

# **Records of the Business Manager, 1923-1928: a guide. 9D.1923-1928**

---

This finding aid was produced using the Archivists' Toolkit

August 09, 2011

Wellesley College Archives

## Table of Contents

---

<a href="#">Collection Overview</a> .....	2
<a href="#">Scope and Contents note</a> .....	2
<a href="#">Keywords for Searching Related Subjects</a> .....	3
<a href="#">Collection Inventory</a> .....	3
<a href="#">List of Contents</a> .....	3

---

## Collection Overview

---

<b>Repository</b>	Wellesley College Archives
<b>Creator</b>	Wellesley College. Business Manager.
<b>Title</b>	Records of the Business Manager
<b>Date [inclusive]</b>	1923-1928
<b>Extent</b>	2.6 Linear feet; 5 file boxes, 1 legal file box, 1 half legal file box, 1 oversize folder
<b>Language</b>	English

[Return to Table of Contents »](#)

---

## Scope and Contents note

---

Records of the Business Manager; during the administration of Wendell H. Kayser; dating from 1923 to 1928. Some of these records had been in storage; another portion of them had been processed in 1977 as 9D Business Manager. The records consist of correspondence, blueprints, drawings, photographs, leases, charts, lists, proposals, reports, tabulations and agreements. The records had been organized in a combined alphabetical by correspondent order. The records were reorganized into an alphabetical by

subject order filing to provide easier access to the material. Some of the original subject headings were retained and additional headings were added.

The records are concerned with the development and maintenance of the College physical plant and campus, and the financial arrangements and personnel necessary for this. The records include correspondence of Louis T. Klauder, consulting engineer, whose responsibilities included implementing architects' plans for new structures and modifications of existing ones. There is material of special interest on the renovation of old Stone Hall and the construction of Stone Davis; the construction of the Botany building [Sage]; and the altering of the College's tax exempt status.

[Return to Table of Contents »](#)

## Administrative Information

### Publication Information

Wellesley College Archives

[Return to Table of Contents »](#)

## Keywords for Searching Related Subjects

### Corporate Name(s)

- Wellesley College. Business Manager.

[Return to Table of Contents »](#)

## Collection Inventory

List of Contents		
Title	Box	Folder
Academic Departments: General n.d.	1	
Academic Departments: Biblical History - Zoology n.d.	1	
Academic Departments: Botany (includes Weston Road property) 1924-1928	1	
Academic Departments: Hygiene and Physical Education 1923-1927	1	
Academic Departments: Music 1923-1926	1	
Academic Departments: Physics 1923-1927	1	
Accounting: General 1923-1927	1	
Accounting: Costs (Construction, Maintenance, Operating) 1923-1926	1	

Accounting: Costs (Construction, Maintenance, Operating) 1927-1928	1
Accounting: Depreciation 1926-1927	1
Accounting: Provisions 1923-1927	1
Administration: Assistant Treasurer 1924-1928	1
Administration: Controller 1923-1928	1
Administration: Dean of the College 1923-1927	1
Administration: Dean of Residence 1923-1927	1
Administration: President 1923-1924	1
Administration: President 1925-1928	1
Administration: Recorder 1923-1927	1
Administration: Treasurer 1923-1925	1
Administration: Treasurer 1926-1928	2
Architects: Arthur A. Shurcliff (Landscape Architect) 1923-1928	2
Architects: Charles Z. Klauder (Day and Klauder) 1924-1928	2
Architects: Coolidge and Carlson 1926	2
Architects: Cram and Ferguson 1924-1926	2
Bookstore 1925-1927	2
Boston and Albany Railroad 1923-1928	2
Buildings and Grounds: General 1923-1928	2
Buildings and Grounds: Comparative Costs of Electric Service 1923-1925	2
Buildings and Grounds: Painting and Decorating 1923-1927	2
Buildings and Grounds: Belle Sherwin [Trustee Grounds Committee] 1923-1925	2
Buildings and Grounds: Alumnae Hall 1923-1927, n.d.	2
Buildings and Grounds: Beebe 1923-1926	2
Buildings and Grounds: Birches 1924-1928	2
Buildings and Grounds: Botany-Zoology [Sage] 1923-1927	2
Buildings and Grounds: Bridge [to President's House] 1926-1928	2
Buildings and Grounds: Cazenove 1924-1926	3
Buildings and Grounds: Claflin 1924-1925	3
Buildings and Grounds: Clinton 1925-1926	3
Buildings and Grounds: Dower [Barn] 1923-1926	3
Buildings and Grounds: Elms 1923-1926	3
Buildings and Grounds: Fiske 1926	3

