

A Guide to the Small Business Development Center Records, 1980-2004 UA 0009

Small Business Development Center Records
1980-2004



Title Statement

A Guide to the Small Business Development Center Records, 1980-2004 UA 0009

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Descriptive Summary

Unit ID

UA 0009

Unit Date

1980-2004

Language

English .

Abstract

The Small Business Development Center Records documents the creation and growth of the Shenandoah Valley Small Business Development Center. The collection comprises of financial budgets, proposals, donations, outreach programs, and articles that cover the growing success of the Shenandoah Valley SBDC at James Madison University.

Creator

James Madison University. Small Business Development Center

source

Riggleman, Rosie

Extent

2.48 cubic feet 8 boxes

Repository

James Madison University Libraries Special Collections

Administrative Information

Access Restrictions

Collection is open to research. Researchers must register and agree to copyright and privacy laws before using this collection. Please contact Research Services staff before visiting the James Madison University Special Collections Library to use this collection.

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Acquisition Information

Given to JMU Special Collections by Rosie Riggleman, Office Manager of the Shenandoah Valley SBDC, in April 2014.

Processing Information

Most duplicate items found within the collection have been discarded.

Preferred Citation

[identification of item], [box #, folder #], Small Business Development Center Records, 1980-2004, UA 0009, Special Collections, Carrier Library, James Madison University, Harrisonburg, VA.

Administrative History

The Shenandoah Valley Small Business Development Center (SBDC) was established in 1989 at James Madison University. Originally named the James Madison University SBDC, the Center for Entrepreneurship in the College of Business established the center as a satellite office in 1987 in order to support the success of local businesses based on the Center's programming. In 2002, the James Madison University SBDC became the Shenandoah Valley SBDC when a new office was opened at Blue Ridge Community College. Today, The Shenandoah Valley SBDC is a not-for profit partnership between JMU, the US Small Business Administration, and the cities and counties in their service region. It is currently one of 29 centers throughout Virginia. The mission of the Shenandoah Valley SBDC is to advise, train, and inform small business in order to help them achieve success by offering consulting services to new and established businesses. Their region covers the counties of Augusta, Bath, Highland, Page, Rockbridge, Rockingham, and Shenandoah as well as the major cities located within these counties.

The nationwide Small Business Development Center (SBDC) focuses on client education and is the federal

government's largest and most successful management and technical assistance program for small businesses. In the 1940s Congress was first introduced to the idea of establishing a university-based business extension service. By 1953 the Small Business Administration was established. This reflected the federal government's recognition of the need for small businesses within the economy. Advancements for the Small Business Administration continued when President Carter signed the Small Business Development Center Act into law in 1980. This program strove to nationally help and support the development and operation of small businesses by providing them with management development, technical information, product planning and development, and domestic and international market development. In addition, the program assists established businesses as well as aspiring entrepreneurs. Virginia was added into this network during the years 1988-1990; by 1991 every state in the country was involved in the Small Business Development Center program.

Scope and Content

This collection covers the years 1980-2004 for the Shenandoah Valley SBDC. The records document financial information, proposals, meeting minutes, correspondence, journals, photographs, articles, annual reports, and pamphlets from various colleges. The collection is arranged into four series.

Keywords

Financial Records
Annual reports
Proposals
Photographs
Floppy disks
Serials (publications)
Small business -- Virginia -- Harrisonburg -- Planning
Small business -- Virginia -- Harrisonburg -- Management
Small business -- Virginia -- Harrisonburg -- Finance
Community development -- Virginia -- Harrisonburg
Riggleman, Rosie

Bibliography

James Madison University. "Small Business Development Center." jmu.edu. <https://www.jmu.edu/cob/centers/sbdc/index.shtml>. Accessed May 24, 2018. Virginia SBDC Shenandoah Valley. "About Us." valleysbdc.org. <http://www.valleysbdc.org/about/>. Accessed May 24, 2018. U.S. Small Business Administration. "Small Business Development Center." [sba.gov](https://www.sba.gov/tools/local-assistance/sbdc). <https://www.sba.gov/tools/local-assistance/sbdc>. Accessed May 24, 2018.

