



THE UNIVERSITY OF MELBOURNE ARCHIVES

NAME OF COLLECTION	UNIVERSITY OF MELBOURNE. OFFICE OF THE REGISTRAR
ACCESSION NO	1989.0045
CATEGORY	University, official
DATE RANGE	1947 to 1968
SIZE OF COLLECTION	14 boxes
HISTORICAL NOTE	<p>Major Colin Campbell acted as Honorary Secretary to the University Council from May 1853 until October that year when Edward Graves Mayne was appointed the University's first Registrar. The Registrar's responsibilities included oversight of for accounts, correspondence, student admissions and enrolments, staff appointments staff records and administration of the faculties through assistant registrars (later faculty general managers). The position came under the direction of the council and its committees. In 1999 the registrar's functions were divided between the newly-formed University Secretary and the Vice-Principal (Administration). Nineteenth Century Registrars were Edward Graves Mayne (1853-1855), John Frederick James 1856-1864), John Madden (1864) and Edward Fitzhayley A'Beckett (1864-1902).</p>
ACCESS CONDITIONS	Access: Restricted

DESCRIPTION	UM268. This accession covers the period of Frank Horace Johnston's service as Registrar. Born in Sunbury, Victoria in 1902, Johnston was educated at Melbourne High School and Melbourne University, graduating B.A., B. Com in 1923. He was appointed University Accountant in 1928 and Registrar in 1947. He served in this position until he retired. He died in 1978. The papers reflect the entire gamut of University administration between 1947 and 1968, as at this stage almost all correspondence with the University went through the Registrar's office. The earlier material in the accession arises from Mr Johnston's time as University accountant. Matters dealt with in these files include: the allocation of leave to both academic and administrative staff; selection of Professors Vice-Chancellors, Vice-Principals etc.; superannuation schemes; building plans and details of donations and trusts. Particular items of interest includes photographs of the fire damage to Old Wilson Hall, programmes and invitations, details of the expansion of the Melbourne University press, statements of research work done by the University for the Atomic Energy Commission, proposals for an educational T.V. channel and details of an early Hollerith punch card system for processing student enrolments data in 1958.
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UM 268, REGISTRAR'S CORRESPONDENCE FILES, 1947 - 1968

BOX 1

Academic Dress	8 July 1955 - 7 March 1958 (3ff)
Aboriginal Schools	22 March 1957 - 13 December 1967
Auditor General's Reports	2 September 1953 - 11 January 1966
A.C.E.R. (Australian Council for Educational Research)	13 February 1963 - 20 March 1964
Accommodation	27 May 1963 - 14 February 1967
Accounting	13 November 1953 - 10 May 1967
Accounts	31 March 1947 - 28 June 1967
Act of Parliament (University)	14 July 1958 - 10 February 1966
A.C.U. - Association of Commonwealth Universities (name changed 1/7/63)	6 March 1947 - 1 August 1968
Administration	13 April 1933 - 28 November 1967
Administration Building	22 July 1966 - 15 September 1967
Administration (Dr Plan)	26 February 1959 - 20 November 1967
Agent General for Vic.	17 April 1963 (1f)
Adult Education	1 July 1947 - 9 January 1962
Aes (ad eundem statum) admissions and credits	15 April 1964 - 28 June 1967
Agriculture	16 January 1967 - 21 February 1968
Air Squadron	16 February 1959 - 28 April 1967 (3ff)
Alfred Hospital	19 June 1953 - 16 November 1959
Allowances to Dean etc.	28 July 1961 - 6 June 1966
Ambassadors etc.	18 September 1963 - 2 June 1964
Anatomy	15 April 1940 - 15 December 1967

