

Albany Institute of History & Art  
Library

**MG 76**

**Albany Business College Archive**

1865 to 1988

[43 lin. ft., 81 boxes]

- Series I. Administrative Files
- Series II. Faculty and Student Records
- Series III. Photographs
- Series IV. Publications
- Series V. Textbooks

Prepared by Prentiss Carnell

May 14, 2021

### **Dedication**

My thanks go to all members of the Albany Institute of History and Art staff who encouraged me over the more than four years that have gone into the Albany Business College Archive project. Special thanks to librarians Sandra Markham and Jennifer Benedetto-Beals who were my principal mentors. Also thanks to my wife Frieda who said that it was my responsibility to organize the many boxes of materials remaining from ABC.

Prentiss Carnell  
October 2002

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## Albany Business College History 1857-1988

The history of Albany Business College, 1857-1988, mirrors, in many respects, the history of proprietary or for-profit business education in this country. Business colleges were founded to train men and women so that they could qualify as administrative and clerical employees in the businesses of the time. Their main characteristic was that of a very specialized educational institution with a concern for the development of the complete business graduate while providing their graduates with employment assistance to ease their transition into the business world.

### The earliest years 1857-1884

ABC was founded in 1857 as Bryant and Stratton Mercantile College at 448 Broadway, Albany, NY in the Union Bank Building across from the railroad station. The Superintendent was Silas Sadler Packard, who had become acquainted with Henry Dwight Stratton and H. V. Bryant at Bryant, Stratton and Folsom's Business College in Cleveland, Ohio. Moving from the Bryant & Stratton school in Buffalo to Chicago, then to Albany in January 1857, Packard recalled that he "fitted out the rooms with tables and chairs, sent out circulars, put advertisements in the papers and opened our doors." When the 21st student enrolled, he said, "the school was no longer an infant, I invited the whole school to go out with me for ice cream."

In 1858-59, J. T. Calkins and W. H. Clark followed Packard as the local partners to the general partners, Bryant and Stratton, who were located in Chicago. Nothing is known about these gentlemen.

By 1863, Ezekiel G. Folsom came to Albany to head ABC. He had founded Folsom's Mercantile College in Cleveland in 1848 and had taught Bryant and Stratton there. There may have been a "forced merger" between Folsom's and Bryant & Stratton's new school. The Bryant & Stratton chain of approximately 50 schools broke up in 1867, with many individual institutions taking new names, such as Albany Business College.

The 1865 issue of Bryant, Stratton & Folsom's *Albany Business College Monthly* shows the facade of the college building at 43-45 North Pearl Street as well as the facade of the Troy Business College, Troy, NY, also owned by Folsom. The programs included Bookkeeping, Telegraphy and related subjects and the school had eight faculty and reported about 200 students.

The 1872 Albany Business Educator announced *Folsom's Albany Business College, including Commercial, Literary and Telegraphic Departments, for the Education of Young Men and Young Women, Boys and Girls, for the Business and Social Life*. The Literary Department offered subjects normally taught in academies, common and high schools, from reading and spelling to Latin and Greek. The Commercial Department listed subjects, such as the Theory and Practice of Accounts, Arithmetic, Penmanship, Commercial Law, Political Economy and a series of outside lecturers. Tuition was \$75 for an unlimited time period.

The 1881-1882 catalogue of "Folsom's Business College" was the first in booklet form, the earlier ones were formatted like newspapers. Partner with E. G. Folsom was Charles E. Carhart, former ABC teacher and founder of the Commercial Department at Troy Conference Academy, Poultney, Vermont. Troy Conference Academy evolved into today's Green Mountain College. The college's location was at 51-53 North Pearl Street from 1873 to 1887. Business college students throughout the country exceeded 26,000, while Folsom's had 220 male and 6 female students. Tuition was listed as \$100.

### **The Carnell Patriarchy, 1884-1920**

John Richard Carnell purchased Folsom's Albany Business College in 1884 and is reported to have introduced shorthand and typewriting about that time. This training widened employment opportunities for women in business offices. Tuition was listed as \$30 for three months, \$50 for six and \$70 for nine months.

John Carnell was born in Troy, NY in September 1845, son of James Carnell, a tailor, and Margaret Smith. He graduated from Troy Business College, then called Bryant, Stratton and Folsom's Troy Commercial College, in 1865, taught there and bought Troy BC from E. G. Folsom in 1865 for \$2,000 plus all debts. The eighteen-month note was paid off in six months. John married Olinda Hitchcock from Champlain, NY in 1869. Linda was supposed to be the first female student when she enrolled at Troy Business College in September 1868, having graduated from Ripley Female College, Poultney, Vt., in July. Ripley Female College was short-lived, 1860-1870, and evolved into today's Green Mountain College, mentioned above.

Carnell had sold his Troy Business College interest in 1876 and had spent the next eight years traveling in the United States and Europe. In his travels he learned about the European economy and visited other business training institutions. The Carnells lived in Loudonville on the present site of Siena College from 1881 to 1884 before moving to a new home at fashionable 469 State Street facing Washington Park. New students needing a bed before starting classes were invited to spend the night at Mr. Carnell's home.

The first full catalogue of *Bryant & Stratton Albany Business College* was 1885-1886, although the Bryant & Stratton chain had been dissolved for 20 years. This catalogue lists Carhart as President and Carnell as Business Manager. Night classes are offered from 7 to 9 pm. Stenography and Typewriting are listed separately in the catalogue and, by this time, there are 360 students, including 55 ladies. Faculty members include Folsom and shorthand instructor, Benton Hoit, who later became business partner of the Carnells.

The business ownership changed rapidly over the next few years. In 1887 S. D. Gutchess, a respected teacher from Brooklyn, replaced Carhart. By 1896, Gutchess was gone and the college became known as Carnell & Hoit.

By 1887, the college moved to a 15,000 square foot building located at 83-87 North Pearl Street, the location until 1933. The corner lot portion at Columbia Street had been occupied by

the Pemberton Store, a Dutch structure dating to 1710. "College Place" gave the school a facility built to meet its needs near the center of business activity and near the railroad station, a principal means of daily travel for many students. The College was a tenant in this location as it had been in the previous three buildings.

Employment testimonials and listings were an integral feature in many college publications. The 1889 listing included placements of graduates in Florida, Colorado, Illinois, Nebraska, Oregon and "The Indian Territory", now Oklahoma.

A regular program of lecturers from the Albany area and elsewhere provided educational enhancement. Monthly "Prize Days" presented awards to the best speller and penman. Social activities included dances, field days using the Hudson River boats and Christmas entertainment programs. In 1890, the Christmas Entertainment consisted of "reading, music and refreshments, and was calculated to bring the different departments of the College together and increase the social element in the school."

Business colleges were frequent exhibitors at world's fairs and catalogues showed the medals ABC students won as prizes at the following fairs: Columbian Exposition at Chicago 1893, Paris 1900, Pan-American 1901, Charleston 1902 and Louisiana Purchase 1904. Several of these medals are in the AIHA collection.

Early twentieth century catalogues indicated that sons John R. Carnell, Jr. and Prentiss Carnell joined their father at the college. The University of the State of New York registered the college so that graduates could take the State Business and State Stenographer's Diploma examinations. An Advisory Board of ten prominent Albanians including the mayor was appointed. Twelve students who attended ABC from Central and South America were pictured along with their testimonial letters in Spanish.

Business machines were introduced such as the Edison Phonograph for dictation practice, Stenotype shorthand machine and the Multigraph for office duplication. Albany Business College provided many of the early business teachers at high schools in the northeast and at a number of colleges; Cornell, Skidmore, Russell Sage, Cortland State Normal, Clarkson, New Paltz Normal, and Columbia.

## **The Second Generation 1920 - 1958**

John R. Carnell's death in September 1920 ended his 55 years as a leader of the country's business colleges. His younger son, Prentiss Carnell, chosen over his brother, John R. Carnell Jr., older by eight years, succeeded him. John Jr. retired in 1928 at age 48.

Prentiss Carnell was born in Champlain in October 1880, his mother's home. Educated at Albany Academy and Amherst College, the family toured Europe for eight months before Prentiss Carnell started at ABC in 1904.

The 1922-23 catalogue began to reflect an expanded curriculum listing;

Bookkeeping/Accounting, Shorthand, Complete Commercial (including both the former), Secretarial, Civil Service, Teacher's Training Course and Calculating Machine Course. Annual tuition was \$140.

The National Association of Accredited Commercial Schools accredited the college in 1953. This accreditation was a "seal of approval" and did not include the right to grant degrees. Graduates could then receive employment assistance from accredited business colleges across the country. National accreditation was to become an issue from this period on.

Prentiss Carnell Jr., the third generation of the Carnell family, was named president when Prentiss Carnell Sr. passed away in April 1958. Prentiss Carnell Jr. was born in Albany in 1904 and was a graduate of Albany Academy, Dartmouth College and earned the Master of Commercial Science degree from the Amos Tuck School of Business Administration at Dartmouth. He began at ABC in 1927, following his graduation from Tuck. His two brothers, also Dartmouth graduates, Edwin Bradley Carnell, born 1908 and John Richard Carnell 3rd, born 1910, joined him at ABC.

Joining Prentiss Carnell Jr. were his two brothers, also Dartmouth College graduates. E. Bradley Carnell, who finished Tuck Business School at Dartmouth in 1931, joined the College and became a teacher, as all administrators did at the time. He served as Director of Student Activities, was the college's promoter and established a Journalism course that published a student newspaper daily.

John Richard Carnell 3<sup>rd</sup> was an English major at Dartmouth. He followed his father and learned shorthand. As a college administrator he organized the Medical Secretarial major and handled employment counseling activities.

The 1930 and 1931 catalogues reflected the influence of Prentiss Carnell Jr., who had joined the college after graduating from Dartmouth College's Tuck School of Business Administration in 1927. Two-year programs in Accountancy, Business Administration and Executive Secretarial studies were introduced. One-year programs titled General Business, Private Secretarial, Shorthand, and Complete Commercial were offered. Special shorter programs in Banking, Filing, Business Machines, Stenotypy and Salesmanship completed the curriculum offerings. New subjects from Prentiss Carnell Jr.'s Tuck School experience included Auditing, Cost Accounting, Income Tax, Insurance, Management and Business Organization, Salesmanship and Business Psychology, Investments, Advertising, and Credit and Collections. Other subjects somewhat removed from typical business college courses were Commercial Art, Costume Design, and Research and Statistics.

Tuition remained at \$140 per year and evening and summer school students were enrolled.

Business colleges universally provided employment assistance to its graduates, both at graduation and later during their careers. In 1929 the Employment Department received 1096 employment calls and filled 485 positions for current and past graduates.

The 1930s also brought about an expansion of the extracurricular side of the student body. An elected student government oversaw an extensive array of offerings. Sports activities included men's and women's basketball as well as swimming, tennis, and baseball. The baseball team played a game at the Cooperstown Baseball Hall of Fame. Religious clubs included a Newman Club, Young People's Club and Hillel. There was an active student newspaper, *The Spotlight*; a national business fraternity, Phi Theta Pi; a sorority, Alpha Iota; weekly dances, a glee club and a student orchestra led by Erastus "Tip" Corning, cousin to the long-time Albany mayor.

The 1933 college year began at a new location, 130 Washington Avenue. The new College Hall was owned by the Carnell family and built exclusively for Albany Business College on property formerly owned by the Albany Orphan Asylum, a mansion donated by Jane Lathrop Stanford. Jane and her husband founded Stanford University in California. The three-story modern building included a gymnasium/auditorium, typing rooms, offices, a library and eight classrooms.

For years, out-of-town students stayed at boarding houses. During this pre-WW II period, a women's dormitory, Emerson Hall, was located at 461 State Street and a dormitory for men at 286 State were both run by private individuals, not directly by the college. The YMCA and YWCA offered housing at various times.

An historical event occurred in 1951 when Troy Business College merged with Albany Business College. E. G. Folsom had owned both in the early 1860s. John Carnell Sr. got his start as a college student and owner in Troy. The Troy students were integrated with the students in Albany. The Troy Business College name was maintained in the catalog and the telephone directories for decades on the possibility that the Troy Business College name might be revived.

World War II had a significant influence on the College. Most men entered the armed services and many women found jobs in war-related industries. Enrollment fell to low levels and most teachers were let go. Following the war however, many returning veterans or GI's took advantage of the GI Bill of Educational Rights. At one point, classes were taught on the "swing shift", from 3 to 8 pm, after the normal 9 am to 3 pm class day had been completed. Tuition was around \$250 per year, rising to \$450 in the 1950s.

### **Modern Albany Business College 1958 - 1988**

Generation four of the Carnell family joined the college staff in 1957 when Prentiss Carnell III graduated from Dartmouth College. He had earned a joint Master of Science degree in Industrial Engineering from the Thayer School of Engineering and the Tuck School of Business Administration, both at Dartmouth. Andrew N. Carnell, son of E. Bradley Carnell, also a Dartmouth graduate, joined the ABC staff in 1966, following his graduation for Albany Law School.

In 1958 electronic data processing was introduced to the College. A separate IBM or Automation Department was introduced, teaching the operation and set-up wiring of IBM unit



record machines. Classes were held in a windowed classroom at street level. A windowed typing classroom was located on the opposite side of front door.

By 1960, the college building was modernized with new floors, lighting and furniture. A four classroom, air-conditioned addition was built in the rear over the parking lot. Rental classrooms were used at one time at 138 Washington Avenue. The college also owned 136 Washington Avenue, which was connected to the main building at the second floor and was used for classrooms, offices and student and faculty apartments. In the 1980s, two classrooms were built inside the first floor recreation hall. The basement was converted into cafeteria and student lounge areas.

In 1961, the college year was changed from four 11-week quarters to two 18-week semesters. At the same time, the College's long time interest in Public Relations was formalized by the appointment of a Public Relations Director, Harry Shave, formerly with the Schenectady Gazette. Shave greatly changed all publications, including the college catalogue and the Alumni Newsletter. A course in Public Relations, taught by veteran teacher Richard Bogdan, was offered, a first among area colleges.

