EMORY UNIVERSITY. OFFICE OF BUSINESS MANAGEMENT

Office of Business Management
buildings and facilities files, 1927-1993

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

Descriptive Summary

Creator: Emory University. Office of Business Management
Title: Office of Business Management buildings and facilities files, 1927-1993
Call Number: Series No. 149
Extent: 9.75 linear ft. (20 boxes), 10 oversized papers (OP), and 37 extra oversized papers (XOP).
Abstract: Business and facilities files of the Office of Business Management include materials related to the construction, renovation, acquisition, disposition, and management of Emory University’s buildings and properties, as well as other facilities affiliated with the University. Included are legal documents and correspondence, internal memoranda regarding the planning and maintenance of University facilities, plats, surveys, site plans, and other architectural renderings. Materials span the period 1927-1993, but the bulk of the collection originates from 1950-1989.
Language: Materials entirely in English.

Administrative Information

Restrictions on Access
Special restrictions apply: researchers must contact MARBL in advance to access oversized (XOP) materials in this collection.

Terms Governing Use and Reproduction
All requests subject to limitations noted in departmental policies on reproduction.

Source
Transfer

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Series No. 149

Citation
[after identification of item(s)], Office of Business Management buildings and facilities files, Emory University Archives, Stuart A. Rose Manuscript, Archives, and Rare Book Library, Emory University.

Processing
Processed by Sean Suarez, September 2013.

Collection Description

Administrative History
The Office of Business Management was established in the fall of 1947, and the University appointed its first Business Manager to lead the office in April of the following year. The establishment of the Office of Business Management was part of a vast administrative restructuring in the postwar years, necessitated by the University’s rapid growth in enrollment, broadening mission, and increasingly complex operations. The Office of Business Management’s original mandate included oversight of the newly created Office of Student Housing, campus dining, a Buildings and Grounds Maintenance department, and Student Auxiliary Enterprises, which ranged from the Emory Bookstore and Student Laundry to Cap and Gown rental and vending services.

From the 1940s through the late 1990s, the Office of Business Management oversaw major expenditures related to the construction, upkeep, improvement, and renovation Emory University’s physical plant. In addition to executing transactions related to facilities construction and real property, the office established and administered budgetary and other operations for various campus enterprises, including student housing, laundry, and dining. Prior to the department’s reorganization in the late 1990s, the lead administrator in the Office of Business Management held the title of Business Manager of the University (1947-1961), and later Vice President for Business (1961-1999). Administrators who led the office under these different titles include Charles O. Emmerich (Business Manager 1948-1960); Orie E. Myers (Business Manager 1960-1961; Vice President for Business 1964-1989); and Robert Williams (Vice President for Business 1989-1999). After 1997, the office was reorganized into various units within Emory’s Division of Finance and Administration. Within that division, the Office of Business Management’s successor units, including Facilities Management, Planning Design and Construction, Transportation and Parking, and the Office of the University Architect, have fallen under the direction of the Vice President for Campus Services. Other operations that originally fell under the Office of Business Management have grown into units of their own, as in the case of Residence Life and Housing, or have been outsourced to private corporations, as in the case of campus dining.

Scope and Content Note
The records of the Office of Business Management include materials that antedate the creation of the office. The bulk of the collection, however, dates to the period after 1948. Materials include architectural specifications; correspondence of Emory University officials with architectural, contracting, and engineering firms; internal correspondence and memoranda related to the operation of auxiliary enterprises; and similar materials related to the acquisition,
sale, construction, and improvement of University properties ranging from academic buildings
and health care facilities to student housing and off-site research facilities such as the Yerkes
Primate Research Laboratories. The collection consists of two series: (1) Atlanta campus and
properties, 1927-1993, and (2) Oxford campus, 1949-1990. The collection includes records
related to some properties not owned by Emory, but subsidized by the University. The latter
include the Atlanta Southside Community Health Center, Grady Hospital, and other medical
facilities, as well as the American Cancer Society Headquarters, Scholars Press, and Methodist
Church properties in both Oxford and Atlanta.

Arrangement Note
Organized into two series: (1) Atlanta campus and properties, 1927-1993, and (2) Oxford
campus, 1949-1990. Each series is organized alphabetically by building or project name.

