

UNIVERSITY OF ILLINOIS ARCHIVES
SUMMARY ANNUAL REPORT
July 1, 2012-June 30, 2013

1. Major Activities and Accomplishments

The University Archives satisfied over 3,192 research and reference users whose work entailed the use of 11,635 record series. While this amount represented a slight decline (5.6%) in the number of users and series used, the overall volume of use of the University Archives via e-mail, correspondence, telephone, and in-person visits remains high. Indeed, over the past 10 years (2003/04 vs. 2012/13) overall use of the collections has grown 67 percent, and the number of users served has grown by 35 percent. Data in Table 1(See Appendix) illustrates the breadth of uses by category of user and purpose of use. Table 2 provides detail on the number and type of records used according to record group (office of origin).

Website use of the University Archives grew by over 39 percent (See Table 3). Via the web, we reached 134,677 persons who made 871,578 page views (Note: these results are higher than 2011/12 despite the fact that a coding error caused data on use of our ALA webpages to be left out of the 2013 statistics.) The website also supported 151,377 views of online images and electronic records. In the past year, the Archives launched its first blog site to feature news items from the Archives. It received 17,169 views in the nine months since its September 26, 2012 inception.

Through 239 public tours, talks, and class presentations, the Archives reached nearly 3,500 persons to whom we presented archival materials or offered interpretations of the history contained in our holdings.

A combination of faculty, academic professional, civil service, academic hourly, and graduate and undergraduate student staff worked as a team to complete the accessioning or acquisition and processing (arrangement and description) of 417 cubic feet of records, personal papers, publications, and association archives raising the total volume of our processed holdings to 28,978 cubic feet (University and ALA Archives combined). (See Table 4.) For the University, this is the equivalent of 1,628 file cabinet drawers, 6.9 million manuscripts, and 19,475 volumes. University Archives holdings include information in all formats: correspondence, reports, publications, photographic prints, negatives, and slides, videotapes, motion picture films, audio tapes and disks, and electronic files whether stored on diskettes or shared file servers. Holdings by type of record and Record Group (office of origin) are listed in Table 5.

In late summer, 2012, the University Archives completed a complete redesign of our website to add new features and improve organization and visual presentation. After installation of the new website, we conducted an assessment of the new site among staff and have planned revisions of the site as well as a further usability study of users external to the Archives in the coming months.

In collaboration with a Library New Service Model Team, we prepared a successful plan to move the University Archives' user and public service space from the Library basement to the First Floor (room 146). Remodeling is scheduled for FY 2014.

Three triennial archival services contracts (totalling more than \$97,179) were concluded with the American Association of Law Libraries, Advertising Council, and Association of American Law

Schools. These agreements provide continued support for Illinois's ongoing diversification of its research resources for faculty, students, and visiting scholars. In addition, we neared completion of an ongoing association archives agreement with the Farm Foundation, began talks with to establish a formal agreement with the Association of Land Grant and Public Universities, and reappraised existing holdings from the Paleontological Society. Over \$250,000 were secured from sources external to the Library to support projects related to the appraisal, arrangement, and description of new records and personal papers collections.

Large-scale processing and access projects were initiated for the papers and research records of Carl Woese, Records of the College of Engineering, and Records of Department of Physics, as well as for the digital archives of the American Library Association. A five year project for the arrangement and description of a major collection (over 200 cubic feet) of personal papers relating to World Music was completed.

Public Engagement/Public and Instructional Programs

The archivist for the Student Life and Culture Archival Program (SLC) continued her extensive engagement with the Ethnography of the University Initiative, especially its focus on the rhetoric courses. The SLC archivist's over 31 presentations to the freshman composition students and their TAs introduced nearly 600 students to the nature of archival materials, methods of research, and interpretation of documents to enable the students to connect their writing assignments with campus history.

