

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
 - CAL Calendars
 - 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 Pamfilo

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 McMahan 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

28 Student Life

- 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 (?)

40 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)

80 Christ the King Seminary

- 000 List of Presidents
- 001 President's Office
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- 035 Franciscan Mission
- 036 University Ministries

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 Reifental
- 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