



Guide to the Office of the University Treasurer records, 1893-ongoing

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David M. Rubenstein Rare Book & Manuscript Library

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Summary

Collection Title:

Office of the University Treasurer records, 1893-ongoing

Creator:

Duke University. Office of the University Treasurer

Abstract:

The Treasurer is an officer of the University whose duties have included supervision of contracts, relations with the Duke Endowment, and management of the Bursar's Office, student loans, and investments. The position of Treasurer is established by the By-laws of the University. In 1995, the Treasurer's post was taken up by the chief financial and administrative officer, the Executive Vice President. The bulk of the collection consists of correspondence to and from individuals who served the University as Treasurer and the subject files they created while in office, including grants and contracts but also ledger and account books. The collection ranges in date from 1893-ongoing.

Extent:

191.9 Linear Feet

Language:

Material in English

Collection ID:

UA.10.01.0001

Permalink:

<https://library.duke.edu/rubenstein/findingaids/uatreas/>

Preferred Citation

[Identification of item], Office of the University Treasurer Records, Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

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Background

Scope and Content

The bulk of the collection consists of correspondence to and from individuals who served the University as Treasurer and the subject files they created while in office, including grants and contracts. There are a handful of photographs of Highland Hospital in Asheville, N.C. in addition to legal papers such as wills and deeds of gift. Oversize materials include many account and ledger books for the early-mid part of the 20th century. One of the many benefits of this collection is official paperwork that pertains to many artifacts/collections the University has obtained as gifts from individuals such as Doris Duke and the Trent family. The collection ranges in date from 1893-ongoing.

Biographical/Historical

The position of Treasurer is established by the By-laws of the University. The Treasurer is an officer of the University whose duties have included supervision of contracts, relations with the Duke Endowment, and management of the Bursar's Office, student loans, and investments. Ex officio, the Treasurer has served on the board of Highland Hospital and has been active in disbursing monies provided by the Duke Endowment. In 1995, the Treasurer's post was taken up by the chief financial and administrative officer, the Executive Vice President.

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Administrative Information

Publication Statement

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URL: <http://library.duke.edu/rubenstein/>

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 Office of the University Treasurer records were received by the University Archives as transfers over a period of time. Accession UA2014.0084 (Boxes 86-132) transferred November 2014.

Processing Information

Processed by Archives Staff, February 2006; updated 2009

Encoded by Kimberly Sims, September 2006; January 2009

Multiple accessions were merged into one collection, described in this finding aid.

Accession UA2014.0084 was processed and added to finding aid by Tracy M. Jackson, December 2014.

Access Restrictions

For a period of twenty-five years from the origin of the material, permission in writing from the office of origin and the University Archivist is required for use. After twenty-five years, records that have been processed may be consulted with the permission of the University Archivist.

Records, such as search committee files or others pertaining to employment where individuals are identified, are closed for 70 years.

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Related Materials

Related Material

[Robert Lee Flowers Records, 1891-1968](#), Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

[Biographical Reference Collection, 1972-2004](#), Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

[Board of Trustees Records, 1860-ongoing](#), Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

[Board of Trustees Reference Collection, 1941-2002](#), Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

[Business Division records, 1938-1948](#), Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

[Trinity College, Randolph County, N.C. collection, 1836-1990](#), Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

[Vice President for Business and Finance records, 1962-1985](#), Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

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- Kittrell College, Kittrell, N.C.
- Duke University. Library
- Duke University. Marine Laboratory
- Duke University. Medical Center. Library. Historical Collection
- Duke University. Office of Alumni Affairs

Collection Inventory

Treasurer's Office, 1909-1979

Scope and Contents note

Includes correspondence, subject files, and contracts/agreements/grants. Boxes 1-5 contain accession A75-105. Box 5 also includes one folder from A78-4. Box 6 includes accessions A91-36, A92-62, A93-22, A75-40. Box 41 contains accession UA2006-0029.

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