     | Volume 95  |
| May 11-12, 2001                          | Volume 96  |
| October 5-6, 2001                        | Volume 97  |
| December 7-8, 2001                       | Volume 98  |
| February 22-23, 2002                     | Volume 99  |
| May 10-11, 2002                          | Volume 100 |
| October 4-5, 2002                        | Volume 101 |
| December 6, 2002                         | Volume 102 |
| February 28, 2003                        | Volume 103 |
| May 9-10, 2003                           | Volume 104 |
| October 3-4, 2003                        | Volume 105 |
| December 5-6, 2003 and December 11, 2003 | Volume 106 |
| February 27-28, 2004                     | Volume 107 |
| May 7-8, 2004                            | Volume 108 |

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|                              |                     |
|------------------------------|---------------------|
| October 1-2, 2004            | Volume 109          |
| December 3-4, 2004           | Volume 110          |
| February 25-26, 2005         | Volume 111          |
| May 13-14, 2005              | Volume 112          |
| September 30-October 1, 2005 | Volume 113          |
| December 2-3, 2005           | Volume 114          |
| February 24-25, 2006         | Volume 115          |
| May 12-13, 2006              | Volume 116 (part 1) |
| September 29-30, 2006        | Volume 116 (part 2) |
| December 1-2, 2006           | Volume 117          |
| There is no volume 118.      | Volume 118          |
| February 23-24, 2007         | Volume 119          |
| May 11-12, 2007              | Volume 120          |
| September 28-29, 2007        | Volume 121          |
| December 7-8, 2007           | Volume 122          |
| February 28-March 1, 2008    | Volume 123          |
| May 9-10, 2008               | Volume 124          |
| October 3-4, 2008            | Volume 125          |
| December 5-6, 2008           | Volume 126          |
| February 27-28, 2009         | Volume 127          |
| May 8-9, 2009                | Volume 128          |
| October 2-3, 2009            | Volume 129          |
| December 4-5, 2009           | Volume 130          |
| February 26-27, 2010         | Volume 131          |

|                    |            |
|--------------------|------------|
| May 14-15, 2010    | Volume 132 |
| October 1-2, 2010  | Volume 133 |
| December 3-4, 2010 | Volume 134 |

### **Duplicate Minutes, 1946-1979**

#### **Scope and Contents note**

These minutes were received from the Duke Endowment (A91-57) and duplicate the contents of some of the volumes above.

|                                     |        |
|-------------------------------------|--------|
| May 24, 1946-December 7, 1968       | Box 16 |
| March 7, 1969-December 9, 1972      | Box 16 |
| March 1, 1973-September 28, 1974    | Box 16 |
| March 7, 1975-December 11, 1976     | Box 16 |
| February 25, 1977-February 24, 1979 | Box 16 |

|   |  |
|---|--|
| Meeting minutes, electronic copies, 1980-2019 | Digital-materials<br>UA02010001-SET-0001 |
|---|--|

### **Executive Committee Meeting Minutes, 1923-2019**

#### **Scope and Contents note**

The minutes of the Executive Committee have been bound into volumes for ease of use. These volumes contain the officially recorded minutes of the Executive Committee. For supplementary materials, see the Executive Committee General Records subseries.

#### **Access Restrictions:**

Some materials restricted. Records of the University's Board of Trustees which have been in existence for at least fifty years are available for scholarly research with the permission of the University Archivist. Access to records which have been in existence for less than fifty years shall be granted only by special permission, in writing, from the Board of Trustees. Contact Research Services for more information.

|                                      |          |
|--------------------------------------|----------|
| July 25, 1923-May 6, 1933            | Volume 1 |
| September 8, 1933-June 30, 1943      | Volume 2 |
| September 29, 1943-December 10, 1949 | Volume 3 |

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|-------------------------------------|-----------|
| January 25, 1950-December 1, 1954   | Volume 4  |
| February 23, 1955-November 26, 1958 | Volume 5  |
| February 24, 1959-November 30, 1960 | Volume 6  |
| January 3, 1961-June 1, 1962        | Volume 7  |
| September 26, 1962-May 29, 1964     | Volume 8  |
| September 26, 1964-June 4, 1965     | Volume 9  |
| July 2, 1965-June 3, 1966           | Volume 10 |
| August 1, 1966-March 2, 1967        | Volume 11 |
| April 6, 1966-June 2, 1967          | Volume 12 |
| July 14, 1967-October 8, 1967       | Volume 13 |
| November 10, 1967-January 12, 1968  | Volume 14 |
| February 9, 1968-April 5, 1968      | Volume 15 |
| April 10, 1968-May 31, 1968         | Volume 16 |
| July 12, 1968-September 27, 1968    | Volume 17 |
| November 1, 1968-January 17, 1969   | Volume 18 |
| March 6, 1969-March 28, 1969        | Volume 19 |
| May 2, 1969-May 31, 1969            | Volume 20 |
| July 11, 1969-October 3, 1969       | Volume 21 |
| November 7, 1969-January 16, 1970   | Volume 22 |
| March 5, 1970-May 29, 1970          | Volume 23 |
| July 10, 1970-November 6, 1970      | Volume 24 |
| December 11, 1970-April 2, 1971     | Volume 25 |
| April 30, 1971-June 4, 1971         | Volume 26 |
| July 16, 1971-October 1, 1971       | Volume 27 |

