

COLLEGE ARCHIVES

Outline of Classification Schedule

A	ADMINISTRATION
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X	CAMPUS SCHOOL
XC	CRANE ARCHIVES (HOUSED IN CRANE LIBRARY)

A ADMINISTRATION (See also: **B, D, E, N-1**)

- A-1 Faculty Handbooks
- A-2 Schedules of classes and Registration
 - A-2/1 Registration
 - A-2/2 Exam schedules
 - A-2/3 Summer session schedules
 - A-2/4 Winterim Session Schedules
- A-3 SUNY Documents
- A-4 Guidance and counseling
- A-5 Organization charts
- A-6 Contracts, public safety, and parking
 - A-6/1 Crime Awareness and Campus Security
- A-7 Placement Office/Career Services
 - A-7/1 *Careers In Focus*
 - A-7/2 Internship Program
 - A-7/2a Career Planning's Internship Newsletter
 - A-7/3 Career Planning's Faculty News Bytes
 - A-7/4 Career Planning's Junior/Senior New Bytes
 - A-7/5 Career Monograph
 - A-7/6 Career Planning Annual Report
- A-8 Admissions/Vice-President for Admissions and Retention
 - A-8/1 Admissions, Recruiting and marketing
 - A-8/1A Admissions Viewbooks
 - A-8/1B Admissions Posters
 - A-8/1C *In The Loop*
- A-9 Offices of Institutional Research/Planning/Policy
 - A-9/1 Council for Planning Analysis
 - A-9/2 HERI Faculty Survey
- A-10 Associated Colleges of the St. Lawrence Valley/Ft. Drum Consortium
 - A-10/1 *Special Events*
 - A-10/2 *Teaching for Learning*
 - A-10/3 Learning Communities Project
- A-11 Personnel/Human Resources

- A-11/1 Faculty/Staff Factbook
- A-11/2 Service Recognition Award
- A-12 Institutional Advancement/College Advancement
- A-13 Educational Communications/Media Arts/Instructional Resource Center
 - A-13/1 *Educational Programming*
- A-14 Computer Center/Computer Services to 1987
 - A-14/1 Academic Computing/Distributive Computing
 - A-14/1A The Bear Wire
- A-15 Registrar
 - A-15/1 Task Force on Record Retention
 - A-15/2 Veterans' affairs
 - A-15/3 Grade Records, Student Records, Record Changes, Short Cards
- A-16 Financial Aids Office
- A-17 Academic Affairs/Provost
 - A-17/1 Academic Calendar
 - A-17/2 Provost's Book Discussion Series
- A-18 Dean of Students
 - A-18/1 Dean of Women
- A-19 Board of Trustees
- A-20 President's Office
 - A-20/1 Academic Policy
- A-21 Advisory Boards
 - A-21/1 College Council
 - A-21/2 President's Administrative Council
 - A-21/3 College Administrative Council
 - A-21/4 Department Chair/Council of Chairmen
- A-22 Student Affairs/Vice-President for Student Affairs/Student Services
 - A-22/1 Medical Service/Student Health Services
 - A-22/2 Food Service
 - A-22/3 College Union and Bookstore
 - A-22/4 Residence Life/Housing
 - A-22/5 Student Development/Academic Services
 - A-22/6 Student Responsibilities
 - A-22/7 Student Environment
 - A-22/8 Part-time students/Non-Traditional Students

- A-22/9 Special Services (disabled student services)
- A-22/10 Multicultural Affairs
- A-22/11 Student Success Center
- A-23 Affirmative Action/Diversity Programs, Title IX
- A-24 Special Educational Programs
 - A-24/1 EOP Advisory Committee
 - A-24/2 Reports and documents--EOP
 - A-24/3 Correspondence--EOP
 - A-24/4 *EOP Digest* (Albany)
 - A-24/5 Special Services/Student Support
 - A-24/6 North Country Tutorial Outreach
 - A-24/7 CSTEP/Native American Affairs
 - A-24/8 Bridges Program
- A-25 Graduate and Continuing Education
 - A-25/1 Continuing Education
 - A-25/2 Extension programs
- A-26 Alumni office
 - A-26/1 *With Parents in Mind*
- A-27 College Services/Community Services
- A-28 Educational Services
 - A-28/1 Educational Services Newsletter
- A-29 International Education
 - A-29/1 *International News & Notes*
- A-30 Public Relations/College Relations
 - A-30/1 *Potsdam Reporter*
 - A-30/2 *For the Record*
 - A-30/3 *Bear Facts*
 - A-30/4 *Extra Extra Extra*
 - A-30/5 *Positively Potsdam*
- A-31 Business Affairs/Administration
- A-32 Rural Services Institute
 - A-32/1 North Country Local Government Newsletters
 - A-32/2 Socio-Economic Profile of the North Country
 - A-32/3 North Country Economic Development Newsletter
 - A-32/4 A.C. Walker Foundation North Country Research Fellowships Report Series