The SLC Archivist and the Archivist for User Engagement provided a presentation on campus traditions and managed a video "scavenger hunt" for the 2012 Readyng Illinois Students for Excellence (RISE) orientation program and completed a presentation on university history for the Illinois Student Admissions Representatives (I-Star) who provide campus tours. In addition, the Archives provided a presentation on university history and archival practice for the Osher Lifelong Learning Institute. The archivists worked with a Public History class to guide students in developing an online exhibit on the Project 500 experience and provide class instruction for the Summer Academic Achievement Program. A presentation on American archival practice was provided for 18 visiting archivists from Guongdong Province, China.

With support from the Stewart S. Howe Endowment, the SLC archives held the second National Archives Conference for Fraternities and Sororities June 21-23, 2012 in Urbana. The biennial conference offers an opportunity for intensive training to educate and network with national fraternity leaders concerning archival management. The SLC archives also expanded its position as the leading national archives for "Greek" organizations with the acquisition of the archives of the National APIA Panhellenic Association, Pi Alpha Phi (1st Asian-American fraternity in the U.S.), and Delta Phi Lambda (Asian-American sorority), including digital records, to help document diversity in the fraternity experience.

The University Archivist and the Archivist for Reference and User Engagement worked with an Academic Hourly researcher to develop a digital exhibit on the ill-fated, 1913-17 polar expedition to find the Crockerlands. The Archivist also worked with the curators of the Gregor Mendel Museum of Brun, Czech Republic to research and provide digital copies of the original Mendel documents in the University Archives' collections. Some of the digital surrogates were

made available to the University of Illinois at Chicago for an exhibit.

Our Sousa Archives and American Music (SACAM) program administered the 2012 American Music Month featuring seven exhibits, two lectures, and five performance programs. SACAM collaborated with staff of another Library unit to present *America's History and Culture through Music* to connect public school students with primary source documents. SACAM also initiated a project to connect over 400 digital image with audio files from its collections for online public access through the Archon system.

To ensure the future relevance and usefulness of the University Archives, we negotiated the transfer or acquisition of several new record series and collections, including Capital Programs administrative files, James Carey Papers (journalism education at Illinois and Columbia), Stanley Curtis Papers (Animal Science), Carl Woese (Microbiology and Genetics). We also looked beyond the University of Illinois through work on the papers of Donald E. Graves (State Department Sovietologist), Michael Hart (Project Gutenberg). Through SACAM we launched a Music Special Collections program to document the Urbana-Champaign popular music scene, and with Library IT we began procedures to take custody of Kalev Leetaru's digital UIHistories website.

2. Major Challenges

We successfully completed a search resulting the hiring of two new visiting archival specialists and then worked to acclimate them to the University Archives policies, procedures, collections, and service values.

Following weekend break-ins, vandalism, and theft of equipment and minor valuables at our Archives Research Center/Horticulture Field Lab location, we initiated planning to have video cameras and security alarms installed. While the complexity of campus networking and Facilities and Services operations has meant that we have not been able to move beyond the planning stage over the past year, we are optimistic that the barriers can be surmounted in FY 2014.

Looking ahead, the University Archives faces three overall challenges: 1) The continuing trend of campus records creators acting as their own records clerks resulting in a scattering of electronic records "caches" with little structure and virtually no accessibility. 2) Concerns and resistance from some faculty and administrators to archival approaches in the digital environment as faculty, and some administrators of how their digital space is being violated by the need for standardization in support of eventual archival capture of what they deem to be their private works. 3) Balancing the differences among the programs, priorities, and resource needs of the Archives' constituent projects (special research collections, RIMS, SLCA, and SACAM) amidst the constraints of the physical separation of these sub-units in three buildings and of their sometimes competing needs.

3. Significant Changes

Space and Facilities:

Following the July, 2012 weekend break-ins at the Horticulture Field Lab (HFL), the frosted glass panes surrounding the HFL reference room was replaced with clear glazing. While not the full solution to the our security problems, the clear glass provides significantly improved oversight for the reference room during daily operations. Also important was work to expand the doorway opening between the staff office and the HFL Research Room so that we could have greater monitoring of the use of collections and slightly more room for researchers.

Personnel:

In January, Cara Bertram began work as a Visiting Archival Operations and Reference Specialist 50 percent on the ALA Archives and 50 percent on the University Archives 19 Main Library Reference room. In this later capacity, this appointment represents elimination of the patchwork of hourly staffing of the Reference Room that had prevailed since Linda Stahnke had to reduce her time 50 percent following the July 2010 birth of twins.

