



Guide to the Operations and Maintenance Dept. Records, 1919-1957

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David M. Rubenstein Rare Book & Manuscript Library

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Duke University

Durham 27708

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Summary

Collection Title:

Operations and Maintenance Dept. records, 1919-1957

Creator:

Duke University. Operations and Maintenance Dept

Abstract:

The Operations and Maintenance Department (and the organizations and individuals who preceded the establishment of the department) was responsible for construction and upkeep of Duke University Buildings. The Operations and Maintenance Department Records include correspondence, plans, architectural drawings, blueprints, financial records, contracts, desk diaries, keys, and other materials related to Duke buildings. Prominent individuals represented in the collection include Frank Clyde Brown, S.W. Myatt, and Horace Trumbauer. Major subjects include the building and administration of Duke University, the planning of buildings and grounds on the Duke Campus, and the establishment of the Duke Construction Company to oversee construction on campus. English.

Extent:

13.5 Linear Feet

Language:

English

Language:

English.

Collection ID:

UA.10.05.0001

Permalink:

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Preferred Citation

[Identification of item], Operations and Maintenance Dept. Records,
University Archives, Duke University.

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Background

Scope and Content

The Operations and Maintenance Dept. Records include correspondence, plans, architectural drawings, blueprints, financial records, contracts, desk diaries, and other materials related to the construction, maintenance, and use of the buildings of Duke University. The bulk of the collection details the extensive planning and construction of Duke's new West Campus in the 1920s and 1940s, as well as renovations and additions to the East Campus. Discussions with vendors and suppliers, architectural plans and blueprints, and the design of the grounds all contribute to the record of Duke's growth. The collection also includes diaries kept by what became the Operations and Maintenance Department. These record campus events over a nearly twenty year period.

Biographical/Historical

The Operations and Maintenance Department, responsible for care of buildings and grounds, truly began in 1948, but several departments and groups carried out its functions prior to that date. The administration's Business Division had some responsibility for operations; the University Comptroller, Frank C. Brown, was in charge of some aspects of construction in the 1920s; and the Duke Construction Company, formed by the Duke Endowment, also held responsibility for construction. Please see the series scope and content notes for more information on the people and organizations responsible for operations and maintenance.

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Administrative Information

Publication Statement

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Access Restrictions

Collection is open for research.

Use Restrictions

Copyright for Official University records is held by Duke University; all other copyright is retained by the authors of items in these papers, or their descendants, as stipulated by United States copyright law.

Acquisition Information

The Operations and Maintenance Dept. Records were received by the University Archives as a transfer in 1972 (A72-15, A72-16) and a gift in 1978 (A78-31).

Processing Information

Processed by Valerie Gillispie

Completed June 23, 2004

Encoded by Valerie Gillispie, June 30, 2004

Resource record updated by Tracy M. Jackson, October 2018.

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Related Materials

Related Material

Brown (Frank C.) Papers, 1899-1943, Duke University Archives

Business Division Records, Duke University Archives

Building Reference Collection, Duke University Archives

Horace Trumbauer Architectural Drawings Collection, Duke University Archives

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Names and Subjects

- Keys (hardware)
- Site plans
- Building plans
- Diaries
- Universities and colleges -- Planning
- Campus planning
- Blueprints
- Architectural drawings
- Trumbauer, Horace, 1869-1938
- Myatt, S. W. (Seth W.)
- Duke University. Operations and Maintenance Dept
- Duke University. Medical Center -- Buildings
- Duke University -- Buildings
- Duke University -- Buildings -- History -- 20th century
- Duke Construction Company
- Duke University -- Administration
- Brown, Frank Clyde, 1870-1943

Collection Inventory

Frank C. Brown Files, 1919-1941

Scope and Contents note

Frank Clyde Brown was the supervisor of construction of the new buildings on the West Campus of Duke University from 1925-1930, as well as a literature professor at Duke. The files in this series pertain mainly to planning the construction of new buildings on the Duke Campus. The biographical note in for the Frank Clyde Brown Papers (located in the Duke University Archives) notes:

"Between 1924 and 1930, Brown was deeply absorbed in the expansion of Trinity College into Duke University, serving as a member of the Building Committee of the Board of Trustees and as the first comptroller of the University. As comptroller, he acted as the liaison for architects, contractors, suppliers, administrators, and faculty in the designing, construction, and equipping of the redesigned East Campus, which became the Woman's College, and of the completely new West Campus. Brown is credited with contributing many original ideas to the building plans, foremost of which was the discovery of the nearby Hillsborough, N.C. stone and the recommendation that this material be utilized in the construction of the Gothic West Campus. He also

served as university marshal, planning all major formal celebrations and entertaining numerous distinguished visitors to the new university."