- A-32/5 Community Services Annual Report of Activities
- A-32/6 Rural New York Profile
- A-32/7 Selected Infra-Structure Indicators for Rural New York
- A-33 Potsdam Auxiliary & College Educational Services (PACES)
 - A-33/1 *PACES News*
 - A-33/2 *PACES Dining Services Newsletter*
 - A-33/3 Dining Weekly
- A-34 Physical Plant/Faculties
- A-35 Research and Sponsored Programs/ Faculty Scholarships and Grants
 - A-35/1 *Faculty Scholarships and Grants Newsletter*
- A-36 Vice-President for Information Resources
- A-37 Tri-County Arts Council/Arts & Humanities Council of St. Lawrence County
- A-38 Vice-President for Enrollment
- A-39 College Writing Center
- A-40 Learning and Teaching Excellence Center (LTEC)
 - A-40/1 SUNY Potsdam LTEC News
- A-41 Teaching and Learning with Technology Roundtable (TLTR)
- A-42 Honors Program
- A-43 Presidential Scholars Program

B COLLEGE ADMINISTRATORS (See also: **W-4**, *passim*, **A**)

- B-1 Stowell, Thomas
- B-2 MacVicar, Malcolm
- B-3 Draime, Anna
- B-4 Congdon, Ralph
- B-5 Lehman, Clarence
- B-6 Voelker, Otto
- B-7 Crumb, Frederick (see also oversize and AV drawers and E-7, AV-drawer)
- B-8 Thatcher, Alfred
- B-9 Peck, Austin (see also AV-drawer)
- B-10 Barrington, Thomas (see also AV-drawer)
- B-11 Hughes, Harold
- B-12 Young, James (see also AV-drawer)
- B-13 Tonkin, Humphrey
- B-14 Merwin, William
- B-15 Fallon, John

- B-15/1 The Millenium and Beyond; A Long-Range Institutional Visioning, Planning
Process
- B-15/2 Vision Update
- B-15/3 Periodic Updates
- B-16 Schwaller, John
 - B-16/1 Schwaller Inauguration
 - B-16/2 Speeches
 - B-16/3 President's Notes

C INSTRUCTIONAL DEPARTMENTS

- C-1 Arts and Sciences (Liberal Studies)/Dean & Administration
 - C-1/0 School of Arts and Sciences Newsletter
 - C-1/1 Anthropology
 - C-1/1A *Collegiate Anthropologist* (Drawers)
 - C-1/2 Art, Art as Large: a history of the permanent collection, Art Partnership
 - C-1/3 Biology
 - C-1/3A Biology Newsletter
 - C-1/3B The Mantonian
 - C-1/4 Chemistry
 - C-1/5 Computer Science
 - C-1/6 Dance/Drama
 - C-1/8 Economics
 - C-1/9 English
 - C-1/9a Blueline (see archives, PS501.B5)
 - C-1/10 Foreign Language
 - C-1/11 Geography
 - C-1/12 Geology
 - C-1/12A Geology Department Newsletter
 - C-1/13 Health Professions
 - C-1/14 History
 - C-1/15 Mathematics
 - C-1/15A Mathematics Newsletter
 - C-1/16 Philosophy
 - C-1/17 Psychology
 - C-1/18 Physics
 - C-1/19 Political Science
 - C-1/19A Department of Politics Alumni Newsletter
 - C-1/20 Sociology

