

Winthrop University Archives
Preliminary Descriptive Inventory

Unit: Business Office
Sub-Group: Administrative Director's Office
Series: Various Records

Record Group no: W408
Sub-group no: 1A
Series no: 3

Description of series and its contents: **This series, extending from 1899 to 1962, pertains to the general operation of Winthrop College and includes correspondence, memoranda, inventories, policy statements, directives and other records. Subjects include coeducation, college publications, credit standing the faculty, room regulations, student government and summer school. Related records include the records of the Office of the President (W403) for the inclusiveness period, the Dean of Women's office (W405) and other records of the Business Office (W408). The records are arranged alphabetically by subject and, thereunder, there is little arrangement.**

<u>Box (es)</u>	<u>Folder(s)</u>	<u>Contents</u>	<u>Year(s)</u>
1	1-5	Winthrop College: Administrative Duties	1899-1957
1-2	6-15	Winthrop College: Advertising of	1940-1961
2	16	Winthrop College: Alumni Association	1962
2	17	Winthrop College: By-laws and Code of Responsibilities under the Student Government Association	1954, 1956-1957, 1959
3	18-29	Winthrop College: Catalogs	1950-1962
3	30	Winthrop College: Check handling policy	1944
3	31	Winthrop College: Coeducation	1956-1958
3	32	Winthrop College: Credit Standing	1938-1939
4	33	Winthrop College: Day Student Records	1959-1961
4	34	Winthrop College: Dean of Women	1955-1959, 1962
4	35	Winthrop College: Disposal of Waste Paper	1945
4	36	Winthrop College: Dormitories	1937-1940, 1947-1948, 1950-1951, 1954-1955, 1957
4	37	Winthrop College: Faculty Correspondence and Insurance	1930-1931, 1953-1955
4	38	Winthrop College: Foreign Students Program	1952, 1955-1959
4	39	Winthrop College: General Applications to	1931, 1935, 1938-1943
4	40	Winthrop College: Inventory of	1945-1946
4	41	Winthrop College: Physical Plant	1937-1943
5	42-47	Winthrop College: Printing Firms: Correspondence with	1909-1944
6	48	Winthrop College: Publications other than Tatler: The Johnsonian	1945-1953
6	49	Winthrop College: The Journal	1947-1956
6	50	Winthrop College: Public Relations	1939, 1942-1944, 1958
6	51	Winthrop College: Recreation Association	1958-1959
6	52	Winthrop College: Room Regulations	1954, 1961-1962
6	53	Winthrop College: Rulane Gas Company: Correspondence with	1938
6	54	Winthrop College: Services of	1947-1957
7	55	Winthrop College: South Carolina Broadcaster's Association: Correspondence with	1961
7	56	Winthrop College: Student Handbook Revision	1953-1956
7	57	Winthrop College: Student Payments	1942-1945
7	58	Winthrop College: Summer Session and Scholarship Program	1941-1958
7	59-62	Winthrop College: Supply and Office Machinery Firms: Correspondence with	1937-1943
8	63-64	Winthrop College: Supply and Office Machinery Firms: Correspondence with	1936-1945
8	65	Winthrop College: Swift and Company: Correspondence with	1938

