

**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

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.

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](#)

[Series 2: Oxford Campus \(Oxford, GA\), 1949-1990](#)

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.

Box	Folder	Content
1	1	Administration Building, 1956-1966
1	2	Administration Building, 1968-1975
1	3	Administration Building Renovations, 1985-1987
1	4	Administration Building Renovations, 1988-1990
1	5	Administration Building Renovations, 1995-1996
OP1		Administration Building
XOP1		Administration Building
1	6	Aidmore Hospital, 1952-1969
1	7	Aidmore Hospital (Allied Health), 1977-1981
OP2		Aidmore Hospital
1	8	Alumni Memorial Building Renovation, 1968-1970
1	9	American Cancer Society National Headquarters, 1987-1988
XOP2		American Cancer Society National Headquarters
1	10	Anatomy and Physiology Building (New)—Construction Photos, 1971-1972
2	1	Anatomy and Physiology Building (Old)—Hornbostel Stairs, 1971-1973
2	2	Animal Facilities, 1976-1977

XOP3 Animal Facilities
2 3 Animal House Extension, 1980-1982
2 4 Annex A (Air Force ROTC Building), 1951-1952; 1962-1964; 1969-1974
2 5 Annex B (Nursing and Art History), 1952; 1957; 1961; 1968;1970; 1972; 1976;
 1978
2 6 Annex C (Fine Arts), 1958-1959; 1961; 1963; 1965; 1967-1970; 1978
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

3 8 Cannon Chapel dedication (President Carter visit), Aug 1979
3 9 Cannon Chapel landscaping, 1981
XOP9 Cannon Chapel
3 10 Michael C. Carlos Hall, 1982-1986
4 1 Michael C. Carlos Hall architectural documents, 1981-1984
4 2 Michael C. Carlos Hall museum expansion, 1989-1992
4 3 Michael C. Carlos Hall and Museum legal and financial documents, 1990-1991
XOP10 Michael C. Carlos Hall and Museum
4 4 Central Laundry, 1967; 1970-May 1977
4 5 Central Laundry, Dec 1977-1988
4 6 Chemistry Building, 1927-1928; 1949-1965
4 7 Chemistry Building, 1966-1972
4 8 Chemistry Building renovations, 1973
5 1 Chemistry Building renovations, 1974-1975
5 2 Chemistry Building ("—"; Humanities Building—" after 1975), 1975-1977
XOP11 Chemistry Building (Old)
5 3 Chi Phi Fraternity House reconstruction, 1978-1979
5 4 Chi Phi Fraternity House reconstruction payments, 1978-1979
XOP12 Chi Phi Fraternity House
5 5 Clifton Court Apartments, 1956-1961, undated
OP5 Clifton Court Apartments
5 6 Clifton Tower Hotel, 1975-1976
5 7 Clifton Tower purchase—legal documents, 1979; 1982
5 8 Cox Hall, 1960-1970
6 1 Cox Hall, 1978-1980
6 2 Cox Hall renovations, 1989-1993
XOP13 Cox Hall
6 3 Credit Union, 1972-1973; 1975; 1978; 1981; 1987-1989
6 4 DeKalb County Fire Station No. 1, 1989-1990
6 5 College of Dentistry, 1951-1970
6 6 School of Dentistry, 1976; 1979-1985
6 7 School of Dentistry construction grant, 1965
6 8 School of Dentistry construction grant, 1970-1972; 1985-1990
6 9 School of Dentistry renovations, 1985-1988
XOP14 School of Dentistry
7 1 Depot 1979-1985
7 2 Depot legal and financial documents, 1979-1985
7 3 Delta Sigma Delta Dental Fraternity, 1979-1981
7 4 Delta Sigma Delta renovations, 1986-1987

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
7 9 Emory Court Apartments, 1946; 1952; 1954-1955; 1957-1958; 1962-1963; 1972;
1978; 1985-1986
XOP16 Emory Court Apartments
7 10 Eye Center and Clinic Addition, 1978-1983
8 1 Field House, 1948-1951; 191954; 1956; 1958-1959; 1963; 1966-1968; 1971;
1974
8 2 Fine Arts Building, 1958-1959; 1961; 1963; 1969
8 3 Fishburne Annex, 1952; 1958; 1964; 1967-1968; 1970; 1972; 1977; 1982
8 4 Fishburne Building, 1949; 1951-1952; 1954-1955; 1958-1963; 1965-1969; 1971;
1974; 1977; 1981-1982
8 5 Fishburne Building renovations—architectural documents, 1978-1979
XOP17 Fishburne Building
8 6 Geology Building, 1952-1955; 1962; 1968; 1971; 1974-1975; 1979; 1983-1985;
1988
8 7 Gilbert Hall, 1954; 1958; 1968-1970; 1972-1973; 1979; 1983
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
9 2 Graduate and Professional Student Residence Center (Haygood Court),
1964-1965; 1967-1968; 1971; 1974-1975; 1982-1983; undated
9 3 Grady Hospital, 1951-1955; 1957-1958; 1960-1964; 1966-1969
OP7 Grady Hospital
9 4 Grady Hospital Animal Care facilities, 1975-1978
9 5 Harris Hall, 1951-1955; 1960; 1962-1963; 1967-1968; 1970; 1975-1977;
1980-1982; 1984-1985
XOP18 Harris Hall
9 6 History Building, 1951; 1958-1960; 1962; 1964-1965; 1967; 1969-1970;
1977-1978; 1982-1983; 1985; 1987
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