Brown's files in this series mainly contain correspondence, plans, contracts, some architectural drawings, and other materials related to construction. Several files have more relation to his interest in literature and his position as professor. Researchers should be aware that the materials in this series and the materials in the Frank Clyde Brown Papers are very closely related, and both collections may need to be examined.

Academic Costume, 1941	Box 1 > Folder 1
Alms Basin Design, [undated]	Box 1 > Folder 2
American Academy of Arts & Letters - Committee for Good Diction on the Radio, 1929-1936	Box 1 > Folder 3
Buildings, 1926-1927	Box 1 > Folder 4
Scope and Contents note	
Includes cost of Woman's College; contract with Trumbauer for West Campus; statement of general conditions for West Campus; and detail of reductions in original campus on West to reduce cost. Also includes 1 building plan.	
Carolina Power & Light, 1927	Box 1 > Folder 5
Centennial Celebration, 1937-1939	Box 1 > Folder 6
Chapel - Collection Plates, 1934	Box 1 > Folder 7
Scope and Contents note	
Includes 2 drawings.	
Chicago, University of, 1926	Box 1 > Folder 8
Class Ring, 1932-1934	Box 1 > Folder 9
Class Schedules and Room Assignments, 1928-1931	Box 1 > Folder 10
Clement, E.H., 1925-1927	Box 1 > Folder 11
Contracts, 1924-1927	Box 1 > Folder 12
Cooperative Store, [undated]	Box 1 > Folder 13

Copyright, 1928	Box 1 > Folder 14
Cornerstone Laying, 1928	Box 1 > Folder 15
Costs, 1919-1925	Box 1 > Folder 16
Costs, 1926-1928	Box 1 > Folder 17
Costs of Education, 1925	Box 1 > Folder 18
Davidson College, 1928	Box 1 > Folder 19
Davison, Wilburt C., 1927	Box 1 > Folder 20
Dedication of Hospital	
Correspondence, 1931	Box 1 > Folder 21
Programs, 1931	Box 1 > Folder 22
Dogwood Festival, 1932-1933	Box 1 > Folder 23
Dormitories, 1927-1928	Box 1 > Folder 24
Dormitory Plans, [undated]	Box 1 > Folder 25
Scope and Contents note	
Includes 12 building plans.	
Duke, B.N. and Family, 1923-1929	Box 1 > Folder 26
Duke Construction Company, 1928-1930	Box 1 > Folder 27
Duke Endowment, 1925-1929	Box 1 > Folder 28
Scope and Contents note	
Includes information on the Hillsborough Quarry; limestone and granite; library; and heating plant.	
Duke Endowment - Local, 1927	Box 1 > Folder 29
Duke Forest, 1926	Box 1 > Folder 30
Duke, J.B., 1925	Box 1 > Folder 31
Duke University Press, 1928	Box 1 > Folder 32

Duke University Properties, 1927	Box 1 > Folder 33
Duke's Chapel (includes specs), 1926-1927	Box 1 > Folder 34
Durham Chamber of Commerce, 1928	Box 1 > Folder 35
Durham Lumber Company, 1927-1930	Box 1 > Folder 36
Faculty, 1927-1938	Box 1 > Folder 37
Faculty Apartments, 1927	Box 1 > Folder 38
Few, William Preston, 1936-1937	Box 1 > Folder 39
Few, William Preston - 25th Anniversary as President, 1935	Box 1 > Folder 40
Flowers, R.L., 1926-1937	Box 1 > Folder 41
Fuller, George A., Co., 1925-1928	Box 1 > Folder 42
Gross, Paul (regarding design of chemistry building), 1927-1934	Box 1 > Folder 43
Hall, B.M, 1926	Box 1 > Folder 44
Kittrell College, 1925-1927	Box 1 > Folder 45
Scope and Contents note	
Includes 1 site plan.	
Literary Societies, 1930-1931	Box 1 > Folder 46
London Hospital, 1927	Box 1 > Folder 47
Long, Guy A. (steward), 1927	Box 1 > Folder 48
Meredith College, 1928	Box 1 > Folder 49
Miscellaneous, 1929-1939	Box 1 > Folder 50
North Carolina Central University, 1927-1930	Box 1 > Folder 51
North Carolina Conservation and Development Department, 1928	Box 1 > Folder 52
Noyes Scholarships, 1928	Box 1 > Folder 53

