



Office of the Vice President for Business and Finance records, 1950- ongoing

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Table of Contents

Summary	3
Background	4
Administrative Information	5
Related Materials	6
Names and Subjects	7
Collection Inventory	8
Accession 76-40.	8
Accession 76-151.	10
Accession 77-46.	10
Accession 78-129.	20
Accession 81-81.	37
Accession 83-57.	45
Accession 86-51	46
Accession 95-116.	49
Accession A98-32	59
Accession UA2011-0006	64
Accession UA2012-0003	70
Accession UA2014.0083	71
Accession UA2017.0081	71

Summary

Collection Title:

Office of the Vice President for Business and Finance records, 1950-ongoing

Creator:

Duke University. Office of the Vice President for Business and Finance

Abstract:

Contains memoranda, correspondence, budgets, reports, agreements, financial information, organizational records and other printed matter from the Office of the Vice President for Business and Finance. Records concern Duke University, its various academic departments, organizations, and benefactors, including the Medical Center. These records were created by Vice President for Business and Finance Gerhard Henricksen (1962-1966) and his successor Charles B. Huestis (1966-1985), and provide a detailed account of the university's financial status. Major topics include the university's relationship with the Duke Endowment and Local Unions 77 and 465, Medical Center construction; university properties, physical plant, and facilities renovations, national professional organizations, several university committees, the Board of Trustees, the Duke University Athletic Association, WDBS campus radio station, the Duke Vigil, Duke University Marine Lab, Huestis' personal interests and affiliations, and the departments of the Business and Finance Division (including Housing, Data Processing and the Computation Center, Accounting, Dining Halls, Personnel, Materials Support, Safety and Traffic, TelCom, and Utilities), and the University Architect. Major correspondents include University Architect, University Council, Business Manager, Corporate and University Controllers, Terry Sanford, William G. Anlyan, A. Kenneth Pye, Richard L. Jackson, J. Peyton Fuller, John Adcock. English.

Extent:

93.5 Linear Feet

Language:

English.

Collection ID:

UA.10.01.0003

Permalink:

<https://idn.duke.edu/ark:/87924/m1nt5b>

Preferred Citation

[Identification of item], Office of the Vice President for Business and Finance records, Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

[Return to Table of Contents](#)

Background

Scope and Content

Contains memoranda, correspondence, budgets, reports, agreements, financial information, organizational records and other printed matter pertaining to the financial status Duke University's academic departments, organizations, benefactors, and Medical Center. Major topics include Duke University's relationship with the Duke Endowment and Local Unions 77 and 465, the Internal Audit Office, the Chancellor's Office, the Board of Trustees, Medical Center construction, university properties, parking, the physical plant, facilities renovations, the Environmental Concerns Committee, Research Triangle Park, Research Triangle Institute, highway development, the Duke University Athletic Association, WDBS campus radio station, Duke University Marine Lab, Duke Forest, Charles B. Huestis, C. G. Henricksen, the American Dance Festival, business auxiliaries, departments of the Business and Finance Division (including Housing, Data Processing and the Computation Center, Accounting, Dining Halls, Personnel, Materials Support, Safety and Traffic, Utilities, and the TelCom division), the Duke Vigil, and the University Architect. Major correspondents include University Architect, University Council, Business Manager, Corporate and University Controllers, Terry Sanford, William G. Anlyan, and A. Kenneth Pye. Subject files are arranged alphabetically.

Biographical/Historical

The Vice President for Business and Finance was the chief fiscal officer of the university, and reported to the President. The position was established in 1962, and was superseded in 1985 by the position of Executive (or Senior) Vice President. The officer was responsible for fiscal planning, preparation of the budget, and supervision of the University's non-academic programs. Ordinarily, the Vice President for Business and Finance was responsible for signing formal requests for grants and contracts submitted to government agencies and foundations, and had custody of contracts, deeds agreements, and other documents relating to the University's non-academic operations.

The Vice President for Business and Finance was responsible for Duke's entire Business and Finance Division; at various times in division history the positions of Business Manager, Treasurer, Controller, University Architect, and Vice President for Administration and Health Affairs reported to the Vice President for Business and Finance. The Vice President for Business and Finance was also responsible for such departments as Physical Plant, Personnel, Business Auxiliaries (including Dining Halls, Stores, and Housing divisions), Material

Office of the Vice President for Business and Finance records, 1950-ongoing

Support, Internal Audit, Data Processing, Public Safety, and Accounting, among others.

Occupants of the position were Gerhard C. Henricksen, 1962-1966, and Charles B. Huestis, 1966-1985.

Gerhard Henricksen (1907-1994) came to Duke in 1936 as an internal auditor. He was promoted to Assistant Comptroller and Assistant Business Manager in 1948, Comptroller and Assistant Treasurer in 1956, Comptroller and Business Manager in 1958, and Assistant to the President for Business and Finance in 1961. In 1962, Henricksen was appointed to fill the newly created position of Vice President for Business and Finance, a position he held until his promotion to Vice President and Treasurer of the university in 1966.

Henricksen was succeeded as Vice President of Business and Finance by Charles B. Huestis (1920-), who came to Duke from Hughes Aircraft Company in 1966. Huestis served as the Vice President for Business and Finance for the next 19 years, retiring in 1985. In addition to his professional duties at Duke, Huestis also served as a director of the Durham Investment Company and Research Triangle Foundation, was an active Sierra Club member and mountain climbing enthusiast (including participating in the 1963 American Mt. Everest Expedition), served on numerous university committees, and was a member of "The Troika" which guided the university during the period between presidents in 1969. Huestis was succeeded as Senior Vice President by Eugene McDonald.

[Return to Table of Contents](#)

Administrative Information

Publication Statement

David M. Rubenstein Rare Book & Manuscript Library

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Durham 27708

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Access Restrictions

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records that have been processed may be consulted with the permission of the University Archivist. Contact Research Services for more information.

Use Restrictions

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Acquisition Information

Gift; 1976; A76-40 (Box 1); Unknown provenance; 1976; A76-151 (Box 2); Transfer; 1976; A76-151 (Boxes 3-13); Transfer; 1977; 77-46 (Boxes 1-7 and 8-11); Transfer; 1978; A78-129 (Boxes 14-31); Transfer; 1981; A81-81; (Boxes 32-36); Transfer; 1983; A83-57 (Box 37); Transfer; 1986; A85-116 (Boxes 38-44); Transfer; 1985; A86-51 (Boxes 45-47); Transfer; 1998; A98-32 (Boxes 48-51); Transfer; 2011; UA2011-0006 (Boxes 52-56); Transfer; 2012; UA2012-0003 (Boxes 57-58); Transfer, 2014; UA2014.0083 (Boxes 59-74); Gift; 2017; UA2017-0081 (Box 59)

Processing Information

Processed by Cat Saleeby; Completed March 2002; This collection is partially unprocessed: materials may not have been ordered and described beyond their original condition.

Encoded by Emily Glenn, April 2003; Updated by Sherrie Bowser, March 2007
Updated by Molly Bragg, April 2011; Updated by Kimberly Sims, March 2012;
Updated by Tracy M. Jackson, December 2014; Added Accession UA2017.0081
by Leah M. Kerr, September 2021

[Return to Table of Contents](#)

Related Materials

Related Material

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

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

[Return to Table of Contents](#)

Names and Subjects

- Campus parking -- North Carolina -- Durham
- Duke Forest (N.C.)
- Highway planning -- North Carolina -- Durham County
- Labor unions -- United States
- Land use
- Research Triangle Park (N.C.) -- History
- Telephone systems
- Anlyan, William G.
- Duke Endowment -- History
- Duke University -- Administration
- Duke University -- Buildings -- History -- 20th century
- Duke University -- Faculty
- Duke University -- Finance
- Duke University -- Student housing
- Duke University -- Students -- Political activity
- Ward, James A., 1915-
- WDBS (Radio station : Durham, N.C.)
- Research Triangle Institute -- History
- Sanford, Terry
- Adcock, John F.
- American Dance Festival
- AFSCME. Local 77
- Duke University. University Counsel
- Duke University. University Architect
- Henricksen, Gerhard Chester, 1907-1994
- Duke University. University Planning Committee
- International Union of Operating Engineers. Local 465
- Huestis, Charles B., 1920-
- Research Triangle Foundation -- History
- Pye, A. Kenneth
- Duke University. Board of Trustees
- Duke Athletics
- Duke University. Medical Center -- Buildings
- Duke University. Marine Laboratory -- History
- Duke University. Medical Center -- History
- Duke University. Medical Center -- Design and construction
- Duke University. Office of the President

Collection Inventory

Accession 76-40.

Scope and Contents note

Contains the professional and personal subject files of Gerhard Henricksen from 1962-1966, the period during which he served as Vice-President for Business and Finance.

Ordered alphabetically.

Durham Chamber of Commerce, 1963-1964	Box 1
Durham Industrial Education Center, 1963	Box 1
Eastward (Duke Marine Lab boat), 1964	Box 1
Economic Opportunity Program, 1964	Box 1
Engineering, 1964-1965	Box 1
Geology Dept., 1964	Box 1
Gift Acknowledgment Receipts, 1963-1964	Box 1
Gift Reception Center, 1963-1964	Box 1
Indirect Cost Rate, FY 1963-1964	Box 1
Institutional Advancement, 1963-1965	Box 1
J. A. Jones Construction Co., 1963-1964	Box 1
Kiwanis, 1963-1964	Box 1
Knight, Douglas - Comparative Statements, 1963-1966	Box 1
Loyalty Fund, 1964-1966	Box 1
Mathematics Dept., 1964	Box 1
Naming of Duke Roads and Entrances Committee, 1962-1963	Box 1

National Association of College and University Business Officers (NACUBO) Newsletter, 1963-1965	Box 1
National Fund for Medical Education, 1964	Box 1
NIH Grants, 1963-1964	Box 1
Organizational Chart, 1964	Box 1
Physics Dept., 1965	Box 1
Scholarships and Loans, 1964	Box 1
Private Financing, 1965	Box 1
Public Health Service - Grant Regulations, 1963	Box 1
Purchasing Dept., 1964-1966	Box 1
Research Triangle of NC (includes maps, proposals), 1963-1965	Box 1
Salary Reduction Plans, 1964	Box 1
Southern Association of College and University Business Officers (SACUBO), 1963-1965	Box 1
Scholarships and Loans, 1964	Box 1
Social Security System, 1965	Box 1
Student Housing, 1964	Box 1
Taxes, 1964	Box 1
Teachers Insurance & Annuity Association of American/College Retirement Equities Fund (TIAA/CREF) Telephone Exchange, 1964-1965	Box 1
Telephone Exchange, 1964-1965	Box 1
Trustees, Board of, 1964-1966	Box 1
University Policy and Planning Advisory Committee, 1964-1965	Box 1

United States Office of Education, 1963-1964	Box 1
Wachovia Bank, 1964-1966	Box 1

[Return to Table of Contents](#)

Accession 76-151.

