

Inventory of the

**Public Affairs
Office**

Records

in the

Northern Illinois University Archives

UA 12

INTRODUCTION

The University Archives acquired the inactive records from the Office of Public Affairs in several installments beginning in the mid-1960's. There are no restrictions on access to the collection.

91 boxes
38.75 linear feet
1947-

SCOPE AND CONTENT

This collection dates primarily from 1947 to mid-1990's and consists of four series: administrative records; publications; news releases; and "Newslines" tapes. Most records relate to news production service for departments on campus, publicity, radio broadcasting activities, and campus conferences and conventions operated in connection with activities of community and professional groups. Because the Office of Public Information is an information collecting agency and public relations arm for Northern Illinois University, the records provide a framework for most of the University's history during the past fifty years. There are several gaps (1956-1957, 1972-1973) in the News Release series.

HISTORICAL SKETCH

The Office of Executive Secretary for the Alumni Association was established in 1937 for the purpose of securing alumni support for the Northern Illinois State Teachers College. Elected by an ad hoc committee, Dr. Paul Street became the first full-time alumni secretary responsible for student, faculty, and administrative publicity. The Association and its quarterly publication, Northern Alumnus, served as a bureau for alumni information for seventeen years. In 1947, Dr. William Froom joined the office under its new title, Alumni Activities and Public Relations.

In 1953 President Leslie A. Holmes introduced a plan for administrative reorganization. Anticipating growth and the need for additional services, the administration established Regional Services, one of four new divisions on campus. Assuming responsibilities of the Alumni Activities and Public Relations Office, Regional Services managed and operated five major areas: the News Bureau, the Alumni Office, the University Radio Station, the Publications Service, and the Speakers Bureau and Program Service. One year after reorganization Dr. Froom became acting director of Regional Services.

Under the direction of William Froom, the Division of Regional Services employed nine professional people with a wide range of experience in public media and education. Regional Services expanded publications to include NIU News Items, NIU Facts, and News in a Nutshell.

As the University continued to grow, Regional Services continued to evaluate and review its traditional services. During the academic year 1967-1968 the Division of Regional Services changed its title to the Division of University Services. In 1972, the Division reorganized as the Office of Information and Public Affairs under the Assistant to the President. This office assumed complete coordination of alumni and public relations, news service, and publication. The Office of Information continued to report the activities, achievements, and research of faculty and staff and the academic progress of students.

Thomas Montiegel was named the University's first Vice President for Development and University Relations, taking office on May 1, 1986. Reporting to him were five separate offices: Alumni and Development; Corporate Relations; Public Information; Publication and Printing; and WNIU-FM. The Office of Public Information's main responsibilities included the writing and distribution of news releases; the maintenance of a clipping file that includes NIU events, organizations, and personalities; and keeping faculty information and photographs.

Further streamlining gave the Vice President for Development and University Relations oversight over three offices: the Director of Development (which encompasses Annual Giving, Corporate Relations, Prospect Research, and Alumni Relations); the NIU Foundation Controller; and the Assistant to the Vice President who oversees the offices of Publications, Printing, Public Information, Periodicals, Records and Systems, and Northern Public Radio. On May 1, 1995 the Office of Public Information became the Department of Public Affairs.

COLLECTION INVENTORY

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
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SERIES I: Administrative Records

1	1-4	Annual Reports, (1955-1964)
2	1-7	Annual Reports, 1964-1970
3	1-22	Correspondence, 1954-1979; A-F
4	1-18	Correspondence, G-H
5	1	Regional Services Directors Annual Message, 1967-1968
	2	Regional Services Advisory Council Meeting Minutes, February 19, 1954-January 21, 1955, 1961

5	3	Regional Services Operational Manual, Organization, and Duties, 1954-1963
	4	Publications Services Policies and Procedures, 1967-1974
	5	Regional Services Presentations, 1958-1968
	6	University Relations Reorganization, 1969-1972
		Public Relations Committee:
	7	Organization and Policies, 1940-1970
	8	Correspondence, 1952-1972
	9	Miscellaneous Reports, (1962-1972)
	10	Minutes, (October 24, 1939-March 7, 1955)
	11	Minutes, November 30, 1955-January 19, 1960
	12	Public Relations Development, Information & Public Affairs, Support Function Review, FY 1988
6	1-3	Minutes, (November 10, 1960-April 24, 1972)
		News Bureau:
	4	Annual Report, (1962-1967)
	5	Organizational Policies, 1957-1972
	6	Correspondence, 1963-1975
	7	Information, 1961
	8	Radio Broadcast Announcements, 1974-1979
7	1	Peace Corps Press Books, February-May, 1962
	2	Peace Corps Press Books, February-May, 1963
	3	Peace Corps Advanced Training Roster, 1965-1966
		Speakers Bureau:
	4	Correspondence, 1963-1966
	5-6	Program Service, 1958-1962
	7	Booklets, 1962-1969
		Subject Files:
8	1	Agenda for Northern, 1966
	2	Alpha Delta, 1945-1957
	3	Audiovisual, 1960
		Bond Issue:
	4	1958 Campaign
	5	Campaign Literature
	6	State Universities Bond Issue Committee, 1959-1960
	7	State Universities Bond Issue Committee Minutes, 1959-1961
	8	County Committees, 1960
	9	Editorials, 1960
	10	Editorials, Articles, Speeches, etc., 1960

