

Records Management Service, Administrative Archives collections				
Administrative Departments				
DEPARTMENT	RECORD TYPE	CATALOGUE NOS.	DATE FROM	DATE TO
<b>ALUMNI OFFICE</b>				
University College, Sheffield				
Buildings and Endowment Appeals				
	Records relating to the University College, Sheffield			
	Buildings Appeal	US / ALU / 1	1901	1903
	Records relating to the Appeal and Endowment Fund			
	for the creation of a University of Sheffield	US / ALU / 2	1903	1905
<b>Financial Appeals</b>				
	Records relating to financial appeals	US / ALU / 3	1936	1980
<b>Publications</b>				
	Now and Then magazine	US / ALU 4 / 1	1985	1996
	Grapevine	US / ALU 4 / 2	1987	1990
	Your University	US / ALU 4 / 3	2003	2007
	Miscellaneous publications	US / ALU 4 / 4	1986	1999
<i>Embargo (personal data)</i>	<i>Legacy and Bequest files</i>	<i>US / ALU / 5</i>	<i>1910</i>	<i>2002</i>
<b>Alumni Foundation</b>				
	Records relating to the Alumnaal Foundation (some information embargoed)	US / ALU / 6	1988	1996
<b>CAREERS SERVICE</b>				
Minutes and agendas				

Minutes: Appointment Board & Careers Advisory Service	US / CAR / 1	1929	2000
Agendas: Appointment Board & Careers Advisory Service	US / CAR / 1 / 1	1927	2000

## Correspondence

Letter books	US / CAR / 2 / 1	1929	1943
Subject files	US / CAR / 2 / 2	1974	2002

## Publications

Annual reports	US / CAR / 3 / 1	1946	2004
Association of Graduate Careers Advisory Services (AGCAS) reports	US / CAR / 3 / 2	1983	1995
Enterprise in Higher Education (EHE)	US / CAR / 3 / 3	1989	1993
International Association for students of for Economics and Management (AIESEC)	US / CAR / 3 / 4	1997	2003
Careers Service International students	US / CAR / 3 / 5	2003	2005
Careers Service general publications	US / CAR / 3 / 6	1977	2004

## CEREMONIES

### Records relating to degree ceremonies

Congregation files	US / CER / 1 / 1	1910	1979
Correspondence with Ede and Ravenscroft	US / CER / 1 / 2	1959	1966
Printed materials and lists	US / CER / 1 / 3	1908	2002
Scrapbooks	US / CER / 1 / 4	1947	1960
Photograph albums	US / CER / 1 / 5	1947	1970

### Special lectures

Railway lectures (registers and files)	US / CER / 2 / 1	1922	1952
Markham lectures	US / CER / 2 / 2	1927	1988

Hatfield Memorial lectures	US / CER / 2 / 3	1944	1989
Hicks lectures	US / CER / 2 / 4	1925	1980
Sorby lectures	US / CER / 2 / 5	1921	1923
Arthur Hall Memorial lectures	US / CER / 2 / 6	1955	1962
Collins Memorial lectures	US / CER / 2 / 7	1966	1972
Miscellaneous lecture records	US / CER / 2 / 8	1953	1980
Eleanor Rathbone Memorial lectures	US / CER / 2 / 9	1971	1982

### Inaugural lectures

Publications	US / CER / 3 / 1	1945	1960
Manuscript files	US / CER / 3 / 2	1952	1970
Invitations from the VC to lectures	US / CER / 3 / 3	1971	1974

### CHAPMANS COLLECTION

Foundation and Government	US / CHA / 1	1879	1952
Academic development	US / CHA / 2	1900	1970
Contacts with other institutions	US / CHA / 3	1910	1940
Finance	US / CHA / 4	1881	1945
Buildings and equipment	US / CHA / 5	1891	1951
Halls of Residence	US / CHA / 6	1888	1952
Ceremonies and ceremonial	US / CHA / 7	1895	1969
University officers and academic staff	US / CHA / 8	1880	1970
Research	US / CHA / 9	1910	1930
Students	US / CHA / 10	1899	1969
The University in wartime	US / CHA / 11	1915	1946
Miscellaneous	US / CHA / 12	1945	1961
Chapman's drafts of the history and related material	US / CHA / 13	1947	1955

## CONVOCATION

### Convocation records

Correspondence files	To be arranged	1967	1974
Statutory meetings	To be arranged	1968	1972
Publications	To be arranged	1920	2001
Conference papers	To be arranged	1955	1974

## COUNCIL

### Agendas

Meeting agendas	US / COU / A	1940	1971
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## COUNSELLING SERVICE

