Georgetown Law Center Archives - Record Group Scheme

1 HISTORICAL DEVELOPMENT
FUNCTION: Keeping track of the Law Center's own history and marking significant events in that history.

1-1 Law Center Chronology
1-2 Law Center History Committee
1-3 Significant Events (Law Center History) includes:
   Building Dedications / Groundbreakings
   Anniversary Celebrations
   Memorials and Tributes
   Protests and Demonstrations
1-4 Significant Events (GU and US History)
1-5 Catholic and Jesuit Identity

2. ADMINISTRATION AND GOVERNANCE
FUNCTION: Law Center's administration of its activities and programs. Includes: Executive-level leadership of the Law Center; long-range planning; campus master planning (development of the physical plant); Faculty governance, including both Faculty Senate and Faculty Committees; ABA / AALS Accreditation - records of site visits, self-studies; etc. Admissions, Financial Aid, Registrar, administration of student activities.

2-1 Board of Visitors
2-2 Dean (Executive Vice President and Dean)
2-3 Decanal Staff
2-4 Associate Deans [to be re-assigned]
2-5 Assistant Deans [to be re-assigned]
2-6 Dean of Admissions
2-7 Dean of Students / Student Life
2-8 Dean's Office Publications
2-9 Administrative and Faculty Retreats, Faculty Seminars, etc.
2-10 Administrative and Academic Regulations
2-11 Executive Faculty
2-12 Faculty Committees and Task Forces
2-13 Long Range Planning
2-14 Law Center Campus Master Planning / Building Expansion
2-15 Accrediting Bodies and Membership Organizations
2-16 Relations with Main Campus
   2-16-1 University Board of Directors / Board of Regents
   2-16-2 President
   2-16-3 Executive Vice President / Vice President
   2-16-4 Schools and Departments / Academic Matters
   2-16-5 University-Wide Committees
   2-16-6 Faculty Senate
   2-16-7 Financial Matters (University-Wide)
   2-16-8 Legal Matters (University Wide)
   2-16-9 HR / Personnel Matters (University-Wide)
   2-16-10 University Registrar / Commencement File
   2-16-11 Information Systems
2-16-12 Communications and Development
2-16-13 Centers and Institutes
2-16-14 Student Matters
2-17 Dean Searches
2-18 Law Center Constitutions
2-19 Employment Services
2-20 Registrar
2-21 Staff Governance (AAP)

3 BUDGET AND FINANCIAL MATTERS
FUNCTION: Development and administration of the Law Center's annual budget. Use RG 7 for Law Center fund raising and development.
   3-1 Finance - General
   3-2 Annual Budgets / Budgetary Planning
   3-3 Financial Aid Office

4 LEGAL MATTERS
FUNCTION: Document legislation which had an effect on policy-making at the Law Center, legal cases involving the Law Center, contractual matters, and records of student discipline cases.
   4-1 Legal Matters – General
   4-2 Affirmative Action
   4-3 Education Amendment of 1972, Title IX
   4-4 Higher Education Act of 1965, Title XI
   4-5 Rehabilitation Act of 1973 / Americans with Disabilities Act
   4-6 Selective Service / Military Recruitment
   4-7 Veterans Readjustment Benefits Act of 1966 / Servicemen's Readjustment Act of 1944 ["GI Bill"]
   4-8 Family Educational Rights and Privacy Act of 1974 [FERPA aka Buckley Amendment]
   4-9 Armstrong Amendment
   4-10 Contracts and agreements
   4-11 Legal cases involving the Law Center
   4-12 Student Disciplinary Matters

5 CURRICULUM AND INSTRUCTION
FUNCTION: Instructional program of the Law Center, at all levels. Includes degree programs, credit and non-credit courses, clinics and other experiential programs, and continuing education for practicing lawyers. Also includes units which support the teaching function: Library, Writing Center, and AV Dept.
   5-1 Executive Leadership
   5-2 Curriculum - General
   5-3 J.D. Program
   5-4 Graduate Programs
   5-5 Continuing Legal Education
   5-6 Certificate Programs
   5-7 Joint Degree Programs
   5-8 Trans-National Programs
   5-9 Experiential Education
   5-10 Library
6 RESEARCH AND SCHOLARSHIP
FUNCTION: Research activities undertaken by Law Center. Includes journals published by the Law Center, records of Centers and Institutes, visiting scholar programs, sponsored research activities, and academic conferences.

   6-1 Executive Leadership
   6-2 Office of Journal Administration
   6-3 Journals published by Georgetown Law Center
   6-4 Centers and Institutes
   6-5 Visiting Scholar Programs / Visiting Scholars
   6-6 Fellowships / Grant Funded Projects
   6-7 Theses and Dissertations
   6-8 Conferences and Symposia

7 EXTERNAL COLLABORATION
FUNCTION: Law Center's relationships with external audiences, including alumni, law firms, bar associations, government offices, higher education organizations, professional organizations, and the non-profit sector. Also includes the Law Center's communications, marketing, public programming and fund raising.

   7-1 Alumni
   7-2 Law Firms
   7-3 American Bar Association / Association of American Law Schools
   7-4 Federal Bar Association
   7-5 DC and State Bar Associations, Bar Exams and Admissions
   7-6 Government Offices and Officials
   7-7 Law-Related Associations
   7-8 Higher Education Associations
   7-9 Non-Profit Associations
   7-10 Other Law Schools
   7-11 Local and National Media
   7-12 Law Center Communications and Marketing
   7-13 Law Center Development
   7-14 Law Center Public Programs
8 SUPPORT SERVICES
FUNCTION: Administrative/extra-curricular offices which support the overall mission of the Law Center.

8-1 Bookstore
8-2 Business Operations
8-3 Career Strategy
8-4 Early Learning Center
8-5 Facilities Management
8-6 Fitness Center
8-7 Food Service
8-8 Health Services
8-9 Information Technology
8-10 Parking Services
8-11 Public Safety
8-12 Residence Life / Student Housing