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
		(Bond Issue cont.):
8	11	Miscellaneous, 1950-1960
	12	Universities Bond Issue Newsletter, 1960
	13	NIU Campaign, 1960
	14	Business Office, 1956-1960
9	1	Cabinet Reports Radio Scripts, 1966-1967
	2	Campus Communications Committee, 1965
	3	Commonwealth Edison, 1968
	4	Conferences, 1948-1965
	5	Distinguished Alumnus Service Awards, 1968-1969
	6-9	Homecoming, 1952, (1957-1970)
	10	Illinois Association for Higher Education, 1965-1967
	11	Illinois Federation of Women's Clubs, 1962-1965
	12	Illinois School Report, 1958-1959
	13	Illinois Sesquicentennial Committee, 1966-1969
	14-15	Illinois State Fair Exhibit, 1941-1970
	16	Leadership Conferences, 1967-1968
10	1	Legislative Commission, 1963-1966
	2	Legislators Day, 1965
	3	National Accelerator Laboratory, 1968
	4	NIU Constitution Package, 1970
	5	Peace Corps, 1961-1965
	6	President Smith's Inauguration Committee, 1968
	7	Regional Services Campus Tours, 1961
	8	School-University Articulation Conference, 1965-1967
	9	Student Teaching, n.d.
	10	Television - Radio, WLBK and WNIC, 1959-1964
	11	Thinker's Conference, 1961-1965
11a	1	This Atomic World Reports, 1970-1971
	2	Tourism, 1965-1968
	3	University Relations Space Requests 1958-1970
	4	What Northern Means to DeKalb, Series 1-9
	5	WLBK, 1948-1962
	6	WREX-TV
	7	Athletics Changes, 1982
	8	Bamgbose Student Financial Aid Fraud Case, 1979
	9	Erotic Film Festivals, 1980-1981
	10	Health Service/Northern Star Dispute, 1981-1982
	11	Richard J. Nelson, 1971-1977

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
11a	12	Nelson on Athletics, 1975-1976
	13	Nelson Grand Jury, 1977-1978
	14	Ronald Pietrzak/NIU Health Service Case, 1977-1978
11b	1	Presidential Search, 1978
	2	Separate Board, 1979, 1993
	3	Spina Bifida Run, 1979
	4	Correspondence, Brochures, Notes, etc., 1979
	5	Transcriptions, 1979
	6	Sports Issues, 1979, 1981-1982
	7	Target Enrollments, 1980-1981

SERIES II: Publications

12	1	Publications for Faculty Members, 1957-1958	
	2	Calendars, 1912, 1946	
	3	Calendar of Events, 1963-1969	
	4	The DeKalbian, November, 1927, 1929	
	5	Educational Bulletin Service, 1963-1969	
	6-8	Educational Bulletin Service, n.d.	
	9a-c	Facts Books, 1966-1998	
	10	NIU Focus, Volume 1, Numbers 1-3, (1974)	
	11	Guide to Northern Illinois University, (1965-1973)	
	12	Intercom, (1974-1981)	
	13	1a-5b	Publications, 1953-1970, 2001
	14	1-6	News in a Nutshell, (October 6, 1961-August 18, 1967)
15	1-4	News in a Nutshell, (September 1, 1967-July 30, 1971)	
	5	News Items, 1944-1948	
	2 Vols.	Northern Illinois News Items, 1948-1957	
16	2 Vols.	Northern Illinois News Items, 1957-1969	
17	1 Vol.	Northern Illinois News Items, 1970-1972	
	1	Northern's Resident Experts, 1976-1980	
	2	Northern Illinois University Experts Guide, 1997-1999	

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
18	10 Vols.	Weekly Information Service Publication: WISP, 1958-1967
19	3 Vols.	WISP, 1967-1969
20A	2 Vols.	WISP, 1969-1972
20B		Newsletters for faculty/staff: "NIU Gazette" 1977-1984
20C-E		"Northern Today" 1984-September 2002. [beginning with the January 2002 issue, this publication is available online, see the Public Affairs Office website]

