

# WHITAKER, ROBERT F. (ROBERT FLEMING), 1904- Robert F. Whitaker professional and personal papers, 1926-1973

Emory University  
Emory University Archives  
Stuart A. Rose Manuscript, Archives, and Rare Book Library  
Atlanta, GA 30322  
404-727-6887  
rose.library@emory.edu



## Collection Stored Off-Site

All or portions of this collection are housed off-site. Materials can still be requested but researchers should expect a delay of up to two business days for retrieval.

---

## Descriptive Summary

**Creator:** Whitaker, Robert F. (Robert Fleming), 1904-  
**Title:** Robert F. Whitaker professional and personal papers, 1926-1973  
**Call Number:** Series No. 4  
**Extent:** 16 linear ft. (33 boxes)  
**Abstract:** Papers of Emory University alumnus and administrator Robert F. Whitaker include administrative materials relating to the various positions he held throughout the university as well as materials related to his work in charitable and civic organizations.  
**Language:** Materials entirely in English.

---

## Administrative Information

### Restrictions on Access

Special restrictions apply: Collection stored off-site. Researchers must contact the Rose Library in advance to access these materials. Selected material removed and restricted in accordance with the Emory University Archives Access Policy for donor records.

### Terms Governing Use and Reproduction

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

### Related Materials in This Repository

Harvey Warren Cox papers (MSS 38); Charles T. Winship papers (MSS 648); Emory Unit subject file (EUA 220)

*Emory Libraries provides copies of its finding aids for use only in research and private study. Copies supplied may not be copied for others or otherwise distributed without prior consent of the holding repository.*

**Source**

Transfer.

**Citation**

[after identification of item(s)], Robert F. Whitaker professional and personal papers, Emory University Archives, Stuart A. Rose Manuscript, Archives, and Rare Book Library, Emory University.

**Processing**

Processed by Sean Suarez, May 2015

---

**Collection Description****Biographical Note**

Robert Fleming Whitaker, Emory University alumnus and administrator, was born on May 14, 1904 in Bowersville, Georgia. He received his B.Ph. from Emory University in 1926 and LL.B. in 1927. Whitaker practiced law in Cartersville, Georgia until he returned to Emory as Executive Secretary of the Emory University Alumni Association in 1931. In 1941 he was appointed Alumni Director. The following year he moved to the Office of the President, where he was Assistant to Goodrich C. White. He then transitioned into the role of Superintendent of the Emory University Hospital, a post he held from 1944 to 1953, and later Associate Director of Development, his position from 1953 to 1959. Whitaker returned to the President's Office from 1959 to his death in 1969 during which time he was Assistant to the President for S. Walter Martin and Sanford S. Atwood as well as Assistant Secretary to the Board of Trustees.

**Scope and Content Note**

The professional papers of Robert Fleming Whitaker include administrative materials spanning Whitaker's nearly four decades of service to Emory University. These include files related to the growth and expansion of the University, especially the development of the University Center of Georgia from 1938; University policies, including desegregation; records and communications with governing and advisory boards, including the Board of Trustees, Board of Visitors, and the Committee of 100; donor correspondence; and subject files for events and organizations related to the work of the Office of the President. The office files span the period 1938-1969, with the bulk of materials originating from 1959-1973, during Whitaker's tenure as Assistant to Presidents S. Walter Martin and Sanford S. Atwood. The personal papers of Robert Fleming Whitaker include materials from Whitaker's role on various charitable and civic groups.

**Arrangement Note**

Organized into two series: (1) Professional papers and (2) Personal papers.

**Finding Aid Note**

Finding aid available in the repository.

## **Description of Series**

[Series 1: Professional papers, 1936-1973](#)

[Series 2: Personal papers, 1947-1970](#)

**Series 1**  
**Professional papers, 1936-1973**  
**Boxes 1-27, 32-33**

**Scope and Content Note**

The professional papers of Robert Fleming Whitaker include administrative materials spanning Whitaker's nearly four decades of service to Emory University. These include files related to the growth and expansion of the University, especially the development of the University Center of Georgia from 1938; University policies, including desegregation; records and communications with governing and advisory boards, including the Board of Trustees, Board of Visitors, and the Committee of 100; donor correspondence; and subject files for events and organizations related to the work of the Office of the President. The office files span the period 1938-1969, with the bulk of materials originating from 1959-1973, during Whitaker's tenure as Assistant to Presidents S. Walter Martin and Sanford S. Atwood.

**Arrangement Note**

Arranged alphabetically by subject.

<b>Box</b>	<b>Folder</b>	<b>Content</b>
1	1	Administrative Committee meeting minutes, 1962 August 14-1964 March 24
1	2	Administrative Committee meeting minutes, 1963 August 13-1966 August 16
1	3	Administrative Committee meeting minutes, 1970 September 8-1973 October 3
1	4	Administrative Council meeting minutes, 1958 June 3-1961 May 16
1	5	Advanced management Program brochures and memoranda, 1959 April 17-1960 February 12
1	6	Altizer, statement issued by Methodist bishops, 1966 January 14
1	7	Alumni Association, officers list and by-laws, 1964-1969
1	8	Alumni Fund-raising, statements on policy, 1961 October; 1965 March 12
1	9	American Association of University Professors, correspondence, reports, and resolutions, 1962 October 31-1963 May 18
1	10	American Council on Education, correspondence, 1963 June 28-1967 December 11
1	11	American Council on Education, questionnaire, 1963 July 11-1963 November 11; 1969 February
1	12	Annuity Bond, forms, 1959 April
1	13	Art Department, correspondence and memoranda, 1967 July 17-1968 November 25
1	14	Associated Industries of Georgia, brochures and correspondence, 1957 October 24-1957 November 22
1	15	Association of American Colleges, Faculty and Staff Benefits questionnaires, 1963-1964
1	16	Association of American Universities, membership list, 1961
1	17	Atlanta Baptist College, trustees list, 1964 May