Finding Aid Note
Finding aid available in the repository.
Description of Series

Series 1: Atlanta Campus and Properties, 1927-1993
Office of Business Management buildings and facilities files,  

Series No. 149

Series 1

Atlanta Campus and Properties, 1927-1993
Boxes 1-18

Scope and Content Note
The Atlanta Campus and Properties series, 1927-1993, includes materials related to most major 
buildings on the Atlanta campus of Emory University. These records include correspondence, 
contracts, and other legal agreements related to the design and construction of buildings on the 
main campus after 1947, similar materials related to the renovation of earlier buildings, and 
records of the operations and facilities management at the Schools of Medicine and Dentistry 
 prior to their relocation to the Druid Hills campus from downtown Atlanta. Property surveys, 
plats, site plans, and architectural renderings are associated with many buildings in the series. The collection is particularly rich in materials related to student housing developments and 
medical treatment and research facilities. While the materials are largely concerned with 
buildings, properties, maintenance, and the operations of auxiliary enterprises, the breadth of the 
collection may make it of interest to researchers concerned with the institutional culture across 
Emory’s various departments and schools. Also included in the collection are programs, orders 
of service, and memoranda regarding dedication ceremonies for several buildings, including 
extensive materials on the 1979 dedication of Cannon Chapel, attended by President Carter. Records from the Yerkes Regional Primate Research Center include papers related to the sale 
facilities at Orange Park, FL, and their operations prior to the research center’s relocation to 
Atlanta in 1965.

Arrangement Note
Arranged alphabetically by building or project name.

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<tr>
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</tr>
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</tr>
<tr>
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<td>Alumni Memorial Building Renovation, 1968-1970</td>
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<td>American Cancer Society National Headquarters</td>
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<td>Anatomy and Physiology Building (New)—Construction Photos, 1971-1972</td>
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<td>Anatomy and Physiology Building (Old)—Hornbostel Stairs, 1971-1973</td>
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<td>Animal Facilities, 1976-1977</td>
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XOP3
Animal Facilities
  2  7  Annex C Renovation, 1983-1984

OP3
Annex C

XOP4
Annex C
  2  8  Atlanta Southside Comprehensive Health Center—1039 Ridge Ave., 1968-1973
  2  9  Atlanta Southside Comprehensive Health Center—1039-1058 Ridge Ave.
       Demolition, 1968
  2 10  Atlanta Southside Comprehensive Health Center—1069 Washington St., 1968-1973
  2 11  Atlanta Southside Comprehensive Health Center—1070 Washington St., 1968-1969
  2 12  Atlanta Southside Comprehensive Health Center—936 Crew St., 1970
  2 13  Atlanta Southside Comprehensive Health Center—1754 Pryor Rd., 1970-1971
  2 14  Atlanta Southside Comprehensive Health Center—1055 Washington St., 1970-1971
  2 15  Atlanta Southside Comprehensive Health Center—Neighborhood Enterprise, Inc., 1970-1972
  2 16  Atlanta Southside Comprehensive Health Center—830 Boulevard, 1971-1972
  2 17  Atlanta Southside Comprehensive Health Center—27 Bass St., 1971-1973
  2 18  Atlanta Southside Comprehensive Health Center—1479 Twigg St. SW, 1971-1973
  2 19  Atlanta Southside Comprehensive Health Center—1029 — McDaniel St., 1972
  2 20  Atlanta Southside Comprehensive Health Center—585 Boulevard, 1973

XOP5
Atlanta Southside Comprehensive Health Center
  3  1  Biology Building and Annex, 1954-1967
  3  2  Biology Building renovations, 1968-1987

XOP6
Biology Building

OP4
Biology Building
  3  3  Biology Greenhouse, 1986-1990
  3  4  Boisfeuillet Jones Center, 1984-1987