Scope and Contents note

Contains miscellaneous records created by the office of the Vice-President for Business and Finance and its predecessor, the Business Division, primarily in the form of clippings, reports, and handbooks. One item of note is a handbook titled "President's Book," which appears to have been a reference manual created to introduce new president Douglas Knight to the university's basic financial status. Materials range in date from 1963-1979.

Ordered chronologically.

Clippings, 1973-1979	Box 2
"The Organization of Business and Finance," 1964	Box 2
"Presidents Book," 1963	Box 2
Report on Investments, FY 1974-1975	Box 2

[Return to Table of Contents](#)

Accession 77-46.

Scope and Contents note

This series contains budgetary, Duke Endowment, and Research Triangle Institute information, as well as materials regarding the University Planning Committee, traffic and parking concerns, local union activity, and the 1968 vigil. Also contains a large amount of correspondence between Huestis and the Personnel Department, Medical Center administrators, and other university officials.

Ordered alphabetically.

Academic Council, 1966-1973	Box 3
Administrative Officers, Memos to, 1967-1972	Box 3

Aircraft, 1967-1970	Box 3
Affirmative Action, 1970-1972	Box 3
American Association of University Professors (AAUP), 1967-1972	Box 3
American Council on Education, 1968-1973	Box 3
American Management Association, 1968-1969	Box 3
American Oil Foundation, 1967	Box 3
Association of American Universities, 1970-1971	Box 3
Association of Eastern North Carolina Colleges, 1968	Box 3
Athletics Association, 1967-1971	Box 3
Banks Anderson Fund, 1967	Box 3
Board of Trustees--Reports, Agendas, Correspondence, 1967-1969	Box 3
Access Restrictions:	
Board of Trustees materials are RESTRICTED.	
Booz-Allen & Hamilton (financial consultants), 1968-1972	Box 3
Booz-Allen & Hamilton Inter-institutional Salary Survey, 1972-1973	Box 3
Bryson, E. C. (University Council), 1967-1971	Box 3
Budgets, 1966-1967	Box 3
Budgets, 1967-1968	Box 3
Budgets, 1968-1969	Box 3
Budgets, 1969-1970	Box 3
Budgets, 1970-1971	Box 3

Budgets, 1971-1972	Box 3
Budgets, 1972-1973	Box 3
Budget and Audit Committee	Box 4
Access Restrictions:	
Budget and Audit Committee materials are RESTRICTED.	
Budget Request, School of Nursing 1972-1973	Box 4
Budget Request, Medical Center, 1972-1973	Box 4
Budget Request, School of Medicine, 1972-1973	Box 4
Budget Request, University Health Services, 1972-1973	Box 4
Budgets, 1972-1973	Box 4
Budgets Forecasts, 1973-1974	Box 4
Budget (Proposed), Medical Center Administration, 1973-1974	Box 4
Budget (Proposed), School of Medicine, 1973-1974	Box 4
Budget Request, University Health Services, 1973-1974	Box 4
Burlington Industries Foundation grant	Box 4
Business and Finance Committee, 1970-1973	Box 4
Business Manager (Jim Adams)	Box 4
Physical Description: [2 folders]	
CC Correspondence	Box 4
Chemistry Building	Box 4
Construction	Box 4
Civil Rights	Box 4
Commencement	Box 4

Computation Center and Data Processing	Box 4
Computer Science	Box 4
Data Processing	Box 5
Dining Halls	Box 5
Duke/Durham Community	Box 5
Duke Endowment (x3) -- also includes bound booklets: annual Duke Endowment Requests, 1967-1969, and annual Proposals from Duke to the Endowment, 1971-1972	Box 5
Physical Description: [3 folders]	
Duke Homestead	Box 5
Duke/UNC Comparisons (regarding fringe benefits)	Box 5
Duke University Marine Lab	Box 5
Faculty Committee on Student Concerns	Box 5
FM Educational Broadcasting Station	Box 5
Green, John (Special Projects) correspondence	Box 5
Hobbs, Marcus (Provost) correspondence	Box 5
Hospital Renovation	Box 5
Housing Bureau	Box 5
Housing, East Campus	Box 6
Kerr Lake	Box 6
Knight, Doug	Box 6
Library Construction	Box 6
Maintenance (W. K. Howard)	Box 6
Maintenance - Plant	Box 6

Office of the Vice President for Business and Finance records, 1950-ongoing

Management Services Dept. (J. L. Adams)	Box 6
Material Support Dept. (J. L. Adams)	Box 6
Medical Center -- General (W. G. Anlyan, VP for Health Affairs)	Box 6
Medical Center -- (L. E. Swanson, Dir. of Planning)	Box 6
Overtime	Box 6
Parking	Box 6
Paths for Employees' Progress (PEP) Program	Box 6
Personnel (W. R. Linke, Dir.), 1966-1969	Box 7
Personnel (W. R. Linke, Dir.), 1970-1971	Box 7
Personnel Policy Committee	Box 7
Physical Plant (Harry Ebert, Dir.)	Box 7
Phytotron	Box 7
Project Outreach	Box 7
Proudfoot Company Reports (Work Scheduling, Duke Libraries, etc.)	Box 7
Publicity	Box 7
Rauch, Henry E. -- Correspondence	Box 7
Regulations (on alcohol possession/consumption on campus and dorm visitation by opposite sex) Survey of other schools 1967	Box 7
Rehabilitation Facility, Phase I	Box 7
Rehabilitation Facility, Phase II	Box 7
Research Triangle Foundation	Box 7
Research Triangle Organization	Box 8

Research Triangle Institute	Box 8
Physical Description: [4 folders]	
ROTC	Box 8
Safety Security Div.	Box 8
Physical Description: [2 folders]	
Special Trustee-Administrative Committee (on pickets, protests, and employee relations)	Box 8
Strike (employee), 1968	Box 8
Telephone System	Box 8
T. Rowe Price Assoc. (investment consultants)	Box 8
T. Rowe Price Assoc.	Box 9
Physical Description: [2 folders]	
University Planning Committee	Box 9
Physical Description: [2 folders]	
University Policy and Planning Committee (UPPAC)	Box 9
Union Activity	Box 9
Vigil	Box 9
Wage and Salary	Box 9
Work Scheduling Program	Box 9
Administrative Council, 1973	Box 10
Air Pollution, 1970	Box 10
Architects, 1966-1975	Box 10
Asbury Demolition, 1973-1974	Box 10
Ashmore, Frank (VP Institutional Advancement) -- Correspondence, 1966-1972	Box 10
Betterments Projects, 1970-1972	Box 10

Office of the Vice President for Business and Finance records, 1950-ongoing

Blacknall Residence, 1975	Box 10
Blue Book, 1968-1973	Box 10
Brummer Art Collection, 1968-1973	Box 10
Budget-General, 1969-1974	Box 10
Budget Forecasts, 1969-1970	Box 10
Blackburn, John (Chancellor) -- Correspondence, 1970-1972	Box 10
Chapel, 1969-1974	Box 10
Chronicle, 1968-1974	Box 10
Commencement, 1967-1972	Box 10
Cost Improvement, 1967-1972	Box 10
Demonstrations -- Vigil, 1969	Box 10
Detomo, Paul (Business Manager) -- Correspondence, 1971-1972	Box 10
DeVyver, Frank (Economics Dept.) -- Correspondence, 1968-1974	Box 10
Dining Halls, 1972-1975	Box 10
Duke Endowment, 1971-1973	Box 10
Duke University Employee Relations Advisory Committee (DUERAC), 1968-1972	Box 10
Duke Himalaya Expedition, 1970-1971	Box 10
Duke Marine Lab Expansion, 1971-1975	Box 10
Durham Hotel (Possible Acquisition), 1974-1975	Box 10
Eastward, 1963-1973	Box 10
Educational Administration Advisory Group, 1969-1971	Box 10
Electrical Utility Study, 1972	Box 10

Office of the Vice President for Business and Finance records, 1950-ongoing

Employee Health Services (non-academic), 1970-1974	Box 10
Employee's Council, 1968-1970	Box 10
Employment Practices Associates, 1972-1974	Box 10
Employee Relations (Herbert Aikens, Dir.), 1968-1973	Box 10
Enrollment, 1968-1969	Box 10
Executive Jet Association, 1967-1974	Box 10
Faculty Club, 1967-1975	Box 10
Fiber Industries (factory proposal near Duke Forest), 1967-1974	Box 10
Fifth Decade Campaign, 1967-1972	Box 11
Financial Reports, 1967-1973	Box 11
Financial Aid, 1969-1973	Box 11
First Union national bank, 1971-1973	Box 11
Ford Foundation, 1966-1972	Box 11
Fringe Benefits (Faculty), 1969	Box 11
Gifts -- Unrestricted/Unallocated, 1967-1968	Box 11
Gifts -- Unrestricted/Unallocated, 1969-1970	Box 11
Gifts and Grants, 1966-1973	Box 11
Governmental Affairs, 1967-1970	Box 11
Governance (University), 1968-1971	Box 11
Grant Purchased Equipment, 1967-1970	Box 11
Graphic Arts Building, 1969-1972	Box 11
Haw River Property, 1971-1972	Box 11
Henricksen, C. G. (Consulting), 1967-1974	Box 11

Higher Education Facilities Commission, 1967-1969	Box 11
Highland Hospital, 1964-1967	Box 11
Highland Hospital, 1967-1974	Box 11
Highway 751, 1969-1974	Box 11
Home sites (Duke Faculty), 1967-1973	Box 11
Housing and Urban Development (HUD), 1967-1975	Box 11
Housing (Student), 1969-1973	Box 11
Housing -- Married Students, 1967-1970	Box 11
Housing -- Off-Campus, 1967-1972	Box 11
Hyperbaric Chamber, 1967-1970	Box 11
Learning Institute of N.C. (LINK), 1968-1972	Box 11
Maintenance and Operations, 1966-1975	Box 11
Major Speakers, 1967-1973	Box 11
Marshall Collection, 1966-1973	Box 11
Material Support, 1967-1973	Box 11
Medi-Data, 1972-1974	Box 11
National Institutes of Health (NIH) Grants, 1967-1972	Box 12
National Science Foundation (NSF), 1968-1974	Box 12
N.C. Medical Care Comm. -- Duke-Civitan Developmental Evaluation Clinic, 1966-1972	Box 12
Operation Breakthrough (Neighborhood Youth Corps), 1968-1973	Box 12
Organs (Duke Chapel), 1966-1974	Box 12
Payroll, 1967-1975	Box 12