Since there were large student bodies, including out-of-town students, dormitories for women on State Street and for men on South Lake Avenue were acquired. Harmony Hall was located at 469 State Street, formerly the home of John R. Carnell and his family. Congress Hall was at 385 State and Hitchcock Hall at 387 State Street

The catalogues' extracurricular list mirrored that of the 1930s. Sports, fraternities and sororities, student government, glee and dramatics clubs, student newspaper and yearbook, an Outdoor Sports Club and Marketing-Retailing Club were included.

In 1963, the class schedule was temporarily changed to 8-12 am and 1-5 pm to accommodate the large number of students. This mirrored the "swing shift" of the post WWII era.

Curriculum developments included a Medical Secretarial major to supply secretaries to Capital District hospitals. A Data Processing major including computer programming followed as did a major in Marketing & Retailing. Legal Secretarial majors were added to the secretarial offerings.

For years, registration of business schools by the New York State Education Department was voluntary. National accreditation gained importance when this accreditation was required to qualify for federal student financial aid programs. Accreditation encouraged high academic and administrative standards. Business college libraries were developed as a result of a requirement of accreditation.

The 1970s expanded the informal practice of transfer of ABC college credits to four-year college degrees. Draft deferments influenced this trend. In 1972, the New York State Board of Regents approved Albany Business College and two other business colleges to grant the

Associate in Occupational Studies degree. This specialized degree did not require general education subjects. The New York State Education Department was a US government nationally recognized accrediting agency, the only state so recognized.

Albany Business College and the state business college association were active for many years in lobbying the NYS legislature and Education Department. New York State guaranteed student loans for business college students were an early result of this lobbying effort. This was followed by entry into the state grant program, first known as the Scholar Incentive Awards, later as the Tuition Assistance Program. The right to grant Associate degrees may have been the biggest success. This degree power led to a higher level of recognition within the State Education Department and among New York State colleges. Eventually the degree-granting business colleges were recognized as the fourth sector of higher education in NYS, along with the state public colleges, the New York City colleges, and the independent or private colleges and were an integral part of higher education planning and higher education legislation.

In the 1970s, federal student financial aid had been added to the New York State program of student loans and grants. Federal Basic Educational Opportunity Grants, later renamed Pell Grants, were widely used by ABC students, as was the College Work-Study part-time job work program. College-based scholarships were offered for athletics, for academic achievement and as a result of competitive examinations. The management of the financial aid programs required major administrative activity and was widely promoted as a student service. Albany Business College was the only proprietary college to take part in the NYS Higher Educational Opportunity Program to assist academically and financially disadvantaged students.

The availability of financial aid and inflation caused tuition to rise to \$850 in 1970, to \$1,600 in 1975, to \$2,150 in 1980 and to \$3,200 in 1985. Dormitory charges were \$1,475 in 1979. After that time, dormitories were discontinued due to high cost and supervision difficulties.

An evolution in data processing education over the 1965-1985 period meant rapid and expensive equipment changes. An IBM Model 360 on-site computer developed into a system tied into a super computer in Ottawa, Canada. Tele-computing became local when it was tied to the State University at Albany in 1975. Data General became the mini-computer supplier of choice in 1979 with 19 terminals for student use. The microcomputer or personal computer revolution came to ABC in 1983 when 28 IBM PCs were purchased and installed in the classroom on street level, for the advertising value to passers-by.

The 1980s saw many changes in student enrollment with radio and television advertising being widely used by ABC and other colleges. The Evening Division was revised to make subjects equivalent to day classes and was expanded to include Saturdays so that students could take a near full-time load to qualify for financial aid benefits. Enrollments were reduced as public and private colleges began using extensive promotion to fill their classrooms.

By the fall of 1988, tuition had risen to \$4,200. At the same time, maximum NYS and federal grants totaled \$5,150. The student body had dropped to approximately 250 full-time day students.

On September 30, 1988, Albany Business College, owned by Prentiss Carnell III and Andrew N. Carnell, was sold to Bryant & Stratton Business Institute of Buffalo. The sale gave the College the opportunity to continue its long tradition and maintain its presence in the Capital District. The irony is that Albany Business College was part of the Bryant & Stratton chain of business colleges when it was founded in 1857. Bryant & Stratton was owned by the Bryant family and was sold to Dictaphone Corporation in the 1960s. Within ten years, Dictaphone sold Bryant & Stratton back to members of the Bryant family and was reestablished as a new chain of business colleges in New York, Virginia and elsewhere.

For three months after the sale, the Albany Business College name was used. In January 1989, the name Bryant & Stratton Business Institute was established to coincide with other colleges in the organization so that common catalogues and advertising could be used.

Bryant & Stratton used the college building at 130 Washington Avenue until July 1990. At that time, Bryant & Stratton moved to new quarters on Central Avenue. Prentiss and Andrew Carnell sold the Washington Avenue property to the New York State Association of Realtors, who modernized the building for their use and for rental.

### **Appendix - Enrollment History**

(Source: 1865-1885 Catalogues; 1897-1932 Monthly enrollment listing; 1935-1960 missing; 1962-1988 Annual enrollment summaries by high school)

1865	200	1940	453
1880	226	1945	238
1885	415	1950	368
1897	366	1955	460
1900	434	1960	503
1905	604	1962	692
1910	525	1968	708
1915	433	1970	443
1920	607	1975	443
1925	527	1980	524
1930	426	1983	484
1932	260	1985	279
1935	465	1988	210

## Scope and Content Note Summary

The Albany Business College Archive spans the period from 1865 to September 1988 and contains documents relating to the administration and programs of the college. The collection is divided into Five Series: I. Administration; II. Faculty and Student Records; III. Photographs; IV. Publications; and V. Textbooks.

The Carnell family collected the materials in Albany Business College Archive over the period 1885 to 1988. The papers were deeded to the Albany Institute Library in a series of gifts made between 1992 and 1998 by Prentiss Carnell III, after the college was sold to Bryant and Stratton Business Institute, Buffalo, in September 1988. The Curatorial Department acquired a number of pieces of ABC memorabilia from Mr. Carnell, including promotional wooden rulers, a banner, award medallions, advertising signs, a marble memorial plaque and a watercolor rendering of the ABC building on North Pearl Street, a reproduction of which was used on school catalogues from 1905 through the 1920s. See Appendix A.

### **Series I Administration Files**

A. The six boxes of Advertising Marketing and Public Relations materials include 19<sup>th</sup> century advertising publications. Many graduates are pictured with employment testimonials. There are materials relating to student extra curricular activities in the 1930s. Also there are files sent to high school guidance counselors, an indirect method of student recruitment. Chronological.

B. The 15 boxes of Administrative materials include yearly listings of applicants with their home addresses. Also there are materials relating to national accreditation, including self-studies with documentation. Also New York State registration, degree powers, and Silas Packard, ABC's founder. Alphabetical. There are files relating to Troy Business College, owned at one time by John R. Carnell, 1884 owner of ABC.

C. Intercollegiate Basketball was a principal sports activity which contributed to college spirit and publicity. Individual scorebooks and coaches' files from the 1940s to the 1980s, when basketball was discontinued.

D. The Graduation Series includes the printed programs from 1934 to 1988 with names and often hometowns of graduates. Also there are administrative files for 1964 to 1988.

E. The Legal files include early 20<sup>th</sup> century partnership agreements between the Carnell family and Benton Hoit, the only non-family partner in the century. A detailed title search for the 130 Washington Avenue College location is included, since it was owned by the Albany Orphan Asylum, having been given to that organization by Jane Lathrop Stanford, wife of the founder of Stanford University. The search goes back to the 17<sup>th</sup> century.

F. The Legislative files. The College engaged in extensive lobbying activities on behalf

of the state's business colleges on matters relating to degrees, regulations, financial aid, CPA practice and the unincorporated business tax law. Also there are files relating to federal legislative activities.

### **Series II Faculty and Student Records**

A. Most interesting are five boxes of Student Receipt books for 1884-1914. They list names, courses, amount paid and sometimes parent's occupation in chronological order. Since some of the 19<sup>th</sup> century catalogues list students alphabetically, an individual student can be located and referred to the year of registration.

B. The Faculty files contain manuals, contracts and memoranda.

C. The Faculty and Staff Personnel files contain correspondence, resumes, and evaluations from the 1950s to the 1980s.

D. Student Payment Records These are not at the Institute at the present time.

### **Series III Photographs**

A. The Primary photograph files are alphabetical, listed by subject and total seven boxes. They are mostly 20<sup>th</sup> century taken for publicity or for yearbook publication. Specially interesting are group photographs taken of field trips taken down the Hudson River to Thomas Cole's Grove at the turn of the 20<sup>th</sup> century. There are individual faculty and staff photos as well as many student candid pictures. There are also prints of the bust of Silas Packard, ABC's founder, John R. Carnell's diploma from Troy Business College and a large 1860s pen art piece of E. G. Folsom of Bryant and Stratton's Albany Business College.

B. Scrapbook 1938-1940 There are excellent photos of the 1938-1940 era showing students and a variety of activities.

C. Graduation There are 22 large graduation pictures from the 1880s to 1945, some labeled with faculty and students.

### **Series IV Publications**

A. The Catalogue series, seven boxes, is possibly the most important of the collection, spanning from 1865 to 1988. They contain curricula, tuition, faculty listings and general college information. Many 19<sup>th</sup> century catalogues contain listings of graduates. The early catalogues show the geographical spread of students, including overseas, as well as their employment opportunities told through testimonials.

B. The College Yearbook series covers 1940, 1941 and 1951 to 1988 and provide a pictorial view of college life. Also they show a historical view of faculty and the student body composition. They also provide the key to many of the photographs in the Photograph Series.

C. The Spotlite and Alumni Newsletter series covers College life from 1932 to 1988 and provides a good chronology of students' activities. Included are details of college life, curriculum developments, and employment and marriage listings. They were published for student and alumni use and as publicity to prospective students.

D. The Student Handbooks contain rules, regulations and procedures regarding college life.

E. The Student Newspaper, The Spotlite series starts in 1932 with daily issues. These were the result of the Journalism course introduced by E. Bradley Carnell. The frequency changes to the 1980s. Gaps exist, 1942-1946, 1948-1960s.

### Series V Textbooks

These 102 business textbooks and practice materials illustrate materials used to teach business subjects in the 19<sup>th</sup> and 20<sup>th</sup> centuries. There are ten categories; Accounting/Bookkeeping, Business Arithmetic, Business English, Penmanship, Shorthand, Spelling, Typewriting, Accounting Practice Sets and Miscellaneous.

Accounting/Bookkeeping This collection of early bookkeeping texts starts with a reprint, *A Compend of Book-keeping by Single Entry*, dated 1837. *A Practical System of Book-keeping* was written by Levi Fulton and George Eastman and published in Troy, NY in 1851 or 1863. Eastman was the father of George Eastman of Eastman Kodak. Eastman founded the Eastman Business College in Poughkeepsie, NY.

A rare text is *Bryant & Stratton's Counting House Bookkeeping* written by Bryant, Stratton and Silas S. Packard in 1863. It contains a preface that describes the development of bookkeeping texts and an inspirational message to young students.

E. R. Andrews published several texts in Rochester in 1885 - 1889; the covers were stamped Albany Business College or Troy and Utica Business College. Ezekiel Folsom, who sold ABC to John R. Carnell in 1884, owned all three colleges.

There is a volume by A. B. Meservey 1882 and by J. L. Montgomery dated 1900. A 1918 text by Charles Rittenhouse contains Hazel Saunders' class schedule and her February 1919 report card.

Business Arithmetic The arithmetic texts span from 1891 to 1908. Silas Packard, ABC founder, authored *A New Packard Commercial Arithmetic* with Byron Horton; copies' covers are stamped Albany Business College or Troy Business College

Business English An interesting *Practical Grammar* was written in 1871 by The Rev. Peter Bullions, who also wrote other business and classical titles advertised inside the front and

back covers.

Other titles include *The New Practical Speller* 1891; *Elementary Lessons in English* 1893 and *New Practical English Grammar* 1897 signed by John R. Carnell, Jr., son of John R. Carnell. Other Business English texts cover 1903 to 1934.

Business Law The oldest Business law text is by Charles Carhart 1890, *The Student's Class Book of Commercial Law*. Carhart was partner of John R. Carnell. These, the 1889 *Business Law* by Bly and the 1901 *One Thousand Questions and Answers in Business Law* by Carnell and Hoit, have covers stamped Albany Business College.

Shorthand There were dozens of shorthand or "phonography" systems taught in business colleges in the 19<sup>th</sup> century. Names of the systems in the collection are American, Barnes, Burnz, Chartier, Graham, Gregg, Kimball, McKee, Mosher, Munson, Osgoodsby's Phonetic, Pitman, Pernin's Universal, Thomas, Speedscript and Williams.

The two most popular systems were Gregg and Pitman. Benn Pitman's system started in London and was widely taught. The oldest textbook is *The Phonographic Review* 1852, published by lithography according to AIHA Librarian Sandra Markham. The next oldest is in 1856 *The Phonographic Manual* published in Cincinnati. A small bookplate names J. W. Conkley, West Hebron 1858.

John Robert Gregg's shorthand supplanted Pitman into the 20<sup>th</sup> century and was preferred in most high schools and business colleges except for a few high schools teaching Pitman in New York City and Chicago.

Spelling Six texts cover a period 1884 to 1932, including an 1891 text published for Carnell & Hoit or Albany Business College.

Typewriting Three texts are from the 1923 to 1927 period.

Miscellaneous Seymour Eaton's *One Hundred Lessons in Business* 1887 is an interesting "how to" book. J. L. Nichols *The Business Guide: or Safe Methods of Business* 1894 has interesting engravings of business illustrations. Troy Business College students used *Seventy Lessons in Spelling* in 1885; for example, Alfred Wollik of 27 Shout(?) Street, Troy.

A much more extensive description of items in the Albany Business College Archive is contained in the 35 pages following, titled *Scope and Content Note*.

## Scope and Content Note

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Series I. ADMINISTRATIVE FILES Including A. Advertising, Marketing and Public Relations; B. Administration; C. Basketball; D. Graduation; E. Legal and F. Legislative.

