Finding aid for the University of California, Los Angeles. Department of Geography records UARC.0030

UCLA Library Special Collections
Online finding aid last updated 2019 January 22.
Room A1713, Charles E. Young Research Library
Box 951575
Los Angeles, CA 90095-1575
spec-coll@library.ucla.edu
URL: https://www.library.ucla.edu/special-collections
Language of Material: English
Contributing Institution: UCLA Library Special Collections
Title: Department of Geography records
Creator: University of California, Los Angeles. Department of Geography
Identifier/Call Number: UARC.0030
Physical Description: 3.2 Linear Feet (8 boxes)
Date (inclusive): 1924-1984
Abstract: Record Series 30 contains the administrative files of the Department of Geography. These include correspondence of the chair, departmental reports, meeting minutes, Geographic Society meeting minutes, and departmental memoranda. Record Series 30 also contains written accounts of the development of geography education in the University of California system.
Language of Material: Materials are in English.
Stored off-site. All requests to access special collections material must be made in advance using the request button located on this page.
Conditions Governing Access
COLLECTION STORED OFF-SITE: Open for research. All requests to access special collections materials must be made in advance using the request button located on this page.
Conditions Governing Use
Copyright to portions of this collection has been assigned to the UCLA Library Special Collections. The library can grant permission to publish for materials to which it holds the copyright. Commercial use may require additional rights that must be determined and obtained by the researcher. All requests for copyright permission to publish must be submitted in writing to Library Special Collections. Credit shall be given as follows: The Regents of the University of California on behalf of the UCLA Library Special Collections.
Preferred Citation
[Identification of item], University of California, Los Angeles. Department of Geography records (University Archives Record Series 30). UCLA Library Special Collections, University Archives University of California, Los Angeles.
Immediate Source of Acquisition
Geography Department; Transfer; July 1986. Geographic Society newsletters gift of Rosemary and Reese Benson, March 2009.
Processing Information
Processed by University Archives staff, 1986 July; further processing by Katharine A. Lawrie, 2013 March; machine-readable finding aid created by Katharine A. Lawrie, 2013 June.
Reprocessing, including merging of record series, enhanced description, and further arrangement, by Dylan Karlsson in the Center for Primary Research and Training (CFPRT) under the supervision of Lori Dedeyan, 2018.
Record series 30 includes the contents of former University Archives record series numbers 31 and 33, which were retired after their contents were merged into this record series in January 2019.
UCLA Catalog Record ID
UCLA Catalog Record ID: 3520466
Biographical / Historical
Classes in Geography were offered when the Los Angeles State Normal School (now UCLA) opened its doors in 1882. Prior to 1919, when the Los Angeles State Normal School was incorporated into the University of the California system, the department was primarily concerned with the training of secondary school teachers. After 1920 more emphasis was placed on the training of researchers and preparing students for graduate studies. Graduate courses leading to the Masters of Art degree were added to the department curriculum in 1934-1935 and the Doctoral program was added in 1948-1949. In 1985, the Department of Geography was formally established as an academic unit.
Scope and Contents
Record Series 30 contains correspondence files of the chair of the geography department, and administrative materials such as departmental reports, memos and minutes of the Geographic Society. Record Series 30 also contains essays and notes concerning the development of geography education in the University of California system and history of the geography department at UCLA, written by several faculty members.
Arrangement
This collection has been arranged in the following series:
Series 1: Correspondence, 1924-1984
Series 2: Reports, minutes, and memos, 1924-1983

Materials in Series 1 are arranged alphabetically. Materials in Series 2 and 3 are arranged chronologically.

Subjects and Indexing Terms
Geography -- Study and teaching
University of California, Los Angeles. Department of Geography -- Archives

Series 1. Correspondence 1924-1984

Scope and Contents
Series 1 contains correspondence files of the department chair pertaining to the department, the Institute of International and Foreign Studies, the College of Letters and Science, and the Chancellor's Office.