Office of the Vice President for Business and Finance records, 1950-ongoing

Payroll Policy Petition, Nov. 6, 1974	Box 12
Personnel, Correspondence, 1973	Box 12
Personnel Grievances, 1967-1970	Box 12
Personnel, Med. Center, 1970-1975	Box 12
Physical Plant (F. Bowers, Dir.), Correspondence, 1966-1972	Box 12
Policies and Procedures, 1967-1970	Box 12
Policies and Procedures, 1971-1973	Box 12
Property/Real Estate, 1969-1973	Box 12
Property/Real Estate -- Marine Lab (Wallace House), 1972	Box 12
Property/Real Estate -- Southland Associates, 1970-1974	Box 12
Public Safety (Dumas, Dir.), 1971-1974	Box 12
Raleigh-Durham Aviation, 1968-1975	Box 12
Retirement, 1966-1973	Box 12
Sea Level Hospital, 1969-1974	Box 12
Secretary of the University (R. H. Powell] -- Correspondence, 1967-1973	Box 12
Student Activities, 1967-1972	Box 12
Student Health, 1967-1972	Box 12
Teachers' Insurance and Annuity Assoc. (TIAA), 1967-1973	Box 12
Teer House, 1967-1971	Box 12
Telephone System, 1966-1970	Box 12
Telephone System and Building, 1971-1978	Box 12
Traffic Commission, 1967-1971	Box 12

Traffic Commission, 1972-1973	Box 12
Traffic -- Parking, 1970-1971	Box 12
Traffic -- Parking, 1972-1975	Box 12
Triangle Universities Computation Center (TUCC), 1966-1973	Box 13
Trustees -- Correspondence, 1966-1969	Box 13
Trustees-Executive Committee -- Correspondence, 1967-1972	Box 13
Access Restrictions:	
Trustees materials are RESTRICTED.	
Tuition, 1967-1974	Box 13
Union Activity, 1969-1970	Box 13
Union Activity, 1971-1973	Box 13
Union Activity -- Local 77, 1967-1971	Box 13
United Durham, Inc. (UDI), 1971-1975	Box 13
University Stores, 1967-1973	Box 13
Wachovia Bank, 1966-1976	Box 13
Wade, Charles (Chairman of the Board) -- Correspondence, 1968-1974	Box 13
WDBS, 1969-1973	Box 13

[Return to Table of Contents](#)

Accession 78-129.

Scope and Contents note

This series is dominated by records of Business and Finance Division departments, especially Business Auxiliaries, Housing Management, Personnel, Physical Plant, and Special Utilities. The latter department underwent significant growth and change during this time, including the construction of a 44KV electrical substation and TelCom division, and expansion of the telephone and electrical power capabilities of the university. This series also includes

materials from the many university committees on which Huestis served or which reported to him, including the Building and Grounds, Environmental Concerns, Investment, Personnel Policy, and Residential Life committees. Also contains considerable financial information concerning budgetary matters, the Duke Endowment, and Duke University Athletic Association. This series may be the best source of information on the history of WDBS, and is also thorough in its representation of local trade unions and the Research Triangle Park. Two boxes are devoted to Medical Center records, which are dominated by financial information, correspondence to Medical Center administrators, and reports on the construction of Duke Hospital North. T. Rowe Price folders contain comprehensive monthly reports on university investments and other aspects of the university's financial status. Boxes 28-31 contain official handouts and agendas from meetings of the Board of Trustees and its subordinate body, the Executive Committee, whose meetings coincided with those of the larger Board. Materials range in date from 1966-1975.

Ordered alphabetically.

Academic Council, 1974-1976	Box 14
ACT Erwin Council, 1969-1970	Box 14
Administrative Committee on Development, 1970-1971	Box 14
Admissions and Financial Aid, 1967-1974	Box 14
Affirmative Action, 1970-1972	Box 14
Affirmative Action, 1974-1976	Box 14
Alumni Affairs, 1966-1976	Box 14
Anatomy Dept., 1967-1974	Box 14
Annual Reports, 1972-1973	Box 14
Architect, University, J. Ward, 1969-1974	Box 14
Architect, University, J. Ward, 1975	Box 14
Architect, University, J. Ward, 1976	Box 14
Army Research Office -- Durham (AROD), 1968-1970	Box 14
Art Dept., 1967-1974	Box 14

Associated Students of Duke University (ASDU), 1968-1976	Box 14
Association for Academic Health Centers (AAHC), 1975-1976	Box 14
Banks, 1963-1965	Box 14
Botany, Dept. of, 1967-1974	Box 14
Budget, 1970-1971	Box 14
Budget, 1974-1975	Box 14
Budget, 1975-1976	Box 14
Budget -- Business and Finance Div., FY 1973-1974, FY 1974-1975	Box 14
Budget -- Business and Finance Div., FY 1975-1976	Box 14
Budget -- Departmental, FY 1974-1975	Box 15
Budget -- Departmental, FY 1975-1976	Box 15
Budget Committee, University, 1975-1976	Box 15
Budgets and Measurements (H. Brooke, Mgr.), 1974-1975	Box 15
Budgets and Measurements (H. Brooke, Mgr.), 1976	Box 15
Building and Grounds Committee -- Correspondence, Memos, 1966-1970	Box 15

Access Restrictions:

Building and Grounds Committee materials are RESTRICTED.

Building and Grounds Committee -- Correspondence, Memos, 1971-1976	Box 15
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Access Restrictions:

Building and Grounds Committee materials are RESTRICTED.

Building and Grounds Committee -- Minutes,
Reports, 1966-1971 Box 15

Access Restrictions:

Building and Grounds Committee materials are RESTRICTED.

Building and Grounds Committee -- Minutes,
Reports, 1972-1976 Box 15

Access Restrictions:

Building and Grounds Committee materials are RESTRICTED.

Business Administration, Graduate School of,
1967-1976 Box 15

Business Auxiliaries, 1972-1975 Box 15

Business Auxiliaries, 1976 Box 15

Business and Finance Advisory Committee,
1975-1976 Box 15

Business and Finance Committee, 1971-1976 Box 15

Access Restrictions:

Business and Finance Committee materials are RESTRICTED.

Business and Finance Division, 1967-1977 Box 15

Business and Finance Division -- Annual
Conference, 1967-1976 Box 15

Business and Finance Division -- Progress
Reports, 1968-1970 Box 15

Business and Finance Division -- Space Needs,
1970-1972 Box 15

Business and Finance Report (Newsletter),
1976 Box 15

Business Manager, 1971-1972 Box 15

Business Manager, 1973 Box 15

Office of the Vice President for Business and Finance records, 1950-ongoing

Business Manager, 1974, 1976	Box 15
Campus Services [Pietrantonio, Dir.], 1976	Box 16
Central Carolina Bank (CCB), 1969-1974	Box 16
Chancellor [K. Pye], 1970-1971	Box 16
Chancellor (Blackburn), 1974-1975	Box 16
Chancellor (K. Pye), 1976	Box 16
Chapel, 1967-1976	Box 16
Chemistry Dept., 1966-1976	Box 16
Committees, University -- Misc., 1970-1975	Box 16
Committee for Economic Development (CED) -- Report on Federal Aid to Higher Ed., 1972	Box 16
Commonwealth Studies, Center for, 1968-1970, 1974	Box 16
Community Relations, University [Bubas, V.P], 1971-1976	Box 16
Computing, University, 1975	Box 16
Computing, University, 1976	Box 16
Conflict of Interest Committee, 1972-1973	Box 16
Consortium on Financing Higher Education, 1975-1976	Box 16
Contracts -- Misc., 1967-1975	Box 16
Controller [P. Fuller], 1970-1974	Box 16
Controller [P. Fuller], 1975	Box 16
Controller [P. Fuller], 1976	Box 16
Controller, Deputy [Adcock], 1976	Box 16
Dean of Faculty [H. Lewis], 1967-1965	Box 16

Dining Halls, 1976	Box 16
Divinity School, 1967-1974	Box 16
Duke Endowment, 1970-1971	Box 16
Duke Endowment, 1972	Box 16
Duke Endowment, 1973	Box 16
Duke Endowment, 1974	Box 16
Duke Endowment, 1975 Physical Description: [2 folders]	Box 17
Duke Endowment, 1976 Physical Description: [2 folders]	Box 17
Duke Forest, 1968-1975	Box 17
Duke Marine Lab, 1972-1974	Box 17
Duke Marine Lab, 1975-1976	Box 17
Duke Power Co., 1972-1976	Box 17
Duke University Athletic Association (DUAA), 1971-1974	Box 17
Duke University Athletic Association (DUAA), 1975	Box 17
Duke University Athletic Association (DUAA), 1976	Box 17
Duke University Athletic Association (DUAA) -- Special Report, 1971	Box 17
Duke University Athletic Association (DUAA) -- Long Range Plans, 1973-1978	Box 17
Duke University Environmental Concerns Committee (DUECC), 1970-1972	Box 17
Duke University Environmental Concerns Committee (DUECC), 1973	Box 17

Duke University Environmental Concerns Committee (DUECC), 1974-1976	Box 17
Durham Urban Observatory, 1974-1976	Box 17
East Campus -- Summer Use, 1967	Box 18
Eastern Association of College and University Business Officers (EACUBO), 1968-1974	Box 18
Educational Facilities Committee, 1966-1970	Box 18
Educational Facilities Committee, 1971-1976	Box 18
Electrical Substation, 44KV, 1967	Box 18
Electrical Substation, 44KV, 1968-1969	Box 18
Electrical Substation, 44KV, 1970-1972	Box 18
Energy Conservation, 1973-1976	Box 18
Engineering, School of, 1966-1968	Box 18
Engineering, School of, 1969-1976	Box 18
Epoch Campaign, 1973-1976	Box 18
Equal Employment Opportunities, 1966-1972	Box 18
Equal Employment Opportunities, 1973-1975	Box 18
Equal Employment Opportunities, 1976	Box 18
Ewing, Maurice -- Correspondence, 1974-1976	Box 18
Fallout Preparedness Committee, 1963	Box 18
Fiftieth Anniversary, 1974	Box 18
Fine Arts Subcommittee (of the University Planning Committee), 1971-1972	Box 18
Forestry, School of, 1967-1976	Box 18
Fringe Benefits, 1971-1974	Box 18
Fringe Benefits, 1975-1976	Box 18

Handicapped Regulations, 1976	Box 19
Highland Hospital, 1975-1976	Box 19
Homesites, Duke Faculty, 1974-1976	Box 19
Housing Management, 1970-1971	Box 19
Housing Management, 1972-1973	Box 19
Housing Management, 1974-1976	Box 19
Howard, W. K, 1973-1974	Box 19
Howard, W. K., 1975-1976	Box 19
Institutional Advancement (Office of Development), 1968-1971	Box 19
Institutional Advancement (Office of Development), 1972-1974	Box 19
Institutional Advancement (Office of Development), 1975-1976	Box 19
Insurance, 1974-1975	Box 19
Internal Audit Office, 1971-1973	Box 19
Internal Audit Office, 1974-1975	Box 19
Internal Audit Office, 1976	Box 19
Interstate 40 (I-40), 1970-1974	Box 19
Investment Committee, Duke University, 1967-1972	Box 19

Access Restrictions:

RESTRICTED

Investment Committee, Duke University, 1973	Box 19
---	--------

Access Restrictions:

Investment Committee materials are RESTRICTED.

