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Describing Archives: A Content Standard

Brandeis University

415 South St.

Main Library, Goldfarb Level 2

Waltham, MA 02454-9110

ascdepartment@brandeis.edu

URL: <https://findingaids.brandeis.edu/>

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Summary Information

Repository:	Brandeis University
Title:	Office of the Executive Vice President and Treasurer
ID:	01.MWalB00134A
Date [inclusive]:	1937-2006, undated
Date [bulk]:	1937-1982
Date:	Date acquired: 19991100
Physical Description:	1.50 Linear Feet
Physical Description:	3 manuscript boxes other_unmapped
Physical Description:	1.50 Linear Feet
Text [other]:	All
Abstract:	Arranged in three series: 1. Early University Documents, 1937-1982; 2. Correspondence Files, 1945-1980; 3. Administrative Files, 1966-2006, undated. Series one is arranged chronologically, series two is arranged under sub-series by correspondent, series three is arranged by sub-series then chronologically. For more information about each series, please consult the series descriptions in the box and folder listing.

Preferred Citation

Office of the Executive Vice President and Treasurer, Robert D. Farber University Archives & Special Collections Department, Brandeis University

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Biographical or Historical Information

The Executive Vice President and Treasurer's Office was responsible for managing the financial affairs of Brandeis which included dealing with the University budget, investments, development, and grants. Lester G. Loomis served in this capacity for twenty-five years under various titles. From 1959 through 1964, Loomis held the position of the Director of University Finance Office. He was the Director of University Finance, dean of Financial Affairs in the administrative council from 1964 through 1970. From 1971 through 1984, Loomis served as Vice President for Financial affairs and University Treasurer.

The University subsequently divided the position into its current configuration, a University Treasurer who reports to the Executive Vice President and Chief Operating Officer.

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Scope and Contents

Most of the materials in this collection were created from 1937 through 1982. Materials include correspondence, memos, notes, statistical data, and by-laws and copies of the University charter. Files in this collection relate to the incorporation of Brandeis, the University's budget, income through grants and development, and files on taxes and investments. Lester Loomis maintained all of the files in this collection. The correspondence files contain letters from Marver Bernstein and Norman Fink. There are also grant management files concerning the National Institute of Health and the Department of Health, Education, and Welfare.

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Administrative Information

Publication Statement

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Conditions Governing Access

Some material is restricted; please consult the University Archivist.

Access to the collection is in accordance with the policies of the Robert D. Farber University Archives & Special Collections Department, Brandeis University. Please contact the department for more information.

Conditions Governing Use

Requests to reproduce or publish material from the collection should be directed to the Robert D. Farber University Archives & Special Collections Department, Brandeis University.

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Controlled Access Headings

- Universities and colleges -- Massachusetts -- Waltham
- Brandeis University

Other Descriptive Information

Addenda to this collection may not be listed in the finding aid, but may be available for research use. Please contact us for more information.

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Collection Inventory

Early University Documents, 1937-1982

Date: 1937-1982

Scope and Contents

Arrangement: Chronological This series contains legal documents concerning the constitution and by-laws of Brandeis University.

Box 1	Box 1	
Charter of Incorporation -- Brandeis University, 1937-1947 <u>Date:</u> 1937-1947	Box 1	Folder 1
The Commonwealth of Massachusetts (Brandeis University Incorporation), 1937-1951 <u>Date:</u> 1937-1951	Box 1	Folder 2
Brandeis University -- Revised Bylaws, 1955-1982	Box 1	Folder 3

Date: 1955-1982[^ Return to Table of Contents](#)**Correspondence Files, 1937-1982**Date: 1937-1982**Scope and Contents**

Arrangement: Organized under subseries by correspondent This series contains correspondence with President Marver Bernstein and Norman S. Fink, Vice President of Development and University Relations, concerning development and fundraising issues.

Box 1

Box 1

Norman S. Fink

Box 1

Title/Description**Instances**

Resume, 1945-1979

Box 1

Folder 1

Date: 1945-1979

Development Files, 1980

Box 1

Folder 2

Date: 1980

Gifts Management Files, 1980

Box 1

Folder 3

Date: 1980

Development Memos, 1980

Box 1

Folder 4

Date: 1980**President Bernstein**

Box 1

Title/Description**Instances**

House Account Deposits, 1973

Box 1

Folder 1

Date: 1973

President's Contingency, 1972-1973

Box 1

Folder 2

Date: 1972-1973

President's Discretionary, 1972-1978

Box 1

Folder 3

Date: 1972-1978[^ Return to Table of Contents](#)**Administrative Files, 1966-2006, n.d.**Date: 1966-2006, n.d.