XOP7
Boisfeuillet Jones Center
  3  5  Candler Library renovations, 1967-1969

XOP8
Candler Library renovations
  3  6  Cannon Chapel, 1974-1979
  3  7  Cannon Chapel, 1980-1983
<table>
<thead>
<tr>
<th>Series No.</th>
<th>Project/Location Description</th>
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<tr>
<td>3 8</td>
<td>Cannon Chapel dedication (President Carter visit), Aug 1979</td>
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<td>3 9</td>
<td>Cannon Chapel landscaping, 1981</td>
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<td>XOP9</td>
<td>Cannon Chapel</td>
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<td>Michael C. Carlos Hall, 1982-1986</td>
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<tr>
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<td>Michael C. Carlos Hall architectural documents, 1981-1984</td>
</tr>
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<td>Michael C. Carlos Hall museum expansion, 1989-1992</td>
</tr>
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<td>Michael C. Carlos Hall and Museum</td>
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<td>Central Laundry, 1967; 1970-May 1977</td>
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<td>4 5</td>
<td>Central Laundry, Dec 1977-1988</td>
</tr>
<tr>
<td>4 6</td>
<td>Chemistry Building, 1927-1928; 1949-1965</td>
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<td>4 7</td>
<td>Chemistry Building, 1966-1972</td>
</tr>
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<td>4 8</td>
<td>Chemistry Building renovations, 1973</td>
</tr>
<tr>
<td>5 1</td>
<td>Chemistry Building renovations, 1974-1975</td>
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<td>5 2</td>
<td>Chemistry Building (—&quot;,&quot;Humanities Building—&quot; after 1975), 1975-1977</td>
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<td>XOP11</td>
<td>Chemistry Building (Old)</td>
</tr>
<tr>
<td>5 3</td>
<td>Chi Phi Fraternity House reconstruction, 1978-1979</td>
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<td>Chi Phi Fraternity House reconstruction payments, 1978-1979</td>
</tr>
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<td>Chi Phi Fraternity House</td>
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<tr>
<td>5 5</td>
<td>Clifton Court Apartments, 1956-1961, undated</td>
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<tr>
<td>5 6</td>
<td>Clifton Tower Hotel, 1975-1976</td>
</tr>
<tr>
<td>5 7</td>
<td>Clifton Tower purchase—legal documents, 1979; 1982</td>
</tr>
<tr>
<td>5 8</td>
<td>Cox Hall, 1960-1970</td>
</tr>
<tr>
<td>6 1</td>
<td>Cox Hall, 1978-1980</td>
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<td>Cox Hall renovations, 1989-1993</td>
</tr>
<tr>
<td>XOP13</td>
<td>Cox Hall</td>
</tr>
<tr>
<td>6 4</td>
<td>DeKalb County Fire Station No. 1, 1989-1990</td>
</tr>
<tr>
<td>6 5</td>
<td>College of Dentistry, 1951-1970</td>
</tr>
<tr>
<td>6 6</td>
<td>School of Dentistry, 1976; 1979-1985</td>
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<td>6 7</td>
<td>School of Dentistry construction grant, 1965</td>
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<td>6 8</td>
<td>School of Dentistry construction grant, 1970-1972; 1985-1990</td>
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<td>6 9</td>
<td>School of Dentistry renovations, 1985-1988</td>
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<td>XOP14</td>
<td>School of Dentistry</td>
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<tr>
<td>7 1</td>
<td>Depot 1979-1985</td>
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<td>7 2</td>
<td>Depot legal and financial documents, 1979-1985</td>
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<td>7 3</td>
<td>Delta Sigma Delta Dental Fraternity, 1979-1981</td>
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<td>Delta Sigma Delta renovations, 1986-1987</td>
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OP6 Delta Sigma Delta Dental Fraternity House
7 5 Dobbs Hall, 1962-1982
7 6 Egleston Hospital, 1954-60; 1962; 1964; 1968; 1971
7 7 Egleston Hospital, 1979-1982; 1989
7 8 Egleston Hospital expansion, 1991-1992
XOP15 Egleston Hospital
XOP16 Emory Court Apartments
7 10 Eye Center and Clinic Addition, 1978-1983
8 2 Fine Arts Building, 1958-1959; 1961; 1963; 1969
8 5 Fishburne Building renovations—architectural documents, 1978-1979
XOP17 Fishburne Building
8 8 Glenn Memorial Church, 1955-1965
8 9 Glenn Memorial Church—Church School building, 1955-1966
8 10 Glenn Memorial Church——";Little Chapel—" organ, 1981-1983; 1985
9 1 Glenn Memorial Church organ, 1957-1964
XOP38 Glenn Memorial Church
OP7 Grady Hospital
XOP18 Harris Hall
XOP19 History Building
9 7 Houston Mill House (Emory Women's Club), 1978-1980
9 8 Houston Mill House, 1981-1983
9 9 Emory University Hospital, 1985-1989
Series No. 149

XOP20 Emory University Hospital
9  10 Emory Inn, 1960-1969
10  1 Emory Inn, 1972-1976; 1981-1984
10  2 Law and Economics Center, 1980-1983
10  3 Law School Building, 1950-1969
10  4 Law School Building (new), 1967-Oct 1971
10  6 Law School Moot Court, 1982-1983

