



Guide to the Office of the University Secretary Records, 1924-ongoing

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David M. Rubenstein Rare Book & Manuscript Library

411 Chapel Drive

Duke University

Durham 27708

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

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Summary

Collection Title:

Office of the University Secretary records, 1924-ongoing

Creator:

Duke University. Office of the Secretary

Abstract:

The Office of the University Secretary at Duke University was established by by-law in 1903. The Office evolved with the University and the roles and responsibilities likely shifted from person to person. Today's Office most likely began in 1941 with Charles Jordan. The Secretary is an officer of the University and reports directly to the President. A major role of the Secretary's Office is to coordinate affairs of the Board of Trustees. Records include correspondence with Trustees and Presidents, Honorary Degrees and Search Committees for high-level administrators, reports, volunteer directories, faculty data and photographs, questionnaires and University by-laws. Some materials have been transferred to the Board of Trustees collection.

Extent:

24 Linear Feet

Language:

Material in English

Collection ID:

UA.04.01.0001

Permalink:

<https://idn.duke.edu/ark:/87924/m1th99>

Preferred Citation

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

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Background

Scope and Content

The Office of the University Secretary's records includes correspondence, reports, volunteer directories, faculty data and photographs, questionnaires, and University by-laws.

Biographical/Historical

The University Secretary is an officer of the University and reports to the President. A major role of the Secretary's Office is to coordinate affairs of the Board of Trustees. The Secretary's Office also tracks the University volunteers program. The position of University Secretary has been held by the following individuals:

Robert L. Flowers, University Secretary, 1926-1940

Charles E. Jordan, University Secretary, 1941-1957

John M. Dozier, University Secretary, 1958-1961

R. L. Predmore, University Secretary, 1962

Craufurd D. Goodwin, University Secretary, 1963-1966

Rufus H. Powell, University Secretary, 1967-1981

Roger L. Marshall, University Secretary, 1982-1986

N. Allison Haltom, University Secretary, 1987-2007

Richard Riddell, 2008-present

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Administrative Information

Publication Statement

David M. Rubenstein Rare Book & Manuscript Library

411 Chapel Drive

Duke University

Durham 27708

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.

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.

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

Use of audiotapes and videotapes from this collection requires the creation of reference copies. Reference copies for some materials may have been made, and if a reference copy exists, it is noted in this finding aid. To arrange for the creation of reference copies of other items, please contact University Archives staff. Although these recordings are now stored in a stable environment, their condition and playback quality is unknown.

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 Office of the University Secretary Records were received by the University Archives as a transfer in 1973-1996, 2008, 2015, and 2018.

Processing Information

Processed by Kimberly Sims, December 2005

Encoded by Kimberly Sims, August 2006

Accessions A89-14, A79-111, A81-89, A92-57, A96-128, A85-90, A78-19, A95-94, A94-136 were merged into one collection, described in this finding aid.

Accession UA2018-0047 added and finding aid updated by Tracy Jackson in July 2018.

Accession UA2015-0057 added and finding aid updated by Leah M. Kerr in April 2020.

Accession UA2021-0021 added by Tracy M. Jackson, July 2021.

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Related Materials

Related Material

[Board of Trustees Reference Collection](#) , Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

[Board of Trustees Records](#) , Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

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- Duke University. Board of Trustees
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Accession UA2015-0057, 1960-2013 and undated

Scope and Contents

Includes correspondence, memoranda, research, clippings, and reports related to University Administration and the Board of Trustees.

Access Restrictions:

Access restricted. 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 of administrative records. After twenty-five years, records that have been processed may be consulted with the permission of the University Archivist. Contact Research Services for more information.

Access 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.

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