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|------------------------------------|-----------|
| November 5, 1971-January 14, 1972  | Volume 28 |
| March 2, 1972-June 9, 1972         | Volume 29 |
| August 25, 1972-September 29, 1972 | Volume 30 |
| November 3, 1972-January 19, 1973  | Volume 31 |
| March 1, 1973-June 15, 1973        | Volume 32 |
| July 20, 1973-November 2, 1973     | Volume 33 |
| December 7, 1973-January 18, 1974  | Volume 34 |
| February 28, 1974-June 14, 1974    | Volume 35 |
| August 23, 1974-December 6, 1974   | Volume 36 |
| January 17, 1975-June 13, 1975     | Volume 37 |
| July 18, 1975-November 7, 1975     | Volume 38 |
| January 16, 1976-June 11, 1976     | Volume 39 |
| July 16, 1976-November 5, 1976     | Volume 40 |
| January 14, 1977-June 10, 1977     | Volume 41 |
| July 15, 1977-November 4, 1977     | Volume 42 |
| January 13, 1978-June 29, 1978     | Volume 43 |
| July 15, 1978-June 21, 1979        | Volume 44 |
| July 11, 1979-June 13, 1980        | Volume 45 |
| July 18, 1980-June 30, 1981        | Volume 46 |
| July 17, 1981-May 2, 1982          | Volume 47 |
| July 16, 1982-June 10, 1983        | Volume 48 |
| November 4, 1983-June 15, 1984     | Volume 49 |
| November 2, 1984-June 14, 1985     | Volume 50 |
| August 23, 1985-June 13, 1986      | Volume 51 |

Guide to the Board of Trustees Records, 1860-ongoing

|  |           |
|--|-----------|
| August 22, 1986-June 12, 1987            | Volume 52 |
| August 21, 1987-June 10, 1988            | Volume 53 |
| August 19, 1988-June 10, 1988            | Volume 54 |
| August 25, 1989-June 15, 1990            | Volume 55 |
| July 10, 1990-April 5, 1991              | Volume 56 |
| June 14, 1991-April 3, 1992              | Volume 57 |
| June 12, 1992-June 11, 1993              | Volume 58 |
| July 12, 1993-January 14, 1994           | Volume 59 |
| April 8, 1994-June 10, 1994              | Volume 60 |
| July 27, 1994-August 19, 1994            | Volume 61 |
| November 4, 1994-January 13, 1995        | Volume 62 |
| April 7, 1995-June 9, 1995               | Volume 63 |
| August 18, 1995-June 14, 1996            | Volume 64 |
| August 23, 1996-June 13, 1997            | Volume 65 |
| August 22, 1997-January 16, 1998         | Volume 66 |
| April 3, 1998-June 19, 1998              | Volume 67 |
| August 21, 1998-February 25 and 27, 1999 | Volume 68 |
| April 9, 1999-June 11, 1999              | Volume 69 |
| August 20, 1999-June 16, 2000            | Volume 70 |
| July 21, 2000-December 6, 2000           | Volume 71 |
| April 6, 2001-June 16, 2001              | Volume 72 |
| August 21, 2001-June 14, 2002            | Volume 73 |
| August 23, 2002-June 20, 2003            | Volume 74 |
| August 29, 2003                          | Volume 75 |

|                                |           |
|--------------------------------|-----------|
| November 7, 2003-June 18, 2004 | Volume 76 |
| August 27-November 4, 2004     | Volume 77 |
| January 14-June 17, 2005       | Volume 78 |
| August 26-November 4, 2005     | Volume 79 |
| January 20-June 17, 2006       | Volume 80 |
| August 25-November 17, 2006    | Volume 81 |
| January 12-June 15, 2007       | Volume 82 |
| July 20-December 17, 2007      | Volume 83 |
| January 18-June 13, 2008       | Volume 84 |
| September 15-November 7, 2008  | Volume 85 |
| January 15-June 19, 2009       | Volume 86 |
| July 24-November 6, 2009       | Volume 87 |
| January 15-March 26, 2010      | Volume 88 |
| June 18-November 5, 2010       | Volume 89 |

**Duplicate Minutes, 1946-1979**

**Scope and Contents note**

These minutes were received from the Duke Endowment (A91-57) and duplicate the contents of some of the volumes above.

