Preliminary Guide to the Records of

The Grotto Files of
Mount St. Mary’s University
1930-2002

Record Group 9: Grotto

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Hugh J. Phillips Library
Mount Saint Mary’s University
Guide to the Records of the Grotto Files of Mount St. Mary’s University 1930-2002

Record Group 9: Grotto

**History**

**Provenance**

Unknown. (The provenance of Record Group 9 has not been confirmed. However, as all of the material is connected to Monsignor Phillips, it seems likely that he and his secretary compiled the correspondence during his years at the Mount as President, head of the Library, and director of the Grotto. This record group may have been given to the archives by the Grotto administration or it could have been located with Record Group 1: Presidents.)

**Processing Note**

Processing procedures consisted of discarding unnecessary duplicates, binders, and routine transmittals. Records in folders were arranged, unless otherwise noted, in forward chronological order, with undated records appearing at the end of the folder. Items too large to be contained in the standard boxes are located in Oversize Materials.

**Scope and Content**

The collection is arranged into the following series:

- Series I: Correspondence
- Series II: Pilgrimages and Programs
- Series III: Prayer Requests and Thanks
- Series IV: Solicitation and Donations
- Series V: Income and Expenses
- Series VI: Grounds and Landscaping
- Series VII: Testimonials
- Series VIII: Indulgences
- Series IX: Furnishings and Supplies
- Series XI: Grotto Photos
- Series XII: Grotto Oversize

**Series Descriptions**

Series I: Correspondence (Processed from 1958—1972; Unprocessed from 1973—1994)
This series consists of general correspondence to and from Monsignor Phillips, such as administrative issues, speaking invitations, personal letters, requests for Grotto information, and alumni correspondence.

This series consists of letters exchanged in preparation and approval of pilgrimages to the Grotto, notes from visitors to the Grotto, news clippings about the Grotto pilgrimages, program schedules, and Monsignor Phillips’ Grotto Pilgrimage Day Planners.

This series consists of correspondence to and from Monsignor Phillips, which answer and request prayers for special intentions, masses, votive candles, and personal guidance. It also contains letters of donation for candles and pilgrimage programs.

This series consists of correspondences to and from Monsignor Phillips about personal Grotto experiences, answered prayers, and fulfillment.

This series consists of correspondence to and from Monsignor Phillips regarding indulgences granted to Grotto visitors and during Grotto masses and pilgrimages.

This series consists of correspondence to and from Monsignor Phillips relating to donations for the Grotto (money and materials) and mailing lists for solicitation letters.

This series consists of correspondence to and from Monsignor Phillips relating to landscaping contracts, lists, land concerns, and blueprints for Grotto improvements and general upkeep.

This series consists of Grotto income, employee wages, and all general expenses charged to the Grotto account under the direction of Monsignor Phillips.

This series consists of correspondence and images to and from Monsignor Phillips regarding all furnishing and supplies for the Grotto, such as: candles, statues, equipment, plaques, and other supplies.

Series X: Grotto Photos (Unprocessed)
This series should consist of all Grotto related Photos, such as: alumni visits, pilgrimage visits, statues, and photos of Monsignor Phillips in or around the Grotto. I suggest that the processing of this series should also involve the creation of Subseries, such as: Grotto Building photos, Grotto Pilgrimage photos, Grotto event photos, and etc.

Series XI: Grotto Oversize (Semi-Processed)
This series consists of all Grotto related material that is too large to be properly contained within regular archival boxes. Generally, the materials are: Grotto building blueprints, landscape blueprints, statue plaque dedication sketches, and Grotto artwork/sketches.

Box Inventory

Series I: Correspondence
Series II: Pilgrimages and Programs
Series III: Prayer Requests and Thanks
Series IV: Testimonials
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