

University Archive Collection - Content Category Headings

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All references carry the prefix UA eg Trust Deeds for new College = UA 1/1/12-14. Please correctly quote any references when making any enquiries.

01 TRUST DEEDS

1/1/1 & 1a	Conveyance for Francis Close Hall
1/1/2 – 4	Abstracts from Trust Deeds
1/1/5 – 11	Schemes modifying Trust Deeds
1/1/12 – 14	Trust Deeds for new College
1/2	Collaborative Agreements

02 LIFE GOVERNOR'S PAPERS

2/1	Minutes: bound volumes / general papers
2/1/16	Field and Garden Sub-Committee
2/1/17	Notices & resolutions of annual & other meetings
2/2	Reports
2/3	Legal papers
2/4	Correspondence
2/5	Rev'd. Close Sermons & Lectures

03 FINANCIAL RECORDS

3/1	Account books
3/2	Cashbooks
3/3	Receipt / payment books
3/4	Income & expenditure books
3/5	Ledgers
3/6	Wage books
3/7	Subscriptions
3/8	Insurance
3/9	Fee registers
3/10	Bank statements
3/11	Special fund accounts
3/12	Food accounts
3/13	Balance sheets
3/14	Miscellaneous

- 04 ANNUAL REPORTS
- 4/1 Bound Volumes
 - 4/2 Single Volumes
- 05 PROSPECTUSES & COURSE PUBLICITY
- 5/1 Training College
 - 5/2 St. Paul's College
 - 5/3 St. Mary's College
 - 5/4 College of St. Paul & St. Mary
 - 5/5 Cheltenham & Gloucester College of Higher Education
 - 5/5/1 C&GCHE / University Undergraduate Prospectus
 - 5/5/2 C&GCHE / University Postgraduate Prospectus
 - 5/6 Other connected Institutions
 - 5/7 University Prospectuses and Guides – Other Types
- 06 CHURCH IN COLLEGE / CHAPEL
- 6/1 The Free Church of St. Paul
 - 6/2 Chapel Council
 - 6/3 Building, maintenance & fittings of Chapel
 - 6/4 Finance and donations
 - 6/5 Reports, surveys and questionnaires
 - 6/6 Ordinary services, calendars, service register
 - 6/7 Special services, memorial, reunion
 - 6/8 Chaplain's papers
 - 6/9 Correspondence, notices
 - 6/10 Prayer books, hymn sheets
 - 6/11 Prayer Union, Christian Societies
 - 6/12 Newsletters
 - 6/13 Choir
 - 6/14 Photographs, drawings
 - 6/15 Newspaper extracts, cuttings
 - 6/16 Larger volumes
 - 6/17 Christian Union & Related Papers
 - 6/18 Chapel Publicity and Marketing
- 07 PRACTISING SCHOOL
- 7/1/1 – 12 Letters, estimates, concerning erection of buildings
 - 7/1/13 – 56 Log books, accounts, school journeys
 - 7/2 St. Paul's Practising School Old Boys' Association

- 08 BUILDINGS
- 8/1 Francis Close Hall
 - 8/2 Shaftesbury Hall
 - 8/3 Royal Crescent (No. 12)
 - 8/4 The Priory
 - 8/5 Rosehill
 - 8/6 The Park
 - 8/7 Victoria House
 - 8/8 GlosCAT Sites
 - 8/9 Multiple Sites
 - 8/10 Hardwick
 - 8/11 Centre for Active Learning (CeAL)
- 09 COLLEGE COUNCIL & EXECUTIVE COMMITTEE /
COLLEGE COMMITTEE/ MANAGEMENT COMMITTEES
- 9/1 College Council & Executive Committee
 - 9/2 College Committee
 - 9/3 C of E Foundation
 - 9/4 Campus/ Faculty Committees
 - 9/5 Committee Handbooks
- 10 PRINCIPAL'S / VICE –CHANCELLOR’S PAPERS
- 10/1 Log books and diaries
 - 10/2 Staff registers
 - 10/3 Student admissions
 - 10/4 Minor committees
 - 10/5 Biographical details
 - 10/6 General administration
 - 10/7 General correspondence
 - 10/8 Training Colleges Clearing House
 - 10/9 External bodies
 - 10/10 Evacuation, Llandrindod Wells and Culham papers
 - 10/11 Benhall Farm papers
 - 10/12 Handbooks and bulletins
 - 10/13 Vice-Chancellor & Principal’s Newsletter