Annual Reports	11 June 1965 - 7 April 1967
Anthropology	21 July 1948 - 30 January 1968
Anti Cancer Council	26 April - 5 May 1965 (3ff)
A.N.Z.A.A.S.	21 July 1947 - 27 November 1967
Apparatus and Departmental votes	27 April 1964 - 25 May 1965
<u>Box 2</u> Appeals Committee	6 April 1956 - 6 January 1967
Applied Science	2 March 1967 - 4 January 1968
Appointments Board	14 November 1966 - 19 October 1967
Architecture	1 February 1966 - 13 February 1968
Archeology	26 February - 10 December 1965 (2ff)
Archives	3 May 1960 - 7 November 1967
Area of University	19 October 1951 (1f)
Acts	February 1964 - 22 December 1967
Associate Professors	17 April - 18 May 1959 (4ff)
Audio Visual Aids 1965, 1966, 1967 1968.	4 February 1965 - 25 February 1968
Austin Hospital	2 September 1965 - 21 November 1967
Aust. Admin. College	4 March - 20 May 1957 (2ff)
Aust. Academy of Science	19 November 1964 (1f)
Aust. Atomic Energy Commission	13 February 1961 - 8 February 1968
Aust. American Education Foundation	4 October 1965 - 8 August 1966 (3ff)
Aust. Universities Commission - (1) 1967 - 1968	3 July 1959 - 13 February 1968
Aust. Universities Commission - (2) 1970 - 1972 submission	19 April - 13 November 1967
Baker Benefactions	9 March 1965 (1f)
Ballarat School of Mines	10 December 1960 - 20 July 1964

Bank	7 September 1964 - 1 January 1968
Baptist College (Whitley)	18 November 1959 - 25 June 1964
Redmond Barry Building	November 1958 - 31 October 1961.
<u>BOX</u> 3 Bequests	12 January 1965 - 26 February 1968
Beaurepaire Centre	5 April 1954 - 9 September 1964
Biochemistry	5 December 1966 - 21 December 1967
Biology	5 December 1958 (1f)
Blackwood project	28 February 1957 - 26 May 1960
Botany	14 March 1967 - 24 January 1968
Brown coal research	24 January 1963 - 5 June 1964
British Council	17 December 1947 - 16 January 1968
Buildings	29 January 1964 - 1 August 1967
Carlton Development	31 May 1966 - 23 May 1967
Campion College (affiliated with Newman College).	31 May 1966 - 23 May 1967
Carnegie corporation	1 December 1948 - February 1968
Chairs (new)	2 November 1962 - 4 September 1967
Chancellor	23 December 1949 - 16 April 1967
Chaplains	13 May 1963 - 24 August 1967
Chemistry	16 March 1966 - 16 February 1968
City Council	4 July 1946 - 6 May 1965
Classics	29 November 1966 - 13 November 1967
Colleges	10 January 1966 - 23 November 1967
Commerce	21 January 1966 - 1 February 1968
Council (including nominations to bodies and meetings of Executive Committee).	23 February 1966 - 26 January 1968

Commonwealth advisory committee on
advanced education.

21 - 23 September 1965 (3ff)

BOX 4

Commonwealth Scholarships

15 August 1962 - 29 April 1965

Commonwealth Scholarships and
office of education.

5 March 1964 - 4 December 1967

Commonwealth Scholarships (school
intermediate level)

19 May 1964 - 22 April 1965

Computer lab.

1 November 1963 - 10 October 1967

Conferring of Degrees

8 October 1952 - 6 August 1965

Conservatorium (and music
generally), 1967

8 February 1967 - 26 January 1968

Convocation

30 April 1952 - 27 September 1967

C.S.I.R.O.