|                                     |        |
|-------------------------------------|--------|
| June 26, 1946-December 1, 1954      | Box 17 |
| February 23, 1955-November 25, 1959 | Box 17 |
| February 24, 1960-December 12, 1965 | Box 17 |
| January 21, 1966-December 6, 1968   | Box 17 |
| January 17, 1969-December 11, 1970  | Box 17 |
| January 22, 1971-December 10, 1971  | Box 18 |
| January 14, 1972-December 7, 1973   | Box 18 |

|                                   |        |
|-----------------------------------|--------|
| January 18, 1974-November 7, 1975 | Box 18 |
| January 16, 1976-November 4, 1977 | Box 18 |
| January 13, 1978-March 30, 1979   | Box 18 |

Executive committee meeting minutes,  
electronic copies, 1979-2019

Digital-materials  
UA02010001-SET-0001

## **Board of Trustees General Records, 1922-2008**

### **Scope and Contents note**

The Board of Trustees General Records subseries contains both topical and yearly files on matters related to the Board and its meetings.

### **Access Restrictions:**

Some materials restricted. Records of the University's Board of Trustees which have been in existence for at least fifty years are available for scholarly research with the permission of the University Archivist. Access to records which have been in existence for less than fifty years shall be granted only by special permission, in writing, from the Board of Trustees. Contact Research Services for more information.

## **Topics, 1922-1961**

### **Scope and Contents note**

The Topics subseries contains a variety of materials on issues of relevance to the Board of Trustees. The Topics have been placed in alphabetical order. Please note that the Topics subseries in the Trinity College series contains a folder called "Trustee lists" that has information about trustees up through 1948.

### **Box 6**

|   |       |
|---|-------|
| Administrative Committee, 1934  | Box 6 |
| Bylaws--"Latest," 1935  | Box 6 |
| Charter/Bylaws, circa 1935  | Box 6 |
| Correspondence concerning a successor to<br>President Few, October 1940-February 1941 | Box 6 |
| Curriculum Study, 1939  | Box 6 |
| Gross-Edens Affair, February 1960-April 1960  | Box 6 |

|   |       |
|---|-------|
| Institute for Research in the Sciences of Man,<br>1931-1939   | Box 6 |
| International Studies, 1935   | Box 6 |
| Library, 1932   | Box 6 |
| Memorials, circa 1925-1936  | Box 6 |
| Miscellaneous materials, circa 1925-1945  | Box 6 |
| Petition by Women Students to Name<br>Auditorium on Woman's College after Dean<br>Baldwin, circa 1930 | Box 6 |
| Philosophy Department, 1938   | Box 6 |
| Physics, 1936   | Box 6 |
| Psychology Department, 1938   | Box 6 |
| Ring Petition, 1932   | Box 6 |
| School of Medicine and School of Nursing<br>Announcements, circa 1929-1930                            | Box 6 |
| Student Letters to Trustees regarding<br>integration, 1956-1961                                       | Box 6 |
| Teaching Load, circa 1934   | Box 6 |
| "A Tour of Inspection" (motion picture), 1934   | Box 6 |
| Transfer of Title (Extracts from Minutes),<br>1922-1938   | Box 6 |
| Widgery, Alban G. - RESTRICTED, circa<br>1933-1934  | Box 6 |

### **Yearly Files, 1924-1960**

#### **Scope and Contents note**

Yearly Files include agendas, correspondence, reports, and other materials used before, during, and after meetings of the Board of Trustees. Materials are arranged chronologically. Materials that were used in preparation

for, during, or following a meeting have been retained together in folders labeled with the meeting date.

|  |       |
|--|-------|
| December 29, 1924 meeting  | Box 6 |
| 1925   | Box 8 |
| 1926   | Box 8 |
| 1927   | Box 8 |
| 1928   | Box 8 |
| 1929   | Box 8 |
| 1930   | Box 8 |
| 1931   | Box 8 |
| June 1931 meeting  | Box 8 |
| 1932   | Box 8 |
| January 26, 1932 Joint Meeting of the Duke Endowment and Duke University | Box 8 |
| 1933   | Box 8 |
| June 5, 1933 meeting   | Box 8 |
| 1934   | Box 8 |
| February 28, 1934 meeting  | Box 8 |
| June 4, 1934 meeting   | Box 8 |
| 1935   | Box 8 |
| March 27, 1935 meeting   | Box 8 |
| June 1, 1935 meeting   | Box 8 |
| 1936   | Box 8 |
| January 29, 1936 meeting   | Box 8 |
| June 6, 1936 meeting   | Box 8 |

