



Office of the Controller Records UA.5.1

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Describing Archives: A Content Standard

University Archives and Historical Collections

Conrad Hall

943 Conrad Road, Room 101

East Lansing , MI 48824

Business Number: 517-355-2330

archives@msu.edu

URL: <http://archives.msu.edu/>

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Summary Information

Repository:	University Archives and Historical Collections
Creator:	Michigan State University. Controller's Office
Source:	Michigan State University. Controller's Office
Title:	Office of the Controller records
ID:	UA.5.1
Date [inclusive]:	1947-2012
Physical Description:	3.5 Cubic Feet
Language of the Material:	English .

Preferred Citation

Researchers wishing to cite this collection should include the following information: "Item title, Collection title, Collection Identifier, Michigan State University Archives & Historical Collections, East Lansing, Michigan."

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Historical Note

The duties of the Controller (Comptroller) were performed by the Treasurer's Office prior to 1962. The Controller reports to the Vice President for Finance, Operations and Treasurer.

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Scope and Contents

The Controller's records consist of audited financial statements and reports of examination. (1959-1971). This collection also contains the MSU Manual of Business Procedures (MBP) from 1972, 1980-2002.

Electronic Resources include correspondence in the form of e-mail memos and attachments.

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Administrative Information

Publication Statement

University Archives and Historical Collections

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URL: <http://archives.msu.edu/>

Conditions Governing Access

Collection is open for research.

Conditions Governing Use

Permission to publish material from this collection must be obtained from University Archives & Historical Collections, Michigan State University.

Conditions Governing Access

Legal Status: Donor(s) have transferred any applicable copyright to Michigan State University but the collection may contain third-party materials for which copyright was not transferred. Copyright restrictions may apply. Property Rights: Michigan State University.

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Controlled Access Headings

- Universities and colleges -- Business management
- Annual reports
- Contracts
- Electronic mail messages
- Financial statements
- Michigan State University -- Administration
- Michigan State University. Controller's Office

Collection Inventory

Title/Description	Instances
Accounting, 1940s	box 366 folder 14

Annual Reports

Title/Description	Instances
Unpublished	box Annual Reports
1949	
1950	
1951	
1952	
1954	

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Audits and Contracts

Processing Information:

Processing Information

These files were selected as a sample of University Contracts related to campus properties/interests in the 1940s & 1950s.

Title/Description	Instances
Edward W. Hazen Foundation Co-operative Research Agreement (India), 1951; 1957	drawer F.D. folder 1

Controlled Access Headings:

- India

Farmers and Manufacturers Beet Sugar Association Contracts, 1949-1960	drawer F.D.	folder 2
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Creator: United States. Department of Agriculture

Container Summary: Correspondence, contracts, and leases for between the Asso. and the State Board of Agriculture for rental and construction of greenhouse and research s space.

Controlled Access Headings:

- Greenhouses

Farmers' Week Exhibits, 1950	drawer F.D.	folder 3
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Health Center Addition (Funding), 1955	drawer F.D.	folder 4
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Kellogg Center - John Willy Memorial Reading Room Funding	drawer F.D.	folder 5
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Kresge Art Center, 1957-1958	drawer F.D.	folder 6
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Laundry Facilities (Self-Serve) - Campus, 1948-1957	drawer F.D.	folder 7
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Married Student Housing Storm and Sanitary Sewer Outlet Construction (at Trowbridge Rd. and Arbor Dr./Ivanhoe Subdivision/Clever Farm), 1956	drawer F.D.	folder 8
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Container Summary: Contains contract and drawings

Natural Science Building Furniture and Laboratory Equipment , 1947-1950	drawer F.D.	folder 9
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Creator: Kewaunee Manufacturing Company

Yearbook (Wolverine) Production Contract , 1952-1954	drawer F.D.	folder 10
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Creator: Indianapolis Engraving Co., Inc

United States Army - Educational Personnel for Police Administration Courses at MSC, 1952-1956	drawer F.D.	folder 11
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General Note

This file contains contracts for military personnel to teach Police Administration at Michigan State College.

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Audited Financial Statements

Title/Description	Instances	
1959	box 366	folder 1
1960	box 366	folder 2

1961	box 366	folder 3
1963	box 366	folder 4
1964	box 366	folder 5
1965	box 366	folder 6
1966	box 366	folder 7
1967	box 366	folder 8
1968	box 366	folder 9
1969	box 366	folder 10
1970	box 366	folder 11
1971	box 366	folder 12

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Business Office

Title/Description	Instances	
Correspondence		
1925	box 366	folder 15
1926-1928	box 366	folder 16
1929, undated	box 366	folder 17
Faculty Contracts		
August 4, 1925		
A-F	box 366	folder 18
G-N	box 366	folder 19
O-T	box 366	folder 20
U-Z	box 366	folder 21
August 10-29, 1925	box 366	folder 22
September 1925	box 366	folder 23
October 1925	box 366	folder 24
November-December 1925; January-August 1926	box 366	folder 25
Capital Outlays, 1965-1971	box 366	folder 26
Comptroller Bulletin, 1947-1952	box 366	folder 27

Electronic Resources

Title/Description	Instances
Deans, Directors, Chairs Memos, 2008-2012	object A.2013.0161-5223

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Financial Statements, 1942-1945	box 366	folder 28
Financial Statement for year ended June 30, 1958	box 366	folder 13

MSU - Manual of Business Procedures (MBP)

Title/Description	Instances	
April 20, 1973	box 367H	folder 13-15
March 31, 1980	box 5949	folder 1
May 31, 1981	box 5949	folder 2
June 30, 1982	box 5949	folder 3
May 31, 1984	box 5949	folder 4
September 30, 1985	box 5949	folder 5
Revised Travel Regulations, July 31, 1985	box 5949	folder 6
September 30, 1986	box 5949	folder 7
September 30, 1987	box 5949	folder 8
March 31, 1989	box 5949	folder 9
March 31, 1990	box 5949	folder 10
March 31, 1992	box 5949	folder 11
March 31, 1993	box 5949	folder 12
March 31, 1994	box 5949	folder 13
March 31, 1995	box 5949	folder 14
Complete Set of MBP, July 1, 1995	box 5949	folder 15-16
March 1996	box 5949	folder 17-18
October 1997	box 5949	folder 19-20

Working Changes

Title/Description	Instances	
1994	box 5950	folder 1
1995	box 5950	folder 2-3
1997-1998	box 5950	folder 4

1998-1999	box 5950	folder 5
November 5, 1999 - November 13, 2000	box 5950	folder 6
December 1, 2000 - May 10, 2002	box 5950	folder 7-10

Originals

Title/Description	Instances	
September 30, 1987	box 5950	folder 11-12
Supplemental Update, April 25, 1988	box 5950	folder 13
June 23, 1989	box 5950	folder 14-15
June 25, 1990	box 5950	folder 16-17
June 3, 1991	box 5950	folder 18-19
June 2, 1992	box 5950	folder 20
June 9, 1993	box 5950	folder 21
July 31, 1996	box 5950	folder 22-23
Procedures Lists, 1947-1948	box 366	folder 29

Reports of Examination

Title/Description	Instances	
1959	box 367H	folder 1
1961	box 367H	folder 2
1963	box 367H	folder 3
1964	box 367H	folder 4
1965	box 367H	folder 5
1966	box 367H	folder 6
1967	box 367H	folder 7
1968	box 367H	folder 8
1969	box 367H	folder 9
1970	box 367H	folder 10
1971	box 367H	folder 11

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Serial #43: Financial Report

Travel Regulations, 1955, 1964, 1973, 1999	box 367H	folder 12
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