21 January 1965 - 27 October 1967

Criminology

6 February 1963 - 28 July 1966

Cyprus Expedition

21 December 1964 - 11 August 1967

Diary Research

14 September 1959 (2ff)

Data processing

2 April 1964 - 7 July 1965

Deans reports

6 March 1967

Decimal coinage

26 February 1964 - 30 June 1965

Dental chairs

14 May 1948 - 26 June 1967

Dental Faculty 1966, 1967

26 January 1966 - 20 November 1967

Departments - circulars

30 January 1947 - 8 February 1966

Details of subjects

13 February 1967 (2ff)

Discipline

27 November 1957 - 5 December 1967

Dyason fund

23 April 1954 - 11 August 1967

Economics	1 March 1965 - 30 November 1966
Economic Geography	13 November 1961 - 17 January 1968
Economic History	12 January 1965 - 6 December 1967
Economic Research (applied)	13 January 1966 - 8 February 1968
Education college (S.T.C.)	6 April 1959 - 27 April 1964
Education (Science course)	31 March 1967 - 18 December 1967
Education department	11 January 1965 - 15 November 1967
<u>BOX 5</u> Education research	23 March 1956 - 9 August 1967
Education - Minister of	24 May 1964 - 30 January 1968
Education school	8 February - 16 December 1967
Elections	22 October 1965 - 4 December 1967
Elizabethan Theatre Trust	12 June 1956 - 22 May 1966 (3ff)
Engineering (general)	31 January 1961 - 19 November 1964
Engineering - Agricultural	18 October 1963 - 7 November 1967
Engineering - Chemical	10 January 1964 - 16 December 1965
Engineering - Civil	21 January 1965 - 24 October 1967
Engineering - Electrical	24 October 1960 - 20 November 1967
Engineering - Mechanical	19 February 1960 - 20 November 1967
English	21 January 1965 - 4 September 1967
Etchings	6 January 1947 - 24 February 1948
Exam. statistics etc.	8 April 1940 - 21 August 1967
Extension Committee	17 March - 1 September 1966
Faculty reports	5 October 1964
Fees	May 1966

Filing	26 June 1967
Finance	26 April 1966 - 7 December 1967
Fine Arts	11 December 1962 - 6 February 1968
Fire Precautions	9 December 1948 - 15 May 1959
Flats	8 October 1946 - 7 April 1959
<u>BOX</u> Ford foundation	7 September 1955 (1f)
<u>6</u> Forensic Medicine	16 November 1948 - 19 January 1964
Forestry	12 January 1965 - 9 October 1967
Free places and senior scholarships	7 March 1939 - 14 March 1967
Freedom of speech	18 November 1946 - 18 December 1951
Free passages	16 June 1953 - 20 May 1963
French	10 February 1965 - 28 February 1968
Fulbright scholarships	6 March 1950 - 1962
Geelong University college	28 - 29 May 1957
General Motors scholarships	11 May 1957 - 19 February 1962
Genetics	20 July - 30 August 1964 (2ff)
Geography	15 September 1964 - 7 December 1967
Geology	25 February 1965 - 6 December 1967
Geophysics	30 October 1952 - 24 March 1959
Germanic languages	6 September 1966 - 9 January 1968
Giblin scholarship	8 February 1962 - 6 June 1966
Gifts and Bequests	17 August 1966 - 5 February 1968
Governor of Victoria	21 - 28 January 1965 (2ff)
Gowns and hoods	7 August - 29 September 1953
Gowrie scholarships	5 December 1950 - 17 February 1964
Graduate training	26 August 1964 (2ff)

Grainger museum	17 August 1967 - 7 February 1968	
Grimwade bequest	7 May 1958 - 26 May 1964	
Grounds	5 August 1938 - 7 June 1967	
Halford oration	21 July 1949 - 7 February 1952	
W. & E. Hall Institute	28 September 1964 - 17 January 1967	
Heart foundation	13 November 1961	
History	22 March 1965 - 21 December 1967	
History and philosophy of Science	11 January 1965 - 10 November 1967	
History of the university	9 April 1962 - 23 October 1967	
Hollerith	14 October 1958 - 26 July 1961	
Honorary degrees and degrees without examination	26 March 1965 - 3 October 1967	
Houses	23 April 1964	(1f)
Housing commission	2 December 1964	(1f)
Hungarians	24 January - / April 1957	(3ff)
Immigration department	9 - 12 March 1959	(2ff)
Income tax	30 May 1956 - 24 November 1961	
Indian studies	8 July 1959 - 10 May 1967	
Indonesian	7 April 1965 - 27 November 1967	
Insurances	17 April 1953 - 22 April 1965	
International Affairs	5 March 1956 - 18 July 1967	
International House	25 February 1965 - 8 February 1968	
 <u>BOX 7</u>		
Investments	20 November 1964 - 5 September 1967	
Italian	21 April 1954 - 17 January 1968	
Jewish Holy days	15 October 1964	(2ff)
Journalism	3 July 1961 - 5 December 1967	

