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Finding Aid to the Business Office Records

NDSU Business Office

Business Office Records, 1921-1983

4.25 linear ft.

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OVERVIEW

Access: The collection is open under the rules and regulations of the University Archives.

Provenance: Donated in 1993 (Acc. 128).

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Citation: [Identification of item]. Business Office Records, University Archives, North Dakota State University, Fargo.

HISTORY

The Business Office was created in 1948. Prior to that point, the Office of the Secretary-Treasurer seems to have handled university finances. Edythe L. Toring became Assistant Secretary-Treasurer in 1939, and then in 1948 became Assistant Business Manager. Six years later she became Business Manager, a position she maintained until her retirement in 1972.

In 1966, the position of University Comptroller was created. The two positions shared the responsibilities of the Business Office. The University Comptroller position morphed into the Vice President for Business and Finance in 1969, assuming more of the responsibilities formerly shared by the Business Manager. The latter position concluded with Toring's retirement in 1972. H. Donald Stockman filled the

Comptroller position throughout its existence and then the Vice President position until his resignation in 1991 to pursue other opportunities.

The Business Manager and initially the University Comptroller oversaw the finances of the colleges, the Agricultural Experiment Station, and the extension stations throughout North Dakota. These responsibilities included accounting, auditing, budgets, contracts, grants, inventory control and purchasing, payroll, personnel, physical plant, and student loan collections. The Office of the Vice President for Business and Finance undertook the areas of the Business Office, and, at the time, 50% responsibility for Computer Operations on campus. The growth of the university eventually led to the restructuring and reorganizing of the Business Office in recent years so as to delegate responsibilities to other departments. Residence life, dining services, and university bookstore were put under the Vice President of Student Affairs and computer operations under the Vice President for Academic Affairs. .

Note: Effective July 1, 2007, the Division of Business & Finance became the Division of Finance and Administration.

Business Office Management Positions (beginning in 1948)

Business Manager

1948-1954	Forrest Fernald Skinner
1954-1972	Edythe L. Toring

Assistant Business Manager

1948-1954	Edythe L. Toring
1954-1956	B.B. Brandrud
1956-1961	Sherwood A. Barrow
1961-1962	vacant
1962-1971	Ronald J. Corliss

Comptroller

1966-1969	H. Donald Stockman
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Vice President for Business and Finance

1969-1992	H. Donald Stockman
1992-2004	Richard L. Rayl
2004-Present	John Adams

SCOPE AND CONTENT

The records consist of six series: Student Loan and Scholarships, Military, Financial Records, Building Construction and Repairs, Budgets, Payrolls and Salaries.

The first series, [Student Loan and Scholarships](#), contains general scholarships and grants from the 1950s and 1960s and one small file in which an NDSU alumnus established a scholarship program to begin at his death. The series consists of nineteen files.

The second series, [Military](#) pertain to ROTC flight training in the early 1960s. Documents are primarily schedules, contracts, and bills and payment receipts.

The third series is titled [Financial Records](#) consists correspondence and other documents relating to stock and bond investments, bank transactions, land purchases, and other financial activity. Most of the holdings are from the 1940s and the 1960s; however, every decade from 1920-1980 is represented. Of particular note is file 24, which contains correspondence regarding the settlement of a dispute with a former contractor who claimed that NDAC paid him with a check that could not be cashed since the bank had closed. The issue of who is at fault was highly contentious. For budget or payroll records, see: **Budgets and Payroll and Salary** series. Additionally, any financial records relating to building construction are in the series titled **Building Construction and Repairs**.

The fourth series is the [Building Construction and Repairs](#). Included here are thirty-nine files comprised of documentation relating to the construction or reparation of buildings, including financial records. Examples of documentation are correspondence, contracts, cost estimates, insurance proceedings, and test results. There are two major projects represented in this series, which comprise more than half of the files: reparations to Married Student Housing/University Housing facilities, and the construction of the Bison Sports Arena. Most of the documentation in both files dates to 1968-1971. Two files of particular interest are 25 and 26, which document the 1972 purchase of stadium seating from the National Football League team, the New England Patriots.

