Archives Organization Plan

Groups

00- Saint Bonaventure-General, History, Rankings, etc.
01- Board of Trustees
02- President’s Office
03- Executive Vice President
07- Provost and Vice President for Academic Affairs
08- Academic Affairs
09- Faculty Senate
12- Athletics
16- Business and Finance
20- Enrollment
24- University Relations
28- Student Affairs
32- University Advancement
35- Franciscan Mission
36- University Ministries
40- Quick Center
70- Miscellaneous-Golf Course, Clubhouse, Cemetery
80- Christ the King Seminary
90- Merton/Lax Collection
95- Journalism Collection
97- Other Collections
98- General Catholic Church/Franciscan Order
99- Local
00 Saint Bonaventure-General

-000 History
  -100 Centennial
  -125 125th Anniversary
  -150 150th Anniversary
  -Append year to documents
    Ex. 00-000-1936
  -Append name to histories
    Ex. 00-000-HER (Herscher)

-001 Publications about SBU from external sources (by date)
-099 Economic Impact
-100 Rankings
-200 General material relating to St. Bonaventure (alphabetical) ex. 00-200-LEG, for legends, ghosts, etc.
  -PIT Pittsburgh Steelers
  -SAI Names using “Saint Bonaventure”
    -SAI-HOR Racehorses
    -SAI-SCH Schools
    -SAI-SHI Ships
-300 Student papers (alphabetical by topic; use with caution)
-700 St. Elizabeth’s
-900 Biographical Files
  -00-900-Last Name Initial
    Ex. 00-900-Herscher_I
-999 Artifacts
01 Board of Trustees

-000 Organizational Charts
-001 Bylaws/Policies/Mission
  -001 Charter
  -002 Bylaws
  -003 Mission
  -004 Administrative Structure
-001 CAL Calendars
-001 GOV Policies/Governing Documents
-002 Chairman of the Board
-004 Meetings/Minutes
-020 Strategic Plan
-030 Budget
-031 Capital Campaigns
-040 Master Plan
-203 Board
-205 Membership Committee
  -003 Current Members
  -040 Standing Committee Members
  -600 Past Members
  -610 Nominations
-208 Academic Affairs Committee
-210 Technology Committee
-212 Athletics
-215 Buildings and Grounds Committee
-216 Finance Committee
-217 Investment Committee
-220 Enrollment and Marketing Committee
-228 Student Life Committee
-232 Development Committee, earlier Planning; Planning & Development
-236 University Ministries Committee
-237 Franciscan Charism
-299 Ad hoc Committees
-400 Institutional Research
-900 Associate Board of Trustees
-901 Lay Board of Directors
02 President’s Office

-000 List of Presidents
-001 President’s Office
  -002 Assistant to the President/Director of Operations
  -AWA Awards and Honors
  -CAB President’s Cabinet
  -COU President’s Council
  -SEN Senior Management Council
  -EXE Executive Staff
-002 Board of Trustees
-003 Executive Vice President
-007 Provost and Vice President for Academic Affairs
-008 Academic Affairs
-009 Faculty Senate
-012 Athletics
-016 Business and Finance
-020 Enrollment
-024 University Relations
-028 Student Life
-032 University Advancement
-035 Franciscan Mission
-036 University Ministries
-040 Quick Center
-070 Miscellaneous
-080 Christ the King Seminary
-098 General Catholic Church/Franciscan Order
-099 Local
-100 Francis Hall Files
  -append the box number to the class number (Ex. 02-100-031A)’
-400 University-wide Committees (ex. 02-400-DIS for Disability Committee)
-600 Biographical Files
-601 Pamfiolo
03  Executive Vice President

-000  History
-100  Francis Hall Files
    -append the box number to the class number (Ex. 03-100-031A)
07 Provost & Vice President for Academic Affairs

-000 Organizational Chart
-001 History, Mission Statement
-002 Provost’s Office
-002A Associate Provost and the Dean of Graduate School
-002B Associate Provost Institutional Research
-002C Associate Provost and the Chief Instruction Officer
-003 Board of Trustees
-004 President’s Office
-008 Academic Affairs
-009 Faculty Senate
-012 Athletics
-016 Business and Finance
-020 Enrollment
-024 University Relations
-028 Student Life
-032 University Advancement
-035 Franciscan Mission
-036 University Ministries
-040 Quick Center
-070 Miscellaneous
-080 Christ the King Seminary
-098 General Catholic Church/Franciscan Order
-099 Local
-100 Francis Hall Files
  -append the box number to the class number (Ex. 07-100-031A)
-300 Continuing Education
-500 HEOP
-600 Registrar
-610 Institutional Research
-700 Teaching and Learning Center
-710 Supplemental Instruction
-800 Grants Office
08 Academic Affairs