XOP21 Law School
10  7 Medical Library 1969-1970
10  8 Modular buildings for Business Administration and Public Health, 1986
10 10 School of Nursing Building, 1952-1953; 1956-1958; 1963-1968
10 11 School of Nursing Building, 1969
11  1 School of Nursing Building, 1970-1971
11  2 School of Nursing, 1952-1967

XOP22 School of Nursing

OP8 Panhellenic House

XOP23 Panhellenic House
11  4 Pediatrics Laboratories estimates, 1984-1986
11  6 Physiology Building, 1949-1969
11  7 Pi Kappa Alpha Fraternity House, 1976-1981

XOP24 Pi Kappa Alpha Fraternity House

OP9 Plats, assorted
12  1 Post Office Building, 1948-1976
12  2 Proposed Student Housing (Clifton Rd. at Gatewood), 1981-1985
12  3 Psi Omega Dental Fraternity House, 1980-1981
12  4 Psychology (Basic Sciences) Building, 1951-1968
12  6 Rehabilitation Center, 1975-1978
12  7 Rehabilitation Center newsletters, 1975-1977

XOP25 Rich Memorial Building
13  1 Ronald McDonald Childhood Cancer Clinic, 1977; 1983-1985
13  2 Ronald McDonald Childhood Cancer Clinic, 1986-1987

XOP26 Ronald McDonald Childhood Cancer Clinic
Series No. 149

13 3 Scarborough Building renovations, 1985-1987
OP10 Scarborough Building renovations
XOP27 Scarborough Building renovations

13 4 Scholars Press, 1984-1986
XOP28 Scholars Press

13 5 Science Building (proposed), 1958; 1961; 1963;1965
13 6 Sigma Nu Fraternity House, 1976-1977
13 8 Stafford-Emory Inn, 1985-1988

14 1 Telecommunications Building, 1985-1986; 1988
14 2 Theology Buildings renovations, 1972-1975
14 3 Thomson Hall, 1983-1987
14 4 Turman Center, 1975-1978, undated
14 5 Turman Center, 1980-1985
XOP29 Turman Center

14 7 Turner Village, 1989-1991
14 8 University Apartments, 1985-Oct 1986
14 9 University Apartments, Nov 1986-Feb 1989
XOP30 University Apartments

15 2 Uppergate Pavilion, 1975; 1984-1985
15 3 Warehouse, 1984-1988
15 4 Wesley Hall (later Trimble Hall); 1949-1952; 1967; 1969
15 5 White Hall Lecture Center, 1973-1978
XOP31 White Hall Lecture Center

15 6 Winship Cancer Center, 1984-1989

15 8 Woodruff Library, 1958-1966
15 9 Woodruff Library, 1967
15 10 Woodruff Library, 1968

16 1 Woodruff Library, 1969
16 2 Woodruff Library, 1970
16 4 Woodruff Library bids and addenda, 1967-1968
16 5 Woodruff Library—Center for Public Policy, 1982
16 6 Woodruff Library Penthouse, 1979-1982
XOP32 Woodruff Library

16 7 Woodruff Medical Administration Building, 1973-1974
<table>
<thead>
<tr>
<th>Page</th>
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<tr>
<td>16</td>
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<td>Woodruff Medical Administration Building, 1975-1977</td>
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<td>Woodruff Physical Education Center, 1977-1981</td>
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Series 2
Oxford Campus (Oxford, GA), 1949-1990
Boxes 18-20

Scope and Content Note
The Oxford Campus series, 1949-1990, includes materials similar to those in the Atlanta Campus series, but related to Oxford College and the original Emory College campus in Oxford, GA. The bulk of these materials originate from the years 1960-1979. In addition to records pertaining to the destruction, maintenance, and renovation of Emory College’s historic buildings—e.g. Seney Hall, the President’s House, Phi Gamma Hall—and the construction of new residential and athletic facilities, this series will also be of interest to those researching the administrative relationship between Oxford College and Emory University in Atlanta.

Arrangement Note
Arranged alphabetically by building or project name.

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<td>Housing, 1952-1961; 1964; 1966-1971</td>
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<td>Infirmary renovations, 1985-1986</td>
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<td>Oxford College general business, 1958-1968</td>
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<td>President—s House, 1983; 1987-1988</td>
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