Knighthoods	23 June 1965 - 8 January 1968
Law School	17 January 1966 - 16 January 1968
Leave of Absence	19 April 1967 - 19 February 1968
Legal Studies	19 March 1967 - 25 January 1967
Legislation	9 December 1963 - 27 April 1966
Leverhulme fellowships	24 November 1965 - 26 October 1967
Library, 1967, 1968	28 January 1967 - 26 January 1968
Liquor	7 December 1938 - 2 May 1966
Lindsay papers	1 June 1965 - 13 September 1966 (3ff)
Lockie	10 November 1949 - 20 July 1965
Long Service Leave	29 May 1950 - 8 April 1966
Mace	16 August 1955 - 16 April 1966
Masseurs registration board	3 November 1959 - 1 April 1960
Mathematics	21 January 1966 - 29 November 1967
Matriculation	13 November 1963 - 21 February 1968
Meanjin	5 May 1966 - 18 December 1967
Medicine - 3 Professors Departments	4 January 1966 - 16 November 1967.
Medical building (south west corner)	13 March - 15 December 1964
Medicine (general)	1 March 1966 - 7 November 1967
Medical biology chair	27 September 1965 - 21 March 1966
<u>Box</u> 8 Medical library- Medical history	6 April 1964 - 13 April 1967
Medical research	6 November 1963 - 11 December 1966
Medical school centenary 1962	30 April 1959 - 26 October 1962
Medicine- Melbourne & Monash	30 September 1959 - 7 December 1961
Medical- teaching costs in hospitals	22 July 1959 - 6 December 1966

Medley Hall	30 March 1966 - 29 August 1967
Mercy Hospital	5 April - 2 October 1967 (3ff)
Melbourne Medical Post Graduate Committee	8 February 1965 (1f)
Mental Health	13 June 1962 - 5 July 1967
Metallurgy	17 March 1966 - 7 December 1967
Meteorology	9 August 1965 - 12 July 1967
Microbiology	3 February 1966 - 13 November 1967
Mining	12 August 1965 - 15 January 1968
Ministers of the Crown	18 September 1943 - 10 May 1967
Minute Books	29 March - 12 April 1943 (2ff)
Melbourne University Regiment	24 December 1947 - 11 August 1967
Myer Foundation	19 October 1962 - 31 May 1967
Names of Roads	28 January - 19 February 1954 (2ff)
National Gallery and Cultural Centre	10 January - 1 December 1961
National Institute of Health, U.S.A.	3 April 1963 - 17 May 1965
National Service	11 February 1965 - 20 December 1967
National Trust	10 - 26 October 1959
Naval College	2 August 1950 - 5 July 1965 (2ff)
Newspapers	8 February 1951 - 6 February 1968
National Health and Medical Research Council	15 July 1963 - 5 December 1967
Nuclear Engineering	16 July 1957 - 19 February 1962
Nuffield Scholarships	8 November 1966 - 12 September 1967
Obstetrics and Gynaecology	7 January 1966 - 18 December 1967

Office 1967 - 1968	14 June 1963 - 13 February 1968
Official Degrees	24 Septmeber - 18 October 1963 (3ff)
Ophthalmology	14 May 1965 - 30 October 1967
Open Day	14 October 1965 - 14 February 1968
Optometry	8 November 1960 - 20 November 1967
Oriental Studies	26 May 1965 - 30 November 1967
Otolaryngology	21 April 1960 - 23 January 1968
Outside work	4 July 1933 - 8 January 1963
Overseas students	16 June - 18 September 1964
<u>BOX</u> Paediatrics	25 September 1958 - 5 December 1967
9 Parking, etc.	7 June 1966 - 18 April 1967
Pathology	26 February 1960 - 19 July 1967
Pensions	1 December 1966 - 20 February 1968
Permanent deans	2 May 1960 - 29 November 1961
Personal chairs	5 December 1960 - 16 February 1968
Ph.D. Degree	21 June 1949 - 31 August 1967
Pharmacology	10 May 1960 - 8 June 1967
Pharmacy College	16 May 1961 - 12 February 1964
Philosophy	21 January 1966 - 3 January 1968
Physical education	1 October 1965 - 1 February 1968
Physics	24 February 1966 - 19 January 1968
Physiology	16 March 1966 - 1 February 1968
Physiotherapy	25 May 1960 - 16 January 1964
Planning Committee	17 August 1965 - 22 April 1966
PMG's department	21 February 1963 - 29 May 1967