Olmsted Brothers, 1925-1928	Box 1 > Folder 54
Petitions, [undated]	Box 1 > Folder 55
Phi Delta Theta, 1925-1934	Box 1 > Folder 56
Scope and Contents note	
Includes information on re-installation of the fraternity and the philosophy behind quads and fraternities in the architectural scheme of the university.	
Portraits (locations), [undated]	Box 1 > Folder 57
Property Rentals, 1925-1928	Box 1 > Folder 58
Publicity, circa 1920s	Box 1 > Folder 59
Scope and Contents note	
Includes a mention of Met exhibition, detailed analysis of stone materials.	
Red Cross, 1927	Box 1 > Folder 60
Research Council, 1926-1939	Box 1 > Folder 61
Salaries at other institutions, 1925	Box 1 > Folder 62
Seals	
Duke University, [undated]	Box 1 > Folder 63
North Carolina Counties, 1928	Box 1 > Folder 64
South Carolina Counties and North Carolina Towns, 1928	Box 1 > Folder 65
Universities, 1929	Box 1 > Folder 66
Seely Company, 1928-1929	Box 1 > Folder 67
Scope and Contents note	
Includes 1 blueprint, "Proposed Change in Boiler Room, B.N. Duke, Resident."	
Smith, Winford H. (consultant from Johns Hopkins on the medical school and hospital), 1926-1927	Box 1 > Folder 68

Soda Fountain, 1927	Box 1 > Folder 69
Scope and Contents note	
Includes 3 building plans	
Southern Power Company, 1925-1927	Box 1 > Folder 70
Scope and Contents note	
Includes negotiations on tunnel under Southern Railway East/West.	
Southern Railway, 1926-1927	Box 1 > Folder 71
Scope and Contents note	
Contract for spur track to heating plat on Campus Drive and for track to Hillsborough Quarry.	
Student Discipline, 1926	Box 1 > Folder 72
Subpoena, 1928	Box 1 > Folder 73
Telephone Directory, 1930	Box 1 > Folder 74
Trumbauer, Horace	
1926	Box 1 > Folder 75
February, 1927-January, 1928	Box 2 > Folder 76
Scope and Contents note	
Includes 1 blueprint drawing.	
January, 1928-June, 1928	Box 2 > Folder 77
July, 1928-August, 1937	Box 2 > Folder 78
1938	Box 2 > Folder 79
Stonework Details, 1937	Box 2 > Folder 80
University of Michigan (letter discussing library critique), 1927-1929	Box 2 > Folder 81
University of Paris, 1928	Box 2 > Folder 82
Vanderbilt University, 1925-1928	Box 2 > Folder 83

Wesleyan College (Macon, GA), 1928-1930	Box 2 > Folder 84
Wiley Gray Orations, 1926-1931	Box 2 > Folder 85
Work Reports (E.H. Clement Co.), 1925-1927	Box 2 > Folder 86
Work Reports (George A. Fuller Co.), 1927	Box 2 > Folder 87

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S.W. Myatt Files, 1927-1957

Scope and Contents note

The S.W. Myatt Files series contains information about construction on the Duke Campus. Seth W. Myatt served as one of the Directors of the Duke Construction Company, as well as an Assistant to the President. The series contains correspondence, plans, contracts, many architectural drawings and blueprints, and other details related to construction at Duke in the 1930s, 1940s, and 1950s. A large post-war building program was undertaken at Duke from 1946 onward. During this period the growth of science and engineering projects jumped due to increased veteran enrollment in these programs. In addition to the materials mentioned above, the S.W. Myatt series also contains a collection of keys that were used in several Duke buildings.

Ackland Museum of Art (Proposed), circa 1938	Box 3 > Folder 88-89
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Scope and Contents note

Includes 22 architectural drawings and building plans.

Aims of the University Plaque, 1942	Box 3 > Folder 90
Air Conditioning for Colored Clinic, 1944	Box 3 > Folder 91
Air Force ROTC Unit, 1951-1957	Box 3 > Folder 92

Allen Building

Blueprints, 1950-1951	Box 3 > Folder 93-94
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Scope and Contents note

Includes 18 architectural drawings and building plans.

Correspondence with Office of Horace Trumbauer, 1950-1954	Box 3 > Folder 95
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Costs, 1951-1955	Box 3 > Folder 96
Daily Construction Report, 1951-1954	Box 3 > Folder 97
National Production Authority, 1950-1951	Box 3 > Folder 98
Specifications, 1951	Box 3 > Folder 99
Anderson St. Paving, 1945-1948	Box 3 > Folder 100
Apartment House for Pinecrest Road (Proposed), [undated]	Box 3 > Folder 101
Scope and Contents note	
Includes 1 architectural drawing.	
Aboretum Plans and Proposals, 1931	Box 3 > Folder 102
Scope and Contents note	
Includes 2 site plans.	
Architecture of Duke - Addresses by W.P. Few, 1931, [undated]	Box 3 > Folder 103
Asbury Building - Renovation Costs, 1948-1949	Box 3 > Folder 104
Aycock Hall Alterations, 1949	Box 3 > Folder 105
Scope and Contents note	
Includes 4 building plans.	
Baseball Stadium - Proposed Bleacher Seats Addition, 1936	Box 3 > Folder 106
Scope and Contents note	
Includes 4 building plans.	
Bivens Hall Alterations & Art Building Alterations (formerly Aeronautical Bldg.), 1943	Box 3 > Folder 107
Scope and Contents note	
Includes 5 building plans.	
Branson Building Alterations, 1949-1950	Box 3 > Folder 108-109

Scope and Contents note

Includes 1 building plan.

