

University of London Archive: CH

CATALOGUE OF COLLEGE HALL ARCHIVE

**Senate House Library 2006
By Michael Broadway**

Records of College Hall

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Introduction: Collection Level Description

IDENTITY STATEMENT

Reference:	CH
Title:	College Hall
Dates:	1827-1996
Level:	sub-fonds
Extent and Medium:	30 boxes, 1 large box, 1 roll and 1 envelope
Name of Creator:	College Hall

CONTEXT

Biographical/Administrative History: College Hall was opened in 1882 in Byng Place to provide accommodation for the rising numbers of female students at the University of London in general and University College London in particular. Classes were open to women at University College from 1870 and at the London School of Medicine for Women from 1874. Among the eminent founders of College Hall were: Miss Leigh Brown, Sir Edward and Lady Busk, Professor Carey Foster, Professor Alfred J. Church, Miss Eleanor Grove, Lady Lockyer, Professor Henry Morley, Miss Anna Swanwick and Mrs. Stephen Winkworth. The hall at first occupied one house on Byng Place but later grew to occupy three which the residents affectionately named, 'Byng'.

The success of the hall, led to the granting of its incorporation in 1886 under the title College Hall London. It was recognised as a Hall of Residence for Women Students by the Senate of the University of London in 1910 (S.M. 3045 of 15, June 1910). 400 students had resided in the Hall between 1882 and 1912 including 160 from the Slade School of Art. The aims of the Hall in 1912, were to provide accommodation for women undertaking serious academic. Hardship funds and were also available in 1912 for 'ailing residents', scholarships and exhibitions. The money to support these funds came from a number of charitable trusts set up through bequests. There was also a 'Country Cottage' for residents to retreat to at weekends. The Council in 1913 comprised the provost of University College and W.P Kerr, professor of English Language and Literature at University College London from 1889.

By 1912 it was necessary to rebuild the hall. The reasons for this were summarised as follows:

'The building is old, and fundamentally out of repair. It is in many respects ill-adapted to its purpose as a Hall Of Residence, and cannot meet modern requirements on the most economical terms. There is considerable waste of space, and some of the rooms are larger than is necessary, with the result that the fees charged to cover the annual expenses are inevitably higher than is desirable. On the other hand, the accommodation is very limited, and it is impossible to provide residence for more than thirty-five students. Thus while the demand is for a large number of rooms at a moderate fee, College Hall as at present constituted provides only a small number of rooms at a somewhat high fee. These considerations have led the Council to start a fund for the

purchase of the freehold of the present site and for the subsequent erection thereon of a new Hall.'

Initial funding for the hall had come from the founders and their friends. In 1912, it is recorded that no grant had been received from the General Maintenance Fund of the University of London. The buildings at that date were held on a sub-lease from the Coward Trustees who were then tenants of the Bedford Estate. College Hall was at a disadvantage from not having its site as freehold and its buildings as an endowment, unlike other women's halls of residence at the time. Both the sub-lease of College Hall and the main lease held by Coward Trustees terminated in June 1923. With this in mind, the Council secured an option to purchase the site for £7,500 and from Coward Trustees, an option to purchase the rest of the lease for £3,195. The money was secured for the freehold of the site, in large part due to a bequest from the first Vice-Principal, Miss Morrison. Studio, library, dining-room, common-rooms and a gymnasium were intended for inclusion in the project. Funds, however, were not available for the improvements needed to the buildings.

In 1931, however, it was recognised that the Byng Place site was insufficiently large for the proposed plans for a new hall. The Council therefore acquired from the Duke of Bedford, a 99 years' building lease on a site in Malet Street. A prospectus informed potential donors of a need for a further £35,000 for the construction of the new hall, after the sale of Byng Place. The new hall opened on Malet Street in 1932. College Hall also owned premises on Gower Street that were leased to other institutions (including the Ministry of Works in January 1941).

College Hall was leased to the Victoria League on 12 December 1939 for use as the King George and Queen Elizabeth Club for men from armed forces overseas. However, the building sustained serious damage from enemy air attack on the night of 17 April 1941. 20-30 lives were lost and the building was rendered uninhabitable.

College Hall's status as a company ceased as of 1 August 1965. From that date, the Senate of the University of London assumed responsibility for the running of the hall while the Court of the University took over its assets and liabilities (reference: SM 5191 of 14 July 1965). In December 1965, it was agreed that the Charitable Trusts of College Hall be transferred to the Collegiate Council of the University (reference: SM 1887 of 15 December 1965 and SM 5928 of 19 July 1967) (see Appendix 1 for a list of charitable trust associated with College Hall). The Court made an interim grant of £34,736 available for the acquisition of College Hall in 1966 (reference: SM 4982 of 15 June 1966). The Court made further grants of £51,180, £77,250 and £6883 available for the rehabilitation of College Hall following its transfer to the University (reference: SM 877 of 19 October 1966, SM 2072 of 14 December 1966 and SM 2524 of 25 January 1967).

Today, College Hall provides accommodation for 250 women students in 115 single and 66 double study-bedrooms.

CONTENT

Scope and Content:

- CH 1: Minutes, 1882-1989
- CH 2: Annual Reports, 1883-1965
- CH 3: Reports, 1911-1965
- CH 4: College Hall Old Students Association, 1897-1982
- CH 5: Constitution Papers, 1886-1965
- CH 6: Case-files, 1900-1996
- CH 7: Deeds and Leases, 1827-1942
- CH 8: Printed Items, 1890-1954, 1994
- CH 9: Plans and Maps, 1931-1970
- CH 10: Photographs, 1877-1952

ACCESS AND USE

Language of Scripts: English

System of Arrangement: Sub-fonds has been sorted by type of record.

Conditions of Access: Open except for records exempt under the Data Protection Act or the Freedom of Information Act. Access to the records for the purposes of private study and personal research is possible within the controlled environment and restrictions of the Library's Palaeography Room. Access to archive collections may be restricted under the Freedom of Information Act. Please contact the University Archivist for details.

Conditions of Reproduction: The University of London is the owner of the copyright of items that were created by its representatives in the course of university business. As the successor to the governing bodies that formerly administered College Hall, it also assumes ownership of copyright on records that were created by these bodies in the pursuit of the administration of College Hall.

Copyright of items that are judged to have been created by representatives of the College Hall Old Students Association in the course of the Association's activities is held by the existing representatives of the Association.

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ARCHIVAL INFORMATION

Archival History:

The ownership of the College Hall archive transferred to the University of London at the same time as the ownership of the hall itself. It was not until 1998, however, that the archive was transferred to the University of London Library with the agreement of the Bursar (Deirdre Crudon), the Director of Staff and Student Services Division of the University of London (Dr. Dennis Buckley), the University Archivist (Ruth Vyse) and the College Hall Old Students Association (secretary: Tina Jacobs).

ALLIED MATERIAL

Related Material:

Since the University's recognition of the Hall in 1910, reference is made to it in a number of files and printed minutes held in the University of London Archive. The two most useful sub-classes are the regular correspondence files, listed in the Central File class, that deal with halls of residence between 1914 and 1932 and the Minutes of the Senate from 1910 until the present. These records are all a product of the central University administration at Senate House and have not been transferred from College Hall. The most significant items are listed below:

Collegiate Council –

CC 3/1 Student Accommodation Committee minutes and appendices 1969-1974 (1 binder)

CC 3/2 Halls of Residence Committee, minutes and appendices, 1955-1974 (2 binders, 1 envelope, 1 bundle)

Central File: University Correspondence, 1900-39-

CF 1/14/2426 University correspondence file on College Hall, 1913-1914 (1 file)
comprises list of rules and members of the Council, and a leaflet explaining the purchase of the site and re-Building

CF 1/15/2426 University correspondence file on Hostels, 1914-15 (1 file)

CF 1/19/2426 University correspondence file on Hostels, 1918-19 (1 file)

CF 1/22/2426 University correspondence file on Hostels, 1921-22 (1 file)

CF 1/23/2426 University correspondence file on Hostels, 1922-23 (1 file)

CF 1/25/2426 University correspondence file on Hostels (College Hall; Crosby Hall), 1924-25
(1 file)

CF 1/26/2426 University correspondence file on Hostels, 1925-26 (1 file)

CF 1/27/2426 University correspondence file on Hostels, 1926-27 (1 file)

CF 1/28/2426 University correspondence file on Hostels, 1927-28 (1 file)

CF 1/31/2426 University correspondence file on Hostels (Conaught, Crosby Hall, College Hall, Dominions Hostel, Ealing Hall), 1930-31 (1 file)

CF 1/32/2426 University correspondence file on Hostels (African students; College Hall; Dominion Students' Hall Trust; Sir Patrick Geddes), 1931-32 (1 file)

Senate-

ST 2/2/1-130 Senate Meeting Minutes, unsigned, 1879-1989 (130 volumes): particularly:

ST 2//2/26 Senate Meeting Minutes and Reports 2946, 2947, 3043, 3044, 3045 of 15 June 1910.

ST 2/2/26 Senate Meeting Minute and Report, 127 of 19 October 1910.

ST 2/2/97, 99, 101 Senate Meeting Minutes relating to the transfer of ownership of College Hall to the University of London between 1964 and 1967.

For more information on these files please consult the hardcopy catalogue available in the Palaeography Room, SHL.

The Catalogue: Series and Item level descriptions

Summary of Series

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IDENTITY STATEMENT

Reference: CH 1
Title: College Hall Minutes
Dates: 1882-1989
Level: series
Extent and Medium: 27 books, 6 envelopes

CONTENT

Scope and Content: Contains minutes of the various committees which ran College Hall. These are: the Council (CH 1/1); General Annual Meetings (CH 1/2); Vacation Committee (CH 1/3); House Committee (CH 1/4); House and Finance Committee (CH1/5); Executive Committee of the Purchase of Site and Building Fund (CH 1/6); Library Committee (CH 1/7); Building Fund Committee (CH 1/8); Special Committee (CH 1/9); Building Committee (CH 1/10); and Bursary Sub-Committee (CH 1/11). This series is mainly made up of minute books with occasional documents added. For correspondence between members of committees and documents relating to their activities please consult the relevant record in the 'correspondence' sub-series, CH 6/1.