Police	21 February 1955 - 20 December 1956
Political Science	7 November 1966 - 17 August 1967
Portraits	3 October 1962 - 15 May 1967
Post Graduate Scholarships	7 January 1966 - 24 January 1968
Potter Foundation	26 June 1964 - 20 February 1968
Premier's Department	23 March - 26 April 1965
Press Liaison	7 March 1967 - 9 February 1968
Probate duty	4 September 1951 (2ff)
Press (M.U.P. 1967)	18 August 1966 - 8 December 1967
Professors and Professorial Board	October 1965 - 1 December 1967
Properties	25 May 1965 (2ff)
Psychiatry	27 January 1965 - 6 December 1967
Psychology	2 February 1965 - 15 January 1968
Public Relations	6 June 1958 - 12 October 1967
R.A.A.F. Academy	16 February 1965 - 20 February 1968
Radio Active Substances	5 May 1948 - 28 November 1967
Radiology	21 March 1956 - 3 July 1967
Ramsey Report	5 August 1963 - 25 February 1964
Readerships	13 January 1965 - 24 February 1967
Registrar's Conferences	5 April 1967 - 22 June 1967
Recreation grounds	20 March 1961 - 3 November 1967
Research	8 February 1967 - 19 February 1968
Reserve Bank	21 June - 18 July 1962
Rhodes Scholars	26 August 1948 - 23 April 1968

Box
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Ridley College	24 September - 5 November 1965
Ritchie Chair	11 October 1947 - 22 March 1955
Robbins Report	11 November 1963
Rockerfeller Grants	5 August 1946 - 14 July 1961
Royal Melbourne Institute of Technology	5 August 1959 - 13 April 1964
 <u>BOX 11.</u>	
Royal Visits - 1954, 1958	17 December 1951 - 3 March 1958
Russian	8 September 1965 - 30 January 1967
Safe Contents (Registrar's room) and tin trunk contents.	25 August 1947 - 11 June 1956
Safety Committee	31 January - 10 September 1967
Salaries Committee etc.	23 May 1966 - 31 January 1968
Vera Scantlebury Brown Trust	27 October 1961 (1f)
Scholarships, bursaries etc.	30 September 1948 - 23 September 1965
Schools	18 July - 12 September 1967
Schools Board (and new joint board)	June 1964
Science Course	30 May 1960 - 5 February 1968
Seal	13 - 29 August 1963 (3ff)
Selection	12 - 19 February 1968
Security (Commonwealth)	4 April 1955 - 5 October 1964
Shell Scholarships	28 May - 12 June 1952
Sick Leave	1947 - 1957
Single Subjects	2 March 1967
Social Studies	13 January 1966 - 14 December 1967
Spens report	May 1948
S.R.C. Constitution	21 October 1948 - 8 September 1959
St. Hilda's College	31 August 1959 - 10 July 1964
Staff cuts 1967	1 March 1967
Staff tenure etc.	1 June 1953 - 28 July 1966

