

NOT IN ARCHIVES stacks

ADMINISTRATION, DEPARTMENT OF  
Director's Office

GENERAL CORRESPONDENCE, JULY, 1957-DECEMBER, 1958

Accessioned:  
Schedule reference:  
Arrangement:  
Finding Aid prepared by:

The Department of Administration was established in 1957 to incorporate under one administrative head several independent agencies. The divisions include Budget [formerly the Budget Bureau, established in 1925], Purchase and Contract [formerly an independent division under the governor's office], General Services [formerly Superintendent of Public Buildings and Grounds], and Property Control and Construction [absorbed control of real property, formerly a duty of the Superintendent of Public Buildings and Grounds].

<u>Box No.</u>	<u>Contents</u>
1	Administration Budget Management Analyst General Services and Motor Pool News Releases and Reports Property Control Property Control--Legislative Building Property Control--Inventory of State Lands Purchase and Contract Response to First Quarterly Report and First Annual Report Agriculture Alcoholic Board of Control Archives and History Blind Commission Bureau of Investigation, State Business Development Corporation Civil Defense College Foundation, Inc. Conservation and Development Council of State Minutes (see note in folder) Court Study Education, State Board of Education, Higher

ADMINISTRATION, DEPARTMENT OF  
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GENERAL CORRESPONDENCE, JULY, 1957-DECEMBER, 1958 (Cont'd)

<u>Box No.</u>	<u>Contents</u>
1 (cont'd)	Health, Board of Highway Commission Hodges, Governor Luther H. Hospitals, Board of Control Institutions of Higher Learning Motor Vehicles and Highway Patrol Museum of Art Old Salem, Inc. Paroles, Board of Personnel, Department of Ports Authority Prisons Revenue Department Secretary of State Timber Project Space Utilization Analysis; Records Management Uniform Accounting Utilities Commission Welfare Department Wildlife Resources Commission

ADMINISTRATION, DEPARTMENT OF  
Budget Division

GENERAL RECORDS, 1923-1957

Accession information: Records of the Budget Bureau were joined with those of the Department of Administration after the latter's formation in 1957.

Schedule reference:

Arrangement: See checklist below.

Finding Aid prepared by: Carolyn Green, 1959; revised by Ellen Z. McGrew, 1973.

The Budget Bureau, established in 1925, was authorized to receive monthly reports of expenditures and receipts from state agencies, to grant requests for funds already appropriated, and to submit biennial requests for appropriations to the General Assembly. Prior to 1925 each agency was responsible for handling its own budgetary matters.

The 1931 legislature provided for a Personnel Department to supersede the Salary and Wage Commission [established in 1925]. In 1933 Personnel was transferred to the Budget Bureau under the Assistant Director of the Budget. However, with little appropriation or personnel, its work was ineffective from 1933 until 1949 when the legislature enacted legislation for a revitalized Personnel Department. [See Roma S. Cheek, A Preliminary Study of Government Management in North Carolina, (Raleigh: Governor's Office, 1950)]

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1	Salary and Wage Commission Job Descriptions, n.d. Minutes, 1925-1929
2	Personnel Department Correspondence, 1931-1933, 1935 Employee Prerequisites, 1949-1950
3	Budget Bureau Memorandums, 1927-1932 Vouchers, 1925-1927, 1931
4	Vouchers, Governor's Mansion, 1929-1930
5	Vouchers, Governor's Mansion, 1930-1931

ADMINISTRATION, DEPARTMENT OF  
Budget Division

GENERAL RECORDS, 1923-1957 (Cont'd)

<u>Box No.</u>	<u>Contents</u>
6	Correspondence, Reports, etc., 1942, 1946-1949 Minutes, Joint Appropriations Committee, 1947
7	Miscellaneous Audit, Moore County; Moore County School Board, 1923 Records, State Dry Cleaners Commission, 1936-1938

ADMINISTRATION DEPARTMENT  
General Services Division

GENERAL RECORDS, 1941-1957

Accessioned:

Schedule reference:

Arrangement:

Finding Aid prepared by:

Date:

General Services was one of the new divisions created when the Administration Department was established in 1957. It absorbed many of the duties of the operation and maintenance of public buildings and grounds formerly performed by the office of the Superintendent of Public Buildings and Grounds, which was abolished.

Box No.

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1. Correspondence, Confederate Woman's Home, Fayetteville, 1941-1957 [broken series], 1 folder