

**EMORY UNIVERSITY. OFFICE OF THE
EXECUTIVE VICE PRESIDENT FOR
FINANCE AND ADMINISTRATION.
Executive Vice President for Finance and
Administration files, 1931-2003 (bulk 1989-2001)**

Emory University
Emory University Archives
Stuart A. Rose Manuscript, Archives, and Rare Book Library
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Descriptive Summary

- Creator:** Emory University. Office of the Executive Vice President for Finance and Administration.
- Title:** Executive Vice President for Finance and Administration files, 1931-2003 (bulk 1989-2001)
- Call Number:** Series No. 118
- Extent:** 28.5 linear ft. (29 boxes) and
- Abstract:** The collection includes files of the Executive Vice President for Finance and Administration at Emory University. Files relate to various financial committees, audits, budgets, endowment and investment funds, executive compensation, and other topics.
- Language:** Materials entirely in English.
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Administrative Information

Restrictions on Access

Special restrictions apply: Collection is closed to research until 2079 in accordance with Emory University Archives access policy for financial records.

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Transfer

Citation

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Processing

Processed by Nancy Hall Watkins, 2009.

Collection Description

Administrative History

The Executive Vice President for Finance and Administration is the chief business officer of Emory University.

Scope and Content Note

The collection includes files of the Executive Vice President of Finance and Administration at Emory University. Files relate to various financial committees, audits, budgets, endowment and investment funds, executive compensation, and other topics. The collection also contains the captured and preserved web site of the Office available to browse via the Web Archiving Service of the California Digital Library.

Arrangement Note

Organized into seven series: (1) Master files, (2) Committees, associations, and boards, (3) Audits, (4) Budget, (5) Subject files, (6) Funds, and (7) Web archives.

Description of Series

[Series 1: Master files, 1989-2001](#)

[Series 2: Committees, associations, and boards, 1990-2001](#)

[Series 3: Audits, 1990-1998](#)

[Series 4: Budget, 1984-1996](#)

[Series 5: Subject files, 1983-2001](#)

[Series 6: Funds, 1931-1997](#)

[Series 7: Web archives, 2012-](#)

Series 1
Master files, 1989-2001
Boxes 1-8

Arrangement Note

Arranged in chronological order.

Box	Folder	Content
1	1	Master file, January 1989
1	2	Master file, February 1989
1	3	Master file, March 1989
1	4	Master file, April 1989
1	5	Master file, May 1989
1	6	Master file, June 1989
1	7	Master file, July 1989
1	8	Master file, August 1989
1	9	Master file, September 1989
1	10	Master file, October 1989
1	11	Master file, November 1989
1	12	Master file, December 1990
1	13	Master file, January 1990
1	14	Master file, February 1990
1	15	Master file, March 1990
1	16	Master file, April 1990
1	17	Master file, May 1990
1	18	Master file, June 1990
2	1	Master file, July 1990
2	2	Master file, August 1990
2	3	Master file, September 1990
2	4	Master file, October 1990
2	5	Master file, November 1990
2	6	Master file, December 1990
2	7	Master file, January 1991
2	8	Master file, February 1991
2	9	Master file, March 1991
2	10	Master file, April 1991
2	11	Master file, May 1991
2	12	Master file, June 1991
3	1	Master file, July 1991
3	2	Master file, August 1991

3	3	Master file, September 1991
3	4	Master file, October 1991
3	5	Master file, November 1991
3	6	Master file, December 1991
3	7	Master file, January 1992
3	8	Master file, February 1992
3	9	Master file, March 1992
3	10	Master file, April 1992
3	11	Master file, May 1992
3	12	Master file, June 1992
4	1	Master file, July 1992
4	2	Master file, August 1992
4	3	Master file, September 1992
4	4	Master file, October 1992
4	5	Master file, November 1992
4	6	Master file, December 1992
4	7	Master file, January 1993
4	8	Master file, February 1993
4	9	Master file, March 1993
4	10	Master file, April 1993
4	11	Master file, May 1993
4	12	Master file, June 1993
5	1	Master file, July 1993
5	2	Master file, August 1993
5	3	Master file, September 1993
5	4	Master file, October 1993
5	5	Master file, November 1993
5	6	Master file, December 1993
5	7	Master file, January 1994
5	8	Master file, February 1994
5	9	Master file, March 1994
5	10	Master file, April 1994
5	11	Master file, May 1994
5	12	Master file, June 1994
5	13	Master file, July 1994
5	14	Master file, August 1994
6	1	Master file, September 1994
6	2	Master file, October 1994
6	3	Master file, November 1994