Arrangement

This collection is arranged in four series. Series 2 is arranged further into subseries.

- Financial Records, 1980-1999
- JMU SBDC Planning and Development, 1986-2003
- Subject Files, 1982-2004
- Digital Media and Slides, 1987-2003

Description of Subordinate Components

Financial Records

Unit ID 1

Unit Date 1980-1999

Scope and Content

Arranged chronologically.

Series 1: Financial Records, 1980-1999 contains information and documents pertaining to the financial status of the Shenandoah Valley Small Business Development Center. It contains proposals, grants,

contracts, and budgets, including the original proposal to establish the Center.

Requests for Petty Cash

Unit Date 1980

Unit Date 1990-1992

Mixed Materials [1000898748] 8 (box)

Container 1 (folder)

Access Restrictions

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Center for Entrepreneurship Course Proposal Information

Unit Date 1984-1985

Mixed Materials [1000898741] 1 (box)

Container 1 (folder)

CIT 50,000 Funding

Unit Date 1986-1988

Mixed Materials [1000898741] 1 (box)

Container 2 (folder)

"Original" 50,000 Proposal

Unit Date 1987-1989

Mixed Materials [1000898741] 1 (box)

Container 3 (folder)

February 1988 to January 31, 1989 CIT \$50,000

Unit Date 1988-1999

Mixed Materials [1000898741] 1 (box)

Container 4 (folder)

Requisitions and DPO's

Unit Date 1988-1991

Mixed Materials [1000898741] 1 (box)

Container 5 (folder)

Account #14408 Foundation Account

Unit Date 1989-1990

Mixed Materials [1000898748] 8 (box)

Container 2 (folder)

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SBDC Recovery-1st Contract

Unit Date 1989-1990

Mixed Materials [1000898741] 1 (box)

Container 6 (folder)

Funkhouser Entrepreneurship Research B14408

Unit Date 1989-1991

Mixed Materials [1000898748] 8 (box)

Container 3 (folder)

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F.E.R.F. Par Forms

Unit Date 1990

Mixed Materials [1000898741] 1 (box)

Container 7 (folder)

SBDC Miscellaneous Financial Documents

Unit Date 1990-1991

Unit Date 1993-1994

Mixed Materials [1000898741] 1 (box)

Container 8 (folder)

1991 Deposits/Financials

Unit Date 1991

Mixed Materials [1000898741] 1 (box)

Container 9 (folder)

Center for Entrepreneurship

Unit Date 1992-1993

Mixed Materials [1000898741] 1 (box)

Container 10 (folder)

Romanian Grant Proposal

Unit Date 1992-1993

Mixed Materials [1000898741] 1 (box)

Container 11 (folder)

JMU SBDC Budget (Folder 1 of 3)

Unit Date 1999

Mixed Materials [1000898742] 2 (box)

Container 1 (folder)

JMU SBDC Budget (Folder 2 of 3)

Unit Date 1999

Mixed Materials [1000898742] 2 (box)

Container 2 (folder)

JMU SBDC Budget (Folder 3 of 3)

Unit Date 1999

Mixed Materials [1000898742] 2 (box)

Container 3 (folder)

JMU SBDC Planning and Development

Unit ID 2

Unit Date 1982-2003

Scope and Content

Arranged in two subseries: Proposals, 1986-2003 and Annual Reports, 1984-2003. Arranged chronologically with each series.

Series 2: JMU SBDC Planning and Development, 1982-2003 contains records documenting the establishment of the James Madison University SBDC and its development into the Shenandoah Valley SBDC. The Proposal subseries contains proposals for funding and projects as well as the 1998 strategic plan for the JMU SBDC. The Annual Report subseries includes annual and quarterly reports from the JMU SBDC, the Shenandoah Valley SBDC, and the Virginia SBDC. Reports from 1993, 1995, 1996, and 2000 are not included.