Investment Committee, Duke University, 1974	Box 19
Access Restrictions:	
Investment Committee materials are RESTRICTED.	
Investment Committee, Duke University, 1975	Box 20
Access Restrictions:	
Investment Committee materials are RESTRICTED.	
Investment Committee, Duke University, 1976	Box 20
Access Restrictions:	
Investment Committee materials are RESTRICTED.	
Kearns, Amos -- Correspondence, 1969-1976	Box 20
Law School, 1967-1976	Box 20
Libraries, 1967-1976	Box 20
Materials Support Dept., 1976	Box 20
Medical Center -- Budget -- Duke Hospital, 1968-1971, 1975-1976	Box 20
Medical Center -- Budget -- Misc, 1974-1976	Box 20
Medical Center -- Budget -- Physical Plant, FY 1975-1976	Box 20
Medical Center -- Budget -- School of Medicine, FY 1975-1976	Box 20
Medical Center -- Business and Finance (Steinert, VP), 1969-1971	Box 20
Medical Center -- Business and Finance (Steinert, Asst. VP, Health Affairs], 1972-1975	Box 20
Medical Center -- Contracts (with VA Hospital], 1969-1972	Box 20
Medical Center -- Duke Hospital -- Financial Information, 1969-1976	Box 20

Medical Center -- Duke Hospital -- Misc. Reports, 1970-1976	Box 20
Medical Center -- Duke Hospital -- Office of the Director (Sessoms), 1967-1972	Box 20
Medical Center --Duke Hospital -- Office of the Director, 1974-1975	Box 20
Medical Center -- Duke Hospital North, 1970-1974	Box 20
Medical Center -- Duke Hospital North, 1974	Box 20
Medical Center -- Duke Hospital North, 1975	Box 20
Medical Center -- Duke Hospital North, 1975	Box 20
Medical Center -- Duke Hospital North, 1975	Box 20
Medical Center -- Duke Hospital North, 1975	Box 20
Medical Center -- Duke Hospital North, 1976	Box 20
Medical Center -- Duke Hospital North, 1976	Box 21
Medical Center -- Duke Hospital North, 1976	Box 21
Medical Center -- Duke Hospital North, 1976	Box 21
Medical Center -- Eye Center, 1971-1975	Box 21
Medical Center -- Health Affairs (Anlyan, VP), 1969-1971	Box 21
Medical Center -- Health Affairs, 1972-1973	Box 21
Medical Center -- Health Affairs, 1974	Box 21
Medical Center -- Health Affairs, 1975-1976	Box 21
Medical Center -- Health Affairs -- Administration (Shytle, VP), 1975-1976	Box 21
Medical Center -- Health Affairs -- Planning and Analysis (Elchlepp, VP), 1974-1976	Box 21
Medical Center --- Main Entrance Building Construction, 1966-1969	Box 21

Medical Center --- Management Engineering Steering Committee, 1975	Box 21
Medical Center --- Management Engineering Steering Committee, 1976	Box 21
Medical Center --- Misc. Correspondence and Reports, 1967-1971	Box 21
Medical Center --- Misc. Correspondence and Reports, 1972-1976	Box 21
Medical Center --- Parking, 1969-1975	Box 21
Medical Center --- Planning Office (Swanson, Dir.), 1970-1975	Box 21
Medical Center --- Private Diagnostic Clinic (PDC), 1966-1972	Box 21
Medical Center --- Private Diagnostic Clinic (PDC), 1973-1974	Box 21
Medical Center --- Private Diagnostic Clinic (PDC), 1975-1976	Box 21
Medical Center --- Vice Provost (B. Woodhall], 1966-1970	Box 21
Medicine, School of, 1970-1976	Box 21
Nanaline H. Duke Fund, 1968	Box 22
National Association of College and University Business Officers (NACUBO), 1968-1974	Box 22
National Association of College and University Business Officers (NACUBO), 1975-1976	Box 22
National Geographic (A. Brown, Asst. Ed.), 1976	Box 22
Nello L. Teer Co., 1967-1976	Box 22
New Hop Creek, 1968-1969	Box 22
Nuclear Lab, 1967-1970	Box 22

Nursing, School of, 1968-1976	Box 22
Organization of Tropical Studies (OTS), 1971-1973	Box 22
Organizational Planning, 1971-1973	Box 22
Overhead Rates, 1973-1974	Box 22
Paths for Employee Progress (PEP), 1969-1976	Box 22
Payroll Statistics, 1975-1976	Box 22
Peat, Marwick, Mitchell & Co (PMM), 1974-1976	Box 22
Personnel (R. L. Jackson, Asst. VP), 1974-1976	Box 22
Personnel (R. L. Jackson, Asst VP), 1976	Box 22
Personnel -- Employee Relations Office (H. Aikens, Dir.), 1974-1976	Box 22
Personnel -- Labor Relations (Maginnes, Dir.), 1975	Box 22
Personnel -- Wage and Salary Administration, 1974-1976	Box 22
Personnel -- Wage and Salary Administration, 1976	Box 22
Personnel Policy Committee, 1972-1973	Box 22
Personnel Policy Committee, 1974-1975	Box 22
Personnel Policy Committee, 1976	Box 22
Personnel Policy Committee -- Drafts, n.d.	Box 22
Physical Education Dept., 1969-1971	Box 22
Physical Education Dept., 1972-1974	Box 22
Physical Education Dept., 1975-1976	Box 22

Physical Facilities Subcommittee (of the University Planning Committee) -- Minutes, Reports, Correspondence, 1971-1972	Box 23
Physical Facilities Subcommittee (of the University Planning Committee) -- Draft Resolutions, Reports, 1972	Box 23
Physical Plant Dept., 1973	Box 23
Physical Plant Dept., 1974	Box 23
Physical Plant Dept., 1975	Box 23
Physical Plant Dept., 1976	Box 23
Policies and Procedures (Judicial), 1968-1970	Box 23
Policies and Procedures, 1975-1976	Box 23
President Terry Sanford, 1969-1972	Box 23
President Terry Sanford, 1973-1974	Box 23
President Terry Sanford, 1975-1976	Box 23
President's Council on Black Affairs, 1975-1976	Box 23
President's Council on Government Relations, 1976	Box 23
Provost (F. Cleveland), 1973-1976	Box 23
Psychology, Dept. of, 1967-1976	Box 23
Public Relations, 1967-1976	Box 23
Public Safety Dept., (P. Dumas), 1975-1976	Box 23
Raleigh-Durham Airport (RDU), 1974	Box 23
Raleigh-Durham Airport (RDU), 1975-1976	Box 23
Rauch, Henry -- Correspondence, 1974-1975	Box 23
Real Estate, 1974-1976	Box 23
Rings (Class), 1970	Box 23

Regional Program (E. Hopkins, VP), 1966-1971	Box 23
Registrar, University, 1967-1976	Box 23
Renovations -- East Campus Recreational Facility, 1967-1974	Box 24
Renovations --- Electrical Power System (44 KV), 1968-1974 see also Electrical Substation	Box 24
Renovations --- Intramural Building, 1971-1972	Box 24
Renovations --- Medical Sciences (I-B and I-C), 1971-1972	Box 24
Renovations --- Memorial Gym (East Campus), 1973-1974	Box 24
Renovations -- Mental Retardation and Child Development Civitan Facility, 1967-1970	Box 24
Renovations -- Misc., 1968-1970	Box 24
Renovations -- Music Building, 1969-1976	Box 24
Renovations -- Post Office, 1966-1975	Box 24
Renovations -- Primate Center, 1966-1975	Box 24
Renovations -- Swimming Pool, 1967-1974	Box 24
Renovations -- University Union, 1970-1976	Box 24
Research Triangle Foundation, 1967, 1971-1973	Box 24
Research Triangle Foundation, 1974	Box 24
Research Triangle Foundation, 1975-1976	Box 24
Research Triangle Institute (RTI), 1969 1973-1974	Box 24
Research Triangle Institute (RTI), 1975	Box 24
Research Triangle Institute (RTI), 1976	Box 24
Residential Life Committee, 1968-1969	Box 24

Office of the Vice President for Business and Finance records, 1950-ongoing

Residential Life Committee, 1970-1971	Box 24
Residential Life Committee, 1974-1975	Box 24
Retirement, 1968-1971	Box 24
Retirement, 1972-1973	Box 24
Retirement, 1974-1976	Box 24
Rock Climbing, 1972-1973	Box 24
Safety, 1971-1973	Box 25
Safety, 1974	Box 25
Safety, 1975-1976	Box 25
Salaries, 1962-1974	Box 25
Access Restrictions:	
Salaries materials are RESTRICTED.	
Secretary, University (R. Powell), 1974-1976	Box 25
Seeley Mudd Fund, 1971-1976	Box 25
Special Projects (G. Kantner), 1967-1969	Box 25
Sponsored Programs, 1967-1971	Box 25
Sponsored Programs, 1972-1976	Box 25
Student Affairs (Griffith, Dean), 1974-1975	Box 25
Student Affairs (Griffith, Dean), 1976	Box 25
Student Health, 1973-1976	Box 25
Student Loans, 1969-1976	Box 25
T. Rowe Price -- Reports, 1973	Box 25
T. Rowe Price -- Reports, 1974	Box 25
T. Rowe Price -- Reports, Jan-March, 1975	Box 25

Office of the Vice President for Business and Finance records, 1950-ongoing

T. Rowe Price -- Reports, April-May, 1975	Box 25
T. Rowe Price -- Reports, June-Aug, 1975	Box 25
T. Rowe Price -- Reports, Oct-Dec, 1975	Box 25
T. Rowe Price -- Reports, Jan-March, 1976	Box 26
T. Rowe Price -- Reports, April-May, 1976	Box 26
T. Rowe Price -- Reports, July-Sept, 1976	Box 26
T. Rowe Price -- Reports, Oct-Dec, 1976	Box 26
Telephone, 1968-1970	Box 26
Telephone, 1971	Box 26
Telephone, 1972 (including TelCom)	Box 26
Telephone, 1973 (including TelCom)	Box 26
Telephone, 1973 (including TelCom)	Box 26
Telephone, 1974	Box 26
Telephone, 1975-1976	Box 26
Track Meet: USSR-USA, 1974-1975	Box 26
Track Meet: USA -- PanAfrica -- W. Germany, 1975	Box 26
Traffic Commission, 1974-1976	Box 26
Transportation and Safety, Dept. of (NCDOT), 1974-1975	Box 26
Treasurer (S. C. Harward), 1969-1975	Box 26
Triangle Universities Computation Center (TUCC), 1974-1975	Box 26
Troika, 1969, 1975	Box 26
Trustees -- Correspondence, 1974-1976	Box 26
Tuition, 1963-1975	Box 26

