



Preliminary Guide to the University Marshal Records, 1942-1989

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Summary

Collection Title:

University Marshal records, 1942-1989

Creator:

Duke University. University Marshal

Abstract:

The Office of the University Marshal is responsible for some of Duke University's most significant occasions: opening convocation, Founders' Day, and commencement. The University Marshal Records include correspondence, lists of candidates for degrees, memos, programs, financial records, records of the awarding of honorary degrees, minutes of the commencement committee, statistics, speeches, and other printed materials. Major subjects include information and procedures related to Founder's Day, baccalaureate services, convocations, and commencements; and files that detail the daily operation of the Office of the University Marshal. English.

Extent:

40 Linear Feet

Physical Location:

For current information on the location of these materials, please consult University Archives, Duke University.

Language:

English

Language:

English.

Collection ID:

UA.01.09.0001

Permalink:

<http://library.duke.edu/rubenstein/findingaids/uamarshal/>

Preferred Citation

[Identification of item], University Marshal Records, Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

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Background

Scope and Content

The University Marshal Records includes correspondence, lists of candidates for degrees, memos, programs, financial records, records of the awarding of honorary degrees, minutes of the commencement committee, statistics, speeches, and other printed materials. Major subjects include information and procedures related to Founder's Day, baccalaureate services, convocations, and commencements; and files that detail the daily operation of the Office of the University Marshal.

The University Marshall Records is arranged by accession date. These accessions are given in chronological order. The descriptions given for each box are general descriptions of the contents of the box and are not folder titles. There is some consistency in the contents of the boxes from one accession to another, but the folder titles are not identical.

Access to all folders in Box 3 is RESTRICTED. Please consult University Archives staff.

Biographical/Historical

The Office of the University Marshal is responsible for organizing details and making decisions about the operation of some of Duke University's most significant occasions: opening convocation, Founders' Day, and commencement. The University Marshal holds both administrative and ceremonial responsibilities. The office's most public responsibility is to carry the University Mace and lead the procession at graduation. To many, the University Marshal's position is the embodiment of university traditions.

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Administrative Information

Publication Statement

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For a period of twenty-five years from the origin of the material, permission in writing from the office of origin and the University Archivist is required for use. After twenty-five years, records that have been processed may be consulted with the permission of the University Archivist.

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.

In off-site storage; 48 hours advance notice is required for use.

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 University Marshal Records was received by the University Archives as a transfer in 1967 (A67-87), 1968 (A68-346), 1975 (A75-102), 1979 (A79-91), 1982 (A82-75), 1988 (A88-0025), 1993 (A93-82), and 2014 (UA2014.0081).

Processing Information

Processed by Linda Daniel

Completed February 2004

Encoded by Linda Daniel, February 2004

Accession UA2014.0081 inventoried and added to finding aid by Tracy M. Jackson, December 2014.

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Related Materials

Related Material

[Office of Special Events and University Ceremonies Records](#), UA.01.04.0001, Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

[Commencement Exercises Reference Collection, 01.11.0041](#), Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

[Douglas M. Knight Records, 03.59.0001](#), Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

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Names and Subjects

- Universities and colleges -- Administration
- Baccalaureate addresses -- Duke University
- Duke University. University Marshal
- Duke University. University Marshal
- Duke University
- Duke University -- Administration
- Duke University -- History -- 20th century

Collection Inventory

1967 and 1968 Additions (Accession A67-087 and Accession 68-345), 1940-1970

Access Restrictions:

Access to all folders in Box 3 is RESTRICTED. Please consult University Archives staff.

Scope and Contents note

Includes information about convocation, commencement, Founder's Day, baccalaureate services, honorary degrees, and the daily business of the Office

of the University Marshal. The Office files include correspondence, memos, statistics, receipts, lists of dissertation titles, memos on ceremonial procedures, lists of degree candidates, information about diplomas, and information on honors and prizes.

Contents of Box 1, 1940-1950	Box 1
Lists of Candidates	Box 1
Baccalaureate Services	Box 1
Commencement Procedures	Box 1
Correspondence	Box 1
Commencement Reception	Box 1
Requisitions	Box 1
Statistics	Box 1
Diplomas	Box 1
Form Letters	Box 1
Founder's Day	Box 1
Honorary Degrees	Box 1
Marshals	Box 1
Honors and Prizes	Box 1
Memos	Box 1
Procedures	Box 1
Programs	Box 1
Contents of Box 2, 1960-1970	Box 2
Commencement	Box 2
Form Letters	Box 2
Diplomas	Box 2
Finances	Box 2

Procedures	Box 2
Correspondence	Box 2
Statistics	Box 2
Honorary Degrees	Box 2
Speakers	Box 2
Marshals	Box 2
Honors and Prizes	Box 2
Convocations	Box 2
Baccalaureate	Box 2
Honorary Degrees	Box 2
Founder's Day	Box 2
Contents of Box 3, 1953-1967	Box 3

Scope and Contents note

Contains correspondence, nominations, committee meeting minutes, memos, and recommendations about the awarding of honorary degrees.

