# Board of Trustees Records, 1746-2018: Finding Aid

The University Archives appreciates the generous support of the Society of Colonial Wars in the State of New Jersey who underwrote preservation efforts on the University Charter.

## Summary Information

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<td>Princeton University. Library. Dept. of Rare Books and Special Collections. Seeley G. Mudd Manuscript Library. Princeton University Archives. 65 Olden Street Princeton, New Jersey 08540 USA</td>
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<td>Language(s) of Material:</td>
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<td>Abstract:</td>
<td>This collection provides the most basic source of information about Princeton University's governing body. In addition to minutes of the Trustees' meetings, the collection contains related papers and reports, organized according to purpose.</td>
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<td>Location:</td>
<td>This collection is stored onsite at the Mudd Manuscript Library.</td>
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# Board of Trustees Records, 1746-2018: Finding Aid

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Since its incorporation in 1746, the College of New Jersey (renamed Princeton University in 1896) has been governed by a Board of Trustees, headed ex officio by the Governor of New Jersey and the president of the college. The Trustees are responsible for the overarching policies that guide the trajectory of the university. Traditionally, committees of Trustees have concerned themselves with the major aspects of maintaining and running a university: finance, infrastructure, staff, curriculum, and student life.

The minutes document the Board of Trustees' concerns with overall policy and administration of the University. The other records provide context to the minutes, in the form of background material, especially correspondence and reports. They also provide information on Trustee actions taken through their appointed committees but not necessarily recorded in the minutes.

All Trustee minutes and records are closed for 40 years from the date of their creation. Access to the original Second Charter of the College of New Jersey is not permitted under normal circumstances, given the availability of digital surrogates and printed text.

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An online index is available for the minutes spanning 1748-1894. Indexes for volumes covering 1868-1898 are found in the individual volumes.

Also, Volume 44A of Series 1, Minutes, consists of photocopies of old index cards spanning 1898-1976. Series 9 consists of a card index to the Board of Trustee Minutes that covers the period roughly from 1900 to the mid 1970s.
# Acquisition and Appraisal

## Provenance and Acquisition

Board of Trustee records are periodically transferred to the University Archives from the Office of the Vice President and Secretary.

## Appraisal

Appraisal information was not recorded at time of processing.

# Related Materials

## Location of Copies or Alternate Formats

Digital images of the Volumes I through VIII of the Trustees minutes and of the second charter of the College of New Jersey are available via the Princeton University Library Digital Collections website.

# Processing and Other Information

## Preferred Citation

Identification of specific item; Date (if known); Board of Trustees Minutes and Records, Box and Folder Number; University Archives, Department of Rare Books and Special Collections, Princeton University Library.

## Processing Information


## Encoding


## Descriptive Rules Used

Finding aid content adheres to that prescribed by Describing Archives: A Content Standard.

# Subject Headings

- Princeton University -- Administration.
- Princeton University. Trustees.
- Education, Higher.
· Minutes.
· Records.
· Meetings.
· Bylaws.
· Princeton University
Series 1: Board of Trustee Meeting Minutes, 1748-2018 April

Description:

• Volume 2: Words in margin indicate subject of discussion
• Volume 4: Concludes with an accounting of the College's funds
• Volume 10: First typed volume; also information on new courses

The first volume (1748-1796) is a gold mine of information about the personalities and activities of the young College of New Jersey. As these minutes date from the very beginning of the College, they address the multitude of issues and problems the trustees initially addressed. It was the era of the group decision, with the entire Board involved in solving every type of problem at their infrequent (two or three times a year) meetings. This volume is contained in two forms: the original volume (which does not circulate) and a typed transcript in two parts. The minutes contain the names of officials, trustees, teachers, and students. They also provide a record of the major decisions of the College (such as the election of new presidents) as well as smaller ones (such as which foods the steward could sell to students and where the account books would be kept). Unfortunately, the discussion that led to such decisions was rarely recorded, although many letters, bills, and documents were often copied out into the minutes (though not all reports mentioned are transcribed).

Researchers will find information related to the standards for admission and graduation; legacies received; names of members of the graduating classes; names of recipients of honorary degrees; the list of books donated by Governor Jonathan Belcher; the hiring and firing of tutors; the selection and election of presidents; the purchase and sale of land; the establishment of accounting methods; the maintenance of the College facilities; fundraising efforts; the running of the Grammar School; the rate of board for students; and the continual hiring and firing of stewards. Perhaps the most frequent topic of discussion in the early records is the state of the College's finances and the difficulty in finding an acceptable method of record-keeping.

With a slight adjustment of details (such as the tutors becoming professors and the refectory becoming the eating clubs), these continue to be the dominant concerns of the trustees: staff, discipline, curriculum, finances, infrastructure, and the students' successful completion of their courses.

The President's Report is the best source of a picture of the state and nature of the College at any particular time.

