

**UA1983.22, 1988.61, 1988.63, 1989.01, 1989.13, 1991.14, 1993.35, 1995.04, 1998.15, 1998.16, 2002.20**

## Office of the General Counsel Records

**Dates:** 1884-1989 (bulk 1906-1970)

**Creator:** General Counsel, Office of the

**Extent:** 7.25 linear feet

**Level of description:** Folder

**Processor & date:** K. Young, April 2010

### Administration Information

**Restrictions:** One box restricted. Consult archivist for information.

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**Citation:** Loyola University Chicago Archives and Special Collections. General Counsel Records, 1884-1989. Box #, Folder #.

**Provenance:** Records were transferred to the University Archives in 1983, 1988, 1989, 1991, 1993, 1995, 1998, and 2002 by the Office of the General Counsel.

**Separations:** No separations.

**See Also:** Office of the President records.

### Administrative History

The Office of the General Counsel is charged with the responsibility of providing, or causing to be provided, all legal counsel and representation to Loyola University of Chicago and its subsidiaries. It is overseen by the Vice President, General Counsel, and Secretary, a title established in 1989. Previously the position was known as recorder, legal advisor, legal counsel, and secretary. The title of "Recorder" was used from 1925 to 1926 when the office was held by John Coan. From 1932 to 1941 the title of "Legal Advisor" was used with Edward J. Farrell serving in this capacity for the university. In 1967 James M. Forkins was appointed "Legal Counsel", holding the position until 1969 when he was followed by Richard A. Michael who served in the position until 1972. William H. Oswald, J.D., was appointed Secretary of the university in 1974, a position to which was added the titles of Vice President and General Counsel in 1989. Oswald served as Vice President, General Counsel, and Secretary from 1989 until 1995. The current Vice President, General Counsel, and Secretary, Ellen Kane Munro, was appointed in 1995.

### Scope and Content

The Office of the General Counsel records consist of 7.25 linear feet spanning the years 1884 to 1989, with the bulk of materials being from 1906 to 1970, and include correspondence; property deeds and title abstracts; articles of incorporation, charters, and by-laws; minutes and resolutions; affiliation agreements; mortgages and loan papers; wills; financial statements; reports; proposals; and court cases. Subjects include Chicago College of Dental Surgery, Rome Center, Board of Managers, Bennett College of Eclectic Medicine and Surgery, Rogers Park property, campuses and buildings,

University Hospital and Medical Center, and the Lake Fill project. Records are alphabetically and then chronologically. Property files are also arranged by address.

## **Series**

### **Series 1: Administrative Papers, 1906-1981, Boxes 1-2**

Contains correspondence; cancelled notes; insurance policies; articles of incorporation and amendments; by-laws; minutes and resolutions; affiliation agreements; patent information; reports and statements; and mortgage and loan papers. Subjects include the Chicago College of Dental Surgery, athletics, articles of incorporation for Loyola and friends of the Rome Center, Board of Managers of St. Ignatius College, Bennett College of Eclectic Medicine and Surgery, Central States College of Pharmacy, IGLO Foundation, Illinois Club for catholic Women, and symbol trademark.

### **Series 2: Property, 1887-1978, Boxes 2-9**

Contains title abstracts; property deeds; correspondence; land plots; and leases. Subjects include Lake Shore Campus, Water Tower Campus, Franklin Street property, Academy building, Cudahy Memorial Library, gymnasium, Madonna Della Strada, Dental School, Law School, Lewis Towers, Medical College, and Rome Center.

### **Series 3: Estates, Accounts, etc., 1928-1970, Boxes 9-10**

Contains correspondence; wills; financial statements; and account information. Subjects include Katie A. Calhoun, Kate P. Clifford, Agnes Daly; William G. Potts, and Drake estate.

### **Series 4: University Hospital and Medical Center, 11884-1951, Box 11**

Contains charters, amendments, and agreements; quit claims and release deeds; mortgage papers; correspondence; financial statements; and cancelled notes. Subjects include University Hospital; Medical School property; and University Hospital Training School for Nurses.

### **Series 5: Lake Fill Project, 1988-1990, 1995, Boxes 12-13**

Contains zoning applications; ordinances; reports; proposals; transcripts; memos; and correspondence. Subjects include Loyola's lake fill project.

### **Series 6: Information Technology, 1983-1987, 1989-1990, Box 14**

Contains reports; correspondence; strategic plans; court decision; by-laws; and plaque. Subjects include computer systems; budget; and Medical Center.

