College of George-Town, (Potomack) in the State of Maryland, United States of America.

I. This College was first opened for literary instruction, not quite six years ago, and though many difficulties have opposed its progress, ever since the day of its establishment, yet the public mind begins to be satisfied, that it is not far distant from that point of perfection to which its exponents have been invariably directed.

II. It is no inconsiderable recommendation to public favour, that the College is an extensive and most convenient edifice, situated on one of the healthful spots and commanding one of the most delightful prospects in the United States; and that it is so near to the City of Washington, which being the centre of the Federal Government, will offer the best examples of, and incentives to attain literary eminence. There are only accidental circumstances towards the obtaining of general encouragement, which must be gained and preferred by establishing suitable provisions for the improvement of youth in the three important branches of Physick, Moral, and Literary education.

III. A constant and unceasing attention to cleanliness, wholesome and regular diet, moderate exercise, and a due proportion of application and relaxation are the means adopted and unvariably pursued, in order to preserve the health of youth, especially that of a tender age.

IV. With regard to Morals, the solemn hitherto pursued will be continued, and if necessary, further means used, to preserve the College the reputation, of which it is in full possession, for this important part of education. Perceived that irreligion and immorality in a youth, portend the most fatal evils to subsequent periods of life, and threaten even to disturb the peace, and corrupt the manners of society at large; the directors of this Institution openly profess that they have nothing so much at heart as to implant virtue and detest in their pupils the seeds of vice—Happy is the attainment of this sublime object; they would consider their success in this alone, as an ample reward for their incessant endeavours.

V. To answer to definable a purpose, and to promote more effectually the grand interests of society, no trouble is spared in the cultivation of useful and tender minds, and enriching them with every thing useful or ornamental in the several branches of literature. The sphere of education, in this College, was, for a time, unavoidably contracted; it has expanded itself gradually, and the College now offers the promising prospect of being a complete nursery of learning, equal to that of the United States whole institution was earlier, and which have taught this to emulate their fame.

VI. True study of the dead languages, that foundation of universal knowledge, which, in every Academy calculated for the purposes of extensive utility, ought to engage a large proportion of the attention of the professors, must have been indeed cultivated in this with uncommon application, of which the extraordinary proficiency of many of its pupils, is in itself a proof.

VII. True English and French languages come next, and are encouraged both in theory and daily practice, no pains being spared in training up the students to a correct and familiar use of the former, and the manners to that of the latter, (without either neglecting the study of the grammatical rules or peculiar beauties of their own) in which the mixture of American and French pupils affords a considerable assistance. Writing, arithmetic in all its branches, mathematics, geography, the use of the globes, and the art of an elegant elocution, are also the objects of instruction hitherto embraced in the College—Seven professors of most reputable characters and abilities in their respective lines that could be procured, share among themselves, under the president's directions, the several branches above-mentioned.

VIII. Within the students are advanced in their philosophical careers, and qualify themselves for the study of higher sciences, as history, moral and natural philosophy, the College will furnish able teachers in these several branches. There is already a provision made for the teaching of the Spanish.
The Georgetown University Archives acquires, preserves, and provides access to records that document the history and development of the university and its constituent parts. Georgetown was one of the first American colleges to establish a repository for historical records. The Archives was established by resolution of the Board of Directors as early as 1816, and an officially designated archivist has been in place since 1898. This longevity has resulted in the development of an unusually rich archival collection dating from 1786—three years before the founding of the College—to the present. Official university records have been enriched by gifts of papers, photographs, and memorabilia from private individuals that do much to flesh out the history of the university.

Because of its age, because it is a Jesuit institution, and because it was the first Roman Catholic foundation for higher education in the United States, Georgetown University has been studied from various points of view by a series of educational historians. In addition, certain groups of records have direct importance for research beyond the scope of educational history. These include the extensive and detailed financial records of the university, dating back to the eighteenth century; scientific records of the University Observatory and its astronomical activities, 1843-1972; records of the Kennedy Institute of Ethics, particularly of its Center for Bioethics; the audio tapes and transcriptions of the more than one thousand programs.
produced by the Georgetown University Radio/TV Forum; the unusually good documentation of sports education and teams, also dating from as far back as the eighteenth century; and the extensive Archives photographic collections, which document university and community life from the 1850s to the present.

