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Georgia Southern University Controller's Office records

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OVERVIEW OF COLLECTION

Title: Georgia Southern University Controller's Office records

Date: 1903-1951

Extent: 1 box

Creator: Georgia Southern University Controller's Office

Language: English

Repository: Zach S. Henderson Library Special Collections, Georgia Southern University, Statesboro, GA. specolle@georgiasouthern.edu. 912-478-7819. library.georgiasouthern.edu.

Processing Note: Collection previously known as Historical Documents from the Controller's Office and Georgia Southern University historical and legal documents, 1903-1951.. Finding aid revised in 2019.

INFORMATION FOR USE OF COLLECTION

Conditions Governing Access: The collection is open for research use. Some folders may contain personal and student academic records that are restricted in accordance with university policy and applicable law. Student records are subject to the Family Educational Rights and Privacy Act (FERPA) restrictions of seventy-five years from the date of creation of the record.

Physical Access: Materials must be viewed in the Special Collections Reading Room under the supervision of Special Collections staff.

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Preferred Citation: [Item Identification], Georgia Southern University Controller's Office records, Zach S. Henderson Library Special Collections, Georgia Southern University, Statesboro, GA

ABOUT THE COLLECTION

Administrative: The Georgia Southern University Controller's Office was responsible for management of accounting and finances of the institution from its founding as the First District Agricultural & Mechanical School through its transition to Georgia Normal School and eventually Georgia Teachers College. The documents in this collection were given to Georgia Southern University attorney Lee Davis, July 17, 2001.

Scope and Content: This collection consists of bonds, deeds, cancelled and bad checks, mortgages, banking records, annual reports, insurance policies, and letters pertaining to the legal and financial affairs of Georgia Southern, from before its beginning as the First District Agricultural and Mechanical School to the late years of Georgia Teachers College. Also included are documents pertaining to construction and maintenance of campus buildings, a class ring, an award pin, and a vault key.

Acquisitions Info: Given to Georgia Southern University attorney Lee Davis, July 17, 2001. Transferred from the University Controller's Office, 2002.

Access Points:

First District Agricultural and Mechanical School
Georgia Normal School
Georgia Teachers College
Georgia Southern University -- Accounting -- History -- Sources
Georgia Southern University -- Finance -- History -- Sources
Georgia Southern University
South Georgia Teachers College
Accounting
Finance
History
Sources

CONTAINER LISTING

Box 1: 0200104784448

<u>Items</u>	<u>Box Number</u>	<u>Item Number</u>
Plat to 95 acres Est. P.U. Brannen September 24, 1903	1	1
Bond for Title for 95 acres of land from N.G. Brannen to Glenn Bland - November 13, 1906	1	2
Deed - A.M. Deal to First District Agricultural and Mechanical School January 19, 1907. (1916 copy)	1	3
Indenture (Deed) - January 19, 1907 - between A.M. Deal and County of Bulloch trustees purchasing land for an industrial and agricultural school. (copy)	1	4
Customer draft to J.A. Brannen for the amount of \$2500.00 January 25, 1907	1	5
Contract with Nicholas Ittner and Trustees 1st District A&M dated February 16, 1907 to build academic building and dormitories	1	6
Warranty Deed - A.M. Deal to the trustees of the Agricultural School for the First Congressional District recorded December 3, 1907	1	7
Nicholas Ittner vs. J.R. Miller et al - copy filed September 13, 1909	1	8
Report from President on what First District Agricultural & Mechanical School owed on their debt between November 15, 1909 and June 1, 1911 as payoff date. Record of School Farm, 1921	1	9
Canceled and bad checks 1914-1920	1	10
Letter to Mr. J. Randolph Anderson November 23, 1916 sending the deed A.M Deal to the trustees of First District A&M School	1	11
Letter from R. Lee Moore to Henry Cunningham of Savannah concerning abstract or title to land of First District A&M School. December 2, 1916	1	12
Executions vs. First District A&M School dated December 2, 1916	1	14
Request for a loan in the amount of \$15,000 between The	1	15

