Collection Overview:
Title: University Offices and Departments
Creator: Liberty University
Dates: 1971 - 2005
Repository: Liberty University Archive
Extent: 0.83 linear feet
Abstract: This Record Group contains the papers of the University offices and departments that are not large enough to require their own Record Groups. Included are contains promotional materials, publications, newsletters, business materials, official papers and policies.

Historical Note:
Liberty University was founded in 1971 under the name of Lynchburg Baptist College. The college was incorporated on January 18, 1972. In 1974 the college received permission to grant degrees from the Virginia State Council of Higher Education. In 1975 the name was changed to Liberty Baptist College. In 1980 the college received accreditation from the Southern Association of Colleges and Schools. In 1985 the name was changed to Liberty University.

Sub-Group 12: Office of University Relations - the Office of University Relations was dissolved in 2007.

Scope and Content Notes:
This Record Group is approximately 0.83 linear feet. It contains promotional materials, publications, newsletters, business materials, official papers and policies. Materials range from 1971 – 2005.

Administrative Notes:
Access Restrictions: highlighted materials are in the Restricted section of the archives. Access to these materials is strictly monitored and may only be obtained with signed permission from the creating entity.
Use Restrictions: Copyright for Official University records is held by Liberty University; all other copyright is retained by the authors of the materials or their descendents as stipulated by United States copyright law.
Preferred Citation: [folder name, number]; [series name, number]; [sub-group name, number]; University Offices and Departments, Record Group 8; Liberty University; Liberty University Archive, Lynchburg VA.
Arrangement: The Sub-Groups are arranged by institutional unit. The Series are arranged by subject. This series contains some oversized materials which are filed separately.
Processing Information: Collection was processed by Abigail Sattler.
Last Updated: This Finding Aid was last updated on March 20, 2014.
Related Materials:
**Brief Description of the Collection:**

LU 8:1-18 Box 1: General Materials of the Office of International Studies, Office of the University Chaplain, Minority & International Student Office, Office of Business Affairs, Spiritual Life/Campus Pastor’s Office, Graduate and Commuter Student Office, Student Advocate Office, Admissions Office, Office of Student Activities, Department of Development and Alumni Affairs, Police Department, Office of University Relations, Photography Department, Department of Intercollegiate Athletics, University Assistance Center, Experiential Learning Assessment Department, Student Development Office and the Center for Judaic Studies

LU 8:1-18 Box 2: Restricted Materials of the Office of International Studies, Office of the University Chaplain, Minority & International Student Office, Office of Business Affairs, Spiritual Life/Campus Pastor’s Office, Graduate and Commuter Student Office, Student Advocate Office, Admissions Office, Office of Student Activities, Department of Development and Alumni Affairs, Police Department, Office of University Relations, Photography Department, Department of Intercollegiate Athletics, University Assistance Center, Experiential Learning Assessment Department, Student Development Office and the Center for Judaic Studies

**Detailed Description of the Collection:**

**LU 8:1-18 Box 1**

Sub-Group 1: Office of International Studies

Series 1: General Materials

  Unit 1: Brochures and Promotionals

  Unit 2: Miscellaneous Materials

Series 2: Publications

  Unit 1: International Student Handbook

Sub-Group 2: Office of the University Chaplain

Series 1: General Materials

  Unit 1: Campus Ministry Update Newsletter

Sub-Group 3: Minority & International Student Office

Series 1: General Materials

  Unit 1: Awards, Invitations and Events

Series 2: Publications

  Unit 1: MISO Connection Newsletter

Folder A: 1997
Folder B: 1998
Folder C: 1999
Folder D: 2000
Folder E: 2001
Folder F: 2002

Unit 2: Minority Student Orientation Handbook

Sub-Group 4: Office of Business Affairs

**LU 8:1-18 Box 2**
Series 1: Business Materials
   Unit 1: [Organizational Charts](#)

**LU 8:1-18 Box 1**
Series 2: Mass Mailings
   Unit 1: Undated Mailings

Sub-Group 5: Spiritual Life/Campus Pastor’s Office
Series 1: General Materials
   Unit 1: Miscellaneous Materials

Sub-Group 6: Graduate and Commuter Student Office
Series 1: General Materials
   Unit 1: Commuting Times Newsletter
   Unit 2: The Commuter Newsletter (1996)

Sub-Group 7: Student Advocate Office
Series 1: General Materials
   Unit 1: Handouts and Brochures

Sub-Group 8: Admissions Office
Series 1: General Materials
   Unit 1: Scholarship Materials
   Unit 2: Admissions Booklets
   Unit 2: Mass Mailings

Sub-Group 9: Office of Student Activities
Series 1: Liberty Dateline Newsletter
LU 8:1-18 Box 2
Sub-Group 10: Department of Development and Alumni Affairs
    Series 1: Donation Reports
        Unit 1: 2001 June – December
        Unit 2: 2002 January – March
    Series 2: Correspondence
        Unit 1: Basketball
        Unit 2: Grant Proposals
        Unit 3: Liberty Medal of Business Leadership
LU 8:1-18 Box 1
    Series 3: Publications
        Unit 1: All about aLUmni Newsletter
Sub-Group 11: Police Department
    Series 1: General Materials
        Unit 1: Brochures
        Unit 2: Announcements and Press Releases
        Unit 3: Your Right to Know Newsletter
        Unit 4: Emergency Services Certificates
    Series 2: Policies and Regulations
        Unit 1: Traffic and Parking Regulations
Sub-Group 12: Office of University Relations
    Series 1: Vice President Update Newsletter
        Unit 1: 2004
        Unit 2: 2005
    Series 2: Correspondence
        Unit 1: 2000 – 2009
Sub-Group 13: Photography Department
Series 1: General Materials
   Unit 1: Brochures and Promotionals
Series 2: Faculty Papers
   Unit 1: Robert DuVaul
Sub-Group 14: Department of Intercollegiate Athletics
   Series 1: General Materials
      Unit 1: Brochures and Promotionals

LU 8:1-18 Box 2
Sub-Group 15: University Assistance Center
   Series 1: General Materials
      Unit 1: Brochure Draft Materials

LU 8:1-18 Box 1
Sub-Group 16: Experiential Learning Assessment Department
   Series 1: Official Papers
      Unit 1: HELP Preparation Guide
Sub-Group 17: Student Development Office
   Series 1: General Materials
      Unit 1: Newsletters

LU 8:1-18 Box 2
   Series 2: Student Services Surveys
      Unit 1: 1990 – 1994
      Unit 2: 1995 – 1999
   Series 3: Official Papers
      Unit 1: Mission Statements
      Unit 2: Annual Reports
      Unit 3: Assessment Plan
      Unit 4: Student Opinion Poll

LU 8:1-18 Box 1
Sub-Group 18: Center for Judaic Studies
   Series 1: General Materials
      Unit 1: Brochures and Promotionals