ACCESS AND USE

Language of Scripts: English
System of Arrangement: This series is arranged chronologically by date of the first meeting.
Conditions of Access: Open

IDENTITY STATEMENT

Reference:	CH 1/1
Title:	Council
Dates:	1882-1966
Level:	sub-series
Extent and Medium:	10 books
Name of Creator:	College Hall Council

CONTEXT

Biographical/Administrative History: College Hall was governed by the Council, subject to the Articles of Association (CH 5/1/1), and was responsible for the entire business of the Hall. It had the power to appoint the Principal, purchase, acquire, adapt or erect sites and buildings necessary for the purposes of the Hall and to alter the bye-laws.

It was composed of the Principal; a number of persons, not greater than 19, of which at least a third were to be women, elected by members of the Hall from members; one member appointed as a representative of Former Residents; and three appointed by the Council.

CONTENT

Scope and Content: Contains minutes of the Provisional Committee and the Council of College Hall

ACCESS AND USE

Language of Scripts:	English
System of Arrangement:	Chronological
Conditions of Access:	Open

IDENTITY STATEMENT

Reference: CH 1/1/1
Title: Minute book of the Provisional
Committee
Dates: 1882 April - 1883 March
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Handwritten minute book of the
Provisional Committee for College Hall, established in 1882, with an index.

IDENTITY STATEMENT

Reference: CH 1/1/2
Title: Minute book of the Provisional
Committee and First Council
Dates: 1883 May-1886 May
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Handwritten minute book of the
Provisional Committee and First Council for College Hall with an index.

IDENTITY STATEMENT

Reference: CH 1/1/3
Title: Minute book of the Council
Dates: 1886 June-1890 February
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Handwritten minute book of the
Council of College Hall with an index.

IDENTITY STATEMENT

Reference: CH 1/1/4
Title: Minute book of the Council
Dates: 1890 March-1896 January
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Handwritten minute book of the Council of College Hall with an index.

IDENTITY STATEMENT

Reference: CH 1/1/5
Title: Minute book of the Council
Dates: 1896 February-1906 January
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Handwritten minute book of the Council of College Hall with an index.

IDENTITY STATEMENT

Reference: CH 1/1/6
Title: Minute book of the Council
Dates: 1906 February-1911 March
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Handwritten minute book of the Council of College Hall.

IDENTITY STATEMENT

Reference: CH 1/1/7
Title: Minute book of the Council
Dates: 1911 May-1916 July
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Handwritten minute book of the Council of College Hall. Also contains reports presented to the Council as

well as a 'Draft Appeal' for assistance to purchase the freehold of the site of College Hall in order to increase accommodation and facilities in the Hall.

IDENTITY STATEMENT

Reference: CH 1/1/8
Title: Minute book of the Council
Dates: 1916 November-1931 June
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Handwritten minute book of the Council of College Hall, with an index.

IDENTITY STATEMENT

Reference: CH 1/1/9
Title: Minute book of the Council
Dates: 1931 September-1958 March
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Minute book of the Council of College Hall, with an index. Also contains reports presented to the Council and correspondence related to the business discussed.

IDENTITY STATEMENT

Reference: CH 1/1/10
Title: Minute book of the Council
Dates: 1958 March-1966 May
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Minute book of the Council of College Hall, with an index. Also contains reports presented to the Council.

IDENTITY STATEMENT

Reference: CH 1/2
Title: Annual General Meetings
Dates: 1885-1966
Level: sub-series
Extent and Medium: 3 books, 1 envelope

CONTENT

Scope and Content: 4 minute books of annual general meetings of College Hall.

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Chronological
Conditions of Access: Open

Note: Annual General Meetings received the annual reports, balance sheets and an address by the Chairman reporting on the year. Also used to elect members of the Council, Honorary members of College Hall, the Honorary Treasurer and the auditors.

IDENTITY STATEMENT

Reference: CH 1/2/1
Title: Minute Book of General Meetings
Dates: 1885 November-1902 December
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Handwritten minute book of General Meetings of College Hall. Also contains balloting papers and candidate names for positions on the Council.

IDENTITY STATEMENT

Reference: CH 1/2/2
Title: Minute Book of General Meetings
Dates: 1903 November-1911 May
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Handwritten minute book of General Meetings of College Hall. Also contains agenda of the meetings and 'Report of the Council on the Purchase of the Freehold of Byng Place'.

IDENTITY STATEMENT

Reference: CH 1/2/3
Title: Minute Book of General Annual Meetings
Dates: 1911 December-1932 January
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Handwritten minute book of General Meetings of College Hall. Also contains agenda of the meetings and correspondence relating to business conducted at the meeting.

IDENTITY STATEMENT**Reference:**

CH 1/2/4

Title:

Minute Book of General Annual

Meetings

Dates:

1933 January-1966 May

Level:

item

Extent and Medium:

1 book

CONTENT**Scope and Content:**

College Hall with agenda.

Minute book of General Meetings of

IDENTITY STATEMENT

Reference: CH 1/3
Title: Vacation Committee
Dates: 1886-1901
Level: sub-series
Extent and Medium: 2 books

CONTENT

Scope and Content: Two minute books of the Vacation Committee

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Chronological
Conditions of Access: Open

Note: The Vacation Committee dealt with applications for residence in the Hall.

IDENTITY STATEMENT

Reference: CH 1/3/1
Title: Minute book of the Vacation
Committee
Dates: 1886 August-1893 August
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Handwritten minute book of the
Vacation Committee. Also contains a Report of the Vacation Committee for
1887.

IDENTITY STATEMENT

Reference: CH 1/3/2
Title: Minute book of the Vacation
Committee
Dates: 1893 August-1901 September
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Handwritten minute book of the
Vacation Committee.

IDENTITY STATEMENT

Reference: CH 1/4
Title: House Committee
Dates: 1909-1989
Level: sub-series
Extent and Medium: 5 books, 3 envelopes

CONTENT

Scope and Content: Minutes of the House Committee and General House Committee.

ACCESS AND USE

Language of Scripts: English
System of Arrangement: In chronological order although some minute books overlap each other.
Conditions of Access: Open

Note: House Committee meetings were held once a term, usually at least one week before the House General Meeting. It consisted of the Senior Student who liaised between the House and the Staff and kept a diary of official events at College Hall; the Secretary who kept the minutes; the Treasurer who was responsible for all financial matters; the Social Secretary who was responsible for the organisation and running of social events e.g. the annual dance and the Old People's Party; a member in charge of the telephone rota; a member in charge of the fiction library; a member in charge of the record player; a member in charge of the laundry equipment; a member in charge of the pictures scheme; and a reference librarian appointed by the Principal.

IDENTITY STATEMENT

Reference: CH 1/4/1
Title: Minute book of the House Committee
Dates: 1909 November-1924 May
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Handwritten minute book of the House Committee. Also contains rules of College Hall, revised in December 1920; household details for October 1922; and rules of the House Committee as passed by the Council in June 1923.

IDENTITY STATEMENT

Reference: CH 1/4/2
Title: Minute book of the House Committee
Dates: 1924 October-1935 February
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Handwritten minute book of the House Committee.

IDENTITY STATEMENT

Reference: CH 1/4/3
Title: Minute book of the House Committee
Dates: 1932 March-1939 May
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Handwritten minute book of the House Committee.

IDENTITY STATEMENT

Reference: CH 1/4/4
Title: Minute book of the House Committee
Dates: 1935 May-1951 October
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Handwritten minute book of the House Committee. Also contains the Constitution of College Hall as passed by the Committee and ratified by the House in October 1945.

IDENTITY STATEMENT

Reference: CH 1/4/5
Title: Minute book of the House Committee
Dates: 1939 June-1960 January
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Handwritten minute book of the House Committee.

IDENTITY STATEMENT

Reference: CH 1/4/6
Title: Minute book of the House Committee
Dates: 1951 January-1968 January
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Handwritten minute book of the House Committee.

IDENTITY STATEMENT

Reference: CH 1/4/7
Title: Minutes of the House Committee
Dates: 1965-1984
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Minutes of the House Committee for the period 1966-1984 with related documents and correspondence. These

include letters about awards for the Lady Robinson Travel Fund and Pfeiffer Fellowship as well as financial statements and minutes from the Council for 1965 relating to the winding up of College Hall as a Company.

IDENTITY STATEMENT

Reference:	CH 1/4/8
Title:	Minutes of the House Committee
Dates:	1977-1989
Level:	item
Extent and Medium:	1 envelope

CONTENT

Scope and Content:	Four notebooks of minutes of the House Committee.
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IDENTITY STATEMENT

Reference: CH 1/5
Title: House and Finance Committee
Dates: 1910-1965
Level: sub-series
Extent and Medium: 3 books

CONTENT

Scope and Content: Three minute books of the House and Finance Committee of College Hall.

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Chronological
Conditions of Access: Open

Note: On 21 February 1910 the Council recommended that, a "Standing Committee of the Council be established to be known as the House and Finance Committee". Members were appointed annually by the Council at its first meeting after the Annual General Meeting. It consisted of the Chairman of the Council; an Honorary Treasurer; the Principal; representatives of the present students; and three members of the Council. The Honorary Treasurer was the Chairman of the Committee.

The Council recommended, "that the details of household management and repairs and re-decorations stand referred to the House and Finance Committee for consideration and report, and that the details of management of finance and responsibility of all payments rest with that committee" (Council minutes, 21 February 1910, Ref: CH 1/1/6).

IDENTITY STATEMENT

Reference: CH 1/5/1
Title: Minute book of the House and Finance Committee
Dates: 1910 March-1925 July
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Handwritten minute book of the House and Finance Committee, with an index and related documents inserted.

IDENTITY STATEMENT

Reference: CH 1/5/2
Title: Minute book of the House and Finance Committee
Dates: 1925 October-1954 October
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Minute book of the House and Finance Committee, with an index and related documents inserted.

IDENTITY STATEMENT

Reference: CH 1/5/3
Title: Minute book of the House and Finance Committee
Dates: 1955 February-1965 June
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Minute book of the House and Finance Committee, with an index.

IDENTITY STATEMENT

Reference: CH 1/6
Title: Executive Committee of the
Purchase of Site and Building Fund
Dates: 1912-1915
Level: sub-series
Extent and Medium: 1 book

CONTENT

Scope and Content: One minute book of the Executive
Committee of the Purchase of Site and Building Fund.

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Chronological
Conditions of Access: Open

Note: The Executive Committee of the
Purchase of Site and Building Fund was set up to purchase the freehold of
Byng Place from the Duke of Bedford and the lease from the Coward
Trustees. The 'Report of the Council on the Purchase of the Freehold of Byng
Place' (in the Council minutes for 1911, Ref: CH 1/1/6) stated, "that a
committee be appointed, with the power to add to their number, to raise the
necessary funds for the purchase of the site and of the lease, and for the
reconstruction of the buildings thereon".