A. Advertising, Marketing and Public Relations: Consisting of 6 boxes arranged by decades from the 1880s to the 1980s. Many of the materials were developed to be distributed to prospective students to encourage a student's enrollment. Brochures vary from four to 32 pages, and from postcard to tabloid size. Unusual items include a "geographical" brochure, 1894, and a brochure in Spanish, 1906, designed for students from the Caribbean and Central and South America. There is a brochure 36 inches long. There are many brochures listing employment for a 12-month period ending in June, the 1890s to the 1930s. There are small cartoon booklets regarding office practices in the 1940s and 1950s. There are also three folders of materials that were mailed to High School Guidance Counselors, 1961 to 1974.

Among the materials is a copy of the *Albany Microscope*, dated December 18, 1840. It is an example of an early newspaper of the period, containing an advertisement for ABC.

*The Journal of Bryant & Stratton Troy Business College*, 1873, is an 8 1/2 by 11 inch, eight-page publication and smaller brochure was published during the period that John R. Carnell was owner of Troy Business College.

There is a matted print of the 75-87 North Pearl Street College Place building used in advertising.

The 1885 *Albany Business College Journal* (fragile) is an early publication, containing an engraving of the front of the college building at 51 to 53 North Pearl Street and another of Ezekial G. Folsom with his endorsement of the new owners.

There are a series of these tabloid-size publications from the mid 1880s through the 1890s.



They contain engravings and photographs of the classrooms, see 1888 midyear. They also contain the schedule of lectures and entertainments given to the students as part of their "liberal education." *The Story of a Morning Call at ABC*, late 1880s, is an interview between the principal and a prospective student, enumerating the advantages of a business college.

John A. McColl, President of New York Life Insurance Company, was an ABC graduate and was pictured in the fall 1892 publication. The fall 1893 issue pictured ABC alumni in New York City, members of the Columbian Literary Society. In 1895 the brochure showed the ABC exhibit at the Columbian Exposition. In 1897 ABC received the First Award in the Chicago World's Fair.

*The Budget*, a Troy newspaper, advertised a contest to determine the most ambitious student who would win a scholarship to Albany Business College. Troy and Albany were in competition for students. Two clippings announce the contest and the results of two winners since there were so many participating. This material is not dated but it is estimated to be in the 1890s.

An 1892 *Albany Evening Journal*, dated August 15, 1892, contains a small-classified type advertisement.

Issues of *Albany Business College and School of Shorthand and Typewriting Journal*, an 11 x 15 publication, were published from 1886 to 1897. In 1886 the College opened its new building on North Pearl Street. Also contains lists of lectures, engravings of John R. Carnell and Charles Carhart and John R. Carnell and S. D. Gutchess, proprietors of the College. One contains a very interesting centerfold of Lyman Gage, Secretary of the Treasury and business college graduate in 1857. Also there are centerfolds of engravings of the interior of the College, many testimonials, information about tuition and a listing of monthly "entertainments".

The 1894 file contains the *Third Annual Geographic Catalogue of the Albany Business College*, containing the town, county and state of the students from April 1893-1894. Also a *Report of the Employment Department of the Albany Business College for the year ending June 1, 1894*.

There are two Series titled *ABC Monthly Review*, 1895 to 1897, and *Education and Employment*, 1898 to 1900.

The August 1895 and September 1896 issues contain accounts of College riverboat excursion to Thomas Cole's Grove, Catskill. Cole was a famous Hudson River School landscape painter of the 19<sup>th</sup> century. The September and October 1895 issues contain penmanship samples from graduates who were employed as penmanship teachers in various public high schools.

The October 1896 issue contains a picture and letter from John McColl, ABC graduate and president of the New York Life Insurance Company. The Holiday Issue 1896 contains a list of lecturers for December. These lectures went on all year long and the listings were published in various publications.

The November 1897 issue of the *ABC Monthly Review* contains an engraving of George Murray, Official Court Stenographer for the Third Judicial District. The December 1897 issue shows "The Famous Quartette," four penmanship teachers, S. G. Jeffrey, S. E. Bartow, W. A. Hoffman and R. W. Wallace. Spring 1898 shows the ABC faculty including John R. Carnell, Jr., son of John R. Carnell, principal.

The 1898 issues of *Education and Employment* contain interesting articles including civic improvements in Albany, NYS Education Department registration allowing students to take Regents Examinations, listing of "Friday Ten O'Clocks" which were lectures given twice monthly, photographs of telegraphy classes, pictures of "The New York Central Quartette" and "An Edison Quartette", graduates working for the new General Electric company.

The November 1899 issue has a cover picture of Hon. Lyman J. Gage, business college graduate, Secretary of the Treasury in President McKinley's Cabinet.

The 1901 issues contain a facsimile of the Gold Medal from the 1901 Paris Exposition, a story "How A Vermont Mortgage Was Paid", and an issue on telegraphy only.

The 1903 issues have a picture and testimonial of Arthur W. Babcock, Chief Yeoman, US Navy, USRS "Franklin", pictures of gold medals from four international expositions, picture of Earle Finnegan, Saranac Lake, who finished the Commercial Course in 21 weeks, the shortest ever with a 90 average and a weight gain of 20 pounds.

The 1901 publication shows an ABC graduate who was the second woman to be admitted to the bar. Also pictured is the steamboat that was used in the Field Day excursion to Cole's Grove, Catskill, on the Hudson. There are also photographs of these excursions. The 1902 issue has a picture of the exhibit at the Pan-American Exposition, Buffalo, and, in 1906, the Louisiana Purchase Exposition. The 1909 brochure pictures the Gold Medal Awards from the expositions mentioned here.

A 1906 brochure was printed in Spanish with testimonials of graduates from Central and South American countries.

A series of "Success Tracts" dated 1908 contain speeches by prominent local officials, clergy and businessmen.

The decades of 1910-1929 files contain a variety of advertising brochures in a variety of formats. Common themes were the 16 page foldout brochure and an emphasis on employment success.

The 1913 brochure shows the Field Day picture with the headline, "You will be in Good Company." There were a number of listings, 1913, 1914, and 1915, of employment secured by ABC graduates, a common theme in many publications.

A 1930s, eight-page brochure, *The Commercial Educator*, was probably purchased from an outside publisher and the ABC name and address added. Another publication, *Fifty a Week or Fight!*, is another example of this type of advertising.

There is a file of newspaper clippings from the 1930s containing publicity articles from around the state.

Three large scrapbooks contain newspaper clippings from a commercial clipping service. Subjects covered are weddings and engagements, men's and women's sports, honors, job placements, student activities including student council, dramatics, glee club, orchestra, *Spotlite* student newspaper, riding club, badminton club, and debate team. Also there are many Public Relations pictures of ABC students in various settings. The dates covered are Dec. 1938 to Sept. 1940, Sept. 1939 to Aug. 1940 and Aug. 1940 to Aug. 1942. There are also photos from a scrapbook from this period in the Photography Series III.

The 1934 brochure, *Life at ABC*, illustrates the extensive extracurricular program including sports, fraternities and sororities, theatrics, Newman Club, to mention some of them.

In the 1940s and 1950s, humorous brochures, *Big Time Bosses*, *For Bosses Only*, and *Memo to Miss Jones*, were produced. They illustrated various good and bad business practices. The information had been secured from surveys to bosses and employees. Artwork for these publications is also included

In the 1950s, an unusual business envelope was used with a view of the city from the Hudson River on the "front" and the address on the "back".

The 1961, 1965 and 1974 Guidance Counselor Mailing "packages" contain an assortment of self-produced and purchased materials to promote business college enrollment to high school students. In the 1961 package, there is an Automation Training brochure about the use of IBM machines for business reporting. This was the beginning of training in electronic data processing and computers.

In the 1960s and the 1970s, posters and related brochures were produced; examples filed here.

In the 1970s and 1980s, the College used Pam Sawchuk Associates as Public Relations consultants. Files contain clippings done by Sawchuk Associates for ABC during the 1981-1987 periods and other materials from the agency.

Some of the materials sent to students and high school guidance counselors were purchased from *The Creative Service*, a company that provided news and advertising ideas to business schools. The June 1973 and April 1974 issues describe ABC's advertising campaigns including radio. Tapes of these and other radio campaigns are in Appendix F.

The College was the first area college to use television advertising, including tapes of the

30 and 10 second ads from April 1981. These ads used the theme of the 125<sup>th</sup> anniversary. *Our Business is People*.

B. Administration There are 15 boxes in this category, arranged by subject, covering many categories of a general administrative nature. Some of the more important categories are Accreditation, Student Activities, Admissions and Enrollment Activities, Anniversaries, State and National Associations, miscellaneous correspondence, NYS Education Department activities, Employment Listings, Evening, Summer, Seminar and Civil Service Class administration, Financial Aid on the state and national level, President's Reports, Public Relations activities, and national and local salary surveys.

Here is a more detailed description of the contents of various Administration files:

Academic Council - A committee of administration and faculty to work out college policies. 1983.

Accreditation - National accreditation was important for the college's general reputation and to qualify for Federal Financial Aid. Included are accreditation self-studies for 1975, 1982 and 1988, the year of the sale to Bryant & Stratton. The self-studies contain detailed information about the composition and activities of the college. Following the self-study, an inspection visit was held and a decision made regarding reaccreditations. There is also annual report required by the Accreditation Commission for Business Schools, Washington, DC. Included is a file of a typical accreditation meeting held when P. Carnell III was a commissioner. Also included are accreditation-meeting notes when P. Carnell III was chair of the Accrediting Commission.

Admissions Listings - Chronological listings were kept each year and include 1959-1972 and 1987. Also follow-up procedures and analyses of applications. Schedules of recruiters who made visits to high schools in the eastern third of New York state, 1961-1970.

Advisory Business Council - A committee formed with members of the business community, often alumni or evening faculty, to develop curriculum revisions, 1983-84.

Alpha Beta Kappa - A national Honor Society chartered at ABC February 27, 1984.

Alumni Activities - Alumni Homecomings were held including basketball and social events. Examples for 1962 to 1972.

Anniversaries - Materials from various celebrations including 1927, the 70<sup>th</sup>; 1932, the 75<sup>th</sup>; 1947, the 90<sup>th</sup>; 1957, the 100<sup>th</sup> and 1982, the 125<sup>th</sup>. The 125<sup>th</sup> anniversary was a large celebration included an open house and dinner at the Albany Hilton (once Omni, now Crown Plaza) Hotel as well as graduation at the Empire State Plaza Convention Center.

Associations - Materials from the national association, Association of Independent Colleges and Schools, Business Teachers' Association of New York, Association of Proprietary Colleges, Capital District Personnel & Guidance Association, Eastern Business Teachers

Association, NY State Association of Registered Private Business Schools, and United Business Schools Association. ABC was active in these associations from 1957 to 1988

**Building** - Information about the Brewster Building on South Pearl Street and the Pemberton Store, which was torn down to complete the Brewster Building in the mid 1880s. The dedication of the 130 Washington Avenue building in 1934, which was built specifically for ABC. Also files on various renovations in the 1970s.

**Business Teachers Workshop** - Held in 1968 and at other times to invite high school business teachers to ABC to attend workshops regarding teaching business skills development, socialization and promotion of ABC. Jointly sponsored by ABC and textbook publishers who supplied the speakers.

**Daniel Button** - A 1967 letter from Congressman Daniel Button to P. Carnell III regarding national legislation.

**Cafeteria** - A cafeteria was operated for many years for student lunches and, at one point, for breakfast and dinner service for male and female dormitory students. 1960s – 1970s.

**Career Day** - Career Day was held to promote enrollment to prospective students with career information, a scholarship examination, and financial aid information for parents and lunch. Faculty members and ABC students participated and ABC alumni often made the career presentations. Included for 1973, 1979, 1980, 1984, 1986. and 1988.

**Carnell** - John Richard Carnell & Linda Hitchcock Carnell registration certificates into Troy Business College in 1864 and 1868. Also a brochure of a banquet honoring Mr. and Mrs. Carnell.

**Carnell, Prentiss** - A 1940s clipping.

**Census** - Various lists of ABC enrollment, 1930s through 1960s.

**Civil Service Classes** - Two types of Civil Service classes were held in the 1970s and 1980s. The first were to prepare state workers for promotion examinations and were taught by ABC faculty. ABC also had contracts with the Civil Service Employees Association for courses taught specifically to improve job performance and business knowledge.

**Computer Study** - A 1960 computer study to determine the type of computing equipment needed for the ABC curriculum.

**Consumer Protection Board** - A New York State board headed by Rosemary Pooler, who was running for state senator, criticized commercial schools for poor education and consumer practices. Also a brochure replying to the CPB publication by the NYS Beauty School Association and the Council for Career Education.

Corning - Erastus "Tip" Corning of the famous Corning family attended Albany Business College and was prominent in the college's social activities.

Miscellaneous Correspondence - Various examples of correspondence from the 1890s and 1910s through the 1950s.

Course Syllabi - Outlines of all the subjects taught at ABC in the 1963-64 academic year.

Data Processing - A brief statement of the evolution of the equipment used in the ABC curriculum from the 1950s to 1983. Also the purchase of additional data processing equipment in 1983.

Degree - Approval letter from 1971. ABC was one of three schools approved for the Associate in Occupational Studies degree in the fall of 1971 to be awarded in June 1972. The schools were Albany Business College, Bryant & Stratton Business Institute in Buffalo and Jamestown Business College

Diploma - Examples of the diploma used in the 1970s and a Miniature diploma from 1910s, designed to be taken to a job interview to prove ABC graduation. Also, metal seals that were attached to graduation diplomas.

There are large framed and unframed diplomas for the following individuals:

William Roberts	4/19/1888	
Harry H. Hodgkin	9/14/1903	
Royal Blackbee	7/21/1905	
Helena Godfrey	7/26/1907	
Cyrus P. Hard	4/19/1908	Framed
Carl Taylor	7/11/1908	
Louis Cohn	7/17/1908	
Emma B. Crocker	8/02/1912	
Florence Lantz	7/11/1913	
Agnes Nodine	3/27/1914	

NYS Education Department - The 1927 Registration letter from NYS Education Department. A file regarding dropping registration in 1938-39. Such registration was not mandatory. Also various reports in the 1950s, and 1973-1975 and later in the 1970s. Included is a registration certificate. Also material for the initial evaluation for the associate degree in 1971.