Unions -- Local 465 (Operating Engineers), 1972-1973	Box 26
Unions -- Local 465 (Operating Engineers), 1974-1976	Box 26
Unions -- Local 77, 1971-1973	Box 26
Unions -- Local 77, 1974-1975	Box 26
University Counsel (K. Pye), 1971-1974	Box 27
University Counsel (C.L. Haslam), 1974-1975	Box 27
University Counsel (C.L. Haslam), 1976	Box 27
University House, 1969-1974	Box 27
University Planning Commission (UPC), 1972-1974	Box 27
University Union, 1966-1975	Box 27
Vanderbilt-Duke (Comparative Studies), 1968-1972	Box 27
Veterinary Medicine, Dept. of, 1967	Box 27
WDBS -- Bylaws, 1970-1974	Box 27
WDBS -- Correspondence and Misc., 1970-1974	Box 27
WDBS -- Correspondence and Misc., 1975-1976	Box 27
WDBS -- Financial Information, 1970-1973	Box 27
WDBS -- Financial Information, 1974-1976	Box 27
WDBS -- General Managers Reports, 1971-1975	Box 27
WDBS -- Minutes -- Board of Trustees and Executive Committee, 1970-1976	Box 27
WDBS -- Minutes -- Managerial Board and Staff Meetings, 1971-1975	Box 27
Whitehead Medical Research Institute, 1976	Box 27

Woman's College, 1967-1968	Box 27
Woman's College, 1969-1970	Box 27
Woodlands and Whitewater Institute, 1975-1976	Box 27
Board of Trustees Executive Committee Meetings	Box 28
Access Restrictions:	
All Board of Trustees materials are RESTRICTED.	
October 7, 1966 - November 7, 1969	Box 28
December 12, 1969 - July 19, 1971	Box 29
August 27, 1971 - March 1, 1974	Box 30
April 5, 1974 - December 10-11, 1976	Box 31

[Return to Table of Contents](#)

Accession 81-81.

Scope and Contents note

Contains Huestis' subject files from 1967-1980 (bulk 1976-1979) . Consists largely of financial information and correspondence concerning the Medical Center, Personnel Department materials, and folders on various renovation projects underway in the mid- to late- 1970s. The remainder of this series is primarily subject files on university committees, organizations, and departments.

Ordered alphabetically.

Academic Council, 1977	Box 32
Accounting, 1977	Box 32
Alumni Affairs, 1977	Box 32
American Dance Festival (ADF), 1977	Box 32
Architect, University (Ward), 1977	Box 32
Art Dept., 1977	Box 32

Associated Students of Duke University (ASDU), 1977	Box 32
Association for Academic Health Centers (AAHC), 1977	Box 32
(Duke University) Athletic Association, 1977	Box 32
Audit, Internal, 1977	Box 32
Board of Trustees -- Meeting, Feb. 25-26, 1977	Box 32
Access Restrictions: All Board of Trustees materials are RESTRICTED.	
Board of Trustees -- Meeting, May 6-7, 1977	Box 32
Access Restrictions: All Board of Trustees materials are RESTRICTED.	
Board of Trustees -- Meeting, Sept. 23-24, 1977	Box 32
Access Restrictions: All Board of Trustees materials are RESTRICTED.	
Board of Trustees -- Meeting, Dec. 9-10, 1977	Box 32
Access Restrictions: All Board of Trustees materials are RESTRICTED.	
Board of Trustees -- Correspondence, 1977	Box 32
Access Restrictions: All Board of Trustees materials are RESTRICTED.	
Booz, Allen and Hamilton, 1970-1976	Box 32
Budget, FY 75/76	Box 32
Budget, FY 76/77	Box 32
Budget, FY 77-78	Box 32
Budgets and Measurements, 1977	Box 33

Building and Grounds Committee, 1977	Box 33
Access Restrictions: Buildings and Grounds Committee materials are RESTRICTED.	
Business Auxiliaries, 1977	Box 33
Business and Finance Advisory Committee, 1977	Box 33
Business and Finance Committee, 1977	Box 33
Access Restrictions: Business and Finance Committee materials are RESTRICTED.	
Business and Finance Committee -- Operations Reports, 1978-1981	Box 33
Access Restrictions: Business and Finance Committee materials are RESTRICTED.	
Business and Finance Committee -- Operations Reports, FY 76/77-FY 78/79	Box 33
Access Restrictions: Business and Finance Committee materials are RESTRICTED.	
Business and Finance Newsletter, 1977	Box 33
Business Manager (J. Henderson), 1977	Box 33
Campus Services, 1977	Box 33
Chancellor (K. Pye), 1977	Box 33
Chapel, 1977	Box 33
Computing, 1977	Box 33
Conflict of Interest, 1977	Box 33
Corporate Controller (J.P. Fuller), 1977	Box 33
Controller, University (Adcock) , 1977-1979	Box 33

Credit Union, 1967- 1977	Box 33
Dining Halls, 1977	Box 33
Divinity School, 1977	Box 33
Duke Endowment, 1977	Box 33
Duke Forest, 1977	Box 33
Duke Power Co., 1977	Box 33
Duke Marine Lab, 1977	Box 33
Economics, Dept. of, 1970- 1977	Box 33
Education, Dept. of, 1970- 1977	Box 33
Educational Facilities Committee, 1977	Box 33
Energy Conservation, 1977	Box 33
Engineering, Dept. of, 1977	Box 33
Environmental Concerns Committee, 1977	Box 33
Epoch Campaign, 1977	Box 33
Equal Employment Opportunity, 1977	Box 33
Executive Committee (of the Board of Trustees), 1977	Box 33
Access Restrictions:	
Executive Committee materials are RESTRICTED.	
Executive Jet Aviation, 1975	Box 33
Faculty Club, 1970-1977	Box 34
Financial Aid, 1976-1976	Box 34
Fringe Benefits, 1976	Box 34
Fuller, Vivian vs. Duke Univ., 1976 RESTRICTED	Box 34

Geology, Dept. of, 1967-1976	Box 34
Gifts and Grants, 1976	Box 34
Gothic Services, 1976	Box 34
Handicapped Regulations, 1976	Box 34
Health, Education & Welfare, 1976	Box 34
Highland Hospital, 1976	Box 34
History Dept., 1967-1976	Box 34
Homesites, 1976	Box 34
Housing (Smith and Adams), 1976	Box 34
Institutional Advancement & Development, 1976	Box 34
Internal Development Committee, 1977	Box 34
Investment Committee, 1977-1979	Box 34
Access Restrictions:	
Investment Committee materials are RESTRICTED.	
Investment Opportunities, 1977	Box 34
(Fletcher R.) Jones Foundation, 1974-1976	Box 34
Kidder-Peabody and Co., Inc.	Box 34
Kreps, Juanita (U.S. Secretary of Commerce), 1977	Box 34
Law School, 1977	Box 34
Library, 1977	Box 34
Materials Support (W. Haas), 1977	Box 34
Medical Center Advisory Committee (of the Board of Trustees Exec. Comm.), 1973-1974	Box 34

Medical Center Advisory Committee (of the Board of Trustees Exec. Comm.) 1975-1977	Box 34
Medical Center -- Controller (Summers), 1967-1977	Box 34
Medical Center -- Director (Anlyan, CEO), 1977	Box 34
Medical Center -- Duke Hospital, 1977	Box 34
Medical Center -- Duke Hospital -- Financial Reports, 1978	Box 34
Medical Center -- Duke Hospital North, 1977	Box 34
Medical Center -- Health Affairs Administration, 1977	Box 34
Medical Center -- Medicare Guidelines, 1976-1977	Box 34
Medical Center -- Private Diagnostic Clinics	Box 34
Access Restrictions:	
Private Diagnostic Clinics materials are RESTRICTED.	
Medical Center -- Parking Garage, 1977	Box 34
Medicine, Dept. of, 1977	Box 34
Music Dept., 1974-1977	Box 34
National Association of College and University Business Officers (NACUBO), 1977	Box 35
North Carolina National Bank (NCNB), 1966-1977	Box 35
Nursing, School of	Box 35
Organizational Planning, 1977	Box 35
Payroll -- Correspondence, 1975-1977	Box 35
Payroll Revision, 1977	Box 35
Peat, Marwick, Mitchell & Co., 1977	Box 35

Personnel (Jackson), 1977	Box 35
Personnel, 1977	Box 35
Personnel -- Employee Relations, 1977	Box 35
Personnel -- Labor Relations, 1976-1977	Box 35
Personnel -- Wage and Salary, 1977	Box 35
Personnel -- Wage and Salary -- Compensation Survey Report, 1978	Box 35
Personnel -- Wage and Salary Review Committee, 1977	Box 35
Personnel Policy Committee, 1977	Box 35
Physical Education, Dept. of, 1977	Box 35
Physical Plant (Estill, Dir.), 1977	Box 35
Physical Plant, 1977	Box 35
Phytotron, 1977-1978	Box 35
President's Council on Black Affairs, 1977	Box 35
Public Safety, 1977	Box 35
Rauch, Henry E. 1977	Box 35
Raleigh-Durham (RDU) Airport, 1977	Box 35
Real Estate, 1977	Box 35
Renovations -- Cameron Indoor Stadium, 1977	Box 35
Renovations -- Central Campus Housing, 1974-1977	Box 35
Renovations -- Construction Projects, 1967-1977	Box 35
Renovations -- Misc., 1967-1977	Box 35
Renovations -- Music Dept., 1977	Box 35
Renovations -- New Dorm, 1974-1976	Box 35

Office of the Vice President for Business and Finance records, 1950-ongoing

Renovations -- Summer, 1977	Box 35
Renovations -- University Union, 1977	Box 35
Research Triangle Foundation, 1977	Box 35
Research Triangle Institute, 1977	Box 35
Retirement, 1977	Box 35
Safety, 1977	Box 36
Sanford, Terry (President), 1977	Box 36
Sea Level Hospital, 1977	Box 36
Student Affairs, 1977	Box 36
Student Employees, 1977	Box 36
Summer School, 1967-1977	Box 36
T. Rowe Price Associates, Inc. -- Reports, Dec. 1976-April 1977	Box 36
T. Rowe Price Associates, Inc. -- Reports, May 1977 -- Aug. 1977	Box 36
T. Rowe Price Associates, Inc. -- Reports, Sept. 1977-Dec. 1977	Box 36
Telephone System, 1977	Box 36
Thompson, Ogletree, Haynesworth and Deakins, 1969-1970	Box 36
Thompson, Ogletree, Haynesworth and Deakins, 1971	Box 36
Thompson, Ogletree and Deakins, 1972-1973	Box 36
Traffic Appeals Committee, 1977-1979	Box 36
Traffic Commission, 1973-1977	Box 36
Triangle Universities Computation Center (TUCC), 1977	Box 36

Union -- Local 77, 1977	Box 36
Union -- Local 465, 1977	Box 36
University Counsel (McDonald), 1977	Box 36
University Stores, 1977	Box 36
Vehicle Repair Committee, 1977	Box 36
WDBS, 1968-1974	Box 36
WDBS, 1977	Box 36
WDBS -- Managerial Board Minutes, 1973-1974	Box 36
Whitehead Medical Research Institute, 1974-1975	Box 36
Whitehead Medical Research Institute, 1976-1977	Box 36
Word Processing, 1977	Box 36
Zoology, Dept. of, 1967-1977	Box 36

[Return to Table of Contents](#)

Accession 83-57.