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8-9	66-76	Winthrop College: Tatler	1949-1959
9	77	Winthrop College: Theological Fellowship Program	1954-1957
9	78	Winthrop College: Women's Institutions of Higher Learning, Role of	1955, 1957
10	79	National Honor Society	1960-1963
10	80	College property, Use of	1926-1946
10	81	Lunchroom Supervisors	1946-1961
10	82	Hotels	1939-1944
10	83	Washington Trip- Seniors	1931-1960
11	84	Mattresses	1938-1942
11	85	W.T. Clawson	1944-1945
11	86	Equipment & Supply Orders	1945-1946
11	87	Termites	1936-1945
11	88	Classroom Furniture	1938-1940
11	89	Diploma Engravings- Replacements	1939-1943
11	90	Dry Cleaning Equipment	1940
11	91	Dining Room Supplies	1938-1939
11	92	Dining Room Scholarship	1936
11	93	Superior Frocks Company	1936
11	94	Stoker Bids	1936-1938
11	95	Laundry	1933-1938
12	96	Sugar Rationing	1942-1945
12	97	Shades	1939
12	98	Ration Books	1943-1946
12	99	Gymnasium	1937-1942
12	100	Ration Books	1943-1946
12	101	Income Tax Return Information	1943-1945
12	102	Student Correspondence	1942-1944
12	103	Office of Price Administration	1943-1945
12	104	Moving Pictures	1925-1936
13	105	Teaching Insurance & Annuity Association	1921-1925
13	106	Teaching Insurance & Annuity Association	1929
13	107	Teaching Insurance & Annuity Association	1920-1930
13	108	Teaching Insurance & Annuity Association	1931-1935
13	109	Priority Ratings for Equipment and Supplies	1942-1944
13	110	Practice Home	1935-1938
13	111	Winthrop College Band Instrument Correspondence	1935-19
13	112	S.C. Education Association Convention Department of Exhibits	1936-1938
13	113	Building Outline	nd
13	114	Application for College Apartments	1936-1945
14	115	State Planning Board, Inventory of Public Construction Needs	1933-1941
14	116	State Highway Department, Sheet Improvement	1941-1943
14	117	Grounds	1940
14	118	Home Economics Department	1936-1937
14	119	Departmental Request and Equipment Reports	1935-1937
14	120	College Bus, Use of	1940-1941

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14	121	Broadcast	1935-1942
15	122	Textbooks	1937
15	123	Bursley, H.B. (landscaping) Correspondence	1939-1940
15	124	Red Seal Taxi Company (for transportation of student teachers to public schools)	1936-1937
15	125	Smokeless Fuel Company	1935
16	126-127	College Farm	1946-1966
16	128	SC Committee of the Humanities	1977-1978
16	129	HEW	1972-1979
17	130	Humanities	1978-1979
17	131	Appropriation Proposal	1973-1980
17	132-133	Funds and Bonds	1953-1979
17	134	SC Heart Association	1979-1981
17	135	Displaced Homemakers	1978-1979
18	136	LEAA	1977-1979
16	137	N.S.F	1918-1979
18	138	NIE	1979-1982
18	139	CHE	1976-1978
18	140	Human Development	1979
18	141	Mental Health	1977-1981
19	142	Spec. Services for Disadvantaged	1945-1981
19	143	Upward Bound Project	1978
19	144	Program Grant Assistance	1979
19	145-146	Special Services for Young Handicapped Children in Rural Area	1978
20	147-148	Special Services for Disadvantaged	1945-1981
21	149-150	UAF Program	1973-1978
21	151-152	Education Ops	1977-1982
22-23	153-163	Uniform Correspondence	1934-1943
24	164-174	Teachers hours, Faculty Statistics, Housing Questionnaires Faculty Housing Student Policies, Financial Assessment of Faculty	1910-1959
25	175-180	Retirement Plans, Faculty Outside Work, Univ. Service Requests, College Holiday Plans and Procedures	1934-1961
26	181	Rock Hill Electric & Telephone Bills & Receipts	1897-1898
26	182	Purchase orders for Dry goods from Davidson- Paxton-Stokes Co.	1912
26	183	Handwritten receipts from The President's Office	1896- 1897
26	184	Receipts from W.R. Jones & Co. Tin, Iron, & Slate Roofers	1894
26	185	Receipts from A. Freidheim & Bro. Merchants	1912
26	186	Receipt from W.O. Robbins	1912
26	187	Receipts from Mutual Dry Woods Co.	1913
26	188	Receipts from Southern Express Company Express Forwarders	1898
26	189	Receipt from South-Eastern Tariff Association	1896
26	190	Receipt from Rock Hill Post Office	1898
26	191	Receipt from John Wanamaker	1896
26	192	Receipt from Finley & Brice Attorneys at Law	1894
26	193	Receipt from W.R. Harrison & Co.	1898

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27	194	Statements & Correspondence from Home Federal Savings & Loans and Piedmont Federal Savings & Loans	1955-1970
27	195	Misc. Items from the National bank of Rock Hill. Includes check books	1894-1969