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].

Box No. 1
Contents

1 Administration
   Budget
   Management Analyst
   General Services and Motor Pool
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- Health, Board of Highway Commission
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- Ports Authority
- Prisons
- Revenue Department
- Secretary of State
- Timber Project
- Space Utilization Analysis; Records Management
- Uniform Accounting
- Utilities Commission
- Welfare Department
- Wildlife Resources Commission
GENERAL RECORDS, 1923-1957


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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| 7       | Miscellaneous  
Audit, Moore County; Moore County School Board, 1923  
Records, State Dry Cleaners Commission, 1936-1938 |
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.

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