

S. J. McKee Archives



College and university business

<http://archives.brandonu.ca/en/permalink/descriptions3750>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 4.2

File Number: 170

GMD: textual records

Date Range: 1969

Physical Description: 1 file

Scope and Content:

File consists of information relating to administrative officers, enrollments and construction plans and correspondence.

Storage Location: RG 6 Brandon University fonds
Series 4: Office of the Vice-President
4.2 Office of the Vice-President (Administration & Finance)
Box 5



Brandon College/University calendars

<http://archives.brandonu.ca/en/permalink/descriptions151>

Part Of: RG 6 Brandon University fonds

Description Level: Sub-series

Series Number: 6.6

GMD: textual records

Date Range: 1900-2005

Physical Description: 1.40 m

Physical Condition: Generally good

History /

Biographical:

The University Calendar is the authoritative statement of the institutional structure, faculty and staff, and academic program of Brandon University. Since the creation of the College in 1900, calendars have been produced annually, with only a few exceptions, by the Registrar's Office.

Up until 1991-1992, the calendar was called the general calendar. In 1991-1992, it was called the undergraduate general calendar. Beginning in 1992, the calendar was produced every two years instead of annually, except for 1998-1999, until 2003. The 1992-1994 calendar contains both the undergraduate and graduate general calendars, and starting in 1994 a separate undergraduate and graduate calendar was produced.

Custodial History:

The Brandon College/University calendar was produced by the Registrar's Office. Individual copies of the calendar were held by the Registrar's Office until their transfer to the University Archives.

Scope and Content:

The sub-series consists of general calendars, general undergraduate and graduate calendars, as well as calendars for the School of Music, the Faculty of Education, and for spring and summer sessions. It has been divided into three sub sub series, including: (1) Calendars - bound archival copies; (2) Calendars - researcher's copies; and (3) Calendars - miscellaneous.

Notes: The Registrar, acting in his/her capacity as Secretary of Senate, is responsible for the production of the University calendar.

Subject Access: Academic programs
departments
administrative staff
board members
history
faculty

Accruals: Further accruals are expected.

Storage Location: RG 6 Brandon University fonds
Series 6: Senate

Arrangement:

Chronological



Pension plans for Brandon College and University

<http://archives.brandonu.ca/en/permalink/descriptions4447>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 15

File Number: 48

GMD: textual records

Date Range: 1967-1974

Physical Description: 1 file

Scope and Content:

File consists of various pension/insurance/retirement plans, correspondence and the constitution of the Brandon University Pension and Insurance Benefits Committee.

Storage Location: RG 6 Brandon University fonds

Series XV: BUFA

Box 5



Small Business

<http://archives.brandonu.ca/en/permalink/descriptions5417>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: MG 3 1.14.1

File Number: 480

GMD: textual records

Date Range: Oct. 1990-June 1992

Physical Description: 1 file

Scope and Content:

File consists of correspondence

Storage Location: RG 6 Brandon University fonds

MG 3 Brandon University Teaching and Administration

1.14.1 W. Leland Clark - political career

Box 20



Small Business

<http://archives.brandonu.ca/en/permalink/descriptions5575>

Part Of: RG 6 Brandon University fonds
Description Level: File
Series Number: MG 3 1.14.1
File Number: 638
GMD: textual records
Date Range: Oct. 1984- April 1985
Physical Description: 1 file
Scope and Content:
File consists of correspondence
Storage Location: RG 6 Brandon University fonds
MG 3 Brandon University Teaching and Administration
1.14.1 W. Leland Clark - political career
Box 24



Small Business

<http://archives.brandonu.ca/en/permalink/descriptions5649>

Part Of: RG 6 Brandon University fonds
Description Level: File
Series Number: MG 3 1.14.1
File Number: 713
GMD: textual records
Date Range: June 1984
Physical Description: 1 file
Scope and Content:
File consists of correspondence
Storage Location: RG 6 Brandon University fonds
MG 3 Brandon University Teaching and Administration
1.14.1 W. Leland Clark - political career
Box 27



International Business Machines

<http://archives.brandonu.ca/en/permalink/descriptions3635>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 4.2

File Number: 57

GMD: textual records

Date Range: 1966-1967

Physical Description: 1 file

Scope and Content:

File consists of correspondence, rental examples, an agreement for IBM Machine Service and executive course outlines (universities).

Storage Location: RG 6 Brandon University fonds

Series 4: Office of the Vice-President

4.2 Office of the Vice-President (Administration & Finance)

Box 2



Burroughs business machines

<http://archives.brandonu.ca/en/permalink/descriptions3740>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 4.2

File Number: 160

GMD: textual records

Date Range: 1965-1967

Physical Description: 1 file

Scope and Content:

File consists of correspondence and samples.