SERIES III: News Releases

21	1-10	Cutlines, July, 1962-September, 1964
22	1-6	Cutlines, October, 1964-May, 1966
23	1-7	Cutlines, (June, 1966-April, 1969)
24	1-3	Cutlines, May, 1969-April, 1970
25	1	Sports News Office Annual Report 1961-1963
	2	Sports News Office, Operations & Policies, 1960-1968
	3-10	Sports News, August, 1962-September, 1966
26		"A Huskie Happening," sports newsletter:
	1	1969-1971
	2-5	August 1974-September, 1977
27	1-21	News Releases, September, 1947-December, 1952
28	1-17	News Releases, January, 1953-September, 1956; April-September, 1958
29	1-18	News Releases, October, 1958-September 1959; January 1960- February, 1961
30	1-12	News Releases, March, 1961-February, 1962

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
31	1-8	News Releases, March, 1962-October, 1962
32	1-7	News Releases, November, 1962-May, 1963
33	1-8	News Releases, June, 1963-January, 1964
34	1-6	News Releases, February, 1964-July, 1964
35	1-7	News Releases, August, 1964-January, 1965
36	1-6	News Releases, February, 1965-July, 1965
37	1-6	News Releases, August, 1965-January, 1966
38	1-5	News Releases, February, 1966-June, 1966
39	1-7	News Releases, July, 1966-January, 1967
40	1-6	News Releases, February, 1967-July, 1967
41	1-6	News Releases, August, 1967-January, 1968
42	1-8	News Releases, February, 1968-May, 1968
43	1-7	News Releases, June, 1968-November, 1968
44	1-7	News Releases, December, 1968-April, 1969
45	1-7	News Releases, May, 1969-September, 1969
46	1-7	News Releases, October, 1969-February, 1970
47	1-6	News Releases, March, 1970-July, 1970
48	1-8	News Releases, August, 1970-January, 1971
49	1-7	News Releases, February, 1971-May, 1971
50	1-7	News Releases, (June, 1971-January, 1972)

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
51	1-8	News Releases, February-July, 1972; January-February, 1974
52	1-12	News Releases, March, 1974-February, 1975
53	1-12	News Releases, March, 1975-February, 1976
54	1-18	News Releases, March, 1976-August, 1977
55	1-16	News Releases, September, 1977-December, 1978
56	1-10	News Releases, January, 1979-October, 1979
57	1-10	News Releases, November, 1979-July, 1980
58	1-9	News Releases, August, 1980-April, 1981
59	1-5	News Releases, May, 1981-September, 1981
60	1-5	News Releases, October, 1981-February, 1982
61	1-7	News Releases, March, 1982-September, 1982
62	1-15	News Releases, October, 1982-December, 1983
63	1-6	News Releases, January, 1984-June, 1984
64	1-6	News Releases, July, 1984-December, 1984
65	1-6	News Releases, January, 1985-June, 1985
66	1-6	News Releases, July, 1985-December, 1985
67	1-12	News Releases, January, 1986-December, 1986
68	1-12	News Releases, January, 1987-December, 1987
69	1-5	News Releases, January, 1988-May, 1988
70	1-5	News Releases, June, 1988-October, 1988

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
71	1-5	News Releases, November, 1988-March, 1989
72	1-5	News Releases, April, 1989-August, 1989
73	1-4	News Releases, September, 1989-December, 1989
74	1-4	Press Releases, January, 1990-April, 1990
75	1-5	Press Releases, May, 1990-September, 1990
76	1-10	Press Releases, October, 1990-July, 1991
77	1-12	Press Releases, August, 1991-July, 1992
78	1-15 16	Press Releases, August, 1992-October, 1993 NIU News, (May 1994-September 1996)

SERIES IV: "Newsline" Tapes

101	Reels 1-10	"Newsline" tapes 10/06/1975 - 04/16/76
102	Reels 11-20	"Newsline" tapes 4/19/1976 - 10/18/76
103	Reels 21-30	"Newsline" tapes 10/4/1976 - 5/26/77
104	Reels 31-40	"Newsline" tapes 5/27/1977 - 2/13/78
105	Reels 41-50	"Newsline" tapes 2/14/1978 - 11/14/78
106	Reels 51-60	"Newsline" tapes 11/15/1978 - 11/21/79
107	Reels 61-70	"Newsline" tapes 11/27/1979 - 2/24/84
108	Reels 71-78	"Newsline" tapes 2/27/1984 - 10/8/86

(NOTE: A detailed contents list follows)