Access Restrictions:

Access to all folders in Box 3 is RESTRICTED: Personal Privacy.

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1975 Addition (Accession A75-102), 1969-1976

Scope and Contents note

Includes information about convocation, commencement, Founder's Day, baccalaureate services, honorary degrees, and the daily business of the Office of the University Marshal. The Office files include correspondence, statistics, receipts, lists of dissertation titles, memos on ceremonial procedures, lists of degree candidates, information about diplomas, and information on honors and prizes.

Contents of Box 4, 1969-1974	Box 4
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Lists of Candidates for Degrees	Box 4
Convocation	Box 4
Commencement	Box 4
Baccalaureate	Box 4
Founder's Day	Box 4
Finances	Box 4
Form Letters	Box 4
Statistics	Box 4
Correspondence	Box 4
Honorary Degrees	Box 4
Invitations	Box 4
Diplomas	Box 4
Marshals	Box 4
Speakers	Box 4
Security	Box 4
Contents of Box 5, 1973-1976	Box 5
Marshals	Box 5
Publicity	Box 5
Printing	Box 5
Procedures	Box 5
Programs	Box 5
Speakers	Box 5
Josten's	Box 5
Statistics	Box 5

Accounting and Budgeting	Box 5
Baccalaureate	Box 5
Calendar	Box 5
Commencement	Box 5
Correspondence	Box 5
Forms	Box 5
Founder's Day	Box 5
Honorary Degrees	Box 5
Josten's	Box 5

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1979 Additions (Accession A79-091), 1974-1978

Scope and Contents note

Includes information about convocation, commencement, Founder's Day, baccalaureate services, honorary degrees, and the daily business of the Office of the University Marshal. The Office files include correspondence, statistics, receipts, lists of dissertation titles, memos on ceremonial procedures, lists of degree candidates, information about diplomas, and information on honors and prizes.

Contents of Box 6, 1974-1976	Box 6
Commencement	Box 6
Correspondence	Box 6
Diplomas	Box 6
Founder's Day	Box 6
Honorary Degrees	Box 6
Accounting and Budgeting	Box 6
Josten's	Box 6

Procedures	Box 6
Operating Expenses	Box 6
Marshals	Box 6
President's Luncheon	Box 6
Statistics	Box 6
Academic Council	Box 6
Baccalaureate	Box 6
Clothing	Box 6
Contents of Box 7, 1967-1978	Box 7
Processing Information:	
This box was added to the 1979 Addition (A79-91) on June 9, 1980.	
Commencement	Box 7
Programs	Box 7
Operating Expenses	Box 7
President Sanford	Box 7
Officers	Box 7
Speakers	Box 7
Statistics	Box 7
Apparel	Box 7
Calendar	Box 7
Candidates for Degrees	Box 7
Choir	Box 7
Lists of Candidates	Box 7
Procedures	Box 7

Honorary Degrees	Box 7
Academic Honors	Box 7
Marshals	Box 7
Josten's	Box 7
Prizes and Awards	Box 7

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1982 Addition (Accession A82-75), 1978-1980 and 1984

Scope and Contents note

Includes information about convocation, commencement, Founder's Day, baccalaureate services, honorary degrees, and the daily business of the Office of the University Marshal. The Office files include correspondence, statistics, receipts, lists of dissertation titles, memos on ceremonial procedures, lists of degree candidates, information about diplomas, and information on honors and prizes.

Contents of Box 8, 1978-1980	Box 8
Accounting and Budgeting	Box 8
Professional Services	Box 8
Diplomas	Box 8
Baccalaureate	Box 8
Addresses	Box 8
Correspondence	Box 8
Procedures	Box 8
Publicity	Box 8
Academic Honors	Box 8
Josten's	Box 8
President's Luncheon	Box 8

Statistics	Box 8
Contents of Box 9, 1978-1980, 1984	Box 9
Processing Information:	
The folder on Typescripts of Student Speeches, "Tryouts," was added to the 1982 Addition (A82-75) on May 9, 1984.	
Teacher Certification	Box 9
Commencement Committee	Box 9
Correspondence	Box 9
Diplomas	Box 9
Founder's Day	Box 9
Procedures	Box 9
Honorary Degrees	Box 9
Awards and Prizes	Box 9
Calendars	Box 9
Speeches	Box 9
Statistics	Box 9
Marshals	Box 9
Student Speeches, "Tryouts, " 1984	Box 9
Josten's	Box 9

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1988 Addition (Accession A88-025), 1980-1985

Scope and Contents note

Includes information about convocation, commencement, Founder's Day, baccalaureate services, honorary degrees, and the daily business of the Office of the University Marshal. This series also includes information about the Fuqua School of Business Dedication and the Robert H. James Dedication. The Office files include correspondence, statistics, receipts, lists of dissertation titles,

memos on ceremonial procedures, lists of degree candidates, information about diplomas, and information on honors and prizes.