Volumes 2-12 (1797-1915) are very similar in structure and nature to Volume 1. They grow progressively longer, but there is no equivalent increase in depth or detail. A few notes:

Volumes 13-91C (1915-1993) are quarto-sized volumes and noticeably different in style to the earlier volumes. The minutes now become a mixture of short accounts of the flow of the meetings followed by printed reports prepared in advance of the meetings. The trustees met every October, January, April and June (with occasional special meetings) during this period. These later minutes provide less of an account of a single meeting than a repository of reports by specialized committees researching narrower topics. While the information about Princeton becomes more specific, there is less of a chance to comprehend the opinions and leanings of the various trustees.
The topics addressed by the standing committees whose reports are represented in these volumes include finance, the curriculum, grounds and buildings, clubs, morals and physical education, the graduate school, the library, and undergraduate life.

Arrangement: Arranged chronologically by meeting date.

Access:
Minutes are closed for a 40-year period.

1748-1796 Volume: 1
Access:
(DOES NOT CIRCULATE)

1748-1777 Volume: 1A
Description: (typed copy)

1778-1796 Volume: 1B
Description: (typed copy)

1797 April 11-1823 September 25 Volume: 2
1824 April 13-1850 June 26 Volume: 3

Index to Volumes 1-3, 1748-1850 Volume: 3A
Description: (Indexes Vols. 1-3)

1850 December 17-1868 June 24 Volume: 4
1850 December 17-1868 June 24 Volume: 4A
Description: (Indexes to Vol. 4)

1868 October 26-1878 February 14 Volume: 5
Description: (Index begins p. 721)

1878 June 17-1886 November 11 Volume: 6
Description: (Index begins p. 787)

1887 February 10-1894 February 8 Volume: 7
Description: (Index begins p. 797)

1894 June 11-1898 October 21 Volume: 8
Description: (Index begins p. 775)

1898 December 8-1901 March 14 Volume: 9
1901 June 10-1908 January 9 Volume: 10
1908 April 9-1913 June 9 Volume: 11
1913 October 21-1915 January 14 Volume: 12
1915 April 8-1915 June 15 Volume: 13
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1982 January Volume: 80B

Access: [Closed until January 2022]

1982 April Volume: 80C

Access: [Closed until April 2022]

1982 June Volume: 80D

Access: [Closed until June 2022]

1982 October Volume: 81A

Access: [Closed until October 2022]

1983 January Volume: 81B

Access: [Closed until January 2023]

1983 April Volume: 81C

Access: [Closed until April 2023]

1983 June Volume: 81D

Access: [Closed until June 2023]

1983 October Volume: 82A

Access: [Closed until October 2023]

1984 January Volume: 82B
Access: [Closed until January 2024]

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1991 June

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1991 October

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1992 January

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1992 April

Access: [Closed until April 2032]

1992 June

Access: [Closed until June 2032]

1992 October

Access: [Closed until October 2032]

1993 January
1993 April

Access:
[Closed until January 2033]

Volume: 91C

1993 June-2008 September

Access:
Trustees minutes are closed for 40 years from the date of their creation.

2008 November-2011 April

accessionnumber: AR.2012.090

Access:
Trustees minutes are closed for 40 years from the date of their creation.

2011 November-2013 January

accessionnumber: AR.2014.007

Description: Includes Board of Trustee Meeting Minutes for seven meetings: 2011 November; 2012 January; 2012 April; 2012 June; 2012 November; 2012 September; 2013 January.

Access:
Trustees minutes are closed for 40 years from the date of their creation.

2011 May-2014 June

accessionnumber: AR.2015.068

Description: Includes Board of Trustee Meeting Minutes for the following meetings: May 2011; September 2011; April 2013; June 2013; September 2013; November 2013; January 2015; April 2014; and June 2014.

Access:
Trustees minutes are closed for 40 years from the date of their creation.

2014 September-2015 March

accessionnumber: AR.2016.001

Description: Includes Board of Trustee Meeting Minutes for the following meetings: September 2014; November 2014; January 2015; and March 2015.

Access:
Trustees minutes are closed for 40 years from the date of their creation.

June 2015 Board of Trustee Meeting Minutes, 2015 June

accessionnumber: AR.2018.004

Access:
Trustees minutes are closed for 40 years from the date of their creation.

September 2015 Board of Trustee Meeting Minutes, 2015 September

accessionnumber: AR.2018.004

Access:
Trustees minutes are closed for 40 years from the date of their creation.

November 2015 Board of Trustee Meeting Minutes, 2015 November

accessionnumber: AR.2018.004

Access:
Trustees minutes are closed for 40 years from the date of their creation.

January 2016 Board of Trustee Meeting Minutes, 2016 January

accessionnumber: AR.2018.004

Access:
Trustees minutes are closed for 40 years from the date of their creation.

April 2016 Board of Trustee Meeting Minutes, 2016 April

accessionnumber: AR.2018.004

Access:
Trustees minutes are closed for 40 years from the date of their creation.

May 2016 Board of Trustee Meeting Minutes, 2016 May

accessionnumber: AR.2018.004

Access:
Trustees minutes are closed for 40 years from the date of their creation.