In December, Bethany Anderson began work as a full-time Visiting Archival Operations and Reference Specialist on the College of Engineering historical records appraisal, accessioning, and processing project. Funding comes from the Office of the Dean of the College of Engineering, and the project has enable us to accession, arrange, describe, and make accessible significant quantities of Engineering College records while also attending to curation of Engineering faculty papers.

4. Contributions, Collaborations and Cooperative Programs

In collaboration with Library Preservation and Conservation, we completed a two-plus year project to rehouse and re-describe the Avery Brundage Collection (International Olympics); rehoused then developed a conservation/restoration plan for extremely rare/unique examples of the first instances of sound on motion picture film in the Joseph T. Tykociner Papers; conserved then digitized architectural drawings of Joseph Royer; and digitized Edwin C. Rae photographic albums (repatriation of Nazi-looted art).

In support of library, campus, or university administration, we reassessed and narrowed the scope of the Oak Street records storage project. We located and made available color images of Alma Mater for reference in restoration. We advised the Division of Intercollegiate Athletics, and visiting consultants from Nike on historical roots for creating new designs for UIUC athletics identity. We researched and recommended documents and objects for the President's and Chancellor's offices to use for gifts to present to visiting dignitaries and to hosts when officials traveled abroad. We researched procedures and policies for conducting five-year evaluations of the Chancellors. We reviewed and commented upon an extensive report relating to creation of identity standards for the Univeristy.

Records management activities are essential for ensuring the continued flow of administrative records to the University Archives. Thus we coordinate with the University's Records and Information Management Services (RIMS) program. We thereby developed a policy statement supporting the capture of all e-mail from senior administrators. While work on records

schedules has declined, the Archives has collaborated with RIMS on creation or revision of two general records schedules (Human Resources and Student Records) and consulted with the office of Legal Counsel, President, and Chancellor on the deployment of the e-mail capture. The Archives also reviewed scheduling plans for hundreds of cubic feet of records from Legal Counsel, Human Resources, Applied Life Studies Dean's Office, School of Music, University Audits, and Capital Programs.

Collaborated with Library Preservation to develop and fund a pilot Web Archives project, leading to capture of 529 University websites.

Collaborated with external partners in the development of ArchivesSpace (an open-source archival management software), and developed migration tools to support the conversion of data from Archon applications to ArchivesSpace, in collaboration with external partners.

5. Progress made on Unit Annual Goals for FY13

See Sections 1-4 above.

6. University Archives Annual Goals for FY2014.

Continue to provide high level of reference and research service while maintaining or reducing size of processing backlog.

Complete a usability study of University Archives website and implement revisions to site to address issues discovered in study.

Coordinate with the RIMS on the "Preservation of Administrator E-Mail" FY 2014 project, and develop revised language and secure approval for the definition of "records" contained in the *General Rules Concerning University Organization and Procedure*.

Advance development and outreach for the ALA Digital Archives, and extend outreach efforts to ALA offices to obtain records from under-represented offices and groups and communicate best practices for records transfers.

Work with Library Facilities to ensure completion of two major projects: planning and implementation of conversion of Library Room 146 into a New Service Model user space for the University Archives, and installation of security cameras and alarm system at Horticulture Field Lab.

Work with Library Preservation, Library Facilities, and UIUC Facilities and Services to develop bid documents for a major project to replace the HVAC system at the Horticulture Field Lab.

Plan and conduct events and create related products for the University Archives' 50th Anniversary Year (September 2013 through December 2014) including Marshall Gallery Exhibit, Main Library Corridor Exhibit, open house during Foundation Weekend. Provide a program for the Library Friends Fall reception, and host a lecture and reception on the archives contributions to research. Work with Library Advancement to provide the Archives' first,

professionally designed promotional publication highlighting the breadth and of treasures in the University Archives.

Launch a series of “Images from the Archives” to appear in each issue of the campus newspaper, *Inside Illinois* to run throughout University Archives’ 50th Anniversary Year.