Arrangement
This series contains an original alphabetical order, with certain folders containing correspondence solely from particular individuals or organizations. Items are organized alphabetically by the correspondent's last initial, or the first letter in an organizational entity's title. The original order of the files has been maintained.

box 1, folder 1  "A" 1931-1984
box 1, folder 2-3  "B" 1924-1959, 1960-1979
box 1, folder 4-5  Business Office 1928-1969; 1970-1976
box 1, folder 6,  "C" 1932-1960, 1961-1980
box 2, folder 1  "D" 1936-1982
box 2, folder 2  "E" 1949-1982
box 2, folder 4  Environmental Health and Safety Office 1958-1977
box 2, folder 5  "F" 1935-1982
box 2, folder 6  "G" 1927-1982
box 2, folder 7  Geography Department - Berkeley 1958-1973
box 3, folder 1  Geography Department - Davis 1961-1972
box 3, folder 2  Geography Department - Irvine 1963-1975
box 3, folder 3  Geography Department - Riverside 1960-1971
box 3, folder 4  Geography Department - Santa Barbara 1960-1979
box 3, folder 5  Graduate Division 1933-1944, undated
box 3, folder 8  "I" 1941, 1952-1980
box 3, folder 9  Institute of International and Foreign Studies 1959-1973
box 3, folder 10  "J" 1939-1980
box 3, folder 11  "K" 1934-1975
box 4, folder 1  "L" 1936-1984
box 5, folder 1  UCLA Library 1931-1934; 1958-1982
box 5, folder 2  Library of Congress, Map Division 1937, 1951-1970
box 5, folder 3  "M" 1940-1981
box 5, folder 4  McBride, George 1942-1966
box 5, folder 5  "N" 1953-1981
box 5, folder 6  "O" 1927-1979
box 5, folder 7  "P" 1935-1982
box 6, folder 1-2  President's Office 1928-1946, 1958-1963
box 6, folder 3  Provost's (Chancellor's) Office 1936-1946, 1973
box 6, folder 4  "Q" and "R" 1928-1979
Series 1. Correspondence 1924-1984

<table>
<thead>
<tr>
<th>Box, Folder</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6, 5-6</td>
<td>&quot;S&quot; 1924-1973</td>
</tr>
<tr>
<td>7, 1</td>
<td>&quot;S&quot; 1974-1984</td>
</tr>
<tr>
<td>7, 2</td>
<td>Social Science Building 1941-1953, undated</td>
</tr>
<tr>
<td>7, 3</td>
<td>&quot;T&quot; 1924-1978</td>
</tr>
<tr>
<td>7, 4</td>
<td>&quot;U&quot; and &quot;V&quot; 1931-1974</td>
</tr>
<tr>
<td>7, 5</td>
<td>&quot;W&quot; 1925-1982</td>
</tr>
<tr>
<td>7, 6</td>
<td>&quot;X&quot;, &quot;Y&quot;, and &quot;Z&quot; 1941-1982</td>
</tr>
</tbody>
</table>

Series 2. Reports, minutes of meetings, and memos 1924-1983

Scope and Contents
Series 2 contains internal departmental reports, external reviews, memos, and minutes from Geographic Society meetings.

<table>
<thead>
<tr>
<th>Box, Folder</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8, 1</td>
<td>Departmental reports 1924-1953; 1983</td>
</tr>
<tr>
<td>8, 2</td>
<td>Minutes of Geographic Society meetings 1938, 1945-1954</td>
</tr>
<tr>
<td>8, 3</td>
<td>Departmental memos 1975</td>
</tr>
</tbody>
</table>


Scope and Contents
Series 3 contains notes and writings by department professors and staff about the development of geography education in the University of California system and history of the Department of Geography at UCLA.

<table>
<thead>
<tr>
<th>Box, Folder</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8, 4</td>
<td>Ruth Baugh, &quot;The beginning of geography in the U.C.&quot; 1951</td>
</tr>
<tr>
<td>8, 5</td>
<td>Joseph Spencer, &quot;Notes on the growth of the graduate program&quot; 1971</td>
</tr>
<tr>
<td>8, 6</td>
<td>Ruth Baugh and Joseph Spencer, &quot;A historical chronology of the Department of Geography, 1882-1972&quot; 1972</td>
</tr>
<tr>
<td>8, 7</td>
<td>Joseph Spencer, &quot;Notes on Department Philosophy and Question of Graduate Program&quot; 1973</td>
</tr>
<tr>
<td>8, 8</td>
<td>Joseph Spencer, &quot;Notes on physical facilities provided the department&quot; 1973</td>
</tr>
<tr>
<td>8, 10</td>
<td>Gary Dunbar, &quot;Geography in the University of California, 1868-1941&quot; 1981</td>
</tr>
</tbody>
</table>