September 2016 Board of Trustee Meeting Minutes, 2016 September

accessionnumber: AR.2018.004

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Trustees minutes are closed for 40 years from the date of their creation.

November 2016 Board of Trustee Meeting Minutes, 2016 November

accessionnumber: AR.2018.004

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Trustees minutes are closed for 40 years from the date of their creation.

January 2017 Board of Trustee Meeting Minutes, 2017 November

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Trustees minutes are closed for 40 years from the date of their creation.

April 2017 Board of Trustee Meeting Minutes, 2017 April
accessionnumber: AR.2018.004

Access:
Trustees minutes are closed for 40 years from the date of their creation.

June 2017 Board of Trustee Meeting Minutes, 2017 April

accessionnumber: AR.2018.093

Access:
Trustees minutes are closed for 40 years from the date of their creation.

September 2017 Board of Trustee Meeting Minutes, 2017 September

accessionnumber: AR.2018.093

Access:
Trustees minutes are closed for 40 years from the date of their creation.

November 2017 Board of Trustee Meeting Minutes, 2017 November

accessionnumber: AR.2018.093

Access:
Trustees minutes are closed for 40 years from the date of their creation.

January 2018 Board of Trustee Meeting Minutes, 2018 January

accessionnumber: AR.2018.093

Access:
Trustees minutes are closed for 40 years from the date of their creation.

April 2018 Board of Trustee Meeting Minutes, 2018 April

accessionnumber: AR.2018.093

Access:
Trustees minutes are closed for 40 years from the date of their creation.

Series 2: Trustees Charters and Bylaws, and other College Rules, 1746-2006

Description:

· "Rough Minutes of the Proceedings of the Board of Trustees of the College of New Jersey, Begun May 4, 1813" [4 May 1813 - 9 April 1823] These "rough minutes" match very closely the final copies of the minutes. The handwriting is a bit rougher, but these are also indexed. Clearly these "rough minutes" were written down after the conclusion of the meetings.

· "Rough Minutes of the Proceedings of the Board of Trustees of the College of New Jersey, Begun May 12, 1823" [12 May 1823 - 15 April 1835]

· "Scratch Minutes of the Board of Trustees" [27 September 1803 -1 October 1812] are found disbound in Series 5, Meeting Records and other Subject Files. After 1835, rough minutes are no longer bound and are found in individual folders for each meeting in Series 5.
Several facsimile copies of the Charter as well as statements of the rules by which the trustees govern themselves.

College Laws and Customs; Rules and Regulations; College Handbook. These laws concern the admission, conduct, and requirements of students and faculty (rather than the trustees). Similar rules were printed in the College's catalogue when it was first produced in the 1840s. The "laws" and "rules and regulations" vary in exact title. The "handbooks" are summaries of the more extensive information on courses (offerings and examinations) located in the College's Catalogue. The last two folders contain Latin catechisms.

Series 2 contains one bound volume, "Charter and Bye-Laws of the College of New Jersey, Princeton 1825," with foreword by Alexander Leitch, written in 1961, when the volume was bound. It also contains extracts of various wills. The volume spans 1783 to 1825 and has a table of contents.

The series also contains:

**Arrangement:** Arranged according to topic.

<table>
<thead>
<tr>
<th>Title</th>
<th>Box:</th>
<th>Folder:</th>
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<tbody>
<tr>
<td>Second Charter of the College of New Jersey, 1748</td>
<td>CHARTER</td>
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<tr>
<td>Facsimiles of charter, dates not examined</td>
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<td>Certified Copy of Certificate of Amendment of and Changes in The Charter of the Trustees of Princeton University, 1926</td>
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<td>Size: 1 folder</td>
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<tr>
<td>Trustees Charter and By-Laws, 1819-1963</td>
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<td>1819, 1846, 1859, 1868, 1892, 1899, 1906, 1920, 1963</td>
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<td>1868, 1892, 1899, 1906, 1920, 1963</td>
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<td>Description: (1972 reprint)</td>
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<tr>
<td>Trustees By-Laws, 1876-1972</td>
<td>12-17</td>
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<td>1876, 1877, 1881, 1883, 1903, 1913, 1876, 1877, 1881, 1883, 1903, 1913</td>
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<td>Amendments to the By-Laws, 1909</td>
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<td>Reports of the Special Committee upon Amendments to the By-Laws and the Committee on the Revision of the By-Laws, 1912-1913</td>
<td>18</td>
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<td>1913</td>
<td>19</td>
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<td>Description: (1914 reprint)</td>
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</table>

1972 Trustees By-Laws with 1973 amendments, 1973  
1972 Trustees By-Laws with 1975 amendments, 1972  
Proposed Amendments to By-Laws, 1974  
Trustee By-Laws, 1977  
1977 Trustee By-Laws with 1979 amendments, 1979  
1982 Trustee By-Laws with 1986 amendments, 1986  
Amendment concerning trustee oath, 1989  
Bylaws, 1998, 2000  
Size: 1 folder