- 1 18 Atlanta Historical Society, membership lists, 1965 January
- 1 19 Beck Foundation, correspondence, 1960 August 26-1968 June 6
- 1 20 Blood Donor Program, notes, circa 1949-1951
- 1 21 Board of Regents, correspondence, 1962 May 17-1962 June 4
- 2 1 Board of Trustees Committee on Development, memoranda, circa 1960
- 2 2 Board of Trustees Committee on Oxford, reports, 1955 November 1-1956  
September
- 2 3 Board of Trustees Executive Committee, correspondence and reports, 1961 June  
16-1967 June 13
- 2 4 Board of Trustees meeting, arrangements, 1958 November 6
- 2 5 Board of Trustees meeting, correspondence and arrangements, 1959 June  
17-1959 November 6
- 2 6 Board of Trustees meeting, memoranda, 1960 November
- 2 7 Board of Trustees meeting, arrangements and reports, 1961 March 16-1961 May  
4
- 2 8 Board of Trustees meeting, arrangements, 1961 November 2-1961 November 3
- 2 9 Board of Trustees meeting, agenda, minutes, and reports, 1962 May 17
- 2 10 Board of Trustees meeting, arrangements, 1962 November 1-1962 November 2
- 2 11 Board of Trustees meeting, agenda and correspondence, 1964 May 21
- 2 12 Board of Trustees meeting, agenda, committee list, correspondence, 1964  
October 29-1964 October 30
- 2 13 Board of Trustees meeting, dinner arrangements, 1964 October 29
- 2 14 Board of Trustees meeting, agenda, 1964 October 29
- 2 15 Board of Trustees meeting, memoranda, 1965 May 20
- 2 16 Board of Trustees meeting, agenda, arrangements, and memoranda, 1965  
October 22
- 2 17 Board of Trustees meeting, arrangements, 1965 October 21
- 2 18 Board of Trustees meeting, agenda, 1965 October 21
- 2 19 Board of Trustees meeting, memoranda and agenda, 1966 April 21
- 2 20 Board of Trustees meeting, agenda and memoranda, 1966 October 21-1966  
October 22
- 2 21 Board of Trustees meeting, correspondence, 1966 September 2-1966 October 10
- 2 22 Board of Trustees meeting, agenda and memoranda, 1967 April 5-1967 April 20
- 3 1 Board of Trustees meeting, correspondence and memoranda, 1967 September  
7-1967 October 18
- 3 2 Board of Trustees meeting, memoranda, 1967 October 2-1967 October 5
- 3 3 Board of Trustees meeting, agenda, memoranda, and arrangements, 1967  
October 18-1967 October 19
- 3 4 Board of Trustees meeting, dinner arrangements, 1967 October 18
- 3 5 Board of Trustees meeting, agenda and arrangements, 1968 October 16-1968  
October 17

- 3 6 Board of Trustees meeting, dinner arrangements and correspondence, 1968 October 16
- 3 7 Board of Trustees meeting, correspondence and memoranda, 1969 October 15-1969 October 16
- 3 8 Board of Trustees member directory, circa 1969
- 3 9 Board of Visitors, Academic Liaison Committee report, 1958 December 29
- 3 10 Board of Visitors attendance rolls, 1959
- 3 11 Board of Visitors Business Donors, gift amounts, 1958 March 15 [RESTRICTED until 2033]
- 3 12 Board of Visitors Charter statement, 1958 April 3
- 3 13 Board of Visitors Committee on Administrative Liaison report, 1959 February 5
- 3 14 Board of Visitors Committee on Organization and Membership report, 1958 December 17-1961
- 3 15 Board of Visitors Committee on Resources and Development, 1958 November 6-1960 December 29
- 3 16 Board of Visitors, Corporate donors, gift amounts, 1958 March 15
- 3 17 Board of Visitors correspondence, 1959-1963 December
- 3 18 Board of Visitors Executive Committee, meeting minutes, 1958 September 19-1958 October 28
- 3 19 Board of Visitors meeting notices and schedules, 1958-1959
- 3 20 Board of Visitors New members dinner, correspondence, 1959 December 14
- 3 21 Board of Visitors Revised Charter statement, 1961
- 3 22 Board of Visitors Rittenbaum Luncheon correspondence and guest lists, 1958 September 23-1958 October 17
- 3 23 Board of Visitors rosters, 1959-1969
- 3 24 Board of Visitors Standing Committees, descriptions and membership lists, 1960
- 4 1 Bradley Hospital Fund, list of disbursements, 1968 April 18 [RESTRICTED until 2043]
- 4 2 Business Manager Staff Conference, minutes, 1960 July 20-1960 October 19
- 4 3 Business Manager Staff Conference, minutes, 1962 February 7-1968 June 26
- 4 4 Business School Advisory Committee, membership list, 1962 May 1
- 4 5 Business School Research Fund, correspondence and proposal, 1959 June 2-1959 July 20
- 4 6 Calhoun Portrait, correspondence, 1959 July 24-1964 May 6 [RESTRICTED until 2039]
- 4 7 Candler, Asa G., Incorporated, correspondence, meeting minutes, memoranda, 1947-1953
- 4 8 Candler, Charles Howard, correspondence, 1926 December 16-1928 December 20
- 4 9 Candler, Walter, regulations for use of estate, circa 1958
- 4 10 Candler Professors Account, expenses, 1960-1961

- 4 11 Capital Development Planning Committee meeting minutes, 1968 March 29
- 4 12 Carlton, W.A. autobiographical typescript, undated
- 4 13 Carmichael, James, letter to local leaders, 1953 August 31
- 4 14 Charles Howard Candler Professorships, announcements, correspondence, and reports, 1959 December 8-1961 April 13
- 4 15 Charles Howard Candler Professorships Announcement Dinner, planning and guest lists, 1960 May 30
- 4 16 Charles Howard Candler Professorships Steering Committee, meeting notes and memoranda, 1960 January [RESTRICTED until 2035]
- 4 17 Church funding sources, correspondence and notes, 1965 January 16-1966 February 3
- 4 18 Clark College promotional materials, circa 1953-1957
- 4 19 Code of Conduct for Emory University, 1966
- 5 1 College Blue Book, questionnaire, 1964 May 11-1967 March 17
- 5 2 College of Arts and Sciences, faculty meeting minutes and reports, 1962 November 13-1969 May 13
- 5 3 Commencement, arrangements and programs, 1961 June-1963 June
- 5 4 Commencement, arrangements and programs, 1964 June
- 5 5 Commencement, arrangements and programs, 1964 August
- 5 6 Commencement, arrangements and programs, 1965 June
- 5 7 Commencement, arrangements and programs, 1965 August
- 5 8 Commencement, arrangements and programs, 1966 June
- 5 9 Commencement, arrangements and programs, 1966 August
- 5 10 Commencement, arrangements and programs, 1967 June
- 5 11 Commencement, arrangements and programs, 1967 August
- 5 12 Commencement, arrangements, 1968 June
- 6 1 Committee of 100, administrative material, 1954 November 10-1956 March 19
- 6 2 Committee of 100, administrative material, 1958 October 31-1961 June 16
- 6 3 Committee of 100, administrative material, 1962 September 28-1964 November 6
- 6 4 Committee of 100, administrative material, 1963 December 5-1967 March 2
- 6 5 Committee of 100, administrative material, 1967 June-1969 July
- 6 6 Community Chest of Metropolitan Atlanta, by-laws and brochure, 1967-1968 January
- 6 7 Community Council of the Atlanta Area, correspondence, meeting minutes, and newsletters, 1961 July 26-1969 May
- 6 8 Comparative Guide to American Colleges, questionnaire, 1965 February 22-1969 March 6
- 6 9 Computer Center, memoranda, 1967 December 12-1968 December 4
- 6 10 Conduct policies, 1966 December-1967 March 1
- 6 11 Contributions, summaries, 1946-1955 [RESTRICTED until 2030]