- 11 VICE-PRINCIPAL'S PAPERS
- 11/1 Administrative papers
 - 11/2 Handbooks, prospectuses, bulletins
 - 11/3 Brethren Colleges Abroad
 - 11/4 St. Helena Link
 - 11/5 Literary festivals
 - 11/6 Correspondence
 - 11/7 Miscellaneous
 - 11/8 Newspapers
 - 11/9 Mathematics texts
 - 11/10 Expenditure estimates
- 12 BURSAR' S PAPERS
- 12/1 Bursar's Papers
- 13 LIBRARY & LEARNING RESOURCES / LEARNING CENTRES
- 13/1 St. Paul's College Library
 - 13/2 St. Mary's College Library
 - 13/3 Library and Learning Resources
 - 13/4 Library Association and printed papers
 - 13/5 Plans - proposed alterations and extensions
 - 13/6 Director of Library & Learning resources
 - 13/7 Miscellaneous collections
 - 13/8 Papers relating to College Archives
 - 13/9 Local collections/photographs
 - 13/10 Multicultural Education
 - 13/11 Information News
 - 13/12 Faculty of Learning and Information Services Guides and Annual Reports
 - 13/13 University Learning Centres Publicity and Marketing
 - 13/14 University Learning Centres Resources
 - 13/15 University Learning Centres Management
- 14 COLLEGE SECRETARY' S PAPERS
- 14/1 – 2 Miscellaneous papers concerning exam results, testimonial sheets and examiner's reports on St. Mary's students
- 15 ACCOUNTANT'S PAPERS
- 15/1/1 – 3 Accountant's Papers for St. Paul's College
 - 15/1/4 – 7 Accountant's Papers for St. Mary's College

- 16 **DEPUTY BURSAR' S PAPERS**
 16/1/1 – 7 Plans of alterations, additions, etc.
 16/1/8 – 11 Administrative papers
- 17 **MEDICAL OFFICER**
 17/1 – 5 Various papers, reports, sick room book, etc. concerning
 the Medical Officer
- 18 **ACADEMIC REGISTRAR'S PAPERS**
 18/1 Academic Board
 18/2 Church Colleges
 18/3 Council for National Academic Awards
 18/4 Department of Education
 18/5 Miscellaneous
 18/6 Prospectuses
- 19 **PUBLICITY**
 19/1 Publicity Officer's Papers
 19/2 Colleges & Institutes of Higher Education
 19/3 Department of Education & Science (DES)
 19/4 General Prospectuses
 19/5 Course Prospectuses
 19/6 Publicity Committee
 19/7 Employment statistics
 19/8 Careers Guidance and Counseling and Appointments
 Committee Papers
 19/9 Departmental Publicity
 19/10 Events Publicity
 19/11 External Publicity
 19/12 Registration/ Induction/ Student Housing material

- 20 **ACADEMIC ADMINISTRATION**
- 20/1 Early papers
 - 20/2 Academic Board
 - 20/3 Internal examinations
 - 20/4 Academic Appeals Committee
 - 20/5 Curricula, syllabuses & timetables
 - 20/6 Departmental records
 - 20/7 Students' work
 - 20/8 Textbooks
 - 20/9 Tutorial system
 - 20/10 Western Joint Board
 - 20/11 Bristol University
 - 20/12 Gloucestershire Institute of Higher Education & Three
Colleges Committee
 - 20/13 Council for National Academic Awards
 - 20/14 Ministry of Education
 - 20/15 External examinations
 - 20/16 Laboratory records
 - 20/17 Department of Education & Science Documents
 - 20/18 Award Ceremonies
- 21 **STUDENT RECORDS**
- 21/1 Record books and cards 1910-76
 - 21/2 Admission registers 1847-1924
 - 21/3 Student registers & pass lists 1847-1958
 - 21/4 Obituaries of former students
 - 21/5 Student Memorial/ Funeral Services
- 22 **DEANS OF FACULTY**
- 22/1 Various correspondence, minutes, staff & student
records
- 23 **COURSE LEADERS**
- 23/1 Various papers re history, DIY / Home maintenance,
College Development Committee, Principal's Liaison
Group
- 24 **DEAN OF STUDENTS**
- 24/1 Various papers re matters of residence, the tutorial
system, the welfare of students, and the Chair of the
Student Services Committee