Bylaws, 2006  
accessionnumber: AR.2006.007  
Size: 1 folder

Laws and Customs of New Jersey College (transcript), 1748  
Laws and Customs of the College, 1748, 1754, 1757-1760, 1763, 1764  
Laws of the College, 1746-1888  
1746-1764  
1794  
Description: Copied by Joseph Bonny, Class of 1793  
1794, 1802, 1813, 1819, 1832, 1839, 1846, 1851, 1860, 1870, 1875, 1880, 1882, 1885, 1886, 1888, 1794, 1802, 1813, 1819, 1832, 1839, 1846, 1851, 1860, 1870, 1875, 1880, 1882, 1885, 1886, 1888

Rules, 1882-1963  
Pertaining to Students, 1882, 1896, 1900  
Size: 3 folders

Absences, undated  
Examinations, undated  
Failures from courses and absence from examinations, undated  
Conduct and discipline, undated  
Chapel, undated  
Proposed amendments, faculty committee resolutions, 1882-1929
Series 3: Executive Committee Minutes, 1919 June-1968

Description: Series 3 documents the Executive Committee (which was known as the Administrative Committee from its founding in 1919 until November 1924). It met almost monthly in New York during the academic year. It discussed problems best addressed by a small and knowledgeable group of people, centered around the president. It discussed a variety of topics, ranging across the areas of the various other trustee committees.

Arrangement: Arranged according to topic.

Access:
Closed for 40 years.

Minutes, 1919 June-1968

1919 June-1933 May
Description: (typed and bound)

1933 October-1945 May
Description: (typed and bound)

1945 July-1955 May
Description: (typed and bound)

1947-1952, 1947-1953
Description: (notes, correspondence, drafts)

1968
Box: 4 Folder: 6

Series 4: Meeting Records and other Subject Files, 1746-1988

Description: Series 4 contains a variety of types of papers, and incorporates both original documents and photocopies and photostats of material located elsewhere. Materials are arranged according to chronological order rather than by type or theme.

These papers include: reports of special committees; motions; lists of committee members; financial reports and listings; lists of committee findings; copies of Princeton's Charter and other statutory documents; materials related to fundraising efforts and accounting procedures; letters; and the "rough minutes" of trustees meetings. The last are not verbatim accounts or notes made during meetings, but rather preliminary drafts of the narrative written upon the completion of the meeting. Attached to the rough minutes are drafts of reports offered by committees, which may or may not have been recopied into the final draft of the minutes. The
rough minutes are an excellent place to search for further, detailed information but may not necessarily provide a one-to-one correspondence with the finished minutes. A large portion of these materials correspond to trustee meetings and contain background materials pertaining to the meeting.

Arrangement: Arranged chronologically.

- Miscellaneous, undated
- 1746 Charter, 1746
  Description: (facsimile of Society for the Propagation of the Gosepl transcript)
- Advertisement for students, 1746-1747
- Excerpts from New Jersey State Library Manuscript Collection regarding Princeton, 1775-1821
- List of trustees and dates of election and retirement, 1748-1862
- Jeremiah Halsey, Clerk-West Indies Solicitor, 1772
- Finance Committee Report, 1775
- 1780 Charter Amendment, 1780
- Subscription Lists (Rev. Alexander Miller), 1784-1785
- Funding Petition, 1784
- College wood lots, 1785
- Rough Minutes, 1793 April 9-1796 April 12
- Treasury Account, 1794
- Printed letter soliciting funds after the Nassau Hall fire March, 1802
- Subscription lists and Commission to Clarke and Bryant, 1802
- Subscription Lists, 1802
  - Pennsylvania, 1802
  - Delaware, 1802
  - Maryland, 1802
  - New Hampshire, 1802
  - New York, 1802
  - Virginia, 1802
  - Places not named, 1802
- Rough Minutes, 1802 September
- Rough Minutes, parts 1-3, 1803 September-1812 October
Rough Minutes, part 4, 1803 September-1812 October  Box: 6 Folder: 1
John Bayard Account, 1803  Box: 6 Folder: 2
Letters and Accounts, 1803-1807  Box: 6 Folder: 3
Account of Charitable Funds, 1807  Box: 6 Folder: 4
Printed, Post-fire Circular, 1804  Box: 6 Folder: 5
Voight's Orrery, 1804  Box: 6 Folder: 6
Stockton Letter, 1805  Box: 6 Folder: 7
Account of Books Shipped from London, 1805  Box: 6 Folder: 8
Printed prospectus for students and announcement of completed restoration of Nassau Hall, 1807  Box: 6 Folder: 9
Letter, Bond, 1810  Box: 6 Folder: 10
Letter Calling Meeting of Board, 1815  Box: 6 Folder: 11
67 High Street Bonds, 1816  Box: 6 Folder: 12
Letters, Accounts, Bonds, 1816-1817  Box: 6 Folder: 13
Printed petition to NJ State Legislature, 1819  Box: 6 Folder: 14
Bond, 1820  Box: 6 Folder: 15
Faculty report of Senior Class Examinations, 1822  Box: 6 Folder: 16
Reports to Committee of Repair, 1822  Box: 6 Folder: 17
Rough Minutes, 1823  Box: 6 Folder: 18
Letters, Resolutions, Faculty Report on Senior Class Exams, 1823  Box: 6 Folder: 19
Letters, Miscellaneous Committee Reports, 1823-1824  Box: 6 Folder: 20
Rough Minutes, Committee Reports, 1824  Box: 6 Folder: 21
Rough Minutes, 1825 April  Box: 6 Folder: 22
Rough Minutes, 1825 September  Box: 6 Folder: 23
Printed Petition to New Jersey Legislature, and Faculty Report on Senior Class Examinations, 1825  Box: 6 Folder: 24
Rough Minutes, and Faculty Report on Senior Class Examinations, 1826  Box: 6 Folder: 25
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Rough Minutes, 1828 September  Box: 6 Folder: 29
Rough Minutes, Docket, 1829 April  Box: 7 Folder: 1
Rough Minutes, Letters, 1829 September
Box: 7 Folder: 2