- C-1/20A Visual Sociology Review
- C-1/21 School-Within-a-School
- C1/22 Sculpture Park
- C-2 Professional Studies (School of Education)
 - C-2/1 Administration & management
 - C-2/1A School of Education and Professional Studies Newsletter
 - C-2/2 Teacher Education
 - C-2/2A Student Teaching Handbook
 - C-2/3 Field Experience
 - C-2/4 Graduate Programs
 - C-2/5 Health/Physical Education
 - C-2/5A Intramural Sports and Recreation Handbook
 - C-2/5B Intramural Handbook
 - C-2/5C Bear Tracks
 - C-2/6 North Country School Study Council
 - C-2/7 Reading and Learning Disabilities Center
 - C-2/8 Teacher Corps Project
- C-3 Star Lake Campus
- C-4 Interdisciplinary Studies
 - C-4/1 Women's Studies
 - C-4/1A WMS Council News
 - C-4/2 General Education Program (Fall 1987-)
 - C-4/3 Adirondacks Environmental Studies
 - C-4/4 African Studies

D COLLEGE FINANCES

- D-1 Ledgers and Account Books
- D-2
- D-3 Tuition
- D-4 Invoices
- D-5 Checks
- D-6 Printing Costs
- D-7 Annual Budgets 1971-
 - D-7/1 Budget Summaries 1910-
 - D-7/2 Budget Crises, 1950-
 - D-7/3 Budget Crisis, 1995
- D-8 Retrenchments and Staff Cuts

- D-9 Salaries
- D-11 Israel, Kaplan

E MATERIAL ON: COLLEGE HISTORY, FOUNDATION, AND GROWTH

- E-1 News Releases (see drawers for some earlier 2/18/77-)
 - E-1/1 Newspaper Clippings
 - E-1/2 Films (AV-drawer)
- E-2 College History -- Documents
 - E-2/1 Pamphlets and Historical Accounts
 - E-2/2 Records of Local Board, 1867-1921 (3 volumes)
- E-3 Student and Class Records
 - E-3/1 Records of Students (3 volumes)
 - E-3/2 Records of Scholarship (3 volumes & 2 boxes)
 - E-3/3 Record of Attendance (1 volume & folder in documents case)
 - E-3/4 Record of Grades, Standing of Preparatory Pupils
 - E-3/5 Student Withdrawals
 - E-3/6 Classroom Assignments, Schedules, etc.
- E-4 Curriculum
 - E-4/1 Curricular Patterns
 - E-4/1A Academic Manual
 - E-4/2 New Courses, Programs, etc.
 - E-4/3 Budget and Salary Legislation
- E-5 Accreditation, Title IX Middle-States Evaluation (1952-)
 - E-5/1 Teacher Placement
 - E-5/2 Regents Certification
 - E-5/3 Other Evaluations and Surveys of SUCP
- E-6 Campus Statements, Projections, Plans -- to 1976 (see also W: Buildings and Growth)
 - E-6/1 Campus Mission Statement, 1977
 - E-6/2 Mission Action Plan, 1978-
 - E-6/3 Strategic Planning/Master Plan 1992-
 - E-6/4 Strategic Plan 1996- 2001
- E-7 Anniversary Celebrations, College-wide Events (see also AV-drawer and oversize drawer as well as L-3)
 - E-7/1 Crane Centennial
- E-8 Publications on Teaching and Certification of Teachers
- E-9 Commemorative Addresses and Publications (see also AV-drawer)

- E-10 Academic Program Evaluation Project
- E-11 Potsdam Normal High School

F COLLEGE THEATER

- F-1 Performances- Programs
- F-2 Posters and Oversized Programs (See F-2 file in Oversize Drawer)
- F-3 Pictures (See also F-3 file in Oversize Drawer)
- F-4 Recordings (See A-V Drawer)
- F-5 Blackfriars
- F-6 College Theater Guild
- F-7 Potsdam Normal Dramatic Club

H COLLEGE CATALOGS

- H-1 Annual Catalogs
- H-2 Summer Session Catalogs
- H-3 Graduate Bulletins (see also C-2 and H-3/1)
 - H-3/1 Extension, Evening, Non-credit Course Schedules
- H-5 Crane Catalogue
- H-6 Undergraduate Catalogues