-000 Organizational Charts
-001 History, Mission Statement, Departmental Policies, etc.
-002 Vice President
-004 Deans & Directors
-005 Buffalo Center Director
-009 Honors Program
-010 International Studies
-015 Clare College
-016 First Year Experience
-020 School of Arts & Science
-021 Departments, alphabetically by name
  -Ex. 08-021History
  -List Abbreviations
    -MODLANG (Modern Language)
    -Industrial MGT
-070 ROTC
-085 School of Business
  -021 FIN (Finance)
-090 School of Education
-095 School of Journalism and Mass Communication
-100 Graduate Studies
-102 Dean
-103 Graduate Council
-121 Graduate Department, alphabetically by name
  -Ex. 08-121MBA
  -INT_MKT (Integrated Marketing)
-125 Christ the King Seminary (See 80)
-170 Franciscan Institute/School of Franciscan Studies
-198 Continuing Education
-200 Friedsam Library (separate drawer)
-220 Technology Services
-600 Faculty
-601 Personal Files
-900 Middle States
09 Faculty Senate

-001 Constitution/By laws
-002 President
-003 Members
-004 Minutes
-200 Committees
-205 Academic Standards
-210 Buildings & Grounds
-215 Compensation
-220 Constitution
-225 Curriculum
-230 Enrollment Management
-234 Faculty Recommendations
-235 Faculty Status
-240 Finance
-245 Grievance
-250 Library
-255 Planning
-260 Student Life
-265 Technology
12 Athletics

-000 Organizational Charts
-001 History, Mission Statement, Departmental Policies, etc.
  -HOF Athletic Hall of Fame
-002 Vice President/Athletic Director
-110 Senior Associate Athletic Director/SWA Compliance
-111 Asst. Athletic Director/Student Services
-112 Academic Coordinator
-130 Asst. Athletic Director/Internal Operations
-140 Asst. Athletic Director/Marketing-Promotions
-150 Asst. Athletic Director/Sports Communication
-170 Asst. Athletic Director/External Relations
-180 Asst. Athletic Director/Financial Affairs
-200 Athletes
-201 Multi-Sport Items
-210 Baseball, Men
-215 Basketball, Men
-220 Basketball, Women
-222 Boxing
-224 -CHE Cheerleading
-224 -MAS Mascots
-225 Cross-Country
-230 Field Hockey
-235 Football
  -235.1.STE (Pittsburgh Steelers)
-237 Golf
-240 Hockey
-245 Lacrosse, Men
-246 Lacrosse, Women
-248 Rugby, Men
-249 Rugby, Women (see 28-300-RUG)
  Rugby Club (See 28-300-RUG)
-250 Swimming, Men
-251 Swimming, Women
-255 Soccer, Men
-256 Soccer, Women
-260 Softball
-265 Tennis, Men
-266 Tennis, Women
-275 Track
-280 Volleyball
-295 Strength and Conditioning
-299 Boosters/Fans
-300 General Events
-400 Conferences
- A10 Atlantic 10
- LIT Little Three
- NCA National Collegiate Athletic Association
16 Business and Finance