All published documents housed in the Archives are open for use. Unpublished documents are governed by the following use restrictions: unpublished material dating from 1971 and later may only be consulted with the permission of the office which created it; unpublished material dating from 1970 and before may be used with the permission of the archivist or the creating office, unless otherwise restricted.

**Archives Subject Files**

Until 1971, the Archives maintained most of its holdings in a subject-based filing system. This makes it difficult to describe the collection by office of origin as is traditional at most American archival repositories. A substantial portion of these records derive from the office of the president, though virtually all university offices are represented. Especially substantive materials survive from presidential terms of the following: Thomas Mulledy, S.J. (1829-1837, 1845-1848); Patrick F. Healy, S.J. (1874-1882); J. Havens Richards, S.J. (1888-1898); Coleman Nevils, S.J. (1928-1935); Hunter Guthrie, S.J. (1949-1952); Edward Bunn, S.J. (1952-1964); and Gerard J. Campbell (1964-1968). Among the more important subjects represented are the following:

- **Academic departments.** 1874-1970 = 4.00 linear feet
- **Admissions Office.** 1941-1971 = 1.00 linear foot
- **Alumni Association.** 1881-1970 = 9.50 linear feet
- **Archdiocesan correspondence.** ca. 1870-1970 = 1.00 linear foot
- **Association of American Colleges.** 1894-1970 = 1.00 linear foot
- **Banker’s Forum.** 1953-1971 = 1.00 linear foot
- **Board of Regents.** 1923-1970 = 0.50 linear foot
- **Buildings (Georgetown University).** 1798-1970 = 3.00 linear feet
- **Bunn, Edward, S.J.** 1929-1970 = 2.00 linear feet
- **Business School.** 1937-1970 = 1.00 linear foot
- **Center for Strategic and International Studies.** ca. 1960-1970 = 0.50 linear foot
- **Colleges and universities. Correspondence, programs, etc.** 1850-1970 = 12.00 linear feet
- **College of Arts and Sciences.** ca. 1820-1970 = 4.00 linear feet
- **Consortium of Universities, Washington, D.C.** 1961-1970 = 1.50 linear feet
- **Debating societies:**
  - Philodemic Debating Society. 1831-1970 = 5.50 linear feet
  - Philonomosian Debating Society. 1845-1935 = 1.50 linear feet
  - Phileleutherian Debating Society. 1837-1838 = 0.25 linear foot
  - Gaston-White Debating Society. 1922-1970 = 0.50 linear foot
  - Intercollegiate debating activity. 1894-1970 = 0.50 linear foot
Graduates of Georgetown University’s School of Nursing on steps of old University Hospital, 1918.

- Dental School.  
  1897-1970 ≈ 1.50 linear feet

- Development Office.  
  1947-1970 ≈ 2.00 linear feet

- Dramatic societies.  
  1853-1970 ≈ 2.50 linear feet

- Embassy file.  
  1890-1970 ≈ 4.50 linear feet

- Endowment.  
  1916-1950 ≈ 0.50 linear foot

- Faculty information file.  
  ca. 1880-1970 ≈ 34.50 linear feet

- Georgetown at Fribourg Program.  
  1950-1971 ≈ 1.00 linear foot

- Georgetown degree data.  
  1797-1970 ≈ 0.75 linear foot

- Georgetown University Hospital.  
  1898-1970 ≈ 3.00 linear feet

- Georgetown Preparatory School.  
  1889-1970 ≈ 1.00 linear foot

- Georgetown University Banker’s Forum.  
  1953-1970 ≈ 1.00 linear foot

- Georgetown College Journal Records.  
  1870-1970 ≈ 1.00 linear foot

- Graduate School.  
  1891-1970 ≈ 4.00 linear feet

- Holy Rood Cemetery.  
  ca. 1830-1970 ≈ 1.00 linear foot

- Institute of Ethnic Studies.  
  1954-1961 ≈ 0.50 linear foot

- Jesuit Educational Association.  
  1929-1970 ≈ 6.00 linear feet

- Kober Lectures.  
  1923-1970 ≈ 1.00 linear foot

- Law School.  
  1870-1970 ≈ 6.00 linear feet
• Libraries.  
  1796-1970 = 8.00 linear feet