NYS Statewide Plan - A plan designed to coordinate higher education activities: which included all sectors of higher education, public colleges (state and New York City two and four year colleges), independent colleges (also known as private colleges) and proprietary degree-granting schools. Covering 1976, the 1978 progress report, 1984 and 1988.

Employment Listings - Listings of ABC graduates attending colleges and those employed, used as part of the college's promotion efforts. Covered are 1977, 1978, 1983 and 1980s. Employment listings were also extensively included in 19<sup>th</sup> century catalogs.

Enrollment Listings of ABC Students - These listings were produced for marketing analysis and were maintained over an extensive period; 1930s, 1940s, 1950s, 1962-78, 1970s and 1980s.

Equal Employment Opportunity Self-Evaluation - 1980s.

Financial Aid - Effective financial aid administration was essential in the 1970s through the 1980s since most students depended on some sort of assistance from federal or state grants, government subsidized loans or part-time employment. Substantial effort was expended to make this activity as "student friendly" as possible. Included are Federal Award notices and reports in the 1970s. ABC was the only proprietary business school to participate in the NYS Higher Education Opportunity Program to help disadvantaged students who otherwise would not be able to complete college. HEOP reports are included for 1975-1980. The US Department of Education required that all colleges have a CPA audit of their financial aid administration and the audits for 1976-1979 are included. In 1980, the General Accounting Office did a review at ABC in 1980 and that file is included.

History - Copies from 1860 NYS Gazetteer

- 1886 *Common Sense Quarterly* by Silas Packard, ABC founder
- Original 1898 University of the State of New York registration of Albany
- 1964 *Historic Capitaland* from Albany Times Union 1614-1964 contains historic copy and ABC advertising.
- 21 Posters of old business scenes and equipment.
- Founder's Day - This celebration was held in the 19<sup>th</sup> century to celebrate Silas S. Packard's founding of ABC in 1857. Packard was in New York City at the time having founded Packard Business Institute; he attended some of these celebrations. Included are 1896, 1897 and 1900.

Housing - ABC provided assistance in housing for out-of-town students, which included a large number of men and women in the 1950s to 1970s. At times, men and women's dormitories were maintained. Includes brochures for the 1940s and 1968 and a reunion in 1987. Also a file about a 1987 reunion of Harmony Hall (469 State Street) residents.

Journalism - The students who worked on the daily student newspaper were given a "short course in college journalism" in the 1940s.

Library - In 1961, a library was established to meet national accreditation standards. This is the original book acquisition record from October 1961 to April 1983.

Management Committee - An activity in 1983 to improve communication with top

management; Prentiss Carnell, President, Andrew Carnell, Vice-President and Gilbert Brookins, Dean.

National Office Management Association and successor organization, Administrative Management Society - Member *Programs and Rosters* from 1951-52 to 1984-85 with some gaps. College administrators were active members. These show companies who were involved and the type of professional programs, which were of interest to the members.

Office Layout - 1982

Packard, Silas S. - Founder of ABC in 1857 as part of the chain of Bryant & Stratton business colleges. Materials include ABC Founder's Day exercise programs dated 1897 and 1900 with transcripts of speeches by Packard and other prominent Albany area persons. Some materials from Packard's Business College of New York City.

Packard - File of miscellaneous Packard materials including a brochure of Founder's Day at ABC.

Papal Blessing - A papal blessing for ABC secured by Tom Constantino, owner of Noteworthy Corporation in Amsterdam, when he visited Rome in 1976.

*The Penman's Art Journal* - This May 1896 publication contains a picture of John R. Carnell, Silas Packard, Packard's boyhood home and the Packard Loving Cup.

Penmanship - Samples of penmanship and correspondence.

President's Report - Prepared for P. Carnell III which indicated all the activities that were going on at ABC; monthly 1966 through 1969.

Public Relations Institute (PRI) - The class notes from a seminar taught in the Evening Division by PR Director Harry Shave. Also a 1985 alumni listing of graduates of the PRI.

Receipts - A paid student's bill from 1886 and 1902, a paid bill for penmanship dated 1898. Also from Ross B. Lowe, 9/16/1902

Report Card - A report card for Catherine Mattice for November 1889.

Salary Surveys - Done by local Administrative Management Society in 1963, 1937, 1970, 1971 and 1974. Also by the national AMS in 1965-1968, 1970-1973.

Scholarship resolutions - In 1981, academic scholarships were named for faculty emeriti Russell Miller and Jane Hummel after their retirements in 1966 and 1967.

School Visit Trip - A trip by five ABC administrators in the spring of 1961 to six eastern business colleges to "compare notes" and gather information.



Seminars - Notes from Data Processing seminars taught on IBM PCs in the 1980s on dBase III database and Lotus 123 spreadsheet.

Shorthand Notes- An 1888 ABC publication about a visit to a Shorthand School, including an interview with Mr. Carnell and testimonials.

Speaker's Bureau - Organized among ABC faculty and staff offering their expertise to area organizations, 1980s.

Speech File - Kept by P. Carnell III for annual graduation ceremonies and other occasions from the late 1950s through the 1980s.

Sports - Scrapbook of sports clippings from the 1939-1940 period.

Student Activities - Materials from the 1880s to the 1980s about lectures, Christmas parties, plays and a literary magazine published in 1970s. Included is a speech by Gov. Martin Glynn to the ABC student body in 1914, a scrapbook of activities' clippings and memorabilia, and a play program from the 1930s in which Erastus "Tip" Corning was the bandleader. Also a ticket for the Field Day 1904, and the Christmas Concerts, 1906 & 1909.

Summer Classes - Files from classes held in the 1960s.

Transfer Students - Listings of students attending four-year colleges in 1967 and 1971. The ability to transfer credits was important as an indication of the standards and reputation of Albany Business College.

Troy Business College - John R. Carnell owned Troy Business College and he met his wife, Olinda Hitchcock, when she was a student there. Files contain copies of both of their entrance certificates in Troy BC, John in 1864 and Linda in 1868. Also the *Troy Business College Journal*, July 1904, long after John Carnell sold his interest in the college. The *Journal* contains the obituary of owner Thomas H. Shields. Also file and engravings of the TBC catalog. P. Carnell III has the complete version. Also rare photograph of the interior of a Troy BC classroom. Also textbook written by John Carnell and a catalog.

Typewriting - History of Typewriting brochure. 1934

Typewriting - Speed Typewriting Champion, 1929.

World's Fair - A brochure on ABC's exhibit at the 1893 Columbian Exposition.

Word Processing Report - A consultant's report in 1982 on ABC's curriculum needs in the new subject of word processing.

C. Basketball Contains coaches' scheduling files from the 1950s to the 1972-73

seasons. Also score books from 1945 to 1981 with some gaps. Also there are newspaper clippings, expense budgets and tournament brochures.

Some details of the Basketball Files include the program of the ABC vs. The Albany College of Pharmacy game of January 1, 1957. Also there are Press Books containing schedules, statistics and player profiles for various years between 1956-1957 and 1969-1970.

The program for the Adirondack Community College Tournament in 1971 and the 1974 National Little College Athletic Association Tournament in Mt. Vernon, Ohio.

There are also scorebooks for the seasons 1948-1949 through 1980-1981.

D. Graduation Contains administrator's files for each year from 1964 to 1988. Also a 1934 graduation invitation. Also speech by president Prentiss Carnell Sr. and a 1944 letter to president of Armour & Company, George Eastwood, inviting him to receive an Distinguished Alumnus Award with his picture. Clippings regarding 1949 graduation, awarding Civic Service Award to Harold Arthur '28, Lt. Governor of Vermont. Arthur presented a marble plaque to ABC on the occasion of the 100th anniversary. This plaque is in the possession of Andrew Carnell, former ABC Vice-president. Handwritten notebook of graduation procedures from 1936 to 1955. Second notebook 1956 to 1965.

Typical file may include text of speeches, invitations, list of graduates, correspondence regarding locations, awardees, vendors, etc.

Also there is a complete set of printed graduation programs from 1934 to 1988. The programs list each year's graduates, often with their geographical reference or high school. Programs include invocator, graduation speaker, either an alumnus or other distinguished guest, or one or more student speakers. There are separate Evening Division programs held from 1967 to 1973, after which they were included with full-time students. This Series shows, over a 54-year period, the number of graduates and their geographical distribution. Many have handwritten notes by President Prentiss Carnell, Jr.

Locations over the years included Chancellor's Hall in the State Education Building, Hackett Junior High School, the College building at 130 Washington Avenue, Philip Livingston Junior High School, Palace Theater and the Empire State Plaza for the 125<sup>th</sup> Anniversary graduation.

Brief histories were printed in the programs in 1949 to 1956 and 1958.

E. Legal Covers legal matters from the 1890s to 1970s. The files cover four main areas; use of the name "College", Partnership Agreements, Real Estate Matters including tax assessments and Miscellaneous Matters.

The College files relate to the effort by the New York State Education Department to prevent Albany Business College from describing itself as a "College". In the "College"

category, there is a file containing the original certificate authorizing Albany Business College to use that name. A number of letters and memos, including a letter from Silas Packard. Also references from the minutes of the Board of Regents regarding this authorization.

The Partnership Agreements are between the Carnell family members and Benton Hoit, long time secretarial teacher and only twentieth-century, non-family partner.

The Real Estate files include the construction of the 130 Washington Avenue building in the late 1920s and 1930s and the purchase of other college real estate. Also notes and correspondence regarding the assessment of college real estate. Also papers regarding the college's purchase of 385 and 387 State Street buildings as dormitory units.

In addition, the real estate files deal with the Albany Business College properties at 130 and 136 Washington Avenue. The 130 Washington Avenue property had belonged to Dyer Lathrop and descended to his daughter, Jane Lathrop, who married Leland Stanford. Jane and Leland Stanford were instrumental in founding Stanford University.

Jane Lathrop Stanford left the family home to the Albany Orphan Asylum (aka The Society for the Relief of Orphans and Destitute Children of the City of Albany) in 1891. In 1922 the Washington Avenue location was not suitable for the infants up to the age of seven for which it had been left. Prentiss Carnell wanted to buy the property for the Albany Business College, so the College could move from North Pearl Street, where the College had always been a tenant. It was necessary to go to court to break the terms of the gift and that was successfully accomplished. The Abstract contains an early description of the plots on Washington Avenue as well as details of the Lathrop-Stanford families and a description of the health conditions on Washington Avenue.

F. Legislative Arranged by subject and date. Contains legislative letters, memos, etc. regarding legislative efforts by Prentiss Carnell Sr., Prentiss Carnell Jr., and Prentiss Carnell III from the 1930s to the 1970s. Included are the New York State efforts by Mr. Carnell and other school owners to influence bills regarding Certified Public Accountancy, school registration requirements and the unincorporated business tax. Also testimony by Mr. Carnell III before the Federal Trade Commission organized by the United Business Schools Association, Washington, D.C. regarding regulations for proprietary (private) business schools and colleges, 1976. Also testimony by Mr. Carnell III before a U.S. Congressional committee regarding the National Vocational Student Loan Act and the 1965 bill to reauthorize the Higher Education Act, 1965.

Series II. FACULTY AND STUDENT RECORDS Including A: Student Receipt Books; B: Faculty Materials; C: Faculty and Staff Personnel files; and D: Student Payment Records. Also there are three report cards for Jessie Baird, Albany, NY 1909 in her Business Law text, *One Thousand Questions and Answers in Business Law*, which is in the textbook collection.

A: Student Receipt Books Covers the period May 1884 to November 1914. The Receipts were called Scholarships because they entitled the holder to transfer his tuition and graduate privileges to other schools in the Bryant and Stratton chain. The books are similar to

check stubs and contain a chronological listing of student enrollments listing name, home address, parent's name and sometimes parent's occupation.

B. Faculty Manuals and related files The Faculty Manuals are from the 1960s. The related files include Faculty Memos, Faculty Meetings, and Faculty Committee minutes, Faculty Contracts from 1979 to 1989.

The Faculty Manuals contain general school policies, listings of faculty and staff, departmental policies produced by Harry Shave, Director of Public Relations.

The Faculty Contracts show the terms of employment and the relative salaries from the 1950s to the 1980s.

There are related files, which include a speech, various memos and other items.

C. Faculty and Staff Personnel Files Individual personnel files containing resumes, interview notes, evaluations, correspondence and qualifications. Covers the period from the 1950s to the 1980s.

D. Student Payment Records Covers the period from ? to ? Four inch by six-inch cards indicating the course tuition and payments by students. [Not at AIHA at the present time, need to be alphabetized]

Series III. PHOTOGRAPHS Includes photographs arranged by subject matter plus a variety of scrapbooks. It contains photographic prints of various Albany Business College activities and events, mostly in the 20th century. The photographs were taken for the yearbook, catalogue or other publications.

The Sub series of this Series are A: Primary Collection, B: Scrapbook - 1938-39, and C: Graduation Pictures.

The subject areas in the primary photograph collection are as follows:

Advertising Art, catalog photos, slides. Also pictures from the 1980s.

Activities-Banquets and Awards Award banquets held at area restaurants to make awards to student organizations, bowling league, athletics, fraternities and sororities, etc.

Blood Drives Held in association with American Red Cross in the ABC Recreation Hall or in the auditorium of the Emmanuel Baptist Church behind the ABC building.

Bowling League Intramural league run by Andrew Carnell during the 1970s and 1980s.

Big Brother/Big Sister A community service project that was done at one time in

association with the fraternities and sororities.

Camera Club Use of old-fashioned equipment 1938.

Dance Committee 1926

Dramatics Club Plays done at Emmanuel Baptist Church or AIHA, sometimes in relation to the Snow Ball Winter Weekend.

