Guide to the San José State University and California State University Budget Office Records

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Collection number: MSS-2009-03-02

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Descriptive Summary

Title: San José State University and California State University Budget Office Records
Dates: 1945-1989
Bulk Dates: 1960-1975
Collection number: MSS-2009-03-02
Creator: San José State University
Collection Size: 2 Paige boxes (2.5 linear feet)
Repository: San José State University. Library.
San José, California 95192-0028

Abstract: The San José State University and California State University Budget Office Records 1945-1989 (bulk 1960-1975) document the administrative and financial activities of this branch of the university, which operates under the direction of the Associate Vice President for Finance. The records consist of various SJUS and CSU budget reports, such as the CSU section of the Governor's budget, minor construction budget requests, proposed 5-year capital overlays, and budget requests from the Associated Students. The records also contain administrative and financial reports including topics such as CSU accreditation, library development and campus structural maintenance. This collection is arranged into two series: Series I. SJUS and CSU Budget Reports, 1945-1978; and Series II. SJUS and CSU Administrative and Annual Reports, 1950-1989.

Physical location: For current information on the location of these materials, please consult the Library's online catalog.
Languages: Languages represented in the collection: English

Access
The collection is open for research.

Publication Rights
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Preferred Citation
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Processing Information

Project Information
This finding aid was created as part of the Survey and Cataloging Project, a two-year San José State University Library grant project funded by the National Historical Publications and Records Commission. The project began in 2008. The Project Director is Danelle Moon. The Project Archivist is Erin Louthen.

Organizational History
In 1857 the San Francisco Board of Education established Minns' Evening Normal School for current and prospective teachers in the city. Named after its principal, George W. Minns, the institution was formally established as the first California State Normal School by the State Legislature in 1862. A decade later, the Legislature voted to move the Normal School to San José, and the school relocated to its new home on Washington Square prior to the fall term of 1872. After a fire destroyed the Normal School building in 1880, the Legislature authorized $200,000 to construct a new building on the same site. Completed in 1881, the building was commonly referred to as the Second State Normal School. After several names and curriculum changes, Minns' Normal School is now San José State University, offering more than 134 bachelor's and master's degrees with 110 concentrations, and is recognized as one of the top public universities granting such degrees in the West.

The SJSU University Budget Office operates within the Division of Administration and Finance, under the direction of the Associate Vice President for Finance. A key element of the university's organizational structure, the Budget Office provides budget-related information to campus administrators, individual departmental staff, governmental regulatory agencies such as the California State University (CSU) Chancellor's Office and the State Controller's Office, as well as non-governmental regulatory agencies such as the Western Association of Schools and Colleges (WASC). Various duties of the Division of Administration and Finance include analyzing and investigating CSU budget and financial information, reconciling budgets with the CSU Chancellor's Office, developing and implementing budget processes, and coordinating the implementation of new and updated campus student fees.

Bibliography

Scope and Content of Collection
The San José State University and California State University Budget Office Records 1945-1989 (bulk 1960-1975) document the administrative and financial activities of this branch of the university, which operates under the direction of the Associate Vice President for Finance. The records consist of various SJSU and CSU budget reports, such as the CSU section of the Governor's budget, minor construction budget requests, proposed 5-year capital overlays, and budget requests from the Associated Students. The records also contain administrative and financial reports including topics such as CSU
accreditation, library development and campus structural maintenance.

**Arrangement**

This collection is arranged into two series: Series I. SJSU and CSU Budget Reports, 1945-1978; and Series II. SJSU and CSU Administrative and Annual Reports, 1950-1989.

**Indexing Terms**

The following terms have been used to index the description of this collection in the library’s online public access catalog:

- San José State University Budget Office -- History.
- California State University. Budget Office -- History.
- San José State College -- History.
- California State University, San José -- History.
- San José State University -- History.
- California State University -- History.
- San José State College -- Finance.
- California State University, San José -- Finance.
- San José State University -- Finance.
- California State University -- Finance.
- Education, Higher -- California -- San José.

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**Series I:** *SJSU and CSU Budget Reports 1945-1978*

- **Physical Description:** 1 box
- **Series Scope and Content Summary**
  This series consists of various budget reports, such as the CSU section of the Governor’s budget, minor construction budget requests, proposed 5-year capital overlays, and budget requests from the Associated Students.
- **Arrangement**
  This series is arranged chronologically by subject.

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**Box 1**

**SJSU and CSU Budget Reports 1945-1978**

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**Series II:** *SJSU and CSU Administrative and Annual Reports 1950-1989*

- **Physical Description:** 1 box
- **Series Scope and Content Summary**
  This series consists of SJSU and CSU administrative and financial reports, and includes topics such as CSU accreditation, campus structural maintenance, faculty recruitment, library development, and personnel matters.
- **Arrangement**
  This series is arranged by subject.

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**Box 2**

**SJSU and CSU Administrative and Annual Reports 1950-1989**