UNIVERSITY OPERATIONS

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Restrictions
The following classes of documents are withheld from research use:
1. Papers and other historical materials which contain information or statements that might be used to injure, harass, or damage any living persons.
2. Papers relating to investigations of individuals or appointments or personnel matters.
3. Papers relating to student academic performance and discipline restricted under FERPA.

Scope and Content
Materials relating to the operations of the university date from 1898 to 2003. The bulk of the material originated in the Public Relations department which began operation before the college opened with the publication of catalogs and the “Cosmopolitan Osteopath”. One banker’s box of material (no. 7) arrived containing material from the Azneer administration. Included is a list of items removed by SHS and other person/s. This box contained items on the construction of the Tower Medical Clinic and Public Relations materials.

Financial documents consist of proposed budgets and Tower Medical Clinic funding. Faculty labor union contract negotiation documents from 1976-1978 represent the administration point of view with proposals offered and financial considerations. Additional documents from the union point of view are classed in the University Relations record group under Employee Relations.

The university has occupied three main properties (Locust Street, Sixth Avenue, and Grand Avenue). However documents relating to facilities are scanty. Construction memos to/from Mike Moore, assistant to the president for special projects, including weekly progress updates describe construction of the Tower Medical Clinic. Zoning variance request for the Tower Medical Clinic sign and correspondence from Leo Daly, architect, are included. In addition a lengthy transcript of a court hearing regarding zoning on Grand Avenue is available. The only other building information is the floor plans for remodeling the fourth floor of the Sixth Avenue building that are stored in the oversize flat file. Tower Medical Clinic dedication plans for March 27, 1987 include invitation lists and letters of congratulations.
The only documents dealing with development concern the Osteopathic Progress Fund between 1945 and 1956, primarily 1955-1956. OPF correspondence is arranged as found. It is mostly chronological, some in reverse order and some with no discernible order.

Public Relations materials consist largely of publications for internal and external informational purposes. These are catalogs, student handbooks, commencement materials, and various newsletters that are described in a separate finding aid. Another large class of documents is the press releases and newspaper clippings file. The clippings file included one scrapbook begun in 1898 that was stored separately, three scrapbooks from the 1960s, which were disassembled for preservation copying, and one scrapbook from 1976-1977 that was stored separately. The files are arranged chronologically as much as possible. Several clippings were often grouped on the same page by size rather than date. The clippings come primarily from the “Des Moines Tribune”, the “Des Moines Register”, and American Osteopathic Association publications and various state osteopathic newsletters. The clippings files include information about university activities, faculty, students, alumni, Des Moines hospitals, and some general medical issues.

Public Relations office operating documents arrived in subject files with no discernible relationship to each other. Materials include marketing plans or strategies and advertising copy promoting the construction of the Academic Center; immediate care clinics; Tower medical clinics; body donor program; HIM degree; and AOA centennial in 1992. Models for public relations and publications from other academic institutions participating in CASE (Council for Advancement and Support of Education) are included. Local health care issues are addressed in the Health Vote ’82 and Drake University’s Iowa Center for Health Issues forum.

Other academic services consist primarily of the library and hospital and clinics. Library annual reports list staff, holdings, circulation, and acquisitions. A ledger (acc. no. 04-02:E, 1) listing library circulation statistics from November 1946 to May 1983 is oversized and stored separately. Also included is correspondence from librarian M. Kenderdine regarding inter-library loan and a directory of library staff at United States colleges of osteopathic medicine.

Hospital and clinic documents consist of Des Moines General Hospital annual financial reports from 1920-1949, correspondence and applications for externships, internships, and residencies primarily in the 1950s. Also included are documents relating to a failed attempt by President Azneer to buy Northwest Hospital in 1972 for use as a teaching hospital. There are also birth and death records from the Still College Hospital which are not open for research use.
Description of Series

Budgets, contract negotiations with the employee and faculty unions, and funding of the Tower Medical Clinic are included.
Series arranged chronologically

Buildings documents consist primarily of construction, equipping, and dedication of the Tower Medical Clinic.
Series arranged chronologically

III. DEVELOPMENT (1945-1956), 1 lin. ft.
Osteopathic Progress Fund documents include pledge cards, reports, and correspondence.
Series arranged chronologically.

