

**OXFORD COLLEGE OF EMORY UNIVERSITY.  
OFFICE OF FINANCE AND OPERATIONS.  
Office of Finance and Operations records, 1958-2004**

Emory University  
Oxford College Archives  
Oxford College Library  
134 Few Circle  
Oxford, GA 30054  
770-784-8380

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**Descriptive Summary**

**Creator:** Oxford College of Emory University. Office of Finance and Operations.  
**Title:** Office of Finance and Operations records, 1958-2004  
**Call Number:** Series No. 011  
**Extent:** 2.5 linear ft. (5 boxes)  
**Abstract:** Consists of departmental records from the Oxford College Office of Operations and Finance from 1958-2004.  
**Language:** Materials entirely in English.

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**Administrative Information**

**Restrictions on Access**

Unrestricted access.

**Terms Governing Use and Reproduction**

All requests subject to limitations noted in departmental policies on reproduction.

**Source**

Transfer.

**Citation**

[after identification of item(s)], Office of Finance and Operations Records, Oxford College Archives, Oxford College Library, Emory University.

**Processing**

Processed by Nancy Watkins, 2004.

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## **Collection Description**

### **Biographical Note**

The Oxford College Office of Operations and Finance is responsible for the oversight of the financial operations of the College, as well as campus buildings and grounds, the Oxford College Information Technology office and master plan development.

### **Scope and Content Note**

The record group consists of records from the Oxford College Office of Operations and Finance from 1958-2004. The records include information about campus buildings and grounds, the campus master plan, OCIT (Oxford College Information Technology) and other programs offered by the Office.

### **Arrangement Note**

Arranged by record type.

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## Container List

### Buildings and Grounds Information

Box	Folder	Content
1	1	100th honorary tree/shrub, 1988
1	2	Bivings Field, 2003
1	3	Cafeteria, 1968
1	4	Campus plan drawing, undated
1	5	Candler Hall, 1998, undated
1	6	Capital improvement five-year projection, 1976
1	7	Dean's home, 1966, 1967, 1974
1	8	Eady Admission Center, 1990
1	9	mory Commons, 1994
1	10	Few House, undated
1	11	Fleming H. Jolley residential center, 1996
1	12	Haygood Hall, 2000
1	13	Hearn Nature Trail, 1986, undated
1	14	History of buildings, circa 1963
1	15	Hopkins Hall, undated
1	16	Library, [1966] [See also: Studies and reports]
1	17	Old Church, 1947-1992, undated
1	18	Oxford historical cemetery, 1972
1	19	Oxhouse science center, 1992
1	20	Phi Gamma hall, 1978-1996, undated
1	21	Pierce Hall history, undated
1	22	Pierce science building (part 1), 1958-
1	23	Pierce science building (part 2), 1958-
1	24	Pierce science building (part 3), 1958-
2	1	Pierce science building (part 4), 1958-
2	2	Pierce science building (part 5), 1958-
2	3	Prayer Chapel, 1969-1992
2	4	President's Home, 2004
2	5	Residence halls, 2008
2	6	Seney Hall, 1972-2003, undated
2	7	Seney Hall clock and bell tower, 1964-1996, undated
2	8	Science building new construction, 2006-Vision and goals statement
2	9	Tarbutton Performing Arts Center, 1999-2001
2	10	Tour guides (walking), undated
2	11	Trees and shrubs on campus, undated

- 2 12 Williams, gymnasium, undated [See also: Audiovisual materials and Studies and reports]
- 2 13 Woodruff Room, 1984

**Audiovisual Materials**

- 4 slides Master plan presentation, 1994-95
- 4 slides Gym study, 1995
- 4 slides Oxford master plan, 1998

**Campus Safety**

- 5 1 Safety and security plan, 1992
- 5 2 Safety and security plan (appendices), 1992

**Oxford College Information Technology (O.C.I.T)**

- 5 3 Newsletter and flyers

**Programs**

- 5 4 Citizenship in Virtual Life (C.I.V.L.), 2000-2001

**Studies and Reports**

- 3 1 Campus plan, 1998
  - 3 2 Few Hall facility condition analysis, 1997
  - 3 3 Library feasibility study, 2002
  - 3 4 Master plan study, 1974
  - 3 5 Old gym facility condition analysis, 1997
  - 3 6 Residential improvement proposals, 1978
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