I CIRCULARS OF INFORMATION (see also: L -- PROGRAMS)

- I-1 General Circulars of Information about the College
 - I-1/1 Circulars of Department Course Offerings
- I-2 Associated Colleges of St. Lawrence County Cross-Registration Schedule
- I-3 Summer sessions, institutes, workshops, conferences
 - I-3/1 White Pine Camp (for newsletter, see Q-9)
 - I-3/1A Summer in the North Country Posters
- I-4 Art exhibits (see also oversize drawer)
- I-5 Sports schedules
 - I-5/1 Bears (basketball team) (See also oversize drawer and S-12)
- I-6 Dance and Drama announcements and programs (see also oversize drawer)

J MEMORABILIA

- J-1 Objects in cornerstones
- J-2 Class pins

- J-3 Miscellaneous, School Seals
- J-4 Diplomas (see oversize drawer)
- J-5 Minerva
- J-6 College Colors

K COMMENCEMENTS AND INAUGURALS

- K-1 Scrapbooks
- K-2 Commencement programs (see also AV-drawer)
- K-3 Commencement announcements
- K-4 Commencement calendar of events
- K-5 Academic procession
- K-6 Baccalaureate exercises
- K-7 Class Day
- K-8 Moving-Up Day/Honors Convocation
- K-9 Commencement addresses
- K-10 Class songs

L PROGRAMS (see also I-4, I-6, F-1)

- L-1 Artist Series and Schedules of Events
- L-2 Spring Festival of the Arts (see also I-4, I-6, F-1, and Crane Archives, XC 8.5)
- L-3 Miscellaneous celebrations, programs, conferences (See oversize drawer, AV-drawer, and E-7)
- L-4 America 2000 Celebration (See oversize drawer)
- L-5 Crossing Borders; Globalization in the Arts, Sciences, and Society

M FACULTY AND STAFF

- M-1 Publications, speeches, etc. (Drawers, AV-drawer, archives, and regular circulation)
- M-2 Biographical data, obituaries, etc.
 - M-2/2 State University of New York Periodicals
- M-3 Lists of faculty members and Administrative staff
- M-4 Lists of faculty publications
- M-5 Faculty periodicals
- M-6 Faculty awards, salary increases, etc.

N FACULTY & STAFF ORGANIZATIONS

- N-1 Administrative committees--lists
 - N-1/1 Administration Committees

- N-2 Faculty Association and early faculty organizations
- N-3 Constitution: proposals, revisions, adoption
 - N-3/1 Faculty By-Laws
- N-4 Faculty- General Meetings (See also file cabinet in remote storage room)
 - N-4/1 Faculty Senate (formerly Faculty Assembly)
 - N-4/2 Faculty Executive Committee
 - N-4/3 Standing committees
 - N-4/4 Ad-hoc and special committees
- N-5 UUP/NYSUT/AFT Local Chapter
 - N-5/1 *UUP Newsletter*
- N-6 AAUP
- N-7 CSEA
 - N-7/1 Employee Assistance Program
 - N-7/2 Newsletter N-I (non-Instructional)
- N-8 Faculty Senate (SUNY)
 - N-8/1 Senate Professional Association (SUNY)
 - N-8/2 Association of New York State Teachers' College Faculties, 1953-61
- N-9 Drug Advisory Council
- N-10 College Counseling Center
- N-11 Film clubs, Cinema Club
- N-12 Campus Club
- N-13 Clarkson--Potsdam State Religious Council, 1957-60
- N-14 Women's Caucus

O STUDENT THESES, ACADEMIC HONORS, AND OTHER PUBLICATIONS

- O-1 Clarkson Award
- O-2 F. Roger Dunn Memorial Essay Award Competition
- O-3 Masters theses, English
- O-4 Student papers, Political Science
 - O-4/1 Politics and Alumni
 - O-4/2 Between a Rock and a Hard Place (Audio-visual)
- O-5 Masters theses, Biology
- O-6 Masters theses, Chemistry
- O-7 Undergraduate papers (see also O-2, O-9)
- O-8 Masters theses, Education
- O-9 Sylvia Angus Creative Writing Award
- O-10 Israel Kaplan Prize