6	4	Master file, December 1994
6	5	Master file, January 1995 (1 of 2)
6	6	Master file, January 1995 (2 of 2)
6	7	Master file, February 1995
6	8	Master file, March 1995
6	9	Master file, April 1995
6	10	Master file, May 1995
6	11	Master file, June 1995
6	12	Master file, July 1995
6	13	Master file, August 1995
6	14	Master file, September 1995
6	15	Master file, October 1995
6	16	Master file, November 1995
6	17	Master file, December 1995
7	1	Master file, January 2000
7	2	Master file, February 2000
7	3	Master file, March 2000
7	4	Master file, April 2000
7	5	Master file, May 2000
7	6	Master file, June 2000
7	7	Master file, July 2000
7	8	Master file, August 2000
7	9	Master file, September 2000
7	10	Master file, October 2000
7	11	Master file, November 2000
7	12	Master file, December 2000
7	13	Master file, January 2001
7	14	Master file, February 2001
7	15	Master file, March 2001
7	16	Master file, April 2001
7	17	Master file, May 2001
7	18	Master file, June 2001
8	1	Master file, July 2001
8	2	Master file, August 2001
8	3	Master file, September 2001
8	4	Master file, October 2001
8	5	Master file, November 2001
8	6	Master file, December 2001

Series 2

Committees, associations, and boards, 1990-2001

Boxes 9-12

Arrangement Note

Arranged in alphabetical order by committee name and then chronologically.

Box	Folder	Content
9	1	Association of Private Colleges and Universities in Georgia (APCUG), July 1997
9	2	Basic Educational and General Income, June 2000
9	3	Board of Visitors, May 1998-1999
9	4	Executive Compensation and Conflict of Interest subcommittee, 1996
9	5	Executive Compensation and Conflict of Interest subcommittee, 1997
9	6	Executive Compensation and Conflict of Interest subcommittee, 1998
9	7	Executive Compensation and Conflict of Interest subcommittee, 1999
9	8	Executive Compensation and Conflict of Interest subcommittee, 2000
9	9	Executive Compensation and Conflict of Interest subcommittee, 2001
9	10	Finance committee, January 1990
9	11	Finance committee, November 1990
9	12	Finance committee, May 1991
9	13	Finance committee, September 1991
9	14	Finance committee, December 1991
9	15	Finance committee, February 1992
9	16	Finance committee, March 1992
9	17	Finance committee, June 10 1992
9	18	Finance committee, June 29 1992
9	19	Finance committee, September 1992
9	20	Finance committee, October 1992
9	21	Finance committee, November 1992
9	22	Finance committee, January 1993
9	23	Finance committee, February 1993
9	24	Finance committee, and Woodruff Health Sciences Center board, March 1993
9	25	Finance committee, July 1993
9	26	Finance committee, August 1993
9	27	Finance committee, October 1993
9	28	Finance committee, December 1993
9	29	Finance committee, March 1994
9	30	Finance committee, April 1, 1994
9	31	Finance committee, April 7, 1994
9	32	Finance committee, May 1994

9	33	Finance committee, June 1994
9	34	Finance committee, July 1, 1994
9	35	Finance committee and Woodruff Health Sciences Center board, July 18 1994
9	36	Finance committee, July 29, 1994
9	37	Finance committee, September 1994
9	38	Finance committee, October 1994
9	39	Finance committee, November 1994
9	40	Finance committee, February 1995
9	41	Finance committee, April 1995
9	42	Finance committee, July 3, 1995
9	43	Finance committee, July 5, 1995
9	44	Finance committee, September 1995
9	45	Finance committee, October 1995
9	46	Finance committee, December 1995
10	1	Finance committee, January 1996
10	2	Finance committee, March 1996
10	3	Finance committee, April 8, 1996
10	4	Finance committee, and Woodruff Health Sciences Center board, June 1996
10	5	Finance committee, June 1996
10	6	Finance committee, August 1996
10	7	Finance committee, and Real Estate, Buildings and Grounds Committee, October 1996
10	8	Finance committee, December 1996
10	9	Finance committee, February 1997
10	10	Finance committee, March 1997
10	11	Finance committee, April 1997
10	12	Finance committee, May 1997
10	13	Finance committee, and Woodruff Health Sciences Center board, June 1997
10	14	Finance committee, September 3, 1997
10	15	Finance committee, September 29, 1997
10	16	Finance committee, November 1997
10	17	Finance committee, January 1998
10	18	Finance committee, March 1998
10	19	Finance committee, April 1998
10	20	Finance committee, May 1998
10	21	Finance committee, June 1998
10	22	Finance committee, and Woodruff Health Sciences Center board, August 1998
10	23	Finance committee, September 1998
10	24	Finance committee, October 1998
10	25	Finance committee, December 1998