Guide to the Board of Trustees Records, 1860-ongoing

|                           |       |
|---------------------------|-------|
| 1937                      | Box 8 |
| January 27, 1937 meeting  | Box 8 |
| May 1937-June 1937        | Box 8 |
| June 5, 1937 meeting      | Box 8 |
| February 2, 1938 meeting  | Box 8 |
| 1939                      | Box 8 |
| March 1, 1939 meeting     | Box 8 |
| June 3, 1939 meeting      | Box 8 |
| January 31, 1940 meeting  | Box 8 |
| June 1, 1940 meeting      | Box 8 |
| December 1940-April 1941  | Box 8 |
| May 1941-June 1941        | Box 8 |
| January 1942-April 1942   | Box 9 |
| May 1942-July 1942        | Box 9 |
| October 1942-June 1943    | Box 9 |
| December 1943-June 1944   | Box 9 |
| December 1944-June 1945   | Box 9 |
| April 1946-June 1946      | Box 9 |
| February 26, 1947 meeting | Box 9 |
| May 31, 1947 meeting      | Box 9 |
| November 26, 1947 meeting | Box 9 |
| June 4, 1948 meeting      | Box 9 |
| November 19, 1948 meeting | Box 9 |
| June 4, 1949 meeting      | Box 9 |

Guide to the Board of Trustees Records, 1860-ongoing

|                           |        |
|---------------------------|--------|
| December 10, 1949 meeting | Box 9  |
| June 3, 1950 meeting      | Box 9  |
| June 2, 1951 meeting      | Box 9  |
| February 27, 1952 meeting | Box 9  |
| May 31, 1952 meeting      | Box 9  |
| February 25, 1953 meeting | Box 9  |
| May 30, 1953 meeting      | Box 9  |
| February 24, 1954 meeting | Box 9  |
| June 5, 1954 meeting      | Box 10 |
| February 23, 1955 meeting | Box 10 |
| June 4, 1955 meeting      | Box 10 |
| February 29, 1956 meeting | Box 10 |
| June 2, 1956 meeting      | Box 10 |
| February 27, 1957 meeting | Box 10 |
| June 1, 1957 meeting      | Box 10 |
| February 26, 1958 meeting | Box 10 |
| May 31, 1958 meeting      | Box 10 |
| February 25, 1959 meeting | Box 10 |
| June 6, 1959 meeting      | Box 10 |
| March 23, 1960 meeting    | Box 10 |
| April 21, 1960 meeting    | Box 10 |
| June 4, 1960 meeting      | Box 10 |

Board of Trustees general records, electronic files, 1990-2008

Digital-materials  
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## Executive Committee General Records, 1930-1959

### Scope and Contents note

Executive Committee General Records include agendas, correspondence, reports, and other materials used before, during, and after meetings of the Executive Committee. Materials are arranged chronologically. Materials that were used in preparation for, during, or following a meeting have been retained together in folders labeled with the meeting date.

|                                      |        |
|--------------------------------------|--------|
| 1930                                 | Box 10 |
| 1932                                 | Box 10 |
| January 1934 and March 1934 meetings | Box 10 |
| March 28, 1934 meeting               | Box 10 |
| August 29, 1934 meeting              | Box 10 |
| October 6, 1934 meeting              | Box 10 |
| December 19, 1934 meeting            | Box 10 |
| 1935                                 | Box 10 |
| January 30, 1935 meeting             | Box 10 |
| February 14, 1935 meeting            | Box 10 |
| April 17, 1935 meeting               | Box 10 |
| May 29, 1935 meeting                 | Box 10 |
| July 1935-August 1935                | Box 10 |
| September 4, 1935 meeting            | Box 10 |
| September 25, 1935 meeting           | Box 10 |
| October 30, 1935 meeting             | Box 10 |
| November 27, 1935 meeting            | Box 10 |
| December 18, 1935 meeting            | Box 10 |
| January 28, 1936 meeting             | Box 10 |

|   |        |
|---|--------|
| February 26, 1936 and March 26, 1936 meetings | Box 10 |
| April 1, 1936 meeting                         | Box 10 |
| May 27, 1936 meeting                          | Box 10 |
| June 26, 1936 meeting                         | Box 10 |
| August 1936 meeting                           | Box 10 |
| September 26, 1936 meeting                    | Box 10 |
| October 28, 1936 meeting                      | Box 10 |
| December 9, 1936 meeting                      | Box 10 |
| January 1937 meeting                          | Box 10 |
| February 24, 1937 meeting                     | Box 10 |
| March 31, 1937 meeting                        | Box 10 |
| April 23, 1937 meeting                        | Box 10 |
| May 26, 1937 meeting                          | Box 10 |
| June 23, 1937 meeting                         | Box 10 |
| July 28, 1937 meeting                         | Box 10 |
| September 8, 1937 meeting                     | Box 10 |
| October 27, 1937 meeting                      | Box 10 |
| December 22, 1937 meeting                     | Box 11 |
| February 23, 1938 meeting                     | Box 11 |
| April 4, 1938 meeting                         | Box 11 |
| May 25, 1938 meeting                          | Box 11 |
| July 1938 meeting                             | Box 11 |
| September 28, 1938 meeting                    | Box 11 |
| December 10, 1938 meeting                     | Box 11 |