Distributive Education Clubs of America (DECA) An activity associated with Marketing-Retailing majors that included competitions on the state and national level.

Formal Dances Including the long tradition of the Snow Ball. Also, over a short period, a fraternity formal. Also 1962 Snow Ball Queen, Pat Brown, with a tear in her eye.

Informal Dances Sometimes semi-formal as a freshman dance or even more informal.

Halloween Dances Held in the ABC Recreation hall in the 1970s and 1980s.

Fraternities/Sororities Alpha Iota, Delta Nu Omega, Phi Theta Pi, Theta Alpha Chi

Future Secretaries of America Club for secretarial majors at ABC

Glee Club

Field Day Excursions Group photographs of *ABC Hudson River Excursion and Field Day*, dated June 13, 1896, June 4, 1898, June 3, 1899, June 8, 1900, June 13, 1903, June 9, 1906. Held at Cole's Grove, Catskill and Baerena Park in the Coeymans area.

Las Vegas Night

Martial Arts Club Organized by Richard Bogdan

Mock Senate A local collegiate activity

Newman Club An advisor in the 1950s was the present Roman Catholic bishop of Albany, Howard Hubbard, who was a new priest at that time.

Outdoor Sports Club

Party at local bar

Picnics Annual picnics held at various locations, many at Kaydeross Park on

Saratoga Lake.

Sports These photos include a wide range of sports activities; baseball, bowling, cheerleading, golf, intramural football, roller-skating, soccer, tennis and women's sports.

Sports, Miscellaneous Sports for which there are just one or two photos; badminton, horseback riding, swimming, shooting, etc; Women's sports, mostly in the 1940s and 1950s, not in the 1960-1980 era; Varsity basketball in the 1960s to 1980s, coaches Bogdan, Rice, Jim O'Donovan and George Margan; Baseball; Bowling Teams coached by Bill Bonney and Andrew Carnell; Cheerleading; Golf; Intramural Basketball and Football; Roller skating; Soccer; and Tennis.

Spotlite/Owl Sometimes daily, mostly weekly student newspaper, Spotlite, and student annual, Owl, which was published 1954, 1956-1988.

Student Assemblies Usually held once or twice a year as a freshman welcoming or at Christmas holiday time, at Chancellor's Hall in the Education Building or at Albany Institute of History and Art

Spring Trip to Florida

Student Government

Winter Weekend Consisted of Snow Ball, winter formal, and ski trip to Gore Mountain followed by informal dance on the way back.

Unidentified Groups Groups of students that are not identified. Researching ABC Annual yearbooks in the ABC Archive can possibly identify these groups.

Alumni Identified and not identified

Alumni Homecoming Held in the fall, at one time associated with the first basketball game of the season against an alumni team.

Alumni-125<sup>th</sup> Anniversary Big dinner and open house in 1992

Alumni-125<sup>th</sup> Anniversary Picture of Saratoga Harness Track ABC 125<sup>th</sup> race with ABC faculty and staff.

AOS Degree With New York State Commissioner of Education, Ewald Nyquist, fall 1971.

Buildings Data Processing, Interior and Exterior, Typewriting/Office Machines. Including old building on North Pearl Street.

Dormitory Students and housemothers at 385, 387 and 469 State Street.

Foreign Students

Graduation Degree in hospital to Mary Hoffman.

Faculty and Staff Faculty 1900. ABC administration circa 1905 including John R. Carnell, Prentiss Carnell, John Carnell Jr. and Benton Hoit. Also, Russell Miller in N. Pearl Street building.

Miscellaneous-Identified A variety of events such as Business Teachers Workshop, Cancer Society Drive, Public Relations Institute graduation, student band and Welcome Freshmen picture.

Owls ABC mascot photos for yearbook.

Registration

Rexford Hopkins Friend of the Carnell family who was a student photographer for the Owl, who was murdered.

Sorority House 1930s on State Street.

South Mall - Aerial photo of South Mall in progress 1960s.

Special Class-"Charm" A class for women in good grooming, makeup, etc. taught by Rosalind Lang

Special Class-MDTA Key Punch

Student Candid Photos Apartment/Dormitory Living Taken for the yearbook annual and for advertising materials, Cafeteria/Recreation Hall The large ground floor room, designed as a gym, auditorium and student lounge, eventually used as lounge and cafeteria. In the 1970s, two rooms in the basement were opened as cafeteria and additional lounge, with some dormitory meals served there for men and women, Classrooms, Evening Classes, Hallways, Library, Office, Outdoors, Typing/Computer Rooms

Tea for WW II servicemen.

Miscellaneous - Photographs of the John Carnell's diploma from Troy Business College and a pen art poster from the 1860s of Folsom's Bryant and Stratton Business College. Both of these items are at Prentiss Carnell III's home. Also a picture of a bust of Silas Packard, which is

located at the home of Andrew Carnell.

Mood pictures For yearbook: Auriesville shrine, Fort Crailo, Schenectady stockade area, Mohawk Canal lock, Shaker cemetery, South Mall, Uncle Sam grave.

B. Scrapbook -1938-1939 The scrapbook contains photographs taken of ABC students in various settings, probably to be used for publicity or for college publications. The scrapbook is for the same time period as three scrapbooks of publicity clippings, which contain published versions of many of the photographs. The photographs were removed from the scrapbook and labels written on the back. There are five categories of photographs (one folder per category).

1. - Student Activities Alpha Iota sorority, Camera Club, Dramatics Club, Fashion Show, Field Day at White's Beach on Saratoga Lake, Flower Show, Glee Club (father is director, daughter member), Newman Club, swimming at Saratoga Recreation Center (Spa Park pool), Riding Club, Sigma Kappa Delta fraternity, Student Council, Student Christian Association, Spotlite student newspaper, trip to Ehmler Estate (an exotic animal farm), trip to Howe's Cave.

2. - Publicity The Baxter family, first day of college, Home Show, students picking apples at Indian Ladder Farm, Altamont, male students at part-time work, out-of-town students including Vermont, Colombia, S.A., Puerto Rico, Panama Canal Zone, and Canada, students at stockbroker's office with ABC graduate as an employee, students at the Mayor's office being greeted by the deputy mayor, Thanksgiving, students in Washington Park including croquet players, Christmas.

3. - Social Alpha Iota sorority including Open House, Initiation, Christmas, Alumni Homecoming, College Weekend including queen, Formal Dance, Inauguration Ball of Student Council. Good pictures of formal and informal fashions of the times.

4. - Sports Archery Club in Washington Park and parking lot of the College, Badminton Club, Baseball including trip to Cooperstown to play in a Hall of Fame game, Basketball for men and women, Bowling for men, women and mixed, Tennis for men and women.

5. - Miscellaneous Do's and Don'ts of Office Practices, Series on how college students spend their money, miscellaneous men and women, faculty member O. K. Weaver with students.

C. Graduation Pictures These 20" x 24" graduation pictures on cardboard are often done in quarters with the faculty in one quarter and students in the other three. Some are single pictures. All are labeled with names of students and faculty. Noted are those that are in frames (F), which are stored separately from those in the boxes. All contain John R. Carnell.

The classes pictured as a single photograph are as follows: 33rd graduating class, in nice frame including owner Charles Carhart; 34th graduating class, 40th graduating class, 43rd graduating class, 51st graduating class including owner S. D. Gutchess.

A number of them are in quarters with the faculty in one quarter and graduates in the



remaining quarters: 63rd graduating class, No. 20, 1892; 76th graduating class, No. 34, 1894, excellent example of clothing. Wrong captions on faculty; 82nd graduating class, No. 40, 1894; 96th graduating class, No. 54, 1896, quarters; 98th graduating class, No. 56, 1896; (F) 109th graduating class, No. 67, 1897, (F) 122nd graduating class, No. 80, 1898, nice frame; 133rd graduating class, No. 91, 1900; (F) 133rd graduating class, No. 91, 1900, 135th graduating class, No. 93, 1901; 143<sup>rd</sup> graduating class, No. 101, 1902, (F) 144th graduating class, No. 102, 1902.

The 1898, #80 edition contains teachers Anna Deal and Josie Hollenbeck. They were recently graduated and are pictured in one of the large tabloid sized publications of a few years earlier.

The last three photographs of graduates are singles: (F) 122nd graduating (sic) 1906, not labeled; (F) 1912, dated Dec. 4, 1912, not labeled, in front of the Capitol; and 1919, dated Oct. 22, 1919, not labeled, in front of the Capitol. (The photographs, which are not framed, are in are Oversize Box 1 and 2.)

Series IV. PUBLICATIONS Includes A: Catalogs; B: College Yearbooks, *The Owl*; C: *The Spotlight* and *The Alumni Newsletter*; D: Student Handbooks; and E: Student Newspapers.

A. Catalogs The catalog is the formal document that the college used to promote its offerings to prospective students. Issues are available from 1865 to 1988. This is as complete collection as exists over this 130+ year period. They show the changes in the curriculum as well as how the college chose to describe itself to the public. Two copies are in the files for many of the issues.

The oldest publication is in a newspaper format. The 1865 *Bryant, Stratton & Folsom's Albany Business College Monthly* was published in Albany, January 1865. E. G. Folsom, Editor. Bryant, Stratton & Folsom, Proprietors. Van Benthuyssen & Sons, Printers. 43 & 45 North Pearl Street. Faculty listing including E. G. Folsom and eight faculty members. Engravings of two college buildings; Bryant, Stratton and Folsom's Albany Commercial (sic) College and Bryant, Stratton and Folsom's Troy Commercial College at 8 & 9 First Street (in 1894 at 71-73 Fourth St.), in Young and Benson's Buildings, opposite the Post Office. Folsom owned both colleges. Departments - Theory Department and Practical Departments. Listing of qualifications of faculty members. Announcement of a new Commercial College in Poughkeepsie, Bryant, Stratton, Folsom and Packard, Proprietors. Census at Albany College, 200; Troy, 100, Utica, over 100; and Ogdensburgh, 75. Both the Utica and Ogdensburgh were Bryant, Stratton, Folsom and Walworth, W. E. Cody, residing principal in Utica and H. S. Park, residing principal in Ogdensburgh. Residing principal in Troy was C. E. Hollenbeck. At this time J. R. Carnell is a student at Troy Business College. Illustration of the metronome to teach rhythm in penmanship. *Chirhythmography means* hand-time writing. Contains a number of testimonials. Morse code was taught for Telegraphy. Listing of textbooks: 1. *Bryant, Stratton & Folsom's Book-keeping* by H. B. Bryant, H. D. Stratton and S. S. Packard. Published by Ivison, Phinney & Co., New York. In three editions, High School, Common School and Counting House. 2. *Bryant & Stratton's Commercial Law* by Amos Dean. Published by D. Appleton & Co., New York. 3. *Bryant & Stratton's Commercial Arithmetic* by E. E. White, J. B. Meriam and H. D. Stratton.

Published by Blakeman & Mason, New York. 4. *Bryant & Stratton's Year Book* by Elihu Burritt. Tuition \$40 for unlimited time. List of the 28 members of The International Chain of Commercial Colleges with name, proprietors, city and resident principal. (The original is very fragile. A one to one copy is available.)

The second "catalog" is also in newspaper format and is dated 1872. *The Albany Business Educator* indicated that the institution was established 1856. It was titled a *Commercial and Literary Journal*, representing Folsom's Albany Bryant & Stratton Business College, E. G. Folsom, Editor and Proprietor. Listing of five faculty including E. G. Folsom. Listing of the 34 members of The International Business College Association including the Albany College and the Troy College, J. R. Carnell, proprietor. Departments including Commercial Department, Literary Department at 448 Broadway (high school subjects and literary college preparation), and Telegraphic Department. Tuition \$75 for unlimited time. Advertising in the publication includes Gavit & Co. Comments about the origins of Albany Business College, early contacts of Folsom, Bryant and Stratton. Text of address by E. G. Folsom before the International Business College Association in Detroit, June 16, 1871. Folsom had owned the Troy Business College that he sold to John R. Carnell, after he had graduated from TBC in 1864 and had taught there about a year.

The next publication is the 1881-1882 *Catalogue of Folsom's Business College* in an 8 X 9.5 in. format at 53 North Pearl Street, Albany, New York. School of Business Sciences, C. E. Carhart, Principal, E. G. Folsom, President. Weed, Parsons and Co., Printers, Albany, New York. It is the earliest catalog in a 20-page format. Describes Carhart's background. Sample of penmanship. Faculty listing. Origin and Progress of Business Colleges. Tuition was \$100 for a *Life Member*. Course of Study including Book-keeping, Arithmetic, Penmanship, Business Correspondence, Common Branches, Commercial Law, Political Economy, Civil Government, Detection of Counterfeit Money, Geography and History, Commercial Ethics with description for each. General Information including ages of students, starting dates, hours of instruction and cost of room and board. Also Telegraphy and Stenography. Testimonials from graduates. List of "Students in attendance the Past Season" with hometown. List includes 220 men and just six "Ladies."

1885 *School of Stenography, Type-Writing, Correspondence and Penmanship at the Albany Business College* Formerly Folsom College, Carnell & Carhart Proprietors, 51 and 53 North Pearl Street 16 page catalog containing courses, testimonials, pictures of typewriters and tuition, \$30 for 13 weeks. Includes three engravings of typewriters: Caligraph, Hall Type and Remington. Format - 4.75 X 6.5 in.

1885-1886 *Twenty-ninth Annual Catalogue of Bryant & Stratton Albany Business College* (Formerly Folsom College) C. E. Carhart, President, Jno. (Sic) R. Carnell, Business Manager. 54-page catalogue including engraving of College Building at 51, 53 North Pearl Street, presently the Herzog Law Firm building. List of Department Heads including E. G. Folsom and Benton Hoit. May 1, 1884 letter from Folsom recommending Carnell and Carhart. Engravings of E. G. Folsom, classrooms, NYS Capitol. Testimonials. Listing of students September 1, 1884 to July 1, 1885 with hometowns. One student each from Vermont and

Massachusetts. 55 women and 305 men. One of the two copies includes a tip-in of *Pen Art* and a sample promissory note. Format 9 X 6.75 in. soft cover.