O-11 Student writing from classes and workshops – samples

O-12 Essay Writing Contest

P COLLEGE LIBRARY

P-1 Library handbooks, General information

P-1/1 Staff manuals of instruction, general

P-1/2 Floor plans, maps, etc. (See also Oversize Drawer)

P-1/3 Library guides

P-2 Publications -- periodical

P-3 Publications -- Booklists

P-3/1 Lists of Special Materials

P-4 Publications -- Bibliographies

P-5 Library staff

P-5/1 Library salaries and salary studies

P-6 Library Council -- Minutes

P-7 Library Newsletter

P-8 Library Administration/Director

P-8/1 Annual Reports of Director

P-8/2 Internal (department) reports to Director

P-8/3 Correspondence

P-9 Library Finances, Budget, etc.

P-10 Early Accessions

P10/1 Gifts and Requests lists

P-11 Library Reorganization, moves, other library photos, etc. (see also oversize and AV-drawer)

P-12 By-laws and policies (general)

P-12/1 Access, Acquisitions, etc.

P-12/2 Reference

P-12/3 Special Collections/Archives

P-12/4 Personnel Policies

P-12/5 Collection Development

P-12/6 Library Instruction

P-13 Statistics, inventories, surveys, etc.

P-14 Automated systems

P-15 Inter-Library Loan

P-16 Government depository materials

P-17 Reference Department

P-18 Standing Library Committees -- Minutes

- P-18/1 Personnel Responsibility Committee
- P-18/2 Clerical Advisory Committee
- P-18/3 Collection Development Committee
- P-18/4 Library Services Committee
- P-18/5 Priorities Committee/Planning Committee
- P-18/6 Automation Committee
- P-19 Ad Hoc Committees
- P-20 Faculty advisory committee
- P-21 Library displays, AV promotion, etc. (See also AV Drawer)
 - P-21/1 Library orientation (slides)
- P-22 Library studies (NY State and others)
- P-23 The Library Connection
- P-24 Library Bylaws Committee
- P-25 Library Quarterly Reports
- P-26 Library Presentations and Programs
 - P-26/1 Data and Donuts
 - P-26/2 Information Technology Fair
- P-27 Library Instructional Materials
 - P-27/1 Card Catalog, finding books slide presentation (Audio Visual)
 - P-27/2 Old Slides on using periodicals and indexes (Audio Visual)
- P-28 Archives Internship Projects

Q STUDENT PERIODICALS

- Q-1 Copy and Materials from Students Publications
- Q-2 Senior Class Book and Souvenir of Graduating Classes (see Archives LD 3840. P82A6)
- Q-3 Pioneer (see LD 3840. P82A6, archives and circulating, and also Q-3, oversize drawer)
- Q-4 Racquette--bound (see LD 3840. P82A65, archives and circulating)
 - Q-4/1 Style Book for the Racquette
 - Q-4/2 Racquette photographs
- Q-5 The Review (see also Archives LD 3840. P82A569)
- Q-6 Perspectives/Sanctum/North Country -- bound (LD3840.P82P etc., archives and circulating)
- Q-7 Handbook, "I Was a Stranger Here Myself"
- Q-8 Student Directory
- Q-9 White Pine Piper
- Q-10 Summer Daze
- Q-11 Penny Gazette (see Archives LD 3840. P82A56)

- Q-12 Summer Times
- Q-13 The North Star
- Q-14 Yearbook -- Selected High School Students
- Q-15 State's Dates
- Q-16 Upbeat
- Q-17 Union
- Q-18 The Environmentalist
- Q-19 Soapbox