10	26	Finance committee, August 1999
10	27	Finance committee, February 3, 2000
10	28	Finance committee, February 24, 2000
10	29	Finance committee, March 7, 2000
10	30	Finance committee, March 30, 2000
10	31	Finance committee, April 2000
10	32	Finance committee, May 2000
10	33	Finance committee, June 2000
10	34	Finance committee, July 2000
10	35	Finance committee, and Woodruff Health Sciences Center board, August 9, 2000
10	36	Finance committee, August 30, 2000
11	1	Finance committee, September 2000
11	2	Finance committee, December 7, 2000
11	3	Finance committee, December 12, 2000
11	4	Fiscal committee report (1 of 4), 1991-1992
11	5	Fiscal committee report (2 of 4), 1991-1992
11	6	Fiscal committee report (3 of 4), 1991-1992
11	7	Fiscal committee report (4 of 4), 1991-1992
11	8	Fringe Benefit Committee, October 1991
11	9	Georgia Association of College and University Officers, July 1991
11	10	Investment committee, January 1995
11	11	Investment committee, March 13, 1995
11	12	Investment committee, March 21, 1995
11	13	Investment committee, May 1, 1995
11	14	Investment committee, May 9, 1995
11	15	Investment committee, July 1995
11	16	Investment committee, September 1995
11	17	Investment committee, November 1995
11	18	Investment committee, January 1996
11	19	Investment committee, February 1996
11	20	Investment committee, March 1996
11	21	Investment committee, May 1996
11	22	Investment committee, September 1996
11	23	Investment committee, November 1996
11	24	Investment committee, January 1997
11	25	Investment committee, March 1997
11	26	Investment committee, May 1997
11	27	Investment committee, September 1997
11	28	Investment committee, November 1997

11	29	Investment committee, January 1998
11	30	Investment committee, February 1998
11	31	Investment committee, March 1998
11	32	Investment committee, July 1998
11	33	Investment committee, November 1998
11	34	Investment committee, January 1999
11	35	Investment committee, March 1999
11	36	Investment committee, May 1999
11	37	Investment committee, October 1999
11	38	Investment committee, November 1999
11	39	Investment committee, March 2000
12	1	Investment committee, June 2000
12	2	Investment committee, December 2000
12	3	Investment committee, March 2001
12	4	Investment committee, May 2001
12	5	Investment committee, September 2001
12	6	Investment committee, December 2001
12	7	PeopleSoft governance committee, 2000
12	8	PeopleSoft governance committee, March 2001
12	9	PeopleSoft governance committee, April-November 2001
12	10	SACUBO-Membership Committee, 1991-1993
12	11	SACUBO-Ledger Correspondent Committee, 1994
12	12	SACUBO-Retirement, Recognition, and Necrology Committee, April 1996
12	13	SACUBO-Host, 1996
12	14	University Governmental Advisory Committee (UGAC), April 1998
12	15	Woodruff Health Sciences Center board, 1998-2003

Series 3
Audits, 1990-1998
Box 13

Arrangement Note

Arranged in alphabetical order.

Box	Folder	Content
13	1	Consolidation of Emory Clinic, 1998
13	2	Internal-Dissolution, 1990
13	3	Internal-Oxford College, 1996-1997
13	4	Student Financial Aid Programs, 1992
13	5	U.S. Department of Health and Human Services, 1994

Series 4
Budget, 1984-1996
Box 13

Arrangement Note

Arranged in chronological order.