1886-1887 *Thirtieth Annual Catalogue of Albany Business College* Similar to 29<sup>th</sup> Annual Catalogue. Includes engravings of Carnell and Carhart, Third Floor Theory Department, Actual Business Department, Fourth Floor and the Front of the 51-53 North Pearl Street location. Testimonials printed in purple ink. Listing of Cash prizes for various academic achievements. Listing of students from September 1, 1885 to July 1, 1886, 51 Ladies and 371 Gentlemen. Tuition \$35 for 13 weeks. Format 9 X 6.75 in. soft cover.

1886-1887 *The Albany Business College and School of ShortHand* (sic) 56 page hardbound catalogue including listing of students September 1, 1885 to July 1, 1886. Located in new *College Place* building at 83-87 North Pearl Street. Most pages are the same as 1886-1887 above. Includes engraving of new building and the YMCA, which was used for recreation. Department heads different, Carhart no longer listed. Engraving of the YMCA, students were given membership.

1887 *Catalogue of Students in Attendance at the Albany Business College and School of Short-hand and Type-writing* Now at the "New Building" at 83, 85 and 87 North Pearl Street. 12-page brochure. Students listed from September 1, 1886 to September 1, 1887 include 97 male graduates, 201 male undergraduates and 72 female graduates. Hometowns include Kansas, Texas, Pennsylvania, Maryland, Connecticut, Illinois, Iowa as well as NY, Vermont and Massachusetts. 5.5 X 8.5 in. format, soft cover.

1888-1889 *The Albany Business College and School of ShortHand* 31<sup>st</sup> annual. 66 page hardbound, 2 slightly different versions with different faculty listings. Proprietors are Carnell and S. D. Gutches, engraving included. Listing of students from September 1, 1887 to July 1, 1888.

1889 *Thirty-Second Annual Catalogue of the Albany Business College* Announcement 1889 and '90 Teachers Carnell, Gutches, Mull, Cooper, Bartow, Patterson, Spelman and Kewin. Spelman was a donor of a painting to Albany Institute of History & Art. Pages cut out. Students in attendance July 1, 1888 to June 30, 1889. 9 X 6.75 in., hardcover.

1890 *Thirty-Second Annual Catalogue of the Albany Business College* The 1890 edition is still named the "32<sup>nd</sup> Annual". 80 pages hardbound. Engravings of interior views, classroom details, typewriters and views of Washington Park. Students in attendance July 1, 1889 to June 30, 1890. Included is an insert announcement to Post Masters from John R. Carnell requesting names of prospective students and offering to pay a 10% commission.

1891 *Thirty-Third Annual Catalog of the Albany Business College* 82 pages hardbound. Announcement 1891-1892. Students in attendance listing July 1, 1890 to June 30, 1891.

1892 *Thirty-Third Annual Catalog of the Albany Business College* The 1892 edition is still named the "33<sup>rd</sup> Annual". 74 pages hardbound in blue cover. Students in attendance listing

July 1, 1891 to June 30, 1892.

1893 *Thirty-Fourth Annual Catalog of the Albany Business College* 112 pages hardbound in blue. New building engraving with addition to the south. Announcement 1882-1893. Listing of faculty including John R. Carnell, Jr. for the first time. Photograph of New York Columbian Literary Society, 14 ABC graduates in New York City. Listing of graduates with hometown and employer. Students in attendance listing July 1, 1892 to April 1, 1893.

1894-5 *Thirty-Fifth Annual Catalog of the Albany Business College* Announcement 1892-1893 and 1894-1895. 142 pages hardbound in red and silver with mention of World's Fair Award. Faculty list omits John R. Carnell, Jr. Many photographs of graduates, offices, and classrooms with typewriters and telegraphic equipment. Also interior photographs of the YMCA gym and pool. First award at the World's Fair, Chicago, 1893. Students in attendance listing April 1, 1893 to April 1, 1894.

1894-5 *Thirty-Fifth Annual Catalog of the Albany Business College* 146 pages hardbound in red. Dated the same as previous catalog, printed in different ink with minor differences.

1895-6 *Thirty-Fifth Annual Catalog of the Albany Business College* Same as previous except the date. Marked for revision by J. R. Carnell.

1896-97 *Annual Catalog of the Albany Business College*, Est. 40 years. 144 pages, hardbound in red and silver. First catalogue with Carnell and Hoit as owners. Tuition \$30 for 10 weeks. Seven full-page photos of Washington Park and interior of YMCA. Also, interior of NYS Senate and Assembly chambers. John A. McColl, President, New York Life Insurance Company testimonial. Graduates listed by location with occasional testimonials including those in California, Colorado, Connecticut, Dakota, Illinois, Kansas, Maine, Nebraska, New Hampshire, New Jersey, Ohio, Oregon, Pennsylvania, Virginia and England. No listing of students as in prior catalogs.

1897-98 *Annual Catalog of the Albany Business College*, Est. 40 years. 144 pages hardbound. John R. Carnell, Jr. listed as teacher but not in picture. Very similar to prior catalog. Testimonials from graduates who enrolled from California, Colorado, Connecticut, Dakota, Illinois, Kansas, Maine, Massachusetts, Nebraska, New Hampshire, New Jersey, Ohio, Oregon, Pennsylvania, Vermont, Virginia and England.

1898-99 *Annual Catalog of the Albany Business College*, Est. 43 years. 144 pages hardbound in red and silver. John R. Carnell, Jr. pictured. Printed in red ink. Similar to prior catalogs. Signed inside front cover by Dwight C. Hitchcock, John Carnell's brother-in-law.

1900 *Annual Catalog of the Albany Business College*, Est. 40(sic) years. Approx. 144 pages hardbound in red and blue. Principals, John R. Carnell, Benton Hoit and John R. Carnell Jr., for the first time. Picture of the Columbian medal and the citation. Registration certificate from NYS Education Department. Graduates listed additionally from Georgia, Iowa, Maryland,

Tennessee, Cuba and Canada. Printed in red ink. Similar to prior catalogs.

*1902-3 Albany Business College* Approx. 144 pages softbound. Medal awards from Paris Exposition, 1900, Columbian Exposition, 1893 and Pan-American Exposition, 1903. New interior photographs of college building. Also 16 graduates employed by The Vermont Farm Machinery Co., Bellows Fall, Vt. Similar to prior catalogs.

*1904-5 Albany Business College* No cover. Pictures of three principals, John R. Carnell, John R. Carnell, Jr. and Benton Hoit with Prentiss Carnell, Teacher of Bookkeeping. Engraving of college building. Faculty of 17 men and 10 women. Four Departments, Commercial, Shorthand, Telegraphy and Practical Business. Many excellent interior photos and photos of Albany highlights. Students may start "any day of the week." Students who arrive after 9 pm may pass the night at the home of the principal, 469 State Street, Registration by the State of New York so that they may receive the State Business Diploma of the State Stenographers' Diploma. The Legal files contain the original of this registration certificate. Three panoramic classroom photographs tipped-in. Many endorsements and testimonials.

*1905-6 Albany Business College* New 4"x9" format. Four copies of three different versions. Listing for Special Lectures for 1905-06. Listing of the Employment Department placements for 1904 by county, state and country.

*1906-7 Albany Business College* 7" x 10" format. Cover is color print of the College building. The AIHA Collections Department has the original watercolor of this print. Titled *Fiftieth Annual Catalogue*. Listing of an Advisory Board of prominent Albany businessmen. Listing of staff with years of experience. John Carnell Jr. since 1897 and Prentiss Carnell since 1901. Interesting staff titles - Superintendent Homes for Boarding Students and Office and Public Stenographer. On page 69 a testimonial in Spanish from a Puerto Rican resident now working in Buffalo. Also picture of twelve Spanish-American students at ABC and their testimonials in Spanish. Picture of steamer *Joseph B. Carr* used for June 1, 1906 Hudson River excursion.

*1907-8 Albany Business College* Similar in 4" x 9" format. Pictures of the awards given at the Paris Exposition, 1900 World's Fair, 1893 and Louisiana Purchase Exposition, 1904. Also, Lillian F. Conway of Hoosick Falls, the second lady to be admitted to the Bar of the State of New York. Employment listing from June 1906 to June 1, 1907.

*1909-10 Albany Business College* 4 1/2"x9 1/2" fold out to 8 1/4"x 9 1/2" format. Three large group pictures labeled from Spanish-speaking countries including 35 men, New York and Vermont. Announcement of summer classes for commercial teachers. Picture of students blindfolded while typing. Page 32 contains description of "College Entertainments" including the Hudson River excursion to Baerena Park.

*1912-13 Albany Business College* Return to 7"x10" format like 1906-7. Pictures of testimonial letters from First National Bank, Albany; Cluett, Peabody & Co., Troy; Beech-Nut Packing Company, Canajoharie; American Locomotive Company, Schenectady; The Arthur H.

Crist Co., Cooperstown; The Delaware & Hudson Company, Albany; The State Civil Service Commission and the Office of the State Architect, both in Albany; and Berkshire Life Insurance Company, Pittsfield, Massachusetts. Large group picture in front of the Capitol, Nov. 2, 1911. Picture of a group of students all taking dictation from an Edison Commercial Phonograph, preparing for a Civil Service examination. Another using a Multigraph, "for duplicating typewriting."

*1915-16 Albany Business College* Similar to preceding years. Picture of Stenotype class, taking dictation by machine. Picture of full commercial diploma and pocket diploma. Picture of faculty, 12 male, 11 female.

*1917-18 Albany Business College* Tuition raised from \$15 for one month to \$15 for four weeks and from \$100 for ten months to \$140.

*1918 Albany Business College* Same as 1917-18.

*1919-20 Albany Business College* White cover with color print as previous. Tuition back to \$125 for ten months. Listing of 515 graduates working for NYS Civil Service by department. Also listing of ABC graduates in teaching including Cornell, Skidmore, Russell Sage College, New Paltz, and Columbia as well as numerous high schools and business schools. Also picture of 22 Spanish-speaking students.

*1920-21 Albany Business College* Tuition now to \$140 for ten months. Picture of new State Office Building, just six stories tall.

*1922-23 Albany Business College* John R. Carnell deceased. Three owners are John R. Carnell Jr., Office and Employment Manager (24 years service), Benton Hoit, Principal Shorthand Department (36 years) and Prentiss Carnell, Principal Bookkeeping Department (19 years). The courses of study were as follows: Bookkeeping, 6 months; Accounting, 9 mo.; Shorthand, 6-7 mo.; Complete Commercial, 10 mo.; Secretarial, 8-10 mo.; Civil Service; Teachers' Course, 9-10 mo.; and the Calculating Machine Course, 2 mo. Membership in the National Association of Accredited Commercial Schools for the first time. Group pictures of the Rapid Figuring Team, the Annual Dance Committee, and Spanish-American students at ABC, 21 men and three women. Interesting testimonials from the director of the one of the largest thoroughbred breeding farms in the country, an official Police Court reporter, and a court reporter from El Paso, Texas. Pictures of the YMCA and the new YWCA.

*1925-26 Albany Business College* 69<sup>th</sup> year. Listing of 22 principals and teachers. Tuition is \$175 for the school year and charges expressed as \$87.50 per semester for the first time. Interesting group pictures indicating student dress custom. Forty pages, down from 72.

*1927-28 Albany Business College* 71<sup>st</sup> year. Listing of 19 principals and teachers, including Prentiss Carnell, Jr., who finished Dartmouth College, 1926, and Tuck School of Business Administration at Dartmouth, 1927. Interesting testimonials with pictures. Pictures of students in various programs with names and hometowns. Examples of student dress and

hairstyles. Also modern office machines and the new buildings in downtown Albany.

*1928-29 Albany Business College 72<sup>nd</sup> year.* Listing of 18 principals and teachers. John Carnell Jr. retired and replaced by Prentiss Carnell Jr. Duplicate in many ways to 1928-29 and 1925-26. Student pictured from the state of Iowa.

*1929-30 Albany Business College 73<sup>rd</sup> year.* Near duplicate of 1928-29 with different student pictures.

*1930-31 Albany Business College* Different format and paper with no photographs. Prentiss Carnell listed as president for first time. Qualifications for each faculty member. Starting dates listed. Curriculum reorganized into Administrative (two years), Standard (one year) and Special Course Departments. "Students can start at any time." Map of eastern New York with Albany at the center. New subjects reflecting Prentiss Carnell Jr.'s graduate education added such as Management and Business Organization, Salesmanship and Business Psychology, Investments, Advertising, and Credit and Collections. Seven page listing of Graduates in Civil Service positions. First detailed subject descriptions.

*1931-32 Albany Business College* Similar to 1930-31 with addition of listing of Social Activities and Athletics with men's and girls' teams' records with names of opponents. Additional new subjects like Cost Accounting, Income Tax, Economics, Financial Problems and Auditing. Paragraph on ABC graduates as top Civil Service competitors with salaries, \$840-\$1,200 and \$1,201-\$1,800. Tuition is \$20 for four weeks and \$60-\$70 per semester, 11 weeks.

*1932-33 Albany Business College* Suede-like cover. Diamond Anniversary of ABC, 1857-1932 and Port of Albany Dedication, 1932. Mention of Research Activities to update curriculum. Pictures of individual faculty members with their education and experience. Listing of student body, June 1, 1932-1933 with hometowns including Florida, Vermont, Panama, and Cuba, Listing of colleges represented in the student body. First mention of family loans for college expenses.

*1933-34 Albany Business College and Schools of Business Administration and Secretarial Science* Engraving of new college building with gate on driveway. Map of downtown Albany. First detailed school calendar with holidays and registration dates. Speakers 1932-33 from local businesses. Basketball teams with records and labeled team pictures. Same for student organizations. Summer school and evening school detailed with dates, curriculum and tuition. Register of students with hometowns.

*1934-35 Albany Business College and Schools of Business Administration and Secretarial Science* College moved to 130 Washington Avenue, picture of front door. First detailed school calendar with holidays and registration dates. First detailed curriculum with credits assigned to subjects. Summer school and evening school detailed with dates, curriculum and tuition. Detailed admissions criteria listed. *Life at ABC* booklet referred to with listing of organizations and a student Activities Tax of \$2. Five page list of Employing Organizations, April 1, 1933-34. Register of students with hometowns.