6. Personnel

Faculty, Academic Professional, and Civil Service:

Director, University Archives and University Archivist: William J. Maher, December 1, 1977 –

Associate Director, University Archives: Christopher Prom, January, 1999 –

Archivist for Student Life and Culture: Ellen Swain, September, 1999 –

Archivist for Electronic Records, Joanne Kaczmarek, September, 2002 –

Archivist for Music and Fine Arts, Scott Schwartz, September, 2003 –

Assistant Archivist for Music and Fine Arts: Adriana Cuervo, October, 2006-June 28, 2013

Archival Operations Specialist: Linda Stahnke Stepp, March, 2006 –

Senior Library Specialist: Lisa Renee Kemplin, March, 2006-August 25, 2013

Archivist for Reference and User Engagement: Jameatris Rimkus, June, 2012 –

College of Engineering Project Archivist (Visiting): Bethany G. Anderson, December, 2012–

Archival Operations Specialist (.50) and ALA Archives Specialist (.50) (Visiting): Cara Setsu Bertram, January, 2013 –

Graduate Assistants, Graduate Hourly, and Academic Hourly:

| GRADUATE ASSISTANTS/SUMMER GRADUATE HOURLY | | | |
|---------------------------------------------------|-----|-------------------------------------------------|------------------------------------------------------------------------|
| Name | FTE | Source of Funds | Assignment |
| Roxanne M. Dunn | .5 | University Library | research, reference, exhibit development, arrangement, and description |
| Lydia Tang | .5 | American Library Association | reference, arrangement and description, scanning |
| GRADUATE HOURLY | | | |
| Joseph Torcheldo | .25 | Innovation (ICR funds) | UIUC web archiving project |
| Denise Sampson Rayman | .25 | University Library and Archives’ Service Orders | reference, user services, arrangement and description |

| ACADEMIC HOURLY | | | |
|------------------------|---------------|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| John Franch | ~ .5 to .8 | Stewart Howe Endowment; Microbiology Department; Physics Department | Research and exhibit preparation, arrangement and description of records of the Physics Department and of the papers of geneticist Carl Woese |
| Rory Grennan | .375 | Advertising Council | Arrangement and description of incoming records, web harvesting, research and reference, and user support |
| Rory Grennan | .375 | Archives Service Orders | Scanning and metadata creation for user orders of copies of materials from the University Archives' holdings |
| Angela Jordan | .75 fall | American Library Association | Reference, arrangement and description, scanning |
| Angela Jordan | .375 | Alpha Tau Omega | Reference and research services, arrangement and description of ATO records |
| Angela Jordan | .25 spring | Stewart Howe Endowment | Reference, exhibits, blog entries, arrangement and description |
| Angela Jordan | .2 spring | University Librarian Discretionary Fund | University legacy e-records organization and processing |