Guide to the Board of Trustees Records, 1860-ongoing

|                              |        |
|------------------------------|--------|
| February 1, 1939 meeting     | Box 11 |
| March 1, 1939 meeting        | Box 11 |
| March 29, 1939 meeting       | Box 11 |
| June 3, 1939 meeting         | Box 11 |
| June 28, 1939 meeting        | Box 11 |
| August 1939 meeting          | Box 11 |
| September 29, 1939 meeting   | Box 11 |
| November 29, 1939 meeting    | Box 11 |
| January 30, 1940 meeting     | Box 11 |
| February 28, 1940 meeting    | Box 11 |
| May 1, 1940 meeting          | Box 11 |
| June 1, 1940 meeting         | Box 11 |
| June 26, 1940 meeting        | Box 11 |
| September 25, 1940 meeting   | Box 11 |
| October 18, 1940 meeting     | Box 11 |
| November 2, 1940 meeting     | Box 11 |
| November 27, 1940 meeting    | Box 11 |
| December 1940-May 1941       | Box 11 |
| June 1941                    | Box 11 |
| September 1941-December 1941 | Box 11 |
| January 1942-June 1942       | Box 11 |
| September 1942-December 1942 | Box 11 |
| February 1943-April 1943     | Box 11 |
| August 1943-December 1943    | Box 11 |

Guide to the Board of Trustees Records, 1860-ongoing

|                            |        |
|----------------------------|--------|
| March 1, 1944 meeting      | Box 11 |
| April 26, 1944 meeting     | Box 11 |
| September 27, 1944 meeting | Box 11 |
| November 29, 1944 meeting  | Box 11 |
| February 28, 1945 meeting  | Box 11 |
| April 25, 1945 meeting     | Box 11 |
| June 27, 1945 meeting      | Box 11 |
| September 26, 1945 meeting | Box 11 |
| November 28, 1945 meeting  | Box 11 |
| February 27, 1946 meeting  | Box 11 |
| May 1, 1946 meeting        | Box 11 |
| June 26, 1946 meeting      | Box 11 |
| July 12, 1946 meeting      | Box 11 |
| September 25, 1946 meeting | Box 11 |
| November 27, 1946 meeting  | Box 11 |
| April 30, 1947 meeting     | Box 11 |
| June 25, 1947 meeting      | Box 11 |
| October 1, 1947 meeting    | Box 11 |
| November 26, 1947 meeting  | Box 11 |
| January 16, 1948 meeting   | Box 11 |
| February 25, 1948 meeting  | Box 11 |
| April 28, 1948 meeting     | Box 11 |
| June 5, 1948 meeting       | Box 12 |
| June 30, 1948 meeting      | Box 12 |

Guide to the Board of Trustees Records, 1860-ongoing

|   |        |
|---|--------|
| September 29, 1948 meeting                      | Box 12 |
| November 19, 1948 meeting                       | Box 12 |
| December 1, 1948 meeting                        | Box 12 |
| January 8, 1949 meeting                         | Box 12 |
| February 23, 1949 meeting                       | Box 12 |
| April 27, 1949 meeting                          | Box 12 |
| June 4, 1949 meeting                            | Box 12 |
| June 29, 1949 meeting                           | Box 12 |
| September 1949 meeting                          | Box 12 |
| November 30, 1949 and December 10, 1949 meeting | Box 12 |
| January 1950 meeting                            | Box 12 |
| March 1, 1950 meeting                           | Box 12 |
| April 26, 1950 meeting                          | Box 12 |
| June 3, 1950 meeting                            | Box 12 |
| June 28, 1950 meeting                           | Box 12 |
| September 27, 1950 meeting                      | Box 12 |
| September 27, 1950 meeting                      | Box 12 |
| November 29, 1950 meeting                       | Box 12 |
| February 28, 1951 meeting                       | Box 12 |
| April 25, 1951 meeting                          | Box 12 |
| May 31, 1951 meeting                            | Box 12 |
| June 2, 1951 meeting                            | Box 12 |
| June 27, 1951 meeting                           | Box 12 |
| September 26, 1951 meeting                      | Box 12 |