Scope and Contents

Arrangement: Organized under subseries then chronological This series contains memos, correspondence, reports, statistical information, and speaker's notes concerning general administrative issues; raising money for the University through development and grant management; budgetary issues, including files concerning the Budget Finance Committee; and files concerning taxes, securities, and bank investments.

Box 1	Box 1	
Development Files	Box 1	
Title/Description	Instances	
Development -- donations, 1958-1981 <u>Date:</u> 1958-1981	Box 1	Folder 1
Development Office, 1974 <u>Date:</u> 1974	Box 1	Folder 2
Development Office, 1975 <u>Date:</u> 1975	Box 1	Folder 3
Development -- "A Covenant With The Generations" campaign, 1974-1979 <u>Date:</u> 1974-1979	Box 1	Folder 4
Donation -- bequests sample, n.d. <u>Date:</u> n.d.	Box 1	Folder 5
Grant Management Files	Box 1	
Title/Description	Instances	
N.I.H., 1974-1977 <u>Date:</u> 1974-1977	Box 1	Folder 1
D.H.E.W. (1 of 3), 1973-1978 <u>Date:</u> 1973-1978	Box 1	Folder 2
D.H.E.W. (2 of 3), 1973-1978 <u>Date:</u> 1973-1978	Box 1	Folder 3
D.H.E.W. (3 of 3), 1973-1978 <u>Date:</u> 1973-1978	Box 1	Folder 4
Box 2	Box 2	
Budget and Finance Files	Box 2	
Title/Description	Instances	
Budget Finance Committee, 1951-1952	Box 2	Folder 1

Date: 1951-1952

Budget Finance Committee, 1955-1959 <u>Date:</u> 1955-1959	Box 2	Folder 2
Budget, 1971-1972 <u>Date:</u> 1971-1972	Box 2	Folder 3
Fiscal Budget, 1970-1971, 1970 <u>Date:</u> 1970-1971, 1970	Box 2	Folder 4
State of University's Finances 1973, 1973-1974 <u>Date:</u> 1973-1974	Box 2	Folder 5
Faculty Appointments and Budgets (1 of 3), 1963-1965 <u>Date:</u> 1963-1965	Box 2	Folder 6
Faculty Appointments and Budgets (2 of 3), 1963-1965 <u>Date:</u> 1963-1965	Box 2	Folder 7
Faculty Appointments and Budgets (3 of 3), 1963-1965 <u>Date:</u> 1963-1965	Box 2	Folder 8

Tax Files

Box 2

Title/Description	Instances	
Tax Reports, 1970 <u>Date:</u> 1970	Box 2	Folder 1
City of New York, Tax collection correspondence, 1976 <u>Date:</u> 1976	Box 2	Folder 2

Securities Files

Box 2

Title/Description	Instances	
Securities (1 of 3), 1966-1969 <u>Date:</u> 1966-1969	Box 2	Folder 1
Securities (2 of 3), 1966-1969 <u>Date:</u> 1966-1969	Box 2	Folder 2
Securities (3 of 3), 1966-1969 <u>Date:</u> 1966-1969	Box 2	Folder 3

Box 3

Box 3

Bank Investments Files

Box 3

Title/Description	Instances	
Newton Waltham Bank, 1960	Box 3	Folder 1

Date: 1960

National Shawmut Bank of Boston (1 of 3), 1959-1972	Box 3	Folder 2
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Date: 1959-1972

National Shawmut Bank of Boston (2 of 3), 1959-1972	Box 3	Folder 3
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Date: 1959-1972

National Shawmut Bank of Boston (3 of 3), 1959-1972	Box 3	Folder 4
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Date: 1959-1972

Investments -- Old Colony Trust Co. recommendations, 1961-1962	Box 3	Folder 5
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Date: 1961-1962

Investments -- Julian A. Lerner Investment counsel fees, 1976-1979	Box 3	Folder 6
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Date: 1976-1979**General Files**

Box 3

Title/Description**Instances**

General Information, 1966-1967	Box 3	Folder 1
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Date: 1966-1967

Brandeis Speakers' Notes, 1967-1975	Box 3	Folder 2
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Date: 1967-1975

Miscellaneous Speeches, 1967-1975	Box 3	Folder 3
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Date: 1967-1975

Memos, 2006	Box 3	Folder 4
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Date: 2006[^ Return to Table of Contents](#)