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 5 Law School Building (new), Dec 1971; 1974-1983; 1985-1987
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 9 Museum of Art and Architecture, 1952-1958; 1968; 1973-1974; 1981-1983;
1988
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
11 3 Panhellenic House, 1958-1961; 1963; 1965-1967; 1970-1974
OP8 Panhellenic House
XOP23 Panhellenic House
11 4 Pediatrics Laboratories estimates, 1984-1986
11 5 Physics Building, 1952-1953; 1955-1957; 1960-1964; 1967
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 5 Quadrangle Chiller Plant, 1988-1991
12 6 Rehabilitation Center, 1975-1978
12 7 Rehabilitation Center newsletters, 1975-1977
12 8 Rich Memorial Building, 1970-1971; 1975-1976
12 9 Rich Memorial Building, 1978-1984; 1987-1989
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

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 7 Stafford-Emory Inn, 1964-66; 1976; 1981; 1985-1987
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 6 Turner Village, 1983-1984; 1987-1988; undated
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 1 Uppergate House, 1959; 1963; 1965; 1968-1971; 1980-1985
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 7 Women's Dormitory Complex (Hopkins, Smith, and Thomas Halls), 1956-1960;
1968; 1973-1975; 1978-1979; 1985; undated
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 3 Woodruff Library, 1971-1973; 1978-1984; 1987; 1989
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

- 16 8 Woodruff Medical Administration Building, 1975-1977
- 16 9 Woodruff Medical Administration Building, 1978-1981; 1983-1987; 1989
- XOP33 Woodruff Medical Administration Building
- 17 1 Woodruff Memorial Building—Animal Facilities renovations, 1988
- 17 2 Woodruff Physical Education Center, 1977-1981
- 17 3 Woodruff Physical Education Center, 1982-1987
- 17 4 Woodruff Residential Center, 1982-1983; 1986-1987; 1989
- 17 5 Yerkes Laboratories of Primate Biology, Orange Park, FL, 1955-1958
- 17 6 Yerkes Laboratories of Primate Biology, Orange Park, FL, 1960-1964
- 17 7 Yerkes Regional Primate Research Center, 1967-1973; 1975; 1985; 1987-1990
- 17 8 Yerkes Regional Primate Research Center—Zoning, 1962-1963; 1967
- 17 9 Yerkes Regional Primate Research Center—Field Station 1959-1960;
1963-1967; 1981
- 17 10 Yerkes Regional Primate Research Center—Grant for additions to Field Station,
1964-1965
- 18 1 Yerkes Regional Primate Research Center—Move from Orange Park to Atlanta,
1962-1965, undated
- 18 2 Yerkes Regional Primate Research Center—Sale of Orange Park property, 1935;
1964-1971
- XOP34 Yerkes Regional Primate Research Center

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.

Box	Folder	Content
18	3	Allen Memorial Church, 1970; 1976; 1980-1981
OP11		Allen Memorial Church
18	4	Allen Memorial Church—Church School Building, 1949; 1953-56
18	5	Chapel, 1954; 1960; 1966-1969
18	6	Dickey Hall, 1955-1957; 1973
18	7	Dowman Hall, 1960-1961
18	8	Haygood Hall, 1949; 1955-1958; 1962
18	9	Haygood Hall fire and renovations, 1973-1975; 1980-1981
XOP35		Haygood Hall
18	10	History Hall, 1961-1962
18	11	Hopkins Hall (later Eady Center), 1987-1990
18	12	Housing, 1952-1961; 1964; 1966-1971
18	13	Infirmery renovations, 1985-1986
18	14	Library, 1965-1968
19	1	Library, 1969-1971
19	2	Oxford College general business, 1958-1968
19	3	Oxford College general business, 1969-1974
19	4	Phi Gamma Hall renovations, 1978; 1980-1982; 1989
19	5	Physical Education Facilities, 1973-1977
XOP36		Physical Education Facilities
20	1	Pierce Hall, 1954; 1956-1963
20	2	President—s House, 1983; 1987-1988
20	3	Seney Hall, 1971-1979
XOP37		Seney Hall
20	4	Stone and Bonnell Halls, 1958-1961