Buildings and Grounds: Founders 1923-1927	3
Buildings and Grounds: Hallowell 1923-1926	3
Buildings and Grounds: Harris 1923-1924	3
Buildings and Grounds: Horton 1924-1927	3
Buildings and Grounds: Little [includes Washington] 1923-1925	3
Buildings and Grounds: Page School 1925-1928	3
Buildings and Grounds: Pomeroy 1923-1927	3
Buildings and Grounds: Power House 1923-1928	3
Buildings and Grounds: East Dormitory [Severance] 1923-1927	3
Buildings and Grounds: Shafer 1925-1927	3
Buildings and Grounds: Stone [Stone-Davis] 1923-1928	3
Buildings and Grounds: Tower Court 1923-1927	3
Buildings and Grounds: Webb 1923-1925	3
Buildings and Grounds: Wellesley College Club House (131 Commonwealth Ave.) 1925-1927	3
Buildings and Grounds: Whittin Observatory: Dome 1924-1925	3
Bus Service (proposed) 1923, 1925	3
Business Manager's Office: General 1923-1928	3
Business Manager's Office: Forms 1923-1927	3
Business Manager's Office: Purchasing Agent/Custodian of Equipment 1924-1927	3
Conferences: General 1927-1928	3
Conferences: Church Work 1924-1927	3
Elevators: General 1924-1927	4
Employees: General 1923-1927	4
Employees: Job Descriptions, Office Workers 1925	4
Engineers: Henry R. Bryant and Son 1924-1925	4
Engineers: French and Hubbard 1923-1926	4
Engineers: Louis T. Klauder 1926 (March-September)	4
Engineers: Louis T. Klauder 1926 (October-December)	4
Engineers: Louis T. Klauder 1927 (January-April)	4
Engineers: Louis T. Klauder 1927 (May-August)	4
Engineers: Louis T. Klauder 1927 (September-December)	4
Engineers: Louis T. Klauder 1928 (January-July)	4
Equipment: General 1923-1928	4

Equipment: Automotive 1924-1928	5
Equipment: Boxes 1924-1927	5
Equipment: China 1924-1926	5
Equipment: Clocks 1925-1927	5
Equipment: Village Desks 1926-1927	5
Faculty 1924-1927	5
Fire Protection 1923-1928	5
Fuel: Coal 1924-1928	5
Fuel: Oil 1923-1928	5
Golf Club 1927-1928	5
Insurance: General 1924-1928	5
Insurance: Fire 1926-1927	5
W. H. Kayser: Personal 1923-1927	5
W. H. Kayser: Personal: Wellesley Congregational Church 1924-1928	6
Lake Waban Laundry 1924-1928	6
Library 1923-1926	6
Massachusetts, Commonwealth of 1924-1927	6
Public Address System 1925	6
Real Estate 1925, n.d.	6
Refrigeration 1923-1927	6
Students: General 1923-1927	6
Students: Float 1924-1927	6
Students: Packing Boxes 1923-1927	6
Tax Exemption 1927-1928, n.d.	7
Tax Exemption 1924-1926	7
Telephone and Telegraph Service 1924-1928	7
Thefts, Tuition 1927, 1928	7
Wellesley, Town of 1923-1928	7
Oversize: Folder of plans and blueprints n.d.	