R STUDENT SOCIETIES AND ORGANIZATIONS

- R-1 Student Government Association
 - R-1/1 Code of Student Rights Behavior
- R-2 Sororities and Fraternities, Inter-Fraternity Council (see also oversize drawer)
 - R-2/a Agonian/Calliopean
 - R-2/c Clonian
 - R-2/p Psi Phi
 - R-2/s Sigma Sigma Sigma (Tri-Sig)
- R-3 Women's Student Council
- R-4 Dorm Handbooks and Councils (see also Oversize drawer)
 - R-4/1 Animal Farm Lehman North
- R-5 College Union Board
- R-6 Campus Radio Station
- R-7 Francis Baconian Society
- R-8 Pi Delta Epsilon (journalistic honorary)
- R-9 Afro-American Society/Harambee
- R-10 Miscellaneous societies
- R-11 International Students Organization
- R-12 Misc. Student Groups and Events
- R-13 Omicron Delta Kappa National Leadership Honor Society
- R-14 Honor Society of Phi Kappa Phi

S STUDENT ACTIVITIES

- S-1 Ice Carnival
- S-2 Freshmen and Orientation
 - S-2/1 Freshman Advisory Board

- S-2/2 Orientation materials
- S-2/3 Big Sister Program/ Student Services
- S-2/4 CEASE (Campus escort service)
- S-3 Calendar of Events/Potsdam College Calendar
- S-4 Cases involving students
- S-5 Student protests and actions
- S-6 Student Evaluation of Courses and Teachers
- S-7 Student awards
- S-8 Parents Weekend
- S-9 Homecoming Weekend
- S-10 Class banquets, presentations, etc.
- S-11 College-Community Events, Awareness Week
- S-12 Student Activities Handbook

T ALUMNI

- T-1 Normal Magazine see Archives LD3840.P82A52 Shelves
- T-2 Alumni Bulletin
- T-3 Alumni News
 - T-3/1 Scrapbooks
- T-4 Reunions and Alumni Days -- Registers, etc.
- T-5 Alumni Records
 - T-5/1 Financial records
 - T-5/2 Membership records (6 vols.) and Alumni Directory
 - T-5/3 Alumni lists (originals)
- T-6 Incorporation papers (Lehman file)
- T-7 Communications to, from, and about alumni
- T-8 Publications by Alumni
- T-9 Alumni Questionnaire (1969)
- T-10 Alumni Survey (1980)
- T-11 Alumni Association – minutes
- T-12 Alumni Class Memory Books
- T-13 Reunion Yearbook
- T-14 School of Education Alumni Association

U CLASSES

- U-1 Class Lists
- U-2 Class List Addendums

V PICTURES

- V-1 Students, individual and class photos, to 1917 (see also oversize drawer)
- V-2 Faculty, Administration, Guests (see also oversize drawer)
- V-3 Classes (group pictures) (see Archives LD 3840. P82A6 and V-3, oversize drawer)
- V-4 Students groups and activities (see also oversize drawer and V-4/1--V-4/8)
 - V-4/1 Campus school
 - V-4/2 Classroom scenes (see also oversize drawer)
 - V-4/3 Commencements and ceremonies
 - V-4/4 Drama
 - V-4/5 Music
 - V-4/6 Miscellaneous student activities
 - V-4/7 Societies and organizations (see also oversize drawer)
 - V-4/8 Sports
- V-5 Special events (see also oversize drawer)

W BUILDINGS AND GROUNDS

- W-1 Maps and Plans (see also oversize drawer)
 - W-1/1 Correspondence, publications and documents
- W-2 Aerial photographs, campus views (see also oversize drawer)
- W-3 Cornerstones and dedication ceremonies
 - W-3/1 Newsclippings on buildings
- W-4 Buildings
 - W-4/1 St. Lawrence Academy
 - W-4/2 "Old Normal" (Normal I) (see also oversize drawer)
 - W-4/3 Snell Hall (Normal II)
 - W-4/4 Old Crane
 - W-4/5 Carson Hall (formerly Student Union) (see also oversize drawer)
 - W-4/6 Morey Hall (see oversize drawer)
 - W-4/7 Mac Vicar Hall
 - W-4/8 Satterlee (formerly Raymond Hall)
 - W-4/9 Merritt Hall (See also Oversize Drawer)
 - W-4/10 Dunn Hall (formerly Crane Building) (see also oversize drawer)