IDENTITY STATEMENT

Reference: CH 1/6/1
Title: Minute book of the Executive
Committee of the Purchase of Site and Building Fund
Dates: 1912 February-1915 April
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Handwritten minute book of the
Executive Committee of the Purchase of Site and Building Fund.

IDENTITY STATEMENT

Reference: CH 1/7
Title: Library Committee
Dates: 1917-1963
Level: sub-series
Extent and Medium: 1 book

CONTENT

Scope and Content: One minute book of the Library Committee.

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Chronological
Conditions of Access: Open

Note: The Library Committee was established to run the College Hall library. It consisted of the Principal as librarian; an assistant librarian appointed by the Principal; the Senior Student; two fiction librarians; and students representing the Arts, Science, Slade School of Fine Art and Medicine.

IDENTITY STATEMENT

Reference: CH 1/7/1
Title: Minute book of the Library
Committee
Dates: 1917 February-1963 May
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Handwritten minute book of the Library Committee with related documents inserted. Also includes a copy of the library rules from 1915 and a list of books purchased for the library (1952).

IDENTITY STATEMENT

Reference: CH 1/8
Title: Jubilee Building Fund Committee
Dates: 1930-1932
Level: sub-series
Extent and Medium: 1 book

CONTENT

Scope and Content: One minute book of the Jubilee Building Fund Committee.

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Chronological
Conditions of Access: Open

Note: The Jubilee Building Fund Committee was established to raise and administer funds for a new building for College Hall. The minutes of the Council for 10 December 1929 state that Mary Brodrick and Dr Coutauld both donated £1000 to start the Building Fund (CH 1/1/8).

IDENTITY STATEMENT**Reference:**

CH 1/8/1

Title:

Minute book of the Jubilee Building

Fund Committee

Dates:

1930 September-1932 September

Level:

item

Extent and Medium:

1 book

CONTENT**Scope and Content:**

Minute book of the Jubilee Building

Fund Committee

IDENTITY STATEMENT

Reference: CH 1/9
Title: Special Committee
Dates: 1941-1945
Level: sub-series
Extent and Medium: 1 envelope

CONTENT

Scope and Content: One envelope of minutes of the Special Committee.

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Chronological
Conditions of Access: Open

Note: The Special Committee was appointed on 22 May 1941 to look after the affairs of the Hall while the war lasted. On 6 July 1945 it was discontinued and management of the affairs of the Hall was back in the hands of the Council. (For other papers on College Hall during the war please see CH 6/2).

IDENTITY STATEMENT

Reference: CH 1/9/1
Title: Minutes of the Special Committee
Dates: 1941 July-1945 April
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Minutes and agenda of the Special Committee of College Hall.

IDENTITY STATEMENT

Reference: CH 1/10
Title: Building Committee
Dates: 1945-1947
Level: sub-series
Extent and Medium: 1 envelope

CONTENT

Scope and Content: One envelope of Building Committee minutes.

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Chronological
Conditions of Access: Open

Note: The Building Committee was set up to administer the rebuilding of College Hall after damage through enemy action during the war. (For other papers on College Hall during the war please see CH 6/2 and for building work at College Hall please see CH 6/3).

IDENTITY STATEMENT

Reference: CH 1/10/1
Title: Minutes of the Building Committee
Dates: 1945 October-1947 May
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Minutes and agenda of the Building Committee with related documents.

IDENTITY STATEMENT

Reference: CH 1/11
Title: Bursaries Sub-Committee
Dates: 1954-1965
Level: sub-series
Extent and Medium: 1 book

CONTENT

Scope and Content: One minute book of the Bursaries Sub-Committee.

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Chronological
Conditions of Access: Open

Note: The Bursaries Sub-Committee dealt with the various bursaries available at the Hall including the Lady Robinson Traveling Scholarships, Pfeiffer Scholarships and Bursaries, Eleanor Grove Bursaries and bursaries from the Mary Brodrick Fund Account.

IDENTITY STATEMENT

Reference: CH 1/11/1
Title: Minute book of the Bursaries Sub-Committee
Dates: 1954 February-1965 June
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Minute book of the Bursaries Sub-Committee

IDENTITY STATEMENT

Reference: CH 2
Title: Annual Reports
Dates: 1883-1965
Level: series
Extent and Medium: 7 books, 3 envelopes

CONTENT

Scope and Content: Contains annual reports of College Hall from 1883 to 1965 (CH 2/1). These reports also contain the accounts for College Hall. During the Second World War no annual reports were issued (except for 1940). However there are accounts for this period (CH 2/1/7). Other financial papers have been included in this section (CH 2/2).

ACCESS AND USE

Language of Scripts: English
System of Arrangement:
Conditions of Access: Open

IDENTITY STATEMENT

Reference: CH 2/1
Title: Annual Reports of College Hall
Dates: 1883-1965
Level: sub-series
Extent and Medium: 7 books, 2 envelopes

CONTENT

Scope and Content: Annual reports of College Hall from 1883 to 1941 and from 1945 to 1965. The annual reports from 1941 to 1945 were either never written or have not survived. The accounts for these years, typically in the annual reports, are here (CH 2/1/7).

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Chronological
Conditions of Access: Open

IDENTITY STATEMENT

Reference: CH 2/1/1
Title: Annual Reports of College Hall
Dates: 1883-1892
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Book of annual reports of College Hall.

IDENTITY STATEMENT

Reference: CH 2/1/2
Title: Annual Reports of College Hall
Dates: 1893-1902
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Book of annual reports of College Hall.

IDENTITY STATEMENT

Reference: CH 2/1/3
Title: Annual Reports of College Hall
Dates: 1903-1912
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Book of annual reports of College Hall.

IDENTITY STATEMENT

Reference: CH 2/1/4
Title: Annual Reports of College Hall
Dates: 1912-1925
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Book of annual reports of College Hall.

IDENTITY STATEMENT

Reference: CH 2/1/5
Title: Annual Reports of College Hall
Dates: 1926-1932
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Book of annual reports of College Hall.

IDENTITY STATEMENT

Reference: CH 2/1/6
Title: Annual Reports of College Hall
Dates: 1933-1939
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Book of annual reports of College Hall.

IDENTITY STATEMENT

Reference: CH 2/1/7
Title: Annual Reports of College Hall
Dates: 1940-1945
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Contains the annual report for 1940-1941 and accounts for the years 1940-1945. The reports for the years 1942-1945 were either never written or have not survived.

IDENTITY STATEMENT

Reference: CH 2/1/8
Title: Annual Reports of College Hall
Dates: 1945-1960
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Book of annual reports of College Hall.

IDENTITY STATEMENT

Reference: CH 2/1/9
Title: Annual Reports of College Hall
Dates: 1960-1965
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Four booklets of annual reports of College Hall. Includes the 83rd and final report of College Hall (1965).

IDENTITY STATEMENT

Reference: CH 2/2
Title: Financial Papers
Dates: 1912-1939
Level: sub-series
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Contains estimates of income and expenditure from 1912 to 1939.

ACCESS AND USE

Language of Scripts: English
System of Arrangement:
Conditions of Access: Open

IDENTITY STATEMENT

Reference: CH 2/2/1
Title: Estimates of Income and
Expenditure
Dates: 1912-1939
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Estimates of Income and
Expenditure of College Hall covering the period 1912-1939. Also includes
details on the average cost per student for 1922-1923.

IDENTITY STATEMENT

Reference: CH 3
Title: Reports
Dates: 1911-1965
Level: series
Extent and Medium: 2 envelopes

CONTENT

Scope and Content: Contains Principal's Reports for the period, 1911-1951 (CH 3/1) and reports of the Senior Student for the period, 1918-1965 (CH 3/2).

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Arranged chronologically by the first report
Conditions of Access: Open

IDENTITY STATEMENT

Reference: CH 3/1
Title: Principal's Reports
Dates: 1911-1951
Level: sub-series
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Contains Principal's Reports of
College Hall.

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Chronological
Conditions of Access: Open

IDENTITY STATEMENT

Reference: CH 3/1/1
Title: Principal's Reports
Dates: 1911-1951
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Termly reports of the Principal detailing significant events in the life of the Hall.

IDENTITY STATEMENT

Reference: CH 3/2
Title: Senior Student's Reports
Dates: 1918-1965
Level: sub-series
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Contains reports of the Senior Student.

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Chronological
Conditions of Access: Open

IDENTITY STATEMENT

Reference: CH 3/2/1
Title: Senior Student's Reports
Dates: 1917-1963
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Yearly reports of the Senior Student on life in College Hall. Also includes some constitutional documents including Standing Orders for the Students House Committee drawn up in 1965. There are also some sketch plans of College Hall.

IDENTITY STATEMENT

Reference: CH 4
Title: College Hall Old Students Association
Dates: 1897-1982
Level: series
Extent and Medium: 2 books, 9 envelopes
Name of Creator: College Hall Old Students Association

CONTEXT

Biographical/Administrative History: College Hall Old Students Association (CHOSA) was founded on 16 January 1896 to enable past students to keep in touch. In 1905 and 1912 it received £500 from bequests by Miss Grove and Miss Morison respectively. The interest returned on the investments of these monies was granted to members of CHOSA who had appealed to a special sub-committee.

Members of CHOSA were able to use the College Hall library and to dine in the Hall. They could also reside for the night in the Hall for the sum of 7/6. A resolution of the Council of 8 June 1903 stated, "that Old Students wishing to avail themselves of the privilege of staying occasionally as guests at the Hall must make application to the Principal". CHOSA met twice yearly: the annual business meeting was held in January and the Social meeting was held in November.

CONTENT

Scope and Content: Contains papers created by College Hall Old Students Association (CHOSA) split into the following sections: CHOSA Annual General Meeting minutes, 1897-1950 (CH 4/1); CHOSA reports, 1911-1976 (incomplete) (CH 4/2); CHOSA Committee minutes, 1916-1949 (CH 4/3); and Grove-Morrison Trust papers, 1926-1968 (CH 4/4).

ACCESS AND USE

Language of Scripts: English
System of Arrangement: This series is arranged chronologically by date of the first meeting
Conditions of Access: Open

IDENTITY STATEMENT

Reference: CH 4/1
Title: Annual General Meetings
Dates: 1897-1950
Level: sub-series
Extent and Medium: 1 book, 1 envelope

CONTENT

Scope and Content: Contains minutes of College Hall Old Students Association annual general meeting minutes and papers.