Rough Minutes, Letters, 1830
Box: 7 Folder: 3

Rough Minutes, 1831 April
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Rough Minutes, 1831 September
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Rough Minutes, 1832 September
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Rough Minutes, Accounts, Printed Indenture, 1833 February
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Rough Minutes, Docket, Finance Committee Report, Faculty Degree Recommendations, 1844 December  
Box: 8 Folder: 10

Rough Minutes, 1845 June  
Box: 8 Folder: 11

Rough Minutes, Receipt, Letter, 1845 December  
Box: 8 Folder: 12

Rough Minutes, Docket, Mortgage, 1846 June  
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Rough Minutes, Faculty Degree Recommendations, 1846 December  
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Rough Minutes, Docket, 1847 June  
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Rough Minutes, Docket, 1849 June  
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Rough Minutes, Letter, 1850 December  
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Box: 8 Folder: 24

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Letters, Accounts, Bonds, List of Committees, 1853  
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<td>Rebuilding of Nassau Hall (Letters, Committee Reports, Subscriptions), 1856-1857</td>
<td>8 Folder: 39</td>
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<td>Rough Minutes, 1856 June 12</td>
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<td>Trustee Meeting, 1863 June 23-1864 December 20</td>
<td>9 Folder: 2-7</td>
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<td>Joseph Henry Account, 1865 June</td>
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<td>Trustee Meeting, 1865 June 26-1952 June 16</td>
<td>9 Folder: 9-15</td>
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<td>1865 June 26-1866 December 19</td>
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<td>1867 February 6-1869 December 22</td>
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<td>1870 June 27-1873 December 17</td>
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<td>1874 June 22-1877 June 18</td>
<td>12 Folder: 1-12</td>
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<td>1877 November 8-1879 November 13</td>
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<td>1880 February 12-1882 November 9</td>
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<td>1883 February 8-1885 December 3</td>
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<td>1886 February 11-1888 November 8</td>
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<td>1904 October 21-1906 June 11</td>
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<td>1906 October 20-1908 April 9</td>
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<td>1910 February 10-1911 April 13</td>
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  Description: (regarding Imbrie resignation)  Box: 44 Folder: 13

Trustee letter, 1913
  Description: (regarding land for Princeton railroad station)  Box: 44 Folder: 14

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Dodd's Report to trustees, 1955  Box: 44 Folder: 16

Bureau of Student Aid and Employment Audits, 1955-1957  Box: 44 Folder: 17


Study presented to Trustees,"The Course Ahead", 1964 April  Box: 44 Folder: 19

Wm. Kirkland to Robert Goheen, 1964
  Description: (regarding Mandatory trustee retirement)  Box: 44 Folder: 20

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List of Trustees, 1984-1986  Box: 44 Folder: 22

---

Series 5: Committee Records, 1746-2000 April 15

Description: Includes Committee Records.

Arrangement: Series 5 is subdivided into nine subseries, each containing the records of a particular Trustee committee: curriculum, finance, honorary degrees, grounds and buildings, graduate school, library, nomination, university affairs, and miscellaneous committees, and arranged chronologically therein.

Subseries 5A: Curriculum Committee Records, 1913-1969 January 11

Description: Curriculum Committee Records, 1916-1969, contains reports and minutes related to the work of the Curriculum Committee.

Arrangement: No arrangement action taken or arrangement information not recorded at the time of processing.

Access:
Closed for 40 years.