Staff associations	13 February 1960 - 27 April 1966
Statistics department	20 June 1960 - 23 October 1967
Statistics (University)	4 July 1963 - 17 September 1965
Students - S.R.C. etc.	25 May 1965 - 22 February 1968
Student Counsellor	25 September 1952 - 16 May 1967
Student Health Scheme	1 August 1960 - 5 July 1967
Student Housing	4 July 1958 - 8 November 1967
Students - National Union of Australian University Students.	2 March 1959 - 2 February 1968
<u>Box</u> <u>12</u> Student loan fund	27 July 1964 (1f)
Student quotas	4 May 1960 - 7 June 1967
Student statistics	29 August 1958 - 18 January 1967
Sundry use of buildings and grounds	4 August 1958 (1f)
Sundries	16 July 1965 - 24 January 1968
Superannuation	11 April 1946 - 17 February 1966
Surgery	20 April 1960 - 16 January 1968
Surveying	10 February 1960 - 19 April 1967
Swedish	16 May 1961 - 17 January 1968
Syme prize	13 March 1964 (1f)
Taxation	4 December 1946 - 14 November 1966
Teaching hours	5 February 1960 - 6 February 1963
Teaching Assistants	24 August 1948 - 13 May 1964
Technical Colleges	14 December 1965 (1f)
Telephones	30 January 1957 - 17 August 1959

Television	17 November 1954 - 18 September 1967
Term Dates	1966 - November 1967
Tertiary Education	4 July 1961 - 11 May 1965
Thefts	2 September 1954 - 22 January 1968
Tin Alley	20 March 1945 - 9 January 1968
Town Planning	9 May 1960 - 23 November 1967
Tractor testing	28 November 1962 - 18 July 1967
Travelling expenses	2 July 1937 - 7 March 1966
Travelling scholars	13 April 1960 - 19 June 1961
Union	27 January 1965 - 4 December 1967
Union - graduates	1 December 1961 - 13 December 1967
United States Information Service	4 May 1965 (1f)
University House	12 February 1960 - 10 June 1965
University sunday	24 April 1957 - 9 January 1959
Universities in Australia	11 March 1966 - 11 September 1967
Universities in Britain	1 April 1965 - 12 April 1967
University - A.N.U.	12 January 1965 - 17 February 1968
La Trobe Universtiy	18 August 1964 - July 1966
Macquarie University	30 March 1965 - 26 September 1967
Monash Universtiy	1 April 1965 - 25 May 1967
University of Adelaide	11 January 1965 - 11 January 1968
Flinders University of South Australia	11 January 1965 - 11 January 1968
University of Hong Kong	11 November 1946 - 7 March 1961
University of Malaya	20 July 1953 - 27 February 1965
University of New England	11 May 1965 - 5 April 1966

Box
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University Repertory Company	3 November 1952 - 19 December 1967
University college Newcastle	12 October 1962 (1f)
University of New South Wales	18 March 1964 - 28 September 1967
University of Papua New Guinea	7 April 1963 - 15 November 1966
University of New Zealand	28 May 1964 - 9 May 1967
University of Queensland	3 March 1964 - 15 September 1967
University of Sydney	19 February 1964 - 24 January 1968
University of Tasmania	12 July 1963 - 6 May 1967
University of Western Australia	4 December 1963 - 7 November 1967
U.S. Education Foundation	26 March 1964 (1f)
Vera Scantlebury Brown Trust	27 October 1961 (1f)
Veterinary faculty	7 March 1961 - 23 February 1968
Veterinary Research Institute	6 December 1962 - 23 November 1967
Vice Principal	29 July - 1 November 1965
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Vice Chancellor and Deputy	2 April 1937 - 20 December 1967
Vice Regal	14 February 1962 - 6 February 1964
Victorian Universities Admission Committee	19 July 1966 - 5 September 1967
Victorian Institute of Colleges	15 December 1964 - 12 February 1968
Victorian Universities Commission	1 December 1966 - 1 February 1968
Victorian Universities and Schools Examinations Board	20 October 1947 - 25 October 1967
War Memorial	6 April - 16 July 1956
Wheat Research	11 October - 28 November 1961 (2ff)

Box
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White - Sir Rowden (Bequest)	24 January 1963 - 15 January 1968
Widows pensions	27 February 1950 - 4 November 1965
Wilson Hall	15 January 1952 - 17 March 1967
Womens College	6 August 1947 - 13 July 1960
Zeus statue	15 October 1959 - 10 January 1968
Zoology and Genetics	11 February 1965 - 12 January 1968
(2nd copies of personal correspondence)	(1 March 1967 - 11 January 1968)