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
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)
Renovation/Dedication, 1982
Renovation/Pre-Dedication Photos, 1982-95
Renovation, 1991
Sale to Bible Baptist Church and after, 1995
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

NATIONAL HEADQUARTERS STAFF

Challenge Exercises, 1990-91 (all photos)
Employee Handbook, 1999-2004
Non-ATO Men, 1988-89 (includes photos)
Personnel Files, Staff Leadership Consultants, 1995-97
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
  Claude T. Reno (1931-33), ca 1934, 1961, 1965
  Sidney B. Fithian (1933-37), 1965, 1978
  Albert A. Wilbur (1941-46), 1965, 1978
  Lawrence A. Long (1956-58), 1989
  Gerald E. Johnson (1958-62), 1983
  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
  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
  Polices 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, 1994-1995 [RESTRICTED]
  Correspondence and Summary/Plan, 1991, 1993
  Plan and Forms, 1991, 1993
Amendment, 1994
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]
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
Decorating, 1991
Furniture, 1991

Box 11:
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
  Green Street, nd

Portraits
  Alice Faron, 1986
  J.E. Johnson and Roe Huffington, 1987
  Russ Snyder, nd
  Stewart Daniels, 1968