



41/92/7

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

Insurance Policies & Abstract, 1965-68, 1970

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
Zoning, 1981-82, 1983, 1989 (2 folders)
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
1 N. Pennsylvania, Indianapolis, IN (NHQ from 1998-present)
Blueprints, 1998

Box 3:

NATIONAL HEADQUARTERS STAFF

ATO Employment Policies/Practices, 1993-1994
Challenge Exercises, 1990-91 (all photos)
Employee Handbook, 1999-2004
Job Descriptions, 1995, ca. 1997
Non-ATO Men, 1988-89 (includes photos)
Personnel Files, Staff Leadership Consultants, 1995-97
Photos and General Information, ca. 1950-1970, 1970-2000 (5 folders) (oversized located in
Room 106F, Map Case 3-5)
Women, 1980-92, 1998-2000 (2 folders) (specifically Amy Eichelberger, Margaret
McDonnell, Clema Parker, and Dorothy Wooldridge)
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 DECOR

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
 Thomas Arkle Clark (1918-23, 1929-31), 1934, 1952, 1976
 Claude T. Reno (1931-33), ca 1934, 1961, 1965
 Sidney B. Fithian (1933-37), 1965, 1978
 Albert A. Wilbur (1941-46), 1965, 1978
 John M. MacGregor (1946-50), 1950, 1956, 1963
 John W. Vann (1950-52), 1950, 1954, 1956
 Lawrence A. Long (1956-58), 1989
 Gerald E. Johnson (1958-62), 1983
 Stewart D. Daniels (1966-69), 1964-66, 1976
 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
 Robert J. Simonds (1986-90), 1987, 1991-93
 Portraits, Artists, 1949-50, 1952, 1954, 1965, 1978
 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
 Individuals, 1992-1994, 1996 [*RESTRICTED*]
 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
 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]
 Development and Zoning, 1990-1991
 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
 Renovation
 Bids, Proposal, Blueprints, 1987, 1990-1991
 Decorating, 1991
 Furniture, 1991

Box 11:

Water Service, 1991-1992
 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. Ross 1936-1940

Continental Motors - Leased Car, 1983-1986

ATO Conference Center Correspondence, 1985

Photos

Candids in Office, 1968

General Headquarters, 1964, 1966-1968

Green Street, nd

Portraits

Alice Faron, 1986

J.E. Johnson and Roe Huffington, 1987

Russ Snyder, nd

Stewart Daniels, 1968