• Medical School.  
  1948-1970 = 6.00 linear feet

• Mid-states accreditation reports.  
  1951-1980 = 1.50 linear feet

• Musical societies and performances.  
  1852-1970 = 3.50 linear feet

• Nursing School.  
  1906-1970 = 2.50 linear feet

• Peace Corps.  
  1961-1970 = 1.00 linear foot

• Phi Beta Kappa.  
  1962-1970 = 3.50 linear feet

• President’s Council.  
  1949-1966 = 0.50 linear foot

• Press relations.  
  1932-1970 = 0.75 linear foot

• Radio-TV.  
  1930-1970 = 1.00 linear foot

• ROTC (Reserve Officers’ Training Corps) and its predecessors.  
  1860-1970 = 5.00 linear feet

• Scholarships and Fellowships Data.  
  1900-1970 = 0.50 linear foot

• School for Summer and Continuing Education.  
  1914-1970 = 3.00 linear feet

• School of Languages and Linguistics.  
  1949-1970 = 3.00 linear feet

• School of Foreign Service.  
  1918-1970 = 4.50 linear feet

• Sodality.  
  ca. 1831-1970 = 2.00 linear feet

• Student activities.  
  1920-1970 = 3.50 linear feet

• Student government.  
  1939-1970 = 2.00 linear feet

• University statistics.  
  1889-1970 = 1.50 linear feet

• Writer’s Conference.  
  1960-1970 = 5.00 linear feet

**Records of University Governing Bodies and Administrative Offices**

*Minutes of the Board of Directors*

Minutes of the governing board of Georgetown University. These minutes are not particularly detailed until modern times. For supporting documentation, see the records of the secretary of the university in the papers of the president’s office. Restricted. Access may be granted by the secretary of the university.  
1797-1815, and 1844 to date = 4.00 linear feet

*Consultors’ Books and House Diary*

Jesuit rule provides for a formal advisory body known as the consultors. The records of Georgetown’s Consultors, who advised the president on the management of the University, are kept with the house diary which is customarily maintained at Jesuit institutions. Entries in this diary, made by a member of the Jesuit Community, provide almost daily information about events on campus, although the amount of detail given varies according to the temperament of the diary keeper.  
1828-1966 = 3.00 linear feet
Office of the President: Richards
Letter press copy books from the administration of J. Havens Richards, S.J. Other records of this administration will be found throughout the subject files.
1888-1898 = 6.25 linear feet

Office of the President: Henle
Records of the administration of Robert J. Henle, S.J. These records provide documentation of the history of the university during a major transitional period. During this time the university faced extensive administrative reorganization, student unrest, and great social change.
1968-1976 = 127.50 linear feet

Office of the President: Healy
Records of the administration of Timothy S. Healy, S.J. During this administration, the university grew in academic reputation as well as in the extent of its physical plant. These records reflect the major role that the president’s office plays in all phases of university governance.
1976-1989 = 235.50 linear feet

Office of the President: O’Donovan
Records of the administration of Leo J. O’Donovan, S.J. This period saw much elaboration of the administrative structure of the university, a billion dollar capital campaign, and a major initiative undertaken to strengthen the university’s Catholic and Jesuit identity.
1989 to 2001 = 359.50 linear feet

Office of the Chancellor
The title of chancellor was given to Edward Bunn, S.J., following his term as president. These office files and other records primarily document Bunn’s extensive fundraising activities.
1964-1972 = 20.00 linear feet

Office of the Provost
This position was established in 1955 under the title of academic vice-president. Officers have included, in chronological order, Brian McGrath, S.J.; Thomas Fitzgerald, S.J.; Aloysius Kelley, S.J.; Edmund Ryan, S.J.; Donald Freeze, S.J.; Patrick Heelan, S.J.; Richard Schwartz (acting); William Cooper; Dorothy Brown; and James J. O’Donnell.
1955 to date = 623.00 linear feet

Office of the University Vice President
Created in 1991, this office was held by Michael J. Kelly until 1998. The office was charged with oversight of the day-to-day operation of the university, and its records reflect the university vice president’s involvement in most major decisions affecting the Main Campus as well as the Law and
Medical Centers.
1991-1998 = 87.00 linear feet

Office of the Vice President for Administration and Facilities
Includes office records from the administrations of Daniel J. Altobello, William Miller, Charles Meng, and William D. Green. The records of this office, earlier titled the office of the vice president for administration, often include information on a wider range of university activity than would be expected, especially in the period 1976-1989.
1976-1993 = 187.00 linear feet