- 6 12 Contributions, summaries, 1954-1968 [RESTRICTED until 2043]
- 6 13 Contributors, list, undated
- 6 14 Corporate solicitations, 1964 May 8-1964 August 12, undated [RESTRICTED until 2039]
- 7 1 Correspondence, general incoming, 1959 July 15-1964 November 18
- 7 2 Correspondence, Office of the President, 1962 July 26-1963 December 12 (1 of 2)
- 7 3 Correspondence, Office of the President, 1962 July 26-1963 December 12 (2 of 2)
- 7 4 Correspondence, Office of the President, 1963 December 31-1966 March 23
- 7 5 Correspondence, Office of the President, 1965-1969 June 30
- 7 6 Courtesy scholarships for faculty children, policy statements, 1960 November 4-1961 May
- 8 1 Credit Union, newsletters and brochures, 1968 July-1968 October
- 8 2 Cumberland Island Conference, minutes and reports, 1953 January 6-1953 January 12
- 8 3 Degrees offered at Emory, lists, 1964 October
- 8 4 Dekalb County officials, list, 1960 August 26
- 8 5 Dental Alumni Association, correspondence and officer list, 1962 April 20-1962 April 25
- 8 6 Dental School, memoranda, press releases, official statements, 1963 March 4-1963 September 26
- 8 7 Dental School discussion on anti-semitism, correspondence and official statements, 1957 April 19-1962 March 27
- 8 8 Development, reports, 1955 November 1-1959 December 15
- 8 9 Development, budget and planning materials, 1962-1964
- 8 10 Development, early planning materials, 1944
- 8 11 Development, planning, memoranda, 1956 October 8-1958 May 19
- 9 1 Development, "A Review of Fifteen Years of Progress and a New Program of Development," report, 1951
- 9 2 Development, Campus Development Committee, meeting minutes, 1962 October 11-1969 June 26
- 9 3 Development, Corporate solicitations, statistics, 1960 July 31 [RESTRICTED until 2035]
- 9 4 Development, Faculty Committee, 1953 February 5-1954 April 28
- 9 5 Development, General Plans, trustee statements and memoranda, 1957 November 14-1959
- 9 6 Development, Literature, brochures and drafts, 1952
- 9 7 Development, Mizell memoranda, 1954 April 15-1955 January 17
- 9 8 Development, "Plan for Action," report, 1953 June 11



- 9 9 Development, "Plan to Enlist Methodists," correspondence and reports, 1955  
January 17-1955 February 15
- 9 10 Development, Planning reports, 1961 October
- 9 11 Development, Radium Springs Conference, meeting minutes, 1954 February  
14-1954 February 17
- 9 12 Development, Publication drafts, circa 1951-1953
- 9 13 Development, Scholarships, memoranda and reports, circa 1953
- 10 1 Development, Staff organization, memorandum, 1958 May 19
- 10 2 Development, "The Role of Business in Higher Education: An Address by David  
Rockefeller" pamphlet, 1955 April 12
- 10 3 Development, University Center in Georgia, correspondence, memoranda, and  
reports, 1938-1942
- 10 4 Diplomat in Residence, biographical information for John D. Jernegan, circa  
1968
- 10 5 Donors, correspondence, 1965 November 5-1970 January 2 [RESTRICTED until  
2045]
- 10 6 Donors, Candler memorial gifts, gift acknowledgements, 1968 August 16-1968  
October 23 [RESTRICTED until 2043]
- 10 7 Donors, Code for gifts, chart, 1968 September 1
- 10 8 Donors, Corporate capital gifts, correspondence and gift acknowledgement, 1966  
September 22-1969 January 10 [RESTRICTED until 2044]
- 10 9 Donors, Corporate BASE and scholarship gifts, correspondence and gift  
acknowledgements, 1966 December 15-1969 January 27 [RESTRICTED until  
2044]
- 10 10 Donors, Faculty and staff, correspondence and gift acknowledgements, 1967  
January 4-1969 January 2 [RESTRICTED until 2044]
- 10 11 Donors, Foundations, correspondence and gift acknowledgements, 1966 May  
4-1969 January 6 [RESTRICTED until 2044]
- 10 12 Donors, Gift acknowledgement procedure, guidelines, 1968 September
- 10 13 Donors, Gift acknowledgement form letters, 1968 January 9-1968 December 31  
[RESTRICTED until 2043]
- 10 14 Donors, Hansell memorial gift, correspondence and gift acknowledgements,  
1968 August 7-1968 October 10 [RESTRICTED until 2043]
- 10 15 Donors, MERIT program, correspondence and gift acknowledgements, 1967  
October 26-1968 November 6 [RESTRICTED until 2043]
- 10 16 Donors, MERIT program alumni contributions, correspondence, and gift  
acknowledgements, 1967 July 26-1968 June 20 [RESTRICTED until 2043]
- 10 17 Donors, MERIT program, physician and dentist contributions, correspondence,  
and gift acknowledgements, 1968 December 6 [RESTRICTED until 2043]
- 10 18 Donors, MERIT program, student contributions, 1967 February 15-1968 May 22  
[RESTRICTED until 2043]