### Publications

General publications	To be arranged	1998	
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## ESTATES

### Correspondence files

Property files	To be arranged	1921	1991
Ground rent & maintenance	To be arranged	1911	1986

### Safety Services

Health & Safety publications	To be arranged	1973	2002
Safety newsletters	To be arranged	1974	1977
Safety general publications	To be arranged	nd	

## FINANCE

### Firth College

Ledgers	FC / FIN / 1	1879	1897
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### University College, Sheffield

Ledgers	UCS / FIN / 1	1897	1908
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<b>The University of Sheffield</b>				
	Ledgers	US / FIN / 1	1908	1955
<b>HALLS OF RESIDENCE</b>				
<b>Stephenson Hall</b>				
	Stephenson Hall records	To be arranged	1912	1953
<b>Halls for women</b>				
	Halls for women records	To be arranged	1922	1953
<b>Crewe Hall</b>				
	Crewe Hall records	To be arranged	1935	1973
<b>Halls of Residence</b>				
	Finance records	To be arranged	1941	1953
<b>Tapton Hall</b>				
	Ledger	To be arranged	1946	1950
	Tapton Elms Charter	To be arranged		
<b>Ranmoor House</b>				
	Finance records	To be arranged	1947	1953
<b>YWCA Hostel</b>				
	YWCA records	To be arranged	1949	1969
<b>HUMAN RESOURCES</b>				
<b>University College, Sheffield Job applications</b>				
	Applications and testimonials	UCS / HUR / 4	1900	1902
<b>The University of Sheffield Job applications</b>				
	Applications and testimonials	US / HUR / 4	1905	1957
	Development Matters publication	To be arranged	2003	2006
	General publications	To be arranged	1998	2004
<b>Personnel publications</b>				
	Annual Staffing reports	To be arranged	1994	1996

General publications	To be arranged	1992	
<b>Staff Development Unit</b>			
Publications	To be arranged	1991	2003
<b>INFORMATION SERVICES DIVISION</b>			
<b>Corporate Information &amp; Computing Services (CiCS)</b>			
CiCS publications	To be arranged	1997	2005
CiCS subject file	To be arranged	1979	1985
<b>Library publications</b>			
Annual reports	To be arranged	1990	2002
General publications	To be arranged	1965	1993
Library news	To be arranged	1992	1993
<b>PUBLIC RELATIONS OFFICE</b>			
<b>Firth College publications</b>			
Calendars	FC / PUB / 1	1890	1897
Prospectus & Course information	FC / PUB / 3	1884	1896
<b>Unviersity College, Sheffield publications</b>			
Calendars	UCS / PUB / 1	1897	1905
Official publications	UCS / PUB / 2	1897	1903
Prospectus & Course information	UCS / PUB / 3	1900	1904
Annual reports	UCS / PUB / 4	1899	1903
<b>The University of Sheffield publications</b>			
Calendars	US / PUB / 1	1906	2006
Staff handbooks	US / PUB / 2	1958	1998
Prospectus & Course information	US / PUB / 3	1905	2007
Annual reports	US / PUB / 4	1905	2001
Staff handbooks	US / PUB / 5	1944	2002

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Sheffield University magazine	US / PUB / 6	1937	1939
University Gazette	US / PUB / 7	1948	1980
The University Reporter	US / PUB / 8	1961	1970
Newsletters	US / PUB / 9	1970	2003
Overview	US / PUB / 9 / 1	2003	2006
News Reviews	US / PUB / 9 / 2	1995	1996
Histories of the University	US / PUB / 10	1950	1989
Diaries	US / PUB / 11	1983	1991
Graduates, diplomates & Associates	US / PUB / 12	1908	1962
International students & years abroad	US / PUB / 13	1987	2005
General information & reports	US / PUB / 14	1963	2006
Telephone directories	US / PUB / 15	1984	1997
Press Releases	US / PUB / 16	1963	1976
News Releases	US / PUB / 16 / 1	1983	1994
Overseas news	US / PUB / 16 / 2	1986	1988
EEC news & EEC news extra	US / PUB / 16 / 3	1985	1991
Facts and figures	US / PUB / 17	1995	2002
Location maps	US / PUB / 18	1982	2006
Pictorial map	US / PUB / 18 / 1	1997	
Open to all	US / PUB / 19	1991	2006
Events	US / PUB / 20	2000	
Paragraphs for newspapers	US / PUB / 21	1923	1961
Focus on Medicine magazine	US / PUB / 22 / 1	1994	1998
Focus on Engineering magazine	US / PUB / 22 / 2	1997	
Focus on Europe magazine	US / PUB / 22 / 3	1997	2000
Mining magazine	US / PUB / 23	1923	1968
Press cuttings	US / PUB / 24	1979	2002