Office of the Vice President for Financial Affairs and Treasurer
General office records.
1974-1977 = 6.00 linear feet

Academic Records

The University Catalog(ue) and Prospectus
The university published its first formal catalog(ue) in 1851. A brief, separately printed prospectus served much the same function from 1798 until that time.
1798 to date = 45.00 linear feet

Commencement Subject Files
Records from various university offices relating to the annual commencement exercises, including programs, lists, invitations, speech texts, news clippings, and some photographs.
1801 to date = 24.00 linear feet

Rector’s Entrance Books
In the last century, it was customary for the president to examine each candidate for admission and to record in this series of ledgers the terms of admission. The content varies over time, but might include class assignments, the name of the person paying student expenses, any special arrangements for tuition payments, a listing of extra classes to be given, and a mention of items brought to school, such as spoon and bedding. A number of other nineteenth-century volumes recording student data are filed with this series.
1809-1897 = 2.00 linear feet
The Academic Journal of Georgetown College
Also known as the Classical Journal, this ledger records basic academic information from 1816 to 1870 (with some gaps). It includes class assignments, records of disciplinary proceedings, grades, and commentary on examinations.
1816-1870 ≈ 1 volume

Records of the Prefect of Schools
These records include diaries, examination subjects, and theses for disputation.
1869-1928 ≈ 4.50 linear feet

Records of the Prefect of Discipline
Primarily lists orders of the day, but includes some records of disciplinary proceedings and some listings of special events, such as athletic scores.
1885-1951 ≈ 4.50 linear feet

Records of Schools and Departments

College of Arts and Sciences: Dean’s Office
Office records, including minutes, syllabi, examinations, and correspondence. Includes particularly extensive records on the World War II Army Student Training Program. Also includes grade books from the period 1905-1925.
1905-1925; 1939-1985 ≈ 95.50 linear feet

School of Foreign Service: Dean’s Office
General office records from the deanship of Peter F. Krogh.
1969-1995 ≈ 18.50 linear feet

Graduate School: Dean’s Office
General office records.
ca. 1950-1983 ≈ 34.50 linear feet

Institute/School of Languages and Linguistics: Dean’s Office
General office records.
1950-1992 ≈ 42.00 linear feet

Institute of Languages and Linguistics: Machine Translation Project
Records of one of the pioneering efforts in machine translation. The on-campus project, overseen by Leon Dostert, director of Georgetown’s School of Languages and Linguistics, focused on Russian-English machine
Program for Georgetown College commencement, 1838. From the Commencement Subject Files.

2001, admissions to the Master of Arts in Demography program were suspended indefinitely. Includes course syllabi, self-studies, and minutes of faculty meetings.

ca. 1962-2001 = 4.50 linear feet

School for Summer and Continuing Education: NDEA Institute in History
Records of the National Defense Education Act (NDEA) Institute in History, an on-campus, summer institute for high school history teachers.

1965-69 = 4.50 linear feet

Business Records

Financial Records Series
Over 125 surviving ledgers detailing the business affairs of the college in the nineteenth century. The
college managed spending money for individual students at this time, and thus we have detailed records of the expenses of an education at Georgetown.

1787-ca. 1910 = 36.00 linear feet

**Property File**
Old archives subject file. Includes correspondence, tax data, and, where applicable, sales data.

1789-1970 = 2.00 linear feet

**Wills Files**
Relating to bequests to the University, these include an old Archives subject file, 1800-1970, and an alphabetical file from the treasurer’s office, 1880 to date. The bulk of the material dates from 1950 to the present.

1800 to date = 6.50 linear feet

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**Audio-Visual Collections**

**Georgetown University Motion Picture Film Footage**
Includes amateur footage from the 1920s, films of various athletic events from about 1949 to 1960, and outtakes from a 175th anniversary film production, 1963-64.

1925-1964 = 24.00 linear feet

**Raymond Reiss Studio Special Events**
Audio tape recordings of events at Georgetown. Includes commencements and student activities, along with speeches and discussions presented at Georgetown. Speakers include: McGeorge Bundy, Abba Eban, Etienne Gilson, John Glenn, Kurt Kiesinger, V. K. Menon, Walter Reuther, Eunice Shriver, and Roy Wilkins, among many others. Approximately 1,000 tapes.

