Student Affairs
ATO Administrative Staff and Services
National Headquarters Plant and Personnel, 1918-2004

Box 1:
NATIONAL HEADQUARTERS SITE

Basic Historical Material (GHQ & Central Office)
604 E. Green St., Champaign (NHQ from 1918-31)
707 S. Wright St., Champaign (NHQ from 1931-41)
   Property Tax Records, 1936-39
Proposed NHQ on Daniel St. (never built), 1932
627 & 629 E. Green St., Champaign (NHQ from 1941-65)
   Property Tax Records, 1942-65
Site Investigation and Design Compilation, 1953-54
107 E. Green St., Champaign (NHQ from 1965-82) (see boxes 3-4 for oversize material) -
   General Information, 1965-82
   Abstract of Title, 1922, 1964
   Campaign Mailings and Material, 1964-65
   Cornerstone Laying and Time Capsule, 1965
   Decatur Fund Tax Information, 1973
   Photographs and Artwork, 1965-1982
   Property Tax Records, 1982
   Site and Construction, 1965 (includes photos)
   Title Guaranty Policy, 1965
4001 W. Kirby, Champaign (NHQ from 1982-95) (see box 4 for oversize material) - General
Information, 1981-82
   As Elks Club, 1970's (includes photos)
   Acquisition and Development, 1981
   Acquisition and Development, 1982-84
   Land Transfer (Fraternity to Foundation), 1981-83 (2 folders)
   Library Fund Appeal, 1982
   Midwest Telephone, 1996-1997
   Proposed Leadershape Institute, 1983-86 (includes photos)
   Photographs and Artwork, 1981-84
   Photos
      3 Months Before Move to Indianapolis, 1995
      Gulf War Ribbon, 1991
      Moving Day, 1995
   Real Estate Tax Exemption, 1981-83, 1989
   Renovation/Dedication, 1981-82 (2 folders)

Box 2:
   Renovation/Dedication, 1982
   Renovation/Pre-Dedication Photos, 1982-95
   Renovation, 1991
   Sale to Bible Baptist Church and after, 1995

803 Phoenix, Champaign (used from 1995-97)
   (condo owned by ATO and used for processing of ATO Archives after Headquarters move to Indianapolis)

141 E. Washington St., Suite 300, Indianapolis, IN (NHQ from 1995-98)

Indianapolis Canal Park (to include ATO NHQ that never left planning stage) ribbon cutting, 1996
Plans for Canal Park, 1996
1 N. Pennsylvania, Indianapolis, IN (NHQ from 1998-present)
  Blueprints, 1998

Box 3:
NATIONAL HEADQUARTERS STAFF

Challenge Exercises, 1990-91 (all photos)
Employee Handbook, 1999-2004
Non-ATO Men, 1988-89 (includes photos)
Personnel Files, Staff Leadership Consultants, 1995-97
Photos, At Work, 1992-93
  Stephen Siders and NHQ Construction
  General, 1993-94
  Staff Party, 1991
  Staff, Race Cars, 1996

Box 4:
Centennial Guest Register from 107 E. Green, 1965

Box 5:
National Headquarters Guest Registers
107 E. Green, 1965-81
4001 W. Kirby, 1982-94

Box 6:
NATIONAL HEADQUARTERS DÉCOR

ATO Founders Portraits Information, Otis A. Glazebrook, 1933-34, 1980 (includes photos)
  Alfred Marshall, 1979-80 (includes photos)
  Erskine M. Ross, 1952, 1980 (includes photos)
WGC Portraits Information, Paul R. Hickok (1908-10), 1932, 1946, 1950, 1966
  Claude T. Reno (1931-33), ca 1934, 1961, 1965
  Sidney B. Fithian (1933-37), 1965, 1978
  Albert A. Wilbur (1941-46), 1965, 1978
  Lawrence A. Long (1956-58), 1989
  Gerald E. Johnson (1958-62), 1983
  William E. Berry (1975-78), ca mid-1980s, 1987-88, 1990-91 (includes photos)
  Patrick I. Brown (1978-82), 1987
  David R. Thomas (1982-86), 1989
  General, 1980, 1989

Box 7:
Staff Affidavits, 1995
General Headquarters Staff Meetings, 1973-76 (2 folders)
Headquarters Salary Book, 1938-70 (5 folders)

Box 8:
ATO NHQ Staff
  Information, 1988-1996
  Goals and Objectives, 1992-94
  Policies and Procedures, Job Descriptions, 1990-93
  Job Descriptions, 1994
    Board, National President, Executive Director
Employee Savings and Retirement Plan
  Administrator’s Guide and Plan, 1993
  Employee Data Forms and Correspondence, 1994-4995 [RESTRICTED]
  Correspondence and Summary/Plan, 1991, 1993
  Plan and Forms, 1991, 1993
  Amendment, 1994
  Amendments (1 and 2), 1992
Applications/Resumes for ATO Executive Director’s Position, 1996

Box 9:
ATO National Fraternity Financial
  Annual Reports & Audit Correspondence, 1979-1980
  Budget, 1992-1993
  Budget Draft, 1996-1997
  IRS/Correspondence, 1976-1977
  Insurance Property Certificates, 1994-1995
ATO NHQ
Headquarters Lease Agreement 1988-1995

Headquarters Lease Agreement, 2011-2017

4001 W. Kirby

A-1 Alarm System Correspondence, 1982
A&R Mechanical Contractors Correspondence, 1981-1982
C.D.s for Construction, 1982
Coleman Electrical Service Correspondence, 1981-1982
Construction Bills, 1981-1982
Correspondence, 1981-1982, [1 of 2]
Correspondence, 1993 [2 of 2]
Don Doney & Associates Correspondence, 1981-1982
Felmley-Dickerson Co. Correspondence, 1981-1982

Box 10:

Furniture, 1981-1983
Guillot Architects, 1981-1982 (includes photos)
Phone Service, Caller’s Plus, 1993-1995
Preparation of and Move to Headquarters at 4001 Kirby, 1981-1982
Preparation for Sale, 1994-1995
Real Estate Transaction to Bible Baptist Church, 1997
Renovation
  Decorating, 1991
  Furniture, 1991
Champaign National Bank Resolutions, 1986
Box 11:


Rental of Champaign House Correspondence, 1995

803 Phoenix

Condo, 1980-1990

Condo, 1993-1995

Condo Sale, 1997

ATO Pension Trust

Correspondence and Statements, 1953-1976

Maragret M. McDonnell, Clema Parker, & Dorthy Wooldridge, 1970-1972

Pension Register & Statements, 1953-1973

Bequest of Founder Erskine M. Ross1936-1940

Continental Motors - Leased Car, 1983-1986

ATO Conference Center Correspondence, 1985

One North Penn Confidential Offering Memorandum [*RESTRICTED*]

NHQ Leases, 1988-

Appraisal for 4001 West Kirby, 1988

Photos

Candids in Office, 1968


Green Street, nd

Portraits

Alice Faron, 1986

J.E. Johnson and Roe Huffington, 1987

Russ Snyder, nd

Stewart Daniels, 1968