- 10 19 Donors, Somerville memorial gift, correspondence, and gift acknowledgements, 1968 April 9-1968 June 18 [RESTRICTED until 2043]
- 10 20 Donors, Visitors and Committee of 100 correspondence, and gift acknowledgements, 1966 January 10-1968 January 15 [RESTRICTED until 2043]
- 10 21 Drug use policies, memorandum, 1968 March 25
- 10 22 Duke Divinity School-Candler School of Theology joint discussion proposal, 1959 April 28-1959 April 29
- 10 23 Eady party, planning materials, 1966 May 30
- 10 24 Educational television, informational materials and memoranda, 1959
- 10 25 Emeritus faculty list, 1966 December 15
- 10 26 Emory Clinic, planning materials, 1951 December-1952 January
- 10 27 Emory Clinic, correspondence and planning materials, 1950 August 1-1952 May 2
- 10 28 English, Thomas H., correspondence, 1964 May 26-1965 July 28
- 10 29 Evening at Emory program, memorandum, 1964 August 14
- 11 1 Executive Officers, lists, 1967-1968
- 11 2 Faculty relationships, statement of principles, 1964-1965
- 11 3 Fattig Collection (insects), 1961 May 22-1961 June 16
- 11 4 Fiftieth Anniversary, event announcements and steering committee meeting minutes, 1964 March 3-1965 October 12
- 11 5 Fine Arts Committee, memoranda and reports, 1958-1963, undated
- 11 6 Flags, use and storage, 1963 October-1964 January
- 11 7 Food Services, report, 1962 November 13
- 11 8 Food Services, organizational charts, undated
- 11 9 Ford Foundation, correspondence and reports, 1955-1966
- 11 10 Ford Foundation matching grants, contribution summaries, 1966 August 10-1969 April 30
- 11 11 Ford Foundation, "News from the Ford Foundation," press releases, 1957 April 4-1960 November 15
- 11 12 Ford Foundation, questionnaires, 1947-1955
- 11 13 Fraternity house lawsuit, 1959 February 26-1960 October 6
- 11 14 Fringe benefits, memoranda and policies, 1962 October 3-1968 May 3
- 11 15 Gambrell, E. Smith, Law Day address, transcript, 1962 April
- 12 1 Georgia Dental Association Education Loan Fund, correspondence and agreement transcripts, 1959 April 15-1960 August 8
- 12 2 Georgia Foundation for Independent Colleges, administrative material and statement of withdrawal, 1959 February 14-1963 July 1
- 12 3 Georgia Hospital Association, bylaws and meeting minutes, 1967 March 31-1967 August 3
- 12 4 Georgia Science and Technology Commission, meeting minutes, 1966 March 15

- 12 5 General Education Board, correspondence and reports, 1951 October 11-1954  
January 11
- 12 6 General Education Board, report, 1951 October
- 12 7 General Education Board, administrative materials, 1951-1958
- 12 8 "Get a Glory," lyrics, undated
- 12 9 Glenn Memorial Church, board and committee memberships, circa 1964
- 12 10 Glenn Memorial Church renovation, correspondence and memoranda, 1961 June  
28-1961 August 1
- 12 11 Graduate Institute of Religion, administrative materials, 1966 February 18,  
undated
- 12 12 Grady Hospital, administrative materials, 1950 October 2-1962 January 22
- 13 1 Guide Service, map and informational materials, 1966 December 6, undated
- 13 2 Harland Company board meeting, correspondence, 1971 July 22
- 13 3 Health Services, program development, 1962
- 13 4 Health Services, program development, 1963
- 13 5 High Hampton, correspondence and brochures, 1959-1966
- 13 6 "History of Emory University," drafts, 1965 October
- 13 7 "History of Emory University," drafts and notes, 1964 January 17-1964 March 6
- 13 8 "History of Emory University," centennial materials, 1936 (collected circa 1965)
- 13 9 "History of Emory University," complimentary copies, correspondence, 1965  
December 13-1970 August 7
- 13 10 "History of Emory University," financial, memoranda, 1964 January 5-1968  
November 25
- 13 11 "History of Emory University," Medical School history, draft, undated
- 13 12 "History of Emory University," Methodist Church, research notes, circa 1964
- 13 13 "History of Emory University," outline, research notes, 1965 February
- 13 14 "History of Emory University," promotions, order forms and memoranda 1966  
January-1966 June
- 13 15 "History of Emory University," Goodrich C. White research files, 1962-1965
- 14 1 Holland, Spessard, correspondence, 1963 April 16-1963 April 24
- 14 2 Hospital, administrative materials, 1952 June 13-1964 August 25
- 14 3 Hospital Training Programs for Medical Technologists, programs descriptions,  
undated
- 14 4 Hospital Staff by-laws, rules, and regulations, 1957 June 15
- 14 5 Housing and Home Finance Agency, loan application, 1956 June 1
- 14 6 Human Studies Program, report to Deans Colwell and Phillips, circa 1962
- 14 7 "In this Brief Span," pamphlet, 1965
- 14 8 Institute of Citizenship, aims and purposes, circa 1959
- 14 9 Institute of Communicative Arts, correspondence and memoranda, 1960  
November 24-1964

- 14 10 Institute of the Liberal Arts, proposal for support, circa 1960
- 14 11 Institutional Research, conference reports, 1962 June 1-1966 May
- 14 12 Integration, correspondence, court decision, memoranda, and public statements, 1960 January 5-1964 February 26
- 14 13 Integration, Tulane and Southwestern cases, correspondence, 1963 April 15
- 14 14 Integration Statement, S. Walter Martin, 1960 March 31; 1961 November 21
- 14 15 Integration, Thompson statements on Martin Luther King, correspondence and resolutions, 1957 March 8-1957 March 26
- 14 16 International Education, conferences and administrative materials, 1961 March 4-1967 July 14
- 14 17 Journalist Seminar, arrangements and seminar program, 1967 March 20-1967 March 23
- 14 18 Journalist Seminar, arrangements and seminar program, 1968 March 18-1968 March 21
- 14 19 Journalist Seminar, arrangements and seminar program, 1969 March 23-1969 March 26
- 14 20 Lamar Society, event plans, 1971 May 1-1971 July 6
- 15 1 Law School building, capital campaign report, 1967 November 17-1969 February 17
- 15 2 Law School development, 1954 November 18-1962 May 11
- 15 3 Liberal Arts Programs at Emory, Carnegie report, 1957 September 11
- 15 4 Library, memoranda, 1962 August-1963 April
- 15 5 Library, reports, 1955 January 24-1956 August 31
- 15 6 Life Income Gifts, contract, 1960 July 7; undated
- 15 7 Life Income Gifts, memoranda and proposals, 1958 June 18-1958 July 21
- 15 8 Loan and Scholarship Funds, correspondence and special study, 1952-1953
- 15 9 Loyalty Fund, administrative materials, 1957 April 5-1967 August 15
- 15 10 Loyalty Fund Executive Committee, meeting minutes, 1961 July 26
- 15 11 Martin, Sidney Walter, Inauguration program, 1957 November 15
- 15 12 Martin, Sidney Walter, portrait, correspondence, 1962 January 12-1963 February 8
- 15 13 Martin, Sidney Walter, "Remarks to Selected Faculty Members Concerning Race Relations," 1960 March 31
- 15 14 McConnell Seminar House (High Hampton Resort), information on availability to Emory faculty, 1964 March 31
- 15 15 McCord Estate, trust indenture, 1968 May 2 [RESTRICTED until 2043]
- 15 16 McTier, Charles H., administrative materials, 1970 January 6-1970 October 28
- 16 1 Medical Center Book, typescript, undated
- 16 2 Medical Center Condensed Book, typescript, undated
- 16 3 Medical School, administrative materials, 1947 April 15-1957 February 1