IV. PUBLIC RELATIONS (1898-2003), 25 lin. ft.
Publications (acc. no. 04-02:D, 1) are stored separately and described in the finding aid “University Publications”. Photographs, negatives, and slides (acc. no. 05-02:D,1) are stored separately and described in the finding aid “University Photographs”. Public Relations office operating documents consist of drafts of media campaigns for various university related activities, purchase orders, and reports on community health issues.
University Centennial documents (acc. no. 05-02:D, 12) are described in the finding aid “University Centennial”.
Series arranged chronologically within topics.

V. ACADEMIC SERVICES (1920-1993), 2 lin. ft.
Library annual reports, acquisitions lists, and correspondence describe library operations. Des Moines General Hospital annual financial reports and student applications and reports for externships, internships, and residencies are the bulk of this class of documents.
Series arranged chronologically within service area.

VI. LEGAL COUNSEL (1926-2006), 1.2 lin. Ft.
Real estate deeds, quit claim deeds and sales, certification and inspection reports, correspondence with Public Safety Department and utilities, property appraisals, bond refinancing, easements, Ambulatory Surgery Center administration make up the bulk of this class of documents.
Series arranged as found.

Container List

Finance
Box 1
Budget: 1965
1968-1969
1969-1970
Budget: 1971-1972
Grant Applications: 1972-1973
Budget: 1972-1973
    1973-1974
Accounting categories: 1973
Budget: 1975-1976
Budget: 1976-1977
AFSCME Contract 1976

**Box 2**
AFT Contract 1976
AFT Contract with additions and deletions
AFT Contract, proposal 1
AFT Contract, proposal 2 with modifications
AFT Contract, financial computations
AFT Contract, administration notes
AFT Contract, administration notes continued
AFT Contract 1978 and job descriptions
Tower Financing, Bond agreements
Tower Financing, Board resolutions

**Box 3**
Facilities
Tower Construction
Tower Construction, sign
Tower Construction, court transcript pp. 1-36
Tower Construction, court transcript pp. 37-116
Tower Construction, court transcript pp. 117-201
Tower Construction, court transcript pp. 202-270
Tower Equipment, departmental communications
Tower Equipment, computers

**Box 4**
Tower Equipment, requests Jun-Jan 1986
Tower Equipment, requests Dec-Jun 1986
Tower Equipment, inventory
Tower Dedication, plans
Tower Dedication, invitation list
Tower Dedication, mailing lists
Tower Dedication, congratulations

**Development**

**Box 5**
OPF pledge cards
OPF ledger: 1945 A-L
OPF ledger: 1945 M-Z
OPF reports: 1953, Jun-Jan
OPF reports: 1953, Dec-Jul
OPF reports: 1954, Jan-May
OPF reports: 1955
OPF reports to AOA: 1956
OPF reports from AOA: 1956

**Box 6**
OPF correspondence: 1955, Jan-Feb
OPF correspondence: 1955, Mar-May
OPF correspondence: 1955, Jun-Jul
OPF correspondence: 1955, Aug-Sep
OPF correspondence: 1955, Oct-Dec
OPF correspondence: 1956, Jan-Feb
OPF correspondence: 1956, Mar-May
OPF correspondence: 1956, Jun-Aug
OPF correspondence: 1956, Aug-Nov
Capital Campaign, 2001

**Public Relations**

**Box 7**
Display Booths: 1973-1984
Correspondence: 1978
Purchase Orders: 1979
Purchase Orders: 1980
Public Relations, miscellaneous
Advertising, Immediate Care Clinic – Army Post Road
Advertising, Immediate Care Clinic – West
Advertising, Tower TV ad
Advertising: 1992
Body Donor Program
CPR and ACLS
HIM degree
AOA Media Relations: 1979-1994

