

West Virginia University, Potomac State College, Business Correspondence A&M 5233

West Virginia University, Potomac State College, Business Correspondence
1913-1966



Title Statement

West Virginia University, Potomac State College, Business Correspondence A&M 5233

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Publication Statement

Publisher: West Virginia and Regional History Center

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P.O. Box 6069
Morgantown, WV 26506-6069
Business Number: 304-293-3536
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URL: <https://wvrhc.lib.wvu.edu>



2017/10/17

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Descriptive Summary

Unit ID

A&M 5233

Unit ID

[Archival Resource Key](#)

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Unit ID

/repositories/2/resources/6337

Unit Date

1913-1966

Language

English .

Creator

West Virginia University. Potomac State College

Extent

10.25 Linear Feet 7 oversize record cartons, 17 in. each; 1 document case, 4 in.

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: West Virginia & Regional History Center

Repository

West Virginia and Regional History Center

Administrative Information

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[Description and date of item], [Box/folder number], West Virginia University, Potomac State College, Business Correspondence, A&M 5233, West Virginia and Regional History Center, West Virginia University Libraries, Morgantown, West Virginia.

Scope and Contents

Business correspondence of Potomac State College. The institution was called the Preparatory Branch of West Virginia University on the official letterhead till mid-1921, when it became Potomac State School. In 1951, the name changed to Potomac State College of West Virginia University. The business correspondence is bound into 30 volumes, which include letters from the school's principal to the State Board of Control, various reports, and subjects such as attendance and purchasing. The volumes of correspondence offer almost continuous coverage from July 1913 to June 1950, with gaps from July 1916 to May 1917 and July 1936 to June 1937, and an additional volume of material from the mid to late 1950s. The collection also includes seven bound audit reports; these reports offer continuous coverage from June 8, 1946 to June 30, 1960.

Keywords

Education, Higher -- Administration

West Virginia University. Potomac State College

State Board of Control of West Virginia

Description of Subordinate Components

Official Correspondence

Unit ID [Archival Resource Key](#)

Unit ID /repositories/2/archival_objects/63019

Unit Date July 1913-July 1916

Text 1 (Box)

Language English.

Official Correspondence

Unit ID [Archival Resource Key](#)

Unit ID /repositories/2/archival_objects/63020

Unit Date May 1917-December 1918

Text 1 (Box)

Language English.

Official Correspondence

Unit ID [Archival Resource Key](#)

Unit ID /repositories/2/archival_objects/63021

Unit Date January 1919-December 1920

Text 2 (Box)

Language English.

Official Correspondence

Unit ID [Archival Resource Key](#)

Unit ID /repositories/2/archival_objects/63022

Unit Date January-December 1921

Text 1 (Box)

Language English.

Official Correspondence

Unit ID [Archival Resource Key](#)

Unit ID /repositories/2/archival_objects/63023

Unit Date January 1922-June 1923

Text 2 (Box)

Language English.

Official Correspondence

Unit ID [Archival Resource Key](#)

Unit ID /repositories/2/archival_objects/63024

Unit Date July 1923-June 1924

Text 2 (Box)

Language English.

Official Correspondence

Unit ID [Archival Resource Key](#)

Unit ID /repositories/2/archival_objects/63025

Unit Date July 1924-June 1925

Text 3 (Box)

Language English.

Official Correspondence

Unit ID [Archival Resource Key](#)

Unit ID /repositories/2/archival_objects/63026

Unit Date July 1925-June 1926

Text 3 (Box)

Language English.

Official Correspondence

Unit ID [Archival Resource Key](#)

Unit ID /repositories/2/archival_objects/63027

Unit Date July 1926-June 1927

Text 3 (Box)

Language English.

Official Correspondence

Unit ID [Archival Resource Key](#)

Unit ID /repositories/2/archival_objects/63028

Unit Date July 1927-June 1928

Text 3 (Box)

Language English.

Official Correspondence

Unit ID [Archival Resource Key](#)

Unit ID /repositories/2/archival_objects/63029

Unit Date July 1928-June 1929

Text 4 (Box)

Language English.

Official Correspondence

Unit ID [Archival Resource Key](#)

Unit ID /repositories/2/archival_objects/63030

Unit Date July 1929-June 1930

Text 4 (Box)

Language English.

Official Correspondence

Unit ID [Archival Resource Key](#)

Unit ID /repositories/2/archival_objects/63031

Unit Date July 1930-June 1931

Text 4 (Box)

Language English.

Official Correspondence

Unit ID [Archival Resource Key](#)

Unit ID /repositories/2/archival_objects/63032

Unit Date July 1931-June 1932

Text 4 (Box)

Language English.

Official Correspondence

Unit ID [Archival Resource Key](#)

Unit ID /repositories/2/archival_objects/63033

Unit Date July 1932-June 1933

Text 5 (Box)

Language English.

Official Correspondence

Unit ID [Archival Resource Key](#)

Unit ID /repositories/2/archival_objects/63034

Unit Date July 1933-June 1934

Text 5 (Box)

Language English.