Citizens & Southern Bank and the First District A&M School, December 21, 1916. J. Randolph Anderson, Chairman of the Board of Trustees First District A&M School		
Board of trustees borrowed \$15,000 from the Citizens & Southern Bank January 8, 1917 for First District A&M School.	1	16
Mortgage - Board of Trustees First District A&M School to The Citizens & Southern Bank of Savannah, GA, dated January 25, 1917. Filed January 26, 1917	1	17
Annual Report for Accredited Relations, 1918-19 First District A&M School, R.M Rowan Principal	1	18
Annual report for accredited relations 1919-20 First District A&M School	1	19
Ring from 1920 First District A&M School- Initials E.C. (Bank of Folder)	1	20
Budget for First District A&M School dated 1920	1	21
Annual Report for Accredited relations' First District A&M School Year January 19,1920-21	1	22
Annual report for First District A&M School dated March 1921-22	1	23
First District Agricultural & Mechanical School Annual Report 1921-22	1	24
Note owed to Southern Bank for \$6,000 First District Agricultural & Mechanical School dated October 22, 1922-- Paid January 15, 1923	1	25
Annual Report for Accredited Relations between the University of Georgia and Associated institutions with First District A&M School 1922-23, E. V. Hollis principal	1	26
Annual report of the First District A&M School for the year 1923-24, Hollis principal	1	27
Readers Cooperative Service Bureau Certificate of Membership for E.V. Hollis August 28, 1924	1	28
State Agriculture School First District insurance Policies written by the Governor, April 28, 1940	1	29
Information for the annual for Normal School on March 24, 1925, requested by the Department of Education-- State of Georgia	1	30

Deed with Power of sale to secure debt. Board of Trustees of Georgia Normal to The School to the First National, Bank of Statesboro, and Sea Island Bank-- Copy-- recorded May 2, 1925	1	31
Life insurance program for Mr. E. V. Hollis with the Northwestern Mutual Life Insurance Company -- December 4, 1925	1	32
Resolution, Board Trustees, GNS, May 19,1926. Power to borrow for needs of school	1	32B
Deed to Secure debt with the power of sale. Georgia Normal School through the Board of Trustees to First National, Bank of Statesboro and Sea Island May 21, 1926	1	33
Deed to secure debt with the Power of sale- Georgia Normal School through the Board of Trustees to First National Bank, Bank of Statesboro, Sea Island Bank recorded with the state of Georgia Bulloch Superior Court May 21, 1926	1	34
Security Deed- Georgia Normal School to First National Bank - - copy - original recorded with State of Georgia Bulloch Superior Court May 21, 1926	1	35
To secure debt with the power of sale to First National Bank, Bank of Statesboro and Sea Island Bank-copy cover only, original recorded May 21, 1926	1	36
Contract between R.P. Knight of Bulloch County and Georgia Normal School to raze the Sunnyside School building and re-erect on campus. September 22, 1926	1	37
Act to establish Georgia Normal School as a branch of the University of Georgia August 24, 1929	1	38
Affidavit of Dicy Kennedy formerly Dicy Brannen--certified on September 11, 1930 in Bulloch County Office of Clerk Superior Court	1	39
Warranty Deed from Edmund Kennedy to A.M Deal-- Bulloch County recorded September 11, 1930	1	40
Warranty Deed from F. E. Field to A. M Deal - Bulloch County recorded September 11, 1930	1	41
Warranty Deed from N. G Brannen to A. M Deal- recorded September 11, 1930	1	42
Warranty Deed form Glenn Bland to A. M Deal and F. E Fields	1	43

recorded September 11, 1930		
Warranty Deed from Joe S. Brannen to J. E Brannen recorded September 11, 1930	1	44
Warranty Deed from J. E. Brannen to A. M Deal recorded September 11, 1930	1	45
Warranty Deed from Mike Bland to A. M Deal recorded September 11, 1930	1	46
Warranty Deed from J. F. Rogers, J. Lawton Hiers, & Sallie T. Donaldson to A. M Deal recorded September 11, 1930	1	47
Warranty Deed from J. S Brannen to A. M Deal recorded September 11, 1930	1	48
Commissioners' Deed from E. D. Holland, et al, and Commissioners to Richard L. Brannen recorded September 11, 1930	1	49
Commissioner's Deed--E. D. Holland, et al, Commissioners to Mrs. Lizzie Green recorded on September 11, 1930	1	50
Paul Nevil sold to Ewell Alexander a 1930 model Graham-Paige automobile, March 17, 1931	1	51
Purchase of property from B .R. Olliff for South Georgia Teachers College May 20, 1931 (4 letters from Olliff)	1	52
Minutes of Executive of Board of Trustees, SGTC, September 2nd, 1931. One proposal. One resolution.	1	52A
Letter from The Jno. T. Ragan Company to J. E. MacCroan for a proposal for adding a third floor to the girls and boys dormitories, September 29, 1931	1	53
Addenda and bid sheets for work on girls and boys dormitories from September 1931 to December 1931	1	54
Invoice from The Jno. T. Ragan Company for work done on dormitories--October 23, 1931	1	55
Letter from The Jno. T. Ragan Company to Mr. Guy Wells, South Georgia College, November 17, 1931. Quotes for work to be done on the gym building	1	56
John T. Ragan & Company estimate for work on girls and boys	1	57

