RECORD GROUP 6

BUSINESS AND FINANCE, 1912 TO PRESENT DAY – SERIES C-AB

Although a Treasurer’s Office wasn’t formerly established until the move to the present Westchester campus site in 1929, the fiduciary role of a Treasurer has always been established. At times, also known as the Business Manager, these records include those of the Vice-president, Comptroller, Bursar, Information Services, Purchasing and Personnel Directors along with numerous business records and ledgers.

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Tuition note payments, 1934-1935
Monthly receipts and disbursements 1930-1934: summary report, 1934

Status temporalis triennalis domus: financial statement submitted the Society of Jesus California Provincial, 1934

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Status temporalis triennalis domus: financial statement submitted the Society of Jesus California Provincial, 1935

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1 Comptroller or University Auditor.
Ledgers, 1936

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Stipends and Ministry #12, 1936-1937
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Business accounting system: report, 17 Aug 1937
Business accounting system, 1937-
J. Arthur Greenfield & Co.: Athletic Department; audit report, 1937
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Statements of income and profit and loss: report, 25 Aug 1938

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Statements of income and profit and loss: report, 28 Aug 1939

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General ledgers, 1940-1949
Statements of income and profit and loss: report, 31 Jul 1940
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Football program: attendance and financial reports, 1941
Statements of income and profit and loss: report, 20 Aug 1941
Tuition note collection: cor., 1941

Statements of income and profit and loss: report, 25 Aug 1942

Series 5: Frederick M. Coffey, SJ, 1943-1948

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E&R ledger pp. 1-25, 1943

Report on operations: balance sheet; statement of income and expense, 19 Jul 1944

Student debts: cor., 1944-1946

Intercollegiate athletics 1937-1943: financial summary report, 1945

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Report on operations: balance sheet; statement of income and expense, 26 Jul 1945

Belvedere Manufacturing Co.: audit reports, 1946-1947
Report on operations: balance sheet; statement of income and expense, 27 Jul 1946

[MS ov6C/12COM4]

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Distribution of faculty salary by college: summary list, 1947
Law school ten-year profit and loss statement, 1947

Report on operations: balance sheet; statement of income and expense, 25 Jul 1947

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**Series 6: Louis C. Rudolph, SJ, 1948-1953**

Alpert & Alpert Junk Co: William Ross Certified Public Accountant (CPA); audit reports, 26; 31 Jan 1948
Alpert & Alpert Metal and Iron Co.: William Ross CPA; audit reports, 27 Mar; 31 Jul 1948

Athletic Director William Sargent: financial report, 1948
Belvedere Manufacturing Co.: audit reports, 1948-1949
Horwath & Horwath: Loyola University Foundation; audit report, 6 Jan 1948
Los Angeles Rams Football Club training camp: profit and loss statement, 1948

[MS ov6C/15COM4]

1948
Check register summary, Sep 1947 - Jun 1948

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Administration petty cash, 1 Jul 1948 - 30 Jul 1953
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Alpert & Alpert Metal and Iron Co.: William Ross CPA; audit report, 31 Jul 1949
Athletic Department: financial report, 1949
County of Los Angeles 1948 property tax bill: invoices, 1949

Schneider & Sork: Loyola University Foundation; audit report, Oct 1949

Alpert & Alpert Metal and Iron Co.: William Ross CPA; audit report, 31 Jul 1950
Athletic Department petty cash: summary reports, 1 May-31 Aug 1950
Belvedere Manufacturing Co., Inc.: Eli G. Gold CPA; financial statements, 26 May 1950

Schneider & Sork: Loyola University Foundation; audit report, 1950
Athletic Department: financial reports, 1951
Diebels, Barcklay & Donovan (DBD): audit reports, 20 Sep 1951

Schneider & Sork: Loyola University Foundation; financial statements, 30 Apr 1952

DBD: audit reports, 12 May 1952
DBD: Law school; audit reports, 1952-1966

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Series 7: Charles A. McQuillan, 1953-1956