- 16 4 Medical School Centennial Celebration, arrangements, 1953 June 24-1954 September 28
- 16 5 Medical School Centennial Celebration, addresses, 1954 August 11-1954 October 4
- 16 6 Medical School Centennial Celebration communications, correspondence, 1954 August
- 16 7 Medical School Centennial Celebration delegates, correspondence, 1954 June 3-1954 September 23
- 16 8 Medical School Centennial Celebration financial records, 1953 November 27-1954 November 3
- 16 9 Medical School Centennial Celebration invitations and programs, 1954 October 4
- 16 10 Medical School Centennial Celebration publicity, 1936 November 19-1954 October 19
- 16 11 Medical School Planning Committee speakers, biographical abstracts, 1954 May 8
- 16 12 Medical School Planning Committee, memoranda, 1946-1966 February 25
- 16 13 Medical School Planning Committee, meeting minutes and reports, 1945 July 14-1952 December 6
- 16 14 Memorial Dental Education Fund, handbook, circa 1960
- 16 15 MERIT Program, Interim Report to the President and Trustees, 1968 June 27
- 16 16 MERIT Program, promotional materials, 1966-1968
- 17 1 MERIT Program prospects to solicit, correspondence and internal memoranda, 1967 March 22-1968 April 3 [RESTRICTED until 2043]
- 17 2 MERIT Program prospects to solicit (major gifts), correspondence and internal memoranda, 1966 May 27-1968 February 2 [RESTRICTED until 2043]
- 17 3 Methodist Campus Ministry, report, 1963
- 17 4 Methodist Church Board of Education, correspondence and reports, 1960 July 22-1963 April 29
- 17 5 Methodist Church Board of Education, Annual meeting arrangements, 1965 April 2-1966 June 29
- 17 6 Methodist Church Commission on Higher Education, memoranda and reports, 1956 June-1968
- 17 7 Methodist Church South Georgia Conference, report from Emory University, 1959 May
- 17 8 Methodist Church Southeastern Jurisdiction, organizational structure, 1957 October 28
- 17 9 Methodist Church Southeastern Jurisdiction, Quadrennial Report, 1968 June 5-1968 June 28
- 17 10 Methodist Church Southeastern Jurisdiction Committee on Education, correspondence, 1963 November

- 17 11 Methodist Church Southeastern Jurisdiction Layman's Conference, agenda and correspondence, 1957 August 16-1957 August 18
- 17 12 Methodist Church Southeastern Jurisdiction Minister Education Fund, promotional materials and reports, 1960 April 6-1961 November 22
- 17 13 Methodist Church Southeastern Jurisdiction "One-Percent" Program, memoranda and proposals, 1960 July 7-1964 November 13
- 17 14 Methodist Church Southeastern Jurisdiction "One-Percent" Program, correspondence and proposals, 1960 July 16-1961 June 9
- 18 1 Methodist Church Western North Carolina Conference, reports, 1957 November 1-1967 April 26
- 18 2 Methodist Education, speech notes, undated
- 18 3 Methodist Fund for Ministerial Education, trust agreement, 1955 May 31
- 18 4 Methodist-related Universities, meeting report, 1960 August 27-1960 August 29
- 18 5 Methodist Universities Officer's Conference, agenda, 1962 June 16-1962 June 18
- 18 6 Methodist University Senate, meeting agenda and materials, 1961 January 8-1961 January 9
- 18 7 Minister Training Building, proposal, undated
- 18 8 Ministers Week, invitations, programs, and speech notes, 1964 January 20-1964 January 23
- 18 9 Mitchell, Margaret, legal petition regarding publication of letters, 1964 September 14-1964 September 30
- 18 10 Mizell, Robert Cotter, "What is Money," typescript, undated
- 18 11 Mizell, Robert Cotter, memorial materials, 1956 January 25-1956 September 20
- 18 12 Mizell, Robert Cotter, memorial remarks by Goodrich C. White, 1957 April 20
- 18 13 National Committee on US-China Relations, correspondence, 1967 November 14-1967 November 30
- 18 14 National Defense Education Act, operations report, 1964 July 15
- 18 15 National Science Foundation, Study of Colleges and Universities, questionnaire, 1963-1972
- 18 16 New York State registration for fund-solicitation, 1956 July 16-1959 October
- 18 17 Newcomen Society, address by S. Walter Martin, typescript, 1961 March
- 18 18 Newman, W. C., correspondence, 1961 November 9-1962 January 4
- 19 1 "Newsletter to the Trustees of Emory University," 1964 February 20-1969 May 15
- 19 2 Nurse Education, correspondence and public addresses, 1953 March 27-1953 May 22
- 19 3 Nurse Education, article excerpts from RN magazine, 1952 April
- 19 4 Nursing School, Associates, list and newsletters, 1964 December 29-1965 December 8 [RESTRICTED until 2039]
- 19 5 Nursing School, Report of Visit for Accreditation, 1962 April 15-1962 April 20
- 19 6 Orchestra contract, 1968 August 22

- 19 7 Organizational charts, Emory University administration, 1967 September 1
- 19 8 Organizational charts, Emory University governing boards, 1957
- 19 9 Oxford College, memoranda and reports, 1955 November 1-1966 November
- 19 10 Oxford College, Board of Trustees proposals and resolutions
- 19 11 Oxford College development, 1952 April 22-1956 March 15
- 19 12 Oxford College funding, correspondence and memoranda, 1962 August-1963  
July
- 19 13 Oxford College historical marker, 1966 April 24
- 19 14 Panhellenic House, architectural renderings and proposal, 1959 March
- 19 15 Parker, Carl F, "Some ABC's of Securing Financial Support for Our Private  
Colleges and Universities," typescript, 1957 March 31-1957 April 2
- 19 16 Patent policy, 1963 April 25-1969 March 25
- 19 17 Patterson, Eugene, "Light for a New Day," typescript, 1965 January 25
- 19 18 Personnel department, policy memoranda, 1969 May 8-1969 July 14
- 19 19 Photographic Services, price list and assignment cards, 1963
- 19 20 President's Conference, memoranda and arrangements, 1958-1962
- 19 21 President's Conference, Cumberland Island, reports, 1953 January 6-1953  
January 12
- 19 22 President's Conference, Bryson City, reports, 1954 September 10-1954  
September 13
- 19 23 President's Conference, Bryson City, minutes, 1954 September 11-1954  
September 13
- 20 1 President's Conference, Bryson City, memoranda, circa 1954 August
- 20 2 President's Conference, Chipley, Georgia, minutes and reports, 1956 October  
5-1956 October 6
- 20 3 President's Conference, Bryson City, reports, 1959 September 23-1959  
September 26
- 20 4 President's Conference, Bryson City, agenda and supplementary materials, 1959  
September 23-1959 September 26
- 20 5 "Prospectus" on Emory University prepared for Mr. and Mrs. A.S. Mitchell, 1956  
July
- 20 6 Protestant Colleges and Universities, correspondence, 1959 April 25-1960  
September 6
- 20 7 Protestant Radio and Television Center, administrative materials, 1964  
December 28-1969 August 12
- 20 8 Protestant Radio and Television Center, International House/Villa International,  
memoranda and proposals, 1967 November 20-1968 March
- 20 9 Psychological Center, statement of operational details, 1967 January
- 20 10 Public Relations, staff guidelines, undated
- 20 11 Purchasing Policies, manual, 1962 August 15
- 20 12 Purchasing Policies, manual, 1966 July 1