*1935-36 Albany Business College and School of Business Administration and School of Secretarial Science.* New larger format. New college seal. Expanded listing of College staff including Athletics and Recreation, Journalism, Educational Guidance, Employment Department, Student Welfare, Cafeteria and Building. Expanded list of electives including Commercial Art, Costume Designing, Developing a Business Personality, Insurance, Public Speaking, Purchasing, Research and Statistics, Sales Management, Thesis and Secretarial Practice. Listing of graduation requirements, diploma requirements and living accommodations. Register of students 1934-35 including Wisconsin.

*1939-40 Albany Business College, A School of Higher Education* First time Two- Year Executive Secretarial program listed, 88 weeks. Separate programs for Two-Year Accounting and Two Year Business Administration. Full page for Evening School including individual subjects offered. Six pages of pictures. Register of students listed by hometown including Puerto Rico, Canada, Cuba and South America.

*1940-41 Albany Business College* First issue titled *Your Future*. Tuition \$280 per year. Extensive use of photographs including Emerson Hall at 461 State Street residence. Also there is a Leonard Hall dormitory. Listing of "prominent" men and women alumni, including George Eastman.

*1941-42 Your Future* Photo of graduates on cover. Written inside front cover is a receipt for registration fee of \$5. New catalog organization from the student's point of view - Candidate, Student and Graduate. Description of graduation ceremony.

1940s Examples of evening and summer promotion materials.

*1945-46 Your Future* First catalog just after war years. During WW II the student body was very much smaller. Listing of "War Emergency Courses". Accounting and Business Administration combined into one program. Listing of 17 special bulletins available to interested persons. Tuition is \$250-\$275 per 44 week year.

*1949 Your Future* Cost of housing \$4-\$8 per week, meals, \$8-\$12. Tuition rose to \$330. Activities photographs inside front and back covers. Two different versions for 1949.

*1950-51, 1951-52, 1952-53 and 1953-54 Your Future* All similar except tuition in 1953-54 to \$440 at \$40 for 11 weeks or \$385 if paid in advance.

*1956-58 Your Future* Similar, tuition \$450 or \$495 if paid by the month. New Two-Year Medical Secretarial program started. No credits listed for programs.

1958 Separate brochure, *Automation*, first training in operation and wiring of IBM business machines. Three hours per day for six weeks at \$180 for each of two sections.

*1959-61 Your Future* Troy Business College added to title page, when ABC bought Troy



BC and moved students to Albany. Arthur Backensto, Troy BC owner, joined ABC as faculty member. College calendar changed to 18 weeklong semester system. Tuition \$440 per year or \$450 if paid at \$50 per month.

1960s Summer School Bulletins - 1966, 1967 and 1968.

1960s Evening Division Bulletins - 1964-65, 1965-66, 1966-67, 1967-68, 1968-69. New program titled Public Relations Institute. 1964-65 - Tuition, \$90 per semester for two subjects. Special programs' tuition varied.

1966 PREP Program For college-bound junior and senior high school students.

*1964-65 Albany Business College* New format produced by new Public Relations Department. Overhead projectors and new library pictured. Pictures of Congress Hall and Harmony Hall dormitories. Financial aid from student loans and emergency student loan fund listed. IBM Machine Accounting Division described as separate program and as elective in Business Administration-Accounting program. New Automation Accounting major offered with IBM Machine Accounting and Computer Programming. Special courses in Personality Development and Developmental Reading are pictured. Extensive copy and pictures of extracurricular activities. Prentiss Carnell Jr. named president following his father's death in 1958. Tuition \$520 per year or \$60 per month.

*1966-67 Albany Business College* Similar to above.

*1968-70 Albany Business College* New format using color on cover. Listing of professional affiliations. Picture on page 18 of NYS Assemblyman Bob D'Andrea cooking hamburgers. Marketing-Retailing offered for first time. Automation Accounting programming in RPG (Report Program Generator), BASIC, IBM 1401 Programming and COBOL. Tuition is \$850, Dormitory charges, \$845.

1970s Evening Division Bulletins 1970-72, 1972-73, 1973-74, 1979-80. Tuition - 1970-71, \$17 per credit hour; 1972-73 & 1973-74, \$20; 1979-80, \$45.

*1970-72 Albany Business College* Update of 1968-70. Transfer credit to four-year colleges first described in specific terms with eight colleges listed from Maine to Florida, including The College of St. Rose. Two-Year Legal Secretarial and Key Punch programs added. Tuition at \$950 per year. NYS Scholar Incentive Award grants of \$100-\$600 per year.

*1971-73 Albany Business College* Same as above.

*1972-74 Albany Business College* New format with electric red cover and first 16 pages in color and separately printed as promotion brochure. "Our business is people" slogan used. In June 1972, Associate In Occupational Studies degrees (AOS) offered for the first time following approval by the NYS Board of Regents. Tuition, \$1,300 per year, \$40 per credit hour. Dormitory room and board, \$995 per year. New federal financial aid, Basic Educational

Opportunity Grants, up to \$1,400 per year. Scholarships introduced, athletic, competitive and academic. Prentiss Carnell III succeeded his father following his retirement.

*1974-76 Albany Business College* Same as 1972-74.

*1975-77 Albany Business College* Tuition, \$1,600 per year. Dormitory, \$1,275 per year. New NYS Tuition Assistance Program from \$100 to \$1,500 per year. ABC offers Higher Education Opportunity Program for disadvantaged students, the only proprietary business college in NYS to do so.

*1977-79 Albany Business College* Tuition, \$1,850 per year. Dormitory, \$1,475 per year.

*1978-80 Albany Business College* Tuition increasing from \$1,850 in 1978-79 to \$2,150 in 1979-80. Dormitories discontinued. Financial aid increases, TAP to \$1,800 maximum and BEOG to \$1,800 maximum.

1981-1990 Newspaper clipping files from Pam Sawchuk Associates, ABC's Public Relations Consultants.

1984 Computer Seminar for courses offered by the Microcomputer Learning Center.

1980s Evening Division Bulletins Spring 1981, Summer 1981, 1981-82, Fall 1981, Spring 1982, Summer 1982, Fall 1982, 1982-84, Spring 1983, Summer 1983, Fall 1983, Spring 1984 Summer 1985.

1980s Continuing Education Bulletins Summer 1984, Fall 1984, Spring 1985, Summer 1985, Fall 1985, Spring 1986, Summer 1896, Fall 1987, Summer 1987, Spring 1988, Summer 1988, Fall 1988

*1980-82 Albany Business College* New format for 125<sup>th</sup> anniversary on silver paper. Catalog has to meet federal regulations for content. Tuition, \$2,500 per year.

*1982-84 Albany Business College* Tuition, \$3,200 per year. NYS TAP grant to \$2,200 for new students. Also eight page matching brochure featuring the 125<sup>th</sup> year. New Data General Eclipse C-150 computer pictured. Also four successful graduates, similar to testimonials of earlier catalogs.

*1985-87 Albany Business College Admissions Catalog* New full color, horizontal format with photo cover. Many testimonials, informal photographs. Continuing Education Division meeting evenings and Saturdays. Tuition, \$4,000. TAP maximum, \$2,850 and Pell Grant (formerly BEOG) \$2,300. Separate publication, *1985-87 Academic Catalog* contains federal and NYS requirements. Tuition stated as \$3,600 for the 1985-86-college year, \$3,800 for 1986-87 and \$4,000 for 1987-88. List of 11 emeritus faculty and staff.

*1987-89 Albany Business College Admissions Catalog* Same format as above. Medical

Secretarial dropped due to low enrollment, Word Processing Secretarial added. Shorthand dropped from the Word Processing majors for the first time in the history of ABC.

*1988-90 Albany Business College Reflecting Your Future* New format. Tuition, \$4,200. This was the last catalog before the sale of ABC to Bryant & Stratton in September 1988.

B. College Yearbooks, "The Owl" A collection of college yearbooks begins with mimeographed issue in 1940 and a printed issue in 1941 and runs 1951 though 1988, with only the year 1952 missing because it was not published. They contain the pictures of the faculty, staff and students. Also sports teams and student clubs and activities. Many of the photographs in Series III were taken for the yearbooks, and the yearbooks are a good source for information about the photographs.

Detailed information about the Yearbook sub series is as follows:

1940 Mimeographed. *First Spotlight Annual*. Five page history of the class. Sports included Hockey, Table Tennis, Tennis, Golf, Archery, Horseback Riding, and Horseshoes. Last will of class. Class Prophecy.

1941 Printed with a soft cover. Photographs of activities with captions.

1951 Hard cover, commercially printed. Judy Davenport '51, Albany Tulip Queen. Sports: Baseball, basketball, cross-country, soccer, bowling, wrestling, tennis, ping-pong, horseshoes, football, cheerleading. Advertising.

1955 Bradley Carnell died. Includes handwritten notes on hometowns and employment by Prentiss Carnell Sr.

1956 Includes calendar of activities, September to July.

1957 100<sup>th</sup> Anniversary year. Basketball team 16-1. Short history.

1958 Prentiss Carnell III's first year at ABC. Prentiss Carnell Sr. at home. School calendar.

1958 Basketball team record at 16-1. Data Processing training started in October 1958. Large photograph of formal dance in oversize photo box. Charm class illustrated for the first time.

1962 New library developed for accreditation. Hired Harry Shave, first Public Relations Director. Four classrooms were added at the rear of college building. First Hillel Jewish religious organization. Pat Brown crowned Queen of the Snow Ball, excellent photo with "teary eye" in the photograph series.

1963 Separately printed insert of spring activities. "Help week", community

involvement by Alpha Iota sorority and Phi Theta Pi fraternity.

- 1964 Contained many candid photographs. Basketball team won Northeastern
- 1966 Graduation at the Palace Theater.
- 1967 Basketball coach, Richard Bogdan, reached 200 wins. Student trip to Expo '67 in Montreal. No date indication on the cover.
- 1968 Andrew Carnell (actually 1966) joined Albany Business College. Many excellent candid photographs.
- 1969 The yearbook's theme is the building of the South Mall. Students visit Congressman Daniel Button in Washington.
- 1971 Large Snow Ball Weekend. First printed with color. Big Brother-big sister organization. New basketball coach, Jim O'Donovan.
- 1972 Associate in Occupational Studies degree awarded first time. One student received hers at the hospital. First soccer team.
- 1973 Two color. Owl theme.
- 1974 First mention of the Higher Education Opportunity Program. ABC was the only business college to operate a HEOP program.
- 1975 Prentiss Carnell Jr. died. Blood Drive held at Emmanuel Baptist Church.
- 1976 John R. Carnell Jr. died. Picture of six family groups at ABC. Invocator at graduation was Episcopal Bishop Harold Wright, father of ABC graduating senior, Harold Wright III.
- 1979 Coach Rice retired, Jim O'Donovan varsity coach.
- 1981 Spring vacation student trip to Curacao. Last year of basketball.
- 1982 125th Anniversary Year.
- 1984 Students elected to *Who's Who in American Colleges*. Alpha Beta
- 1985 Senior faculty, Rita and Richard Bogdan, retired.
- 1987 Public Relations Institute graduation pictured.
- 1988 Last Albany Business College yearbook.

C. The "Spotlite" and "Alumni Newsletter" The *Spotlite* was first printed in 1932 as a student publication containing student news. In 1941 it was named *The Owl* containing only pictures for one year only and then named *The Alumni Newsletter*. From 1948 to 1988 with almost no gaps, the *Alumni Newsletter* was produced by the administration as a recruitment tool. It was nominally aimed at alumni but was also mailed in large quantities to prospective students. It contained current news about the college and was quite a good historical document for the period 1932 to 1988. It was produced from one to three times a year and in a variety of formats.

Important items in the *Spotlite/Alumni Newsletter* series:

1932 Vol.1, No. 1, the first monthly issue, February 1932 as an advertising supported publication. Student news and gossip, activity and sports news, job placements. Student bridge tournament. Phi Theta Pi fraternity founded. Picture of basketball team, John Normile, coach and women's basketball team. Use of Hoke Test for aptitude for stenography. Student elections for "most" categories. February to May.

1932-33 Activity news, Student Council, Dramatics, Newman Club, basketball. Also movie reviews. Prentiss Carnell Jr. completed year as president of Chamber of Commerce's first year. Alumni information. Controversy regarding student dances. Insurance as a subject added. Announcement of move to 130 Washington Avenue. Full basketball team record. Sports banquet held at P. Carnell Sr.'s home.

1933-34 Classes held at new building at 130 Washington Avenue. Results of elections in many student organizations. Sports team's results. Alumni, faculty and Alpha Iota sorority news. Extensive student gossip column. Erastus "Tip" Corning among elections to "most". Business articles written by Prof. Weaver and Miller. Listing of more than 40 colleges from which students came to ABC. Article from "oldest graduate." Professional articles by Prentiss Carnell Jr. and Edith Fletcher, Shorthand Instructor at Cornell.

1934-35 First "free" *Spotlite*. Student council and fraternity elections and activity schedule announced. Autobiography of faculty members, O. K. Weaver, Russell Miller, Prentiss Carnell Jr. and Charles Allen. Alumni homecoming announced. Club and activity news. Building dedication by faculty for parents at Christmas. Men and women's basketball schedule. Report of college weekend February 1 & 2 including outdoors activities at P. Carnell Sr.'s home. Captioned photos of *Spotlite* staff, basketball team and Play cast.

1935-36 Officers and activities at dormitory, Emerson Hall, 461 State Street. First Glee Club formed. Photo of 1936 College Week-End Queen. Alumni Association and Bridge tournament planned. Long listing of employment placements

1936-37 News of fraternities and sororities, Student Council, Newman Club, Dramatics group, and Alumni Homecoming. Article about E. Bradley Carnell. Editorials about the new Port of Albany and Youth in College (Liquor and Sex). *Spotlite Daily* in addition of *Spotlite*

*Quarterly*. 144 new typewriters used in classrooms. Part-time librarian supervising use of 1,200 volumes. Alpha Iota sorority house at Emerson Hall 461 State Street, listed in the city directory as "furnished rooms" run by Elsie and Henry North. Men and women's basketball news and picture of musical comedy cast.