Official Correspondence**Unit ID** [Archival Resource Key](#)**Unit ID** /repositories/2/archival_objects/63035**Unit Date** July 1934-June 1935**Text** 5 (Box)**Language** English.**Official Correspondence****Unit ID** [Archival Resource Key](#)**Unit ID** /repositories/2/archival_objects/63036**Unit Date** July 1935-June 1936**Text** 6 (Box)**Language** English.**Official Correspondence****Unit ID** [Archival Resource Key](#)**Unit ID** /repositories/2/archival_objects/63037**Unit Date** July 1937-June 1938**Text** 6 (Box)**Language** English.**Official Correspondence****Unit ID** [Archival Resource Key](#)**Unit ID** /repositories/2/archival_objects/63038**Unit Date** July 1938-June 1939**Text** 2 (Box)**Language** English.**Official Correspondence****Unit ID** [Archival Resource Key](#)**Unit ID** /repositories/2/archival_objects/63039**Unit Date** July 1939-June 1940**Text** 6 (Box)**Language** English.**Official Correspondence****Unit ID** [Archival Resource Key](#)**Unit ID** /repositories/2/archival_objects/63040**Unit Date** July 1940-June 1941**Text** 6 (Box)**Language** English.**Official Correspondence****Unit ID** [Archival Resource Key](#)**Unit ID** /repositories/2/archival_objects/63041**Unit Date** July 1941-June 1942**Text** 6 (Box)**Language** English.

Official Correspondence

Unit ID [Archival Resource Key](#)

Unit ID /repositories/2/archival_objects/63042

Unit Date July 1942-June 1943

Text 7 (Box)

Language English.

Official Correspondence

Unit ID [Archival Resource Key](#)

Unit ID /repositories/2/archival_objects/63043

Unit Date July 1943-June 1944

Text 5 (Box)

Language English.

Official Correspondence

Unit ID [Archival Resource Key](#)

Unit ID /repositories/2/archival_objects/63044

Unit Date July 1944-June 1946

Text 7 (Box)

Language English.

Official Correspondence (blue binding)

Unit ID [Archival Resource Key](#)

Unit ID /repositories/2/archival_objects/63045

Unit Date July 1946-June 1947

Text 7 (Box)

Language English.

Official Correspondence (tan binding, incorrect date label)

Unit ID [Archival Resource Key](#)

Unit ID /repositories/2/archival_objects/63046

Unit Date July 1947-June 1948

Text 7 (Box)

Language English.

Official Correspondence

Unit ID [Archival Resource Key](#)

Unit ID /repositories/2/archival_objects/63047

Unit Date July 1948-June 1950

Text 7 (Box)

Language English.

Official Correspondence

Unit ID [Archival Resource Key](#)

Unit ID /repositories/2/archival_objects/63048

Unit Date ca. 1954-1959

Text 7 (Box)

Language English.

Report of an Audit and Examination of the Accounts of Potomac State School of West Virginia University, Keyser, Mineral County, West Virginia, for the Period from June 8, 1946 to April 9, 1951

Unit ID [Archival Resource Key](#)

Unit ID /repositories/2/archival_objects/63049

Unit Date 1951

Text 8 (Box)

Language English.

Report of an Audit and Examination of the Accounts of Potomac State School of West Virginia University, Keyser, Mineral County, West Virginia, for the Period from April 9, 1951 to August 11, 1952

Unit ID [Archival Resource Key](#)

Unit ID /repositories/2/archival_objects/63050

Unit Date 1952

Text 8 (Box)

Language English.

Report of an Audit and Examination of the Accounts of Potomac State School [College] of West Virginia University, Keyser, Mineral County, West Virginia, for the Period from August 12, 1952 to April 5, 1954

Unit ID [Archival Resource Key](#)

Unit ID /repositories/2/archival_objects/63051

Unit Date 1954

Text 8 (Box)

Language English.

Report of an Audit and Examination of the Accounts of Potomac State College of West Virginia University, Keyser, Mineral County, West Virginia, for the Period from April 6, 1954 to September 20, 1954

Unit ID [Archival Resource Key](#)

Unit ID /repositories/2/archival_objects/63052

Unit Date 1954

Text 8 (Box)

Language English.

Report of an Audit and Examination of the Accounts of Potomac State College of West Virginia University, Keyser, Mineral County, West Virginia, for the Period from September 21, 1954 to June 30, 1957 (includes a 1966 document)

Unit ID [Archival Resource Key](#)

Unit ID /repositories/2/archival_objects/63053

Unit Date 1957

Text 8 (Box)

Language English.

Report of an Audit and Examination of the Accounts of Potomac State College of West Virginia University, Keyser, Mineral County, West Virginia, for the Period from July 1, 1957 to June 30, 1959

Unit ID [Archival Resource Key](#)

Unit ID /repositories/2/archival_objects/63054

Unit Date 1959

Text 8 (Box)

Language English.

Report of an Audit and Examination of the Accounts of Potomac State College of West Virginia University, Keyser, Mineral County, West Virginia, for the Period from July 1, 1959 to June 30, 1960

Unit ID [Archival Resource Key](#)

Unit ID /repositories/2/archival_objects/63055

Unit Date 1960

Text 8 (Box)

Language English.