## **REGISTRAR & SECRETARY OFFICE - FIRTH COLLEGE RECORDS**

### **Firth College Registrars Letter books**

Out correspondence	FC / REG / 1	1881	1900
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### **Firth College Newspaper cuttings books**

Newspaper cuttings	FC / REG / 2	1897	1902
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## **REGISTRAR & SECRETARY OFFICE - UNIVERSITY COLLEGE, SHEFFIELD RECORDS**

### **University College, Sheffield Registrars Letter books**

Out correspondence	UCS / REG / 1	1899	1905
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### **University College, Sheffield Registrars Letter books**

Out correspondence	UCS / REG / 2	1903	1906
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### **University College, Sheffield Registrars Correspondence files**

In correspondence	UCS / REG / 3	1899	1904
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### **University College, Sheffield Newspaper Cuttings books**

Newspaper cuttings	UCS / REG / 4	1903	1905
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## **REGISTRAR & SECRETARY OFFICE - UNIVERSITY OF SHEFFIELD RECORDS**

### **Registrars Letter books**

Out correspondence	US / REG / 1	1905	1997
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### **Registrars Letter books**

Out correspondence	US / REG / 2	1906	1927
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### **Registrars correspondence letters**

In and Out' correspondence	US / REG / 2 / 1	1960	1970
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### **Registrars correspondence letter**

Correspondence with the Vice Chancellor	US / REG / 2 / 2	1940	1969
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### **Registrars correspondence letters**

Correspondence with the Ministry of Labour	US / REG / 2 / 3	1966	1967
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### **Registrars correspondence letters**

Private correspondence	US / REG / 2 / 4	1947	1962
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### **Registrars correspondence file**



Subject correspondence files	US / REG / 3 / A - Z	1889	1993
<b>Registrars Business books</b>			
Business books	US / REG / 4	1911	1944
<b>Registrars Newspaper cuttings books</b>			
Newspaper cuttings	US / REG / 5	1905	1975
<b>Registrars Newspaper cuttings books</b>			
University job advertisement cuttings	US / REG / 5 / 1	1945	1970
<b>Registrars Newspaper cuttings books</b>			
Photocopied cuttings	US / REG / 5 / 2	1903	1937
<b>Registrars Matriculation registers</b>			
Registers	US / REG / 6	1910	1960
<b>Records relating to official ceremonies, visits and openings</b>			
Opening of the University	US / REG / 7 / 1	1905	
Installation of Chancellors	US / REG / 7 / 2	1918	1960
Coming of Age Celebrations	US / REG / 7 / 3	1926	
Jubilee Celebrations	US / REG / 7 / 4	1954	1955
Centenary of Medical School Celebrations	US / REG / 7 / 5	1928	
Firth College Centenary Celebrations	US / REG / 7 / 6	1976	1984
Meetings of the British Association for the Advancement of Science	US / REG / 7 / 7	1910	1957
<b>Records relating to official opening and visits</b>			
Opening of Edgar Allen Library by the Prince & Princess of Wales	US / REG / 8 / 1	1909	
Opening of Applied Science Dept	US / REG / 8 / 2	1913	
Opening of the Jonas & Edgar Allen Laboratories	US / REG / 8 / 3	1923	
Opening of the New Gymnasium	US / REG / 8 / 4	1928	
Opening of New Mining Department buildings	US / REG / 8 / 5	1932	
Opening of Students Union building	US / REG / 8 / 6	1936	

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Opening of Crewe Hall	US / REG / 8 / 7	1937
Opening of enlarged playing fields	US / REG / 8 / 8	1938
Opening fo Metallurgical Laboratories	US / REG / 8 / 9	1938
Opening of the Glass Technology buidlings	US / REG / 8 / 10	1939
Opening of the Mining Department	US / REG / 8 / 11	1953
Opening of the Dental Hospital	US / REG / 8 / 12	1953
Proposed visit of HRH the Duke of Edinburgh	US / REG / 8 / 13	1953
Opening of the Chemistry Department	US / REG / 8 / 14	1954
Opening of the new Engineering building	US / REG / 8 / 15	1955
Opening of the new University building at the Sheffield Royal Infirmary	US / REG / 8 / 16	1956
Opening of the new Law premises	US / REG / 8 / 17	1958
Opening of the new University Library	US / REG / 8 / 18	1959
Opening of the New Gymnasium	US / REG / 8 / 19	1960
Visit of HRH the Duke of Edinburgh	US / REG / 8 / 20	1961
Opening of the new Field Laboratories	US / REG / 8 / 21	1962
Opening of the Department of Anaesthetics	US / REG / 8 / 22	1964
Opening of Sorby Hall	US / REG / 8 / 23	1964
Opening of the Wellcome extension to the Department of Pharmacology & Therapeutics	US / REG / 8 / 24	1964
Opening of Centre for Japanese Studies	US / REG / 8 / 25	1965
Opening of new Metallurgy building	US / REG / 8 / 26	1966
Opening of Arts Tower	US / REG / 8 / 27	1966
Opening of Congenital Anomalies Research Unit	US / REG / 8 / 28	1968
Opening of the Department of Prehistory and Archaeology	US / REG / 8 / 29	1979