W-4/11	Thatcher Hall
W-4/12	Service Buildings (See also Oversize Drawers)
W-4/13	Crumb Library (see also oversize drawer)
W-4/14	Stowell Hall
W-4/15	College Union (Barrington Hall)
W-4/16	Maxcy
W-4/17	Kellas
W-4/18	Flagg
W-4/19	Brainerd
W-4/20	Timerman
W-4/21	Raymond
W-4/22	Bowman
W-4/23	Lehman
W-4/24	Knowles
W-4/25	Sisson (see also oversize drawer)
W-4/26	Van Housen
W-4/27	Site work
W-4/28	Unidentified sites and interiors
W-4/29	Clippings
W-4/30	Crane complex

X CAMPUS SCHOOL

X-1	Kampus Kapers
X-2	Eavesdropper
X-3	Miscellaneous Publications
X-4	Newspaper clippings and Scrapbooks
X-5	History and Development
X-6	Productions -- programs
X-7	Evaluations and reports
X-8	Commencement Programs
X-9	Photographs and Photograph Albums
X-10	Miscellaneous documents (memoirs, correspondence, etc.)

XC CRANE ARCHIVES

- XC 1 Crane Financial Records
 - 1.1 Crane Normal Institute, Inc.
 - 1.2 Bills, invoices
 - 1.3 J. E. Crane Business correspondence
 - 1.4 Helen Hosmer - Piano fund reports
 - 1.5 Correspondence with students
 - 1.6 Ledgers
 - 1.7 Banking and expenditures
 - 1.8 Budgets, annual
 - 1.9 Special projects - expenditures

- XC 2 Crane Administration
 - 2.1 Lesson plans and progress reports
 - 2.2 Entrance and certification standards
 - 2.3 Placement
 - 2.4 Degree programs and proposals
 - 2.5 Catalogs and brochures
 - 2.6 Curriculum programs and Committee Meetings
 - 2.6a Curriculum revisions
 - 2.7 Graduate Programs and Committee Meetings
 - 2.8 Institutional studies - accreditation, self-surveys
 - 2.9 Summer Sessions
 - 2.10 Saratoga Choral Institute
 - 2.11 Administrative Structure
 - 2.12 Vocal and Instrumental workshops
 - 2.13 Annual Reports and Reports on Crane
 - 2.14 Academic Information
 - 2.15 Crane Library
 - 2.15a Crane Archives

- XC 3 Student Records
 - 3.1 Class attendance records - Normal School
 - 3.2 Class attendance records - Elementary and High School
 - 3.3 Programs, schedules and transcripts
 - 3.4 Student conduct
 - 3.5 Admissions

- 3.6 Student Orientation Programs
- 3.7 Scholarships
- 3.8 Cadet Teaching
- 3.9 Student Medical and Housing Statistics
- 3.10 Senior Lists and Recital Attendance Records
- XC 4 Crane Alumni
 - 4.1 Christmas Alumni Publications
 - 4.2 Christmas letters
 - 4.3 Alumni loan funds - correspondence
 - 4.4 Correspondence
 - 4.5 Reunion Programs
 - 4.6 Alumni lists
 - 4.7 Alumni Chapters
 - 4.8 Alumni Minutes and reorganization plans
 - 4.9 Alumni Bulletins
- XC 5 Materials on Crane History (See also XC 6.9 - Hosmer Papers)
 - 5.1 Printed records
 - 5.2 Mimeo and typewritten accounts
 - 5.3 Newspapers and clippings
 - 5.4 Julia E. Crane Music Center
 - 5.5 Crane Music Building (now Dunn Hall)
- XC 6 Helen Hosmer
 - 6.1 Correspondence
 - 6.1A Letters (general)
 - 6.1B Correspondence with musicians and educators
 - 6.1C Correspondence - World War II
 - 6.1D Correspondence - Administrative and Personal by years
 - 6.1D/1 Correspondence - Administrative and Personal by folder name
 - 6.1E Correspondence - Music Organizations
 - 6.1E/1 American Choral Director's Association
 - 6.1E/2 American Choral Foundation
 - 6.1E/3 American Institute of Vocal Pedagogy
 - 6.1E/4 Association of Teacher's Colleges and Normal School
Faculties
 - 6.1E/5 Civic Singers (Potsdam)