### **Series 7: Restricted, 1928-1943, Box 15**

Contains correspondence; transcripts; Photostat copies; and depositions concerning the Pasquale Natale case.

**Subjects:**

Loyola University of Chicago  
St. Ignatius College (Chicago, Ill.)  
Chicago College of Dental Surgery  
Athletics  
Loyola University of Chicago Rome Center  
Bennett College of eclectic Medicine and Surgery  
Central States College of Pharmacy  
Chicago College of Medicine and Surgery  
IGLO Foundation  
Illinois Club for Catholic Women  
Institute of Urban Life  
Loyola Medical Supply Company  
Loyola University Press  
Lake Shore Campus  
Rogers Park  
Water Tower Campus  
Cudahy Memorial Library  
Alumni Gymnasium  
Madonna Della Strada  
Dental School  
Medical School  
Lewis Towers  
University Hospital  
University Hospital Training School for Nurses  
Lake Fill project

**Accession No.:** UA1983.22, 1988.61, 1988.63, 1989.01, 1989.13, 1991.14, 1993.35, 1995.04, 1998.15, 1998.16, 2002.20

**Creator:** General Counsel, Office of the (b.-d.)

<u>Box</u>	<u>Folder</u>	<u>Title</u>	<u>Dates</u>
<b>Series 1: Administrative Papers, 1906-1981</b>			
<i>General</i>			
1	1	Father Provincial	1910
1	2	Sisters of the Sacred Heart	1910
1	3	Ecclesiastical Property	1912
1	4	Letter to Rev. Alexander Burrowes, S.J.	1916
1	5	Goshen Shirt Co.	1918
1	6	Motor Truck Scales	1922
1	7	Alumni Association bonds	1923, 1927-1928, 1930
1	8	Chicago College of Dental Surgery Cancelled Notes	1922
1	9	All Saints Cemetery Lots	1928, 1934
1	10	Insurance Policy	1932-1935
1	11	Auto Insurance Policies	1951-1952
1	12	Group Life Insurance Policy	1954-1955
1	13	Athletics in Our Universities & Colleges	n.d.
<i>Articles of Incorporation and By-Laws</i>			
1	14	Articles of Incorporation	1909
1	15	Articles of Incorporation	1919
1	16	Articles of Incorporation and Amendment	1945
1	17	Articles of Incorporation and Amendment	1947
1	18	Articles of Amendment	1963
1	19	Articles of Amendment – Name Change	1970
1	20	Alumni Association Articles of Incorporation, Amendments, Reports	1953
1	21	Chicago College of Dental Surgery Articles of Incorporation	1947
1	22	Friends of the Rome Center Articles of Incorporation	1964
<i>Board of Managers/Trustees</i>			
1	23	Board of Managers St. Ignatius College	1906, 1922, 1929, n.d.
1	24	Board of Managers minutes	1922
1	25	Board of Trustees Resolution to Borrow 1.5 Million	1945
1	26	Board of Trustees Resolution to Borrow 1 million	1945
<i>Agreements, Loans, Trademarks</i>			
1	27	Bennett College of Eclectic Medicine and Surgery Agreement	1917
1	28	Central States College of Pharmacy	1912, 1914-1915

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1	29	Chicago College of Dental Surgery Agreement	1923
1	30	Chicago College of Medicine and Surgery Agreement	1918, 1920
1	31	Gurney Patents	1954, 1958-1960
1	32	Gurney Patents	1962, 1965-1966
1	33	IGLO Foundation Corporate Records	1949-1958
1	34	IGLO Foundation Correspondence	1952-1958
2	1	IGLO Foundation Reports and Statements	1952-1958
2	2	Illinois Club for Catholic Women	1966, 1971
2	3	Institute of Urban Life Agreement	1962
2	4	Loyola Medical Supply Company	1936
2	5	Loyola University Press Transfer	1940
2	6	Patent Development Agreement	1957
2	7	J. Newton Roe Agreement (Medical Department)	1917, 1920
2	8	Loan for Administration Building	1922
2	9	Catholic Bishop of Chicago Loans	1925-1926, 1933
2	10	Mortgage and Loan Papers	1926, 1945-1946, 1952
2	11	Loan #7075 (1.5 Million, 1926)	1928, 1933, 1936
2	12	Loyola Academy Loan Agreement, Promissory note	1958-1960, 1962
2	13	LU Symbol Trademark	1958, 1963, 1965, 1971
2	14	Office of the General Counsel memos	1978, 1980-1981