Storage Location: RG 6 Brandon University fonds

Series 4: Office of the Vice-President

4.2 Office of the Vice-President (Administration & Finance)

Box 5



Burrough Business Machines

<http://archives.brandonu.ca/en/permalink/descriptions3865>

Part Of: RG 6 Brandon University fonds
Description Level: File
Series Number: 4.2
File Number: 280
GMD: textual records
Date Range: 1970-1971
Physical Description: 1 file
Scope and Content:
File consists of correspondence.
Storage Location: RG 6 Brandon University fonds
Series 4: Office of the Vice-President
4.2 Office of the Vice-President (Administration & Finance)
Box 7



International Business Machines

<http://archives.brandonu.ca/en/permalink/descriptions3927>

Part Of: RG 6 Brandon University fonds
Description Level: File
Series Number: 4.2
File Number: 338
GMD: textual records
Date Range: 1970-1971
Physical Description: 1 file
Scope and Content:
File consists of correspondence and a memo.
Storage Location: RG 6 Brandon University fonds
Series 4: Office of the Vice-President
4.2 Office of the Vice-President (Administration & Finance)
Box 8



BU business students

<http://archives.brandonu.ca/en/permalink/descriptions4184>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 14.4

File Number: 52

GMD: textual records

Date Range: 1994

Physical Description: 1 file

Scope and Content:

File consists of an application for a BUSU grant.

Storage Location: RG 6 Brandon University fonds
Series 14: Brandon University Students Union
14.4 BUSU clubs
Box 1



Business administration club

<http://archives.brandonu.ca/en/permalink/descriptions4191>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 14.4

File Number: 59

GMD: textual records

Date Range: 1988-1994

Physical Description: 1 file

Scope and Content:

File consists of the Business Administration Club constitution, applications for BUSU grants and information about the club.

Storage Location: RG 6 Brandon University fonds
Series 14: Brandon University Students Union
14.4 BUSU clubs
Box 1



Correspondence- Small Business

<http://archives.brandonu.ca/en/permalink/descriptions5158>

Part Of: RG 6 Brandon University fonds
Description Level: File
Series Number: MG 3 1.14.1
File Number: 220
GMD: textual records
Date Range: Sept. 1987-Nov. 1990
Physical Description: 1 file
Scope and Content:
File consists of correspondence
Storage Location: RG 6 Brandon University fonds
MG 3 Brandon University Teaching and Administration
1.14.1 W. Leland Clark - political career
Box 9



Brandon College/Brandon University Women's Auxiliary fonds

<http://archives.brandonu.ca/en/permalink/descriptions14290>

Part Of: RG 1 Brandon College fonds
Description Level: Fonds
Accession Number: 18-2016
GMD: textual records
Date Range: 1955-1975
Physical Description: 24 cm of textual records
3 scrapbooks containing newspaper clippings

History /

Biographical:

The Brandon College/Brandon University Women's Auxiliary was founded on February 17, 1955, with the purpose of a) foster[ing] good public relations between the university and the community, and to stress the importance of Brandon University to Western Manitoba; b) to gain a better knowledge of the functioning of Brandon University and; c) to improve the surroundings of the College/University's students and the university at large. They were to hold four regular meetings per annum, with an annual meeting in April, and one fund-raising tea a year. The organization raised money through these teas, as well as through receptions, with the intention of donating to the college/university and surrounding community, contributing to the furnishing of residences and offices at the college/ university, as well as facilitating an annual community visitation day for the public to tour the university. The organization's name was change from the Brandon College Women's Auxiliary to the Brandon University Women's Auxiliary along with the renaming of the school itself on July 1, 1967. The organization was sometimes referred to simply as the Women's Auxiliary.

The Auxiliary was run by an elected President and Board of Executives. Its members, who were all mothers of Brandon College/Brandon University students, paid an annual membership fee. Subcommittees within the organization included those in charge of social organization, membership management, program management, phoning management, press and publicity management and project management; all of these were fronted by their own individual leaders from within the members, under the board of executives. The organization ceased meeting in 1975; the minutes from the final meeting reference difficulties filling executive offices before a motion was carried to disband.

Custodial History:

Records were created and held by the Brandon College/Brandon University Women's Auxiliary until their dissolution on October 23, 1975, when a motion was passed to move the records to the McKee Archives.

Scope and Content:

Fonds consists of records that relate to the organization of and activities coordinated by the Women's Auxiliary, as well as records detailing the contribution that the organization made to the university and community of and around Brandon. The records span the entire existence of the Women's Auxiliary from 1955 to 1975.

Records include meeting minutes, treasurers' statements, financial bookkeeping, correspondence, a copy of the constitution, records of members, members' addresses and phone numbers, lists of members' children attending school and their respective degree, lists of council members, event memorabilia, organization letter heads, donation receipts, newspaper clippings, advertisements, publicity reports, meeting reports, visitation records, scrapbooks and scrapbook inventories.

Notes: History/Bio information taken from the records. Description by Kayliegh Penner (October 2016).