- 25 **H.M.I. REPORTS**
 25/1 Various correspondence from Board of Education, HMI reports
- 26 **VISITS TO COLLEGE**
 26/1 Correspondence & publicity re visits by Royalty, Government, VIPs
- 27 **HISTORIES OF COLLEGE**
 27/1 Various documents re histories, chronologies, and articles on the histories of the two colleges and the combined College of St. Paul and St. Mary
- 28 **SWIMMING POOL FUND**
 28/1 Various documents re proposals for swimming pool & running track, fundraising, publicity, opening
- 29 **STAFF**
 29/1 Academic staff
 29/2 Staff employment, meetings & unions
 29/3 Academic Staff Associations; ATCDE
 29/4 Domestic Staff
 29/5 Photographs
 29/6 Staff / Student handbooks
 29/7 Staffing Structures
 29/8 Staff Memorial/ Funeral Services
- 30 **STUDENT UNION / ACTIVITIES / PUBLICATIONS**
 30/1 Student Union
 30/2 Student Publications
 30/3 Student Activities and Societies
 30/4 Student Awards and Bursaries
 30/5 Tarsus Press
- 31 **SPORTS CLUB**
 31/1 General and Executive Committees
 31/2 Fixture Lists
 31/3 Sports Clubs
 31/4 Miscellaneous
 31/5 British Colleges Sports Association / Swimming and Water Polo Section
 31/6 Sporting Year Books

- 32 OLD STUDENTS ASSOCIATION (OSA) / ALUMNI
- 32/1 St. Paul's College Notes, Directory and Year Book
 - 32/2 St. Mary's Directory and College Notes
 - 32/3 St. Paul and St. Mary Year Book
 - 32/4 St. Paul's, St. Mary's and St. Paul and St. Mary Old Students' Association meeting minutes
 - 32/5 St. Paul's, St. Mary's and St. Paul and St. Mary Old Students' Association subscriptions and financial organisation
 - 32/6 Reunions
 - 32/7 Centenary celebrations 1947
 - 32/8 Miscellaneous administration of Old Student Associations
 - 32/9 Reunion Games
 - 32/10 Swimming Bath and Running Track Appeal Committee
 - 32/11 Marquee
 - 32/12 Obituaries of (mainly) St. Paul's former students
 - 32/13 Correspondence with & from (mainly) former members of staff
 - 32/14 The Alumni Association
- 33 ST. MARY'S MAGAZINES
- 33/1 Echoes from St. Mary's
 - 33/2 Echoes from Cheltia
 - 33/3 St. Mary's Magazine
 - 33/4 Sim
 - 33/5 Bound Edition
- 34 MS CHELT
- 34/1 St. Paul's Manuscript Chelts
 - 34/2 St. Mary's Manuscript Chelts
- 35 PRINTED CHELT
- 35/1 Single editions, pre-1900
 - 35/2 Single editions, post-1900
 - 35/3 Bound volumes
 - 35/4 Reunion Chelts
 - 35/5 Correspondence and draft texts

36 MULTI-MEDIA (Photos, Tapes, Videos, CDs, Slides etc).

- 36/1 Buildings
- 36/2 Staff
- 36/3 Students Academic Work
- 36/4 Students
- 36/5 Student activities
- 36/6 Year groups, St. Mary's / St. Paul's
- 36/7 Sports
- 36/8 College reunions
- 36/9 Visits and openings
- 36/10 Newspaper cuttings
- 36/11 Negatives
- 36/12 Albums
- 36/13 Miscellaneous
- 36/14 Postcards
- 36/15 Framed Pictures
- 36/16 Practising School
- 36/17 Other framed art works
- 36/18 Plans
- 36/19 Prints
- 36/20 Plaques, tablets & awards
- 36/21 Film
- 36/22 Audio Recordings
- 36/23 Videos
- 36/24 DVDs/ CD-Rs