Table 2: Use by Type and Provenance of Records

| Record Group | Administrative Unit | Office Records | Personal Papers | Publications | Electronic Resources | Record Group Tot. |
|--------------|--------------------------------------|----------------|-----------------|------------------------------|----------------------|-------------------|
| 0 | General/About Univ | 0 | 4 | 11 | 2 | 17 |
| 1 | Board of Trustees | 36 | 6 | 115 | 51 | 208 |
| 2 | President's Office | 232 | 16 | 54 | 4 | 306 |
| 3 | Council of Admin. | 13 | 0 | 0 | 0 | 13 |
| 4 | Senate | 94 | 4 | 19 | 0 | 117 |
| 5 | V-P Academic Affairs | 11 | 9 | 5 | 0 | 25 |
| 6 | V-P Financial Affairs | 10 | 8 | 7 | 0 | 25 |
| 7 | Graduate College | 13 | 1 | 19 | 0 | 33 |
| 8 | College of ACES | 70 | 32 | 27 | 4 | 133 |
| 9 | College of Business | 17 | 124 | 48 | 0 | 189 |
| 10 | College of Education | 0 | 16 | 8 | 1 | 25 |
| 11 | College of Engineering | 15 | 48 | 40 | 7 | 110 |
| 12 | College of Fine and Applied Arts | 34 | 2,064 | 51 | 2 | 2,151 |
| 13 | College of Media | 111 | 5 | 3 | 0 | 119 |
| 14 | College of Law | 20 | 10 | 6 | 0 | 36 |
| 15 | College of Liberal Arts and Sciences | 48 | 302 | 44 | 7 | 401 |
| 16 | College of Applied Health Sciences | 17 | 30 | 22 | 4 | 73 |
| 17 | Veterinary Medicine | 2 | 1 | 0 | 0 | 3 |
| 18 | Library & Information Science | 6 | 8 | 1 | 0 | 15 |
| 19 | Social Work | 0 | 0 | 0 | 0 | 0 |
| 20 | Aviation | 0 | 0 | 0 | 0 | 0 |
| 21 | Government & Public Affairs | 0 | 2 | 0 | 0 | 2 |
| 22 | Labor and Employment Relations | 1 | 7 | 2 | 0 | 10 |
| 23 | Environmental Studies | 1 | 0 | 3 | 0 | 4 |
| 24 | Chancellor's Office | 63 | 1 | 9 | 1 | 74 |
| 25 | Admission and Records | 103 | 38 | 163 | 7 | 311 |
| 26 | Alumni Association | 248 | 487 | 89 | 18 | 842 |
| 27 | Armed Forces | 9 | 4 | 7 | 1 | 21 |
| 28 | Intercollegiate Athletics | 34 | 7 | 41 | 5 | 87 |
| 29 | Civil Service System | 0 | 0 | 0 | 0 | 0 |
| 30 | Mothers and Dads Associations | 3 | 0 | 3 | 0 | 6 |
| 31 | Continuing Educ. & Public Service | 4 | 0 | 4 | 0 | 8 |
| 32 | UI Foundation | 7 | 0 | 0 | 0 | 7 |
| 33 | Health Service | 0 | 1 | 24 | 3 | 28 |
| 34 | Legal Counsel | 8 | 0 | 0 | 0 | 8 |
| 35 | University Library | 80 | 92 | 21 | 9 | 202 |
| 36 | Personnel Services | 0 | 0 | 0 | 0 | 0 |
| 37 | Facilities & Services | 116 | 1 | 160 | 6 | 283 |
| 38 | University Press | 0 | 1 | 107 | 9 | 117 |
| 39 | Public Affairs | 374 | 0 | 18 | 142 | 534 |
| 40 | Retirement System | 0 | 0 | 0 | 0 | 0 |
| 41 | Student Affairs | 495 | 367 | 770 | 151 | 1,783 |
| 43 | Natural History Survey | 2 | 4 | 1 | 1 | 8 |
| 44 | Geology Survey | 0 | 0 | 0 | 0 | 0 |
| 45 | Water Survey | 0 | 0 | 0 | 0 | 0 |
| 48 | Faculty Organizations | 14 | 3 | 1 | 0 | 18 |
| 49 | Galesburg Campus | 0 | 0 | 0 | 0 | 0 |
| 50-59 | Medical Center | 0 | 1 | 8 | 3 | 12 |
| 60-69 | University of Illinois at Chicago | 0 | 0 | 6 | 0 | 6 |
| | Column Totals | 2,311 | 3,704 | 1,917 | 438 | 8,370 |
| | | | | Amer. Library Assoc Archives | | 448 |
| | | | | Reference File | | 1,150 |
| | | | | Reference Book | | 182 |
| | | | | General Inquiry | | 1,485 |
| | | | | Total Use | | 11,635 |

Table 3: Usage of the University Archives Website

| | |
|-----------------------------------------------------------------------|---------|
| Visits * | 184,630 |
| Unique Visitors * | 134,677 |
| Total Page Views * | 871,578 |
| Control Card (i.e., “catalog” records) Views | 125,767 |
| Downloads of Finding Aids in Acrobat Reader PDF | 1,347 |
| E-record Views | 18,349 |
| Archon Digital Image Page Views | 133,028 |
| Blog views * (Blog was initiated on September 28, 2012) | 17,169 |
| * Note: ALA main site and blog were not tracked due to a coding error | |
| | |