Bus Operation, 1934-1935 Box 3 > Folder 110

Cabins for Interns and Medical Students, 1937 Box 3 > Folder 111

Camp Butner Dormitories Assigned to Duke,
circa 1946-1947 Box 3 > Folder 112

Scope and Contents note

Includes 2 building plans.

Camp Butner Veterans Housing, 1945-1946 Box 3 > Folder 113

Scope and Contents note

Includes 1 building plan.

Cathedral Terrace Apartments, 1935-1937 Box 3 > Folder 114

Chapel

Acoustics Inquiry, 1941 Box 3 > Folder 115

Altar Cloths, 1935 Box 3 > Folder 116

Altar Frontals - Blueprints, 1928-1930 Box 3 > Folder 117

Scope and Contents note

Includes 1 drawing.

Article, circa 1932-1933 Box 3 > Folder 118

Reredos and Cross Additions, 1934-1935 Box 3 > Folder 119

Scope and Contents note

Includes 4 architectural drawings.

Sarcophagi, 1935 Box 3 > Folder 120

Windows - Plans and Costs, 1936 Box 3 > Folder 121

Scope and Contents note

Includes 4 building plans.

Chapel Road Paving, 1947-1948	Box 3 > Folder 122
Construction Projects	
Building Committee of the Board of Trustees, 1946	Box 3 > Folder 123
Correspondence with Office of Horace Trumbauer, 1945-1946	Box 3 > Folder 124
Estimated Costs, 1946-1951	Box 3 > Folder 125
Estimated Costs, 1952-1956	Box 3 > Folder 126
General Correspondence, 1944-1945	Box 3 > Folder 127
Crowell Building - Renovation Costs, 1948-1949	Box 3 > Folder 128
Drama and Dramatic Arts Building - Proposed (old war building to move), 1947	Box 3 > Folder 129
Scope and Contents note	
Includes 3 building plans.	
Duke Centennial Fund, 1938	Box 3 > Folder 130
Duke Memorial Methodist Church, 1936-1940	Box 3 > Folder 131
Duke Memorial Methodist Church - Blueprints for Chapel, [undated]	Box 3 > Folder 132
Scope and Contents note	
Includes 1 building plan.	
Duke Power Company - Transmission Map, 1928	Box 3 > Folder 133
Duke University Golf Course - Financial Statements, 1956-1957	Box 3 > Folder 134
Duke University Properties in High Point & Greensboro, NC, 1942-1946	Box 4 > Folder 135
Duke University Roads & Utilities, 1946-1949	Box 4 > Folder 136
Durham-Chapel Hill Boulevard (Bus. 15-501), 1948-1950	Box 4 > Folder 137

Durham - Extension of City Limits to include
West Campus, 1933 Box 4 > Folder 138

Scope and Contents note

Includes 1 site plan.

Durham Roads & Thoroughfares, 1936-1946 Box 4 > Folder 139

Scope and Contents note

Includes 3 maps.

Durham Water Meters, 1934 Box 4 > Folder 140

East Campus Dormitories - Floor Plans,
[undated] Box 4 > Folder 141

East Campus Garages, 1928 Box 4 > Folder 142

Scope and Contents note

Includes 1 building plan.

East Campus Map - Existing, Proposed, and
Future Buildings, [undated] Box 4 > Folder 143

Scope and Contents note

Includes 1 site plan.

East Campus Plot Plan, 1931 Box 4 > Folder 144

Scope and Contents note

Includes 1 site plan.

Engineering and Surveying Equipment, 1933 Box 4 > Folder 145

Engineering Buildings - East Campus
(proposed), [undated] Box 4 > Folder 146

Scope and Contents note

Includes 1 site plan.

Epworth Inn Alterations, 1949-1951 Box 4 > Folder 147-148

Scope and Contents note

Includes 5 architectural drawings and building plans.