The fifth series is [Budgets](#) [gaps, incomplete]. Records consist of budgets, proposed budgets, and reports on budgets. These concern principally North Dakota State University [NDSU] (1952-1975), the NDSU Extension Service (1949-1950, 1965-1975), the North Dakota Agricultural Experiment Station (1965-1975), the North Dakota Forest Service (1969-1973) and the Institute of Forestry (1971-1975), although there are other entities represented.

The sixth series [Payrolls and Salaries](#) contains payroll reports and proposed payroll reports. The records cover NDSU (1965-1974), the NDSU Extension Service (1965-1973), the North Dakota Agricultural Experiment Station (1965-1972), the North Dakota Forest Service (1970-1973), and the Institute of Forestry (1970-1973).

BOX AND FOLDER LIST

Box 1

Finding Aid

Student Loans and Scholarships

- 1/1 Student Loan Committee (1942-1953)
- 1/2 - 1/16¹
- 1/17 Fellowships and Grants (1956-1963)
- 1/18 NDSU Alumni Achievement Fund – Donation Letters, Receipts (1961-1963)
- 1/18a Scholarship established by Clarence Shilling – Correspondence (1977-1983)

Military

- 1/19 Air Force ROTC Flight Training – Bills and Payments, Contracts, Schedules (1961-1962)
- 1/20 Air Force ROTC Flight Training – Bills and Payments, Program Materials (1961-1963)
- 1/21 Army and Air Force – Bills and Payments, Contracts (1961-1963)
- 1/22 ROTC Flight Training – Insurance Certificates, Contracts, (1962-1963)
- 1/23 ROTC Flight Training (1964-1965)

Financial Records

- 1/24 Bank of Finley and Scandinavian-American Bank Closures – Correspondence (1921-1936)
- 1/25 Financial Correspondence relating to bank transactions (1944-1949)
- 1/30 NDSU – Building Rental Contracts (1965-1969)
- 1/31 Memorial Union – Correspondence, Financial Statements, Meeting Minutes, Constitution, Bylaws
- 1/32 Dalrymple Plots and other Investments and Deposits – Correspondence, Reports, Certificates (1960s-1980s)
- 1/33 Askanese Savings Certificate and C.D. Sale(1967-1969)
- 1/34 Minot Federal Savings & Loan – Deposits and other records (1967-1969)
- 1/35 Business Office Audit Report (1969)
- 1/36 Land Purchases – Financial Correspondence, Deposits, Savings Records, etc. (1971-1983)
- 1/36a North Dakota Agricultural College – Holding Association – Correspondence, Housing Reports, Meeting Minutes, Capital-Stock Tax Returns (1929-1947)
- 1/36b Ceres Hall – Financial Reports (1940, 1941, 1942)

Building Construction and Repairs

- 1/37 Married Student Housing/University Village – Bonds, Architectural Certificates, Correspondence, Receipts, Carbon Copies (1968-1970)
- 1/38 Married Student Housing/University Village – Bonds, Architectural Certificates, Correspondence, Receipts, Carbon Copies (1968-1970)

BOX 2

- 2/1 Married Student Housing/University Village – Correspondence, Meeting Minutes, Blue Prints (1967-1968)
- 2/2 Married Student Housing/University Village – Interim Financing – Purchase Orders, Loan Amendments, Correspondence, Receipts (1968-1970)

