Descriptive Summary

Language: English

Contributing Institution: Special Collections & Archives, UC San Diego
9500 Gilman Drive
La Jolla 92093-0175

Title: Scripps Institution of Oceanography. Office of the Director business records

Creator: Scripps Institution of Oceanography. Office of the Director

Identifier/Call Number: SAC 0004

Physical Description: 9 Linear feet (4 archives boxes, 13 flat boxes, and 1 oversize folder)

Date (inclusive): 1903-1947

Abstract: The Scripps Institution of Oceanography Business Manager was responsible for the oversight of all funding, the development of the campus grounds, and served as the Institution's liaison with academic, state, government, and private supporting entities. The Office of the Director business records document the early SIO fiscal history from 1903-1947.

Scope and Content of Collection

The Scripps Institution of Oceanography Business Manager was responsible for the oversight of all funding, the development of the campus grounds, and served as the Institution's liaison with academic, state, government, and private supporting entities. The Office of the Director business records document the early SIO fiscal history from 1903-1947. The bulk of the material is comprised of the records of Wesley Clarence Crandall, the first SIO Business Manager, from 1913 until his position was abolished by incoming second director T. Wayland Vaughan in 1924.

Arranged in four series: 1) ADMINISTRATIVE FILES, 2) CAMPUS IMPROVEMENTS, 3) ACCOUNT BOOKS, and 4) SCRIPPS FAMILY BUSINESS MANAGER.

Administrative History

In 1903, UC Berkeley biologist William E. Ritter and San Diego physician Fred Baker, with the financial support of philanthropists E. W. Scripps and Ellen Browning Scripps, founded the Marine Biological Association of San Diego. Established as a seaside research laboratory for the University of California's Department of Zoology, the purpose of the Association was to advance the study of marine sciences. Ritter was appointed as its first Director and supervised the activities of temporary research stations in San Diego Bay. He was responsible for directing all of the institution's scientific and administrative work, and for obtaining the material, personnel, and financial support that made research possible.

In 1905, the Association leased property above La Jolla Cove and established a marine laboratory. Ms. Scripps added a codicil to her will in 1909 bequeathing a gift to the Regents of the University of California for a permanent marine biological station, and construction of the first building on the current campus, the George H. Scripps Memorial Marine Biological Laboratory, was completed in 1910. In July of 1912, the Association deeded its property to the Regents and became the Scripps Institution for Biological Research, formally becoming part of the UC System.

It was around this time that Ritter created the position of Business Manager in order to disperse some of the administrative work of the Institution. In 1913, William Clarence Crandall was named the first Business Manager. His major duties were to oversee all funding and to supervise the development of the campus grounds. This included the building of the cottages, the director's house, the original pier, and the library building. Crandall was also the Institution's liaison to University of California administrative offices, government agencies, Ellen Browning Scripps, and E. W. Scripps. In 1919, Tillie Genter joined the staff to assist Crandall, working as secretary and librarian.

Ritter retired in June 1923, and he was succeeded in the directorship of the Institution by T. Wayland Vaughn, who was appointed second director in February 1924. Vaughan abolished the Office of the Business Manager, and assumed responsibility for the Institution's scientific and administrative work. He continued to be assisted by Genter, who became responsible for much of the administrative work at the Institution, and by Ruth Raglan, who worked as a librarian. In 1925, Scripps Institution for Biological Research was renamed the Scripps Institution of Oceanography. Vaughan replaced the local board of directors with an administrative committee of department heads, who began to take on administrative duties in addition to their research. W. E. Allen managed microscopes and supplies; G. F. McEwen oversaw oceanographic instruments; P. S. Barnhart directed collections and museums; E. G. Moberg supervised ship operations. It would not be until 1951, under Director Roger Revelle, that the position of Business Manager would be officially reinstated within the Office of the Director.

Today, the Vice Chancellor, Marine Sciences (VCMS) Business Office is responsible for managing the financial resources available to the VCMS, and serving as the administrators for financial resources for all SIO units and divisions, and for analyzing and reporting on SIO's finances and personnel operations.
Preferred Citation

Acquisition Information

OFF-SITE STORAGE
COLLECTION STORED OFF-SITE. ALLOW ONE WEEK FOR RETRIEVAL OF MATERIALS.

Publication Rights
Publication rights are held by the creator of the collection.

