

**TRIQUARTERLY, ADMINISTRATIVE RECORDS OF, 1964-1997**

**Series 58/2**

**Boxes 1-22 (including one card-file box)**

**History**

For a brief history of the *TriQuarterly*, Northwestern University's literary journal, see the *TriQuarterly* editorial records, 1964-1997 (Series 58/1).

**Description of the Series**

The *TriQuarterly* Administrative Records span the years 1964 to 1997 and fill 21 boxes. Files are arranged alphabetically by subject and cover a wide range of material. Budgets, internal reviews, and correspondence with bookstores and distributors are all included. The bulk of the files, however, concern funding requests to various foundations and grant-making organizations, most notably the Illinois Arts Council, the National Endowment for the Arts, the Lila Wallace Reader's Digest Fund, and the John D. and Catharine T. MacArthur Foundation. The records also include general correspondence files for nearly every letter of the alphabet and for the years between 1983 and 1989. These contain correspondence with groups or individuals with whom only one or two letters were ever exchanged. Correspondents with more than one or two exchanges have their own folders. This organization follows the original *TriQuarterly* filing system. Nearly all of the correspondence is either from or to the successive editors of *TriQuarterly*, Charles Newman (1964-1972), Elliott Anderson (1972-1981), and Reginald Gibbons (1981-1997). One card-file box contains Rolodex cards of *TriQuarterly* authors, distributors, and other individuals and companies.

**Cross References**

For further correspondence with specific authors or concerning individual issues of the magazine, see the [TriQuarterly editorial records \(Series 58/1\)](#).

**Provenance:** The *TriQuarterly* Administrative Records were transferred to the University Archives as Accession Number 93-38 by Bob Perlongo on March 24, 1993; Accession Number 95-105 by Kirstie Felland on July 11, 1995; and Accession Number 97-134 by Reginald Gibbons on August 19, 1997; along with editorial records that were separated and added to Series 58/1.

**Restrictions:** None.

**Separations:** Several inches of editorial records were separated and five cubic feet of extraneous material were discarded.

**Processor:** Dan Schwerin; July 18, 2002.

**Reformatted by:** Rachel C. Teuer; August 10, 2004.

**TRIQUARTERLY, ADMINISTRATIVE RECORDS OF, 1964-1997**

**Series 58/2**

**Boxes 1-22 (including one card-file box)**

**Container List**

<b><u>Box</u></b>	<b><u>Folder</u></b>	<b><u>Title</u></b>	<b><u>Date</u></b>
1	1	A – General correspondence	1970-1988
	2	Academy of American Poets	1976
	3	Administrative Help	1969-1972
	4	Advisory Editors	1982-1988
	5	Agents	1972-1980
	6	Alice’s Book	1982
	7	Allen-Heath Memorial Foundation	1985
	8	Alumni	1974-1995
	9	American Prose Library	1985
	10	American Bibliographical Center	1969-1975
	11	American Literary Anthology	1968-1976
	12	Amethyst Corp.	1984
	13	Amoco Foundation	1984-1987
	14	Anderson, Elliott	1972-1977
	15	Argentina/Uruguay	1992-1993
	16	Asia Society	1970-1978
	17	Aspen Seminar	1991-1994
	18	Atlantic Monthly Press	1985-1988
	19	Atlantic Richfield Foundation	1984-1985
	20	AT&T Foundation	1985
	21	Australian Issue	1980-1982
	22	Author’s Acceptance of Terms of Publication in TQ	1991
	23	B - General Correspondence	1973-1986
	24	Back Issues	1972-1973
2	1	Bad Debts	1972-1973
	2	Barker Welfare Foundation	1986
	3	Baxter Travenol Foundation	1987
	4	Beatrice Foods	1984-1987
	5	Bell & Howell Co.	1967-1970
	6	Benefit Party	1984
	7	Bids	1967-1970
	8	Blum-Kovler Foundation	1985-1986
	9	Bookstores	1969-1983
	10	Bookstores	1962-1983
	11	Borchardt, Georges	1965-1979
	12	Borg-Warner Foundation	1984-1988
	13	R.R. Bowker Co.	1969-1983
	14	Braun-Brumfield Inc.	1969-1975