-000 Organizational Charts
-001 History, Mission Statement, Departmental Policies & Procedures, etc.
-002 Vice President
-100 Human Resources
-102 Benefits
-106 Payroll
-108 Personnel
-110 Financial Aid (See 20-300 for more information)
-200 Budget Analysis
-210 Controller and Business Office
-211 Bursar
-212 Chief Accounting Officer
-215 Financial Analyst
-220 Purchasing
-230 Mail Room
-240 Print Shop
-250 Administrative Computing
-300 Physical Plant-Associate Vice President for Facilities
-301 Buildings
  -001 Campus (See also 01-400 BoT, Masterplans)
  -ALM Alumni Hall
  -ARM Armory
  -BA1 Barns
  -BA2 Barracks
  -BON Bonaville
  -BUT Butler Gymnasium
  -CAS Castle Inn Property
  -CHA Charlie Major Track
  -CHR Christ the King Seminary (See 80, Francis (16-301-FRA))
  -CLU Clubhouse/Golf Course
  -COL Collins—Kearny
  -DEC DeCorpa
  -DEL De La Roche/Lynch Hall/College Building
  -DEV Devereux Hall
    Garrett Theatre/Chapel
  -DIA
  -DOY Doyle Hall
  -ELL Ellicottville
  -FIT Fitness Center
  -FOR Forness Stadium
  -FRA Francis Hall/Christ the King Seminary
  -FRI Friedsam Library
  -FRY Friary (new)
  -GAR Garden Apartments
-HIC  Hickey Dining Hall/Magnano Center (MAG)
    Rathskellar (RAT) (See 16-411 for Administration)/Café
    LaVerna (CAF)
-HOP  Hopkins Hall
-JOY  Joyce Field
-LEG  Legal Issues
-MAI  Maintenance
-MAR  Maura Athletic Fields
-MCC  McGinley-Carney Ministry Center
-MCG  McGraw-Jennings Field
-MCM  McMahon House
-MIN  Ministry Center/Merton Center
-MON  Monastery and Chapel
-MOU  Mt. Irenaeus
-MUR  Murphy/Mecom Center
-OBS  Observatory
-OIL  Oil Tank Farm
-PLA  Plassmann Hall
-POS  Post Office
-POW  Powerstation/Boilers
-QUI  Regina Quick Fine Arts Center (See 40 for Administration Information)
-RAI  Railroad
-REI  Reilly Center
-RIC  Richter Center
-ROA  Roads
-ROB  Robinson and Falconio Halls
-ROT  ROTC Building/Gunshed
-SHA  Shay-Loughlen Halls
-SJ1  St. Joseph’s Oratory
-SJ2  St. Joseph’s Shrine, Francis woods
-SWA  William E. and Ann L. Swan Business Center
-TEN  Tennis Courts
-TOW  Townhouses/Dorms
-TUN  Tunnels
-WAL  William F. Walsh Science Center

-302  Shrines, Memorials
    -9/11 Memorial
    -ALU  Alumni Memorial
    -BEL  Bells and Carillons
    -MA1  Blessed Mother Mary Statue—near Hickey Dining Hall
    -CLO  Clock
    -JOE  Fr. Joseph Statue
    -GRO  Grotto
    -MER  Merton’s Heart
    -MA2  Our Lady of Perpetual Help
-MA3  Our Lady of Wisdom
-ENT  SBU Sign/Entrance
-STA  Stations of the Cross
-SAN  St. Anthony
-SBO  St. Bonaventure Statue—In front of Devereux Hall
-SF1  St. Francis Statue—Hickey
-SF2  St. Francis Statue—Friedsam
-SF3  St. Francis Statue—Doyle
-SF4  St. Francis Statue—Francis
-SJ1  St. Joseph (shrine/oratory)
-SJ2  St. Joseph—Francis
-SPE  St. Peter and St. Paul
-STE  St. Therese of the Child Jesus Statue
-VET  Veterans Monument
-ZIN  Zinc Indian Statue

-303  Facilities
-304  Grounds
-305  Cemetery
-310  Maintenance
-311  Engineering
-312  Receiving
-320  Construction Services
-400  Contract Services
-410  Food Services/Dining Services
-411  Rathskeller
-420  Laundry
-430  Bookstore
-440  Housekeeping
-500  Environmental Compliance Officer
-600  Risk and Asset Management
-700  Event Management Services
20 Enrollment

-000 Organizational Charts
-001 History, Mission Statement, Departmental Policies & Procedures, etc.
-002 Vice-President
-100 Admissions
-200 Career & Professional Readiness Center (2011)
  -Career Center
  -Career Services
  -Career Development Center
-300 Financial Aid (See 16-110 for more information)
-310 Scholarships
-400 Graduate Recruitment
-600 Registrar
-601 Commencement
-620 New Students
24 University Relations

-000 Organizational Charts
-001 History, Mission Statement, Departmental Policies and Procedures, etc.
-002 Vice President
-500 Print and Electronic Communications and Website
-600 Public Relations
-700 Development Information Services/Communications Office
-000 Organizational Charts
-001 History, Mission Statement, Departmental Policies & Procedures, etc.
-002 Vice President
-040 Judicial Board/Board of Discipline
-050 Special Events
-200 Residence Life
-201 Bona Bus
-300 Intramural, Recreation, and Club Sports (See also Athletics)
  Richter Center
  Center for Activities
  Recreational Leadership
  Fitness Center
-400 Health Services-Center for Student Wellness
-410 University Physician
-450 Counseling/Center for Human Development
-500 Student Activities
  -505 Programming
    -Dances
    -Winter Carnival
-510 Campus Activities Board
-520 Student Organizations, alphabetically
-521 Classes, by year
  -Junior Prom
  -Senior Ball
  -Senior Week
-530 Publication/Media
-531 Bonadieu
  Laurel
  Yearbook
  Ex. 28-531-YEAR
-532 Bona Venture
-533 Laurel
  -Convex
-534 Other Student Publications
-535 Radio, WSBU
-536 Television
-537 Theater, by date
  -Student Theater
  -Garret Theater
-540 Community Service
-600 Security
-900 Student Government Association
-901 Graduate Council
32 University Advancement