Report of the Dean of the Graduate School to the Trustees' Committee on the Curriculum, 1913-1915  Box: 45 Folder: 1-3

Analysis of the costs of instruction at Princeton, 1919-1920  Box: 45 Folder: 4

Princeton University Departmental Statistical Analysis, 1920 May  Box: 45 Folder: 5

Statistical Summary of the Instructional Organization of the University and analysis of the costs of teaching, 1920-1921  Box: 45 Folder: 6

Minutes, 1934-1935  Box: 45 Folder: 7
Reports, Minutes, 1936-1951  
Box: 45 Folder: 8-23

Report of the Dean of the Faculty to the Curriculum Committee, 1956 October 25  
Box: 45 Folder: 24

Report of Committee on the Curriculum to the Board of Trustees, 1957 April 12  
Box: 45 Folder: 24A

Box: 45 Folder: 25-26

Subcommittee on Admission Policy Draft Report, 1959  
Box: 45 Folder: 27

Report of the Dean of the Graduate School to the Trustees' Committee on the Curriculum, 1916-1959  
Box: 46 Folder: 1-44

Subseries 5B: Finance Committee Records, 1869-1969

Arrangement: No arrangement action taken or arrangement information not recorded at the time of processing.

Description: Finance Committee Records, 1869-1969, contains reports and minutes related to the work of the Finance Committee of the trustees, as well as its predecessor, the Business Committee, which operated from 1869 until 1876. Attached to the Finance Committee Records is a box with reports from 1920 and 1921 related to records on university organization.

Access:
Closed for 40 years.

Business Committee Minutes, 1869-1876  
Box: 47 Folder: 1

Index of Finance Committee Chairman's Reports, 1909-1912  
Box: 47 Folder: 2-3

Description: (compiled by Edward Wright Sheldon)

Finance Committee Chairman's Reports, 1909-1912  
Box: 47 Folder: 4-7

Finance Committee Reports, Minutes, 1909-1913  
Box: 47 Folder: 8-12

Finance Committee Minutes, 1914-1918  
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Finance Committee Reports, Minutes, 1930-1938  
Box: 48 Folder: 1-9

Finance Committee Minutes, 1953-1955  
Box: 48 Folder: 10-12
Subseries 5C: Committee on the Graduate School, 1896-1946

Arrangement: No arrangement action taken or arrangement information not recorded at the time of processing.

Description: Committee on the Graduate School, 1896-1946, contains reports related to the work of the committee on the organization and direction of the Graduate School.

- List of Measures Adopted by the Board on Recommendation of University Faculty, 1896-1910
  - Box: 49 Folder: 1

- Reports, 1901-1914
  - Box: 49 Folder: 2-15

- Bound volume of History and Organization of the Graduate School at Princeton University, undated
  - Box: 49 Folder: 16

- Four bound volumes of committee minutes, 1901-1946
  - Box: 49

Subseries 5D: Committee on Grounds and Buildings, 1898-1959

Arrangement: No arrangement action taken or arrangement information not recorded at the time of processing.

Description: Committee on Grounds and Buildings, 1898-1959, contains reports, correspondence, and minutes related to the work of the committee on grounds and buildings.

Access:
Closed for 40 years.

- Minutes, 1898-1899
  - Box: 50 Folder: 1-2

- Curator Reports and Letters, 1898-1900
  - Box: 50 Folder: 3

- Minutes, 1900-1901
  - Box: 50 Folder: 4-5

- Curator Reports and Letters, 1901-1904
  - Box: 50 Folder: 6-8

- Minutes, 1904-1905
  - Box: 50 Folder: 9

- Minutes of the University Power Company, 1904-1935
  - Box: 50 Folder: 10

- Minutes, Correspondence, 1906
  - Box: 50 Folder: 11
Minutes, 1907-1908

Minutes, Reports, 1909-1910

Minutes, Reports, Correspondence, 1911-1920

Minutes, Reports, 1921-1923

Minutes, Reports, Correspondence, 1924

Minutes, Reports, 1925-1926

Minutes, Correspondence, 1927-1928

Minutes, 1929-1933

Extracts from Minutes re the Dodge Memorial Archway, 1931-1945

Minutes, Reports, 1934

Minutes, 1935

Minutes, Reports, 1936

Minutes, 1937

Minutes, Reports, 1938-1939

Minutes, 1940-1946

Minutes, Correspondence, 1947

Room Rent Data, 1948-1949

Special Sub-Committee Report on Allocation of Area East of Palmer Stadium, 1950

Minutes, 1952-1959

Subseries 5E: Committee on Honorary Degrees, 1746-1971

Arrangement: No arrangement action taken or arrangement information not recorded at the time of processing.

Description: Committee on Honorary Degrees, 1746-1964, contains lists honorary degrees recipients, memoranda, standards and rules, correspondence, and list of nominations.