Scope and Contents note

Contains Medical Center and Duke Hospital records from 1970-1974.

Medical Center Committee -- Meeting, Aug. 22, 1974	Box 37
Medical Center -- Correspondence -- Henry Rauch, 1974	Box 37
Medical Center -- Duke Hospital, 1973-1974	Box 37
Medical Center -- Duke Hospital -- Construction Feasibility Study, 1973	Box 37
Medical Center -- Duke Hospital -- Construction (Duke Hospital North), 1970-1972	Box 37

Medical Center -- Duke Hospital -- Construction
(Duke Hospital North), 1973 Box 37

Physical Description: [2 folders]

Medical Center -- Duke Hospital --- Construction
(Duke Hospital North), 1974 Box 37

Physical Description: [2 folders]

[Return to Table of Contents](#)

Accession 86-51

Scope and Contents note

Contains subject files of Charles B. Huestis. Materials mostly concerning Business and Finance Division Conferences, the American Dance Festival (ADF), and trade unions at the university, AFSCME Local 77 and the International Union of Operating Engineers Local 456.

Ordered alphabetically.

Administrative Systems Advisory Council, 1983 Box 45

Alumni Affairs, 1978-1983 Box 45

American Dance Festival (ADF), 1977-1978 Box 45

American Dance Festival (ADF), 1979 Box 45

American Dance Festival (ADF), 1980-1984 Box 45

Associated Students of Duke University (ASDU),
1981-1983 Box 45

Athletic Council, 1980-1981 Box 45

Athletic Council, 1982-1983 Box 45

Board of Trustees -- Business and Finance
Committee, 1980-1985 Box 45

Access Restrictions:

Board of Trustees materials are RESTRICTED.

Board of Trustees -- Subcommittee on Athletics, 1979-1982	Box 45
Business Auxiliaries (Asst. Bus. Mgr. Pietrantonio), 1980-1984	Box 45
Business and Finance Advisory Committee, 1982-1985	Box 45
Business and Finance Div. -- Management Trainee Program (MTP)/Internship, 1982-1984	Box 45
Business and Finance Div. -- Off-site Conference, 1977-1978	Box 45
Business and Finance Div. -- Off-site Conference, 1979	Box 45
Business and Finance Div. -- Off-site Conference, 1980-1981	Box 45
Business and Finance Div. -- Off-site Conference, 1983	Box 45
Business and Finance Div. -- Off-site Conference, 1984	Box 45
Central Campus Housing, 1983-1984	Box 45
Chapel, 1980-1984	Box 45
Committees -- Misc., 1980-1984	Box 45
Committee on Social Implications of Duke's Investment Policy, 1978-1981	Box 45
Conflict of Interest Committee, 1978-1984	Box 45
Data Processing, 1980-1983	Box 45
Deferred Maintenance, 1979-1984	Box 45
Dormitory -- New, 1977-1982	Box 45
Dormitory -- New, 1983-1984	Box 45

Duke University Environmental Concerns Committee (DUECC), 1979-1982	Box 45
Educational Facilities Committee, 1980-1985	Box 45
Energy, 1974-1978	Box 45
Energy, 1979-1983	Box 46
Energy Conservation, 1980-1982	Box 46
Faculty Club, 1978-1981	Box 46
Flowers Drive Failure ("Black Hole"), 1984	Box 46
Hamner, Clay -- Correspondence, 1980-1981	Box 46
Interstate 40 and the Durham Expressway, 1976-1984	Box 46
Investments, 1979-1984	Box 46
Iron Dukes, 1978-1984	Box 46
Kreps, Juanita -- Correspondence, 1978-1984	Box 46
Landscape Consultants, 1983-1984	Box 46
Litton Industries, 1981	Box 46
Materials Support, 1980-1984	Box 46
Medical Center -- Health Affairs (V.P. Anlyan), 1979-1984	Box 46
National Association of College and University Business Officers (NACUBO), 1980-1983	Box 46
Physical Plant, 1980-1982	Box 46
Physical Plant, 1983-1985	Box 46
Provost (P. Griffiths), 1983-1984	Box 46
Rauch, Henry, 1978-1984	Box 46
Real Estate Development Corp., 1981-1983	Box 46

Retirement, 1978-1984	Box 46
Sea Level Hospital, 1979-1984	Box 46
Sponsored Programs, Office of, 1980-1985	Box 46
Stationary Review Committee, 1980-1983	Box 46
Traffic Appeals Committee, 1980-1985	Box 46
Traffic Commission -- Membership, 1980-1984	Box 46
Traffic Commission, 1982-1984	Box 46
Treasurer (S. C. Harward), 1980-1984	Box 46
Triangle Universities Computation Center (TUCC), 1978-1984	Box 46
Tuition and Financial Aid, 1977-1984	Box 46
Unions -- Local 77, 1978-1982	Box 47
Unions -- Local 77, 1983	Box 47
Unions -- Local 77, 1983	Box 47
Unions -- Local 465, 1978-1980	Box 47
Unions -- Local 465, 1982-1984	Box 47

[Return to Table of Contents](#)

Accession 95-116.

Scope and Contents note

Contains departmental personnel audits, information on high level administrative searches and appointments, and records from the Human Resources office. This series dates from 1972 to 1985 (bulk 1978 and 1985). This series consists primarily of correspondence between Huestis and other university officials, especially the University Architect, University Council, Business Manager, Corporate and University Controllers, and President Terry Sanford. Several folders are dedicated to the patenting process of Duke's Dr. F. F. Jobsis's NIROS-scope invention. Also includes some Board of Trustees and Duke Endowment materials, as well as records from the Marine Lab,

Internal Audit Office, Human Resource Department and the Research Triangle Foundation.

Arranged alphabetically.

Academic Council -- Correspondence,
1978-1985 Box 38

Alumni Travel Coordinator (Trish Robertson),
1980-1983 Box 38

Architect, University (Ward), 1980 Box 38

Architect, University (Ward), 1981-1982 Box 38

Architect, University (Nelson), 1983-1985 Box 38

Art, Dept. of, 1980-1982 Box 38

Athletic Director (Butters), 1980-1982 Box 38

Audit Committee, 1984 Box 38

Banks, 1980-1982 Box 38

Blacknall House, 1977-1984 Box 38

Blueprint, 1983 Box 38

Board of Trustees -- Correspondence,
1980-1984 Box 38

Board of Trustees -- Executive Committee,
1980-1985 Box 38

Access Restrictions:

Board of Trustees materials are RESTRICTED.

Board of Trustees -- Executive Committee --
Meeting, January 25, 1985 - March 1-2, 1985 Box 38

Access Restrictions:

Board of Trustees materials are RESTRICTED.

Botany Dept., 1979-1984 Box 38

R. B. Brunemann Inc., 1984	Box 38
Bryan Center, 1976-1982	Box 38
Budget -- Zero-Based, 1978-1982	Box 38
Building and Grounds Committee, 1980-1982	Box 38
Access Restrictions: Building and Grounds Committee materials are RESTRICTED.	
Building and Grounds Committee, 1983-1985	Box 38
Access Restrictions: Building and Grounds Committee materials are RESTRICTED.	
Business and Finance Advisory Committee, 1980-1982	Box 38
Business and Finance Advisory Committee, 1983-1984	Box 38
Business and Finance Div. -- Correspondence and Misc., 1975-1983	Box 38
Business and Finance Div. -- Management Audits, 1979-1980	Box 38
Access Restrictions: Business and Finance Division -- Management Audits materials are RESTRICTED.	
Business and Finance Div. -- Off-site Conference, 1975	Box 38
Business and Finance Div. -- Off-site Conference, 1982	Box 38
Business and Finance Div. -- Ombudsmen Program, 1979-1980	Box 38
Business and Finance Div. -- Ombudsmen Program, 1981-1982	Box 38
Business and Finance Div. -- Personnel, 1974	Box 38

Access Restrictions:

Business and Finance Division -- Personnel materials are RESTRICTED.

