



**FINDING AID TO  
THE PURDUE UNIVERSITY PUBLIC RECORDS  
ADMINISTRATOR records, 1898-1988**

**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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Processed by: Trevor Burrows, July 12, 2016

## Descriptive Summary

<b>Creator Information</b>	Purdue University Public Records Administrator
<b>Title</b>	Purdue University Public Records Administrator records, 1898-1988
<b>Collection Identifier</b>	UA 33
<b>Date Span</b>	1898-1988
<b>Abstract</b>	A small collection of personnel files and publications documenting individual staff and faculty histories with Purdue University from 1898-1988, as well as general university finances for 1942-1943.
<b>Extent</b>	.5 cubic feet (1 mss box)
<b>Finding Aid Author</b>	Trevor Burrows, 2016
<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>	ACS
<b>Access Restrictions:</b>	Collection is open for research.
<b>Acquisition Information:</b>	Transferred from Purdue University Records Storage, February 2, 2010. Transferred by Cheryl Westlund, Public Records Administrator.
<b>Accession Number:</b>	20100202
<b>Preferred Citation:</b>	UA 33, Purdue University Public Records Administrator records, Karnes Archives and Special Collections, Purdue University Libraries
<b>Copyright Notice:</b>	Purdue University
<b>Related Materials Information:</b>	Amelia Earhart at Purdue papers, 1935-2000 Andrey A. Potter papers, 1893-1986

Frank and Lillian Gilbreth papers, 1869-2000

George Palmer Putnam Collection of Amelia Earhart papers.

Amelia Earhart at Purdue papers, 1935-2000

Herbert C. Brown papers, 1928-2005

Purdue University Executive Vice President and Treasurer records, 1921-2000

## **Subjects and Genres**

### **Persons**

Brown, Herbert C. (Herbert Charles), 1912-2004

Earhart, Amelia, 1897-1937

Gilbreth, Lillian Moller, 1878-1972

Potter, A. A. (Andrey Abraham), 1882-1979

### **Organizations**

Indiana. State Board of Accounts

Purdue University

### **Topics**

Purdue University--Faculty

### **Form and Genre Types**

Personnel records

Financial records

## **History of Purdue University Public Records Administration**

Public records administrators handle external requests for information or documents from the university. Previously, public records administration was housed under the Office of the Treasurer and assisted with the organization and maintenance of records retention, including personnel records. Around 2010, public records administration moved to the Office of the President.

## Collection Description

### Scope

The Purdue University Public Records Administrator records (1898-1988; .5 cf) includes four personnel files of notable Purdue University faculty or staff: Herbert C. Brown, Amelia Earhart, Lillian Gilbreth, and Andrey Potter. There is also a ledger concerning hours worked by Purdue University staff from 1898-1904, and a record of the state Field Examination of Purdue financial records from 1942-1943. Personnel files contain personnel cards concerning a faculty member's work history and appointments, as well as documentation of reappointments, approved absences, salaries, and notes concerning the conclusion of employment. The Amelia Earhart file includes two brief personnel cards that resulted from her time as Consultant in the Department for the Study of Careers for Women in 1935.

### Processing Information

All materials have been housed in acid-free folders and acid-free boxes. All newsprint has been photocopied and in most cases original newspaper clippings have been discarded.

## DETAILED DESCRIPTION OF THE COLLECTION

### 1 Box

#### Folder

1. Brown, Herbert C – Personnel file, 1947-1988
2. Earhart, Amelia – Personnel file, 1935-1937
3. Gilbreth, Lillian – Personnel file, 1935-1972
4. Potter, Andrey – Personnel file, 1920-1971

#### Items

1. Indiana State Board of Accounts, *Field Examiners' Report of Examination of Purdue University*, July 1, 1942-June 30, 1943. Bound volume.
2. Ledger of hours worked by Purdue farm employees, 1898-1904