Proposals

Unit ID 2.1

Unit Date 1986-2003

Proposals to Assist the Center for Innovative Technology

Unit Date 1986

Mixed Materials [1000898742] 2 (box)

Container 4 (folder)

Center for Entrepreneurship Proposal for Funding

Unit Date 1987

Mixed Materials [1000898742] 2 (box)

Container 5 (folder)

Project Proposal for the Center for Entrepreneurship (Folder 1 of 2)

Unit Date 1987

Mixed Materials [1000898742] 2 (box)

Container 6 (folder)

Project Proposal for the Center for Entrepreneurship (Folder 2 of 2)

Unit Date 1987

Mixed Materials [1000898742] 2 (box)

Container 7 (folder)

Center for Innovative Technology Project Proposal

Unit Date 1987

Mixed Materials [1000898748] 8 (box)

Container 4 (folder)

Access Restrictions

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Proposal for Business Development Center (Folder 1 of 2)

Unit Date 1987

Mixed Materials [1000898742] 2 (box)

Container 8 (folder)

Proposal for Business Development Center (Folder 2 of 2)

Unit Date 1987

Mixed Materials [1000898742] 2 (box)

Container 9 (folder)

Proposal for JMU Entrepreneurship Program

Unit Date 1988

Mixed Materials [1000898748] 8 (box)

Container 5 (folder)

Access Restrictions

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Proposal for Renewal Funding for Center for Innovative Technology Entrepreneurship Program

Unit Date 1988

Mixed Materials [1000898743] 3 (box)

Container 1 (folder)

Proposal for a Small Business Assistance Center, December 1

Unit Date 1988

Mixed Materials [1000898743] 3 (box)

Container 2 (folder)

Proposal for Small Business Assistance Centers

Unit Date 1988-1989

Mixed Materials [1000898743] 3 (box)

Container 3 (folder)

Application for Federal Assistance

Unit Date 1990-1991

Mixed Materials [1000898743] 3 (box)

Container 4 (folder)

Proposal to the U.S. Small Business Administration for the Continued Operation of the VA SBDC

Unit Date 1991

Mixed Materials [1000898743] 3 (box)

Container 5 (folder)

Miscellaneous Items Concerning the 1991 Report

Unit Date 1992

Mixed Materials [1000898743] 3 (box)

Container 6 (folder)

Miscellaneous Papers Concerning the Report of 1992

Unit Date 1992

Mixed Materials [1000898743] 3 (box)

Container 7 (folder)

Proposal to the U.S. Small Business Administration and Budget Information

Unit Date 2003

Mixed Materials [1000898743] 3 (box)

Container 8 (folder)

SBDC Proposal

Unit Date Undated

Mixed Materials [1000898744] 4 (box)

Container 1 (folder)

Annual Reports

Unit ID 2.2

Unit Date 1984-2003

Reports

Unit Date 1984-1985

Unit Date 1989

Mixed Materials [1000898744] 4 (box)

Container 2 (folder)

Final Report

Unit Date 1987

Mixed Materials [1000898744] 4 (box)

Container 3 (folder)

First Report for Appalachian Business Development Center

Unit Date 1987

Mixed Materials [1000898744] 4 (box)

Container 4 (folder)

ARC Final Report

Unit Date 1987-1988

Mixed Materials [1000898744] 4 (box)

Container 5 (folder)

Business Development Center Model for Rural Economic Development Final Report

Unit Date 1988

Mixed Materials [1000898744] 4 (box)

Container 6 (folder)

CIT Final Report Draft

Unit Date 1988

Mixed Materials [1000898744] 4 (box)

Container 7 (folder)

CIT Final Report

Unit Date 1988

Mixed Materials [1000898744] 4 (box)

Container 8 (folder)

Final Report to the Center for Innovative Technology

Unit Date 1988

Mixed Materials [1000898744] 4 (box)

Container 9 (folder)

CIT Final Report

Unit Date 1989

Mixed Materials [1000898744] 4 (box)

Container 10 (folder)

JMU SBDC Annual Report

Unit Date 1990

Mixed Materials [1000898744] 4 (box)

Container 11 (folder)