1949-1970

**Georgetown University Radio Forum**
Audio tape recordings and office records from the public affairs radio show produced by Georgetown. Participants include numerous Georgetown students and faculty as well as notables such as William C. Bullitt, Eduardo Frei, John Kenneth Galbraith, Eugene J. McCarthy, and Richard Nixon. Approximately 1,500 tapes.

1949-1972

**University Archives Photographic Files**
The collection includes portrait files, group files, and subject files. The earliest photo in the collection is a daguerreotype of T. Meredith Jenkins, S.J., who died in 1850. Photographers represented include most Washington commercial firms, including Mathew Brady, Alexander Gardner, Rice Brothers, Schutz...
photographers, and Harris and Ewing. In all, more than 30,000 black and white prints and negatives.

1849 to date

**University Photographer Files**

35mm black and white negatives, some with proof sheets, and 35mm color transparencies from the official university photographer. Includes athletic events, portraits, special events including commencements, speeches, and other documentation of university life. In all, more than 100,000 images.

1975 to date

**Publication Collections**

**Georgetown University Copyright Files**

Copies of books and pamphlets copyrighted and/or published in the name of Georgetown University or its subdivisions.

1852-ca. 1988 = 40.50 linear feet

**Georgetown University Serial Publications**

Includes the principle continuing university publications, such as *Georgetown Magazine*, *The Hoya*, *The Voice*, and *Blue & Gray*, together with their predecessors and numerous other publications, many inactive or occasional.

1870 to date = 195.00 linear feet

**Georgetown University Yearbooks**

Includes complete or very nearly complete files of *The Hodge Podge*, *Ye Domesday Booke*, *Protocol*, *Caduceus*, *Apollonian*, and *Grand Rounds*.

1904 to date = 45.00 linear feet

**Records of Anniversary Celebrations**

**Georgetown University Centennial Celebration**

Correspondence, invitations, speeches, programs, and related business records.

1888-1889 = 1.50 linear feet

**Georgetown University Sesquicentennial Celebration**

Correspondence, invitations, speeches, programs, and related business records.

1939 = 3.00 linear feet
Georgetown University 175th Anniversary Celebration
Correspondence, invitations, speeches, programs, symposia proceedings, and business records. 1963-1964 = 10.50 linear feet

Georgetown University Bicentenary Celebration
Correspondence, invitations, speeches, programs, symposia proceedings, business records, photographs, video tapes. 1987-1989 = 51.00 linear feet

Other Records

Alumni Subject Files
Correspondence, clippings, and personal data relating to individual alumni, mostly from the president’s office. Includes some student essays, speeches, and letters home. ca. 1820-1970 = 50.00 linear feet

Athletic Subject Files
Clippings, programs, statistics, etc., relating mainly to baseball, football, track and basketball, although other sports are also represented. Includes material on the football team’s unsuccessful trip to the Orange Bowl in 1941 and the basketball team’s win in the 1984 NCAA Championships. 1866 to date = 43.50 linear feet

Department of Athletics
Office records, including correspondence, contracts, and programs of various athletic events. Supplemented by a large number of films and videotapes of athletic contests, particularly basketball games. ca. 1950-1996 = 21.00 linear feet

Campus Ministry
Scrapbooks containing publications, clippings and photographs. ca. 1971-1992 = 7.50 linear feet
Office of Communications
Contains records from this office, previously known as the public relations department, including reference files, press releases and press contacts.
1975 to date = 68.00 linear feet

Faculty Senate
Minutes, planning documents, and related materials.
1960 to date = 16.00 linear feet

The Kennedy Institute of Ethics
Includes the records of the Center for Biomedical Ethics.
ca. 1972-1978 = 27.00 linear feet

Georgetown College Observatory
Records of observations, diaries, correspondence, and photographs. Includes records of several solar eclipse expeditions.
1831-1971 = 37.00 linear feet

Georgetown College Seismological Observatory
Records of observations, diaries, correspondence, and photographs.
1905-1971 = 2.00 linear feet

Center for Strategic and International Studies
Records of conferences and publications of the Center’s office of public affairs, including approximately 50 audio tapes of conference proceedings.
ca. 1972-1985 = 27.00 linear feet