

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

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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

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Related Materials in This Repository

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

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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

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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.

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- 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
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- 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,
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- 22 1 Shatford, Genevieve Sewell, bequest, correspondence and legal documents, 1966
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- 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
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- 22 8 Speeches: Bradford Ansley, "Emory University Development," typescript, 1953
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- 22 9 Speeches: Harry Stillwell Edwards, "The Tenth Generation," typescript, 1928
- 22 10 Speeches: Sidney Walter Martin, Address to Emory University trustees,
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- 22 11 Speeches: William T. Watkins, Ministers Week Address, typescript, 1954
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- 22 12 Speech notes, Sidney Walter Martin, assorted, 1959-1962
- 22 13 Squibb Dinner for Doctors, correspondence and planning materials, 1966
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- 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
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- 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
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- 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
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- 23 22 Statistics, Health, Education, and Welfare Department General Information
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- 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,
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- 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,
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- 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.

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| 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 |
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| 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

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| 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 |
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