Opening of the Hallamshire Hospital by the Prince of Wales	US / REG / 8 / 30	1979	
Visit of HM King George V to Sheffield	US / REG / 8 / 31	1915	
Visit of HRH Prince of Wales to Sheffield	US / REG / 8 / 32	1923	
Visit of His Excellency The German Ambassador	US / REG / 8 / 33	1973	
Scrapbooks of memorabilia drawn up by Dr John Padley (Registrar 1982 – 1998)	US / REG / 8 / 34	1898	1958
British Medical Association visit	US / REG / 8 / 35	1908	

### Records relating to testimonials and addresses sent

Addresses sent from The University of Sheffield	US / REG / 9 / 1	1906	1983
Greetings sent to The University of Sheffield	US / REG / 9 / 2	1922	1956
Addresses sent from The University of Sheffield to mark a special occasion	US / REG / 9 / 3	1912	1954

### Other records

Committee books	US / REG / 10	1905	2000
Social events, testimonials and presentations	US / REG / 11	1907	1978
Funerals, Memorials and services	To be arranged	1917	1976
War service records	To be arranged	1914	1946

## SAFETY SERVICES

### Publications

Health & Safety	To be arranged	1973	2002
Safety Services newsletter	To be arranged	1974	1977
Safety general publications	To be arranged	No date	

## SENATE

### Agenda files

Agenda files	US / SEN / A	1941	1964
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## **SHEFFIELD UNIVERSITY ASSOCIATION**

Correspondence files	To be arranged	1905	1969
Publications	To be arranged	1906	1995

## **STATUTORY RECORDS**

Charter/Statutes/Coat of Arms/Privy Council	To be arranged	1905	1961
Election papers	To be arranged	1918	1947

## **STUDENT SERVICES**

### **Registration**

Graduate registers	To be arranged	1908	1937
Registration forms and cards	To be arranged	1893	1953
Student registers	To be arranged	1880	1911

### **Lists of students**

Class books	To be arranged	1890	1949
Class lists	To be arranged	1938	1975
Duty books	To be arranged	1942	1950
Foreign students	To be arranged	1920	1944
Day student lists	To be arranged	1920	1977
Timetables & class lists	To be arranged	1891	1905

### **Examination records**

Degree & Diploma exam records	To be arranged	1906	1927
Examination results & exam class lists	To be arranged	1894	1907

<i>Embargo (personal data)</i>	<i>Examination result books</i>	<i>To be arranged</i>	<i>1954</i>	<i>2005</i>
	Examiners marks	To be arranged	1910	1927
	Examination results & records	To be arranged	1893	1950

	National certificates	To be arranged	1936	1947
	Reserved student reports	To be arranged	1941	1942
<b>Correspondence</b>				
	Correspondence files	To be arranged	1920	1947
<b>Publications</b>				
	General publications	To be arranged	1993	1997
	Reports	To be arranged	1972	1995
	Welfare services	To be arranged	1979	1991
<b>VICE CHANCELLORS OFFICE</b>				
<b>Agendas</b>				
	Meeting agendas	US / SEN / A	1941	1964
<b>Firth College, Vice Chancellor correspondence</b>				
	In' correspondence	FC / VC	1878	1896
<b>University College, Sheffield, Vice Chancellor correspondence</b>				
	In' correspondence	UCS / VC	1897	1918
<b>The University of Sheffield, Vice Chancellor correspondence</b>				
	Out' correspondence	US / VC / 1	1914	1991
	Private 'out' correspondence	US / VC / 1 / 1	1914	1990
	A - Z of subject files	US / VC / 2	1929	1990
	Scrapbooks by Mrs Pickard-Cambridge	US / VC / 3	1930	1938
	Diaries	US / VC / 4	1963	1989
	Vice Chancellorship papers	To be arranged	1905	1952