TABLE 4 Summary of Holdings by Type of Record

| | 2012-2013 | | 2011-2012 | | |
|--------------------------------------|-----------------------------|---------------------|-----------|----------------|----------------|
| MaterialType | # of Series/ Collections | Volume (cu. ft.) | Volume | # of Series | GAIN/ LOSS* |
| UNIVERSITY ARCHIVES | | | | | |
| Official Records | 1,822 | 13,523.0 | 14,356.6 | 1,936 | -833.6 |
| Personal Papers | 1,418 | 8,011.5 | 7,887.2 | 1,404 | 124.3 |
| Publications | 2,521 | 2,318.5 | 2,484.1 | 2,631 | -165.6 |
| Official Records-- Non-University | 422 | 1,736.9 | 456.4 | 126 | 1,280.5 |
| | | | | | |
| UA Subtotal* | 6,183 | 25,589.9 | 25,184.3 | 6,097 | 405.6 |
| | | | | | |
| ALA ARCHIVES ** | | | | | |
| MaterialType | Count | Cubic Feet | Volume | Count | |
| Personal Papers | 198 | 390.2 | 2,576.1 | 895 | -2,185.9 |
| Official Records | 893 | 2,595.2 | 389.6 | 197 | 2,205.6 |
| Publications | 421 | 402.6 | 411.3 | 432 | -8.7 |
| ALA Subtotal | 1,512 | 3,388.0 | 3,377.0 | 1524 | 11.0 |
| | | | | | |
| Total Official Records | 2,442 | 15,650.1 | 17,389.0 | 2,957 | -1,738.9 |
| Total Personal Papers | 2,311. | 10,606.7 | 8,276.8 | 1,601 | 2,329.9 |
| Total Publications | 2,942 | 2,721.1 | 2,895.4 | 3,063 | -174.3 |
| | 7,695 | 28,977.9 | 28,561.2 | 7,621 | 416.7 |

* Note: because of the expansion of the “Record Types” classification to also include a category for “Official Records-Non University,” the Gain/Loss data for specific “Material Type” reflects greater swings in holdings than actually present.

*Because of an error with the 2012 ALA data was not resolved until December 2012, Gain/Loss results for the ALA Archives data reflects activity only between December 2012 and June 2013.