- 20 13 Questionnaires, assorted, 1961 July-1969 May 22
- 20 14 Questionnaires regarding trustees, 1967 December 11-1969 January 27
- 20 15 Real Estate owned by Emory University, property descriptions, 1959
- 20 16 Red Cross, promotional materials, undated
- 21 1 Regional Development Council of Greater Atlanta, correspondence, 1960  
November 30
- 21 2 Report on Securities Owned by Emory University, 1959 August 31  
[RESTRICTED until 2034]
- 21 3 Report to Business Contributors, correspondence, 1957 August 2
- 21 4 Reunions, Class of 1898 and 1908, correspondence and arrangements, 1948 April  
15-1963 September 23
- 21 5 Reunions, Class of 1926, correspondence, photographs, arrangements, 1946  
April 29-1956 April 14
- 21 6 Reunions, Class of 1926, arrangements, 1960 January 6-1966 February 28
- 21 7 Rusk, Dean, arrangements for honorary degree visit, 1961 April 20
- 21 8 Salary data, chart, circa 1958
- 21 9 Scarborough Memorial Building, memoranda and architectural renderings, 1966  
July 21-1967 May 11
- 21 10 Scholarships, report, 1953 [RESTRICTED until 2028]
- 21 11 Scholarships in Religion (federal), description, 1959
- 21 12 Science Fair, correspondence, 1960 February 26-1960 March 23
- 21 13 Science Research Associates, Incorporated, questionnaire, 1968 September 20
- 21 14 Self-Study, reports, manuals, and memoranda, 1959 May 14-1961 May 12
- 21 15 Semester system versus Quarter system, synopsis of arguments, undated
- 21 16 Shining Light Award, Elliott Scarborough, correspondence and press releases,  
1967 May 4-1967 July 21
- 22 1 Shatford, Genevieve Sewell, bequest, correspondence and legal documents, 1966  
February 28-1966 June 8 [RESTRICTED until 2041 ]
- 22 2 Shaw, Robert, "The Conservative Arts," commencement address, 1967 June
- 22 3 Southeastern Assembly on State Legislatures, meeting arrangements, 1967 April
- 22 4 Southern Historical Association luncheon, 1959 October 20-1959 December 3
- 22 5 Southern Industrial Relations Conference, correspondence and agenda, 1963 July  
17-1963 July 20
- 22 6 Southern Regional Education Board annual conference materials, 1959 March 6
- 22 7 Special Report of the President to the Board of Trustees, 1960 November  
10-1960 November 11
- 22 8 Speeches: Bradford Ansley, "Emory University Development," typescript, 1953  
March 3
- 22 9 Speeches: Harry Stillwell Edwards, "The Tenth Generation," typescript, 1928
- 22 10 Speeches: Sidney Walter Martin, Address to Emory University trustees,  
typescript, undated



- 22 11 Speeches: William T. Watkins, Ministers Week Address, typescript, 1954  
January 22
- 22 12 Speech notes, Sidney Walter Martin, assorted, 1959-1962
- 22 13 Squibb Dinner for Doctors, correspondence and planning materials, 1966  
October 11-1967 August 15
- 22 14 Stanford, Edward V., correspondence, 1964 February 11-1965 March 25
- 22 15 Statement on Graduate Education by Southern Graduate School Deans, 1962
- 22 16 Statistics, summaries and reports, 1956-1967
- 22 17 Statistics, Admission and scholarships, tables, 1961 August
- 22 18 Statistics, Alumni geographical distribution, memorandum, 1960 January 22
- 22 19 Statistics, Annual report, tables and charts, 1968
- 22 20 Statistics, Assistantships, tables, 1955-1958
- 22 21 Statistics, Budget summary and analysis, tables, 1957-1970
- 22 22 Statistics, Buildings erected, table, 1948-1959
- 22 23 Statistics, College department chairmen, list, 1958-1959
- 22 24 Statistics, Comparative data, tables, 1941-1961
- 22 25 Statistics, Degrees, tables, 1940-1968
- 22 26 Statistics, Dental School student distributions, memorandum, 1958
- 22 27 Statistics, Encyclopedia Americana questionnaire, 1960
- 22 28 Statistics, Endowment by purpose, table, 1961
- 22 29 Statistics, Endowment by school, table, 1957 November
- 22 30 Statistics, Endowment yield, memorandum, 1942-1959
- 22 31 Statistics, Endowments, comparative, table, 1959
- 23 1 Statistics, Enrollment, tables, 1940-1969
- 23 2 Statistics, Enrollment, graphs, 1946-1962
- 23 3 Statistics, Enrollment of women, table, 1953-1959
- 23 4 Statistics, Expenditures by school, tables, 1958-1963
- 23 5 Statistics, Expenditure per student, table, 1957
- 23 6 Statistics, Expense per student not covered by tuition, table, 1957 August
- 23 7 Statistics, Faculty, table, 1940-1958
- 23 8 Statistics, Fellowships granted, table, 1957 August
- 23 9 Statistics, Financial data, tables, 1940-1958
- 23 10 Statistics, Financial growth, summary, 1960 April
- 23 11 Statistics, Financial statement from State of Georgia, 1957
- 23 12 Statistics, Financial report from University of Georgia and Georgia Institute of  
Technology, 1957
- 23 13 Statistics, Foreign students, list, 1955-1958
- 23 14 Statistics, Freshman class analysis, memorandum, 1960 November 16
- 23 15 Statistics, Grade summary for Emory College, memorandum, 1958 July 16
- 23 16 Statistics, Graduate assistants, memorandum, 1958 September 29