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Chronological
Conditions of Access: Open

IDENTITY STATEMENT

Reference: CH 4/1/1
Title: Minutes of Annual General Meetings
Dates: 1896 January-1929 January
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Handwritten minute book of annual general meetings of College Hall Old Students Association, with related documents. Also contains some photos. Near the middle of the book are three photos of 15 Tavistock Square the residence of Miss Grove and Miss Morison after their retirement from College Hall. On the very back page are three photos of a day out in the country.

IDENTITY STATEMENT

Reference: CH 4/1/2
Title: Papers of Annual General Meetings
Dates: 1939-1951
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Miscellaneous papers relating to annual general meetings of College Hall Old Students Association (CHOSA), including agenda and minutes. Also includes the objects of CHOSA.

IDENTITY STATEMENT

Reference:	CH 4/2
Title:	Reports
Dates:	1911-1982
Level:	sub-series
Extent and Medium:	6 envelopes

CONTENT

Scope and Content: Contains reports of College Hall Old Students Association (CHOSA) from 1911 to 1976. These are complete between 1911 and 1949. Also contains the Centenary Report of CHOSA from 1982.

ACCESS AND USE

Language of Scripts:	English
System of Arrangement:	Chronological
Conditions of Access:	Open

IDENTITY STATEMENT

Reference: CH 4/2/1
Title: Reports of College Hall Old Students
Association
Dates: 1911-1921
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Reports of the College Hall Old Students Association which include information on the members of the committee, lists of members, statement of accounts and reports on the events and life at College Hall.

IDENTITY STATEMENT

Reference: CH 4/2/2
Title: Reports of College Hall Old Students
Association
Dates: 1921-1930
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Reports of the College Hall Old Students Association.

IDENTITY STATEMENT

Reference: CH 4/2/3
Title: Reports of College Hall Old Students
Association
Dates: 1930-1939
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Reports of the College Hall Old Students Association.

IDENTITY STATEMENT

Reference: CH 4/2/4
Title: Reports of College Hall Old Students Association
Dates: 1939-1949
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Reports of the College Hall Old Students Association.

IDENTITY STATEMENT

Reference: CH 4/2/5
Title: Reports of College Hall Old Students Association
Dates: 1954-1976
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Annual reports of the College Hall Old Students Association. Only contains reports for the years 1954, 1959-1960, 1962-1963, 1967-1969 and 1975-1976.

IDENTITY STATEMENT

Reference: CH 4/2/6
Title: 'College Hall London, 1882-1982. A Centenary Report'
Dates: 1982
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: 'College Hall London, 1882-1982. A Centenary Report' was produced by the College Hall Old Students Association (CHOSA). It consists of "anecdotes and memories of life in Hall contributed by former members of staff", members of CHOSA, news of old students or staff and a list of the Principals/Wardens and Assistants/Bursars since 1882.

IDENTITY STATEMENT

Reference: CH 4/3
Title: Committee minutes
Dates: 1916-1948
Level: sub-series
Extent and Medium: 1 book

CONTENT

Scope and Content: One minute book of the Committee of College Hall Old Students Association.

ACCESS AND USE

Language of Scripts: English
System of Arrangement:
Conditions of Access: Open

IDENTITY STATEMENT

Reference: CH 4/3/1
Title: Minute book of the Committee of
College Hall Old Students Association
Dates: 1916 May-1948 May
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Handwritten minute book of the
College Hall Old Students Association (CHOSA) Committee.

IDENTITY STATEMENT

Reference: CH 4/4
Title: Trust Papers
Dates: 1937-1968
Level: sub-series
Extent and Medium: 2 envelopes

CONTENT

Scope and Content: Contains papers on the Grove-Morison Trust (CH 4/4/1) and the Refugee Student Fund (CH 4/4/2).

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Chronological by first date of the file.
Conditions of Access: Open

IDENTITY STATEMENT

Reference: CH 4/4/1
Title: Papers of the Grove-Morison Trust
Dates: 1937-1968
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence relating to the Grove-Morison Trust and the Grove-Morison Trust deed from 1937.

IDENTITY STATEMENT

Reference: CH 4/4/2
Title: Papers on the Refugee Student Fund
Dates: 1940-1941
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence relating to the Refugee Student Fund.

IDENTITY STATEMENT

Reference: CH 5
Title: Constitution Papers
Dates: 1886-1965
Level: series
Extent and Medium: 1 book, 2 envelopes, 1 file

CONTENT

Scope and Content: Contains Articles of Association for College Hall (CH 5/1) and the Constitution (CH 5/2).

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Chronological
Conditions of Access: Open

IDENTITY STATEMENT

Reference: CH 5/1
Title: Articles of Association
Dates: 1886, 1916
Level: sub-series
Extent and Medium: 1 book, 1 envelope

CONTENT

Scope and Content: Contains Articles of Association from 1886 and 1916.

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Chronological
Conditions of Access: Open

IDENTITY STATEMENT

Reference: CH 5/1/1
Title: Articles of Association, 1886
Dates: 1886
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Memorandum and Articles of Association registered the 25th day of March 1886.

IDENTITY STATEMENT

Reference: CH 5/1/2
Title: Articles of Association, 1916
Dates: 1916
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Memorandum as registered the 25th day of March 1886 and Articles of Association as amended by Special Resolution passed and confirmed at Extraordinary General Meeting on 4th July and 20th July, 1916.

IDENTITY STATEMENT

Reference: CH 5/2
Title: Constitution
Dates: 1884-1886, 1965
Level: sub-series
Extent and Medium: 1 envelope, 1 file

CONTENT

Scope and Content: Contains the Provisional Constitution and Bye-Laws of 1886 and the Constitution of 1965.

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Chronological
Conditions of Access: Open

IDENTITY STATEMENT

Reference: CH 5/2/1
Title: Provisional Constitution and Bye-Laws
Dates: 1884-1886
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Provisional Constitution for College Hall of Residence for Women (5 May 1884)
Bye-Laws as adopted by the Council (20 December 1886)

IDENTITY STATEMENT

Reference: CH 5/2/2
Title: Constitution for Resident Students of College Hall
Dates: 1965
Level: file
Extent and Medium: 1 file

CONTENT

Scope and Content: Constitutional documents of College Hall:
-Constitution for the Resident Students of College Hall based on the amended constitution of 1945 (1965)
-Students House Committee Standing Orders (1965)

IDENTITY STATEMENT

Reference:	CH 6
Title:	Case-files
Dates:	1900-1996
Level:	series
Extent and Medium:	2 books, 91 envelopes

CONTENT

Scope and Content: Mainly consists of correspondence from College Hall. This has been split into three sections: correspondence (CH 6/1), wartime papers (CH 6/2) and building works (CH 6/3). There are also rules and regulations of College Hall (CH 6/4) and miscellaneous papers (CH 6/5).

ACCESS AND USE

Language of Scripts:	English
System of Arrangement:	
Conditions of Access:	Open

IDENTITY STATEMENT

Reference: CH 6/1
Title: Correspondence
Dates: 1914-1985
Level: sub-series
Extent and Medium: 51 envelopes

CONTENT

Scope and Content: Contains correspondence of College Hall. For some files it has been possible to classify them by subject but some are of a miscellaneous or general nature.

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Files have been arranged chronologically by the first date on the file.
Conditions of Access: Open

IDENTITY STATEMENT

Reference: CH 6/1/1
Title: Correspondence with Miss Alleyne
Dates: 1914, 1921-1931
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: General correspondence with Miss Alleyne.

IDENTITY STATEMENT

Reference: CH 6/1/2
Title: Correspondence relating to grants
Dates: 1921-1934
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence mainly relating to grants and addressed to Lord Loch.

IDENTITY STATEMENT

Reference: CH 6/1/3
Title: Letters from abroad
Dates: 1925-1951
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Bundle of letters sent to College Hall from former residents traveling abroad.

IDENTITY STATEMENT

Reference: CH 6/1/4
Title: General Office Correspondence
Dates: 1926, 1948
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Bundle of letters regarding College Hall Old Students Association (CHOSA) and Council elections

IDENTITY STATEMENT

Reference: CH 6/1/5
Title: Council correspondence
Dates: 1930-1931
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence to and from the Council mainly dealing with Council business.

IDENTITY STATEMENT

Reference: CH 6/1/6
Title: Correspondence regarding construction of new College Hall building
Dates: 1930-1931
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding construction of new College Hall building.

IDENTITY STATEMENT

Reference: CH 6/1/7
Title: Correspondence to Sir Alexander Gibb
Dates: 1930 November-1932 February
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: General correspondence to Sir Alexander Gibb about College Hall.

IDENTITY STATEMENT

Reference: CH 6/1/8
Title: Letter book of Thyra Alleyne
Dates: 1931-1932
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Letter book of Thyra Alleyne.

IDENTITY STATEMENT

Reference: CH 6/1/9
Title: Letter from Princess Alice
Dates: 1932 September 21
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Letter from Princess Alice appealing for funds on behalf of College Hall.

IDENTITY STATEMENT

Reference: CH 6/1/10
Title: General correspondence
Dates: 1932 February-1932 March
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: General correspondence of College Hall mainly regarding the financing of the new building.

IDENTITY STATEMENT

Reference: CH 6/1/11
Title: General correspondence
Dates: 1932 March-1932 October
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Special correspondence of College Hall:

- correspondence regarding Princess Alice
- correspondence regarding the cost of rooms
- correspondence regarding the City Companies Appeal
- correspondence regarding the India Room
- correspondence appealing for an endowment from the Dominion of Canada
- correspondence regarding the service and memorial to Gregory Foster

IDENTITY STATEMENT

Reference: CH 6/1/12
Title: Letter from Miss Brodrick to Miss Alleyne
Dates: 1932 June 8
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Letter from Miss Brodrick to Miss Alleyne just prior to the move from Byng Place to Malet Street.

IDENTITY STATEMENT

Reference: CH 6/1/13
Title: Letters and Christmas Cards to Miss Alleyne
Dates: 1932-1947
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Collection of letters, Christmas cards and photos from former College Hall students to Miss Alleyne.

IDENTITY STATEMENT

Reference: CH 6/1/14
Title: Letter appealing for funds for a room for South African students
Dates: 1933
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Letter from College Hall to an unnamed person appealing for £350 for the setting aside of a room for the use of a woman student from South Africa studying in the University of London.