| RG No. | RECORD GROUP | OFFICIAL RECORDS | | PERSONAL PAPERS | | PUBLICATIONS | | TOTALS | |
|--------|------------------------------------------------------------|------------------|---------|-----------------|---------|--------------|--------|--------|---------|
| | | SERIES | VOLUME | SERIES | VOLUME | SERIES | VOLUME | SERIES | VOLUME |
| 0 | Information about the University by Non-University Sources | 2 | 2.6 | 1 | 0.2 | 16 | 22.0 | 19 | 24.8 |
| 1 | Trustees | 30 | 254.5 | 19 | 30.3 | 8 | 36.2 | 57 | 321.0 |
| 2 | President | 130 | 1,888.9 | 28 | 146.1 | 47 | 21.7 | 205 | 2,056.7 |
| 3 | University Council | 3 | 19.0 | 0 | 0.0 | 0 | 0.0 | 3 | 19.0 |
| 4 | Faculty and Student Senate | 45 | 164.2 | 0 | 0.0 | 47 | 13.1 | 92 | 177.3 |
| 5 | Academic Development | 26 | 324.8 | 5 | 21.2 | 18 | 10.6 | 49 | 356.6 |
| 6 | Business & Financial Affairs | 41 | 497.6 | 4 | 4.1 | 28 | 26.2 | 73 | 527.9 |
| 7 | Graduate College | 51 | 407.7 | 7 | 12.0 | 64 | 65.1 | 122 | 484.8 |
| 8 | Agricultural, Consumer & Environmental Sciences | 152 | 1,161.2 | 146 | 371.6 | 372 | 239.9 | 670 | 1,772.7 |
| 9 | Business | 47 | 199.0 | 51 | 178.1 | 98 | 44.0 | 196 | 421.1 |
| 10 | Education | 55 | 367.8 | 35 | 132.1 | 107 | 45.4 | 197 | 545.3 |
| 11 | Engineering | 89 | 363.3 | 104 | 509.1 | 202 | 164.8 | 395 | 1,037.2 |
| 12 | Fine Arts and Applied Arts | 94 | 581.5 | 133 | 1,528.7 | 114 | 79.5 | 341 | 2,189.7 |
| 13 | College of Media | 74 | 409.5 | 19 | 143.7 | 37 | 13.5 | 130 | 566.7 |
| 14 | College of Law | 139 | 316.3 | 14 | 49.7 | 19 | 14.1 | 172 | 380.1 |
| 15 | Liberal Arts and Sciences | 221 | 927.6 | 276 | 1,962.8 | 305 | 155.9 | 802 | 3,046.3 |
| 16 | Applied Health Sciences | 26 | 147.3 | 16 | 80.2 | 49 | 15.7 | 91 | 243.2 |
| 17 | Veterinary Medicine | 3 | 22.2 | 2 | 25.9 | 27 | 11.8 | 32 | 59.9 |
| 18 | Graduate School of Library and Information Science | 45 | 395.8 | 15 | 77.4 | 43 | 19.3 | 103 | 492.5 |
| 19 | School of Social Work | 3 | 9.5 | 2 | 42.3 | 5 | 0.7 | 10 | 52.5 |
| 20 | Institute of Aviation | 4 | 10.3 | 2 | 2.1 | 15 | 2.6 | 21 | 15.0 |
| 21 | Institute of Government & Public Affairs | 3 | 21.6 | 1 | 43.0 | 16 | 3.8 | 20 | 68.4 |
| 22 | Labor & Industrial Relations | 6 | 48.5 | 10 | 34.5 | 21 | 10.0 | 37 | 93.0 |
| 23 | Environmental Studies | 1 | 7.0 | 0 | 0.0 | 12 | 5.4 | 13 | 12.4 |
| 24 | Chancellor's Office | 54 | 722.8 | 1 | 1.0 | 49 | 31.4 | 104 | 755.2 |
| 25 | Admissions & Records | 47 | 833.9 | 3 | 3.2 | 51 | 47.1 | 101 | 884.2 |
| 26 | Alumni Association | 62 | 506.8 | 182 | 997.2 | 34 | 264.1 | 278 | 1,768.0 |
| 27 | Armed Forces (ROTC) | 10 | 4.9 | 3 | 1.3 | 12 | 1.8 | 25 | 8.0 |
| 28 | Division of Intercollegiate Athletics | 19 | 180.6 | 9 | 23.0 | 43 | 48.9 | 71 | 252.5 |
| 29 | University Civil Service | 0 | 0.0 | 0 | 0.0 | 6 | 1.3 | 6 | 1.3 |
| 30 | Dads & Mothers Association | 5 | 28.6 | 0 | 0.0 | 8 | 2.5 | 13 | 31.1 |
| 31 | Continuing Education & Public Service | 12 | 14.4 | 7 | 13.2 | 73 | 20.5 | 92 | 48.1 |
| 32 | University Foundation | 12 | 41.6 | 0 | 0.0 | 15 | 4.9 | 27 | 46.5 |
| 33 | Campus Health Service | 3 | 2.4 | 1 | 0.4 | 10 | 3.1 | 14 | 5.9 |
| 34 | Legal Counsel | 4 | 103.0 | 0 | 0.0 | 0 | 0.0 | 4 | 103.0 |
| 35 | University Library | 137 | 575.1 | 56 | 274.5 | 54 | 328.0 | 247 | 1,177.6 |

