

Classification Scheme for Hamline University Archives

Numbers, letters to left of dash indicate record groups and subgroups (including sub-subgroups, etc.). These can be thought of as offices (persons or groupings of persons) within the university.

Lower case letters to the right of the dash indicate types of records (series).

- 1 -- Administration
- 2 -- Colleges and Schools
- 3 -- Services
- 4 -- Students
- 5 -- Staff
- 6 -- Other Organizations and Institutions

1 -- Administration

- 1A Board of Trustees
- 1B Office of the President
 - 1B1 Office of the Assistant to the President (Chief of Staff)
- 1C Office of Vice Presidents
 - 1C1 Vice President for Academic Affairs (formerly Vice President of Student Affairs and University Admissions)
 - 1C1A Associate Vice President for Enrollment Management
 - 1C2 Vice President of Finance and Treasurer
 - 1C3 Vice President of University Relations
 - 1C3A Assistant Vice President of University Relations
 - 1C4 *Vice President of Planning and Information Systems (defunct – see 3D)*
- 1D Religious and Spiritual Life Office (formerly Chaplain)
- 1E Dean of Students
- 1F Business Office
 - 1F1 Student Accounts
- 1G Office of Church Relations
- 1H Office of Human Resources
- 1I University Council
 - 1I1 Planning and Budget Priorities Committee
 - 1I2 Cultural Diversity Committee
 - 1I3 Inter-College Academic Issues Committee
 - 1I4 University Ombuds Service
- 1J Development Office
- 1K Office of the Provost
- 1L Office of Community/Neighbor Relations
- 1M Office of Internal Community and Diversity

2 -- Colleges and Schools

- 2A College of Liberal Arts
 - 2A1 Office of the Dean
 - 2A1A Office of the Associate Dean
 - 2A2 Office of Admissions
 - 2A3 Center for Academic Services (Office of Academic Advising, New Student Days, Students Orienting Students [SOS])
 - 2A4 Office of Alumni Relations
 - 2A4A Piper Athletic Association
 - 2A5 Academic Departments and Divisions
 - 2A5A Anthropology
 - 2A5B Art
 - 2A5C Biology
 - 2A5D Chemistry
 - 2A5E Education
 - 2A5F English
 - 2A5G History
 - 2A5H Global (formerly International) Studies
 - 2A5I Legal Studies
 - 2A5J Management and Economics
 - 2A5K Mathematics
 - 2A5L Modern Languages
 - 2A5M Music
 - 2A5N Philosophy
 - 2A5O Physical Education
 - 2A5P Physics
 - 2A5Q Political Science
 - 2A5R Psychology
 - 2A5S Religion
 - 2A5T Sociology
 - 2A5U Theatre Arts and Communication Studies
 - 2A5V Social Science Division
 - 2A5W Humanities Division
 - 2A5X Natural Science Division
 - 2A5Y Fine Arts Division
 - 2A5Z Women's Studies
 - 2A5AA Social Justice
 - 2A5BB Conflict Studies
 - 2A5CC International Journalism
- 2A6 Career Development Center
- 2A7 Women's Resource Center
- 2A8 Writing Center
- 2A9 Higher Education Consortium for Urban Affairs (HECUA)
- 2A10 Dean of Women
- 2A11 Dean of Men

- 2A12 Registration and Records (formerly Office of Registrar)
- 2A13 Faculty
 - 2A13A Academic Policies Committee
 - 2A13B Athletic Policies Committee
 - 2A13C Cultural Diversity Committee
 - 2A13D Student Progress Committee (formerly Student Standing)
 - 2A13E Student Life Committee
 - 2A13F Faculty Institutional Relations Committee (FIRC)
 - 2A13G Faculty Personnel Committee (FPC)
 - 2A13H Admissions Committee
 - 2A13I International Studies Committee
 - 2A13J Religious Life Committee
 - 2A13K Financial Aid Committee
 - 2A13L Library Committee
 - 2A13M Nominating Committee
 - 2A13N Graduate Studies Committee
 - 2A13O Student Counseling Committee
 - 2A13P Planning and Action Committee
 - 2A13Q Committee on Committees
 - 2A13R Long Range Planning Committee
 - 2A13S Teacher Education Committee
 - 2A13T Study and Recommendation Committee
 - 2A13U Individualized Study Committee
 - 2A13V Student Personnel Council
 - 2A13W Co-Curricular Committee
 - 2A13X Committee on Convocations and Public Events
 - 2A13Y Budget Committee
 - 2A13Z Faculty Committee on Salaries
 - 2A13AA Curriculum Committee
 - 2A13BB Faculty Club
 - 2A13CC Veterans Advisory Committee
 - 2A13DD Faculty Development
- 2A14 Summer Session Office
- 2A15 Work Study Training Program (WSTP)