**Box 8**
CASE: 1977-1992
Other institutional models for Public Relations: 1991
Other institutional models for Public Relations: 1991
Osteopathic Medicine Week, proclamations from the Governor: 1991, 1992
Des Moines Area Hospital Consortium
Iowa, Infant Mortality
Health Vote: 1982
Greater Des Moines Leadership Institute: 1988-1990
Iowa Center for Health Issues: 1992-1993, background documents
Iowa Center for Health Issues: 1992-1993, Drake Health Issues
Iowa Center for Health Issues: 1992-1993, final report

**Box 9**
Pirro Research
Advertising Plan
Advertising, Airport
Advertising, Family Practice Clinics
Advertising, Family Medicine
Advertising, Immediate Care Clinics
Advertising, Tower Medical Clinic
Advertising, Tower Medical Clinic in Des Moines Register
Advertising, Tower Medical Clinic – arthritis
Advertising, TV
Body Donor, news clippings
Body Donor, Memorial Service
Body Donor Program

**Box 10**
Cancer, Breast Cancer Program: 1996
Cancer Services Committee: 1987-1988
Censure, AAUP
Cherokee Mental Health
Chiropractic
Clinical Cytogenetics Laboratory
Clinic, Dietz
Clinic, Greenfield
Clinic, Northeast
Clinic, Olsen – 2150 Grand Avenue Open House
Clinic, Southeast
Clinic, West
Des Moines Register, Tom Carney articles
Diabetes
DO/DPM Transfer Program
GPEP – Graduate Professional Education Program
Hawkeye Science Fair
ISU Science and Technology Fair
Health Fair ‘97

**Box 11**
Hill-Burton
ICN – Iowa Communications Network
Immunization
Mayo Clinic
PA – Physician Assistant Program
PT – Physical Therapy Program
Podiatry Clinics – Chariton, Lamoni, and Osceola
Printing, Patient Information Brochures
Printing, Podiatry brochures
Printing, Tower Medical Clinic brochures
Printing, University
Tower Medical Clinic, project development

**Boxes 12**
Clippings, 1890s,
[June 9, 1899 “Des Moines Leader” (acc. no. 04-02:D, 2) and “Iowa State Register” (acc. no. 04-02:D, 3), and 1898 scrapbook (acc. no. 04-02:D, 4) stored separately]
Clippings, 1900s
Clippings, 1910s
Clippings, 1920s
Clippings, 1930s
Clippings, 1940s
Clippings, 1950s – copies
Clippings, 1960s – copies, 1959-1960
Clippings, 1960s – copies, 1961
Early 1960s scrapbook (acc. no. 04-02:D, 5) stored separately
Clippings, 1960s – copies, 1962
Clippings, 1960s – copies, 1963
Clippings, 1960s – copies, 1964-1965
Clippings, 1960s – copies, 1966
Clippings, 1960s – copies, 1967
Clippings, 1960s – copies, 1968
Clippings, 1960s – copies, 1969
Late 1960s scrapbook (acc. no. 04-02:D, 6) stored separately

**Box 13**
Clippings, 1970s – copies, 1970 December to January
Clippings, 1970s – copies, 1971
Clippings, 1970s – copies, 1971
Clippings, 1970s – copies, 1972-1978
[1976-1977 scrapbook (acc. no. 04-02:D, 7) stored separately]
Press Releases, 1970s – August 1977 to August 1978
Press Releases, 1970s – September to December 1978
Press Releases, 1970s – January to May 1979
Press Releases, 1970s – June to July 1979
Press Releases, 1970s – August to December 1979

**Box 14**
Clippings, 1970s – copies, 1979 December to January
Clippings, 1980s – copies, 1980s PR
Clippings, 1980s – copies, 1980s journal articles
Clippings, 1980s – copies, 1980 December to January
Clippings, 1980s – copies, 1984-1986

