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Inventory of the James Leonard Bennett papers, 1968 - 1993

James Leonard "Pete" Bennett, Jr., graduated from Duke University in 1956. He worked as an administrator at Duke University Medical Center for 30 years, becoming director of administration in the Office of the Chancellor.

Descriptive Summary

Collection Title: James Leonard Bennett papers, 1968 - 1993

Creator: Bennett, James Leonard

Extent: 12 linear feet 8 boxes

Processed By:

Date Completed:

Encoded By:

Biographical Note

James Leonard "Pete" Bennett, Jr., graduated from Duke University in 1956. He worked as an administrator at Duke University Medical Center for 30 years, becoming director of administration in the Office of the Chancellor. He married Yoalder K. "Kitty" Brunson Bennett, who also graduated from Duke in 1956. Bennett's son, J. Brett Bennett, graduated from Duke in 1986 and has served on the Duke Alumni Association board of directors.

Collection Overview

Contains meeting minutes, grant applications and reports, search committee materials, administrative aid books, facility inventories, and other reports relating to Duke University Medical Center administration from the late 1960s to early 1990s.

Collection Arrangement

Organized into the following series: 1. Reports, 1973-1993; 2. Facilities Planning and Construction Room Inventory Files, 1990; 3. Medical Center Affairs Committee and Medical Center Advisory Sub-Committee Materials, 1974-1983; 4. General Research Support Grant Materials, 1974-1983; 5. Biomedical Research Support Grant (BRSG) Program, 1976-1991; 6. Administrative Aids Books, 1968; 7. Search Materials, 1988-1992.

Online Catalog Headings

Bennett, James Leonard

Duke University. Board of Trustees.

Duke University. Medical Center.

Container List

Series 1. Reports, 1973-1993.

Contains bound reports pertaining to various aspects of Duke University Medical Center, including grants, the Private Diagnostic Clinic (PDC), the Local Area Network (LAN) Task Force, and the Integrated Academic Information Management System (IAIMS).

Box 1

Analysis and Recommendations Concerning the Private Diagnostic Clinic, Duke University Medical Center, Durham, N.C.

Uniform Standards of Dress and Grooming for Employees of Duke University Medical Center, 28 November 1973

Quail Roost Conference: On Patient Services & Personnel Relations, 1973

Directions For Progress: A Report to the Duke University Board of Trustees, 26 September 1980

Planning for the eighties: A Report to the Duke University Board of Trustees, 8 December 1978

Duke Comprehensive Cancer Center, National Cancer Institute (NCI) Core Support Grant, Volume II, 1989-1993

Duke Comprehensive Cancer Center, National Cancer Institute (NCI) Core Support Grant, Volume I, 1989-1993

Comprehensive Cancer Center Core Support Grant, 1 January 1990-31 December 1990

Plan of Action: Office of Planning and Development, Duke Comprehensive Cancer Center, 1987-1988

Report of the Telecommunications and Local Area Network (LAN) Task Force, Duke University, April 1985

A Study of the Duke University Personnel Management Information System,

Annotated Bibliography of Funding Information at Duke University, Compiled by the Office of Research Support, Duke University, 134 Social Sciences Building

Medical Education and Medical Manpower in North Carolina, June 1987

Duke University Annual Report, 1988-1989

Annual Report: Department of Anesthesiology, Duke University Medical Center, 1988-1989

Graduate Program in the Neurosciences, Department of Neurobiology, Duke University, Faculty Research Handbook

Department of Cell Biology & Division of Physiology Faculty Research, Duke University Medical Center, 1989

Integrated Academic Information Management System (IAIMS) Strategic Plan, Duke University Medical Center, April 1989

Medical Center Information Systems Advisory Committee, Summary of Activities, Duke University Medical Center, 1989

Series 2. Facilities Planning and Construction Room Inventory Files, 1990.

Contains room inventory file lists for the buildings listed below. These lists include information such as room numbers, room purpose, and square footage. The buildings are listed in numerical order by building number.