- 23 17 Statistics, Graduate School, summary of organization, undated
- 23 18 Statistics, Graduate School, tables, 1958-1968
- 23 19 Statistics, Grants, summary of awards, 1965-1968
- 23 20 Statistics, Health education program, general information, 1968 Fall
- 23 21 Statistics, Health, Education, and Welfare Department faculty report, 1968  
December-1969 April 7
- 23 22 Statistics, Health, Education, and Welfare Department General Information  
Survey, 1968
- 23 23 Statistics, Health, Education, and Welfare Department projections, 1968
- 23 24 Statistics, Home states of students, tables and memoranda, 1968 September
- 23 25 Statistics, Hospital patient opinion poll, report, 1962 December
- 23 26 Statistics, Housing reports, 1957-1968
- 23 27 Statistics, Income and expenditures, tables, 1950-1962
- 23 28 Statistics, Income and expense comparison (Emory and other institutions), report,  
1957 September 4
- 23 29 Statistics, Income comparisons by profession, table, 1939-1956
- 23 30 Statistics, Income (national), table, 1929-1953
- 23 31 Statistics, Income (personal), table, 1929-1953
- 23 32 Statistics, Income, restricted income by schools, table, 1944-1957
- 23 33 Statistics, Income, sources of operating funds, table, 1948-1958
- 24 1 Statistics, Libraries of Southern colleges and universities, table, 1965-1966
- 24 2 Statistics, Loans to students, table, 1963-1964
- 24 3 Statistics, Major medical insurance, memorandum, 1958 July 2
- 24 4 Statistics, Master's degrees awarded, table, 1952 Fall-1958 Summer
- 24 5 Statistics, Ministers from Emory, table, 1959
- 24 6 Statistics, Personnel, monthly strength report, 1966-1968
- 24 7 Statistics, Ph.D. program, memoranda and tables, 1948-1968
- 24 8 Statistics, Real estate investments, tables, 1959 November
- 24 9 Statistics, Salaries, administrative and instructional, table, 1957 December
- 24 10 Statistics, Salaries, comparative for college graduates and non-graduates, table,  
1954
- 24 11 Statistics, Salaries, faculty, tables, 1940-1969
- 24 12 Statistics, Salary scale, 1963-1971
- 24 13 Statistics, Sales tax payments, memorandum, 1958 June 30
- 24 14 Statistics, Scholarships granted, reports and tables, 1951-1964
- 24 15 Statistics, Student aid (comparative), correspondence and tables, 1958 September
- 24 16 Statistics, Student aid, policy on establishment of named scholarships, 1966 June
- 24 17 Statistics, Student organizations, list, 1965-1966
- 24 18 Statistics, Test scores for entering freshmen, table, 1961-1968
- 24 19 Statistics, Testing service, report, 1964

- 24 20 Statistics, Tuition, summary report, 1940-1964
- 24 21 Statistics, Tuition at peer institutions, tables, 1958-1964
- 24 22 Statistics, University system of Georgia, tables, 1957
- 24 23 Statistics, Value of the dollar, table, 1940-1954
- 24 24 Statistics, Workman's compensation insurance, memorandum, 1958 June 28
- 24 25 Stipe Scholars, informational brochure, 1957-1958
- 24 26 Student Affairs, memoranda and meeting minutes, 1960 November 21-1968 February 8
- 24 27 Student Affairs, staff manual 1962 September
- 24 28 Student Affairs committee, meeting minutes, 1962 September 6-1964 March 19
- 24 29 Student Conduct Committee, policies and organizing documents, 1961 March-1965 September
- 24 30 Student Conduct Committee, responses to policy changes, 1963 May 31
- 24 31 Student Health Committee, report, 1956-1957
- 24 32 Student Health program, memoranda, 1967
- 24 33 Student Senate meeting minutes, 1959 September 28-1959 November 9
- 24 34 Summer Science Institute, brochure and application, 1962
- 24 35 Summer faculty reception, arrangements, 1967 July 21
- 24 36 Summer Session, memorandum, 1964
- 24 37 Tax exempt property, correspondence and draft of legislation, 1959 February 12
- 24 38 Theology (School of), correspondence and memoranda, 1962 September 5-1963 May 29
- 24 39 Theology (School of), Building for Minister Training, proposal and dedication, 1957 September
- 24 40 Theology (School of), reports on Theology building program, 1957-1962 December 7
- 25 1 Theology (School of), Bishops Hall, memoranda, 1963 September 10-1965 November 5
- 25 2 Theology (School of), Bishops Hall, reports from Controller, 1958 October 29-1962 November 30
- 25 3 Theology (School of), Alabama-West Florida Conference contributions for Bishops Hall, correspondence, 1963 December 16-1964 June 16
- 25 4 Theology (School of), Florida Conference contributions for Bishops Hall, correspondence, 1961 February 6-1963 August 27
- 25 5 Theology (School of), Holston Conference contributions for Bishops Hall, correspondence, 1961 February 20-1965 February 8
- 25 6 Theology (School of), Kentucky Conference contributions for Bishops Hall, correspondence, 1961 April 28-1962 November 13
- 25 7 Theology (School of), North Alabama Conference contributions for Bishops Hall, correspondence, 1961 July 12-1965 June 11

- 25 8 Theology (School of), North Mississippi Conference contributions for Bishops Hall, correspondence, 1962 April 19-1964 January
- 25 9 Theology (School of), Tennessee Conference contributions for Bishops Hall, correspondence, 1960 July 26-1962 May 7
- 25 10 Theology (School of), Western North Carolina Conference contributions for Bishops Hall, correspondence, 1962 December 12-1964 July 2
- 25 11 Theology (School of), Development Office administrative materials, 1953 June 10-1956 January 3
- 25 12 Theology (School of), Development program, correspondence and memoranda, 1962
- 25 13 Theology (School of), "Proposal to Improve the Training of Methodist Ministers at Candler School of Theology," circa 1956
- 25 14 Theology (School of), Self-study, 1960
- 25 15 Theology (School of), Student aid from Methodist conferences, correspondence and memoranda, 1962 September
- 25 16 Thompson, W. D., correspondence, reports, and event programs, 1924 March 12-1951 November
- 25 17 Traffic rules, memoranda and pamphlets, 1965-1968
- 25 18 Travel policies, memoranda, 1964 April 7-1969 August 1
- 26 1 Trusco Data Systems, reports on Emory computer systems, 1970 August
- 26 2 Trust Company of Georgia endowment reports, 1966 February 28; 1966 June 15
- 26 3 Trusts (short-term), 1958 October 21-1958 October 22
- 26 4 Tuition increases, memorandum to faculty, 1955 May 25
- 26 5 Tulane University development survey, undated
- 26 6 University Center in Georgia, correspondence and reports, 1960 May 17-1962 December 19
- 26 7 University Center in Georgia, correspondence, newsletters, and reports, 1963 January 23-1968 October
- 26 8 University of Georgia-Georgia Tech Foundation, report, 1955
- 26 9 University of Havana, "Statements of the University of Havana upon the Pirate Aggression to the Havana Seashore," 1962 November 11
- 26 10 University Senate, administrative material, 1960 January 11-1969 May 20
- 26 11 University Ushers, memoranda, 1965 January 13-1968 June 6
- 26 12 Vann, John, memorial fund correspondence, 1968 April-1968 December 31
- 26 13 War preparations, memoranda and notes, circa 1942
- 26 14 Ward, Judson C, "The Christian University," typescript, 1961 October
- 26 15 Ward, Judson C, "Higher Education in Georgia," typescript, 1959 October 16
- 27 1 Wesley Woods, newsletters, 1965-1967
- 27 2 Wesley works (editorial project), 1961 January 6-1961 October 30
- 27 3 Whitaker, Robert F., press releases and memoranda
- 27 4 Whitaker Room, correspondence and photographs, 1970 May 1-1970 June 16