**Box 15**
Clippings, 1990s – copies, 1990-1992
Clippings, 1990s – copies, 1993
Clippings, 1990s – copies, 1994
Clippings, 1990s – copies, 1995
Clippings, 1990s – copies, 1996-1999
Clippings, Azneer Trial – copies, 1992-1997

**Box 16**
Clippings, Marker – copies, 1993-1996
Clippings, 2000s – copies

**Library**

**Box 17**
Annual Reports: 1946-1950
Annual Reports: 1951-1954
Annual Reports: 1955-1960
Annual Reports: 1960-1965
Annual Reports: 1965-1970
Annual Reports: 1970-1975
Acquisition lists: 1972-1976
Acquisition lists: 1976-1978
Clinic Inventory: 1977
Library Handbooks
Correspondence, Kenderdine: 1954-1960
Directory of library staff at colleges of osteopathic medicine, n.d.
Library Building Program, 2002
Catalog, Visual Aid Materials
Catalog, Visual Aid Materials
04-02:E, 1 Circulation ledger

**Hospital and Clinics (Located on shelves in Rare Book Room)**
04-02:E, 2 Birth Records, 06/02/1948 to 09/07/1954
04-02:E, 3 Birth Records, 04/22/1956 to 12/31/1961
04-02:E, 4 Birth Records, 01/01/1962 to 06/30/1967
04-02:E, 5 Death Records, 10/1946 to 12/1948
04-02:E, 6 Death Records, 01/1949 to 12/1954
04-02:E, 7 Death Records, 01/1955 to 12/1961
Box 18
Still Osteopathic Hospital, Rules and Procedures, n.d.
COMS Clinic procedural manual, n.d.
Reports on Des Moines General Hospital: 1920-1924
Reports on Des Moines General Hospital: 1925-1929
Reports on Des Moines General Hospital: 1930-1934
Reports on Des Moines General Hospital: 1935-1939
Reports on Des Moines General Hospital: 1940-1944
Reports on Des Moines General Hospital: 1945-1949
Des Moines General Hospital, faculty accounts: 1977
Des Moines General Hospital, faculty accounts: 1980
Des Moines General Hospital, annual reports: 1980, 1981, 1983
Des Moines General Hospital, newsletters: 1984-1986

Box 19
Extern correspondence: 1947-1955
Extern Reports: 1953-1954
Requests for Interns: 1943-1948
Requests for Interns: 1949-1954
Application for Internship: 1948-1950
Application for Internship: 1951-1953
Application for Internship: 1953-1954
Residency correspondence: 1948-1951
Residency correspondence: 1952-1954
State Board Examination correspondence
Special Certificates, 1950s
Requests for doctors and practices for sale: 1947-1950
Requests for doctors and practices for sale: 1951-1953

Box 20
12.1 Northwest Hospital: 1972
12.2 Northwest Hospital: 1972
12.3 Environmental Design Group proposal

Boxes 21-23 Centennial Project (See separate “University Centennial” finding aid)

Legal Counsel
Box 24: (1959-1999)
Property Sale: Greenfield Clinic 1997
Property Sale: SW 9th & Army Post Road 1996-1997
Property Sale: Dietz Clinic 1998-1999
Property Sale: 2150 Grand Avenue 1993-1997
Property Sale: Polk City Clinic 1991-1996
Property Sale: West Family Prac. Clinic 1991
Property Sale: 408 Lincoln Court 1982
Property Sale: Northeast Clinic
Property Sale: Greenfield Medical Clinic, P.C. 1985-1991
Polk County Assessor 1986
Property Sale and Transfer: Lincoln Court 1982, 1985
Property Sale: Hotel Commodore 1959-1980
Property Sale: Lincoln Court 1982, 1985
Property Transfer: Lincoln Court 1982, 1985
Property Sale: Hotel Commodore 1959-1980
Property Sale: Lincoln Court 1982, 1985