DBD: audit report, 2 Feb 1953
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DBD: audit report, 15 Oct 1954
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Series 8: Virgil E. Gaul, 1956-1966

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Financial statement: The Loyolan University Alumnus, 1960

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Series 9: Donald J. Johnson, 1966-1970

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Distribution invoice and check register: computer printout, 1966-1967

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2 Until these records are arranged, the entire file will be found here under Gaul (1959-present).
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Alexander Grant & Co.: Law school; Statements of Income and Expenditures, 1968-1970
Alexander Grant & Co.: Marymount College; audit reports and financial statements, 1968

Alexander Grant & Co.: Loyola University of Los Angeles; audit report, 1969
Alexander Grant & Co.: Loyola University of Los Angeles; audit reports and financial statements, 1969
Alexander Grant & Co.: Loyola-Marymount, Los Angeles, Inc.; balance sheet, 1969
Alexander Grant & Co.: Marymount College; audit reports and financial statements, 1969

Allen securities, 1969


Alexander Grant & Co.: Loyola University of Los Angeles and Loyola School of Law; audit reports and financial statements, 1970

Alexander Grant & Co.: Marymount College; audit reports and financial statements, 1970

Alexander Grant & Co.: Loyola University of Los Angeles and Loyola School of Law; audit reports and financial statements, 1971

Alexander Grant & Co.: Loyola-Marymount, Los Angeles, Inc.; audit reports and financial statements, 1971

Alexander Grant & Co.: Marymount College; audit reports and financial statements, 1971

Wage and price control, 1971-

Alexander Grant & Co.: Loyola University of Los Angeles and Loyola School of Law; audit reports and financial statements, 1972

Alexander Grant & Co.: Marymount College; audit reports and financial statements, 1972

Alexander Grant & Co.: Memorandum of Advisory Comments, 1972
Alexander Grant & Co.: Loyola Marymount University; Performance Financial Statement, 30 Jun 1973

Alexander Grant & Co.: Loyola University of Los Angeles; Auditors’ Report - Compliance with the Trust Indenture for the Dormitory Bonds of 1964, 30 Jun 1973

Alexander Grant & Co.: Loyola University of Los Angeles; Auditors’ Report, 30 Jun 1973

Alexander Grant & Co.: Loyola-Marymount, Los Angeles, Inc.; Auditors’ Reports, 1973

Alexander Grant & Co.: Marymount College; Auditors’ Report, 1973
Alexander Grant & Co.: Memorandum of Advisory Comments, 1973
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United States Department of the Army, 1973

Alexander Grant auditors, 1974-
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"Financial Statements and Auditors Report: Loyola Marymount University"; reports, 1975-1978

US Veterans Administration, 1975


Financial reports, 1976-


Cal-Vet, 1976
Kuwait, 1976-

Alexander Grant auditors, 1977-
Controller’s Financial Report, 1977
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Alexander Grant auditors, 1978-
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1937 financial report; memorandum, 1979
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Travel policy: memo., 1992
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Student worker rosters, 1993
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**Series 13: Thomas O. Fleming, Jr., 1996-2003**

PriceWaterhouse LLP: Report and financial statements, 31 May 1997
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OneCard: flyer, 1999
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SDI, 2000
University refunds, 2000

**Series 14: Lori A. Hussein, 2005-**

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**Series 2: Yvonne Rushton, RSHM, 1973-**

Press release, 1973
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**Series 3: Raymond Dennis, 1998?-**

PDG Bursar, Cashier, & Treasury Management Conference: presentation outline
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Record Series E: Associate Vice-President

**Series 1: Hilary R. Werts, SJ, 1966-1967**

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3 This position began as Assistant Business Manager in 1966.
Series 2: Clyde V. Myers, 1971-1987

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McAnalley v. Loyola Marymount University and Jack Hibbard California Clinic:
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Megginson janitorial service, 1973

