

**A Partial Finding Aid for the President's Files  
1952-1959 (Sister Neomisia Rutkowska, CSFN)  
RG 02.08.01**

**Finding aid prepared by Sister Brendan O'Brien, CSFN, CA**

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This finding aid was produced using the Archivists' Toolkit

September 17, 2013

Describing Archives: A Content Standard

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Holy Family University Archives c/o Library  
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## Summary Information

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<b>Repository</b>	Holy Family University Archives
<b>Creator</b>	Rutkowska, Neomisia, Sister, CSFN, 1898-1998
<b>Title</b>	President's files 1952-1959 (Sister Neomisia Rutkowska, CSFN)
<b>Date</b>	1952-1959
<b>Extent</b>	0.5 Linear feet (1 manuscript box)
<b>Language</b>	English
<b>Language of Records</b>	English
<b>Abstract</b>	This series includes records for many of the events occurring immediately prior to and during Sister Neomisia Rutkowska's presidency (1954-July 1959). Sister Neomisia was the founding president of Holy Family University (then Holy Family College) and the records document aspects of the University's early history.

### Preferred Citation

Preferred citation for this material is: [Identification of item], in President's Files 1952-1959 (Sister Neomisia Rutkowska, CSFN), University Archives, Holy Family University.

## Arrangement

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The records in this series are arranged in subseries by topic: correspondence, finance, surveys/questionnaires, general files.

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## Administrative Information

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### Publication Information

Holy Family University Archives

### Access Restrictions

Contact the University Archives for an appointment to access these records and for details regarding access restrictions which may apply due to university policy or legislation governing privacy issues.

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### Source of Acquisition

The records in this series were transferred in stages to the University Archives from the President's Office.

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## Related Materials

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### Related Archival Materials

Other archival materials related to this series include the collection on Sister Neomisia Rutkowska and the collections on Holy Family Hall and the original Lourdes Hall (now St. Joseph's Hall). The Annals and various university publication and photograph collections also contain material that complement this series.

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## Controlled Access Headings

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### Corporate Name(s)

- Holy Family University (Philadelphia, Pa.). President's Office.

### Genre(s)

- applications
- correspondence
- publications
- surveys

### Geographic Name(s)

- Pennsylvania
- Philadelphia

### Subject(s)

- academic affairs
- curricula
- finance
- records
- relations with other institutions
- relations with state government
- seals
- transfer credits
- universities and colleges

**Correspondence (1952-1960)**

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## **Collection Inventory**

### **Box 1 Folder 1 Correspondence (1952-1960)**

Box 1 Folder 1 Letter to Cathleen Champlin (April 15, 1957)

Box 1 Folder 1 Letter from Richardson Dilworth (July 31, 1956)

Box 1 Folder 1 Letter to Blair Gunther (October 9, 1953)

Box 1 Folder 1 Letter from Kevin R. Keelan, TOR (February 13, 1959)

Box 1 Folder 1 Letter to Kevin R. Keelan, TOR (February 19, 1959)

Box 1 Folder 1 Letter to Kevin R. Keelan, TOR (March 9, 1959)

Box 1 Folder 1 Letter from John J. Kelly (July 29, 1957)

Box 1 Folder 1 Letter from John J. Kelly (July 31, 1957)

Box 1 Folder 1 Letter from John J. Kelly (August 5, 1957)

Box 1 Folder 1 Letter from John J. Kelly (August 6, 1957)

Box 1 Folder 1 Letter to John J. Kelly (September 7, 1957)

**Correspondence (1952-1960)**

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Box 1 Folder 1 Letter from Joseph F. Klekotka (June 13, 1957)

Box 1 Folder 1 Letter to Joseph F. Klekotka (June 15, 1957)

Box 1 Folder 1 Telegram From George M. Leader (July 27, 1956)

Box 1 Folder 1 Letter from George M. Leader (May 8, 1957)