IDENTITY STATEMENT

Reference: CH 6/1/15
Title: Council correspondence
Dates: 1934-1937
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content:
reports from College Hall Council

Correspondence, agenda and

IDENTITY STATEMENT

Reference:

CH 6/1/16

Title:

Council correspondence

Dates:

1937-1947

Level:

file

Extent and Medium:

2 envelopes

CONTENT

Scope and Content:
including minutes of various committees of College Hall and University College.

Correspondence of the Council

IDENTITY STATEMENT

Reference:

CH 6/1/17

Title:

Correspondence regarding fees at

College Hall

Dates:

1939-1955

Level:

file

Extent and Medium:

1 envelope

CONTENT

Scope and Content:
College Hall.

Correspondence regarding fees at

IDENTITY STATEMENT

Reference:

CH 6/1/18

Title:

Correspondence relating to the Lucie

Dobson Memorial Fund

Dates:

1939-1941

Level:

file

Extent and Medium:

1 envelope

CONTENT

Scope and Content:
Dobson Memorial Fund

Correspondence relating to the Lucie

IDENTITY STATEMENT

Reference: CH 6/1/19
Title: General correspondence
Dates: 1939
Level: file
Extent and Medium: 2 envelopes

CONTENT

Scope and Content: General correspondence of College Hall

IDENTITY STATEMENT

Reference: CH 6/1/20
Title: Correspondence with Sir Evan Gibb
Dates: 1941-1942
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence with Sir Evan Gibb.

IDENTITY STATEMENT

Reference: CH 6/1/21
Title: Correspondence of the Sub-Committee appointed to negotiate the letting of the Gower Street Property
Dates: 1940-1941
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence of the Sub-Committee appointed to negotiate the letting of the Gower Street Property. Also contains minutes of the meeting of this sub-committee on 5 February 1941.

IDENTITY STATEMENT

Reference: CH 6/1/22
Title: General correspondence
Dates: 1941-1949
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: General correspondence of College Hall including correspondence regarding annual returns and a memorial to Lady Lockyer.

IDENTITY STATEMENT

Reference: CH 6/1/23
Title: Application to the University of London and the Ministry of Works for financial assistance
Dates: 1941-1949
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding an application to the University of London and the Ministry of Works for financial assistance.

IDENTITY STATEMENT

Reference: CH 6/1/24
Title: Council correspondence
Dates: 1942-1945
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence of the College Hall Council

IDENTITY STATEMENT

Reference: CH 6/1/25
Title: Correspondence regarding the legacy of Miss Hitchcock
Dates: 1943
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding the legacy of Miss Hitchcock.

IDENTITY STATEMENT

Reference: CH 6/1/26
Title: Correspondence regarding the Mary Brodrick Fund
Dates: 1943-1951
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding the Mary Brodrick Fund including a copy of Mary Brodrick's will.

IDENTITY STATEMENT

Reference: CH 6/1/27
Title: Correspondence regarding the party wall between College Hall and the Royal Academy of Dramatic Arts
Dates: 1943-1953
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding the party wall between College Hall and the Royal Academy of Dramatic Arts including plans and an agreement.

IDENTITY STATEMENT

Reference: CH 6/1/28
Title: Correspondence regarding College Hall's status as a charity
Dates: 1944-1963
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding College Hall's status as a charity.

IDENTITY STATEMENT

Reference: CH 6/1/29
Title: Correspondence of Miss Durden-Smith
Dates: 1945-1958
Level: file
Extent and Medium: 2 envelopes

CONTENT

Scope and Content: Correspondence of Miss Durden-Smith, Principal of College Hall.

IDENTITY STATEMENT

Reference: CH 6/1/30
Title: Correspondence regarding male visitors
Dates: 1945
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding male visitors, including a letter from the House Committee to Miss Alleyne complaining of the unsatisfactory regulations in regard to this topic.

IDENTITY STATEMENT

Reference: CH 6/1/31
Title: Correspondence regarding the sale of the Gower Street property to the Legal and General Assurance Society
Dates: 1945-1962
Level: file
Extent and Medium: 2 envelopes

CONTENT

Scope and Content: Correspondence regarding the sale of the Gower Street property to the Legal and General Assurance Society.

IDENTITY STATEMENT

Reference: CH 6/1/32
Title: Correspondence regarding Lady Robinson's Legacy
Dates: 1950-1952
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding Lady Robinson's Legacy.

IDENTITY STATEMENT

Reference: CH 6/1/33
Title: General correspondence
Dates: 1950-1958
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: General office correspondence including annual returns and signed annual reports.

IDENTITY STATEMENT

Reference: CH 6/1/34
Title: Correspondence regarding the Mary Brodrick Bequest
Dates: 1951-1955
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding the Mary Brodrick Bequest.

IDENTITY STATEMENT

Reference: CH 6/1/35
Title: Correspondence regarding the County of London Development plan
Dates: 1951-1952
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding the County of London Development plan.

IDENTITY STATEMENT

Reference: CH 6/1/36
Title: Correspondence regarding objections to the County of London Development Plan
Dates: 1952
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding objections to the County of London Development Plan.

IDENTITY STATEMENT

Reference: CH 6/1/37
Title: Correspondence regarding College Hall investments
Dates: 1955-1957
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding investments made by College Hall.

IDENTITY STATEMENT

Reference: CH 6/1/38
Title: Correspondence regarding charitable donations to College Hall
Dates: 1956-1961
Level: file
Extent and Medium: 4 envelopes

CONTENT

Scope and Content: Correspondence regarding charitable donations to the various appeals and funds of College Hall.

IDENTITY STATEMENT

Reference: CH 6/1/39
Title: Correspondence regarding the reduction of mortgage
Dates: 1956-1958
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding appeals to various companies with the aim of reducing the mortgage of College Hall.

IDENTITY STATEMENT

Reference: CH 6/1/40
Title: Correspondence regarding appeal to
City Livery Companies
Dates: 1957-1963
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding an appeal to City Livery Companies for the College Hall 75th Anniversary Appeal Fund.

IDENTITY STATEMENT

Reference: CH 6/1/41
Title: Council correspondence
Dates: 1957-1965
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence of Council members regarding elections to various College Hall committees.

IDENTITY STATEMENT

Reference: CH 6/1/42
Title: Correspondence with Legal and
General Assurance Society regarding the mortgage of College Hall
Dates: 1957-1958
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence with Legal and General Assurance Society regarding the mortgage of College Hall.

IDENTITY STATEMENT

Reference: CH 6/1/43
Title: Correspondence of the House
Committee
Dates: 1964-1971
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence of the House Committee including its minutes and awards of grants and scholarships.

IDENTITY STATEMENT

Reference: CH 6/1/44
Title: Correspondence regarding the Winifred Smith and Maud Foster Memorial Fund
Dates: 1983-1985
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding the Winifred Smith and Maud Foster Memorial Fund with applications for grants.

IDENTITY STATEMENT

Reference: CH 6/2
Title: Wartime papers
Dates: 1939-1957
Level: sub-series
Extent and Medium: 15 envelopes

CONTENT

Scope and Content: Contains correspondence created during World War II, detailing the effects this had on life in College Hall. There is correspondence regarding the tenancy of the Victoria League and the American Red Cross, correspondence regarding the rebuilding of the Hall due to war damage as well as claims for war damage.

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Arranged chronologically by the first date on the file
Conditions of Access: Open

IDENTITY STATEMENT

Reference: CH 6/2/1
Title: Correspondence with the Victoria League
Dates: 1939-1943
Level: file

CONTENT

Scope and Content: Correspondence regarding the leasing of College Hall to the Victoria League for the duration of the war.

IDENTITY STATEMENT

Reference: CH 6/2/2
Title: Claim against the Victoria League
Dates: 1939-1943
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding a claim against the Victoria League by College Hall for damage to its property.

IDENTITY STATEMENT

Reference: CH 6/2/3
Title: General correspondence
Dates: 1939-1940
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: General correspondence of College Hall from the time of the outbreak of the war. Also includes the Memorandum of Agreement between College Hall and the Victoria League.

IDENTITY STATEMENT

Reference: CH 6/2/4
Title: Correspondence regarding war damage claims
Dates: 1941
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding war damage claims.

IDENTITY STATEMENT

Reference: CH 6/2/5
Title: Correspondence with the Ministry of Works
Dates: 1941-1942
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence with the Ministry of Works regarding them leasing College Hall.

IDENTITY STATEMENT

Reference: CH 6/2/6
Title: War Damage Contribution file
Dates: 1941-1946
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding war damage contribution. Includes detailed inventory of moveable items destroyed in 1940.

IDENTITY STATEMENT

Reference: CH 6/2/7
Title: Correspondence regarding war damage claims
Dates: 1941-1952
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding war damage claims.

IDENTITY STATEMENT

Reference: CH 6/2/8
Title: Correspondence regarding war damage claims
Dates: 1941-1942
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding war damage claims including reports on damage sustained to the building.

IDENTITY STATEMENT

Reference: CH 6/2/9
Title: Correspondence regarding war damage claims
Dates: 1943
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding war damage claims.

IDENTITY STATEMENT

Reference: CH 6/2/10
Title: Correspondence regarding the requisitioning of the Mary Brodrick Wing to the American Red Cross
Dates: 1943-1945
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding the requisitioning of the Mary Brodrick Wing to the American Red Cross.

IDENTITY STATEMENT

Reference: CH 6/2/11
Title: Correspondence regarding the rebuilding of the destroyed part of the Malet Street premises
Dates: 1943-1946
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding the rebuilding of the destroyed part of the Malet Street premises.

IDENTITY STATEMENT

Reference: CH 6/2/12
Title: Correspondence regarding war damage claims
Dates: 1943-1957
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding war damage claims. Includes correspondence on the rebuilding of the South Wing.

IDENTITY STATEMENT

Reference: CH 6/2/13
Title: Correspondence regarding the de-requisitioning of the Mary Brodrick Wing
Dates: 1943-1947
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding the de-requisitioning of the Mary Brodrick Wing from the American Red Cross and compensation claims.

IDENTITY STATEMENT

Reference: CH 6/2/14
Title: Correspondence regarding repairs to the Malet Street building
Dates: 1943-1949
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding repairs to the Malet Street building following bomb damage.

