

Winthrop University Archives
Preliminary Descriptive Inventory

Unit: Business Office

Sub-Group: Administrative Director's Office

Series: Memoranda and Reports

Record Group no: W408

Sub-group no: 1A

Series no: 1

Description of series and its contents:

This series consists mostly of communication between the Administrative Director and the Winthrop College President. This office was created in 1945 upon the recommendation of the Peabody Survey Report on Higher Education (see Development: W429). It was created to co-ordinate all activities of the college except in the academic region. The office ceased to exist in the early 1960's when the Business Office seemed to have taken over its functions. These records reflect the Administrative Director's responsibilities for the development, maintenance and operation of the college plants and lands, the general supervision of the dining hall, Joynes Hall, the Infirmary and the use of college facilities by visiting groups. The records are generally in chronological order.

<u>Box (es)</u>	<u>Folder(s)</u>	<u>Contents</u>
1	1-11	Memoranda and Reports
2	12-17	Memoranda and Reports

<u>Year(s)</u>
Oct. 10, 1945-Aug. 30, 1956
Sept. 19, 1956-May 1961