

Winthrop University Archives  
Preliminary Descriptive Inventory

Unit: **Office of the President**  
Sub-Group: **Henry R. Sims Administration (1944-1959)**  
Series: **Administrative Records**

Record Group no: **W403**  
Sub-group no: **4D**  
Series no: **4**

Description of series and its contents:

This series along with the administrative memoranda, reports and notices, include supporting records, such as statistical studies, mimeographed copies of relevant correspondence and sample forms that were used. The records were mainly sent to students, faculty, administrative officers of the College, trustees, and to members of the legislature, and reflect administrative policy formulated at the presidential level. Of special importance are the periodic reports to the Board of Trustees by Sims, which summarize the state of officers at Winthrop; therefore, these reports are similar to and related to the reports to the Board of Trustees made by previous and subsequent presidents of the College. The records are in general chronological order.

| <u>Box(es)</u> | <u>Folder(s)</u> | <u>Contents</u>                               | <u>Year(s)</u>            |
|----------------|------------------|---|---------------------------|
| 1              | 1-5              | Administrative Memoranda, Reports and Notices | June 20, 1944-May 8, 1947 |
| 2              | 6-10             | Administrative Memoranda, Reports and Notices | July 4, 1947-May 5, 1959  |