Access:
Closed for 40 years.
<table>
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<tr>
<th>Subseries 5E: Committee on Honorary Degrees ... (Continued)</th>
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<td>Index of Honorary Degrees from General Catalog, 1746-1906</td>
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<td>List of Honorary Degrees for Princeton-Related Men from General Catalog, 1746-1906</td>
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<td>Special Lists and Studies, 1890s and undated, 1890s, undated</td>
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<td>Correspondence, 1872, 1897-1898, 1900-1903</td>
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<td>Correspondence, Nominations, 1904-1914</td>
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<td>Correspondence, Nominations, Lists, 1915</td>
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<td>Correspondence with other universities regarding procedure, 1924-1946</td>
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<td>Commencement Orator Information, 1945-1954</td>
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<td>Public Relations, Memoranda and Releases, 1948-1951, 1971</td>
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<td>Standards and Rules, undated</td>
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<td>Latin Formulas, undated</td>
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<td>Degrees discussed but not granted because not accepted or unable to come, undated</td>
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<td>Correspondence, Nominations, Lists, 1916</td>
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<tr>
<td>Minutes, Correspondence, Lists, Nominations, 1917</td>
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Subseries 5E: Committee on Honorary Degrees ... (Continued)

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<td>Commencement Program Notes, 1951-1952</td>
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<td>Committee Minutes, 1935-1940</td>
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<td>Correspondence re: Mackenzie King, 1941</td>
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<td>Committee Minutes, 1953-1959</td>
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<td>List of honorary degrees conferred, 1909-1920, 1934-1939</td>
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<td>Guidelines for conferral of honorary degrees by the American Association of Colleges, undated</td>
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Subseries 5F: Library Committee Reports, 1916-1945

Arrangement: No arrangement action taken or arrangement information not recorded at the time of processing.

Description: Reports of the Library Committee, 1916-1945, consists of one bound volume containing the reports of the committee assigned the topic of the University's library. It covers issues of the operations of the library, including acquisitions, usages, collections, staff, planning, finances, and administration.

One volume, dates not examined
Box: 56

Subseries 5G: Committee to Nominate Committees, 1933-1987

Arrangement: No arrangement action taken or arrangement information not recorded at the time of processing.

Description: Committee to Nominate Committees, 1939-1987, contains records related to the nomination of candidates to serve on the trustees' various committees. It also contains memorial minutes for deceased trustees.

Access:
Closed for 40 years.

Trustee Candidates (biographies), 1942, 1947, undated
Box: 57 Folder: 1-3

Correspondence, 1933-1950

(from Henry Lochran files), 1939-1949
Box: 57 Folder: 4

(from Walter Hope files), 1933-1948
Box: 57 Folder: 5-8

(from Fordyce St. John files), 1950
Box: 57 Folder: 9

Albridge Smith Memorial Minute, 1951
Box: 57 Folder: 10

Rudolph Schullinger Memorial Minute, 1969
Box: 57 Folder: 11

John Stuart Memorial Minute, 1970
Box: 57 Folder: 12

S. Barksdale Penick, Jr. Memorial Minute, 1984
Box: 57 Folder: 13

Chauncey Belknap Memorial Minute, 1984
Box: 57 Folder: 14

R. Manning Brown, Jr. Memorial Minute, 1986
Box: 57 Folder: 15

Harold Helm Memorial Minute, 1986
Box: 57 Folder: 16

George Berry Memorial Minute, 1987
Box: 57 Folder: 17

John Buchanan Memorial Minute, 1987
Box: 57 Folder: 18

Subseries 5H: Committee on University Affairs, 1897-1997 June 10

Arrangement: No arrangement action taken or arrangement information not recorded at the time of processing.
Description: Committee on University Affairs, 1897-1898, consists largely of faculty responses to a survey undertaken by the committee in 1897.

Correspondence, Reports, 1897
Abstracts of Faculty Letters, 1897
Faculty Questionnaire, 1997 June 10
Faculty Responses to Questionnaires, 1897
  (Baldwin to Frazer), 1897
  (Harper to Loomis), 1897
  (Magie to Murray), 1897
  (Ormond to Torrey), 1897
  (Vreeland to Westscott), 1897
  (Willson to Young), 1897
Correspondence, Reports, 1898

Subseries 5I: Miscellaneous Committees, 1902-2000 April 15

Arrangement: No arrangement action taken or arrangement information not recorded at the time of processing.

Description: Miscellaneous Committees, 1902-2000 contains information related to the work of generally short-lived committees created to address specific issues. The topics addresses include the sanitary conditions of the university, the humanistic collections, undergraduate life, the university's resources, co-education, and the future of the university. See the folder list for a complete list of topics.

Access:
Closed for 40 years.

Committee on Morals and Discipline, 1902
  Size: 1 folder
Committee on Humanistic Collections Minutes, Correspondence, 1943-1945
Committee on Undergraduate Life Report, 1955
Committee on Health and Athletics Minutes, 1959
Committee on the Library Report, 1961
Committee on Plans and Resources Report, 1968
Committee on Student Life Statement, 1971  
Box: 58 Folder: 22
Committee on Coeducation Reports, Budget Estimate, Undergraduate Assembly Resolution, 1968  
Box: 58 Folder: 23
Committee on Coeducation Reports, Budget Estimates, 1969  
Box: 58 Folder: 24
Committee on Coeducation Report, 1970  
Box: 58 Folder: 25
Size: 1 volume  
Box: 58A
Final Report of the Wythes Committee, 2000 April 15  
Size: 1 volume  
Box: 58A