Guide to the Board of Trustees Records, 1860-ongoing

|                            |        |
|----------------------------|--------|
| November 28, 1951 meeting  | Box 12 |
| February 27, 1952 meeting  | Box 12 |
| April 30, 1952 meeting     | Box 12 |
| June 25, 1952 meeting      | Box 12 |
| October 1, 1952 meeting    | Box 12 |
| November 26, 1952 meeting  | Box 12 |
| February 25, 1953 meeting  | Box 12 |
| April 29, 1953 meeting     | Box 12 |
| May 30, 1953 meeting       | Box 12 |
| July 1, 1953 meeting       | Box 12 |
| September 24, 1953 meeting | Box 12 |
| November 25, 1953 meeting  | Box 12 |
| February 23, 1954 meeting  | Box 12 |
| April 28, 1954 meeting     | Box 12 |
| June 5, 1954 meeting       | Box 12 |
| June 30, 1954 meeting      | Box 12 |
| September 23, 1954 meeting | Box 12 |
| December 1, 1954 meeting   | Box 12 |
| February 23, 1955 meeting  | Box 12 |
| April 27, 1955 meeting     | Box 12 |
| June 3, 1955 meeting       | Box 12 |
| June 29, 1955 meeting      | Box 12 |
| September 28, 1955 meeting | Box 12 |
| November 30, 1955 meeting  | Box 12 |

|                            |        |
|----------------------------|--------|
| February 28, 1956 meeting  | Box 12 |
| April 25, 1956 meeting     | Box 12 |
| June 1, 1956 meeting       | Box 13 |
| June 27, 1956 meeting      | Box 13 |
| September 26, 1956 meeting | Box 13 |
| November 28, 1956 meeting  | Box 13 |
| February 27, 1957 meeting  | Box 13 |
| May 1, 1957 meeting        | Box 13 |
| May 31, 1957 meeting       | Box 13 |
| June 26, 1957 meeting      | Box 13 |
| September 25, 1957 meeting | Box 13 |
| November 27, 1957 meeting  | Box 13 |
| February 25, 1958 meeting  | Box 13 |
| March 31, 1958 meeting     | Box 13 |
| April 30, 1958 meeting     | Box 13 |
| May 31, 1958 meeting       | Box 13 |
| June 25, 1958 meeting      | Box 13 |
| October 1, 1958 meeting    | Box 13 |
| November 26, 1958 meeting  | Box 13 |
| February 25, 1959 meeting  | Box 13 |
| April 29, 1959 meeting     | Box 13 |
| June 5, 1959 meeting       | Box 13 |

**Reports, 1948-1960**

**Scope and Contents note**

Reports include both those produced by the Board of Trustees and those presented to the Board by outside parties. Materials are arranged chronologically.

"A Report on the Financial Needs and Resources of Duke University," 1948 Box 13

"Report on Examination of Accounts," 1954 Box 13

**"Report on Organization and Management," 1960**

Summary Box 13

Volume 1 Box 13

Volume 2 Box 13

**Financial Records, 1923-1959**

**Scope and Contents note**

The Budget subseries contains yearly budget information, financial reports, endowment and investment reports, studies, audits, and other information related to the financial administration of Duke University. Materials are arranged chronologically.

Investment Holdings, General Correspondence, 1923-1929 Box 13

Funds, Miscellaneous, 1925-1939 Box 13

Budget, circa 1925-1930 Box 13

Investment Holdings, General Correspondence, 1929-1937 Box 13

Budget, 1930 Box 13

Budget, 1931-1932 (non-medical) Box 13

Funds, Amelie McAlister Upshur, 1934-1936 Box 14

**Budget**

1935-1936 Box 14

1936-1937 Box 14

|   |        |
|---|--------|
| 1937-1938 (New and Promotions, Salaries)  | Box 14 |
| Duke University investments and their indivisible interest in investments of the Duke Endowment, May 31, 1940 | Box 14 |
| Budget income and expenditure statements, 1942-1948   | Box 14 |
| The Duke Endowment--securities held for Duke University, 1943-1949  | Box 14 |
| Financial Reports, 1945-1948  | Box 14 |
| Duke Endowment, 1945-1950   | Box 14 |
| Analysis of Duke University investments, June 30, 1945-December 31, 1946                                      | Box 14 |
| Analysis of Duke University investments, January 1, 1947-December 31, 1948                                    | Box 14 |
| Stores study, 1945-1947   | Box 14 |
| Study of Retail Stores Operations at Duke University, 1945-1947   | Box 14 |
| Duke University construction, 1945-1950   | Box 14 |
| Duke University Development Program Operating Plan, 1948  | Box 14 |
| Trend of Income and Expenses, 1948-1949   | Box 14 |
| Budgets, 1949-1951  | Box 14 |
| Duke University Audit, Comments, 1950   | Box 14 |
| Elizabeth P. Hanes Building Fund and Annuity Fund, 1950   | Box 14 |
| Memorandum for IBM equipment, circa 1950-1953   | Box 14 |
| Duke University Athletic Council, 1950-1953   | Box 14 |
| Consolidated Balance Sheets, etc., 1959   | Box 14 |

## **Committees, circa 1936-1953, 2005-2007**

### **Scope and Contents note**

Committees are comprised of Board of Trustees members. Committees represented here (for only brief periods of time each) include the Audit Committee, the Academic Affairs Committee, the Buildings and Grounds Committee, the Business and Finance Committee, the Committee on Honorary Degrees, the Faculty, Grad, and Professional School Committee, the Human Resources Committee, the Institutional Advancement Committee, the Medical Center Affairs Committee, the Student Affairs Committee, and the Undergraduate Affairs Committee.