JMU SBDC First Quarter Report

Unit Date 1990

Mixed Materials [1000898744] 4 (box)

Container 12 (folder)

JMU SBDC Second Quarter Report

Unit Date 1990

Mixed Materials [1000898744] 4 (box)

Container 13 (folder)

JMU SBDC Third Quarter Report

Unit Date 1990

Mixed Materials [1000898744] 4 (box)

Container 14 (folder)

JMU SBDC Annual Report

Unit Date 1991

Mixed Materials [1000898744] 4 (box)

Container 15 (folder)

VA SBDC Annual Report

Unit Date 1991

Mixed Materials [1000898745] 5 (box)

Container 1 (folder)

JMU SBDC First Quarter Report

Unit Date 1991

Mixed Materials [1000898745] 5 (box)

Container 2 (folder)

JMU SBDC Second Quarter Report

Unit Date 1991

Mixed Materials [1000898745] 5 (box)

Container 3 (folder)

JMU SBDC Third Quarter Report

Unit Date 1991

Mixed Materials [1000898745] 5 (box)

Container 4 (folder)

JMU SBDC Annual Report

Unit Date 1992

Mixed Materials [1000898745] 5 (box)

Container 5 (folder)

JMU SBDC First Quarter Report

Unit Date 1992

Mixed Materials [1000898745] 5 (box)

Container 6 (folder)

JMU SBDC Second Quarter Report

Unit Date 1992

Mixed Materials [1000898745] 5 (box)

Container 7 (folder)

JMU SBDC Third Quarter Report

Unit Date 1992

Mixed Materials [1000898745] 5 (box)

Container 8 (folder)

VSBC Annual Report

Unit Date 1994

Mixed Materials [1000898745] 5 (box)

Container 9 (folder)

VSBC Annual Report

Unit Date 1997

Mixed Materials [1000898745] 5 (box)

Container 10 (folder)

Virginia SBDC Annual Report

Unit Date 1998-1999

Mixed Materials [1000898745] 5 (box)

Container 11 (folder)

JMU SBDC Annual Report, January 1-December 31

Unit Date 2001

Mixed Materials [1000898745] 5 (box)

Container 12 (folder)

JMU SBDC Annual Report, July 1-December 31

Unit Date 2001

Mixed Materials [1000898745] 5 (box)

Container 13 (folder)

Shenandoah Valley Small Business Development Center Annual Report

Unit Date 2002

Mixed Materials [1000898745] 5 (box)

Container 14 (folder)

VSBC Financial Audit

Unit Date 2002

Mixed Materials [1000898745] 5 (box)

Container 15 (folder)

SBDC Summary Annual Report

Unit Date 2003

Mixed Materials [1000898745] 5 (box)

Container 16 (folder)

Subject Files

Unit ID 3

Unit Date 1982-2004

Scope and Content

Arranged alphabetically.

Series 3: Subject Files, 1982-2004 contains documents and copies of articles and correspondence that have been published to promote or explain the SBDC program. This series contains news articles from JMU Entrepnews, photographs of professors, including Professor Moody, and others involved with the JMU SBDC as well as booklets that explain the steps necessary to start a business. Budget and audit information, along with reviews and evaluations are included as well.

ARC Xeroxing

Unit Date 1987

Mixed Materials [1000898745] 5 (box)

Container 17 (folder)

Binder of Articles and Photographs of the SBDC

Unit Date 1989-1992

Mixed Materials [1000898745] 5 (box)

Container 18 (folder)

Correspondence and Articles Promoting SBDC Programs

Unit Date 1998

Unit Date 2003

Mixed Materials [1000898745] 5 (box)

Container 19 (folder)

Duplicates

Unit Date 1980-2004

Mixed Materials [1000898746] 6 (box)

Container 1 (folder)

Entrepreneurship Task Force and Correspondence with Baylor University

Unit Date 1982-1984

Mixed Materials [1000898748] 8 (box)

Container 6 (folder)

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How to Start a New Business in Harrisonburg and Rockingham County

Unit Date undated

Mixed Materials [1000898746] 6 (box)

Container 2 (folder)

