Descriptive Summary

Creator: Emory University. Office of Alumni Records.
Title: Office of Alumni Records records, circa 1919-1980
Call Number: Series No. 280
Extent: 143 linear ft. (143 boxes)
Abstract: The Office of Alumni Records has its roots in the beginning of Emory University in Atlanta in 1915 and was charged with keeping records pertaining to alumni gifts and potential donors. The records consist of individual files on specific alumni and include receipts of gifts, copies of correspondence, clippings collected related to life events such as weddings, births, professional achievements, etc.
Language: Materials entirely in English.

Administrative Information

Restrictions on Access
Special restrictions apply: Collection restricted in accordance with Emory University Policy for unprocessed collections.

Terms Governing Use and Reproduction
All requests subject to limitations noted in departmental policies on reproduction.

Source
Transfer.

Citation
[after identification of item(s)], title statement, Emory University Archives, Manuscript, Archives, and Rare Book Library, Emory University.
Collection Description

Administrative History
The Office of Alumni Records was part of the Office of Alumni Relations and has its roots in the beginning of Emory University in Atlanta in 1915. The office was charged with keeping records pertaining to alumni gifts and potential donors. The office eventually was reorganized when the Office of the Development and the Office of Alumni Relations merged following the early 1980s "Campaign for Emory" and following the adoption of an electronic record-keeping system for gifts.

Scope and Content Note
The records consist individual files on specific alumni and include receipts of gifts, copies of correspondence, clippings collected related to life events such as weddings, births, professional achievements, etc.

Arrangement Note
Unprocessed.
### Container List

<table>
<thead>
<tr>
<th>Box</th>
<th>Folder</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-143</td>
<td></td>
<td>Unprocessed material.</td>
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