**Series 2: Property, 1887-1978**

*LSC Land Abstracts, Titles, Deeds, etc.*

2	15	Title Abstract: Hedenberg Lots 1 & 2	1887-1888
2	16	Title Abstract: Hedenberg Lots 1 & 2	1898-1899, 1906, 1932
2	17	Title Abstract: Hedenberg Lot 3	1888, 1906, 1912
2	18	Title Abstract: Cape Hayes Lot 8	1908
2	19	Title Abstract: Cape Hayes Lot 8	1892
3	1	Title Abstract: Cape Hayes Lot 8	1905, 1921, 1922
3	2	Cape Hayes Deeds	1906
3	3	Title Abstract: Michigan Terrace Adjoining Lots 12, 13, 16 in Block 12	1901-1902
3	4	Cleaverville: Sarah M. weed Deeds	1897, 1901-1902, 1906, 1911
3	5	Title Abstract: Cleaverville Lots 11, 14	1902, 1906
3	6	Title Abstract: Cleaverville Lots 12, 13, 16	1901-1902, 1906, 1911, 1915
3	7	Cleaverville Deeds	1915
3	8	Land Titles and Deeds of Trust	1911, 1918, 1919, 1926
3	9	Chicago, Milwaukee, & St. Paul Railway Co. Deeds	1906
3	10	Land Plots, various	n.d.

*Property Files – Downtown and Loop*

3	11	John Hancock Center Lease	1970
3	12	55 <sup>th</sup> & Lowe, SE Corner	1960-1966
3	13	Prairie Avenue Property	1922-1930
4	1	Prairie Avenue Property	1926-1933
4	2	Prairie Avenue Property	1948-1949
4	3	Franklin Street Property – Title, Deed	1926-1931
4	4	Franklin Street Property	1926-1927, 1936
4	5	Franklin Street Property (20-28 Franklin)	1926, 1933, 1945-1946
4	6	Franklin Street Property	1926, 1928, 1935, 1937
4	7	Franklin Street Property	1929-1936
4	8	25 N. Franklin Street	1942
4	9	228 North LaSalle Street	1961-1962, 1965
4	10	Lake Park Ave Property	1922, n.d.
4	11	Market Street & Lake Park Avenue Land	1922, 1933
4	12	Market Street Property	1926
4	13	952 N. Michigan Avenue	1956, 1959
4	14	808 Rush Street: Commonwealth Edison building	1957-1960
4	15	816-22 North Rush Street	1955-1960
5	1	800-808 N. Wabash	1969-1970, 1974
5	2	812 N. Wabash	1965-1967
5	3	816 N. Wabash	1967-1968
5	4	818-20 Wabash	1957-1957, 1963- 1964, 1966
5	5	830 N. Wabash	1965-1966
5	6	832 N. Wabash (Gamma PI House)	1961, 1966-1969
5	7	836 N. Wabash	1971
5	8	838-840 N. Wabash	1961, 1966

*Property Files – Rogers Park*

5	9	Galt Property – Arthur/Sheridan	1963, 1968-1969
5	10	Galt Property – Arthur/Sheridan	1969-1971
5	11	6443-6457 Sheridan Road	1930
5	12	6505-17 Sheridan Road	1964-1966
5	13	6531-33 Sheridan Road	1955, 1959-1960, 1963-1964
5	14	6537-39 Sheridan Road	1951, 1953, 1955-1957
5	15	6541-43 N. Sheridan Road: Southeast Corner Loyola & Sheridan	1960, 1963
5	16	6551-81 N. Sheridan: Champion hall	1953-1956, 1967
5	17	6231-5 North Kenmore Ave: Gonzaga Hall	1963, 1965, 1967
5	18	1005-27 Loyola Ave (MacQueen)	1963, 1965, 1966
5	19	1037 Loyola Ave	1961-1962, 1964
5	20	1041 Loyola Ave	1961-1963
5	21	1043 Loyola Ave	1961

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5	22	1051 Loyola Ave	1961, 1964
5	23	1055 Loyola Ave	1961
5	24	1057-59 Loyola Ave	1961
5	25	1101-03 Loyola Ave	1952, 1958, 1960-1961
5	26	1107-1109 Loyola Ave	1952, 1954
6	1	1119 Loyola Ave	1955, 1960
6	2	1121 Loyola Ave	1956
6	3	1125 Loyola Ave	1961-1962
6	4	1128 Loyola Ave	1966, 1968-1969
6	5	1129 Loyola Ave	1955, 1959, 1963, 1968
6	6	1131-1133 Loyola Ave	1962, 1965-1966
6	7	1132 Loyola Ave	1965-1966