Business and Finance Report , 1977-1981	Box 38
Business Manager (Henderson), 1980	Box 39
Business Manager (Henderson), 1981-1982	Box 39
Business Manager (Henderson), 1983	Box 39
Business Manager (Henderson),	Box 39
Cameron Indoor Stadium,	Box 39
Card Gym, "1979-1983	Box 39
Cemetery Committee, 1982	Box 39
Chancellor (Pye), 1979-1982	Box 39
Chapel, 1980-1984	Box 39
Charter Aircraft, 1982	Box 39
Chemistry, Dept. of, 1978-1981	Box 39
The Chronicle, 1980-1982	Box 39
Communications, 1979-1981	Box 39
Communications, 1982-1985	Box 39
Community and Family Medicine (Community Health Sciences), Dept. of, 1967-1982	Box 39
Computer Science, 1979	Box 39
Conflict of Interest, 1982	Box 39
Contracts, 1975-1983	Box 39
Controller, Corporate (Fuller), 1980	Box 39
Controller, Corporate (Fuller), 1981	Box 39
Controller, Corporate (Fuller),	Box 39

Office of the Vice President for Business and Finance records, 1950-ongoing

Controller, University (Adcock), 1980	Box 39
Controller, University (Adcock)	Box 39
Controller, University (Adcock), 1983	Box 39
Controller, University (Adcock)	Box 40
Day Care	Box 40
Data Processing (office automation and computing)	Box 40
Development (Institutional Advancement), Office of, 1980	Box 40
Development (Institutional Advancement), Office of, 1981	Box 40
Development, Office of (University)	Box 40
Dimensions, 1980	Box 40
Directions for Progress	Box 40
Duke Endowment, 1981-1982	Box 40
Duke Homesites	Box 40
Duke University Computer Kamp (DUCK), 1981	Box 40
Duke University Marine Lab -- Abrogation Document, 1979	Box 40
Duke University Marine Lab, 1980-1981	Box 40
Duke University Marine Lab, 1982-1985	Box 40
Duke University Press, 1980-1983	Box 40
Durham Chamber of Commerce, 1979-1983	Box 40
East Campus, 1979-1983	Box 40
East Campus Gym, 1978-1980	Box 40
Energy Management Advisory Committee, 1980-1982	Box 40

Engineering, School of, 1979-1983	Box 40
Engineering Library Building, 1982	Box 40
Faculty Commons, 1982-1983	Box 40
Faculty Compensation Committee, 1981-1984	Box 40
Financial Aid, 1978-1979	Box 41
Financial Aid, 1980-1984	Box 41
Finch-Yeager Building, 1979-1983	Box 41
Access Restrictions:	
Finch-Yeager Building materials are RESTRICTED.	
Food Service, 1980-1983	Box 41
Forest History Society, 1983-1984	Box 41
Forestry (and Environmental Studies), School of, 1979-1985	Box 41
Fuqua School of Business (Graduate School of Business Administration), 1978-1980	Box 41
Fuqua School of Business, 1981-1983	Box 41
Garden Street Mall Project, 1976	Box 41
Gothic Bookstore, 1982	Box 41
Graduate School, 1978-1980	Box 41
Hazardous Waste, 1980-1981	Box 41
Health, Physical Education and Recreation, Dept. of, 1980-1983	Box 41
Higher Education General Information Survey (HEGIS), 1976-1981	Box 41
Highland Hospital, 1978-1981	Box 41
Hotel (Washington Duke) Construction, 1979-1981	Box 41

Hotel (Washington Duke) Construction, 1982-1984	Box 41
Housing, 1979-1984	Box 41
Human Resources -- Advisory Committee, 1983-1984	Box 41
Human Resources -- Benefits and Records, 1979-1984	Box 41
Human Resources -- Conferences, 1982	Box 41
Human Resources -- Director (Toby Kahr), 1984-1985RESTRICTED>	Box 41
Human Resources -- Educational Assistance Program, 1983-1984	Box 41
Human Resources -- Employee Assistance Program, 1979-1982	Box 41
Human Resources -- Employee Awards Banquet, 1982-1983	Box 41
Human Resources -- Employee Relations, 1981-1983	Box 41
Human Resources -- Employee Services, 1979-1983	Box 41
Human Resources -- Employment Office, 1980-1985	Box 42
Human Resources -- Grievances, 1980-1983	Box 42
Access Restrictions:	
Human Resources -- Grievances materials are RESTRICTED.	
Human Resources -- Misc., 1979-1984	Box 42
Human Resources -- Opportunity Development Center (ODC), 1980-1984	Box 42
Human Resources -- PERMIS Computer System, 1982-1983	Box 42

Human Resources -- Wage and Salary, 1980-1983	Box 42
Human Resources -- Work Rules, 1982	Box 42
Insurance, 1980-1981	Box 42
Inventory Overview Committee, 1980-1981	Box 42
Investment Committee, 1982-1984	Box 42
Access Restrictions:	
Investment Committee materials are RESTRICTED.	
Internal Audit Office, 1980	Box 42
Internal Audit Office, 1981	Box 42
Internal Audit Office, 1982-1984	Box 42
Physical Description: [5 folders]	
Job Enhancement Program, 1984	Box 43
Law School, 1979-1985	Box 43
Library, 1978-1983	Box 43
Medicine, School of, 1981	Box 43
Nursing, School of, 1978-1979	Box 43
Patent Administration Office, 1979-1980	Box 43
Patent Administration, Office of, 1982-1984	Box 43
Patent Administration, Office of -- NIROS-scope (Dr. F.F. Jobsis), 1979-1981	Box 43
Patent Administration, Office of -- NIROS-scope (Dr. F.F. Jobsis), 1982-1984	Box 43
Personnel (Acting Director J. Linn), 1980-1981	Box 43
Personnel -- Wage and Salary Administration, 1976-1978	Box 43
Personnel Policy Committee, 1980-1982	Box 43

Office of the Vice President for Business and Finance records, 1950-ongoing

Physics, Dept. of, 1978-1984	Box 43
Policies and Procedures, 1987-1982	Box 43
Procurement System, 1981	Box 43
President (Terry Sanford), 1980-1981	Box 43
President (Terry Sanford), 1982-1983	Box 43
President (Terry Sanford), 1984-1985	Box 43
President (Terry Sanford) -- Monthly Report to Trustees, 1983-1984	Box 43
Project Pride, 1977-1982	Box 43
Provost (Bevan), 1979-1982	Box 43
Psychiatry, Dept. of, 1980,1983	Box 43
Psychical Research Foundation, 1978-1980	Box 43
Psychology, Dept. of, 1979-1982	Box 43
Public Policy Studies, Dept. of, 1980-1984	Box 43
Racquet Club, 1980-1984	Box 43
Real Estate, 1972, 1978-1979	Box 43
Real Estate, 1980-1982	Box 43
Real Estate, 1983-1984	Box 43
Real Estate -- Howard Ford Property, 1982-1984	Box 43
Real Estate -- Riverbend Property, 1983	Box 43
Recycling and Surplus Sales, 1980-1983	Box 43
Renovations -- Baldwin Auditorium, 1978-1982	Box 43
Renovations -- Crowell Building, 1980-1982	Box 43
Renovations -- Flowers/Union Buildings, 1981-1983	Box 43

Office of the Vice President for Business and Finance records, 1950-ongoing

Renovations -- Misc., 1978-1982	Box 44
Renovations -- Page Auditorium, 1978-1984	Box 44
Renovations -- Physical Education Facilities, 1979-1980	Box 44
Renovations -- Physics Building, 1978	Box 44
Renovations -- Service Complex, 1979-1980	Box 44
Renovations -- Sociology/Psychology Building, 1981	Box 44
Research Triangle Foundation, 1979-1980	Box 44
Research Triangle Foundation, 1980-1981	Box 44
Research Triangle Foundation, 1983-1984	Box 44
Safety, 1979-1984	Box 44
SHUR (System for Hospital Uniform Reporting), 1979-1980	Box 44
Soccer, 1983	Box 44
Student Affairs, 1979-1983	Box 44
Student Affairs, 1984-1985	Box 44
Student Loans, 1978	Box 44
Stores, 1978-1983	Box 44
Surveys (multi-institutional), 1978-1984	Box 44
Talent Identification Program (TIP), 1980-1981	Box 44
TIAA/CREF, 1978-1983	Box 44
Tennis facilities, 1979-1984	Box 44
Track, 1978-1981	Box 44
Transportation, 1980-1983	Box 44
United Way, 1980-1983	Box 44

University Counsel (McDonald), 1980-1981	Box 44
University Counsel (McDonald), 1982-1983	Box 44
University Counsel (McDonald), 1984-1985	Box 44
University Relations (VP/Dir. Green), 1980-1983	Box 44
Venture Capital, 1982-1983	Box 44
WDBS, 1981-1984	Box 44
Whitehead Medical Research Institute, 1978-1982	Box 44
Zoology, Dept of, 1978-1983	Box 44

[Return to Table of Contents](#)

Accession A98-32

Scope and Contents note

This accession contains records documenting activities of the Business and Finance Division of the University, including records of the offices of the Business Manager, Treasurer, Comptroller, and Vice-President. There are files that pre-date the 1962 formation of the division, but which document functions latter carried out by it. The records include correspondence, audits, cost studies, reports, financial records, statistics, personnel information, and other material. Major subjects include administration of grants and endowments from the Ford Foundation, the W.K. Kellogg Foundation, the Duke Endowment, and the Doris Duke Foundation, among other funds and trusts; the finances and operations of academic and non-academic departments, professional schools, the library, and affiliated organizations such as TUCC. Officials represented include Stephen C. Harward, G.C. Henrickson, A.S. Brower, and C.B. Huestis.

Retained original order.

Doris Duke Prenatal Program and other Doris/ Nanaline Duke Gifts (Paul Green Jr.)	Box 48
James B. Duke Professorship Fund	Box 48
Angier B. Duke Memorial, 1969	Box 48
The Duke Endowment (Henney)	Box 48

Resolutions - Duke Endowment Grants for Appropriations	Box 48
Duke Press -- Ford Foundation	Box 48
Ford Profile, Ashmore, Frank	Box 48
The Ford Foundation (College Grants)	Box 48
Graduate and Research Program (Continuation of G.E.B)	Box 48
IBM - Grant	Box 48
Jones Chair of Engineering Fund (Edwin L. Jones Family)	Box 48
W.K. Kellogg Foundation	Box 48
Medical School Faculty Wives of Duke University Scholarship Fund est. Jan. 1970	Box 48
The National Foundation, 1968	Box 48
N.C. Heart Association Inc., 1968	Box 48
Henry J. Oosting Memorial Lecture	Box 48
Julian M. Ruffin Research Fund, 1968	Box 48
Damon Runyon Memorial Fund for Cancer Research, Inc.	Box 48
Alex H. Sands, Jr. Scholarship Fund	Box 48
Southern Universities Fellowship (Danforth contribution)	Box 48
United States Steel Foundation Fund, 1969	Box 48
Learning Institute of NC (Appropriation by Duke University)	Box 49
Lewis, Harold - Duke University Distinguished Professors Seminar	Box 49
McKinney, John C. Center for Southern Studies	Box 49

Josiah Macy Jr. Foundation Transfers from Provost's Fund (Dr. Taylor Cole)	Box 49
Avalon Foundation Scholarships	Box 49
Ball, Margaret - Esso. Foundation Experiments to Improve the Living-Learning Environment	Box 49
Warren G. Booker (Correspondence about will, taxes, etc.)	Box 49
Brinkley, W.L. Guidance Associates	Box 49
Cobb, Clarence - Rental Agreement with Monroe Calculating Machine Co., Inc.	Box 49
The Cooperative Program in the Humanities - UNC-CH 1968	Box 49
Hanes Fund United-Medical Fund	Box 49
Fredric M. Hanes Trust--Trust Investment Committee of Wachovia Bank and Trust Company	Box 49
Inman Fund (Grants awarded by Medical School Committee)	Box 49
IBM -- Patent Agreements	Box 49
Schools, Colleges, Departments, Duke University	
Accounting	Box 49
Accounting Systems and Procedures	Box 49
Accounts, Payable, Invoices, etc.	Box 49
Admissions (all offices)	Box 49
Aesthetics, Art, Music (Depts. Of) Art Council	Box 49
Alumni Affairs (Roger Marshall)	Box 49
Anatomy	Box 49
Appointments Office	Box 49