-000 Organizational Charts
-001 History, Mission Statement, Departmental Policies & Procedures, etc.
-002 Vice President
-020 Advancement Operations
-030 Fundraising Communications
-040 Prospect Research
-200 Alumni Services
-201 Reunions
-202 National Alumni Association
-203 Veterans Memorial
-204 Regional Alumni Associations
-205 Alumnae Association
-321 Achievement Center
-400 Development
-430 Capital Campaigns
-440 Annual Giving
-441 Devereux Association
-450 Major Gifts
-455 Endowed Scholarships
-460 Planned Giving
-470 Corporate/Foundation Relations

** 201, 202, 204, 205 are located in the vault. **
35  Franciscan Mission

-000  Organizational Charts
-001  History, Mission Statement, Departmental Policies, etc.
-002  Vice President
36 University Ministries

-000 Organizational Charts
-001 History, Mission Statement, Departmental Policies
-002 Vice President
-003 Associate Director of Faith Foundation, Worship, and Ministry
-050 Special Events
-100 Liturgy/Worship
-200 Ministers in residence, with VP-Student Life/Dir. of Residence Life
-300 Social Ministries, etc.
   -Bona Buddies/Big Brother, Big Sister/Christmas Party
   -Father Mychal Judge Center
   -Journey Center
   -Mystery Players
   -RCIA
   -SBU for Life
   -Search
-400 Warming House
-501 Speakers
-502 Discussion Groups
-503 Prayer Experiences
-800 Franciscan Center for Social Concerns
-900 Mt. Irenaeus
-950 Friary
-960 SMIC
-970 Third Order Secular
-999 St. Bonaventure’s Church –to 1930 (?)
Quick Center

-000 Organizational Charts
-001 History, Mission Statement, Departmental Policies, etc.
-002 Director
-100 Kenny Museum
-200 Rigas Theater
-300 Austin Education
-400 Schedules, by date
-401 Exhibits, by date
-501 Performances, by date, inc. speakers
-521 Film Series
-600 Collections
  -100 Painting, Drawing
  -300 Sculpture
  -500 Multimedia
  -900 Misc.
70  Miscellaneous-Golf Course, Club House, Cemetery

See Building Files 16-301-CLU & 16-305

-100  Cemetery (See 16-305)
-200  Clubhouse (See 16-301-CLU)
-300  Golf course (See 16-301-CLU)
Christ the King Seminary

-000 List of Presidents
-001 President’s Office
  -002 Assistant to the President/Director of Operations
  -AWA Awards and Honors
  -CAB President’s Cabinet
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90 Merton/Lax Collection

-90.LAX (Lax)
-90.MER (Merton)
   - 90.MER.4.30.1-Append Bueit/Daggy number
   - 90.MER.4.013
95  Journalism Collection

-019  American Terrorist Dan Herbeck, Lou Michel
-041  Anthony Bannon
-054  Jim Bishop
-055  Mark Hellinger (part of Jim Bishop Collection)
-062  Therese Bonney
-159  Douglas Edwards
-251  Robert Golden
-269  John Hanchette
-345  Jandoli/JMC
-404  Koop
-457  Fred McCarthy, “Brother Juniper”
-460  SLA Marshall
-530  Roi Ottley
-665  Leni Reifenstal
-679  Tim Russert
-697  Bruce Shanks
-708  Lewis Songer Masthead Collection
97 Other Collections

-039 Banjo Material/John Flanagan
-078 John F. Carr/H. Beam Piper
-147 Mark Dunkelman/154th NY Volunteer Inf. Reg.
-407 Krampf, Thomas
-462 McLaverty, Michael
-2009.1 James T. Walsh
-2007.28 Bruce Mohs
-2015.89 Guttenberg
99  Local

-001  Local Authors-Name
-017  Allegany
-018  Allegheny River Trail
-080  Canticle Farm
-086  -FAR  Cattaraugus County
-090  Churches, alphabetical by name
    -PAC (St. Pacificus in Humphrey)
-092  Civil War General Information
-396  Kinzua Viaduct
-551  Olean
-552  Olean Schools
-579  People, general
    -Alphabetical by name or community
-648  Railroads
-669  Roads
-693  Seneca
-900