*Property Files - Other*

6	8	Joliet & Mannheim Property	1929-1935
6	9	Brewerton Farm, Thornbury Farm	1925
6	10	Copelan Property – Libertyville	1923, 1926, 1957
6	11	Libertyville Property	1925, 1949-1954, 1956-1957
6	12	Dallas, TX, Real Estate	1955-1956
6	13	Dallas, TX, Real Estate	1956-1962
6	14	Dallas, TX, Real Estate	1961-1964

*Campuses*

6	15	Extension of Winthrop Avenue	1907
6	16	Paving of West 12 <sup>th</sup> Street	1916
6	17	Northwestern Elevated Railway Co.	1915
6	18	Property Appraisal	1926
6	19	Electrical Work	1929
6	20	Campus Grounds	1930
6	21	Econoheet Co.: Ventilating System	1930
6	22	Sewer Construction	1931
6	23	Vacation of alleys	1963
6	24	Journal of the Proceedings of the City Council: LSC Land Use Plan, pg. 7529	1966

*Buildings - LSC*

6	25	Academy Building: Work Bids	1908
7	1	Administration Building	1922-1923
7	2	Ball field	1914
7	3	Boiler Plant	1913
7	4	Boiler and Heating Plant	n.d.
7	5	Campus Garage Building and Filling Station Lease	1921, 1936
7	6	Campus Garage Lease	1941-1951
7	7	Campus Garage: Electric Sign Lease	1944-1954
7	8	Cudahy Memorial Library	1929

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7	9	Cudahy Memorial Library: Cudahy Co. Stock	1929
7	10	Cudahy Memorial Library: Contractors Correspondence	1929-1930
7	11	Cudahy Memorial Library: Contractors Correspondence	1930
7	12	Cudahy Memorial Library: John W. Norton Correspondence	1930
7	13	Cudahy Memorial Library: Payment Vouchers	1929-1930
7	14	Cudahy Memorial Library: Insurance	1930
7	15	Cudahy Science Building	1917
7	16	Equipment Agreement (Cudahy Science Hall?)	1958
7	17	Gymnasium	1922-1923
7	18	Gymnasium	1923
8	1	Gymnasium	1923
8	2	Furnishings	1923
8	3	Gymnasium: Contractors Correspondence	1924-1927
8	4	Gymnasium	n.d.
8	5	Loyola Center for Child guidance	1941, 1944, 1949
8	6	Loyola University Press: property	1925-1927
8	7	Madonna Della Strada: Contractors Correspondence	1938
8	8	Madonna Della Strada: Contractors Correspondence	1939
8	9	Madonna Della Strada: Contractors Correspondence	1940-1941
8	10	Madonna Della Strada: Contractors Correspondence	1942-1943
8	11	Madonna Della Strada: Contractors Correspondence	1944-1945
8	12	Madonna Della Strada: St. John Berchmans Shrine	1940-1943
8	13	Madonna Della Strada: Chapel Financial Accounts	1927-1940, 1943, 1946, 1973-1975, n.d.
8	14	Madonna Della Strada: McKenna Crypt	1941-1944, 1959- 1962, 1966-1968, 1973
8	15	Madonna Della Strada: Wicks Organ Co.	1966
8	16	Madonna Della Strada: Kilgen Organ Service Co. Contract	1977-1978

*Loyola Buildings – Downtown/WTC*

8	17	Dental School: Lease, 1735 W. Harrison	1928-1930
9	1	Dental School: West Side Property Purchase	1932
9	2	Dental School: Permit to Close Alley	1945
9	3	Dental School: Party Wall Agreement	1949
9	4	Dental School: Building Sale to Presbyterian-St. Luke's	1961-1969
9	5	Law School Building	1948-1953
9	6	Law School Building	1955-1963, 1972
9	7	Lewis Towers Building	1945-1948
9	8	Lewis Towers Building	1966-1968
9	9	Medical College Building – Renovation	1925
9	10	Medical School: 2553 Calumet Ave Lease	1938



9	11	Medical School Property: 2553 Calumet Ave	1941-1942
9	12	Rome Center: Via Della Camilluccia Lease	1966