**TRIQUARTERLY, ADMINISTRATIVE RECORDS OF, 1964-1997**

**Series 58/2**

**Boxes 1-22 (including one card-file box)**

**Container List**

<b><u>Box</u></b>	<b><u>Folder</u></b>	<b><u>Title</u></b>	<b><u>Date</u></b>
2	15	Britt and Frerichs Inc.	1975-1976
3	1	Budgets	1978-1983
	2	Budgets	1984-1990
	3	Business Volunteers for the Arts	1984
	4	Witter Bynner Foundation	1971-1993
	5	C- General Correspondence	1972-1983
	6	CAM Austin Industries	1980
	7	Carnegie Corp. of New York	1986-1987
	8	CCLM (Coordinating Council of Literary Magazines)	1978-1989
	9	Center for 20 <sup>th</sup> Century Studies	1975
	10	Century Club	1983
	11	Chicago Community Trust	1984-1995
	12	Chicago Magazine Promotion	1976
	13	Chicago Sun-Times Charity Trust	1994-1995
	14	Chicago Tribune Foundation	1985-1992
4	1	Claffey, Michael	1983-1990
	2	CLMP (Council of Literary Magazines and Presses)	1990-1993
	3	Clippings	1983-1994
	4	Cogitator	1972-1974
	5	College/University Faculties	1982-1983
	6	College of Arts and Sciences	1967-1990
	7	Colter, Cyrus	1985-1991
	8	Combined Book Exhibit	1967-1971
	9	Commonwealth Edison	1984-1988
	10	Complimentary and Exchange Copies	1965-1973
	11	Computer Purchase	1985
	12	Container Corp. of America	1984
	13	Continental Bank Foundation	1984
	14	Contract	n.d.
	15	Contributors	1975-1985
	16	Cook, Willard	1983-1994
5	1	Copyrights	1979-1984
	2	Correspondence	1982-1983
			Oct. – July
	3	Correspondence	1983
			Aug.– Dec.

**TRIQUARTERLY, ADMINISTRATIVE RECORDS OF, 1964-1997**

**Series 58/2**

**Boxes 1-22 (including one card-file box)**

**Container List**

<b><u>Box</u></b>	<b><u>Folder</u></b>	<b><u>Title</u></b>	<b><u>Date</u></b>
5	4	Correspondence	1984
			Jan. – April
	5	Correspondence	1984
			May – Aug.
	6	Correspondence	1984
			Sept. – Dec.
	7	Correspondence	1985
	8	Correspondence	1986
		Jan. – June	
6	1	Correspondence	1986
			July – Dec.
	2	Correspondence	1987
			Jan. – June
	3	Correspondence	1987
			July – Dec.
	4	Correspondence	1988
	5	Correspondence	1989
			Jan. – March
	6	Council on Foreign Relations	1986-1987
7	Critical Supplement	1984-1987	
8	Criticism Series	1986-1987	
9	Cushing Malloy	1985	
7	1	D – General Correspondence	1971-1987
	2	B. Dalton Community Giving Program	1985-1986
	3	Dayton Typographical Service	1969-1973
	4	Depot Press	1968-1969
	5	Development	1982-1993
	6	Direct Mail Package	1992-1993
	7	Distribution	1964-1982
	8	Donnelley, Gaylord	1985
	9	Donors Forum	1984
	10	E – General Correspondence	1983-1985
	11	EBSCO – Franklin Square	1972-1983
	12	Editor's Choice	1984-1986
	13	Elkin/McElroy Visits	1977
	14	Ellmann, Richard	1967-1969
	15	Employee Applications, Resumes, Vita	1966-1982

**TRIQUARTERLY, ADMINISTRATIVE RECORDS OF, 1964-1997**

**Series 58/2**

**Boxes 1-22 (including one card-file box)**

**Container List**

<b><u>Box</u></b>	<b><u>Folder</u></b>	<b><u>Title</u></b>	<b><u>Date</u></b>
7	16	Educational Directory	1967-1973
	17	Envelopes	1970-1976
	18	Evanston Arts Council	1976-1986
8	1	Events	1990
	2	Exchange Subscriptions	1979-1981
	3	Expenses: Travel and Entertainment	1973
	4	Exxon Education Foundation	1985-1987
	5	F – General Correspondence	1970-1983
	6	Failed Prospects	1985-1986
	7	Fan Mail	1976-1991
	8	Fiction	1972-1980
	9	Field Museum	1983-1987
	10	Form Letters	1977
	11	Foundation Center	1972-1973
	12	Foundations	1971-1994
	13	Frelik, Pawel	1992-1993
	14	Friends of American Writers	1984
	15	Funding	1966-1968
	16	G – General Correspondence	1971-1986
	17	Garwood, Ellen	1984-1985
	18	GATX	1984-1987
	19	General Funds – Journal Voucher	1969-1972
	20	German Issue	1990-1993
	21	Goethe-Institut	1992-1993
	22	Gotham Party	1979
	23	Goyen Competition	1993
	24	Governor's Award	1989
	25	Granta	1980-1985
	26	Grants and Grantmakers	1976-1994
9	1	H – General Correspondence	1974-1984
	2	Haddon Craftsmen	1978
	3	Hayman, David	1984
	4	History and Goals of TQ	n.d.
	5	The Holy Writ: Directions, Procedures, Obiterdictums for TQ	1967-1970
	6	Honoraria	1969-1990s
	7	Household International	1984-1989
	8	I – General Correspondence	1976