SERIES IV - "Newsline" Tapes**Reel by Reel Contents List**

Box	Reel	Dates Covered	Subject Matter
101	1	10/6/75-10/23/75	Unknown
	2	10/23/75-11/9/75	Unknown
	3	11/10/75-11/28/75	Unknown
	4	12/1/75-12/9/75	Unknown
	5	12/22/75-1/19/76	Unknown
	6	1/20/76-2/4/76	Unknown
	7	2/5/76-2/24/76	Unknown
	8	2/25/76-3/12/76	Unknown
	9	3/15/76-3/31/76	Unknown
	10	4/1/76-4/16/76	Unknown
102	11	4/19/76-5/4/76	Unknown
	12	5/5/76-5/19/76	Unknown
	13	5/20/76-6/4/76	Includes Joan Wilson series
	14	6/7/76-6/25/76	Unknown
	15	6/28/76-7/9/76	Unknown
	16	7/12/76-7/28/76	Unknown
	17	7/29/76-8/19/76	Unknown
	18	8/20/76-9/10/76	Unknown
	19	9/13/76-9/30/76	Includes INBA advances
	20	9/29/76-10/18/76	Includes Keefer on harpsichord; John Anderson; Ford/Carter debates; Part 1 of 4 part Divorce/Marriage Series
103	21	10/4/76-11/10/76	Through part 2 of Suicide Series
	22	11/11/76-11/25/76	Unknown; Includes some repeats
	23	11/26/76-1/19/77	Unknown
	24	12/23/76- through 1/19/77	Nachman on resurgence of student protest in religion Martin Diamond on Carter's first 100 days
	25	1/20/77	Paul Sorenson on plants in cold
		1/21/77	Becholdt - energy alternatives
		1/24/77	Ubl - Oderkirk
		1/25	Parkham - overeating
		1/26	Rhode - Aphids? in cold
		1/27	Johnson - cold weather during MAXTRBLS
1/28		Max trbls	

Box	Reel	Dates Covered	Subject Matter	
103	25	1/31/77	Max trbls	
		2/1	Bright/Metrics	
		2/2	Beckholdt/Prop. Rights	
		2/3	Johnson/Cold driving tips (2)	
		2/4	Villmow/Weather	
		2/7	Livingston/winds (2)	
			Weber/camps	
		2/8	McNamara/Enrollment (1)	
		2/9	Harris/JBs recognition	
		2/10	Kaplan/violence (2)	6404
		2/11	Lincoln Birthday speech-Erickson on Gov. Thompson (2) (part 1)	6421
26	2/11/77		Lincoln birthday special (part 2)- Walton/Springfield dinner (2)	6421
		2/14	Parkham/Valentines chocolates	6443
		2/15	Mittler/Flies/podiated? meat	6452
		2/16	Mawson/Delinquents? program	6458
		2/17	Purchot/Vandalism/schools	
			Tuition increase & Purchot repeat	
		2/18	Han/Chinese new year	
		2/21	Nikki Giovanni/Earth? black/whites	
		2/22	John Mitchell/Biorhythms	
		2/23	Congdon/Diaz papers	
		2/24	Nimoy/Star Trek	
		2/25	Butz/3 cuts: 1 resig, 2 rain ???	
		2/28	Schultz/Women's state basketball tourney	6629
		3/1	Prendergast/Dulcimers	
		3/2	Grubb/Wille-IJY winner	6659
		3/2/77	Loren Akers on Pietrzak death Grubbs repeat (just start)	
27	3/2/77		Pietryzak request & Wille repeat	
		3/3/77	John Starkey on bomb threats (part 1)	
		3/4/77	John Starkey on bomb threats (part 2)	
		3/7/77	George Cressman, NWS, weather service (part 1)	
		3/8	Part 2	
		3/9	Part 3	
		3/10	Part 4	
3/11	Part 5 (with repeat note of 1 from 3/7)			

Box	Reel	Dates Covered	Subject Matter	
103	27	3/14/77	Mark Teisman - Cohabitation - Part 1	
		3/15	Part 2	
		3/16	Part 3	
		3/17	Part 4	
		3/18	Suan Hansen (???)	
		3/21	Lori Peterson on "Women '77"	
		3/22	Paul Groke - Coffee price increases Part I	
		3/23	Part II	
	28	3/24/77	Part III	
		3/25	Part IV	
		3/28	Paul Burtness on attracting "big names"	6944
		3/29	Lopez/Bilingual Ed. Part I	6951
		3/30	Part II	
		3/31	Part III	
		4/1	"Sonny Hayes" on weather shortage	
		4/4	Duane Tobiason - spring driving	
		4/5	MacDowell - Sex Bias I	
		4/6	MacDowell - Sex Bias II	
		4/7	Brod - Sunshine I	
		4/8	Brod - Sunshine II	
		4/11	Webb - Antarctica	
		4/12	Ferdinand - Judicial System I	
		4/13	Ferdinand - Judicial System II	
		4/14	Ferdinand - Judicial System III	
		4/15	Plowman? - Hearts	
			Wells - Fine Arts Festival	
		4/18	Joan Popp - Tennis etiquette	

Reel by Reel Contents List is continued on following pages.

(NOTE: it is a 125 paged typed list which is available only with the inventory in the Regional History Center's reading room)