IDENTITY STATEMENT

Reference: CH 6/2/15
Title: Correspondence regarding transport
and storage claims
Dates: 1944-1945
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding transport
and storage claims following damage to College Hall through enemy action.

IDENTITY STATEMENT

Reference: CH 6/3
Title: Building Work
Dates: 1930-1958
Level: sub-series
Extent and Medium: 1 book, 17 envelopes

CONTENT

Scope and Content: Correspondence regarding building work undertaken at College Hall. Papers regarding building work undertaken during World War II (1939-1945) can be found in CH 6/2. Also contains builders' and architects' reports. Some files contain plans of the Hall but the majority of plans can be found at CH 9/1.

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Files are arranged chronologically by the first date on the file
Conditions of Access: Open

IDENTITY STATEMENT

Reference: CH 6/3/1
Title: Papers and leaflets relating to the Building Fund
Dates: 1930-1932
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Papers and leaflets relating to the Building Fund. Includes a report of the Site and Building Fund Committee and various letters appealing for help in the raising of funds.

IDENTITY STATEMENT

Reference: CH 6/3/2
Title: Correspondence with building contractors
Dates: 1930-1934
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence with building contractors including the final statement of account after the completion of the new building.

IDENTITY STATEMENT

Reference: CH 6/3/3
Title: Correspondence regarding the Building Fund
Dates: 1931
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding the Building Fund.

IDENTITY STATEMENT

Reference: CH 6/3/4
Title: Building Contract
Dates: 1931 June 10
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Agreement and Schedule of Conditions of Building Contract between College Hall and Dove Bros. Ltd.

IDENTITY STATEMENT

Reference: CH 6/3/5
Title: Correspondence regarding the construction of the new building in Malet Street
Dates: 1931
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding the construction of the new building in Malet Street.

IDENTITY STATEMENT

Reference: CH 6/3/6
Title: Report on College Hall
Dates: 1932 February 17
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Report on College Hall by Finnie, Ross and Co., Chartered Accountants, examining the finances of College Hall with reference to the building of the new premises at Malet Street.

IDENTITY STATEMENT

Reference: CH 6/3/7
Title: Correspondence regarding rebuilding in Gower Street
Dates: 1933, 1937
Level: file
Extent and Medium: 2 envelopes

CONTENT

Scope and Content: Correspondence regarding rebuilding in Gower Street. Also contains reports and some related minutes. All the correspondence and reports are from 1937. Some of the minutes are from 1933.

IDENTITY STATEMENT

Reference: CH 6/3/8
Title: 'Specification of Works required to be done in the erection of an Extension to College Hall, Malet Street'
Dates: 1933 December
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Architects report into the work to be done in the extension of College Hall

IDENTITY STATEMENT

Reference: CH 6/3/9
Title: Contract for the extension of College Hall
Dates: 1933-1934
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Contract for the extension of College Hall (January 1934) with related correspondence.

IDENTITY STATEMENT

Reference: CH 6/3/10
Title: Correspondence regarding the College Hall extension
Dates: 1933-1941
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding the College Hall extension.

IDENTITY STATEMENT

Reference: CH 6/3/11
Title: Estimate for Extension to College Hall
Dates: 1934 January
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Estimate for the proposed erection and completion of an extension to the Hall of Residence in Malet Street for College Hall.

IDENTITY STATEMENT

Reference: CH 6/3/12
Title: Architects reports regarding Nos 66, 68, 70 and 72 Gower Street
Dates: 1935-1937
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Architects reports regarding Nos 66, 68, 70 and 72 Gower Street.

IDENTITY STATEMENT

Reference: CH 6/3/13
Title: Correspondence regarding rates and valuations
Dates: 1944-1958
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding rates and valuations.

IDENTITY STATEMENT

Reference: CH 6/3/14
Title: Correspondence regarding the rebuilding of the Mary Brodrick Wing
Dates: 1945-1952
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding the rebuilding of the Mary Brodrick Wing.

IDENTITY STATEMENT

Reference: CH 6/3/15
Title: Correspondence regarding the rebuilding of the South Wing
Dates: 1948-1949
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding the rebuilding of the South Wing including architects report

IDENTITY STATEMENT

Reference: CH 6/3/16
Title: Correspondence regarding the rebuilding of the South Wing
Dates: 1948-1952
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding the rebuilding of the South Wing.

IDENTITY STATEMENT

Reference: CH 6/3/17
Title: Correspondence regarding the rebuilding of the South Wing
Dates: 1949-1954
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Correspondence regarding the rebuilding of the South Wing.

IDENTITY STATEMENT

Reference: CH 6/4
Title: Rules and Regulations
Dates: 1900-1951, 1996
Level: sub-series
Extent and Medium: 1 book, 1 envelope

CONTENT

Scope and Content: Contains House rules and fire rules.

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Arranged chronologically by the first date on the file
Conditions of Access: Open

IDENTITY STATEMENT

Reference: CH 6/4/1
Title: House rules
Dates: 1900-1996
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Miscellaneous house rules:
-regulations and daily routine (1900)
-guide to College Hall (1907)
-house rules (1915)
-conditions of residence (1920, 1934, 1944 and post 1951)
-Information for students (1995-1996)

IDENTITY STATEMENT

Reference: CH 6/4/2
Title: Fire rules
Dates: 1910-1939
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Journal of fire drills and minutes of
fire brigade meetings.

IDENTITY STATEMENT

Reference: CH 6/5
Title: Miscellaneous papers
Dates: 1926-1983
Level: sub-series
Extent and Medium: 7 envelopes

CONTENT

Scope and Content: Miscellaneous papers of College Hall. Includes Corporate Stock Account Certificate (CH 6/5/1), travel-log of former students (CH 6/5/2), subscriptions under Deed of Gift (CH 6/5/3), inventory lists (CH 6/5/4), references of past students (CH 6/5/5), reports from students in receipt of bursaries (CH 6/5/6) and miscellaneous papers on the running of the Hall (CH 6/5/7).

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Arranged chronologically by the first date on the file
Conditions of Access: Open except for records closed under the Data Protection Act (DPA).

IDENTITY STATEMENT

Reference: CH 6/5/1
Title: Corporate Stock Account Certificate
Dates: 1926 July 27
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Corporate Stock Account Certificate including an impression of the Common Seal of College Hall.

IDENTITY STATEMENT

Reference: CH 6/5/2
Title: Travel log of former College Hall students
Dates: 1926-1927
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Handwritten travel log of two former College Hall students referred to as P.K.L. and D.B.A. Journal of a round the world journey containing details of Canada, New Zealand, Australia and China. Also contains some photographs from China.

IDENTITY STATEMENT

Reference: CH 6/5/3
Title: Subscriptions under Deed of Gift
Dates: 1932
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Annual subscriptions to College Hall under the Deed of Gift scheme.

IDENTITY STATEMENT

Reference: CH 6/5/4
Title: Inventory lists of College Hall
Dates: 1939-1940
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Two inventories of College Hall articles to be warehoused at Shoolbred's Depositories.

IDENTITY STATEMENT

Reference: CH 6/5/5
Title: Testimonials and References of past College Hall students
Dates: 1959-1965
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Testimonials and references given by College Hall of former students.

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Not in any order
Conditions of Access: Closed due to DPA
Period Closed In Years: 80
Closed Until: 2046-01-01

IDENTITY STATEMENT

Reference: CH 6/5/6
Title: Reports from recipients of Bursaries
Dates: 1982-1983
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Reports from students in receipt of the Lady Robinson Travel Scholarship.

IDENTITY STATEMENT

Reference: CH 6/5/7
Title: Miscellaneous papers on the running of College Hall
Dates: undated [20th century]
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content:
of College Hall.

Miscellaneous papers on the running

IDENTITY STATEMENT

Reference: CH 7
Title: Deeds and Leases
Dates: 1827-1942
Level: series
Extent and Medium: 2 envelopes

CONTENT

Scope and Content: Contains deeds and leases for the Gordon Place (CH 7/1) and Malet Street (CH 7/2) site of College Hall.

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Arranged chronologically by the date of the first deed
Conditions of Access: Open

IDENTITY STATEMENT

Reference: CH 7/1
Title: Gordon Place site
Dates: 1827-1918
Level: sub-series
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Contains deeds and leases for the
Gordon Place site.

ACCESS AND USE

Language of Scripts: English
System of Arrangement:
Conditions of Access: Open

IDENTITY STATEMENT

Reference: CH 7/1/1
Title: Deeds and leases for the Gordon
Place site
Dates: 1827-1912
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: 14 deeds and leases concerning
Gordon Place, College Hall's former site, dating from 1827 to 1918.

IDENTITY STATEMENT

Reference: CH 7/2
Title: Malet Street site
Dates: 1932-1942
Level: sub-series
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Contains leases for the Malet Street site

ACCESS AND USE

Language of Scripts: English
System of Arrangement:
Conditions of Access: Open

IDENTITY STATEMENT

Reference: CH 7/2/1
Title: Leases for Malet Street site
Dates: 1932-1942
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Three leases concerning the Malet Street site of College Hall of the dates 1932, 1933 and 1942.

IDENTITY STATEMENT

Reference: CH 8
Title: Printed Items
Dates: 1890-1954, 1994
Level: series
Extent and Medium: 2 books, 21 envelopes

CONTENT

Scope and Content: Contains a collection of printed items relating to College Hall, divided as follows: Press cuttings (CH 8/1), papers on the opening of College Hall (CH 8/2), papers on the opening of the Mary Brodrick Wing (CH 8/3), memorials to former members of staff (CH 8/4), histories of College Hall (CH 8/5) and speeches on College Hall (CH 8/6).

ACCESS AND USE

Language of Scripts: English
System of Arrangement:
Conditions of Access: Open

IDENTITY STATEMENT

Reference: CH 8/1
Title: Press Cuttings
Dates: 1930-1934, 1994
Level: sub-series
Extent and Medium: 1 book

CONTENT

Scope and Content: Contains a book of press cuttings on
College Hall.

ACCESS AND USE

Language of Scripts: English
System of Arrangement:
Conditions of Access: Open

IDENTITY STATEMENT

Reference:	CH 8/1/1
Title:	Press Cuttings on College Hall
Dates:	1930-1934, 1994
Level:	item
Extent and Medium:	1 book

CONTENT

Scope and Content: Press cuttings concerning College Hall mainly covering the construction and move to the new site in Malet Street in 1932. Almost all of the cuttings are arranged chronologically, indexed and are from the dates 1930 to 1934. There is one cutting from 1994 loosely inserted concerning alleged food poisoning in the Hall.