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Water damage loss claims, 1973

Brockman et al v. Loyola Marymount University: 1974-
Sterling v. Law School, 1974-

Heritage Leasing, 1975-
Poole v. Superior Court et al, 1975
Shell house accident, 1975

Bay Area Consultative Services: property valuation report, 1976

Browning-Ferris rubbish collection, 1977-

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Fabri Tek computers, 1977
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Tab Products, 1977-
US Paving Co., 1977-
Land Images, 1978

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Copiers, 1979-
Golf Cars & Industrial Trucks, Inc., 1979-

Marc Renfroe, 1979-
Pinball machines, 1979-
Savin Corp., 1979-
Specialized Business, 1979

Contracts, 1980-
Forst Systems Plus, 1981-
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Richardson Vending Company, Inc., 1985-
Lansdell Security, 1985-

Del rey Landscape Services, 1986-
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Campus Graphics Co., 1987-
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Series 3: Bob Bride, -1992-

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Record Series F: Special Events & Food Services

Flyers, 1995
Distribution Center Open House: invitation, 1996

Announcement, flyers and invitations, 1997
Flyers, 1998
Flyers, 1999

C[MS 6G]

Record Series G: Publications

Non-academic Personnel Handbook: booklet, 1967
Loyola/Marymount Personnel Notes: newsletters, Jan-May 1970
Handbook of Purchasing Policy and Procedures, 1972
Campus Guide: map and telephone numbers, ca. 1973
Staff Guidelines: A Handbook for Officers of Administration and Management and Supervisory Staff: booklet, 1973
Staff Guidelines: A Handbook for Officers of Administration and Management and Supervisory Staff: booklet, 1975

The Staff Members’ Guide to Fair, Prompt Consideration of Complaints and Grievances: booklet, 1981?


The Micro Newsletter 4th; 6th Editions: newsletters, Spring; Fall 1988


The Navigator Vol. 1, No. 5: newsletter, Dec 1992

LMU Net News, 1993

PSO Update Vol. III, No. 1: newsletter, Jan 1995

Computer Training News: newsletter, 1997

The Navigator Vol. 5 No. 1: newsletter, Sep 1997

Handbook of Informational Technology: staff manual, 1999

[MS 6G/2]

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[MS 6H]

Record Series H: Information Services Assistant Vice President


Cor., 1967

Statistical Tabulating Corporation: computer proposal for law school, 1967

Cor., 1968

University Computer Center: planning report, Jul 1968

Cor., Jan-Apr 1969

University Computer Center: status report, Jun 1969

Ad Hoc Goals Committee for the Computer Center Meeting: agenda; meeting minutes; proposals, Jul-Sep 1969

Student workers: cor., Jul 1969

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4 Previously Director of University Computing and Telecommunications Services, Computer Center or Data Processing Services.

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Computer Center, 1977–
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[MS 6H/2]

Ad Hoc Computer Review Committee and Computer Steering Committee: cor.; 1979-1982

Ad Hoc Computer Review Committee and Computer Steering Committee: minutes, 1979-1982

Cor. and reports, 1979-1980
Report, 1979

Ad Hoc Computer Review Committee: final report, Feb 1980
Critique of Computer Center: report, 1980
Vice President Pfaffinger: data processing recommendation; reports, Sep 1980

[MS 6H/2]

**Series 3: John Daly, 1982-1986**

Computer Steering Committee: cor.; 1983-1984
Computer Steering Committee: minutes, 1983-1984

ACN Vol. II, No. 1: newsletter, Feb 1984

Computing Services Coordinator Marc Montemorra: cor., 1985

[MS 6H/3]

**Series 4: Dr. Richard J. Perle, 1986-1990**

86-87 Telephone Directory: booklet, 1986

Application Finance Team: Design for the Future of Computing at LMU: report, 23 Apr 1986