### **Access Restrictions:**

Some materials restricted. Records of the University's Board of Trustees which have been in existence for at least fifty years are available for scholarly research with the permission of the University Archivist. Access to records which have been in existence for less than fifty years shall be granted only by special permission, in writing, from the Board of Trustees. Contact Research Services for more information.

### **Committee on Honorary Degrees**

|   |        |
|---|--------|
| Biographies   | Box 14 |
| <b>Correspondence</b>                                   |        |
| 1936-1943   | Box 14 |
| April 1944-December 1947                                | Box 14 |
| January 1948-February 1949, undated                     | Box 14 |
| 1949-1950   | Box 14 |
| 1949-1952   | Box 14 |
| Correspondence and biographies, 1949-1952               | Box 14 |
| Member correspondence, 1949-1953                        | Box 14 |
| Meeting, December 1951                                  | Box 15 |
| Nominations, biographies, and correspondence, 1948-1949 | Box 15 |
| Nominations, biographies, and correspondence, 1952-1953 | Box 15 |

**Committees, 2005-2007****Scope and Contents**

Includes materials from the Audit Committee, the Academic Affairs Committee, the Buildings and Grounds Committee, the Business and Finance Committee, the Faculty, Grad, and Professional School Committee, the Human Resources Committee, the Institutional Advancement Committee, the Medical Center Affairs Committee, the Student Affairs Committee, and the Undergraduate Affairs Committee.

Digital-materials UA02010001-SET-0001

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**Duke University Unprocessed Materials, 1959-2008****Scope and Contents note**

Unprocessed Materials are primarily those less than 50 years old. A box-level guide is provided for these materials, but patrons wishing to use them must receive special permission, in writing, from the Board of Trustees. These materials are arranged into three subseries: Meeting Files, Committee Files, and Other Materials.

**Access Restrictions:**

Some materials restricted. Records of the University's Board of Trustees which have been in existence for at least fifty years are available for scholarly research with the permission of the University Archivist. Access to records which have been in existence for less than fifty years shall be granted only by special permission, in writing, from the Board of Trustees. Contact Research Services for more information.

**Meeting Files, 1959-2008****Scope and Contents note**

The Meeting Files subseries is comprised of supplementary materials related to meetings of the entire Board of Trustees as well as meetings of the Executive Committee. The description of each box specifies whether it contains only Board of Trustees materials, only Executive Committee materials, or both. Boxes are arranged in chronological order.

**Access Restrictions:**

Some materials restricted. Records of the University's Board of Trustees which have been in existence for at least fifty years are available for scholarly

research with the permission of the University Archivist. Access to records which have been in existence for less than fifty years shall be granted only by special permission, in writing, from the Board of Trustees. Contact Research Services for more information.

Executive Committee meeting files, July 1, 1959-February 28, 1963 Box 19

Board of Trustees meeting files, 1961-1965 Box 20

Executive Committee meeting files, January 21, 1963-December 10, 1965 Box 21

Board of Trustees and Executive Committee meeting files, January 21, 1966-March 2, 1967 Box 22

**Scope and Contents note**

Also includes stenographer's notebooks.

Board of Trustees and Executive Committee meeting files, April 6, 1967-February 29, 1968 Box 23

Board of Trustees and Executive Committee meeting files, March 1, 1968-March 29, 1969 Box 24

Board of Trustees and Executive Committee meeting files, May 2, 1969-December 13, 1969 Box 25

**Scope and Contents note**

Also includes "old trustee mailing lists" dating from 1964 to 1975.

Board of Trustees and Executive Committee meeting files, January 16, 1970-April 2, 1971 Box 26

Board of Trustees and Executive Committee meeting files, April 30, 1971-June 9, 1972 Box 27

Board of Trustees and Executive Committee meeting files, August 25, 1972-September 21, 1973 Box 28

Board of Trustees and Executive Committee meeting files, September 21, 1973-June 14, 1974 Box 29