Box 2

- 7101 - Hospital Laundry
- 7103 - Medical Center Storage
- 7501 - Busse Building
- 7502 - D & T #3
- 7503 - Stead Building
- 7504 - Woodhall Building
- 7505 - Clinical Research 2 Building
- 7506 - Baker House
- 7507 - Davison Building
- 7508 - Hospital South
- 7509 - Bell Building
- 7510 - Hanes Annex
- 7511 - Hanes House
- 7512 - Trent Hall Drive
- 7513 - Nanaline H. Duke Building
- 7515 - Pickens Building
- 7517 - Research Park 1
- 7518 - Research Park 2
- 7519 - Research Park 3
- 7520 - Research Park 4
- 7522 - DHIS Computer Building
- 7523 - Child Guidance
- 7524 - Vivarium
- 7527 - Civitan Building

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7528 - 2222 Erwin Road
7529 - Volatile Storage
7530 - Sands Building
7531 - Wadsworth Building
7532 - Mudd Building
7533 - Mudd Building Storage Addition
7534 - 2212 Erwin Road
7539 - Nursing School Addition
7541 - Surgical Oncology Research Facility
7542 - Cancer Center Isolation Facility
7543 - Morris Building
7546 - Duke North Bed Towers
7547 - Duke North Ancillary
7548 - Old Laundry Building
7549 - Jones Building
7551 - Lenox Baker Annex
7552 - Dialysis Center
7554 - New Nearly New
7573 - Duke North Central Care
7574 - Parking Garage 2 Office
7575 - Magnetic Resonance Imaging 1
7576 - Clinical & Research Laboratory
7577 - Environmental Safety
7578 - Magnetic Resonance Imaging 2
7579 - Bryan Research Building
7583 - Lenox Baker Hospital
7626 - Old Hyperbaric Building
7628 - Grounds Keeping Building
7630 - Elder Street, Clinical Laboratory
7631 - Elder Street, Psychiatry

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- 7632 - Elder Street, Engineering & Operations Storage
- 7633 - Elder Street, Engineering & Operations Offices
- 7634 - Elder Street, Psychiatry
- 7635 - Elder Street, Psychiatry
- 7636 - Elder Street, Storage
- 7637 - Elder Street, Storage
- 7740 - Finch - Yeager Building
- 7930 - Sealevel Hospital
- 7931 - Sealevel Medical Clinic
- 7932 - Sealevel Drug Store
- 7933 - Sealevel Surgical Clinic
- 7934 - Sealevel Storage Building
- 7935 - Sealevel Carpenter Shop
- 7936 - Sealevel Dental Clinic
- 7937 - Sealevel Residential Lot D 5 & 6
- 7938 - Sealevel Residential Lot E 12
- 7939 - Sealevel Residential Lot G 3 & 4
- 7940 - Sealevel Residential Lot H 172
- 7941 - Sealevel Storage
- 7942 - Sealevel Learning Center
- 7946 - Sealevel Generator
- 7956 - 2912 Main Street Shops
- 7972 - Diet & Fitness Center
- 7984 - Animal Farm Facility 3
- 7986 - Animal Farm
- 7988 - Animal Farm Bedding
- 7989 - Animal Farm Barn 1
- 7990 - Animal Farm Barn 2
- 7991 - Teer House
- 7992 - Teer House Garage

7994 - Animal Farm, Cardio.

7995 - Animal Farm

7996 - Animal Farm, OB/GYN

Center For Living

VA Research

Series 3. Medical Center Affairs Committee and Medical Center Advisory Sub-Committee Materials, 1974-1983.

Contains minutes, notes, reports, and proposals from Medical Center Affairs Committee and the Medical Center Advisory Sub-Committee of the Executive Committee of the Board of Trustees meetings. The sub-committee became a full standing committee in 1978. Bennett was the secretary.