Related Materials
SIO Office of the Director Records, SAC 1. Special Collections & Archives, UC San Diego.
SIO Office of the Director. Associate Directors Records, SAC 2. Special Collections & Archives, UC San Diego.
SIO Biographical Files, SAC 5. Special Collections & Archives, UC San Diego. (Box 3 Folders 15-33, Box 4 Folders 1-27, and Box 21 Folder 17)
SIO Subject Files, SAC 6. Special Collections & Archives, UC San Diego.
Marine Biological Association of San Diego Records and Photographs, SAC 37. Special Collections & Archives, UC San Diego.

Subjects and Indexing Terms
Scripps Institution of Oceanography. Office of the Director -- Archives
Scripps Institution of Oceanography -- Finance -- History
Scripps Institution for Biological Research -- Finance -- History
Marine Biological Association of San Diego (Calif.) -- Finance -- History
Crandall, W. C. (Wesley Clarence), 1878-1947
Genter, Tillie, 1893-1955

ADMINISTRATIVE FILES
Scope and Contents
Series 1) ADMINISTRATIVE FILES: Contains budgetary and reporting material, including correspondence with University of California administrators, E. B. Scripps, and E. W. Scripps. Also includes the Local Board of Directors' organizational documents, correspondence, and minutes for the years 1913-1916.

Box 1, Folder 1 Automobiles 1920-1924
General note
Includes correspondence and reports to the University of California Comptroller's Office.

Box 1, Folder 2 Boat reports 1919-1924
General note
Reports submitted to the University of California Comptroller's Office.

Box 1, Folder 3 Bond issue for permanent buildings for the University of California 1914
General note
Wesley Crandall was put in charge of obtaining signatures in San Diego county. Includes correspondence between Crandall, the Alumni Association, and UC Comptroller Ralph P. Merritt.

Box 1, Folder 4-8 Budgetary material 1904-1924
General note
Includes Wesley Crandall’s correspondence with E.B. Scripps, UC President David Barrows, and UC Accountant H.H. Benedict.
**Box 5, Folder 1**

**Budget sheets - Statements of account for Scripps Institution 1921-1923**

General note

Sixteen sheets.

**Comptroller's Office**

**Box 1, Folder 9**

**Correspondence 1920-1924**

**C.J. Struble 1921-1923**

General note

Correspondence with Assistant Comptroller C.J. Struble concerning land appraisal, Scripps family gifts, and endowments.

**Box 1, Folder 11**

**Herbert B. Foster 1921-1923**

General note

Correspondence with University Engineer Herbert B. Foster concerning buildings, structures, and the pier.

**Box 1, Folder 12**

**Noris Hovey 1921-1924**

General note

Correspondence with Purchasing Agent Noris Hovey concerning automobiles, computers, and alcohol.

**Box 1, Folder 13-14**

**Robert Gordon Sproul 1920-1924**

General note

Correspondence with Comptroller Robert Gordon Sproul concerning budget, repairs, gifts, and endowments. Includes a July 1921 letter in which Crandall suggests that the University cultivate a closer working relationship with Ms. E.B. Scripps so as to secure her continued, undiverted support.

**Box 1, Folder 15**

**Robert Underhill 1921-1924**

General note

Correspondence with Assistant Comptroller Robert Underhill concerning salaries and insurance policies.

**Box 1, Folder 16-17**

**Contingent fund 1920-1923**

**Box 1, Folder 18**

**Correspondence 1912-1918**

**Ellen B. Scripps Marine Biological Account - Bank of Commerce and Trust Company 1913-1914**

**Box 1, Folder 19**

**Equipment - Lamps and typewriters 1916-1921**

**Expenditures 1912-1915**

General note

Includes receipts for books, labor, services, and supplies.

**Box 1, Folder 20**

**Extension Division. Department of Visual Instruction 1922**

**Box 1, Folder 21**

**Insurance and licenses 1916-1919**

**Local Board of Directors 1913-1916**

General note

Includes correspondence and minutes.

**Box 2, Folder 3**

**Local Board of Directors - Constitution and Bylaws undated**
<table>
<thead>
<tr>
<th>Box 2, Folder 4-7</th>
<th>Payments to the University of California Comptroller's Office 1921-1924</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General note</td>
</tr>
<tr>
<td></td>
<td>The Business Manager collected payments for scientists' rent, gas, transportation, sundries, and supplies, and sent the total sum to the UC Comptroller's Office in Berkeley. Includes correspondence pertaining to E.W. Scripps' and E.B. Scripps' monetary support for W.E. Ritter's salary.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 2, Folder 8</th>
<th>President's Office 1920-1928</th>
</tr>
</thead>
</table>

