

# West Virginia Business College Records A&M 3074

West Virginia Business College Records  
1930s-1960s



## Title Statement

West Virginia Business College Records A&M 3074

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## Profile Description

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**Descriptive Rules:** Describing Archives: A Content Standard

## Descriptive Summary

**Unit ID**

A&M 3074

**Unit ID**

[Archival Resource Key](#)

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**Unit ID**

/repositories/2/resources/1257

**Unit Date**

1930s-1960s

**Language**

English

**Abstract**

Records of the West Virginia Business College of Fairmont, West Virginia, from the 1930s to the 1960s. A private commercial school established in 1893, the West Virginia Business College offered secretarial, accounting, and business administration courses during the 1940s and 1950s. Records chiefly contain student files, administrative subject files, financial materials, and publicity materials. Student files are loosely arranged in alphabetical order and relate primarily to veterans attending the college on the G.I. Bill. Their records include letters of eligibility, course invoices, and certificates of training. Subject files relate to administrative matters such as supplies, teacher applications, and advertising, and to other vocational or business schools and national associations. Financial materials chiefly include tax information from the 1940s to 1960s.

**Creator**

West Virginia Business College

**Extent**

3.75 Linear Feet 3 ft. 9 in. (3 records cartons, 15 in. each)

**Physical Location**

West Virginia and Regional History Center / West Virginia University / 1549 University Avenue / P.O. Box 6069 / Morgantown, WV 26506-6069 / Phone: 304-293-3536 / URL: <https://wvrhc.lib.wvu.edu/>

**Repository**

West Virginia and Regional History Center

## Administrative Information

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## Scope and Contents

Records of the West Virginia Business College of Fairmont, West Virginia, from the 1930s to the 1960s. Records chiefly contain student files, administrative subject files, financial materials, and publicity materials. Student files are loosely arranged in alphabetical order and relate primarily to veterans attending the college on the G.I. Bill. Their records include letters of eligibility, course invoices, and certificates of training. Subject files relate to administrative matters such as supplies, teacher applications, and advertising, and to other vocational or business schools and national associations. Financial materials chiefly include tax information from the 1940s to 1960s.

All files remain in their original folders and are organized into correspondence and subject files loosely arranged in alphabetical order.

**Keywords**

## Keywords

Schools. West Virginia Business College

# Description of Subordinate Components

### **Student Files (A-D), List of Tuition Rates and Courses, Subject Files, and Some of the College President's Personal Correspondence**

**Unit ID** [Archival Resource Key](#)

**Unit ID** [Previous Archival Resource Key](#)

**Unit ID** [Previous Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/180875

**Unit Date** 1930s-1960s

**Mixed Materials** 1 (Box)

### **Student Files (F-G), Student Recommendations, Tax Files, and Subject Files**

**Unit ID** [Archival Resource Key](#)

**Unit ID** [Previous Archival Resource Key](#)

**Unit ID** [Previous Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/180876

**Unit Date** 1930s-1960s

**Mixed Materials** 2 (Box)

### **Student Files (H-W), Administrative Files, and Advertising Materials**

**Unit ID** [Archival Resource Key](#)

**Unit ID** [Previous Archival Resource Key](#)

**Unit ID** [Previous Archival Resource Key](#)

**Unit ID** [Previous Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/180877

**Unit Date** 1930s-1960s

**Mixed Materials** 3 (Box)