Emory University
Emory University Archives
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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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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.
Series No. 149

Description of Series

Series 1: Atlanta Campus and Properties, 1927-1993  
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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OP3
Annex C

XOP4
Annex C
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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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