- 2B Graduate School
 - 2B1 Office of the Dean
 - 2B2 Continuing Studies
 - 2B3 Schools
 - 2B3A Education
 - 2B3A1 Center for Whole Language
 - 2B3A2 Minnesota Migrant Education Resource Center
 - 2B3A3 Center for Literacy & Learning
 - 2B3B Liberal Studies
 - 2B3C Music Education
 - 2B3D Management
 - 2B3D1 Minnesota Center for Women in Government
 - 2B4 Center for Global Environmental Education
 - 2B5 Center for Excellence in Urban Teaching
 - 2B6 Minneapolis Center
 - 2B7 Office of Graduate Admission

- 2C School of Law
 - 2C1 Office of the Dean
 - 2C1A Office of the Associate Dean
 - 2C1B Office of the Assistant Dean
 - 2C2 Office of Admissions
 - 2C3 Office of Career Services
 - 2C4 Office of Registrar
 - 2C5 Office of Alumni Relations/Annual Fund/Development
 - 2C6 Faculty Services
 - 2C7 Library
 - 2C8 General Practice Clinic
 - 2C9 Community Programs
 - 2C10 Bookstore
 - 2C11 Hamline Law Review
 - 2C12 Hamline Journal of Public Law and Policy
 - 2C13 Office of Program Development
 - 2C14 Journal of Law and Religion
 - 2C15 Minnesota Innocence Project
 - 2C16 Mediation Center
 - 2C17 Dispute Resolution Institute

- 2D School of Nursing
- 2E College of Medicine

3 -- Services

- 3A Technology Resource Center
- 3B University Bookstore
- 3C Marketing Communications (formerly Office of Public Relations)
- 3D Information Technology Services (ITS) (formerly Computing Services)
- 3E Copy Center
- 3F Day Care
- 3G Dining Service
- 3H English Language Service
- 3I Financial Aid
- 3J Counseling and Health Services
- 3K Heating Plant
- 3L Food Service (formerly HUB)
- 3M Library
 - 3M1 Office of Director
 - 3M2 Technical Services
 - 3M3 Reference Services
 - 3M4 Circulation
 - 3M5 Archives
- 3N Office of Service Learning and Volunteerism
- 3O Center for Multicultural and International Student Affairs (MISA) (formerly, Office of Multicultural Affairs)
- 3P Facility Services (formerly Physical Plant)
- 3Q Post Office
- 3R Residential Life, Office of
- 3S Safety and Security
- 3T Scheduling and Conferences
- 3U Student Activities and Leadership Development
- 3V Student Center
- 3W Study Resource Center (see Center for Academic Services)
- 3X Veterans Affairs
- 3Y International Programs Center (formerly Center for International Student/Scholar Programs; International Studies Center)
- 3Z Recreational Sports
- 3AA Miscellaneous (those for which we expect little documentation)
- 3BB Media Services
- 3CC Studio Tech
- 3DD LEAD Office
- 3EE Crossroads Center
- 3FF Student Administrative Services (SAS)
- 3GG Wesley Center
- 3HH Disability Services
- 3II Off-Campus Programs

4 – Students

- 4A Oracle Office
- 4B Liner Office
- 4C Hamline Undergraduate Student Congress (HUSC) (formerly, Hamline University Student Congress)
- 4D Student Bar Association
- 4E Organizations (not otherwise classified)
 - 4E1 Communication Club
 - 4E2 P.R.I.D.E.
 - 4E3 Hamline ACTS (Acting in the Community Together)
 - 4E4 Religious Life Committee (includes HUCF, HURF, and RACC)
 - 4E5 Newman Club
 - 4E6 International Relations Club
 - 4E7 Associated Resident Women's Council
 - 4E8 Psychology Interest Group
 - 4E9 ~~Hamline ACTS~~ VOID see 4E3
 - 4E10 Bahai Club
 - 4E11 Wesley Fellowship
 - 4E12 Hamline University Liberals
 - 4E13 InterVarsity Christian Fellowship
 - 4E14 Campus Lecture and Arts Committee
 - 4E15 C.A.R.S (Commuters Are Real Students)
 - 4E16 MPIRG, HamPIRG (Minnesota Public Interest Research Group, Hamline Public Interest Research Group)
 - 4E17 Black Law Students Association
 - 4E18 Campus Advocates Against Sexual Assault
 - 4E19 Queers and Peers
 - 4E20 Off-Campus Club
 - 4E21 Oxford Fellowship
 - 4E22 Women's Athletic Association
 - 4E23 French Club
 - 4E24 Hamline University Education Association (HUEA) (replaced Kappa Delta Epsilon and Kappa Phi Kappa)
 - 4E25 World University Service (helps people overseas)
 - 4E26 Canterbury Club
 - 4E27 German Club
 - 4E28 Spanish Club
 - 4E29 Ski Club
 - 4E30 League of Women Voters
 - 4E31 Intramural Sports
 - 4E32 Latin Club
 - 4E33 Cosmopolitan
 - 4E34 Political Club

