

Records of the Business Manager, 1928-1938: a guide. 9D.1928-1938

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Wellesley College Archives

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Collection Overview

Repository	Wellesley College Archives
Creator	Wellesley College. Business Manager.
Title	Records of the Business Manager
Date [inclusive]	1928-1938
Extent	4.2 Linear feet; 8 file boxes, 2 legal file boxes, 1 half file box
Language	English

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Scope and Contents note

Records of the Business Manager; during the administration of Charles Hodges; dating from 1928 to 1938. These records had been in storage. They consist of contracts, blueprints, correspondence, bids, statistics, lists, balance sheets, photographs, writs, policies, forms, and leases. They came to the Archives in three series of correspondence and subject files, each in alphabetical order, which covered parts of the period from 1928-1938. The correspondence files were arranged alphabetically according to the vendor, corporation, or individual addressed. They were combined into one series and rearranged into an

alphabetical subject system to facilitate access to the material. Broad subject categories were given more precise titles, but no new subject categories were created except for several in the Lake Waban Laundry series. Material concerning aspects of the power house appraisal which was in these files was removed and incorporated in the power house appraisal series.

These records were concerned with the maintenance, development, and protection of the college physical plant; insurance; equipment and other needs of academic departments; advice and assistance to faculty and staff on personal financial matters; and the safety and housing of faculty and students. There was extensive correspondence with Louis t. Klauder, consulting engineer, whose responsibilities included implementing architects' plans for new structures and modifications of existing ones, concerning the construction of Stone Davis Hall. Only that part of the Klauder correspondence which falls into the period 1928-38 was retained in this series. The rest was placed in the series containing the files of the Business Manager from 1923-1928. There is other material of special interest concerning building watertight brick structures and water proofing existing ones, the concert reproducer, Lake Waban Laundry, and campus landscaping.

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Administrative Information

Publication Information

Wellesley College Archives

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Keywords for Searching Related Subjects

Corporate Name(s)

- Wellesley College. Business Manager.

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Collection Inventory

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Restricted Materials

Title	Box	Folder
Restricted: Employees: General 1929-1938 Conditions Governing Access note Restricted.		
Restricted: Employees: Lake Waban Laundry n.d. Conditions Governing Access note Restricted.		
Restricted: Employees: Lamont, James 1929-1942 Conditions Governing Access note Restricted.		