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Business & Financial Affairs

Vice-President for Business & Finance

Comptroller's Correspondence, 1921-1973

NOTES:

Most documents in this series are arranged under subject headings which recur each year for multiple years, if not throughout the entire series - e.g. audits, insurance, salaries.

Occasionally, files are carried forward for one year to the next (this is especially true of physical plant files on buildings under construction). The user who fails to find a given heading under a particular year should therefore check under the next two or three years before abandoning the quest. Significant subject headings which occur relatively infrequently are included in the index below.

Documents related to the University's Chicago campus, formerly the Chicago Undergraduate Division, are grouped together under the alphabetical heading "Chicago" and also under "Congress Circle" for the years 1962-63 and 1963-64. Documents related to the Medical Center, formerly the Chicago Professional colleges, are under "Chicago" through 1961-62 and under "Medical Center" beginning in 1962-63.

Documents related to buildings under construction (excepting housing units) are grouped together under the alphabetical heading "Physical Plant" rather than under the individual building name. Files related to dormitory and apartment construction projects are under "Housing."

Correspondence with owners of real estate for possible acquisition by the University will be found under the alphabetical heading "Real Estate," rather than under the name of the individual owner.

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