- 4E35 English Club
- 4E36 Hamline Association of Veterans
- 4E37 Kappa Phi Sigma
- 4E38 Philologian Society
- 4E39 Presidential Scholars
- 4E40 Lutheran Student Association
- 4E41 Gavel Club
- 4E42 Peace organizations
- 4E43 American Chemical Society, Student Affiliates
- 4E44 Quill Club
- 4E45 Hamline Inter-Residence Council (HIRC)
- 4E46 HEAT (Hamline Entertainment and Activities Team) (formerly Student Activities Coordinating Board or StuBoard)
- 4E47 Amphictyon Literary Society
- 4E48 Philomathean Society
- 4E49 Hamline Oratorical Association
- 4E50 Sigourneyan Society
- 4E51 International Student Organization
- 4E52 Feminist Majority Leadership Alliance (FMLA)
- 4E53 Kappa Delta Rho
- 4E54 Hmong Student Association
- 4E55 Asian Pacific American Coalition (APAC)
- 4E56 Hamline African Student Association (HASA)
- 4E57 White Students for Racial Justice (formerly, Allies Against White Privilege)
- 4E58 Commitment to Community (C2C)
- 4E59 Spectrum

4F Fraternities

- 4F1 Alpha Tau Omega
- 4F2 Theta Chi (Beta Kappa)
- 4F3 Alpha Phi Omega (Theta NU)
- 4F4 Forensic Fraternity
- 4F5 Alpha Sigma Chi (includes Eta Phi, Sigma Phi Alpha, Kappa Gamma Chi and Phi Theta Chi)
- 4F6 Phi Delta
- 4F7 Tau Kappa Epsilon
- 4F8 Zetalethea

4G Sororities

- 4G1 Alpha Gamma Epsilon
- 4G2 Delta Tau
- 4G3 Panhellenic Council
- 4G4 Pi Gamma Chi
- 4G5 Sigma Gamma Delta
- 4G6 Alpha Phi Theta

- 4G7 Pi Beta Gamma (formerly Browning Society, Philo Browning Society)
- 4G8 Alpha Rho Delta
- 4G9 Epsilon Lambda Sigma
- 4G10 Sigma Delta

- 4H Art and Literary Publications
- 4I MALS Student Advisory Committee
- 4J MAPA Student Advisory Committee
- 4K MAED Student Advisory Committee

4L Honorary Societies

- 4L1 Phi Beta Kappa
- 4L2 Torch and Cycle
- 4L3 Beta Beta Beta
- 4L4 Alpha Kappa Delta
- 4L5 Kappa Phi (formerly Sigma Theta and Taallam)
- 4L6 Medalist Society
- 4L7 Pi Gamma Mu
- 4L8 Sigma Delta Pi
- 4L9 Alpha Kappa Psi
- 4L10 Kappa Phi Kappa
- 4L11 Pi Delta Epsilon
- 4L12 National Collegiate Players
- 4L13 Pi Kappa Delta

- 4M Publications (other than those classified above)

5 -- Staff

- 5A Administrative Staff Organization
- 5B Non-Exempt Staff Organization
- 5C Women's Club
- 5D Campus Staff Association

6 -- Other Organizations and Institutions

- 6A Edyth Bush Theatre
- 6B Center for Critical Studies of Iran and the Middle East
- 6C Hamline United Methodist Church
- 6D Consortiums
 - 6D1 Associated Colleges of the Twin Cities
 - 6D2 Midwest College Council
 - 6D3 SPAN (Student Project for Amity among Nations)
 - 6D4 Cooperating Libraries in Consortium (CLIC)
- 6E Hamline-Midway Association

6F Elderhostel
6G Ambulance Unit
6H Jewish Historical Society of the Upper Midwest
6I Student Army Training Corps
6J United Methodist Church
6K Project Give a Damn
6L Hamline Formers
6M American Association of University Professors (AAUP)
6N Upper Midwest Women's History Center
6O Hancock-Hamline Collaborative Magnet School
6P Global Language Institute
6Q CACHE
6R Nacel International School
6S Hamline, Minnesota

Series:

- a minutes
- b reports
- c correspondence
- d financial records
- e programs (long term)
- f events (short term, possibly repeated on periodic basis)
- g pictures
- h recordings
- i personnel files
- j newsclippings
- k course files
- l topical files (unique to creating office -- use when file is not readily classifiable in another series or when necessary to maintain original order, i.e. file contents cross series' boundaries)
- m publications
- n artifacts
- o publicity
- p individual files (will take precedence over other series in some instances -- for example, a faculty member's papers where personal work is closely interwoven with teaching responsibilities, probably should be placed here as a means of respecting provenance and original order)
- q legal documents
- r architectural drawings
- s student records
- t histories
- u student papers
- v
- w
- x
- y general (to be used when size of collection may not justify more specific series classification; may be used temporarily until size expands)
- z other