Erwin Road, 1934, 1940-1941	Box 4 > Folder 149
Erwin Road Re-location, 1946-1953	Box 4 > Folder 150
Scope and Contents note Includes 2 site plans.	
Faculty Apartments - East Campus (Proposed), [undated]	Box 4 > Folder 151
Faculty Club & Guest House (Proposed), [undated]	Box 4 > Folder 152
Scope and Contents note Includes 1 site plan.	
Faculty House No. 2 - Proposed Alterations (to make into 2 apartments), 1946	Box 4 > Folder 153
Scope and Contents note Includes 2 building plans.	
Faculty Houses on Campus Drive, 1933-1938	Box 4 > Folder 154
Few Quadrangle Floor Plans, 1938	Box 4 > Folder 155
Scope and Contents note Includes 5 building plans.	
Flowers Residence (Dr. Robert L.)	
Blueprints and Specifications, 1930-1931	Box 4 > Folder 156
Scope and Contents note Includes 4 architectural drawings and building plans.	
Costs, 1931-1936	Box 4 > Folder 157
Interior Decoration, 1931-1935	Box 4 > Folder 158-159
Forestry Building, School of (Proposed), 1937-1938	Box 4 > Folder 160
Scope and Contents note Includes 1 site plan, and 8 architectural drawings and building plans.	

Garden Projects for the Unemployed, 1933	Box 4 > Folder 161
Gate at Entrance Circle - West Campus (Proposed), 1937-1938	Box 4 > Folder 162
Scope and Contents note	
Includes 4 architectural drawings.	
Gilbert-Addoms Residence Hall - Financial Statements, 1956-1957	Box 4 > Folder 163
Government Surplus Property - Justification of Need and Supplements, 1946-1947	Box 4 > Folder 164
Government Surplus Property - Medical School, Engineering, Physics, Forestry, 1946-1948	Box 4 > Folder 165
Grants-in-Aid Program Correspondence, 1947	Box 4 > Folder 166
Hanes-Flowers House Exchange Agreement, 1935	Box 4 > Folder 167
Hanes House, 1940-1950	Box 4 > Folder 168
Hanes House Annex (originally the Auxiliary Nurses Home), 1942-1943	Box 4 > Folder 169
Scope and Contents note	
Includes 2 site plans and 1 architectural drawing.	
Hanes House - Blueprints, 1940-1950	Box 4 > Folder 170-172
Scope and Contents note	
Includes 23 architectural drawings and building plans.	
Hanes Residence (Dr. Frederic M.), 1934-1935	Box 4 > Folder 173
Hanes Residence (Dr. Frederic M.), 1936	Folder 174 > Box 5
Hart House (Dr. Daryl), 1933-1935	Box 5 > Folder 175
Heating Plant - West Campus, 1931	Box 5 > Folder 176
Scope and Contents note	
Includes 1 architectural drawing and 1 site plan.	

Hillsborough Quarry, 1947	Box 5 > Folder 177
Hospital Addition - Financial Statements, 1954-1957	Box 5 > Folder 178
Hospital Diagnostic & Treatment Center - Financial Statements, 1956-1957	Box 5 > Folder 179
Hospital Laundry, 1946-1947	Box 5 > Folder 180
Hospital, Medical School, and Nurses Home - Alterations and Additions, 1931, 1940-1946	Box 5 > Folder 181-182

Scope and Contents note

Includes 22 architectural drawings, site plans, and building plans.

Hospital Refrigeration Room

Architect: Office of Horace Trumbauer, 1944	Box 5 > Folder 183
Blueprints, 1944-1945	Box 5 > Folder 184

Scope and Contents note

Includes 8 architectural drawings and building plans.

Contractors, 1944-1945	Box 5 > Folder 185
Specifications, 1944	Box 5 > Folder 186
War Production Board, 1944	Box 5 > Folder 187

Hospital Service Building

Architect: Office of Horace Trumbauer, 1948	Box 5 > Folder 188
Blueprints, 1946-1947	Box 5 > Folder 189

Scope and Contents note

Includes 18 architectural drawings and building plans.

Contractors, 1947	Box 5 > Folder 190
Financial Statements, 1946-1950	Box 5 > Folder 191
Specifications, circa 1946	Box 5 > Folder 192

