

Winthrop University Archives  
Preliminary Descriptive Inventory

Unit: Facilities Design and Development, Office of  
Sub-Group: General Office Records  
Series: Correspondence and Memoranda

Record Group no: W457  
Sub-group no: 1A  
Series no: 1

Description of series and its contents:

**This series consists of the correspondence and memoranda produced by and for the Office of Facilities Design and Development. The Facilities Design and Development Office provides project planning and design development as it pertains to the continual preservation, refurbishment, and construction of facilities on the Winthrop University campus. The department also develops the guidelines for campus-wide upgrades in a contemporary manner that will co-habit with the historic properties of the campus. It is arranged in chronological order by the calendar year.**

<u>Box(es)</u>	<u>Folder(s)</u>	<u>Contents</u>	<u>Year(s)</u>
1	1	Correspondence and Memoranda	2017