dormitories, December 6, 1931		
Letters from Edwards and Sayward Architects to John T. Ragan Company allowing extra work to be done on dormitories -- December 8, 1931	1	58
John T. Ragan & Company estimate for work on girls and boys dormitories, December 28, 1931	1	59
Balances of maturities notes owed to companies and people dated January 27, 1932	1	60
Invoice and letters from The Jno. T. Ragan Co. requesting payment for work done at South Georgia Teachers College March 14, 1932 and in April, 1932	1	61
Fire Insurance Policy for furniture with The Home Insurance Company New York September 5, 1932	1	62
South Georgia Teachers College pin - Kingery Medal Declamation 1933 - Lawrence Shippey (back of folder)	1	63
Order for an Iron Fireman Automatic Coal Burner, Savannah, GA July 15, 1933	1	64
Sheriff's Office September 18, 1933 South Georgia Teachers College D. J Donaldson	1	65
Property deals with South Georgia Teachers College and BOR and Mrs. Fronie Johnson and Paul Johnson in February 1934. Will send daughter, grandchild to school, paid by school.	1	66
Warranty Deed for property from Mrs. L. V. Johnson and Paul Johnson to BOR for South Georgia Teachers College--February 1934	1	67
Civil Works Administration Atlanta, GA -- drainage work with a release from liability from South Georgia Teachers College and others dated February 8, 1934	1	68
Guaranty Certificate for Briggs & Stratton Motor purchased August 22, 1935	1	69
Bulloch Mortgage Loan Co. organized by depositors of Bank of Statesboro owed R. L. Winburn \$ 24.43 September 9, 1935	1	70
South Georgia Teachers College -- Letter to Miss Vallie Aderson considering her to work and pay for college on May 8, 1936	1	71

State Department of Education -- Division Vocational Rehabilitation -- Letter sent to South Georgia Teachers College stating they will pay for Ms. Vallie Anderson's schooling. May 22, 1936	1	72
Automobile policy with the Sentinel Fire Insurance Company for South Georgia Teachers College -- June 21, 1935 - June 21, 1936 for a Ford truck for hauling	1	73
Letter from Sea Island Bank to bring in certificates and collect money of matured certificates -- South Georgia Teachers College, February 5, 1938 and February 20, 1937	1	74
Letter to R. L Winburn, South Georgia Teachers College, from W. L. Downs to have money deducted from pay to pay a loan to Sea Island June 27, 1938	1	75
Forgery and check alteration policy with the Royal Indemnity Company, October 25, 1937 - October 25, 1939.	1	76
Athletic Group Accident Policy Postal Mutual Indemnity Company, Dallas, Texas with Georgia Teachers College, September 11, 1940	1	77
Honorable Discharge from the Army for Nathan Conley September 16, 1941	1	78
Labor agreement entered into January 13, 1944 by and between Booster Folkston and Marvin S. Pittman for Georgia Teachers College	1	79
Georgia Teachers College rents To Bartow P. Lamb a Warco Road Patrol Machine -- June 19, 1946	1	80
Returned Check letters to students or businesses from Georgia Teachers College: September 13, 1948 - Mr. C.D. Rushing January 30, 1949 - Mr. Paul J Melvin February 18, 1949 - Brice Banking Co. explaining non-payment by Mr. Raiford. April 14, 1948 - Mr. R.E Nobles for Miss Frieda July 27, 1948 - R.E. Nobles for Miss Frieda.	1	81
Maturity July 12, 1949 -- Landrum Hodges	1	82
Maturity August 25, 1949 -- Glynn L. Harrison	1	83
Note by Willie Foster Dixon to pay Georgia Teachers College \$160 in monthly installments with the last	1	84

payment March 18, 1952		
Student list -- just names and names of high school attended -- no dates	1	85
Combination Instructions for safe handle no. 120270 with Gary Safe Co	1	86
Names of Shrubbery on campus of South Georgia Teachers College	1	87
List of names 1-17. One being W. S. Praetorians and 17 H. F. Gook	1	88
Certificate of membership State of Georgia -- E. V. Hollis, Principal -- State A&M School to the Georgia Cotton Growers Co-Operative Association	1	89
Key to vault - Diebold 900 Series	1	90