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<tr>
<th>Box 2, Folder 9</th>
<th>Printing Office 1920-1921</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Box 2, Folder 10</th>
<th>Property lines 1916</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General note</td>
</tr>
<tr>
<td></td>
<td>Includes a photocopy of the 1858 Hays survey.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Oversize SIO MC-116-07</th>
<th>Map showing portion of Hays survey of the pueblo lands of San Diego and the relation of the actual shoreline to that indicated by him circa 1916</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General note</td>
</tr>
<tr>
<td></td>
<td>Original. Compiled from records in the office of the City Engineer, San Diego. Signed by Mayor Edwin Capps and City Engineer George Cromwell.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 2, Folder 11</th>
<th>Publication of William Ritter's book - Scripps Institution for Biological Research's expenses 1915-1916</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General note</td>
</tr>
<tr>
<td></td>
<td>Includes memorandum of agreement between Scripps Institution for Biological Research and Sherman, French, and Company, Inc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 2, Folder 12</th>
<th>Scientific work 1921</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General note</td>
</tr>
<tr>
<td></td>
<td>Includes personal descriptions of work by W.E. Allen, Christine Essenberg, F.B. Sumner, G.F. McEwen.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 2, Folder 13</th>
<th>University of California Press - Oliver M. Washburn 1920-1921</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General note</td>
</tr>
<tr>
<td></td>
<td>Correspondence with Oliver M. Washburn, Manager.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 2, Folder 14</th>
<th>Workman's Compensation Act 1914</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General note</td>
</tr>
<tr>
<td></td>
<td>Includes documentation of W.S. Wallace's 1914 case.</td>
</tr>
</tbody>
</table>

**CAMPUS IMPROVEMENTS**

**Scope and Contents**

Series 2) CAMPUS IMPROVEMENTS: Correspondence, contracts for construction and development of the Institution's campus, blueprints and maps. The construction and maintenance of the pier, sea wall, library building, and grounds are particularly well documented.

<table>
<thead>
<tr>
<th>Box 2, Folder 15-20</th>
<th>Correspondence undated, 1914-1924</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General note</td>
</tr>
<tr>
<td></td>
<td>Discussions of improvements to the Institution, including construction of the pier, sea wall, aquarium, library, and grounds. Includes correspondence with E.W. Scripps regarding funding for improvements.</td>
</tr>
</tbody>
</table>
CAMPUS IMPROVEMENTS

Box 5, Folder 2  
**H.D. Field Safe Co. - Wall opening, Herring Hall Marvin Vault Doors undated**

- **General note**
  - Blueprint. Enclosed in a letter from Herbert D. Field, Manager, H.D. Field Safe Company to Wesley Clarence Crandall, Business Manager, Scripps Institution for Biological Research, dated December 31, 1915.

Box 5, Folder 2  
**Plan and Elevations of Bungalow, Kearney Park, California 1915 November 1**

- **General note**
  - Blueprint. Drawn by J. Doman from the original design by Mrs. S.P. Frisselle. Enclosed in a letter from Ralph P. Merritt, Comptroller, to Wesley Clarence Crandall, Business Manager, Scripps Institution for Biological Research, dated November 15, 1915. Sent as a possible model for the cottages constructed on the SIO campus.

Oversize SIO  
**Map of a Portion of the Scripps Institution for Biological Research Showing Suggested Improvements 1919 January Pier and appurtenances**

- **General note**
  - Drawing no. 1 of 5. Approved and identified for contract on May 24, 1915.

Oversize SIO  
**Plans, Elevations and Details of Pier 1914 June 11**

- **General note**
  - Drawing no. 2 of 5. Approved and identified for contract on May 24, 1915. Includes signature of E.B. Scripps.

Oversize SIO  
**Detail of Gang-way Steps and Pumping House 1914 June 12**

- **General note**
  - Drawing no. 3 of 5. Approved and identified for contract on May 24, 1915. Includes signature of E.B. Scripps.

Oversize SIO  
**Details of the Sea Wall, Steps, Approach Spans of Pier and Store House 1914 June 11**

- **General note**
  - Drawing no. 5 of 5. Approved and identified for contract on May 24, 1915. Includes signature of E.B. Scripps.

Oversize SIO  
**Salt Water Storage Reservoir 1915 April 20**

- **General note**
  - Drawing no. 6. Approved and identified for contract on May 24, 1915. Includes signature of E.B. Scripps.
Detail of Temporary Sea Wall 1915 April 19

General note
Drawing no. 7. Approved and identified for contract on May 24, 1915. Includes signature of E.B. Scripps.

Mercereau Bridge and Construction Company - Pier contract monthly accounts 1915-1916

General note
Paid for by the Ellen B. Scripps - Biological Account.