Contents of Box 10, 1980-1982	Box 10
Awards and Prizes	Box 10
Josten's	Box 10
Marshals	Box 10
Bryan Center Opening	Box 10
Senior Day	Box 10
Commencement	Box 10
Procedures	Box 10
Baccalaureate	Box 10
Speakers	Box 10
Programs	Box 10
Graduation Weekend	Box 10
Correspondence	Box 10
Statistics	Box 10
Academic Apparel	Box 10
Accounting and Budgeting	Box 10
Lists of Candidates	Box 10
Contents of Box 11, 1980-1981	Box 11
Dissertation Titles	Box 11
Correspondence	Box 11
Commencement	Box 11
Diplomas	Box 11
Honorary Degrees	Box 11

Founder's Day	Box 11
Academic Honors	Box 11
Josten's	Box 11
President's Luncheon	Box 11
Calendar of Events	Box 11
Baccalaureate Program	Box 11
Speeches	Box 11
Statistics	Box 11
Contents of Box 12, 1981-1982	Box 12
Accounting and Budgeting	Box 12
Lists of Degree Candidates	Box 12
Dissertation Titles	Box 12
Commencement	Box 12
Correspondence	Box 12
Diplomas	Box 12
Bulletins	Box 12
Honorary Degrees	Box 12
Procedures	Box 12
Academic Honors	Box 12
Contents of Box 13, 1982-1983	Box 13
Accounting and Budgeting	Box 13
Lists of Degree Candidates	Box 13
Dissertation Titles	Box 13
Commencement	Box 13

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Correspondence	Box 13
Diplomas	Box 13
Bulletins	Box 13
Honorary Degrees	Box 13
Procedures	Box 13
Academic Honors	Box 13
Founder's Day	Box 13
President's Luncheon	Box 13
Contents of Box 14, 1982-1983, 1983-1984	Box 14
Marshals	Box 14
Annual Faculty Meeting	Box 14
Fuqua School of Business Dedication	Box 14
Robert H. James Dedication	Box 14
Opening Convocation	Box 14
Procedures	Box 14
Calendar of Events	Box 14
Programs	Box 14
Organ Recital	Box 14
Reception	Box 14
Commencement	Box 14
Baccalaureate	Box 14
Statistics	Box 14
Correspondence	Box 14
Accounting and Budgeting	Box 14

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Operating Expenses	Box 14
Lists of Degree Candidates	Box 14
Teaching Certification	Box 14
Commencement Committee	Box 14
Contents of Box 15, 1983-1984, 1984-1985	Box 15
Commencement Committee	Box 15
Correspondence	Box 15
Diplomas	Box 15
Honorary Degrees	Box 15
Founder's Day	Box 15
Marshals	Box 15
President's Luncheon	Box 15
Josten's	Box 15
Awards and Prizes	Box 15
Academic Honors	Box 15
Teer Dedication	Box 15
Organ Recital	Box 15
Calendar of Events	Box 15
Procedures	Box 15
Accounting and Budgeting	Box 15
Operating Expenses	Box 15
Contents of Box 16, 1984-1985	Box 16
Baccalaureate	Box 16
Lists of Degree Candidates	Box 16

Dissertation Titles	Box 16
Commencement Committee	Box 16
Correspondence	Box 16
Diplomas	Box 16
Founder's Day	Box 16
Honorary Degrees	Box 16
Academic Honors	Box 16
Awards and Prizes	Box 16
Marshals	Box 16
Third World Symposium	Box 16
Willimon Installation	Box 16
Trinity College Gazebo	Box 16
Calendar of Events	Box 16
Statistics	Box 16
Speakers	Box 16

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1993 Additions (Accession A93-82), 1985-1989

Scope and Contents note

Includes information about convocation, commencement, Founder's Day, baccalaureate services, honorary degrees, and the daily business of the Office of the University Marshal. The Office files include correspondence, statistics, receipts, lists of dissertation titles, memos on ceremonial procedures, lists of degree candidates, information about diplomas, and information on honors and prizes.