Box	Folder	Content
13	6	Presentation, 1984-1985
13	7	Presentation, 1985-1986
13	8	Presentation, 1987-1988
13	9	Presentation, 1988-1989
13	10	Presentation, 1990-1991
13	11	Presentation, 1992-1993
13	12	Presentation, 1993-1994
13	13	Presentation, 1994-1995
13	14	Presentation, 1995-1996

Series 5
Subject files, 1983-2001
Box 13

Arrangement Note

Arranged in alphabetical order.

Box	Folder	Content
13	15	Bank of Covington, 1991-2001
13	16	Dental school, 1994
13	17	Emory University Hospital correspondence, 1986
13	18	Emory University Hospital financial report, 1995
13	19	Endowment and investments spending policy, 1996
13	20	Financial aid, 2001
13	21	Grants and contracts, 1987
13	22	Miscellaneous correspondence, 1983-1990
13	23	Non-Marketable alternative assets report, 2000
13	24	SunTrust banks, 1985-2000
13	25	Travel, 2001

Series 6
Funds, 1931-1997
Boxes 14-29

Box	Folder	Content
14	1	Basic Educational and General Funds, 1992-1993
14	2	Endowment Funds, 1994-1995
14	3	Endowment Funds and Miscellaneous Campus Exp., 1991-1992
14	4	Turner Village and Endowment Funds, 1990-1991
15	1	Woodruff Funds Sect VII (1 of 3), 1985-1990
15	2	Woodruff Funds Sect VII (2 of 3), 1990-1993
15	3	Woodruff Funds Sect VII (3 of 3), 1993-1996
15	4	Woodruff Funds Commitment List, 1986-1997
15	5	Woodruff Funds Financial Reports, 1984-1986
16	1	Reports of the Treasurer, 1978-1984
16	2	Woodruff Funds Sect I-II, 1985-1990
16	3	Woodruff Funds Sect III-IV, 1987-1996
16	4	Woodruff Funds Sect V, 1984-1986
16	5	Woodruff Funds Sect VI, 1988-1996
17		General ledger, 1985
17		Budget, 1964-1965
17		General ledger journal entries, March 1, 1984-August 31, 1984
18		Emory Clinic ledger, [ca.1950-1960]
18		Board of Trustees executive committee minutes, September 9, 1948-August 20, 1949
18		Board of Trustees executive committee minutes, April 7, 1943-August 3, 1948
18		Board of Trustees finance committee and executive committee minutes, May 20, 1931-March 10, 1943
19		Plant funds ledger, [ca. 1969-1980]
19		Control ledger, [ca. 1970-1973]
20		General ledger journal entries, September 1, 1979-February 29, 1980
20		General ledger journal entries, September, 1984-February 1985
21		General ledger journal entries, March 1, 1980-February 28, 1981
22		General ledger journal entries, March 1, 1981-February 28, 1982
23		General ledger journal entries, March 1, 1982-August 31, 1982
23		General ledger journal entries, September 1, 1982-February 28, 1983
24		General ledger journal entries, March 1, 1983-February 29, 1984
25		Ledger, 1958-1972
25		Ledger, 1968-1985
25		Ledger, 1967-1985

- 25 Ledger, 1960-1985
- 26 Subsidiary ledger-endowment funds, 1962-1977
- 26 Ledger, 1964-1985
- 26 Ledger, 1959-1968
- 27 Transfer ledger "since July 31, 1960"
- 28 Transfer ledger "since July 31, 1960"
- 28 Transfer ledger, 1960-1982
- 29 1 Endowments and investments spending rate policy, 1982-1993
- 29 2 Endowments and investments spending rate policy, 1992-1997

Series 7

Web archives, 2012- web sites

Scope and Content Note

Series 7 consists of captured and preserved web pages from the Emory Office of the Executive Vice President for Finance and Administration (now the Office of the Executive Vice President for Business and Administration) that are made available through the Web Archiving Service of the California Digital Library.

The Executive Vice President for Finance and Administration website (<https://www.finadmin.emory.edu/index.html>; <https://busadmin.emory.edu/>) features information about the Office's organizational structure and staff.

Box	Folder	Content
Online		Emory University Office of the Executive Vice President for Finance and Administration web archive, 2012- [Resource available online]
