



**FINDING AID TO  
THE PURDUE UNIVERSITY, PRESIDENT'S  
OFFICE RECORDS-EXECUTIVE MEMORANDA  
AND POLICIES, 1922-2001**

**Purdue University Libraries  
Virginia Kelly Karnes Archives and Special Collections  
Research Center  
504 West State Street  
West Lafayette, Indiana 47907-2058  
(765) 494-2839**

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Revised by: Mary A. Segó, November 15, 2010  
Processed by: Mary A. Segó, November 15, 2010

## Descriptive Summary

<b>Creator Information</b>	Purdue University President's Office
<b>Title</b>	Purdue University, President's Office records-executive memoranda and policies
<b>Collection Identifier</b>	UA 2
<b>Date Span</b>	1922-2001
<b>Abstract</b>	Nine binders of executive memoranda and policies from the Office of the President, Purdue University, 1922-2001. Includes memos created under the presidencies of Edward Elliott, Frederick Hovde, Arthur Hansen, Steven Beering, and Martin Jischke. Also includes memoranda from the Vice President for Business Services and Treasurer's office, 1927-2001.
<b>Extent</b>	2 cubic feet (2 c.f. boxes)
<b>Finding Aid Author</b>	Mary A. Segó, 2010
<b>Languages</b>	English
<b>Repository</b>	Virginia Kelly Karnes Archives and Special Collections Research Center, Purdue University Libraries

## Administrative Information

<b>Location Information:</b>	ASC
<b>Access Restrictions:</b>	Collection is open for research.
<b>Acquisition Information:</b>	Records transfer received from Vice President for Business Services and Treasurer's Office, via Carl Snow on March 12, 2010.
<b>Accession Number:</b>	20100312
<b>Preferred Citation:</b>	UA 2, Purdue University, Office of the President, executive memoranda and policies, Archives and Special Collections, Purdue University Libraries
<b>Copyright Notice:</b>	Purdue University

## Subjects and Genres

### **Persons**

Elliott, Edward C., 1874-1960

Hovde, Frederick L., 1908-1983

Hansen, Arthur G., 1925-2010

Beering, Steven C., 1932-

Jischke, Martin C., 1941-

### **Organizations**

Purdue University

### **Topics**

Records--Purdue University President's Office

Records--Vice President for Business Services and Treasurer's office

### **Form and Genre Types**

Memorandums

Records—President's Office

### **Occupations**

Purdue University—Presidents

## **History of Purdue University, President's Office records-executive memoranda and policies**

This collection contains executive memoranda and policies that pertain to the University system-wide or to the West Lafayette campus as a whole. Documents in this collection have been either rescinded or superseded. To find current Purdue University policies, visit the [University Policies Website](#).

*Source(s):*

Retrieved November 15, 2010 from <http://earchives.lib.purdue.edu/collections/ppa/>

## Collection Description

### Scope

The Purdue University, President's Office records-executive memoranda and policies (1922-2001; 2 cubic feet). The records consist of nine binders of executive memoranda and policies from the Office of the President, Purdue University, 1922-2001. They include memos created under the presidencies of Edward Elliott, Frederick Hovde, Arthur Hansen, Steven Beering, and Martin Jischke. Also includes memoranda from the Vice President for Business Services and Treasurer's office, 1927-2001. The records are organized into two acid-free boxes.

### Descriptive Rule

Describing Archives: A Content Standard

### Processing Information

Most of these memoranda were digitized in 2009-2010 and added to the Purdue e-Archives digital library. Paper copies have been stored in acid-free boxes.

## **DETAILED DESCRIPTION OF THE COLLECTION**

### **President's Office records-executive memoranda and policies, 1922-1971**

(1 cubic foot)

#### **Box 1** *Executive Memoranda, President's Office*

##### Binder

1. Edward C. Elliott, 1922-1945
2. Frederick L. Hovde, A-1 – A-160, 1946-1958
3. Frederick L. Hovde, A-161- A-250, 1958-1965
4. Frederick L. Hovde, A-251 – A-305, 1964-1971

### **President's Office records-executive memoranda and Vice President for Business Services and Treasurer memoranda, 1927-2001**

(1 cubic foot)

#### **Box 2** *Executive Memoranda, President's Office and Vice President for Business Services and Treasurer*

##### Binder

1. Arthur G. Hansen, B-1 – B-65, 1971-1982
2. Steven C. Beering, C-1 – C-51, 1977-2000
3. Martin C. Jischke, D-1 – D-2, 2000-2001
4. Executive Vice President and Treasurer, A-1 – A-35, 1927-2000
5. Vice President for Business Services, No. 10 – 196, 1952-2001