Box 3

Medical Center Affairs Committee, 9 December 1983

Medical Center Affairs Committee, 23 September 1983

Medical Center Affairs Committee, 6 May 1983

Medical Center Affairs Committee, 25 February 1983

Medical Center Affairs Committee, 10 December 1982

Medical Center Affairs Committee, 24 September 1982

Medical Center Affairs Committee, 7 May 1982

Medical Center Affairs Committee, 26 February 1982

Medical Center Affairs Committee, 11 December 1981

Medical Center Affairs Committee, 25 September 1981

Medical Center Affairs Committee, 8 May 1981

Medical Center Affairs Committee, 27 February 1981

Medical Center Affairs Committee, 12 December 1980

Medical Center Affairs Committee, 26 September 1980

Medical Center Affairs Committee, 9 May 1980

Medical Center Affairs Committee, 22 February 1980

Medical Center Affairs Committee, 7 December 1979

Medical Center Affairs Committee, 28 September 1979

Medical Center Affairs Committee, 22 February 1979

Medical Center Affairs Committee, 7 December 1978

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Medical Center Affairs Committee, 29 September 1978
Medical Center Affairs Committee, 5 May 1978
Medical Center Advisory Sub-committee, 24 February 1978
Medical Center Advisory Sub-committee, 9 December 1977
Medical Center Advisory Sub-committee, 23 September 1977
Medical Center Advisory Sub-committee, 6 May 1977
Medical Center Advisory Sub-committee, 25 February 1977
Medical Center Advisory Sub-committee, 10 December 1976
Medical Center Advisory Sub-committee, 24 September 1976
Medical Center Advisory Sub-committee, 7 May 1976
Medical Center Advisory Sub-committee, 13 June 1975
Medical Center Advisory Sub-committee, 26 February 1975
Medical Center Advisory Sub-committee, 6 December 1974
Medical Center Advisory Sub-committee, 12 October 1974
Medical Center Advisory Sub-committee, 25 September 1974 (telephone meeting)
Medical Center Advisory Sub-committee, 19 July 1974
Medical Center Advisory Sub-committee,
Medical Center Advisory Sub-committee,

Series 4. General Research Support Grant Materials, 1974-1983.

Contains reports and applications related to the General Research Support (GRS) grants and subgrants.

Box 4

GRS, 1975
GRS, 1974
GRS, 1973
GRS, 1972
GRS, 1971
General Research Support Fund, 1970 (2 folders)
Subgrants, 1969
GRS, 1969

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Subgrants, 1968

Correspondence, 1968

General Research Support

GRS Subgrants, 1967

Grant Applications

Group Practice, Salary Structure, Fringe Benefits, Etc.

Medical Center Statistics

N.C. Hospital Association

Sponsored Research and Accounting Memos

Department of Veterinary Medicine

Series 5. Biomedical Research Support Grant (BRSR) Program, 1976-1991.

Contains reports and applications related to the Biomedical Research Support Grant (BRSR).

Box 5

1990-1991

1989-1990

1988-1989

1987-1988

1986-1987

1985-1986

1984-1985

1983

1982

1981

1980

1979

1978

1977

1976

Series 6. Administrative Aids Books, 1968.

Contains two notebooks assembled by James Leonard Bennett, Jr., for use as a reference manual of

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services and procedures frequently used by University secretarial staff. Samples of forms such as tickets for first aid treatment, personnel action notices, and textbook information are included. The books were assembled in loose-leaf form to facilitate additions of new materials and revisions as they occurred. For control purposes, distribution of the book was registered in the name of the Special Projects Office of the Business Division.

Box 2

Administrative Aids Book, Book Number NC-377, January 1968

Administrative Aids Book, Additions and Changes, Book Number 1 (Master Book), October 1968

Series 7. Search Materials, 1988-1992.

Contains materials related to searches for the positions of Vice Chancellor for Academic Affairs, chair of the Department of Ophthalmology, chair of the Department of Anesthesiology, chair of the Department of Psychiatry, chair of the Department of Neurobiology, Dean of Medical Education, and chair of the Department of Pathology.

Box 6

Vice Chancellor for Academic Affairs, 1990

Department of Ophthalmology chair, 1991

Department of Anesthesiology chair, 1990-1991

Box 7

Department of Anesthesiology chair, 1990-1991

Department of Psychiatry chair, 1991 (2 notebooks)

Box 8

Department of Neurobiology chair, 1988

Box 9

Dean of Medical Education, 1992

Box 10-11

Department of Pathology chair, 1989-1992