Scripps Institution for Biological Research, Pier Construction, etc. notebooks. Vol. 1-2 1915-1916

General note
Notes taken by W.G. Hare.

Record of pier placement 1915

General note
Additional notes taken by W.G. Hare.

Pier construction 1915-1916

Pier construction - Photographs circa 1915

Pier construction - Photographs 1915 June-September

General note
Verso of each photograph is dated and annotated.

Derleth Jr., C. Report upon the concrete ocean pier at Scripps Institution for Biological Research, La Jolla 1921

Mining Transit Book no. 65 notebook 1929-1935

General note
Includes data on SIO campus, the pier, and the sea wall.

Pier repairs - Photographs 1946

Library and Museum building

Correspondence 1914-1916

Agreement between Ellen B. Scripps and Edward G. Bolles, Architect, for Construction of Museum and Library Building 1915

Advertisement, Notice to Bidders, Proposal, Contract and Specifications for the Construction of a Library and Museum Building at the Scripps Institute for Biological Research 1915 December

General note
Original. Signed by Crandall for E.B. Scripps and Wheeler and Halley, Architects.

Construction and installation of library stacks, partial mezzanine floor, stairs, and placement of stacks 1915

General note
Bond and contract form.

Library Bureau bracket steel stack 1914 January 1

General note
Two blueprint drawings of library stacks.

Proposal to Ellen B. Scripps for the Construction of a Library and Museum Building at the Scripps Institution for Biological Research 1916 January
Construction 1916

General note
Includes correspondence with E.W. Scripps and bids from architects.
ACCOUNT BOOKS

Scope and Contents

Series 3) ACCOUNT BOOKS: 32 volumes, arranged chronologically. The account books document the routine financial matters of the Marine Biological Association of San Diego, the Scripps Institution of Biological Research, and the Scripps Institution of Oceanography from 1903 to 1947. The entries document the growth and development of SIO and include numerous schedules; all of the schedules included in each volume are listed in the finding aid. These schedules record income and expenses, gifts and endowments, budget summaries, scientific research, construction and maintenance of facilities, and salary reports.

Gifts

The account books document the endowment funds and other gifts that were made to the Institution by prominent individuals from 1903 to 1947. Ellen B. Scripps provided most of the financial support for SIO during its early years and established an income-producing endowment in 1903. The Endowment Account ledger in Volume 1 describes these early funds granted to the Station. Over time, she established other endowment funds to meet specific needs of the Institution, several of which are documented in Volume 5.

While E. W. Scripps never established an income-producing endowment as his sister did, he established special gift accounts and made yearly donations to the Institution for more than twenty years. These donations were in variable amounts and resulted from his conversations with Dr. Ritter about the Institution's specific needs, including salaries, field work, and library collection development. Volume 4 includes several examples of these gifts.

Donations made by SIO professors Roger Revelle and Johanson in 1939 and 1940 were designated as salary funds for two assistants, Karl Herrescoff and Karl Huesner, who were conducting an analysis of bottom sediments (see Volumes 25 and 26). A donation from Frederick H. Stoye supported Dr. Carl Leavitt Hubbs' work in fish biology during the years 1946-1947 (see Volume 28).

Significant gifts from local and state organizations are also present in the account books. For example, a fund was raised in 1903 by the Chamber of Commerce Biological Committee of San Diego to support a preliminary survey for a permanent site for the Biological Station. In 1906, La Jollans donated an endowment to Dr. Fred Baker to be added to the existing Building Account (see Volume 2). In 1931, the State Legislature appropriated $40,000, recorded in the Campus Improvement Fund ledger in Volume 15, which was designated for campus improvement. The funds were used to build Ritter Hall, to renovate existing older buildings, and to improve the grounds of the Institution during 1931 and 1932.

Buildings and Property

The account books also include material documenting the expenses and maintenance of Scripps property, buildings, and grounds. The first little green laboratory at the cove in La Jolla was a wooden structure built in 1905-1906. The Buildings ledger in Volume 1 documents its construction, financed by the La Jolla Improvement Society, a group of local citizens. The Real Estate ledger details the 1907 purchase of Pueblo Lot 1298, La Jolla from the city as a Station site. The New Buildings and Grounds ledger documents the construction of the first permanent building for the Station, as well as the planting of thousands of eucalyptus seeds, overseen by Mrs. Ritter, to enhance the beauty and value of the land.