Hudson Hall - College of Engineering

1946-1949	Box 5 > Folder 193
Blueprints, 1946	Box 5 > Folder 194-195
Scope and Contents note	
Includes 10 architectural drawings and building plans.	
Payroll Forms (Sampled), 1947	Box 5 > Folder 196
Indoor Stadium (Proposed), 1937	Box 5 > Folder 197
Scope and Contents note	
Includes 3 architectural drawings and building plans.	
Institutional Salaries, [undated]	Box 5 > Folder 198
Insurance Valuation Report, 1933	Box 5 > Folder 199
Scope and Contents note	
Includes 2 site plans and lists of square footages.	
Jarvis Hall Addition and Alteration, 1950-1951	Box 5 > Folder 200
Scope and Contents note	
Includes 1 building plan.	
Kilgo Quadrangle Floor Plans, [undated]	Box 5 > Folder 201
Scope and Contents note	
Includes 4 building plans.	
Kittrell College, 1940	Box 5 > Folder 202
Law School (Proposed, in location of present Allen Building), [undated]	Box 5 > Folder 203
Scope and Contents note	
Includes 4 architectural drawings and building plans.	
Libraries - Proposed Additions, circa 1945-1946	Box 5 > Folder 204
Scope and Contents note	
Includes 2 architectural drawings and building plans.	

Log Cabins for Law Students, 1938	Box 5 > Folder 205
Marine Laboratory - Property Plat, 1935, 1954	Box 5 > Folder 206
Scope and Contents note Includes 1 property plat.	
Medical Research Building, 1945-1949	Box 5 > Folder 207
Scope and Contents note Includes 1 building plan.	
Medical Research Building Addition No. 1, 1947-1951	Box 5 > Folder 208
Scope and Contents note Includes 1 building plan and 1 site plan.	
Medical Research Building Addition No. 2 (cancer and heart research building), 1950-1953	Box 5 > Folder 209-210
Scope and Contents note Includes 4 architectural drawings and building plans.	
Medical School Alterations, 1939	Box 6 > Folder 211
Miscellaneous Correspondence, 1950-1966	Box 6 > Folder 318
National Housing Act, [undated]	Box 6 > Folder 212
National Housing Advisory Committee of the American Council on Education, 1946-1948	Box 6 > Folder 213
Scope and Contents note Myatt was a member of the committee	
Navy Building (Proposed), 1945	Box 6 > Folder 214
North Carolina Colored Orphanage, 1937-1938	Box 6 > Folder 215
Northwestern University, 1936-1937	Box 6 > Folder 216
Olmsted Brothers, 1945-1946	Box 6 > Folder 217

Scope and Contents note

Includes 1 site plan.

Olmsted Brothers - Planting Plan for West Campus, 1930	Box 6 > Folder 218
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Orange County, NC, 1934	Box 6 > Folder 219
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Outpatients Clinic and Private Patients Clinic Building - Financial Statements, 1946-1957	Box 6 > Folder 220
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Page Auditorium Alterations - Contractors, 1953-1954	Box 6 > Folder 221
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Page Auditorium Alterations - Financial Statements, 1953-1955	Box 6 > Folder 222
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Pan-Hellenic Building (Proposed), 1935	Box 6 > Folder 223
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Scope and Contents note

Includes 1 building plan.

Parking, 1949	Box 6 > Folder 224
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Scope and Contents note

Includes 9 building plans.

Paving and Drainage South of Indoor Stadium (Proposed), 1940	Box 6 > Folder 225
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Scope and Contents note

Includes 1 site plan.

Pegram Dormitory - Proposed Additions, 1954-1955	Box 6 > Folder 226
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Scope and Contents note

Includes 3 architectural drawings and building plans.

Perkins Library

Addition, 1945-1952	Box 6 > Folder 227
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Addition - Blueprints and Specifications, 1947	Box 6 > Folder 228-230
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Scope and Contents note

Includes 19 architectural drawings and building plans.

Rare Book Room Interior Decoration,
1947-1950

Box 6 > Folder 231

Physics Building

1947-1950

Box 6 > Folder 232

Blueprints and Specifications, 1947-1948

Box 6 > Folder 233-234

Scope and Contents note

Includes 9 architectural drawings and building plans.

Addition (Van de Graaff Accelerator Wing),
1950-1953

Box 6 > Folder 235

Addition (Van de Graaff Accelerator Wing) -
Blueprints and Specifications, 1950

Box 6 > Folder 236

Scope and Contents note

Includes 5 architectural drawings and building plans.

Plot Plan for Duke University, 1927

Box 6 > Folder 237

Scope and Contents note

Includes 1 site plan.

Prefabricated Houses, 1946-1947

Box 6 > Folder 238

Scope and Contents note

Includes 2 building and site plans.

Preliminary Building Expense - Faculty Ledger,
1945-1947

Box 6 > Folder 239

President's House Furniture Inventory (Mrs.
W.P. Few), 1933, 1941

Box 6 > Folder 240

Private Diagnostic Clinic Air Conditioning
1954-1957

Box 6 > Folder 241

Scope and Contents note

Includes 2 building plans.

