

Inventory of the

Business Affairs Office

Records

In the

Northern Illinois University Archives

UA 47

INTRODUCTION

Material from the Business Affairs Office came to the University Archives in several installments beginning in the 1970's and continuing through 1996. There are no restrictions on access to these records.

11 boxes
5.75 linear feet
1896 -1996

SCOPE AND CONTENT

The earliest records in this series are two ledger books dated 1899-1917, the first of which contains costs for erecting Altgeld Hall, as well as payroll and other expenses. However, the majority of the records document the activities of the Business Affairs Office from the mid-1950's through the mid-1980's. University Financial Reports make up a major portion of this series. Campus Parking Committee records from the 1950's through the 1980's are also found here. The University's financial report and the Department of Public Safety's annual report were added regularly to the series.

For more information concerning the Business Affairs Office, Auxiliary Services, and the Physical Plant researchers should consult the Presidents' Papers (UA 4), as well as other University Archives holdings. Information relating to the Physical Plant can also be found in Campus Development records (UA 48), and information on the Parking Committee can be found in Boards, Councils and Committees (UA 17). For information relating to University Business matters since 1996 consult the Vice President for Finance and Facilities Office Records (UA 5).

HISTORICAL SKETCH

University business matters were first handled by the president and his staff. In 1917, one of the president's clerks was designated Bookkeeper. Later, in 1927, business matters were handled by a Business Agent and Student Records Keeper. A year later his title was changed to that of Business Manager, but it wasn't until 1950 that a separate Business Office was created. In 1953 the office was reorganized as the Office of Business Services. Two years later the Business Manager was made the Director of Business Services. In 1967 the office was elevated to Vice-President of Business Affairs, in charge of a wide variety of University business matters.

In the 1980's the Business Affairs Office included the Physical Plant Department, the Auxiliary Services Department and the Department of Public Safety. The Physical Plant Department is in charge of maintaining the University's buildings and grounds. This includes planting trees and flowers for landscaping purposes. Auxiliary Services includes Central Stores, Food Services and the business operations of the residence halls. In addition to these departments, the Insurance Office and the Campus Parking Committee report to the Business Affairs Office.

The Campus Parking Committee was originally called the Health, Traffic and Safety Committee. In 1963 its name was changed to the Campus Internal Affairs Committee, and in 1971 to the Campus Parking Committee.

As of 1988 the Vice-President for Business and Operations directed the Department of Public Safety, Controller's Office, Physical Plant, Materials Management, Computing and Telecommunication Systems, and Revenue Bond Facilities which included Auxiliary Services, the Holmes Student Center, Recreational Facilities and the Residence Halls. In March 1996 President LaTourette announced that the Division of Business and Operations would be merged with the division of Finance and Planning to form the Division of Finance and Facilities to be headed by the Senior Vice President of Finance and Facilities. This placed all units responsible for maintenance and upkeep of the university's physical plant in one administrative line.

COLLECTION INVENTORY

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
1	1	Business Services Staff Meeting Minutes and Report, (1954-1961)
	2-4	Procedure Manual, 1973-1979
	5-8	Procedure Manual—Superceded Procedures, 1970-1979
	9	Trust Fund Information and Activity Report, Dec. 1964-Sept. 1965
2	1	Auxiliary Services Department, 1961, 1967-1974
	2	Food Services Handbook, <u>Food for Thought</u> , 1963/1964-1979/1980
	3	Physical Plant Department, 1967-1971
	4	Insurance Office Correspondence, 1962-1978
	5	Health, Traffic and Safety Committee Minutes, 1956-1961
	6	Campus Internal Affairs Committee Minutes, 1963-1971
	7	Campus Parking Committee Minutes, 1971-1977, 1981, 1983-1984
	8	Parking Policy, Reports and Recommendations, 1965-1972 Department of Public Safety
	9	Campus Security Advisory Board, 1966-1969, 1972, 1983
	10-11	Annual Reports, 1964-1976
3A	1-4	Annual Reports, (1977-1993)
3B	1 vol.	Ledger, 1896-1913
Oversize	vol.	Payroll Ledger, 1899-1917
4	1	University Audit Reports, 1941-1943, 1950
	2-5	University Financial Reports, 1941-1955

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
5	1-4	University Financial Reports, 1956-1964
6A-B	1-9	University Financial Reports, 1965-1996 [for Financial Reports 1997 and forward, see Finance & Facilities Office Records, UA 5, Box 53]
7-8	12 vols.	Operating Engineer James A. Clark's Diaries and Logs, 1906-1943
9	1	Environmental Health and Safety Reports, 1996
		Support Function Reviews:
	2	Public Safety, FY 1987
	3a	Materials Management, FY 1988
	3b	Campus Mail Services, FY 1988
	4	Inventory Control, FY 1988
	5	Purchasing, FY 1988
	6-7	Affirmative Action Plans, 1978-1983