Records, Assistant to the President, 1953-1954

University Archives
University of South Carolina

Carter L. Burgess was hired by USC President Donald Russell to reorganize the departments of the University (see attached biography). These materials, which were found with the records of William H. Patterson, the Dean of Administration, focus primarily on the activities and policies of the department of maintenance.

Appropriations. Survey results for state universities.

Budget. Program goals.

Committee on Maintenance of University Structures and Grounds. Subcommittee reports including grounds, service awards, educational planning, custodial services, and operation and maintenance of buildings.

Housing. Policies, furniture & equipment, renovations.

Maintenance. Reports on activities & projects, incorporation of maintenance staff under University personnel system.

Maintenance Orders. Reports on.

Miscellaneous. Includes punched-card registration system, student expenditures, surplus equipment, possible convocation for Japanese dignitary, changing of a trial date so witness could coach team during Big Thursday.

Prize Donors. Re: prizes donated for Clean Up Contest for students.

Purchases and Supplies. Special service badges for maintenance personnel.

Salaries. Table of grounds and maintenance staff.

Saturday Inspections. Reports on.

Stradley, J. T. Personnel matters, repairs & renovations, scrap wood, sale of used University materials.

Thompkins Property/Sigma Nu. Plans to purchase property for Sigma Nu fraternity.

University Grounds and Structures. Includes requests for construction and repairs, widening and maintenance of streets, cleaning of buildings, traffic signals, and work being done in dormitories.
Veterans Administration. Dispute with the Veterans Administration over billing for equipment and supplies for veteran students.