| RG No. | RECORD GROUP | OFFICIAL RECORDS | | PERSONAL PAPERS | | PUBLICATIONS | | TOTALS | |
|--------|----------------------------------------------------|------------------|-----------------|-----------------|----------------|--------------|----------------|--------------|-----------------|
| | | SERIES | VOLUME | SERIES | VOLUME | SERIES | VOLUME | SERIES | VOLUME |
| 36 | Personnel Services | 1 | 8.0 | 0 | 0.0 | 20 | 3.4 | 21 | 11.4 |
| 37 | Facilities and Services | 38 | 650.1 | 5 | 1,005.6 | 47 | 17.7 | 90 | 1,673.4 |
| 38 | University Press | 3 | 3.9 | 2 | 12.9 | 13 | 210.0 | 18 | 226.8 |
| 39 | Public Information | 31 | 341.6 | 5 | 5.3 | 15 | 11.0 | 51 | 357.9 |
| 40 | Retirement System (SURS) | 0 | 0.0 | 0 | 0.0 | 12 | 1.8 | 12 | 1.8 |
| 41 | Student Affairs | 446 | 2,525.3 | 238 | 219.0 | 166 | 180.7 | 850 | 2,925.0 |
| 43 | Natural History Survey | 20 | 61.9 | 6 | 30.4 | 18 | 7.7 | 44 | 100.0 |
| 44 | Geological Survey | 1 | 3.6 | 4 | 15.4 | 22 | 15.0 | 27 | 34.0 |
| 45 | Illinois State Water Survey | 1 | 0.1 | 0 | 0.0 | 11 | 7.0 | 12 | 7.1 |
| 48 | Faculty Organizations | 34 | 85.4 | 1 | 0.6 | 6 | 57.2 | 41 | 143.2 |
| 49 | Galesburg Campus | 2 | 7.0 | 0 | 0.0 | 12 | 1.6 | 14 | 8.6 |
| 50 | Medical Center-Administration | 5 | 0.9 | 0 | 0.0 | 40 | 6.2 | 45 | 7.1 |
| 51 | Medical Center-Dentistry | 0 | 0.0 | 0 | 0.0 | 7 | 1.4 | 7 | 1.4 |
| 52 | Medical Center-Medicine | 5 | 9.9 | 5 | 13.5 | 30 | 7.5 | 40 | 30.9 |
| 53 | Medical Center-Nursing | 0 | 0.0 | 0 | 0.0 | 4 | 0.4 | 4 | 0.4 |
| 54 | Medical Center-Pharmacy | 0 | 0.0 | 0 | 0.0 | 12 | 1.6 | 12 | 1.6 |
| 55 | Medical Center-Aeromedical Laboratory | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 |
| 56 | Medical Center-Disabled Children | 0 | 0.0 | 0 | 0.0 | 2 | 0.2 | 2 | 0.2 |
| 57 | Medical Center-Research and Educational Hospitals | 0 | 0.0 | 0 | 0.0 | 5 | 0.5 | 5 | 0.5 |
| 58 | Medical Center-Institute for Tuberculosis Research | 0 | 0.0 | 0 | 0.0 | 1 | 0.1 | 1 | 0.1 |
| 59 | Medical Center-Graduate College | 0 | 0.0 | 0 | 0.0 | 2 | 0.9 | 2 | 0.9 |
| 60 | University of Illinois at Chicago | 2 | 0.4 | 0 | 0.0 | 36 | 10.3 | 38 | 10.7 |
| 61 | Chicago-Architecture and Art | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 |
| 62 | Chicago-Business Administration | 0 | 0.0 | 0 | 0.0 | 1 | 0.1 | 1 | 0.1 |
| 63 | Chicago-Education | 0 | 0.0 | 0 | 0.0 | 1 | 0.1 | 1 | 0.1 |
| 64 | Chicago-Engineering | 0 | 0.0 | 0 | 0.0 | 1 | 0.1 | 1 | 0.1 |
| 65 | Chicago-Liberal Arts and Sciences | 0 | 0.0 | 0 | 0.0 | 4 | 0.4 | 4 | 0.4 |
| 66 | Chicago-Health, Physical Education & Recreation | 0 | 0.0 | 0 | 0.0 | 2 | 0.2 | 2 | 0.2 |
| 67 | Chicago-Graduate College | 0 | 0.0 | 0 | 0.0 | 6 | 0.6 | 6 | 0.6 |
| | Totals | 2,244 | 15,259.9 | 1,418 | 8,011.5 | 2,521 | 2,318.5 | 6,183 | 25,589.9 |