



**FINDING AID TO  
THE PURDUE UNIVERSITY BUSINESS  
SERVICES RECORDS**

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Virginia Kelly Karnes Archives and Special Collections  
Research Center  
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## Descriptive Summary

<b>Creator Information</b>	Purdue University. <i>Business Services Office</i>
<b>Title</b>	Purdue University Business Services records
<b>Collection Identifier</b>	UA 35
<b>Date Span</b>	circa 1971
<b>Abstract</b>	Photographs and papers documenting the Business Services office and the Office of the Year Award.
<b>Extent</b>	0.25 cubic feet (1 half mss. box)
<b>Finding Aid Author</b>	Michael Maune, 2012
<b>Languages</b>	English
<b>Repository</b>	Virginia Kelly Karnes Archives and Special Collections Research Center, Purdue University Libraries

## Administrative Information

<b>Location Information:</b>	ASC
<b>Access Restrictions:</b>	Collection is open for research.
<b>Acquisition Information:</b>	Records transfer on September 16, 2011 from Purdue University Business Office via Gene Ann Faussett
<b>Accession Number:</b>	20110916.1
<b>Preferred Citation:</b>	UA 35, Purdue University Business Services records, Archives and Special Collections, Purdue University Libraries
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## **Subjects and Genres**

### **Organizations**

Purdue University

### **Topics**

Purdue University--Buildings

### **Form and Genre Types**

Black-and-white photographs

Color photographs

Pamphlets

Press releases

## History of Freehafer Hall

Freehafer Hall (formerly Administrative Services Building) was built in 1969, designed according to principles of the office landscape movement which “departs from fixed walls and corridors” in favor of less divisive “screens and planters.” The floor plan optimized work-flow by following “natural lines” of communication between departments. It was the first office of its kind in the United States (“Administrative Services” 2-3). In 1971, *Administrative Management* magazine recognized the building as Office of the Year for 1970 (University News Service 1). In recognition of former Vice President and Treasurer Lytle Freehafer, the building was renamed Freehafer Hall in 1978.

*Source(s):*

*Administrative Services Building Information Booklet and Visitors Guide.* Lafayette: Purdue University, 1970. Print.

University News Service. Press release regarding Administrative Services Building. Purdue University, 1971. Print.

## Collection Description

### Scope

The Business Services records (circa 1971; 0.25 cubic feet) documents the Business Services office at Freehafer Hall (formerly Administrative Services Building) circa 1971. It shows the reception of *Administrative Management* magazine's 1970 Office of the Year Award by various staff. Other materials include a floor plan of the office, images of unnamed staff, as well as photographs of furniture. Types of materials include: photographs, a pamphlet, and other papers. The Records are organized into three topical series:

### Arrangement

**1. Office of the Year Presentation photographs and other papers, circa 1971 (0.1 cubic feet)**

The series documents the reception of *Administrative Management* magazine's 1970 Office of the Year award by Vice President and Treasurer Lytle J. Freehafer, project architect Robert K. Gloyeske, and interior decorator Sally Roland. Also pictured is Lawrence S. Lawler, vice president and publications manager of *Administrative Management* magazine. Two press releases describe the event and photographs. Original order of the materials has been maintained.

**2. Business Services Office photographs and pamphlet, circa 1971 (0.1 cubic feet)**

The series documents the Administrative Services Building interior and unnamed staff working. It also includes a floor plan drawing of the office and pamphlet regarding the office landscape design. Original order of the materials has been maintained.

**3. Furniture ADMS photographs, circa 1971 (0.05 cubic feet)**

The series documents furniture used in the Administrative Services Building. It features images of desks, shelves, plants, and chairs. One notable photograph features interior designer Sally Roland seated at a desk. Original order of the materials has been maintained.

**Descriptive Rules** Describing Archives: A Content Standard

### Processing Information

Whenever possible, original order of the materials has been retained. All materials have been housed in polyester sleeves, acid-free folders, and acid-free boxes.

### Additions and Revisions

Collection identifier updated from UA11.01.02 to UA 35 as of October 17, 2016.

## **DETAILED DESCRIPTION OF THE COLLECTION**

### **Series 1. Office of the Year Presentation photographs and other papers, circa 1971**

(0.1 cubic feet)

**1 Box** *Office of the Year Presentation photographs and other papers*

Folder

1. Photographs and other papers, circa 1971

### **Series 2. Business Services Office photographs and pamphlet, circa 1971**

(0.1 cubic feet)

*Business Services Office photographs and pamphlet*

Folder

2. Photographs, circa 1971
3. Photographs and pamphlet, circa 1971

### **Series 3. Furniture ADMS photographs, circa 1971**

(0.05 cubic feet)

*Furniture ADMS photographs*

Folder

4. Photographs, circa 1971