|  |        |
|--|--------|
| Board of Trustees and Executive Committee meeting files, August 23, 1974-July 18, 1975   | Box 30 |
| Board of Trustees and Executive Committee meeting files, August 22, 1975-July 16, 1976   | Box 31 |
| Board of Trustees and Executive Committee meeting files, August 20, 1976-July 15, 1977   | Box 32 |
| Board of Trustees and Executive Committee meeting files, September 23, 1977-June 29, 1978  | Box 33 |
| Board of Trustees and Executive Committee meeting files, July 14, 1978-May 5, 1979   | Box 34 |
| 1978 Board of Trustees meeting files   | Box 35 |
| Board of Trustees and Executive Committee meeting files, June 8, 1979-May 10, 1980   | Box 36 |
| Board of Trustees and Executive Committee meeting files, June 13, 1980-September 26, 1981  | Box 37 |
| Board of Trustees and Executive Committee meeting files, September 26, 1981-December 11, 1982  | Box 38 |
| Board of Trustees and Executive Committee meeting files, January 14, 1983-December 10, 1983  | Box 39 |
| <p><b>Scope and Contents note</b></p> <p>Box also includes Nixon Library CANDL file, naming of rooms file, and Bylaws of Highland Hospital Medical Staff file.</p> |        |
| Board of Trustees and Executive Committee meeting files, January 20, 1984-April 5, 1985  | Box 40 |
| Board of Trustees and Executive Committee meeting files, May 3, 1985-June 13, 1986   | Box 41 |
| Board of Trustees and Executive Committee meeting files, August 21, 1986-May 9, 1987   | Box 42 |

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|  |        |
|--|--------|
| Board of Trustees and Executive Committee meeting files, June 12, 1987-May 7, 1988           | Box 43 |
| Board of Trustees and Executive Committee meeting files, June 10, 1988-February 25, 1989     | Box 44 |
| Board of Trustees and Executive Committee meeting files, April 7, 1989-December 9, 1989      | Box 45 |
| Board of Trustees and Executive Committee meeting files, February 23, 1990-October 6, 1990   | Box 46 |
| Board of Trustees and Executive Committee meeting files, October 5, 1990-December 8, 1990    | Box 47 |
| <b>Scope and Contents note</b>   |        |
| Box also includes a few reports.   |        |
| Board of Trustees and Executive Committee meeting files, February 22, 1991-August 23, 1991   | Box 48 |
| Board of Trustees and Executive Committee meeting files, September 27, 1991-December 7, 1991 | Box 49 |
| Board of Trustees and Executive Committee meeting files, January 9, 1992-June 12, 1992       | Box 50 |
| Board of Trustees and Executive Committee meeting files, August 21, 1992-December 12, 1992   | Box 51 |
| Board of Trustees and Executive Committee meeting files, January 15, 1993-May 15, 1993       | Box 52 |
| Board of Trustees meeting files, May 14, 1993-December 11, 1993                              | Box 53 |
| Executive Committee meeting files, June 11, 1993-January 14, 1994                            | Box 54 |
| Board of Trustees and Executive Committee meeting files, February 25, 1994-June 10, 1994     | Box 55 |

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|  |        |
|--|--------|
| Executive Committee meeting files, July 27, 1994-January 13, 1995                            | Box 56 |
| Board of Trustees meeting files, September 30, 1994-December 10, 1994                        | Box 57 |
| Board of Trustees and Executive Committee meeting files, December 9, 1994-May 13, 1995       | Box 58 |
| Board of Trustees and Executive Committee meeting files, January 13, 1995-September 30, 1995 | Box 59 |
| Board of Trustees and Executive Committee meeting files, September 29, 1995-December 9, 1995 | Box 60 |
| Board of Trustees and Executive Committee meeting files, February 23, 1996-July 19, 1996     | Box 61 |
| Board of Trustees and Executive Committee meeting files, August 23, 1996-March 1, 1997       | Box 62 |
| Board of Trustees and Executive Committee meeting files, February 28, 1997-June 13, 1997     | Box 63 |
| Board of Trustees and Executive Committee meeting files, August 22, 1997-March 1, 1998       | Box 64 |
| Board of Trustees and Executive Committee meeting files, February 27, 1998-1999              | Box 65 |
| Board of Trustees and Executive Committee meeting files, October 2, 1998-February 27, 1999   | Box 66 |
| Board of Trustees and Executive Committee meeting files, April 9, 1999-June 11, 1999         | Box 67 |
| Board of Trustees and Executive Committee meeting files, August 20, 1999-August 25, 2000     | Box 68 |
| Board of Trustees and Executive Committee meeting files, October 6, 2000-February 24, 2001   | Box 69 |

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| Board of Trustees and Executive Committee meeting files, April 6, 2001-June 15, 2001 | Box 70 |
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|  |        |
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| Board of Trustees and Executive Committee meeting files, August 24, 2001-February 23, 2002 | Box 71 |
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| Board of Trustees and Executive Committee meeting files, April 5, 2002-June 14, 2002 | Box 72 |
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|--|--------|
| Board of Trustees and Executive Committee meeting files, August 23, 2002-March 1, 2003 | Box 73 |
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**Scope and Contents note**

The Committee Files subseries has materials related to various committees composed of Board of Trustees members. Materials are arranged in alphabetical order.

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### **Other Materials, 1948-2008**

#### **Scope and Contents note**

The Other Materials subseries contains reports, subject files, trustee biographical information, retreat materials, and other papers related to the Board of Trustees. These boxes are arranged in alphabetical order.

#### **Access Restrictions:**

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