IDENTITY STATEMENT

Reference: CH 8/2
Title: Opening of College Hall
Dates: 1931-1934
Level: sub-series
Extent and Medium: 1 book, 5 envelopes

CONTENT

Scope and Content: Contains invitations to the laying of the foundation stone and opening ceremonies (CH 8/2/1 and CH 8/2/3), the order of proceedings for the opening ceremonies (CH 8/2/2) and correspondence regarding the opening of the new building in Malet Street (CH 8/2/4).

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Arranged chronologically by the first date on the file
Conditions of Access: Open

IDENTITY STATEMENT

Reference: CH 8/2/1
Title: Invitation for the Laying of the
Foundation Stone
Dates: 1931
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Invitation reads: 'The Jubilee Building & Equipment Fund Committee request the honour of the company of Miss Prance At the Laying of the Foundation Stone of the New Building in Malet Street, by Lady Lockyer, one of the Founders of The College Hall and Senior Member of the Council, on Wednesday, 14th October, 1931, at 3.30 p.m.'

IDENTITY STATEMENT

Reference: CH 8/2/2
Title: Order of Proceedings for Opening
Ceremonies
Dates: 1931-1934
Level: item
Extent and Medium: 1 book

CONTENT

Scope and Content: Order of proceedings for opening ceremonies:
-The Laying of the Foundation Stone of the new building in Malet Street by Lady Lockyer (14 October 1931)
-Opening of the New Building by Her Majesty Queen Mary (10 November 1932)
-Opening of the Mary Brodrick Wing by Her Royal Highness Princess Alice, Countess of Athlone (15 November 1934)

IDENTITY STATEMENT

Reference: CH 8/2/3
Title: Invitation for Opening of New
Building
Dates: 1932
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Invitation reads: 'Her Majesty the Queen will visit College Hall on Thursday, 10th November, 1932, at 3 o'clock to open the New Building. The Chairman, the Principal and the Council of the Hall request the honour of the company of Mr and Mrs Smellie'.

IDENTITY STATEMENT

Reference: CH 8/2/4
Title: Correspondence regarding the opening of College Hall new building
Dates: 1932
Level: file
Extent and Medium: 3 envelopes

CONTENT

Scope and Content: Three files of correspondence, papers and itineraries for the opening of the new building of College Hall in Malet Street in 1932:

- Correspondence on the opening of the new building including a letter from Harry Verney on behalf of Queen Mary (1932)
- Papers on the opening of the new building mainly focussing on the arrangements of the opening ceremony (1932)
- General correspondence and papers regarding the opening ceremony for the new building (1932)

IDENTITY STATEMENT

Reference: CH 8/3
Title: Opening of the Mary Brodrick Wing
Dates: 1934
Level: sub-series
Extent and Medium: 2 envelopes

CONTENT

Scope and Content: Contains an invitation to the opening of the Mary Brodrick Wing (CH 8/3/1) and a letter to Princess Alice (CH 8/3/2). The order of proceedings can be found at CH 8/2/2).

ACCESS AND USE

Language of Scripts: English
System of Arrangement:
Conditions of Access: Open
Period Closed In Years:

IDENTITY STATEMENT

Reference: CH 8/3/1
Title: Invitation to the Opening of the Mary Brodrick wing
Dates: 1934
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Invitation reads: 'H.R.H. Princess Alice, Countess of Athlone, will visit College Hall on Thursday, 15th November, 1934, at 2.30 o'clock, to open the Mary Brodrick Wing. The Chairman, the Principal and the Council of the Hall request the honour of the company of Mr and Mrs J.F. Smellie'.

IDENTITY STATEMENT

Reference: CH 8/3/2
Title: Letter to Princess Alice
Dates: 1934 November 15
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Letter from College Hall to Princess Alice thanking her for her support of College Hall and for presiding over the opening ceremony for the opening of the Mary Brodrick Wing.

IDENTITY STATEMENT

Reference: CH 8/4
Title: Memorials
Dates: 1939-1954
Level: sub-series
Extent and Medium: 2 envelopes

CONTENT

Scope and Content: Contains details of the memorial services for Lucie Dobson (CH 8/4/1) and Thyra Alleyne (CH 8/4/2).

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Arranged chronologically by the first date on file
Conditions of Access: Open

IDENTITY STATEMENT

Reference: CH 8/4/1
Title: Letters and memorial service for
Lucie Dobson
Dates: 1939-1941
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: -Bundle of letters to Miss Alleyne
from former students regarding the death of Lucie Dobson
-Invoice for memorial plaque to Miss Dobson
-Card from memorial service of Miss Dobson

IDENTITY STATEMENT

Reference: CH 8/4/2
Title: Service card for Thyra Alleyne
Dates: 1954
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Order of service for the funeral of
Thyra Alleyne (1875-1954), Principal of College Hall, held at Christ Church,
Woburn Square on 28 May 1954.

IDENTITY STATEMENT

Reference: CH 8/5
Title: Histories of College Hall
Dates: 1890-1933
Level: sub-series
Extent and Medium: 5 envelopes

CONTENT

Scope and Content: Contains short printed histories of College Hall. Also contains reminiscences of life in the Hall and a memoir of Mary Brodrick.

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Arranged chronologically by the first date on the file
Conditions of Access: Open

IDENTITY STATEMENT

Reference: CH 8/5/1
Title: Brief History of College Hall
Dates: 1890
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: A short history of College Hall, written by Thomazine Mary Brodhurst, and a short history on the education of women, written by Gregory Foster entitled, 'The London Ladies' Education Association and the Admission of Women to University College, London'.

IDENTITY STATEMENT

Reference: CH 8/5/2
Title: Printed material on College Hall
collected by Thrya Alleyne
Dates: c1930
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: A collection of articles, speeches and programmes regarding the history of College Hall and University College, London. There are programmes on events relating to the centenary of University College in 1927.

IDENTITY STATEMENT

Reference: CH 8/5/3
Title: Brief History for the Jubilee Building
and Equipment Fund
Dates: 1932
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: A brief history of College Hall designed to encourage subscriptions to its Jubilee Building and Equipment Fund. It was written in 1932 as work was underway on the construction of the new building of College Hall in Malet Street which was to open later in the year.

IDENTITY STATEMENT

Reference: CH 8/5/4
Title: Reminiscences about College Hall
Dates: 1929-1933
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: A collection of reminiscences by past students of life in College Hall.

IDENTITY STATEMENT

Reference: CH 8/5/5
Title: Memoir of Mary Brodrick
Dates: 1933 December
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: A memoir of Mary Brodrick, PH.D., F.R.G.S., written by herself in December 1933.

IDENTITY STATEMENT

Reference: CH 8/6
Title: Speeches
Dates: 1900-1932
Level: sub-series
Extent and Medium: 7 envelopes

CONTENT

Scope and Content: Contains speeches about College Hall or on important occasions at College Hall. Contains speeches by Miss MacDonald, Mary Brodrick, John Parry, Norman Lockyer and Lady Lockyer.

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Arranged chronologically by first date on the file
Conditions of Access: Open

IDENTITY STATEMENT

Reference: CH 8/6/1
Title: Address by Miss MacDonald, M.B.
on the occasion of Miss Grove's and Miss Morison's resignations
Dates: 1900 October 15
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Address by Miss MacDonald to Miss Grove and Miss Morison with their reply, on the occasion of their resignation.

IDENTITY STATEMENT

Reference: CH 8/6/2
Title: Address by Professor John Perry
Dates: 1902
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Address by Professor John Perry, D.Sc., LL.D., F.R.S., on the Twentieth Anniversary of the Opening of College Hall, London

IDENTITY STATEMENT

Reference: CH 8/6/3
Title: Address by Sir Norman Lockyer
Dates: 1903
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Address delivered by Sir Norman Lockyer, K.C.B., F.R.S., entitled, 'Survey of Twenty-one Years' Work done by College Hall, 1903'.

Note: This copy is the reprint published 14 October 1931

IDENTITY STATEMENT

Reference: CH 8/6/4
Title: Address by Mary Brodrick
Dates: 1926 October 7
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Address delivered by Mary Brodrick, PH.D., F.R.G.S., at College Hall on 7 October 1926, entitled "'Our Inheritance", University College, London, 1827-1927'.

IDENTITY STATEMENT

Reference: CH 8/6/5
Title: Address by Lady Lockyer
Dates: 1931 October 14
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Address by Lady Lockyer on the occasion of the laying of the Foundation Stone of the New Building in Malet Street

Note: Other papers on the laying of the foundation stone and the opening ceremony for the new building can be found at CH 8/2. The order of proceedings for these events are at CH 8/2/2.

IDENTITY STATEMENT

Reference: CH 8/6/6
Title: Address by Mary Brodrick
Dates: 1932 July 4
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Address to the students of College Hall on the occasion of the close of the last session in Byng Place by Mary Brodrick, PH.D., F.R.G.S., Dame of Grace of the Order of St. John of Jerusalem entitled, 'Retrospect and Prospect "Farewell and All Hail!"'.

IDENTITY STATEMENT**Reference:**

CH 8/6/7

Title:

Address by Miss MacDonald on Miss

Grove

Dates:

undated [20th century]

Level:

item

Extent and Medium:

1 envelope

CONTENT**Scope and Content:**

Address by Miss MacDonald on Miss

Grove

IDENTITY STATEMENT

Reference: CH 9
Title: Plans and Maps
Dates: 1931-1970
Level: series
Extent and Medium: 5 envelopes, 2 rolls, 1 map

CONTENT

Scope and Content: Contains plans of the Malet Street site of College Hall (CH 9/1) and a map of London (CH 9/2).

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Chronological
Conditions of Access: Open

IDENTITY STATEMENT

Reference: CH 9/1
Title: Plans of College Hall site
Dates: 1931-c1970
Level: sub-series
Extent and Medium: 5 envelopes, 2 rolls

CONTENT

Scope and Content: Contains plans and related correspondence of the Malet Street site of the Hall. Some plans are with correspondence with builders while others are individual items. (For correspondence regarding building work at the Hall please see CH 6/3).