- 6.1E/6 International Cultural Exchange Service of ANTA
- 6.1E/7 Music Educators National Conference
- 6.1E/8 Music Teacher's National Association
- 6.1E/9 National Association of Teachers of Singing
- 6.1E/10 National Catholic Music Educators Association
- 6.1E/11 National School Band, Orchestra, and Vocal Association
- 6.1E/12 New York State Federation of Music Clubs
- 6.1E/13 New York State School Music Association
- 6.1E/14 Phi Sigma Mu 6/1E/15 National Association of Schools of Music
- 6.1F Correspondence - Choral Festivals
- 6.1G Correspondence - Visiting Professors
- 6.2 Radio Programs and Scripts
- 6.3 European Tours
- 6.4 Tributes
 - 6.4A Biographical Data
 - 6.4B Honors and Awards
 - 6.4C 40th Anniversary
 - 6.4D Retirement
 - 6.4E Honorary Plaques
- 6.5 Lectures and Publications
 - 6.5A Professional activities since retirement
- 6.6 Photographs
- 6.7 Visiting Professorships
 - 6.7A, Lincoln School - Columbia University
 - 6.7B New College - Columbia University
 - 6.7C Syracuse University
 - 6.7D University of Michigan - Ann Arbor
- 6.8 State and Local Civic Activities
- 6.9 Crane School of Music
 - 6.9A Crane Tours, performances, correspondence
 - 6.9B Music education
 - 6.9C Crane music courses
 - 6.9D Choral workshops
 - 6.9E Crane faculty - annual reports

- 6.9F Crane chorus
- 6.9G Tour of American music schools
- 6.10 Scrapbooks - clippings, programs, memorabilia
- 6.11 Administrative memoranda
- XC 7 Julia Etta Crane
 - 7.1 Writings and addresses
 - 7.2 "Music Teacher's Manual"
 - 7.3 Form letters and testimonials
 - 7.4 Correspondence
 - 7.5 Negotiations with Syracuse University
 - 7.6 Tributes (includes portrait correspondence)
 - 7.7 Music from J.E. Crane's files
 - 7.8 Lesson plans and outlines of courses
 - 7.9 "Record Book" and miscellany
 - 7.10 Biographies and history of Crane
- XC 8 Crane Programs
 - 8.1 Concert Programs
 - 8.2 Special events
 - 8.3 Potsdam area concerts (see also XC 9)
 - 8.4 News releases and clippings
 - 8.5 Spring Festivals - correspondence and arrangements
 - 8.5A Recordings
 - 8.5B Programs considered
 - 8.6 Spring Festivals - Financial records
 - 8.7 Winter Olympics 1980 - Lake Placid
- XC 9 Scrap-books
- XC 10 Crane Students
 - 10.1 Periodicals
 - 10.2 Student Clubs
- XC 11 Musical Compositions
 - 11.1 School songs
 - 11.2 Music and comments
 - 11.3 Musical compositions - originals
 - 11.4 Program notes
- XC 12 Charles Lamphere

- XC 13 Music Organizations
 - 13.1 Chamber Music Series
 - 13.2 Crane Chorus
 - 13.3 Band Tours
 - 13.4 Symphony and Chorus
 - 13.5 Conferences, Clinics, Convocations
- XC 14 Memorabilia
- XC 15 Photographs
 - 15.1 Buildings. Series B
 - 15.2 Chorus. Series C
 - 15.3 Groups. Series G
 - 15.4 Instrumentalists. Series I
 - 15.5 Pictures of individuals. Series IP (For additional Hosmer pictures, see XC 6.6)
 - 15.6 Organizations. Series O
 - 15.7 Musical performances, Operas, etc. Series OP
 - 15.8 Symphonic groups and orchestras. Series SO
 - 15.9 Oversize pictures (too large for boxes). Series OV
 - 15.10 Negatives and photographic plates
- XC 16 Crane Faculty (see also: XC 5, XC 6, XC 7, XC 12)
 - 16.1 News reports
 - 16.2 Individual Faculty
 - 16.3 Lists of Musical works and recordings
 - 16.4 Lists of Professional Staff
 - 16.5 Crane Faculty - Professional Staff - Short Term
 - 16.6 Faculty Procedures and Policies - Handbooks
- XC 17 Ralph Wakefield - Administrative Correspondence