Interim Report to Appalachian Regional Commission

Unit Date 1987

Mixed Materials [1000898746] 6 (box)

Container 3 (folder)

JMU Entrepreneurs Articles

Unit Date 1986-1992

Mixed Materials [1000898746] 6 (box)

Container 4 (folder)

JMU SBDC Counseling Evaluation

Unit Date 1990

Mixed Materials [1000898746] 6 (box)

Container 5 (folder)

Legal Considerations for Starting a Business

Unit Date 1997 October 2

Mixed Materials [1000898746] 6 (box)

Container 6 (folder)

Memorandum of Agreement Between Virginia Department of Economic Development for VSBDC

Unit Date 1992

Mixed Materials [1000898746] 6 (box)

Container 7 (folder)

Miscellaneous Articles about SBDC

Unit Date 1987-1989

Unit Date 1995

Mixed Materials [1000898746] 6 (box)

Container 8 (folder)

Miscellaneous Budget/Financial Information on SBDC

Unit Date 1987-1991

Mixed Materials [1000898748] 8 (box)

Container 7 (folder)

Access Restrictions

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Miscellaneous Documents and Articles Concerning SBDC

Unit Date 1989, 1990, 1996, 1997, undated

Mixed Materials [1000898746] 6 (box)

Container 9 (folder)

New Contract

Unit Date 1990-1991

Mixed Materials [1000898746] 6 (box)

Container 10 (folder)

Newspaper Clippings, Photographs of SBDC

Unit Date 2004, undated

Mixed Materials [1000898746] 6 (box)

Container 11 (folder)

OMC Related Documents

Unit Date 1986, 1988, 1991

Mixed Materials [1000898746] 6 (box)

Container 12 (folder)

Photographs, (Folder 1 of 2)

Unit Date undated

Mixed Materials [1000898746] 6 (box)

Container 13 (folder)

Photographs, (Folder 2 of 2)

Unit Date undated

Mixed Materials [1000898747] 7 (box)

Container 1 (folder)

Photographs of Moody and Brochure

Unit Date undated

Mixed Materials [1000898747] 7 (box)

Container 2 (folder)

Report of the Joint Legislation, Audit and Review Commission on Review of Economic Development in VA, (Folder 1 of 2)

Unit Date 1991

Mixed Materials [1000898747] 7 (box)

Container 3 (folder)

Report of the Joint Legislation, Audit and Review Commission on Review of Economic Development in VA, (Folder 2 of 2)

Unit Date 1991

Mixed Materials [1000898747] 7 (box)

Container 4 (folder)

SBDC Program Announcement

Unit Date March 1992

Mixed Materials [1000898747] 7 (box)

Container 5 (folder)

SBDC Sub-Center on Site Reviews

Unit Date 1991

Mixed Materials [1000898747] 7 (box)

Container 6 (folder)

Small Business Develop. Center Policy Guidelines

Unit Date August 1985

Mixed Materials [1000898747] 7 (box)

Container 7 (folder)

The Inception and Development of a Business Development Center, Manual, (Folder 1 of 2)

Unit Date 1987

Mixed Materials [1000898747] 7 (box)

Container 8 (folder)

The Inception and Development of a Business Development Center, Manual, (Folder 2 of 2)

Unit Date 1987

Mixed Materials [1000898747] 7 (box)

Container 9 (folder)

Transparencies

Unit Date undated

Mixed Materials [1000898747] 7 (box)

Container 10 (folder)

Digital Media and Slides

Unit ID 4

Unit Date 1987-2003

Scope and Content

Arranged alphabetically.

Series 4: Digital Media and Slides, 1987-2003 contains a floppy disk containing information concerning the SBDC and a folder of photograph negatives of the Center for Entrepreneurship staff.

Correspondence and Articles Promoting SBDC

Unit Date 1998

Unit Date 2003

Mixed Materials [1000898747] 7 (box)

Container 11 (folder)

Entrepreneurship Staff

Unit Date 1987 July 29

Mixed Materials [1000898747] 7 (box)

Container 12 (folder)