

# West Virginia University, Potomac State College, Business Correspondence A&M 5233

West Virginia University, Potomac State College, Business Correspondence  
1913-1966



## Title Statement

West Virginia University, Potomac State College, Business Correspondence A&M 5233

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## Descriptive Summary

**Unit ID**

A&M 5233

**Unit ID**

[Archival Resource Key](#)

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**Unit ID**

/repositories/2/resources/6337

**Unit Date**

1913-1966

**Language**

English .

**Creator**

West Virginia University. Potomac State College

**Extent**

10.25 Linear Feet 7 oversize record cartons, 17 in. each; 1 document case, 4 in.

**Physical Location**

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**Repository**

West Virginia and Regional History Center

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## Scope and Contents

Business correspondence of Potomac State College. The institution was called the Preparatory Branch of West Virginia University on the official letterhead till mid-1921, when it became Potomac State School. In 1951, the name changed to Potomac State College of West Virginia University. The business correspondence is bound into 30 volumes, which include letters from the school's principal to the State Board of Control, various reports, and subjects such as attendance and purchasing. The volumes of correspondence offer almost continuous coverage from July 1913 to June 1950, with gaps from July 1916 to May 1917 and July 1936 to June 1937, and an additional volume of material from the mid to late 1950s. The collection also includes seven bound audit reports; these reports offer continuous coverage from June 8, 1946 to June 30, 1960.

## Keywords

Education, Higher -- Administration

West Virginia University. Potomac State College

State Board of Control of West Virginia

## Description of Subordinate Components

**Official Correspondence**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63019

**Unit Date** July 1913-July 1916

**Text** 1 (Box)

**Language** English.

**Official Correspondence**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63020

**Unit Date** May 1917-December 1918

**Text 1** (Box)

**Language** English.

**Official Correspondence**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63021

**Unit Date** January 1919-December 1920

**Text 2** (Box)

**Language** English.

**Official Correspondence**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63022

**Unit Date** January-December 1921

**Text 1** (Box)

**Language** English.

**Official Correspondence**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63023

**Unit Date** January 1922-June 1923

**Text 2** (Box)

**Language** English.

**Official Correspondence**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63024

**Unit Date** July 1923-June 1924

**Text 2** (Box)

**Language** English.

**Official Correspondence**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63025

**Unit Date** July 1924-June 1925

**Text 3** (Box)

**Language** English.

**Official Correspondence**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63026

**Unit Date** July 1925-June 1926

**Text 3** (Box)

**Language** English.

**Official Correspondence**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63027

**Unit Date** July 1926-June 1927

**Text 3** (Box)

**Language** English.

**Official Correspondence**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63028

**Unit Date** July 1927-June 1928

**Text** 3 (Box)

**Language** English.

**Official Correspondence**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63029

**Unit Date** July 1928-June 1929

**Text** 4 (Box)

**Language** English.

**Official Correspondence**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63030

**Unit Date** July 1929-June 1930

**Text** 4 (Box)

**Language** English.

**Official Correspondence**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63031

**Unit Date** July 1930-June 1931

**Text** 4 (Box)

**Language** English.

**Official Correspondence**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63032

**Unit Date** July 1931-June 1932

**Text** 4 (Box)

**Language** English.

**Official Correspondence**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63033

**Unit Date** July 1932-June 1933

**Text** 5 (Box)

**Language** English.

**Official Correspondence**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63034

**Unit Date** July 1933-June 1934

**Text** 5 (Box)

**Language** English.

**Official Correspondence**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63035

**Unit Date** July 1934-June 1935

**Text** 5 (Box)

**Language** English.

**Official Correspondence**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63036

**Unit Date** July 1935-June 1936

**Text** 6 (Box)

**Language** English.

**Official Correspondence**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63037

**Unit Date** July 1937-June 1938

**Text** 6 (Box)

**Language** English.

**Official Correspondence**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63038

**Unit Date** July 1938-June 1939

**Text** 2 (Box)

**Language** English.

**Official Correspondence**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63039

**Unit Date** July 1939-June 1940

**Text** 6 (Box)

**Language** English.

**Official Correspondence**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63040

**Unit Date** July 1940-June 1941

**Text** 6 (Box)

**Language** English.

**Official Correspondence**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63041

**Unit Date** July 1941-June 1942

**Text** 6 (Box)

**Language** English.

**Official Correspondence**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63042

**Unit Date** July 1942-June 1943

**Text** 7 (Box)

**Language** English.

**Official Correspondence**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63043

**Unit Date** July 1943-June 1944

**Text** 5 (Box)

**Language** English.

**Official Correspondence**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63044

**Unit Date** July 1944-June 1946

**Text** 7 (Box)

**Language** English.

**Official Correspondence (blue binding)**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63045

**Unit Date** July 1946-June 1947

**Text** 7 (Box)

**Language** English.

**Official Correspondence (tan binding, incorrect date label)**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63046

**Unit Date** July 1947-June 1948

**Text** 7 (Box)

**Language** English.

**Official Correspondence**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63047

**Unit Date** July 1948-June 1950

**Text** 7 (Box)

**Language** English.

**Official Correspondence**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63048

**Unit Date** ca. 1954-1959

**Text** 7 (Box)

**Language** English.

**Report of an Audit and Examination of the Accounts of Potomac State School of West Virginia University, Keyser, Mineral County, West Virginia, for the Period from June 8, 1946 to April 9, 1951**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63049

**Unit Date** 1951

**Text** 8 (Box)

**Language** English.

**Report of an Audit and Examination of the Accounts of Potomac State School of West Virginia University, Keyser, Mineral County, West Virginia, for the Period from April 9, 1951 to August 11, 1952**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63050

**Unit Date** 1952

**Text** 8 (Box)

**Language** English.

**Report of an Audit and Examination of the Accounts of Potomac State School [College] of West Virginia University, Keyser, Mineral County, West Virginia, for the Period from August 12, 1952 to April 5, 1954**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63051

**Unit Date** 1954

**Text** 8 (Box)

**Language** English.

**Report of an Audit and Examination of the Accounts of Potomac State College of West Virginia University, Keyser, Mineral County, West Virginia, for the Period from April 6, 1954 to September 20, 1954**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63052

**Unit Date** 1954

**Text** 8 (Box)

**Language** English.

**Report of an Audit and Examination of the Accounts of Potomac State College of West Virginia University, Keyser, Mineral County, West Virginia, for the Period from September 21, 1954 to June 30, 1957 (includes a 1966 document)**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63053

**Unit Date** 1957

**Text** 8 (Box)

**Language** English.

**Report of an Audit and Examination of the Accounts of Potomac State College of West Virginia University, Keyser, Mineral County, West Virginia, for the Period from July 1, 1957 to June 30, 1959**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63054

**Unit Date** 1959

**Text** 8 (Box)

**Language** English.

**Report of an Audit and Examination of the Accounts of Potomac State College of West Virginia University, Keyser, Mineral County, West Virginia, for the Period from July 1, 1959 to June 30, 1960**

**Unit ID** [Archival Resource Key](#)

**Unit ID** /repositories/2/archival\_objects/63055

**Unit Date** 1960

**Text** 8 (Box)

**Language** English.