**TRIQUARTERLY, ADMINISTRATIVE RECORDS OF, 1964-1997**

**Series 58/2**

**Boxes 1-22 (including one card-file box)**

**Container List**

<b><u>Box</u></b>	<b><u>Folder</u></b>	<b><u>Title</u></b>	<b><u>Date</u></b>
9	9	IBM	1967-1971
	10	Illinois Arts Council	1971-1975
	11	Illinois Arts Council	1973-1974
	12	Illinois Arts Council	1975-1976
10	1	Illinois Arts Council	1977
	2	Illinois Arts Council	1978-1981
	3	Illinois Arts Council	1982-1983
	4	Illinois Arts Council	1983-1984
	5	Illinois Arts Council	1985
11	1	Illinois Arts Council	1986
	2	Illinois Arts Council	1987
	3	Illinois Arts Council	1988-1989
	4	Illinois Arts Council	1990-1991
	5	Illinois Arts Council	1992-1993
	6	Illinois Arts Council	1994-1996
12	1	Illinois Bell	1984-1988
	2	Illinois Humanities Council	1983-1994
	3	Illinois Library Association	1976
	4	India	1986-1990
	5	Instant Duplication Service	1970-1973
	6	Insurance Claim for Flood Damage	1977
	7	International Standard Book Numbering	1974-1975
	8	Inventory	1972-1980
	9	Iowa Review	1991
	10	J – General Correspondence	1969-1984
	11	Job Descriptions	1977-1989
	12	Johnson Reprint Corp.	1965-1972
	13	Joyce Foundation	1983-1986
	14	Joyce Foundation	1987-1991
	15	K – General Correspondence	1972-1983
	16	Kemper Foundation	1984-1989
	17	Kenyon Review	1969-1979
	18	Keter Publishing	1971-1972
13	1	Kerr, Dorothy & Associates	1969-1973
	2	Kinzie, Mary	1971-1975

**TRIQUARTERLY, ADMINISTRATIVE RECORDS OF, 1964-1997**

**Series 58/2**

**Boxes 1-22 (including one card-file box)**

**Container List**

<b><u>Box</u></b>	<b><u>Folder</u></b>	<b><u>Title</u></b>	<b><u>Date</u></b>	
13	3	Klein, Jeffrey – Mother Jones	1975-1976	
	4	Kosak, Robbee – Foundation Relations	1984-1988	
	5	Kraus Reprint Co.	1971-1983	
	6	L – General Correspondence	1966-1990	
	7	Lannan Foundation	1988-1995	
	8	Levy, Larry	1968-1990	
	9	Levy Humanities Series	1986	
	10	Lowry, W. McNeil	1983-1987	
	11	M – General Correspondence	1967-1991	
	12	Magazine	1974-1980	
	13	Mailing	1972-1980	
	14	1	McCoy, Marilyn	1985-1990
		2	Marketing Audit	1984
3		Master Charge Receipts	1979-1980	
4		Mayor's Office	1984-1986	
5		McCormick Charitable Trust	1988-1991	
6		McNaughton & Gunn	1982-1985	
7		John D. and Catharine T. MacArthur Foundation	1983-1991	
8		John D. and Catharine T. MacArthur Foundation	1992-1997	
9		J. Roderick MacArthur Foundation	1983-1988	
10		Mack, Ray	1982-1985	
11		Mexico	1991-1992	
12		Michigan Quarterly Review	1988	
13		Midwest Monographs	1968	
14		Modern Language Association	1970-1978	
15		Mott Foundation	1987	
16		Mueller, Martin	1984-1988	
17		N – General Correspondence	1972-1986	
18		NAPCO Graphic Arts	1974-1977	
19		National Book Award	1991	
20		National Book Committee	1974	
15	1	National Endowment for the Arts	1966-1984	
	2	National Endowment for the Arts	1985-1989	
	3	National Endowment for the Arts	1990-1997	
	4	National Endowment for the Arts	n.d.	
	5	NBD Bank of Evanston	1989	
	6	New York Review of Books	1965-1975	