Housing for permanent and summer staff and their families began to be built in 1913 with the erection of the first twelve one-story frame cottages built near the Marine Biological Station. Over time, more cottages were built, and they were rented at monthly rates to faculty and visitors. Reports of the cottages' income and expenses are reported throughout Volumes 3-26.

Scientific Research

Many schedules throughout the account books document research conducted at Scripps. Each of the volumes contain ledgers that document laboratory, supply, and boat expenditure information between 1913 and 1947. Many also include special funds for specific projects and salaries.

Scripps conducted its first large scale research projects in cooperation with the state and federal governments during World War I. In 1925, Scripps hosted a conference on the physical oceanography, marine meteorology, and climate, which led to increased participation in the collection of oceanographic data by the U.S. Navy, the U.S. Bureau of Lighthouses, and the Los Angeles Steamship Company. By 1928, a dozen regional power companies were sufficiently interested in meteorological research to contribute funds to Scripps. A similar surge of research projects occurred during the 1930s. Recapitulation Accounts were established to summarize the various maintenance accounts. After 1918, the maintenance accounts were called Scientific Accounts, and they include services and disbursements for the purpose of scientific studies. In the 1940s, research projects with the
Box 5, Folder 3  
**Volume 1 1903-1912**

General note

Box 5, Folder 4  
**Volume 2 1903-1913**

General note

Box 6, Folder 1  
**Volume 3 1913-1916**

General note

Box 6, Folder 2  
**Volume 4 1913-1924**

General note

Box 6, Folder 3  
**Volume 5 1914-1923**

General note

Box 7, Folder 1  
**Volume 6 1916-1919**

General note

Box 7, Folder 2  
**Volume 7 1918-1922**

General note
<table>
<thead>
<tr>
<th>Box, Folder, Volume</th>
<th>Period</th>
<th>General Note</th>
<th>Includes</th>
</tr>
</thead>
</table>
Box 10, Folder 2  
**Volume 16 1932-1933**

General note

Box 11, Folder 2  
**Volume 17 1932-1937**

General note

Box 11, Folder 3  
**Volume 18 1933-1934**

General note

Box 12, Folder 1  
**Volume 19 1934-1936**

General note

Box 12, Folder 2  
**Volume 20 1936-1938**

General note

Box 8, Folder 4  
**Volume 21 1937-1939**

General note

Box 13, Folder 1  
**Volume 22 1937-1938**

General note

Box 8, Folder 5  
**Volume 23 1938-1943**

General note
Box 13, Folder 2  
**Volume 24 1938-1939**  
*General note*

Box 14, Folder 1  
**Volume 25 1939-1940**  
*General note*

Box 14, Folder 2  
**Volume 26 1940-1941**  
*General note*

Box 15, Folder 1  
**Volume 27 1941-1942**  
*General note*
Includes: Scientific 1941-1942 | Kelco 1941 | Boat 1941-1942 | Comptroller's Office 1941-1942 | Salary 1941-1942 | Auto Report 1941-1942 | Summary Scientific 1941-1942 | Summary Boat 1941-1942 | Summary Comptroller's Office 1941-1942.

Box 15, Folder 2  
**Volume 28 1942-1943**  
*General note*

Box 16, Folder 1  
**Volume 29 1943-1944**  
*General note*

Box 16, Folder 2  
**Volume 30 1944-1945**  
*General note*
Box 17, Folder 1  Volume 31 1945-1946
General note

Box 17, Folder 2  Volume 32 1946-1947
General note

SCRIPPS FAMILY BUSINESS MANAGER
Scope and Contents
Series 4) SCRIPPS FAMILY BUSINESS MANAGER: Material created by William Clarence Crandall as business manager to the Scripps family during the years 1914-1924. The material consists of bank books and statements that document the financial support that the Scripps family provided to the Scripps Institute.

Box 4, Folder 3  Check receipt books 1914-1916
Box 4, Folder 4  E.B. Scripps Account - Southern Trust and Savings Bank book 1914-1920
General note
Annotated W.C. Crandall, Manager.

Box 4, Folder 5  E.B. Scripps Biological Account - Southern Trust and Savings Bank book 1915-1920
Box 4, Folder 6  E.B. Scripps Biological Account - Bank of Commerce and Trust Co. book 1915-1922
Box 4, Folder 7  E.B. Scripps Account - Bank of Commerce and Trust Co. book 1916-1919
General note
Annotated W.C. Crandall, Trustee.

Box 4, Folder 8  State of California State Compensation Insurance Fund - Scripps Institute refund 1917
Box 4, Folder 9  E.B. Scripps Account - Southern Trust and Commerce Bank correspondence 1922