Series 6, Clerk’s Records, 1880-1951

Description: Series 6: Clerk’s Records 1881-1951, contains records related to four Clerks: Elijah R. Craven (records date from 1881-1903), Wilson Farrand (records date from 1926-1942), Archibald A. Gulick (records date from 1943-1944), and Albridge C. Smith (records date from 1947-1951, and are currently closed). The Craven correspondence centers on specific duties incumbent on him such as the notification of the bestowal of honorary degrees by the trustees, the confirmation of details of Commencement ceremonies, etc. The Farrand papers include correspondence and documents related to certain issues that arose during his tenure (see the box list), as well as the responsibilities addressed by Craven. The Smith correspondence breaks down into two categories: that between Smith and Miss Margaret Sullivan, a secretary in the Office of the Secretary (then Alexander Leitch) and that between Smith and everyone else.

Arrangement: Arranged chronologically.

Elijah R. Craven, 1880-1903

Incoming Correspondence, 1880s, 1890-1901  
Box: 59 Folder: 1-10
Letterbook, 1891-1903  
Box: 59 Folder: 11-12

Wilson Farrand, 1926-1942

Copy of Princeton's Charter and amendments, 1926, 1933  
Box: 59 Folder: 13
Anonymous report on Assistant Professor Miller's protest on theological character and views, undated  
Box: 59 Folder: 14
"A Laboratory Library" pamphlet by Professor Charles Rufus Morey, undated  
Box: 59 Folder: 15
Relating to the relations between the Princeton Theological Seminary and Princeton University, undated  
Box: 59 Folder: 16
Outgoing correspondence by Farrand and President Hibben regarding the donation of W. S. Rainford's hunting trophies to the University, 1929-1933

Memorandum in honor of Dean Andrew West, upon his retirement, 1928

Correspondence on Princeton's banking scandal, 1933

Correspondence and reports on the Section of Museum, and the Committee Surveying Entrance and Degree Requirements, 1939-1940

Correspondence, 1940-1942

Archibald A. Gulick, 1943-1944

Correspondence and drafts of Minutes, 1943-1944

Albridge C. Smith, 1947-1951

General Correspondence, 1947

Sullivan Correspondence, 1947

General Correspondence, 1948

Sullivan Correspondence, 1948

Committee on Future Operations, 1948

General Correspondence, 1949

Sullivan Correspondence, 1949

General Correspondence, 1950

Sullivan Correspondence, 1950

Department of Public Relations Report on Athletics, reports, inventories, 1951

General Correspondence, 1951

Sullivan Correspondence, 1951

accessionnumber: AR.2009.097

Description: Series 7: Trustee Resolutions 1953-2006 is a compilation of resolutions that were approved during Thomas Wright's tenure as secretary of the university and subsequently as vice president and secretary of the university (1974-1990, 1990-2003). The series includes a small number of resolutions that precede and succeed Wright's tenure.

Arrangement: The order of the materials at the time of transfer has been maintained.
Arrangement: No arrangement action taken or arrangement information not recorded at the time of processing.

Description: Series 8: Trustee Oath Books consists of oath books containing the written and sworn oaths of trustees along with the signature of the university president.

Trustee Oath Book, 1854-1981
Description: Consists of one boxed and bound volume titled, "Oath Book," also includes a foreword by Alexander Leitch, written in 1961, when the volume was bound. The oath book contains the written and sworn oaths of trustees from June 1854 until October 1981.

Trustee Oath Book, 2010-2011
accessionnumber: AR.2010.150

Trustee Oath Book, 2011-2012
accessionnumber: AR.2012.019

Trustee Oath Book, 2012-2013
accessionnumber: AR.2012.118

Trustee Oath Book, 2013-2014
accessionnumber: AR.2014.054

Trustee Oath Book, 2014-2015
accessionnumber: AR.2015.011

Trustee Oath Book, 2015-2016
accessionnumber: AR.2015.115

Trustee Oath Book, 2016-2017
accessionnumber: AR.2017.042

Trustee Oath Book, 2017-2018
accessionnumber: AR.2017.108

Series 9, Card Index to Board of Trustee Meeting Minutes (1898-1978), 1968-1978
accessionnumber: AR.2018.007

Arrangement: The index cards are arranged alphabetically.

Description: Series 9: Card Index to the Board of Trustee Meeting Minutes consists of cards arranged alphabetically by topic that provide an index to the contents of the Board of Trustee meeting minutes. The index covers the period roughly from 1898 to the mid 1970s. A card in the "Key" section of the index, which was written in 1968, explains "This reference file was prepared from Board and Executive Committee minutes and covers the period from October 1948 through January 1968. It goes into little or no detail in the matters dealt with in minutes of
the Finance and Grounds and Buildings Committees... The file incorporates cards from the old index, from c. 1898 until c. 1929." The index was updated into the mid 1970s.

  Box: 64
- Card Index F-R (1898-1978), circa 1929, 1968-1978  
  Box: 65
- Card Index S-Z (1898-1978), circa 1929, 1968-1978  
  Box: 66