- 27 5 White, Goodrich C., incoming correspondence, 1967 July 1-1968 August 11
- 27 6 Wills, policies regarding bequests to Emory, 1955 August 17; undated
- 27 7 Woodruff, Nell Hodgson, memorials, 1968
- 27 8 Woodruff, Nell Hodgson, memorial gifts, 1968-1969 [RESTRICTED until 2044]
- 27 9 Woodruff Library, dedication, 1969 October 22-1969 November 3
- 27 10 Woodruff Trust, correspondence, 1951 September 13-1954 May 5
- 27 11 Year-end letter, 1955 March 16-1959 December 17
- 27 12 Young Presidents Organization, memoranda, 1959 June 11-1959 August 13
- 32 1-26 Restricted materials from Box 3, Folder 11 through Box 21, Folder 2
- 33 1-5 Restricted materials from Box 21, Folder 10, through Box 27, Folder 8

**Series 2**  
**Personal papers, 1947-1970**  
**Boxes 27-31**

**Scope and Content Note**

The personal papers of Robert Fleming Whitaker include materials from Whitaker's role on various charitable and civic groups.

**Arrangement Note**

Arranged alphabetically by subject.

<b>Box</b>	<b>Folder</b>	<b>Content</b>
27	13	Battle Hill Haven, administrative material, 1955 June 14-1958 December 18
27	14	Battle Hill Haven, Admission forms, 1964 October
27	15	Battle Hill Haven admission policies, , 1958-1963
27	16	Battle Hill Haven Board of Directors, administrative materials, 1950 December-1955 July 8
27	17	Battle Hill Haven Board of Directors, administrative materials, 1959-1961 November 7
27	18	Battle Hill Haven, Campbell Foundation, correspondence, 1960 February 16-1961 August 4
27	19	Battle Hill Haven, "Convalescent Care, Incorporated," administrative materials, 1947 February 27-1951 January 30
28	1	Battle Hill Haven County contract, correspondence and legal documents, 1958 November 5-1966 March 24
28	2	Battle Hill Haven donations, correspondence, 1960 July 24-1965 November 23
28	3	Battle Hill Haven financial statements, 1951-1955
28	4	Battle Hill Haven financial statements, 1956-1961
28	5	Battle Hill Haven Medical Director, administrative materials, 1954 April 12-1969 March 5
28	6	Battle Hill Haven new site, proposals and planning materials, 1958 January 29-1959 July 21
28	7	Battle Hill Haven Operations Committee, administrative materials, 1959 March 26-1964 September 17
28	8	Battle Hill Haven, regulations governing nursing homes, 1958 October 9
28	9	Battle Hill Haven Reserve Fund, report, 1963 October 22
28	10	Battle Hill Haven, Survey of Patients and Costs, 1954 August
28	11	High View Nursing Home admission and informational materials, undated
28	12	High View Nursing Home, Annual Audit report, 1964 November 16
28	13	High View Nursing Home Audit report, 1963 December 31
28	14	High View Nursing Home Auditors' recommendations, 1967 May

- 28 15 High View Nursing Home Board of Directors, correspondence, 1962 March 28-1964 November 19
- 28 16 High View Nursing Home Board of Directors, memoranda, 1965 January 25-1969 September 4
- 29 1 High View Nursing Home Board of Directors meeting minutes, 1964 December 23-1969 July 10
- 29 2 High View Nursing Home budgets, 1966 August 31-1968 September
- 29 3 High View Nursing Home chaplain, correspondence and reports, 1961 July 19-1968 December
- 29 4 High View Nursing Home, Community Chest, correspondence and reports, 1962
- 29 5 High View Nursing Home, Community Chest negotiations, correspondence, 1963 December 19-1964 October 5
- 29 6 High View Nursing Home contributions, correspondence, 1959 October 14-1961 October 12
- 29 7 High View Nursing Home early planning materials, 1954 November-1955 December
- 29 8 High View Nursing Home financial statements, 1962-1966
- 29 9 High View Nursing Home financial statements, 1967
- 29 10 High View Nursing Home Food Services, correspondence and menus, 1957 October 13-1968 March 25
- 29 11 High View Nursing Home, Medicare, administrative materials, 1966 September 6-1967 October 17
- 29 12 High View Nursing Home, National Labor Relations Board, correspondence, 1969 January 24-1969 January 27
- 29 13 High View Nursing Home, New wing, correspondence and project proposals, 1964 March 9-1965 January 12
- 30 1 High View Nursing Home, Occupational therapy, correspondence and reports, 1962 June 20-1969 June 13
- 30 2 High View Nursing Home rates, correspondence, 1961 May 30-1968 October 2
- 30 3 High View Nursing Home, Whitehead Foundation, correspondence, 1959 July 15-1965 December 2
- 30 4 Metropolitan Atlanta Community Services, correspondence and meeting minutes, 1955 April 13-1957 August 27
- 30 5 Protestant Radio and Television Center, agenda and report, 1966 March 15
- 30 6 Protestant Radio and Television Center, financial statements, 1965 December 31
- 30 7 Red Cross Blood Service Committee, administrative materials, 1967 November 21-1968 May 7
- 30 8 Red Cross Blood-mobile, schedules, circa 1968
- 30 9 Red Cross Board of Directors, meeting minutes and reports, 1961 October 9-1970
- 30 10 Red Cross Community Blood Program, proposals and speech excerpt, 1962 March; 1968

- 30 11 Red Cross Community Blood Program, publicity materials, 1962 January 5-1968  
November 18
- 30 12 Red Cross Credit plan, policies, 1961 June 22
- 30 13 Red Cross Home Service, administrative materials, 1957 July-1961 September 5
- 30 14 Red Cross Metropolitan Atlanta Community Blood Program Committee,  
administrative materials, 1961 December 27-1968 December 4
- 30 15 Red Cross Staff and Volunteer directory, 1963 May 24
- 31 1 United Hospitals Service Association, correspondence and pamphlets, 1953  
December 28-1969 June 30
- 31 2 United Hospitals Service Association, reports, 1955-1969 July
- 31 3 United Hospitals Service Association, audit reports, 1962-1967
-