**TRIQUARTERLY, ADMINISTRATIVE RECORDS OF, 1964-1997**

**Series 58/2**

**Boxes 1-22 (including one card-file box)**

**Container List**

<b><u>Box</u></b>	<b><u>Folder</u></b>	<b><u>Title</u></b>	<b><u>Date</u></b>
15	7	Newman, Charles	1967-1976
	8	Northern Trust Co. Charitable Trust	1984-1987
	9	Northwestern Report	1969-1974
	10	Northwestern University Press	1964-1987
	11	Noyes Court Warehouse	1979-1980
	12	O'Connor, Frank	1983-1984
	13	O'Grady, Timothy	1975-1976
	14	O Henry	1983-1986
	15	Onopa, Robert	1974-1978
	16	Oram, Harold L.	1985
	17	P – General Correspondence	1964-1992
	18	Paper	1967-1972
16	1	Patent Understanding	1982
	2	Payroll	1968-1981
	3	Peacher, Georgiana	1974-1984
	4	Pen Midwest	1984-1988
	5	Personnel	1972-1990
	6	Peters Corp.	1982-1983
	7	Ph.D. Publishing	1983
	8	Photographs	1963-1973
	9	Playboy	1984
	10	Poetry	1970-1974
	11	Position Description Questionnaire	n.d.
	12	Positive Replies	1978-1979
	13	Poster Series	1975-1976
	14	Price, Reynolds	1990
	15	Prince Charitable Trust	1994
	16	Procedures	1969-1972
	17	Production	1967-1992
	18	Program Review Committee	1983-1986
17	1	Program Review Committee	1993-1994
	2	Promotion and Publicity	1973-1988
	3	Promotion and Publicity	n.d.
	4	Publishing	1973-1974
	5	Pushcart Prize	1975-1986
	6	Pushcart Prize	1987-1997
	7	Quadrangle Books	1969-1974



**TRIQUARTERLY, ADMINISTRATIVE RECORDS OF, 1964-1997**

**Series 58/2**

**Boxes 1-22 (including one card-file box)**

**Container List**

<b><u>Box</u></b>	<b><u>Folder</u></b>	<b><u>Title</u></b>	<b><u>Date</u></b>
17	8	R – General Correspondence	1971-1984
	9	Lila Wallace Reader's Digest Fund	1988-1992
18	1	Lila Wallace Reader's Digest Fund	1992-1995
	2	Refunds	1968-1973
	3	Rejections	1969-1979
	4	Research and Sponsored Programs	1981-1996
	5	Renewal Notices	1973-1981
	6	Review Copy Requests	1972-1974
	7	Rockefeller Foundation	1989-1990
	8	S – General Correspondence	1969-1984
	9	Sachs, Ed	1983-1986
	10	Sara Lee	1986-1995
	11	Secretary of State	1984-1987
	12	Self Study	1994
	13	Shaffer-Mars	1981-1983
	14	Shipping	1973-1982
19	1	Sinclair	1983
	2	Sky Enterprises	1970-1971
	3	Small Press Traffic	1977-1983
	4	Solicitations	1969-1972
	5	South Africa	1986-1994
	6	Spain	1983-1984
	7	Speakers	1973-1976
	8	Standing Orders	1973-1974
	9	Statement of Purpose	n.d.
	10	Strotz, Robert	1984
	11	Subscriptions	1969-1977
	12	T – General Correspondence	1977-1987
	13	Tales	1974
	14	Tax Exemption	1970-1991
	15	Telephone	1968-1977
	16	Testimony	1965-1994
	17	Ticklers	1968-1971
	18	Tinker Foundation	1992
20	1	TriQuarterly Books	1974-1994
	2	TriQuarterly Committee	1966-1969

**TRIQUARTERLY, ADMINISTRATIVE RECORDS OF, 1964-1997**

**Series 58/2**

**Boxes 1-22 (including one card-file box)**

**Container List**

<b><u>Box</u></b>	<b><u>Folder</u></b>	<b><u>Title</u></b>	<b><u>Date</u></b>
20	3	TriQuarterly Committee	1972-1989
	4	TQ Fellow	1980-1986
	5	TQ 20 <sup>th</sup> Anniversary	1984-1985
	6	TQ #31-39	1974-1977
	7	Translation	1975-1977
	8	Turow, Scott	1991-1993
	9	United Letter Service	1972
	10	University Library	1983-1989
21	1	University Microfilms	1969-1984
	2	University of Pennsylvania Press	1975
	3	University Relations	1983-1987
	4	United States Information Agency	1965-1969
	5	Venezuela	1983
	6	W – General Correspondence	1973-1983
	7	Wales	1991-1992
	8	Washington National Insurance	1984-1989
	9	Weber, Arnold	1984-1992
	10	Weingartner, Rudolph	1973-1989
	11	Western Typesetting	1973-1974
	12	Winship, Nancy	1989-1991
	13	Woods Charitable Trust	1983-1989
	14	Work Study	1969-1981
	15	Writer in Our World Symposium	1984-1985
	16	Writing Program	1974-1983
	17	Writing and Thinking	1994-1995
	18	Y – General Correspondence	1978
	19	Z – General Correspondence	1974
22		Rolodex cards	A-Z