News release, 1986
Planning materials, 86

87-88 Telephone Directory: booklet, 1987
Micro News: newsletter, Feb 1987

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**Series 5: Peter C. Bodell, 1990-1996**


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**Series 6: Dr. Mary Ann Dase, 1997-**

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5 Cf. RG7 Alpha Delta Gamma for *The Dial*, a home telephone directory for faculty and students.
Michael Wong: cor., 1998

Directory, ~2000

James V. Kelly, A Brief History of Computing at LMU: The “Early Days – the 60’s through the 90’s: report, May 2000

James V. Kelly, A Brief History of Computing at LMU: The “Early Days – the 60’s through the 90’s: report; 3½” disc (Word 97), May 2000


Telephone Directory: booklet, 2003
Telephone Directory: booklet, 2004

Training schedule, 04

ITS unprocessed handbooks and flyers

[MS 6I]

Record Series I: Purchasing Director

Series 1: Clement J. Schneider, SJ, 1967-1970

Series 2: Monford Trull, 1971

Series 3: Blanche Bettinger, 1992-

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[MS 6J]

Record Series J: Human Resources Assistant Vice-President

Series 1: John E. Clewis, 1969-1995

Time sheet forms, n.d.

Non-academic personnel policy: booklet, 1965

Departmental reference file and library: index; memo, 1969

Implementation of Equal Opportunity program at LU: draft of address by Pres. Merrifield; memo, Nov 1969

Purpose and functions of the Personnel Services Office: memo., Nov 1969

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6 Previously Director of Human Resources or Personnel Services.
7 As of Sep 15, 1999 & until further notice these records are closed to researchers. Please see staff for details.


Correspondence and memoranda, 1970; 1979; 1992-1994


Job titles: memo., 1970
Preparation for union organizing activity: memo.; news clippings, 1970
President Merrifield: equal opportunity in employment, statements, 1970
Personnel Services - Purpose and Program: statement, Nov 1970


Personnel Policy Manual for Supervisors of Nonexempt Staff Members, 20 Jan 1972

[MS 6J/2]

Affirmative Action: memo, 1976
Cor., 1976-
Pre-employment physical examinations: memo; report, 1976; 1978

Personnel records: policy statement, Jul 1978

Annual Activity Review proposal: report, Mar 1979

Cor., 1980
Guideline for Supervisors: booklet, 1980
Handbook of Faculty Appointment: booklet, 1980

[MS 6J/3]

Cor. and memo., 1981

The Gray Panthers Are Coming!: keynote address before College and University Personnel Association conference; transcription, Apr 1981


Personnel Policy Manual for Office & Technical and Service Staffs, 1 May 1981
Personnel Policy Manual for Administrators & Professional Staff and Personnel
Policy Manual for Office & Technical and Service Staffs page revisions
re: sexual harassment, 28 Jul 1981

Cor. and memo., 1982
“Staff Guidelines–A Handbook for Administrative and Professional Staff”, 1982
Staff vacation policy: memo., 1982
Tuition remission: memos., 1982–1984

Personnel Policy Manual page revisions, 15 Jul 1983

Jury duty: policy memo., 1984; 1986

Personnel Policy Manual for Administrators & Professional Staff and Personnel
Policy Manual for Office & Technical and Service Staffs page revisions
re: discipline, 15 Apr 1984

Personnel Policy Manual for Administrators & Professional Staff page revisions
re: discipline, Jul 1984

Cor., 1985–1987


Personnel Policy Manual for Office & Technical and Service Staffs page revisions re: position control, Jan 1985

Personnel Policy Manual for Administrators & Professional Staff page revisions, 15 Feb 1985

Disclosure of information from student records (Buckley Amendment): memos., 1986–1987

Employment separation: memos., 1987
Maternity leave: policy statements, 1987


[MS 6J/3]

Elective abortion coverage in LMU benefits plans: cor.; memo.; reports, 1988

Personnel Policy Manual for Administrators & Professional Staff index and table of contents, Jan 1988