Name Access: Mrs. R.B. Alexander
Mrs. Cumming
Mrs. R.G. McDiarmid
Mrs. R.K. Leiteh
Mrs. Wesley Nelson
Mrs. Robert Ghidorie
Mrs. Barney Thordarson
Kathleen Thordarson
Mrs. Stuart Craig
Mrs. Doris Hunt

Subject Access: centennial visitation day
 women's organizations

Storage Location: 2016 accessions

Related Material: Brandon University photograph collection (Observatory Opening)
 Spring 1955 Alumni News (report on the founding of the organization)

Arrangement:

Records are arranged in chronological order in four (4) subseries: 1) treasurer's books; 2) minute books; 3) textual files; and 4) scrapbooks and miscellany



International Business Machines (IBM)

<http://archives.brandonu.ca/en/permalink/descriptions3786>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 4.2

File Number: 203

GMD: textual records

Date Range: 1968-1969

Physical Description: 1 file

Scope and Content:

File consists of correspondence and financial information.

Storage Location: RG 6 Brandon University fonds
 Series 4: Office of the Vice-President
 4.2 Office of the Vice-President (Administration & Finance)
 Box 6



John Chzyk - Business Administration

<http://archives.brandonu.ca/en/permalink/descriptions4775>

Part Of: RG 6 Brandon University fonds
Creator: Brandon University Dean of Arts Office
Description Level: File
Series Number: 7.1.1
File Number: 20-22
Accession Number: 24-2000
GMD: textual records
Date Range: 1987-1995
Physical Description: 3 files

Scope and Content:

Files consist of course evaluations, sabbatical documents, application and promotion documents, a performance review summary, correspondence, special leave documents. One file is titled "Chzyk promotion 1993".

Storage Location: RG 6 Brandon University fonds
Series VIII: Faculties and Schools
7.1.1 Dean of Arts
Box 2



Lorna Kaufman - Business Administration

<http://archives.brandonu.ca/en/permalink/descriptions4782>

Part Of: RG 6 Brandon University fonds
Creator: Brandon University Dean of Arts Office
Description Level: File
Series Number: 7.1.1
File Number: 31
Accession Number: 24-2000
GMD: textual records
Date Range: 1993-1994
Physical Description: 1 file

Scope and Content:

File consists of application and appointment documents, course and performance evaluations.

Storage Location: RG 6 Brandon University fonds
Series VIII: Faculties and Schools
7.1.1 Dean of Arts
Box 2

Fred McGuinness Ltd. business correspondence

<http://archives.brandonu.ca/en/permalink/descriptions13658>

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Available

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Other Title Info:	Title based on the contents of the subseries
Part Of:	Fred McGuinness collection
Description Level:	Sub-series
Series Number:	McG 1.3
Accession Number:	1-2015
GMD:	textual records
Date Range:	c. 1988 - 2010
Physical Description:	Approximately 6 cm of textual records
History / Biographical:	See collection level description for history/biography information on Frederick George McGuinness.
Custodial History:	Accession 1-2015 contains records created and collected over the course of McGuinness' career as a newspaper journalist and freelance writer. The Estate of Fred McGuinness donated the materials to the SJ McKee Archives circa 2011. The Archives accessioned the records in 2015.
Scope and Content:	Subseries consists of records related to the business workings of Fred McGuinness Ltd. It includes financial statements prepared for Fred McGuinness Ltd. and information on insurance coverage.
Notes:	In the file level inventories, square brackets at end of file names reference the original location of the file in the unprocessed Fred McGuinness collection. The original location is also noted on the front of each file folder
Accruals:	Closed
Finding Aid:	File level inventory is available
Storage Location:	2015 accessions
Related Material:	Statements on royalty earnings for McGuinness' monograph Manitoba: The Province & The People are located in the Correspondence subseries (McG 1.2). Invoicing for McGuinness' work on the Chronicle of Canada is located with that monograph subseries (5.7)
Arrangement:	Arrangement was artificially created by the Archives. Subseries has been re-arranged according to publication period.

Documents

Document Not
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McG 1_3 Fred
McGuinness Ltd
business documents
inventory.pdf

 Read PDF

 Download PDF



G.R.D. (Don) Campbell - Business Administration

<http://archives.brandonu.ca/en/permalink/descriptions4774>

Part Of: RG 6 Brandon University fonds
Creator: Brandon University Dean of Arts Office
Description Level: File
Series Number: 7.1.1
File Number: 19
Accession Number: 24-2000
GMD: textual records
Date Range: 1980-1992
Physical Description: 1 file

Scope and Content:

File consists of course evaluations, application and promotion documents, sabbatical documents, and retirement documents.

Storage Location: RG 6 Brandon University fonds
Series VIII: Faculties and Schools
7.1.1 Dean of Arts
Box 2



Finance- Enclosures- G.S.T.- Small Business

<http://archives.brandonu.ca/en/permalink/descriptions5194>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: MG 3 1.14.1

File Number: 255

GMD: textual records

Date Range: May-June 1990

Physical Description: 1 file

Scope and Content:

File consists of correspondence

Storage Location: RG 6 Brandon University fonds

MG 3 Brandon University Teaching and Administration

1.14.1 W. Leland Clark - political career

Box 11