¹ **STUDENT RECORDS HAVE BEEN REMOVED AND SHRED, AS PER THE NDSU RECORDS RETENTION SCHEDULE.**

- 2/3 Married Student Housing/University Village – Contract Change Orders, Blue Prints (1970)
- 2/4 Married Student Housing/University Village – Requirements of Pre-Construction Conference – Schedules of Amounts for Contract Payments, Affirmative Action Programs, List of Subcontractors (1969)
- 2/5 Married Student Housing/University Village – Correspondence, Contracts, Reports, Cost Estimates, Bid Information (1969-1970)
- 2/6 Married Student Housing/University Village – Correspondence, Contracts, Reports, Cost Estimates, Bid Information (1969-1970)
- 2/7 Married Student Housing/University Village – Correspondence, Inspection Reports, Progress Reports (1969-1971)
- 2/8 Married Student Housing/University Village – Correspondence, Cost Estimates (1967-1970)
- 2/9 Married Student Housing/University Village – Loan Agreements (1969)
- 2/10 Married Student Housing/University Village – Correspondence, Contracts, Blue Prints, Handwritten Notes (1969)
- 2/11 Married Student Housing/University Village – Testing Reports (1969)
- 2/12 Married Student Housing/University Village – Correspondence, Contracts (1970-1971)
- 2/13 Watermain Distribution Systems – Correspondence, Blue Prints, Reports (1962, 1963, 1971)
- 2/14 Buildings and Grounds Storm Sewers – Correspondence, Blue Prints, Costs Estimates, (1968)
- 2/15 Specifications Report for Interior Furnishings (1957)
- 2/16 Plumbing and Heating – Correspondence relating to Purchase and Change Orders (1952- 1954)
- 2/17 Plumbing and Heating - Report on Heating Plant Study (1970)
- 2/18 Plumbing and Heating – Specifications for Steam Generating Unit (1971)
- 2/19 Plumbing and Heating – Steam Generating Unit – Correspondence, Contracts, Notes (1971-1972)
- 2/20 Plumbing and Heating – Steam Generating Unit – Correspondence, Contracts, Notes (1971-1972)
- 2/21 Street Lighting Contracts (1958, 1967)
- 2/22 Ceres Hall – Remodeling (1961)
- 2/23 Poultry Research Plant – Correspondence (1961-1963)
- 2/24 Food and Housing – Correspondence, Reports, Policies, Budgets, Salaries, Meeting Minutes, Survey Results (1961-1964)
- 2/25 Football Grandstands – Correspondence, Contracts, Handwritten Notes (1972-1973)
- 2/26 Football Grandstands – Correspondence, Contracts, Handwritten Notes, Blue Prints, 2 Photographs of support beams (1972-1973)
- 2/27 Physical Education/Bison Sports Arena – Color Schemes, Bid Contracts (1966-1972)
- 2/28 Physical Education/Bison Sports Arena – Color Schemes, Bid Contracts (1966-1972)
- 2/29 Physical Education/Bison Sports Arena – Parking Lots – Contracts, Cost Estimates, Correspondence (1970-1971)

BOX 3

- 3/1 Physical Education/Bison Sports Arena – Contracts, Cost Estimates, Correspondence (1968-1971)
- 3/2 Physical Education/Bison Sports Arena – Contracts, Cost Estimates, Correspondence (1968-1971)

- 3/3 Physical Education/Bison Sports Arena – Bleachers – Contracts, Cost Estimates, Correspondence, Insurance Bonds, Blue Prints (1968-1971)
- 3/4 Physical Education/Bison Sports Arena – Correspondence, Cost Estimates, Contracts, Certificates – (1967-1969)
- 3/5 Physical Education/Bison Sports Arena – Inspection Reports (1969-1971)
- 3/6 Physical Education/Bison Sports Arena – Correspondence, Budgets, Grant Application (1968-1971)
- 3/7 Physical Education/Bison Sports Arena – Correspondence, Contract Change Orders (1969-1970)
- 3/8 Physical Education/Bison Sports Arena – Contracts, Insurance Policies, Photograph of planned BSA (1968-1970)

Budgets

- 3/9 NDSU Extension Division – Budget (1949-1950)
- 3/10 NDSU Extension Service – Annual Operating Budget (1965-1966)
- 3/11 Cooperative Extension Service – Annual Budget (1968-1969)
- 3/12 North Dakota Agricultural Experiment Station – Annual Operating Budget (1965-1966)
- 3/13 North Dakota Agricultural Experiment Station – Budget and Budget Transfer Requests (1968-1969)
- 3/14 North Dakota Agricultural Experiment Station – Proposed Operating Budget (1970-1971)
- 3/15 North Dakota Agricultural Experiment Station – Proposed Operating Budget (1971-1972)
- 3/16 North Dakota Agricultural Experiment Station – Proposed Operating Budget (1972-1973)
- 3/17 NDAC – Budgets, Salary Reports (1952-1955)
- 3/18 NDAC – Report on Examination for the Biennium, July 1, 1957 to June 30, 1959
- 3/19 NDSU – Budgets (1964-1965)
- 3/19a NDSU – Correspondence, Budgets, Payrolls (1964-1966)
- 3/20 NDSU – Annual Operating Budget (1966-1967)
- 3/21 NDSU – Annual Operating Budgets (1967-1968)
- 3/22 NDSU – Supplemental Information Supporting the 1969-1971 Biennial Budget Request
- 3/23 NDSU – Supplemental Information Supporting the 1971-1973 Biennial Budget Request
- 3/24 NDSU – Proposed Operational Budget (1973-1974)
- 3/25 NDSU – Correspondence, Budgets, Financial Reports, Expense and Revenue Estimates, Payroll (1938-1964)