Personnel Policy Manual for Office & Technical and Service Staffs index and table of contents, Jan 1988

Personnel Policy Manual for Administrators & Professional Staff page revisions re: pre-tax contribution plan, Apr 1988

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revisions re: pre-tax contribution plan, Apr 1988

Personnel Policy Manual for Administrators & Professional Staff page revisions
re: health insurance plans, May 1988

Personnel Policy Manual for Office & Technical and Service Staffs page
revisions re: health insurance plans, May 1988

Personnel Policy Manual for Administrators & Professional Staff index and table
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Personnel Policy Manual for Administrators & Professional Staff page revisions
re: annuity plans, Jul 1988

Personnel Policy Manual for Administrators & Professional Staff page revisions
re: life insurance plans, Jul 1988

Personnel Policy Manual for Office & Technical and Service Staffs index and
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Personnel Policy Manual for Office & Technical and Service Staffs page
revisions re: annuity plans, Jul 1988

Personnel Policy Manual for Office & Technical and Service Staffs page
revisions re: life insurance plans, Jul 1988

Cor.; memo., 1989-1992
Flex time: policy statement, 1989
Performance appraisals, 1989

[MS 6J/4]

Cafeteria plans (flexible benefits plans): study reports, 1990
LMU Family Care Plan, Aug 1990
Drug policy: memos., 1992; 1994
Staff handbook revisions, Sep 1992
Staff Guidelines: A Handbook for Administrative and Professional Staff, Sep
1992

Office & Technical and Service Staff Performance Factors Guidelines: memo.,
Feb 1993

Memo., 1994

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[MS 6J/5]

Unprocessed
Series 2: Frank A. Montalvo, 1996-

Time sheet forms, n.d.
Memos., 1997-1999
Staff Policy Manual, 1999
Skill Enhancer, 01

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[MS 6K]

Record Series K: Computer Operations Manager

Series 1: James V. Kelly, 1988-

“A Brief History of Computing at LMU: The Early Days – the 60’s through the 90’s”: 3½” diskette unpublished paper, May 2000

Record Series L: Conferences and Scheduling Director

Series 1: Michael J. Gallant, 1989-1993
Series 2: Robin Anderson
Series 3: Robert Keil, 1994
Series 4: Roland DeAngelo, 1994-1999

Memo, 1996
Memo, 1997

Record Series M: Facility Scheduling and Events Schedules Manager

Series 1: Kenneth Rodgers, 1990-
Series 2: Kathryn Eisenhower, 2003-

Record Series N: Employment Manager

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8 Formerly Associate Director of University Computing Services.
9 Previously Conferences and Special Events or Calendar Office.
Series 1: Charlotte Dunkin, -1994

[MS 6K]

Record Series O: Training and Development Manager

Series 1: Susan Vanden Bos, 1997-

Record Series P: Distribution Center Manager

Series 1: Gary Taylor, ?-1998

Memo., 1997

Series 2: Kevin Smith, 1998-1999

Series 3: Ed Uy, 1999-

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Record Series Q: Human Resources Associate Director

Series 1: Jo-Anne Harris, 1997

Memo., 1997
Staff Policy Manual revisions: memos., May 1999

Record Series R: Food Service Director

Series 1: Gene Perkins, ?-1993

Record Series S: Marriott Food Services

reports to R.Bride, Ass. VP Bus&Fin

Record Series U: Accounting Manager
Series 1: Maureen O’Brien

Record Series W: Campus Graphics
Brochures, n.d.

Record Series X: Bookstore

Record Series Y: Benefits Manager

Series 1: Jo-Anne Thompson, 1990-1993
Series 2: Margarita Herrera, 1993-

Record Series Z: Chief Information Officer

Record Series AA: EHS Coordinator

Elaine Del Castillo

Record Series AB: Telecommunications Manager

Jonathan Meine: news clipping, 1991

Record Series AC: OneCard Office