Private Patients Building Vestibule, 1945	Box 6 > Folder 242
Scope and Contents note	
Includes 1 building plan.	
<hr/>	
Proposed Buildings and Expansion Plans, 1936-1949	Box 7 > Folder 243
Scope and Contents note	
Includes 12 architectural drawings, site plans, and building plans.	
<hr/>	
Psychiatric Clinical Training Building	
<hr/>	
Blueprints, 1946-1947	Box 7 > Folder 244
Scope and Contents note	
Includes 2 building plans.	
<hr/>	
Correspondence with War Assets Administration, 1946-1947	Box 7 > Folder 245
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Financial Statements, 1946-1947	Box 7 > Folder 246
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Specifications, circa 1946	Box 7 > Folder 247
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Quadrangle Design - Elevation Drawings, [undated]	Box 7 > Folder 248
Scope and Contents note	
Includes 2 architectural drawings and building plans.	
<hr/>	
Railroad Equipment Sale, 1936	Box 7 > Folder 249
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Rental Houses on Erwin Road and Adjoining Streets, 1932-1937	Box 7 > Folder 250
Scope and Contents note	
Includes 1 site plan.	
<hr/>	
Rental Properties, 1933-1936	Box 7 > Folder 251
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Sarah P. Duke Gardens, 1936, 1948	Box 7 > Folder 252
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Sarah P. Duke Gardens - Drainage Area, 1934-1937	Box 7 > Folder 253

Scope and Contents note

Includes 4 site plans.

Sewer Line serving Duke and VA Hospital,
1945-1950

Box 7 > Folder 254

Scope and Contents note

Includes 2 site plans.

Sewer Lines - Chapel Hill Road, 1946

Box 7 > Folder 255

Shands Residence (Dr. A.R.) on Anderson
Street, [undated]

Box 7 > Folder 256

Scope and Contents note

Includes 7 architectural drawings and building plans.

Social Sciences Building (formerly Physics) -
Blueprints, 1930

Box 7 > Folder 257

Scope and Contents note

Includes 3 architectural drawings and building plans.

Social Sciences Building (formerly Physics) -
Proposed Addition, 1946

Box 7 > Folder 258

Scope and Contents note

Includes 7 architectural drawings and building plans.

Southgate Hall - Proposed Addition, 1939

Box 7 > Folder 259

Scope and Contents note

Includes 2 architectural drawings and building plans.

Statue - James B. Duke, 1935

Box 7 > Folder 260

Scope and Contents note

Includes 1 site plan.

Storage Warehouse Addition, 1943-1948

Box 7 > Folder 261

Scope and Contents note

Includes 1 building plan.

Swimming Pool (West Campus), 1936	Box 7 > Folder 262
Trent Drive Hall, 1950-1953	Box 7 > Folder 263
Trent Drive Hall - Blueprints and Specifications, 1950	Box 7 > Folder 264-265

Scope and Contents note

Includes 8 architectural drawings and building plans.

Trinity College Bell and Cornerstones, 1928, 1938-1943	Box 7 > Folder 266
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Union Building

Alterations

Architect: Office of Horace Trumbauer, 1953-1955	Box 7 > Folder 267
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Blueprints, 1954	Box 7 > Folder 268
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Scope and Contents note

Includes 18 architectural drawings and building plans.

Contractors, 1954	Box 7 > Folder 269
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Financial Statements, 1953-1955	Box 7 > Folder 270
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Specifications, 1954	Box 7 > Folder 271
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Proposed Addition, [undated]	Box 7 > Folder 272
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Scope and Contents note

Includes 2 building plans.

Proposed Additions, 1939	Box 7 > Folder 273
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Scope and Contents note

Includes 6 building plans.

Suggestions for Portrait Locations, [undated]	Box 7 > Folder 274
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Scope and Contents note

Includes 2 architectural drawings.

University House, 1942	Box 7 > Folder 275
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Use of Aeronautics Building for NROTC Armory (Proposed), 1947	Box 7 > Folder 276
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Scope and Contents note

Includes 1 building plan.

Veterans Enrolled, 1947-1948	Box 7 > Folder 277
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Wannamaker Residence Hall - Financial Statements, 1956-1957	Box 8 > Folder 278
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Warehouse Building for Drama, 1947-1948	Box 8 > Folder 279
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Scope and Contents note

Includes 1 building plan.

West Campus Heating Plant Extension, 1950-1953	Box 8 > Folder 280
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Scope and Contents note

Includes 4 architectural drawings and building plans.

West Campus Women's Toilet Facilities, 1935	Box 8 > Folder 281
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YMCA Cabin (Proposed), 1938	Box 8 > Folder 282
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Scope and Contents note

Includes 2 architectural drawings.

York Chapel - Blueprints, 1930	Box 8 > Folder 283
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Scope and Contents note

Includes 1 architectural drawing.