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Chronological
Conditions of Access: Open

IDENTITY STATEMENT

Reference: CH 9/1/1
Title: Plans of College Hall
Dates: 1931
Level: item
Extent and Medium: 1 roll

CONTENT

Scope and Content: Eleven plans of College Hall's layout drawn up by Thompson and Walford Architects in 1931

IDENTITY STATEMENT

Reference: CH 9/1/2
Title: Plan of College Hall site with builder's report
Dates: 1932-1933
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: -Report on College Hall by Finnie, Ross & Co. (17 February 1932)
-Plan showing new College Hall building and property to be acquired fronting Gower Street (1933)
-Correspondence relating to the plan of College Hall (1933)

IDENTITY STATEMENT

Reference: CH 9/1/3
Title: Plan of College Hall common room
Dates: 1932 March
Level: item
Extent and Medium: 1 roll

CONTENT

Scope and Content: Plan of College Hall common room

IDENTITY STATEMENT

Reference: CH 9/1/4
Title: Plans of College Hall site with related correspondence
Dates: 1934-1937
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: -Plan showing College Hall and property to be acquired fronting Gower Street (1934)
-Correspondence relating to the plans (1934-1937)

IDENTITY STATEMENT

Reference: CH 9/1/5
Title: Estate Agents' advert for the letting of Nos. 66-72 Gower Street
Dates: 1939
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Advert from Weatherall, Green and Smith, Chartered Surveyors and Auctioneers for the letting of Nos. 66-72 Gower Street, adjacent to College Hall, including plans of the building.

IDENTITY STATEMENT

Reference: CH 9/1/6
Title: Plans and correspondence with builders regarding the reconstruction of College Hall
Dates: 1942-1944
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Plans and correspondence with builders regarding the reconstruction of College Hall

Note: For other papers on College Hall during the war please see 'Wartime papers' at CH 6/2.

IDENTITY STATEMENT

Reference: CH 9/1/7
Title: Plan of fire escapes of College Hall
Dates: c1970
Level: item
Extent and Medium: 1 bundle

CONTENT

Scope and Content: Plan of fire escapes of College Hall

IDENTITY STATEMENT

Reference: CH 9/2
Title: Maps
Dates: c1933
Level: sub-series
Extent and Medium: 1 map

CONTENT

Scope and Content: Contains a map of London showing the distances of the Colleges from College Hall.

ACCESS AND USE

Language of Scripts: English
System of Arrangement:
Conditions of Access: Open

IDENTITY STATEMENT

Reference: CH 9/2/1
Title: Map of London showing the
distances of the Colleges of the University of London from College Hall
Dates: c1933
Level: item
Extent and Medium: 1 map

CONTENT

Scope and Content: Map of London showing the
distances of the Colleges of the University of London from College Hall

IDENTITY STATEMENT

Reference: CH 10
Title: Photographs
Dates: 1877-1952
Level: series
Extent and Medium: 23 envelopes, 1 file, 1 roll, 2 bundles

CONTENT

Scope and Content: This series has been split into two sections: photos of residents of College Hall (CH 10/1) and photos of the buildings (CH 10/2)

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Chronological
Conditions of Access: Open

IDENTITY STATEMENT

Reference: CH 10/1
Title: Photos of College Hall residents
Dates: 1877-1937
Level: sub-series
Extent and Medium: 19 envelopes, 1 file, 1 roll

CONTENT

Scope and Content: Contains photos of former College Hall residents, some identified some not. Most of the photos are of individuals although there are two group photos (CH 10/1/10-11).

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Arranged chronologically when the date was known
Conditions of Access: Open

IDENTITY STATEMENT

Reference: CH 10/1/1
Title: Pictures of Elizabeth Blackwell
Dates: 1877-1907
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: -One picture of Elizabeth Blackwell aged 38 (1877)
-One photograph of Elizabeth Blackwell (1907)

IDENTITY STATEMENT

Reference: CH 10/1/2
Title: Photos of Miss Grove and Miss Morison
Dates: 1881
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Five photos of Miss Grove and Miss Morison, both individually and together.

IDENTITY STATEMENT

Reference: CH 10/1/3
Title: Miscellaneous photos
Dates: 1888-1892
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Eleven photographs from College Hall Old Students Association (CHOSA). Only three are labelled:
-Charles Alleyne (1892)
-Alma Alleyne (1888)
-Mary Brodrick (undated)

IDENTITY STATEMENT

Reference: CH 10/1/4
Title: Framed photo of Elizabeth Blackwell
Dates: 1907
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: One photo from College Hall Old Students Association (CHOSA) of Elizabeth Blackwell.

IDENTITY STATEMENT

Reference: CH 10/1/5
Title: Photo of Elliot Fry
Dates: 1925
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: One photo of Elliot Fry.

IDENTITY STATEMENT

Reference: CH 10/1/6
Title: Photos of Sir Gregory Foster
Dates: 1929
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Two photos of Sir Gregory Foster, Provost of University College, London and Vice-Chancellor of the University of London.

IDENTITY STATEMENT

Reference: CH 10/1/7
Title: Photos of Lady Lockyer laying the Foundation Stone
Dates: 1931
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Two photos of Lady Lockyer at the laying of the Foundation stone of the new building of College Hall.

IDENTITY STATEMENT

Reference: CH 10/1/8
Title: Miscellaneous photos
Dates: c1933
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Collection of photos of children, presumably children of former College Hall residents.

IDENTITY STATEMENT

Reference: CH 10/1/9
Title: Photos of Lucie Dobson
Dates: 1937
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Two photos of Lucie Dobson holidaying in Oban from September 1937.

IDENTITY STATEMENT

Reference: CH 10/1/10
Title: Photo of College Hall residents
Dates: 1946 June
Level: item
Extent and Medium: 1 roll

CONTENT

Scope and Content: Formal photo of the residents of College Hall in 1946.

IDENTITY STATEMENT

Reference: CH 10/1/11
Title: Photo of College Hall residents
Dates: 1950 June
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Photo of the residents of College Hall for 1950.

IDENTITY STATEMENT

Reference: CH 10/1/12
Title: Drawing of unidentified person
Dates: undated [19th Century]
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: One drawing of an unidentified lady.

IDENTITY STATEMENT

Reference: CH 10/1/13
Title: Framed photo of unidentified lady
Dates: undated [20th century]
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Framed photo of unidentified lady

IDENTITY STATEMENT

Reference: CH 10/1/14
Title: Miscellaneous photos
Dates: undated
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Fifteen miscellaneous photos from College Hall Old Students Association (CHOSA). None are labelled although most are presumably of former College Hall residents.

IDENTITY STATEMENT

Reference: CH 10/1/15
Title: Framed photo of unidentified person
Dates: undated [20th century]
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Framed photo of unidentified lady

IDENTITY STATEMENT

Reference: CH 10/1/16
Title: Photos of distinguished former students of College Hall
Dates: undated [19th-20th century]
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Five photos of distinguished former residents of College Hall (descriptions are taken from frame on which the photos were originally mounted):
-Mary Brodrick, Ph.D., writer and lecturer on Egyptology
-Louisa MacDonald, first principal of the Women's College University of Sydney, fully affiliated to the University, and in all respects on an equal footing with the Men's Colleges.
-L.R. Cooke, L.R.C.P. & S. Edin. Appointed by the King of Corea, Physician and Surgeon to the Queen Dowager, the Crown Princess and the Ladies of the Corean Court, after five years work with Bishop Corfes' Medical Mission to India.
-Clara Collet, M.A., first woman appointed as Labour Correspondent in the Commercial, Labour, and Statistical Departments, Board of Trade, Whitehall.
-Rukhmabai, M.D., first Medical Officer of the Hospital for Women and Children, Surat, India.

IDENTITY STATEMENT

Reference: CH 10/1/17
Title: Photos of Miss Morison
Dates: undated
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Two photos and one drawing of Miss Morison.

IDENTITY STATEMENT

Reference: CH 10/1/18
Title: Photos of unidentified people
Dates: undated [20th century]
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Three photos of unidentified ladies.

IDENTITY STATEMENT

Reference: CH 10/1/19
Title: Framed photo of three people on horseback
Dates: undated
Level: item
Extent and Medium: 1 file

CONTENT

Scope and Content: Framed photo of three people on horseback

IDENTITY STATEMENT

Reference: CH 10/1/20
Title: Photo of unidentified family
Dates: undated
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Photo of unidentified family

IDENTITY STATEMENT

Reference: CH 10/1/21
Title: Photo of unidentified people
Dates: undated
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Photo of people outside a building, presumably College Hall.

IDENTITY STATEMENT

Reference: CH 10/2
Title: Photos of College Hall building
Dates: 1900-1952
Level: sub-series
Extent and Medium: 4 envelopes, 2 bundles

CONTENT

Scope and Content: Photos of both College Hall at Byng Place and at Malet Street. Contains photos of the furniture and interior of Byng Place (CH 10/2/1-2), a photograph book of the Malet Street site when it opened in 1932 (CH 10/2/3) and other photos of the interior and exterior of the Malet Street building (CH 10/2/4-6).

ACCESS AND USE

Language of Scripts: English
System of Arrangement: Arranged chronologically when the date was known
Conditions of Access: Open

IDENTITY STATEMENT

Reference: CH 10/2/1
Title: Photos of College Hall furniture
Dates: c1900
Level: file
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Twelve photos of College Hall furniture and one photo of the outside of College Hall at the turn of the century.

IDENTITY STATEMENT

Reference: CH 10/2/2
Title: Photos of the interior of College Hall,
Byng Place
Dates: c1920
Level: file
Extent and Medium: 1 bundle

CONTENT

Scope and Content: Four photos mounted on a board of the interior of College Hall, Byng Place

IDENTITY STATEMENT

Reference: CH 10/2/3
Title: Photograph book of College Hall,
Malet Street
Dates: 1932
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Photos showing College Hall as it was when the new building opened in Malet Street in 1932.

IDENTITY STATEMENT

Reference: CH 10/2/4
Title: Photo of New Founder's Room
Dates: 1951
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Photo of New Founder's Room,
College Hall

IDENTITY STATEMENT

Reference: CH 10/2/5
Title: 'Architecture Illustrated'
Dates: 1952 February
Level: item
Extent and Medium: 1 envelope

CONTENT

Scope and Content: Copy of 'Architecture Illustrated' from
February 1952 which includes pictures of College Hall.

IDENTITY STATEMENT

Reference: CH 10/2/6
Title: Photos of College Hall
Dates: undated [post-1932]
Level: file
Extent and Medium: 1 bundle

CONTENT

Scope and Content: Ten photos of both the interior and
exterior of College Hall, Malet Street.