Contents of Box 17, 1985-1986	Box 17
Academic Records	Box 17

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Accounting	Box 17
Baccalaureate	Box 17
Correspondence	Box 17
Dissertation Titles	Box 17
Diploma Information	Box 17
Founder's Day	Box 17
Honorary Degree Candidates	Box 17
Josten's	Box 17
Academic Honors	Box 17
Invitations	Box 17
Contents of Box 18, 1985-1987	Box 18
Graduation Marshals	Box 18
Procedures	Box 18
Programs	Box 18
Calendar of Events	Box 18
Josten's	Box 18
Statistics	Box 18
Speeches	Box 18
Correspondence	Box 18
Suggestions	Box 18
Accounting	Box 18
Administrative and Operating Services	Box 18
Lists of Candidates	Box 18
Dissertation Titles	Box 18

Teacher Certification	Box 18
Contents of Box 19, 1986-1987	Box 19
Commencement Committee	Box 19
Correspondence	Box 19
Deaths	Box 19
Diplomas	Box 19
Honorary Degrees	Box 19
Josten's	Box 19
Founder's Day	Box 19
Graduation Marshals	Box 19
Calendar of Events	Box 19
Graduation Programs	Box 19
Reception	Box 19
Commencement	Box 19
Speeches	Box 19
Statistics	Box 19
Contents of Box 20, 1987-1988	Box 20
Dissertation Titles	Box 20
Commencement Committee	Box 20
Correspondence	Box 20
Diplomas	Box 20
Founder's Day	Box 20
Honorary Degrees	Box 20
Josten's	Box 20

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Academic Honors	Box 20
Invitations	Box 20
Marshals	Box 20
Graduation Procedures	Box 20
Statistics	Box 20
Speeches	Box 20
Contents of Box 21, 1988-1989	Box 21
Academic Honors	Box 21
Invitations	Box 21
Marshals	Box 21
Convocation	Box 21
Calendar of Events	Box 21
Josten's	Box 21
Programs	Box 21
Publicity	Box 21
Speeches and Sermons	Box 21
Statistics	Box 21
Accounting	Box 21
Administrative and Operating Services	Box 21
Baccalaureate	Box 21
Degree Candidates	Box 21
Contents of Box 22, 1988-1989	Box 22
Accounting	Box 22
Operating Services	Box 22

Baccalaureate Information	Box 22
Degree Candidates	Box 22
Correspondence	Box 22
Dissertation Titles	Box 22
Teacher Certification	Box 22
Commencement Committee	Box 22
Josten's	Box 22
Diplomas	Box 22
Founder's Day	Box 22
Honorary Degrees	Box 22
Academic Honors	Box 22

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2014 Addition (Accession UA2014.0081), 1988-2007

Scope and Contents

These files were generally arranged by academic year, with the same file titles used each year. As in previous accessions, these files contain lists of candidates, commencement procedures, founders day, statistics, dedications, memorials, programs, invitations, committee meeting minutes, academic honors, trustee information, and correspondence, among other materials. Along with the files arranged chronologically by academic year, there are several files on assorted topics related to the duties of the University Marshal that are not interfiled chronologically, as well as files on equipment rentals in 2006-20007 (the rest of the files from this academic year were not with this accession).

This accession also includes materials related to the sesquicentennial celebrations in 1988 and 1999, as well as VHS video recordings of baccalaureate services and commencement exercises in 1997 and 2001, and audiocassette recordings of convocations, commencements, and baccalaureate services from 1990-2000.

Assorted files, 1989-2005	Box 23
Chronological files, 1998-1999	Box 23

Chronological files, 1998-1999	Box 24
Chronological files, 1999-2000	Box 24
Chronological files, 1999-2000	Box 25
Chronological files, 2000-2001	Box 25
Chronological files, 2000-2001	Box 26
Chronological files, 2000-2001	Box 27
Chronological files, 2001-2002	Box 27
Chronological files, 2001-2002	Box 28
Chronological files, 2002-2003	Box 28
Chronological files, 2002-2003	Box 29
Chronological files, 2002-2003	Box 30
Chronological files, 2003-2004	Box 30
Chronological files, 2003-2004	Box 31
Chronological files, 2003-2004	Box 32
Chronological files, 2005-2006	Box 32
Chronological files, 2005-2006	Box 33
Equipment rentals, 2006-2007	Box 32
Sesquicentennial files, 1988-1989	Box 33
Sesquicentennial files, 1988-1989	Box 34
VHS video recordings, 1997, 2001 Physical Description: 6 tapes VHS	
Audiocassette recordings, 1990-2000 Physical Description: 47 audiocassettes	

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