Box 1 Folder 1 Letter from Donald A. MacLean (May 8, 1956)

Box 1 Folder 1 Letter from Donald A. MacLean (May 12, 1956)

Box 1 Folder 1 Letter from Donald A. MacLean (May 15, 1956)

Box 1 Folder 1 Letter from Donald A. MacLean (June 2, 1956)

Box 1 Folder 1 Letter from Donald A. MacLean (June 25, 1956)

Box 1 Folder 1 From Joseph M. McShea (December 31, 1955)

Box 1 Folder 1 From Joseph M. McShea (February 20, 1957)

Box 1 Folder 1 To Joseph M. McShea (April 1, 1958)

Box 1 Folder 1 Letter to John F. O'Hara, CSC (June 19, 1952)

Box 1 Folder 1 Letter from John F. O'Hara, CSC (June 23, 1952)

**Correspondence (1952-1960)**

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Box 1 Folder 1 Letter on behalf of John F. O'Hara, CSC (September 2, 1952)

Box 1 Folder 1 Letter to John F. O'Hara, CSC (November 24, 1952)

Box 1 Folder 1 Letter on behalf of John F. O'Hara, CSC (December 2, 1952)

Box 1 Folder 1 Letter to John F. O'Hara, CSC (January 12, 1954)

Box 1 Folder 1 Letter from John F. O'Hara, CSC (January 18, 1954)

Box 1 Folder 1 Letter to John F. O'Hara, CSC (February 15, 1954)

Box 1 Folder 1 Letter from John F. O'Hara, CSC (February 18, 1954)

Box 1 Folder 1 Letter to John F. O'Hara, CSC (March 9, 1954)

Box 1 Folder 1 Letter from John F. O'Hara, CSC (March 12, 1954)

Box 1 Folder 1 Letter to John F. O'Hara, CSC (May 4, 1954)

Box 1 Folder 1 Letter from John F. O'Hara, CSC (May 7, 1954)

Box 1 Folder 1 Letter from John F. O'Hara, CSC (August 1, 1955)

Box 1 Folder 1 Letter from John F. O'Hara, CSC (September 28, 1955)

Box 1 Folder 1 Letter to John F. O'Hara, CSC (March 12, 1958)



**Finance (1955-1959)**

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Box 1 Folder 1 Letter from Edward M. Reilly (February 11, 1957)

Box 1 Folder 1 Letter from J. J. Roebiecki (May 10, 1958)

Box 1 Folder 1 Letter from Mary A. Scheuhing (September 12, 1958)

Box 1 Folder 1 Letter to Mary A. Scheuhing (September 16, 1958)

Box 1 Folder 1 Miscellaneous correspondence (1952-1960)

**Finance (1955-1959)**

Box 1 Folder 2 Financial statements (June 1955-June 30, 1959)

Box 1 Folder 3 Fidelity-Philadelphia Trust Company Investment Supervisory Account (May 1955-July 1959)

**Surveys/Questionnaires (1954-1959)**

Box 1 Folder 4 Commonwealth of Pennsylvania Department of Public Instruction (1954-1959)

**General files (1953-1959)**

Box 1 Folder 5 Armorial seal (February-September 1954)

Box 1 Folder 6 Ave - Freshman publication for the Marian Year (1954)

**General files (1953-1959)**

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Box 1 Folder 7 Commencement presiders (1958, 1959)

Box 1 Folder 8 Committee on Higher Educational Opportunities in Philadelphia (1957-1959)

Box 1 Folder 9 Market Street National Bank Correspondence (April-May 1953)

Box 1 Folder 10 National Federation of Catholic College Students (1958-1959)

Box 1 Folder 11 Pennsylvania Department of Public Instruction - Teacher Certification (1956-1959)

Box 1 Folder 12 Registration of Curriculum - New York State Board of Regents (1957-1958)

Box 1 Folder 13 Transfer credit agreements (November 1957)