**Series 3: Estates, Accounts, etc., 1928-1970**

*Estates*

9	13	Katie A. Calhoun Estate	1928-1929
9	14	Kate P. Clifford Estate	1936-1942
10	1	Kate P. Clifford Estate	1937-1938
10	2	Kate P. Clifford Estate	1937-1939
10	3	Kate P. Clifford Estate	1938
10	4	Kate P. Clifford Estate	1938-1941
10	5	Joseph P. Colligan Estate	1959
10	6	Agnes Daly Estate (Sister of James F. Maguire, S.J.)	1969-1970
10	7	Robert C. Fitzsimmons Estate	1930
10	8	Gertrude I. Hughes Estate	1930-1934
10	9	John t. O'Connell Memorial Key	1940
10	10	Charles M. and Mary J. O'Farrell Estates	1930-1932, 1936
10	11	William G. Potts Trust	1964
10	12	William G. Potts Trust (will photocopies)	1932
10	13	Sudie B. Whiteaker: Drake Estate	1925

*Accounts*

10	14	Francis E. Dunne Account	1948
10	15	Terrence Kennedy Note	1948
10	16	Thomas F. Mahony Account	1937-1938, 1940-1941

**Series 4: University Hospital and Medical Center, 1884-1951**

11	1	University Hospital charter and Amendments	1907, 1927, 1949
11	2	University Hospital and University of Illinois Agreement	1919
11	3	Quit Claims, Release Deeds, Warranty Deeds	1884, 1888-1889, 1891, 1907, 1920-1921, 1926-1927
11	4	University Hospital Mortgage	1908, 1912, 1920, 1927-1928
11	5	Medical School Property	1918, 1925, 1928
11	6	Receipts and Papers from H. J. Rosenberg	1919, 1925, 1928, 1932
11	7	University Hospital Trust Agreement and statements	1948-1951
11	8	Building Leases	1948 - 1951
11	9	Settlement agreement: estate of Marshall Davison	1948
11	10	Auditors Account – School of Medicine	1926
11	11	University Hospital financial Statements	1948-1949
11	12	University Hospital Financial Statements	1949

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11	13	University Hospital Financial Statements	1949-1951
11	14	University Hospital Financial Statement for 6 months ending June	1948
11	15	University Hospital Financial Statements FY49-FY50	1949-1950
11	16	University Hospital Financial Statements	1949-1950
11	17	University Hospital Financial Statements	1950
11	18	University Hospital Report for Insurance Coverage	1947
11	19	Old Portage Park District Tax Anticipation Warrant	1948
11	20	Cancelled notes payable Loyola University	1949-1951
11	21	University Hospital Training School for Nurses: Charter, Agreements with University Hospital	1910, 1913, 1917, 1920-1922
11	22	University Hospital Training School for Nurses Indenture and Trust Deed	1912, 1932

**Series 5: Lake Fill Project, 1988-1990, 1995**

12	1	Zoning application for lake fill project	1988
12	2	Zoning application for lake fill project	1988
12	3	Lakefront protection ordinance	1988
12	4	Planned development amendment	1988
12	5	Loyola University Institutional planned development, amended and related materials, number 34	1988
12	6	Loyola University Institutional planned development, amended and related materials, number 34	1988
12	7	Institutional planned development number 34 vol. 1, pt 1	1988
12		Institutional planned development number 34 vol. 1 pt. 1	1988
13	1	Institutional Planned Development Number 34, vol. 2	1988
13	2	City of Chicago: Chicago Plan Commission Public Hearing October 5 <sup>th</sup>	1988
13	3	Report to Chicago Plan Commission	1988
13	4	City of Chicago: Chicago Plan Commission Special Meeting October 27 <sup>th</sup>	1988
13	5	Transcript – Public Hearing	1989
13	6	Lake fill Project – Illinois Historic Preservation Agency	1989
13	7	Chicago Park District Proposal	1989
13	8	Lake fill project	1990, 1995
14	1	Lake fill project	1990, 1995

**Series 6: Information Technology, 1983-1987, 1990**

14	2	Computer use related to budge requests	1983
14	3	LUC Medical Center, Computer Systems info and capital expenditure requests	1983-1984
14	4	Development and PR Office – computing, related budget and purchases	1983-1984
14	5	Strategic plan for computing resources 1984-1987	1984, 1986-1987
14	6	Information technologies annual report FY 1990	1990
14	7	1990 Court decision: Loyola v. Dept. of Health and Human Services	1990
14	8	Illinois Educational Facilities Authority	1984
14	9	Metropolitan Chicago Catholic Alliance Bylaws	1989

**Series 7: Restricted, 1928-1943**

15	1	Pasquale Natale Case – student file	1928, 1933, 1936-1943
15	2	Pasquale Natale Case	1932-1937
15	3	Pasquale Natale Case	1937-1941
15	4	Catania Deposition, Photostat	1932
15	5	Catania Deposition, Photostat	1932