BOX 4

- 4/1 Athletics – Correspondence, Meeting Minutes, Income Statements, Budgets (1961-1964)
- 4/2 Athletics – Correspondence, Meeting Minutes, Income Statements, Budgets (1962-1964)
- 4/3 North Dakota Executive Budget – Appropriations Requested and Recommended for the Biennium (1969-1971)
- 4/4 North Dakota Executive Budget – Appropriations Requested and Recommended for the Biennium (1971-1973)
- 4/5 NDSU of Agricultural and Applied Science – Material Prepared for House Appropriations Committee Hearing (1969)

BOX 5 (Combined **Budgets** and **Payrolls and Salaries** documents that are printed on legal size paper)

- 5/1 NDSU Cooperative Extension Service – Annual Budget (1969-1970)
- 5/2 NDSU Cooperative Extension Service – Annual Budget (1970-1971)
- 5/3 NDSU Cooperative Extension Service – Annual Budget (1971-1972)
- 5/4 NDSU Cooperative Extension Service – Biennial Budget Request (1971-1973)
- 5/5 NDSU Cooperative Extension Service – Annual Budget (1972-1973)
- 5/6 NDSU Cooperative Extension Service – Annual Budget (1973-1974)
- 5/7 NDSU Cooperative Extension Service – Biennial Budget Request (1973-1975)
- 5/8 NDSU Agricultural Experiment Station – Proposed Budget (1969-1971)
- 5/9 NDSU Agricultural Experiment Station – Proposed Budget (1971-1973)
- 5/10 NDSU Agricultural Experiment Station – Proposed Biennial Budget (1971-1973)
- 5/11 NDSU Agricultural Experiment Station – Proposed Budget (1973-1975)
- 5/12 NDSU – Biennial Budget (1969-1971)
- 5/13 NDSU – Proposed Annual Budget (1971-1972)
- 5/14 NDSU – Biennial Budget (1971-1973)
- 5/15 NDSU – Biennial Budget (1973-1975)
- 5/16 NDSU-Bottineau Branch and Institute of Forestry, Junior College (Bottineau, ND) – Annual Budget (1971-1972)
- 5/17 NDSU-Bottineau Branch and Institute of Forestry, Junior College (Bottineau, ND) – Biennial Budget (1971-1973)
- 5/18 NDSU-Bottineau Branch and Institute of Forestry, North Dakota Forest Service (Bottineau, ND) – Biennial Budget (1971-1973)
- 5/19 NDSU-Bottineau Branch and Institute of Forestry, Junior College (Bottineau, ND) – Annual Budget (1972-1973)
- 5/20 NDSU-Bottineau Branch and Institute of Forestry, Junior College (Bottineau, ND) – Biennial Budget (1973-1975)
- 5/21 NDSU-Bottineau Branch and Institute of Forestry – Biennial Budget (1973-1975)
- 5/22 North Dakota School of Forestry, Junior College (Bottineau, ND) – Annual Budget (1969-1970)
- 5/23 North Dakota School of Forestry (Bottineau, ND) – Biennial Budget (1969-1971)
- 5/24 North Dakota School of Forestry, Junior College (Bottineau, ND) – Biennial Budget (1969-1971)
- 5/25 North Dakota Forest Service (Bottineau, ND) – Annual Budget (1969-1970)
- 5/26 North Dakota Forest Service (Bottineau, ND) – Annual Budget (1970-1971)
- 5/27 North Dakota Forest Service (Bottineau, ND) – Annual Budget (1971-1972)
- 5/28 North Dakota Forest Service (Bottineau, ND) – Annual Budget (1972-1973)
- 5/29 Upper Great Plains Transportation Institute – Budget Analysis – Biennium (1969-1973)