

**OXFORD COLLEGE OF EMORY  
UNIVERSITY. OFFICE OF DEVELOPMENT.  
Oxford College Office of Development records, 1954-2016**

Emory University  
Oxford College Archives  
Oxford College Library  
134 Few Circle  
Oxford, GA 30054  
770-784-8380

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**Descriptive Summary**

**Creator:** Oxford College of Emory University. Office of Development.  
**Title:** Oxford College Office of Development records, 1954-2016  
**Call Number:** Series No. 009  
**Extent:** 1.20 linear ft. (3 boxes)  
**Abstract:** Consists of records related to the Oxford College Office of Development from 1954 to the present.  
**Language:** Materials entirely in English.

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**Administrative Information**

**Restrictions on Access**

Unrestricted access.

**Terms Governing Use and Reproduction**

All requests subject to limitations noted in departmental policies on reproduction.

**Related Materials in This Repository**

Oxford College Events Records, OX-S012.

**Source**

Transfer.

**Citation**

[after identification of item(s)], Oxford College Office of Development Records, Oxford College Archives, Oxford College Library, Emory University.

**Processing**

Processed by Nancy Watkins, 2004.

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## **Collection Description**

### **Biographical Note**

This division, formerly called Institutional Advancement, manages alumni relations, fund raising, and public and private government affairs.

### **Scope and Content Note**

This record group consists of the records related to the Oxford College Office of Development. The records include alumni files, correspondence, publicity brochures, printed material, and donor files.

### **Arrangement Note**

Arranged by record type.

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## Container List

Box	Folder	Content
1	1	Alumni files: Alumni Board, 2005
1	2	Alumni files: Alumni Board, 2007-2016
1	3	Alumni files: <i>Alumni Connection</i> newsletter, 1997
1	4	Alumni files: Community relations committee, 1984-1987
1	5	Alumni files: Crawfordville writer's group, undated
1	6	Alumni files: Emory birthday celebrations, 1962-1964
1	7	Alumni files: Oxford area Emory Club, 1973-1985
1	8	Alumni files: Invitations, 2007-2008
1	9	Alumni files: "Piglets grew up and moved to...", Oxford College class of 1967
1	10	Annabel Horn Endowed Book Fund, 1958-1973
1	11	Brochures: "The Best of Both Worlds," 2010
1	12	Correspondence: Mr. and Mrs. A. S. Mitchell (Mitchell Foundation) (1 of 3), 1954-1978
1	13	Correspondence: Mr. and Mrs. A. S. Mitchell (Mitchell Foundation) (2 of 3), 1954-1978
1	14	Correspondence: Mr. and Mrs. A. S. Mitchell (Mitchell Foundation) (3 of 3), 1954-1978
1	15	Correspondence: Dan C. Moore, 1986-1999
1	16	Correspondence: Mrs. Willie O'Kelley Dubois (1 of 3), 1972-1978
1	17	Correspondence: Mrs. Willie O'Kelley Dubois (2 of 3), 1972-1978
2	1	Correspondence: Mrs. Willie O'Kelley Dubois (3 of 3), 1972-1978
2	2	Correspondence: Mrs. Willie O'Kelley Dubois, gift annuity, 1982-1990
2	3	Correspondence: Pierce Chair Convocation, 1977
2	4	Correspondence: Charles C. Roberts, 1971-1981
2	5	Deed and legal files: Hoke O'Kelley and Mrs. Willie D. O'Kelley, 1957-1968
2	6	Gift planning material, 2007-2008
2	7	Hugh Howell Endowed Book Fund, 1980-1993
2	8	Institutional Advancement: <i>Oxford College News &amp; Information</i> , 1988-1989
2	9	Institutional Advancement: <i>Campaign for Oxford College of Emory University</i> , 1992
2	10	Institutional Advancement: <i>Oxford College: A story of excellence</i> , undated
2	11	Institutional Advancement: Brochures, undated
2	12	Institutional Advancement: Report, 1964-Proposed plan of development
2	13	Institutional Advancement: Report, 1972
2	14	Institutional Advancement: Renaissance at Oxford: master plan and strategic plan for Oxford College of Emory University, 2010
2	15	Institutional Advancement: Invitations and Christmas cards, 2007-2008

2	16	Oxford College class gift campaign, 1994, 2009
2	17	Oxford College Mentor Program, circa 2009
2	18	Printed Material: Campaign Emory, 2009
2	19	Printed Material: "Library and Academic Commons: A Place of Transformation," undated
2	20	Printed Material: "Oxford Area, Emory Club," 1982-1983
3	1	Printed Material: "Oxford Offers" newsletters, 1987-1994
3	2	Printed Material: "Putting the Pieces Together," DUR Summit, 2005
3	3	Printed Material: staff handbook, 2005
3	4	Printed Material: strategic plan, 2010
3	5	Scholarships: Thomas Chalmers Swann III scholarship, 1959-1987
3	5	Other material, 2006-2010, undated

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