Keys

Box 11

Key to Gym	Box 11
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Key to Lobby to Office - East Duke	Box 11
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Key to Back East Door - Craven	Box 11
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Key to Box of Lantern Slides	Box 11
Key to Office in Old Post Office	Box 11
Key to Architect's Room	Box 11
Old Dope Shop Key	Box 11
Key to Towel Cabinet (Library)	Box 11
Key to Toilet Paper Cabinet	Box 11
Key to Filing Cabinets	Box 11
Key to Key Cabinet - Old Campus	Box 11
Key to Mr. Duke's Desk	Box 11
Adjusting Key to Thermostat	Box 11
Key to Gates in Quadrangle	Box 11
Key to Front Door to West Duke	Box 11
Key to Old Tom Rigsbee House on Rigsbee Road (Williamson)	Box 11
Key to Potato Room on the Rigsbee Place	Box 11
Key labeled "To Dr. Brown by Murray Jones. From: W.D. Mooney"	Box 11
Miscellaneous unmarked keys	Box 11

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Duke Construction Company Records, 1927-1957

Scope and Contents note

The Duke Construction Company was formed in 1927 on the advisement of the Building Committee of the Duke Endowment. In a letter to Duke president R.L. Flowers, N.A. Cocke, Assistant Secretary of the Duke Endowment, wrote:

"It is hardly practicable to conduct the operations in the name of the trustees of The Duke Endowment for the reason that The Duke Endowment has no separate entity apart from the trustees, it not being a corporation. On the other hand while the title to the property is in Duke University the Will and Trust Indenture

contemplate that the trustees shall erect the buildings for Duke University and turn same over when completed. With the idea, therefore, of establishing some medium for the purpose of carrying on this construction, it has occurred to us that it would be wise to form a corporation, known as the "Duke Construction Company" for the sole purpose of constructing these buildings, with a nominal capital stock so that it will clearly appear that this corporation is merely an agency for carrying out this work."

The Duke Construction Company series consists mainly of financial and corporate records, such as articles of incorporation, tax reports, and a large invoice register. Actual construction plans can be found in the Frank C. Brown Files series and the S.W. Myatt Files series.

The Duke Construction Company was active in the 1930s and into the 1940s, but it then became dormant and was officially dissolved in 1957.

Chart of Accounts, 1927, 1932	Box 8 > Folder 284
Chart of Accounts for Private Patients Building, Indoor Stadium, and Few Quadrangle, 1938-1939	Box 8 > Folder 285
Construction Plans, 1941	Box 8 > Folder 286
Corporate Tax Reports, 1927-1942	Box 8 > Folder 287
Cost Analysis Information for Duke Endowment, 1931-1940	Box 8 > Folder 288
Estimates of Costs - "New" Duke University, 1928	Box 8 > Folder 289
Incorporation, 1927-1931, 1954-1957	Box 8 > Folder 290
Invoice Register (includes index), 1938-1940	Box 8 > Folder 291

Minutes

Board of Directors, 1927-1942	Box 8 > Folder 292
Duke University Building Committee, 1945-1948	Box 8 > Folder 293
Hospital Building Committee, 1944-1948	Box 8 > Folder 294
Nurses Home Agreement between Duke University and Dr. and Mrs. Frederic Hanes, 1945	Box 8 > Folder 295

Re-valuation of West Campus Buildings, 1933	Box 8 > Folder 296
Scope and Contents note	
Includes a detailed list of costs per building.	
Statement of Construction Ledger, 1931	Box 8 > Folder 297
Statement of Estimated Costs, Expenditures, and Obligations, 1932	Box 8 > Folder 298

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Desk Diaries, 1931-1949

Scope and Contents note

The Desk Diaries series contains 19 volumes of diaries that detail daily events held at Duke. The Operations and Maintenance department served as the central booking agency for campus events, and these diaries record events, places, and times over a nearly twenty-year period.

1931	Box 9 > Folder 299
1932	Box 9 > Folder 300
1933	Box 9 > Folder 301
1934	Box 9 > Folder 302
1935	Box 9 > Folder 303
1936	Box 9 > Folder 304
1937	Box 9 > Folder 305
1938	Box 9 > Folder 306
1939	Box 9 > Folder 307
1940	Box 9 > Folder 308
1941	Box 9 > Folder 309
1942	Box 9 > Folder 310
1943	Box 10 > Folder 311

1944	Box 10 > Folder 312
1945	Box 10 > Folder 313
1946	Box 10 > Folder 314
1947	Box 10 > Folder 315
1948	Box 10 > Folder 316
1949	Box 10 > Folder 317

Scope and Contents note

This diary is located in Box 8.

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