Army Research Ordinance Durham Building Lease	Box 49
Athletic Association - Golf	Box 49
Band (DU), 1950	Box 49
Biochemistry, Dept. of	Box 49
Botany, DU Gardens	Box 49
Central Supply Room	Box 49
Chemistry, Dept.	Box 49
Child Guidance Clinic	Box 49
Community Health Science (Dept. of)	Box 49
Computation Center (AROD)	Box 49
Cost Reduction Office -- the Idea File	Box 49
Development Office	Box 49
Divinity School Reports	Box 49
Divinity School Reports	Box 50
Education, Dept. of	Box 50
Engineering School	Box 50
English Dept.	Box 50
Faculty Club	Box 50
Forestry, School of	Box 50
Geology Dept.	Box 50
Gothic Bookshop	Box 50
Graduate School	Box 50
History Dept.	Box 50
Information Services	Box 50

Information Systems	Box 50
Law School	Box 50
Library (East and West)	Box 50
Record of Sale from Duke University Library Duplicate Collection Sale	Box 50
Maintenance Dept.	Box 50
Correspondence - Howard, W.K.	Box 50
Mathematics Dept.	Box 50
School of Medicine thru 30 June 1966	Box 50
School of Medicine July 1966-	Box 50
Neuropsychiatry, Dept. of	Box 50
Nursing, School of	Box 50
PEP	Box 51
Applications - Correspondence concerning applications, updated resumes on current employees	Box 51
Dept. of Pediatrics	Box 51
Personnel Department, University and Hospital (Correspondence), 1963-	Box 51
Pharmacy - Duke Hospital General Correspondence with I.T. Reamer and certain statistics	Box 51
Dept. of Philosophy	Box 51
Physical Education (Trinity and Woman's College)	Box 51
Dept. of Physical Planning, 1969	Box 51
Physics Dept.	Box 51

Dept. of Physiology and Pharmacology	Box 51
Political Science Dept.	Box 51
Post Office (United States) Lease, correspondence, etc.	Box 51
Private Diagnostic Clinics	Box 51
Purchasing Department	Box 51
Registrar's Office, Photostatic Statistics, Reports	Box 51
Religion Dept.	Box 51
Romance Languages, Dept. of	Box 51
Security Division (statements)	Box 51
Sponsored Research	Box 51
Sociology, Dept. of	Box 51
Duke University Stores -- Wellons (correspondence, national assoc. of stores, etc.)	Box 51
Student Activities Office	Box 51
Summer School (Clyde and Petty) Japan Society Enka Foundation	Box 51
Zoology Dept.	Box 51
The Woman's College (Brinkley) Correspondence and misc. items concerning East Campus	Box 51
Management Services	Box 51

[Return to Table of Contents](#)

Accession UA2011-0006, circa 1960s-1992

Physical Description: 7.5 Linear Feet; 5 boxes

Scope and Contents note

This accession contains Charles Huestis' records and includes correspondence, subject files, reports, datebooks, and other general files. This material is restricted for 25 years from date of origin. Trustee committee records are restricted 50 years from date of origin.

Costa Rican Property	Box 52
Explorers Club Expedition Committee	Box 52
Credit Card List	Box 52
Christmas Letter (2 folders)	Box 52
Alpine Club	Box 52
Bank of America	Box 52
Bills (Personal that have been paid)	Box 52
Biographical Data (Charles Huestis)	Box 52
Conservation, General	Box 52
Insurance	Box 52
Sierra Club Financial Advisory Committee	Box 52
Sierra Club Reorganization Committee	Box 52
Sierra Club Treasurer	Box 52
Economic and Land Research Corporation	Box 52
Property Research Corporation	Box 52
Tom Butters	Box 52
Union Activity	Box 52
Meeting Notes	Box 52
Athletic Department (3 folders)	Box 52
Hotel (New) (3 folders)	Box 52
Athletic Director (Butters) (3 folders)	Box 52

Heating Plant Task Force (2 folders)	Box 53
Employee Considerations Calendar	Box 53
Achievement Award	Box 53
Administrative Oversight Department	Box 53
Athletic Department	Box 53
Gene McDonald	Box 53
Bill Anlyan	Box 53
Tom Butters	Box 53
John Costlow	Box 53
Paul Dumas	Box 53
Phillip Griffiths	Box 53
Steve Harward	Box 53
Jim Henderson	Box 53
Toby Kahr	Box 53
Marine Lab	Box 53
North Carolina Nature Conservancy (2 folders)	Box 53
Terry Sanford	Box 53
American Edwards Lab	Box 53
Aquatics	Box 53
Management Interns (2 folders)	Box 53
Recommendations	Box 53
Special Projects	Box 53
Public Safety	Box 53
Football	Box 53

Federally Mandated Prog. - Cost to University	Box 53
Governor of North Carolina	Box 53
Human Resources Director Johnson (3 folders)	Box 53
Traffic and Parking	Box 54
Speeches	Box 54
Report to the Board of Trustees	Box 54
Motivation	Box 54
Former Personnel Director R.S. Jackson	Box 54
Chancellor (Brodie)	Box 54
Duke University Athletic Association Budget	Box 54
Loose Material 1	Box 54
Loose Material 2	Box 54
Loose Material 3	Box 54
Loose Material 4	Box 54
Payroll	Box 54
Loose Material 5	Box 54
Loose Material 6	Box 54
Planning Reports	Box 54
Loose Material 7	Box 54
Long Range Planning	Box 54
Loose Material 8	Box 54
Flowers Drive Failure	Box 54
Loose Material 9	Box 54
Heating Plant Task Force Report	Box 54

CBH Report File, November 7, 1978	Box 54
Loose Material 10	Box 54
Loose Material 11	Box 54
Correspondence 1	Box 54
American Dream, Dream Arena	Box 54
Loose Material 12	Box 55
Techspan Buisness Plans	Box 55
Financial Reports	Box 55
Whitford	Box 55
Correspondence 2	Box 55
10/3/82-5/8/83	Box 55
Correspondence 3	Box 55
Correspondence 4	Box 55
Correspondence 5	Box 55
Division of Marine Fisheries Re-Organization Evaluation, 1986	Box 55
Insurance Correspondence	Box 55
Auxiliary Services Division Report	Box 55
Business and Finance Division, Fiscal Year 1983/1984 Acutal vs. Budget, Plant and Other Fund Balances, Growth Analysis, Work Load Indicators (2 folders)	Box 55
Resource Material	Box 55
Duke University Marine Lab - Aquanautics	Box 55
Public Safety	Box 55
Hotel	Box 55

Duke University Business and Finance Committee Operations Through November 4, 1984, Fiscal Year 1985/1986 Forecast	Box 55
1984-1985 Annual Report	Box 55
Duke University Business and Finance Committee, Operations for the Year Ending June 30, 1985 and Other Agenda Items, September 27, 1985	Box 55
Duke University Business and Finance Committee Operations Through March 31, 1985, Fiscal Year 1985/1986 Budget Proposal	Box 56
Presentation Outline, Central Heating Plant Evaluation Study	Box 56
Central Heating Plant Evaluation Study	Box 56
Central Heating Plant Data Tabulations	Box 56
The Division of Business and Finance Self-Study	Box 56
"Moving Forward," Business Division Staff Year Review and Goals, 1968	Box 56
Trustee Committee on Intercollegiate Athletics -- RESTRICTED	Box 56
Confidential File	Box 56
Personal Files, Correspondence, F-J, 1966-1975 (2 folders)	Box 56
Cost Reduction Ideas in Business and Finance	Box 56
Loose Material 13, circa 1992	Box 56
Personal Files, Correspondence, A-E, 1970-1975	Box 56
Personal Files, Correspondence, P-T, 1966-1975 (2 folders)	Box 56
Personal Files, Correspondence, K-O, 1966-1975	Box 56

Personal Files, Correspondence, A-E, 1966-1969 (2 folders)	Box 56
Secretarial Planner, 1969	Box 56
Executive Planner, 1967	Box 56
Executive Planner, 1968	Box 56
Executive Planner, 1985 (2 folders)	Box 56
Duke Medical Center Employee Union Representation Cards	Box 56
Nixon Library, 1981	Box 56

[Return to Table of Contents](#)

Accession UA2012-0003

Physical Description: 2 boxes

Athletics, 1976-1979 (including Mike McGee)	Box 57
Business and Finance, 1979	Box 57
Duke and Durham, 1975, 1979	Box 57
Faculty, 1976-1979	Box 57
Governmental Interference, 1975-1977 (4 folders)	Box 57
Miscellaneous, 1977-1978	Box 57
Kenneth Pye, undated	Box 57
Oliver Harvey, 1979	Box 57
Flyer: March to Avenge the Communist Workers Party Five, undated	Box 57
Race Relations, 1977	Box 57
Security, 1961, 1977-1979	Box 57
Students, undated	Box 57

Unions, 1977-1979	Box 57
University Center, 1979	Box 58
Vigil, 1968	Box 58
Salary Data, 1979-1980	Box 58
Long-Range Planning Committee, 1979	Box 58
General Appendices (including Registrar), 1979	Box 58
Appendices: Dept. of Education, 1979	Box 58
Appendices: Marine Laboratory, 1979	Box 58
Appendices: School of Nursing, 1979	Box 58
Appendices: Dept. of Sociology, 1979	Box 58
Appendices: School of Forestry and Environmental Studies, 1979 (2 folders)	Box 58

[Return to Table of Contents](#)

Accession UA2014.0083, 1970s-1984

Physical Description: 19 Linear Feet ; 19 linear feet, 15 boxes. Some materials not foldered.

Scope and Contents

This accession consists of Charles Huestis's files, including correspondence, meeting minutes, reports, and other materials. There is significant material related to the Medical Center.

[Return to Table of Contents](#)

Accession UA2017.0081, 1980, 1986, 2016

Physical Description: 1 Files

Accession UA2017.0081, correspondence, 1980, 1986, 2016

Box 59

Scope and Contents

Includes a letter from Tom Butters to Chuck Huestis. Also included are copies of correspondence to members of the Duke Blue Devils Basketball

team following their 72-69 point loss to Louisville in the National Collegiate Athletic Association (NCAA) Finals in 1986 (Weldon H. Williams; Mark Alarie; H. Tommy Amaker; David M. Henderson; Johnny E. Dawkins, Jr.; Jay Bilas; and coach Mike Krzyzewski).

[Return to Table of Contents](#)