37 CHELT CLUBS

- 37/1 The Chelt Club of London
- 37/2 Bristol and District Chelt Club
- 37/3 Western District Chelt Club
- 37/4 Plymouth and District Chelt Club
- 37/5 The Walsall Brotherhood
- 37/6 North Staffordshire Chelt Club
- 37/7 The Chelt Masonic Lodge
- 37/8 Chelt Clubs
- 37/9 Midland Chelt Club
- 37/10 Leicester Chelt Club
- 37/11 North-West Chelt Club
- 37/12 Oxford and District Chelt Club
- 37/13 Pendants

- 38 CHURCH TRAINING COLLEGES
- 38/1 General
 - 38/2 St. Matthias, Bristol
 - 38/3 College of Old Sarum, Salisbury
 - 38/4 St. John's College, York
 - 38/5 St. Peter's College, Saltley
 - 38/6 Culham College, Abingdon
 - 38/7 Home & Colonial Training College
 - 38/8 Miscellaneous
 - 38/9 National Coordination
 - 38/10 Hockerill College
- 39 DEPOSITED DOCUMENTS & ITEMS
- Details of deposited items are currently unavailable online
- 40 GRADUATE SCHOOL / POSTGRADUATE MODULAR SCHEME
- 40/1 The Graduate School Newsletter: Postgraduate
- 41 MARKETING AND COMMUNICATIONS DEPARTMENT.
- 41/1 Press Cuttings
 - 41/2 Press Releases
 - 41/3 Staff newsletter: Communique Press
 - 41/4 Internal Departmental Publicity
 - 41/5 Promotional Activities
 - 41/6 Branded Items
 - 41/7 University News (formerly Staff News Weekly)
 - 41/8 CGCHE College Newsletter
 - 41/9 Director/ Principal/ Vice-Chancellor's Letters to Staff
- 42 GLOSCAT & ANTECEDENTS
- 42/1 Gloucestershire College of Art & Design
 - 42/2 North Gloucestershire Technical College
 - 42/3 Gloucestershire Training College of Domestic Science
 - 42/4 South West Regional Management Centre
 - 42/5 GlosCAT
- 43 DEPARTMENTAL PUBLICITY
- 43/1 University Development Centre newsletter
 - 43/2 Centre for Learning & Teaching
 - 43/3 Countryside and Community Research Unit (CCRU)
 - 43/4 Centre for Business
 - 43/5 The Gloucester Suite – Student Training Restaurant

- 44 **GIFTS**
 44/1 Various items
- 45 **UNDERGRADUATE MODULAR SCHEME**
 45/1 Modus
- 46 **DIRECTORATE AND CORPORATE RECORDS**
 46/1 Strategic Plans
 46/2 Handbooks
- 47 **TEACHING RESOURCES**
 47/1 Arithmetic/ Mathematics
 47/2 Art and Architecture
 47/3 Domestic Science
 47/4 Education/ Teaching
 47/5 English including fiction, non-fiction, biographies and
 poetry
 47/6 History including Archaeology
 47/7 Languages
 47/8 Music
 47/9 Natural Sciences e.g. Biology, Botany, Geography,
 Geology, Environmental Studies, Landscape
 Architecture, Nature, Physiology and Rural Studies
 47/10 Physical Education/ Sports
 47/11 Science
 47/12 Social Sciences
 47/13 Theology/ Religious Studies
 47/14 Performance Arts including Production Management,
 Technical and Stage Craft
- 48 **PARTNERSHIP ORGANISATIONS**
 48/1 The Urban Studies Centre/ The Urban Learning
 Foundation
 48/2 **SWIFT/ GWIST**
- 49 **CLOTHING**
 49/1 Training College (Pre 1921)
 49/2 St. Paul's College
 49/3 St. Mary's College
 49/4 College of St. Paul and St. Mary
 49/5 Cheltenham and Gloucester College of Higher
 Education
 49/6 University of Gloucestershire