**Box 25: (1971-1996)**

- Property Sale: 404 Lincoln Court 1983-1991
- Property Sale: Polk and Dallas Counties (St. Joseph’s) 1971-1981
- Tower Clinic Administration Misc. 1987-1997
- Ambulatory Surgery Center ByLaws Misc.
- Institutional Review and Certification 1984-1988
- Surgical Privileges: Podiatric 1987
- Disaster Plan, Tower Clinic, n.d.
- State/Public Health Documents 1987
- Provider Agreements: Tower Ambulatory Surgery Center 1987
- Ohmeda 1987
- Department of Public Safety: Statement of Deficiencies and plan of Correction 1987
- Certifications and Inspections (including Medicare) 1987-1991
- Board of Trustees Resolutions 1984, 1985
- Certifications and Inspections (including Medicare) 1984-1990
- Certifications and Inspections (including Medicare) 1984-1990
- DEA (Drug Enforcement Administration) 1987-1996
- Certification: Surgicenter 1987

**Box 26: (1958-2006)**

- Property Tax Exemption: Applications and Statements 1974-2004
- Bond Refinancing 1996
- Property Sale: 416 Lincoln Place
- Warranty Deed: 416 Lincoln Court 1978, 1980
- Rental Property: 416 Lincoln Court 1979
- Property Sale: 318 Lincoln Court 1982
- Rental Property: 412 Lincoln Court 1979-1980
- Property Sale: Redfield Clinic 1958-1985
- MidAmerican Energy: Gas Line 2003
- MidAmerican Energy: Electric Line Easement 2004
- Property Survey: Lincoln Court 1997
- Property Transfer: 218 31st Street, Des Moines 2002
Property Sale: West Family Practice Clinic 1991
Agreements, Property Forfeiture, Office of Economic Opportunity 1967-1969
Property Sale: Polk City Clinic 1976-1999
Property Sale: Greenfield Clinic 1996-1997
Property Sale and Misc.: Greenfield Clinic
Property Misc 1974-1987
Quit Claim Deed 1973-1995

**Box 27: (1963-2005)**
Property Sale: Florida 2000-2005
Property Misc. 1963-1992
Easements: Des Moines 1976
Property Deed: Dietz Clinic 1973
Property Misc. Indianola Avenue 1902-1984
Property Lists: University 1992
Purchase of Pidgeon Real Estate – Pierce Subdivision

**Box 28: (1963-2000)**
Charts, Inspections and Equipment n.d.
Ambulatory Surgical Center: Analysis and Pricing Proposal 1987
Property Sale & Misc: Fort Des Moines 1967-1979
Property Annexation: Fort Des Moines 1963
Property Lease: Fort Des Moines 1976
Property Misc: Fort Des Moines 1985
Property Reports, Utilization: Fort Des Moines 1968-1982
Property Environmental Statement & Publicity: 3200 Grand Avenue 1972
Property Housing, Student: Fort Des Moines 1979-1980
Property Appraisal: Miller Estate (Minnesota) 2000
Property Appraisal: St. Joseph Academy 1971-1972
(Binder) Fort Des Moines Land #2 1968-1969
(Binder) Fort Des Moines Land (1965-1966-1967-1968- #1 [sic]

**Box 29: (1961-1995)**
Property Sale: 2150 Grand Avenue 1981-1993
Property Construction: COMS Stage 2 1973
Note: Fairbanks, Bill 1991
Property Sale: Commodore Hotel – 3440 Grand 1974-1995
Property Misc.: 3200 Grand Property 1971-1995
Property Report, Feasibility: Commodore Hotel 1977-1978
Property Sale: Allen Property 1979
Property Appraisal: St. Joseph’s Academy 1971
Property Easement: 3200 Grand Avenue 1977
Property Easement: 3200 Grand Avenue 1980
Construction: Change Orders 1972-1973
Property Misc.: Fort Des Moines 1967-1968
Property Misc.: Fort Des Moines 1961-1969