Details of College winter weekend, sorority officers, fraternity pledges, basketball schedules and scores, tennis schedule. July issue has large photograph of downtown Albany. July 30 graduation details. Election of students to various "most" categories. Men's dormitory listed at 286 State Street.

1937-38 List and photograph of Student Council members and *Spot* "spalpeens" (laborers.) Cheerleaders, swim club and swim team organized, new faculty added. Basketball schedule. Social schedule including weekly tea dances. Newman Club publishes monthly paper. Women's basketball undefeated. Winter weekend schedule over two days. 185 students engaged in sports, 60 for bowling, 35 basketball, 40 swimmers, 30 intramural basketball, and 20 table tennis. Plans of field day at White's Beach, June 25, 1938. Stories about baseball, women's basketball and bowling teams as well as "Greeks". Reports of graduation, field day and "most" elections. Snapshots of field day activities.

1938-39 Article about Speaker series. Photographs of student groups from the 1938-39 scrapbook collection. Large photo of women in winter sports outfits and article about winter weekend. Second student newspaper, *Sesame*, inaugurated. Episcopal Club started. Baseball and tennis pictures from 1938-39 scrapbook. Women's softball league started. Golf and horseshoe activities noted. Large field day montage.

1939-40 Captioned photos from 1939-40 scrapbook photo collection. Nine Snow Queen candidates. Action photo of Women's basketball. Articles about ice hockey, tennis and table tennis teams.

1940-41 Dance Club to teach ballroom dancing. Photos of student dancer and songwriter. Graduates listed as joining armed forces following Pearl Harbor. Summer issue responding to wartime needs, graduates to defense jobs and graduates needed in business.

1941-42 Titled *The Owl*. All photo issues with captions.

1942-42 Only issue until 1947. Headlines "Pre-induction training inaugurated at ABC" and "Graduates of college rush to join colors". Interesting listing of ABC grads in the service with quotes from some of them. Full page about opportunities for men and women in the service including monthly pay for various ranks.

1946-47 First issue one side only, photo montage. Spring is 90<sup>th</sup> anniversary issue with highlights. Mostly photomontage. "Swing shift" introduced, classes 3 to 8 pm to accommodate the large number of veterans attending.

1947-48 One issue only, photomontage September to August.

1948-49 Titled *Alumni Newsletter*. Schedule of Alpha Iota sorority events and basketball team. Photo of Delta Nu Omega fraternity. Listing of Wedding Bells, ABC graduates' marriages and employment, Jan. 1 to May 1, 1949.

1949-50 Article about Harold Arthur '28, 1949 Civic Award winner at graduation, who became governor in January. Soccer team undefeated. Glee Club, Rifle Club and Camera Club underway. 75% alumni news. Spring 1950 new large format. Medical Secretarial course added. ABC baseball team co-champions of Empire State Athletic Conference.

1950-51 Richard Bogdan co-coach of basketball. Free tutoring for State civil Service exams. Judy Davenport '51 named Albany Tulip Queen. Troy Business College merges with ABC. John R. Carnell graduated from and owned Try BC in the 1860's.

1951-52 Women athletes pictured for softball, riding, swimming, bowling, roller-skating, golf, badminton, rifle, basketball and tennis.

1952-53 Veterans win largest number of "most" elections.

1953-54 Picture of girls at "new" dormitory at 469 State Street, original home of John R. Carnell. Delta Nu Omega purchased fraternity house. Korean veterans attend college.

1954-55 Cartoons from *Memo to Miss Jones*, what to do and not to do in the office. 15 candidates for 1955 Sno Queen. John Tuffey '27 new Albany chief of police. ABC activities include toy drive, Christmas food drive, kids Christmas party and Red Cross party.

1956-57 100<sup>th</sup> anniversary year.

1957-58 Semester plan changed from four 11-week quarters to two 18-week semesters. Harold Arthur '28 presents plaque commemorating 100<sup>th</sup> anniversary. Photo of foreign students at ABC and other area colleges. Prentiss Carnell III joined ABC staff. Basketball team ended with a two-year record of 30-3. IBM Machine Accounting program started. Data Processing also taught as part of the Accounting and Business Administration major.

1958-59 Article about new IBM Machine Accounting Department with photo.

1959-60 Waiting list for fall classes. Charm course taught at ABC. Julia Kaiser '60 Albany Tulip Queen pictured with Mayor Corning. Four-year basketball record of 46-4. Marie Kenneth first woman bank officer.

1960-61 Wendy Masino named Miss Vermont. Jazz combo pictured. Officers of two fraternities and two sororities pictured. Air-conditioned two-story, four-classroom addition built in the rear of ABC.

1961-62 Public Relations Director, Harry Shave, added to staff. Pat Brown named Sno

Ball Queen pictured with a tear in her eye. Alumni chapter formed in Glens Falls. \$175,000 interior renovation completed at ABC. Developmental reading taught in summer at during college year.

1963-64 Schedule on two shifts, 8-12 am and 1-5 pm. Two additional women's dorms at 385 and 387 State Street. Michael Coleman '63 started journalism career at the *Saratogian*. Automation Accounting major added.

1965-4-65 Cafeteria opened in basement at 130 Washington Ave. "Tuesday Night at the Movies" started and Drama Club revived.

1965-66 Federal contract to teach keypunch operators through the Manpower Development and Training program. Special January 7, 1966 *Spotlite* issue. Long article about student activities planned for the year. Students transferred to four-year colleges.

1966-67 900 Students enrolled. Marketing-Retailing program added. IBM 360/Model 20 computer installed.

1967-68 Congressman Daniel Button visited ABC.

1968-69 Richard Bogdan retired after 17 years as basketball coach with a 222-106 record.

1970-71 ABC approved to grant Associate in Occupational Studies degree. Computer terminals connected to IBM Model 385 in Ottawa, Canada. Legal Secretarial major added. Extensive list of students transferring to The College of St. Rose; Dyke College, Cleveland; Husson College, Maine, Jones College, Florida, National College of Business, South Dakota, New Hampshire College, Manchester, NH; Steed College, Tennessee and The College of Artesia, New Mexico. Scholarship program announced based on high school achievement or a competitive exam.

1971-72 Basketball went 17-0 and won the Northeast Collegiate Conference. Prentiss Carnell III named ABC president. Soccer team formed. Dormitory reunion held of residents of Harmony Hall at 469 State Street.

1972-73 Survey of 1972 graduates and 20 scholarship winners. Basketball team competed in Canada and Florida under coach Willard Rice. ABC financial aid included loans work programs, scholarships and grants.

1973-74 NYS Tuition Assistance Program grants raised to \$1,300 maximum. Federal Basic Grants to \$1,050.

1974-75 410 full-time students. ABC only business college in NYS as part of the Higher Education Opportunity Program for disadvantaged students. Retailing majors participate in DECA, Distributive Education Clubs of America, for high school and junior college students.



1975-76 Photos of families at ABC among staff and student body. Edward Stack '69 new Albany County Controller. Episcopal bishop Harold Wright was invocator at 1976 graduation, father of graduate Harold Wright III. Equipment additions of 30 IBM Selectric typewriters, 40 electric Underwood typewriters and new computer system.

1976-77 Data Processing Club vacationed in Bermuda. Pictures of office and library modernized and redecorated. National Secretaries Association chapter formed.

1977-78 Extensive pictures and comments from graduates. ABC store run by Marketing-Retailing students. Photos and listing of student activities. State grants rose to \$1,800, federal grants to \$1,600 maximum.

1978-79 Career Day '79 program by alumni for prospective students and their families. Also competitive scholarship testing. Retailing students competed at DECA conference in Houston, Texas.

1979-80 New Data General computer with seven terminals for administrative and academic uses. Teaching three computer languages, COBOL, BASIC and RPG-II. Career Day issue.

1980-81 Basketball team record, 10-11. Ten scholarship winners pictured. Financial aid update.

1981-82 125<sup>th</sup> anniversary celebration plans. New faculty members. Fall picnic photos. ABC night at the harness track. Twenty-four scholarship winners pictured. Twenty-two graduates with employment. Report of 125<sup>th</sup> anniversary celebration. Two page spread of anniversary celebration.

1982-83 Four ABC success stories of successful graduates. Work experience programs including DADS (Direct And Develop Students) for DP majors. Graduation honored Assemblyman Richard Connors '27. Renovation of library. Six graduates at the NYS Court of Appeals.

1983-84 Personal computer laboratory set up as Micro-Computer Learning Center with 28 IBM PCs. Also 39 IBM and 36 Smith-Corona typewriters. Michael Coleman '63 appointed publisher of *The Saratogian*. Advisory Business Council appointed to advise on curriculum development. Thirteen students named to *Who's Who Among Students in American Junior Colleges*. Also Alpha Beta Kappa national honor society. Scholarships named to honor faculty emeriti.

1984-85 Upgrading of Data General C150 computer. Article about student activities and relationship to personal development. Transfer to four-year colleges. Employment seminar to assist in job search. Distributive Education Clubs of America (DECA) takes part in national competition.

1985-86 New catalog using ABC students as models on color cover. Three student graduation speakers reported.

1986-87 New Data General MV 4000 Eclipse computer for academic and administrative use. Foreign student follows her father to ABC from Africa. Financial aid example for commuter, resident and independent students.

1987-88 89-year-old student pictured. Harmony Hall dormitory reunion. Graduation '88, last as Albany Business College.

D. Student Handbooks Covers the period 1961 to 1988 with 1987 missing. Also Apartment Handbooks 1981-83 and 1983-85. Shows over a 27 year period listings of the administration and staff, student organizations, athletics, and activities as well as policies and procedures. Later issues contain financial and other government mandated information. Apartment Handbooks were produced to assist students in their landlord-tenant relations.

Some details of various Student Handbooks are as follows:

1961 Produced by Richard Bogdan, Dean, and Harry Shave, Public Relations Director.

1962 Same as 1961 with insert *Student Handbook Supplement*.

1966 Photos inside front and back cover.

1970 Map of location.

1972, 1973 Mimeograph. Enclosures regarding new student orientation.

1975 Offset. Enclosed *Quick and Easy Financial Aid Questionnaire*.

1981-1983, 1983-1985 Apartment Handbook

1984 Including floor plan of Albany Business College.

1988 A great deal of detail regarding Student Financial Aid and Satisfactory Academic Progress, information required by the federal government.

E. Student Newspapers, "The Spotlight" Periods from September 1936 to July 1942; from September 1946 to July 1948; September 1966 to May 1973; October 1975 to May 1982 and September 1983 to Spring 1985 incomplete. The early editions were mimeographed daily and contained student news and gossip. The later series were mimeographed and offset printed at ABC and occasionally contained pictures. The frequency varied from weekly to bi-weekly.

There is an interview of Prentiss Carnell Sr. by Mona Ireland, a *Spotlite* reporter, in which he describes his life. 1950s.



Series V Textbook Collection[66]            **Accounting/Bookkeeping**

Andrews, E. R. *Theoretical and Practical Book-keeping*. Rochester, NY: E. R. Andrews, Printer and Bookbinder, 1885.  
Cover stamped, Albany Business College Complete Book-keeping, Carnell & Carhart Inscribed, Wm. P. Zeh, Albany, NY March 11, '86

Andrews, E. R.. *Theoretical and Practical Book-keeping*. Rochester, NY: E. R. Andrews, Printer and Bookbinder, 1889, 145,000-Revised.  
Cover stamped, Complete Book-keeping, Albany Business College, Albany, N.Y., 2 copies  
Near duplicate of Andrews, E. R., *Theoretical and Practical Book-keeping*

Andrews, E. R. *Theoretical and Practical Book-keeping*. Rochester, NY: E. R. Andrews, Printer and Bookbinder, 1889, Special Edition, 155,000-Revised.  
Cover stamped, Complete Book-keeping, Albany Business College, Albany, N.Y.,  
Near duplicate of Andrews, E. R., *Theoretical and Practical Book-keeping*

Andrews, E. R. *Theoretical and Practical Book-keeping*. Rochester, NY: E. R. Andrews Printer and Bookbinder, 1889, Special Edition, 155,000-Revised.  
Cover stamped, Troy and Utica Business Colleges, Complete Book-keeping  
Inside front cover inscribed, Leslie F. Johnson, 94 Egbert St., Cohoes, NY Troy Business College, 71 & 73 Fourth St., Troy, N.Y. Graduated July 27, 1897  
Pasted inside front and back of the book, prints of actresses of the day including Lillian Russell.  
Near duplicate of Andrews, E. R., *Theoretical and Practical Book-keeping*

*Bookkeeping and Accounting*. Cincinnati, Ohio: South-Western Publishing Company, 1923.  
Cover stamped Albany Business College, Carnell & Hoit, 83 North Pearl Street, Albany, NY. Inside front cover inscribed, Estelle L. Knickbocker, Schodack Landing, New York

Bryant, H. B., H. D. Stratton and S. S. Packard. *Bryant & Stratton's Counting House Bookkeeping*. Ivison, Blakeman Taylor & Company, New York & Chicago, 1863.  
Inscribed Wm. G. D., Sept. 15, 1874 Lansingburgh Academy. Also Jno. R. C. (John R. Carnell). Also sticker ifc, Bryant, Stratton and Carnell's Troy Business College.  
Bryant & Stratton were founders of the International Chain of Commercial Colleges, located in the principal cities of the U. S. and the Dominion of Canada. Silas S. Packard was Resident Principal of the New York City Mercantile College, 18-19 (?) Cooper Institute. Also founder of Albany Business College in 1857. John R. Carnell graduated from Troy Business College in 1964, taught at and purchased the school. In 1884 he purchased Albany Business College.

The preface describes the development of Bookkeeping texts. On pages 7-10 is A *Short Address* respectfully dedicated to the Young Men of the Country. Paragraph headings are titled, Riches, Honor, Fame, Friends, and A Choice of Vocation.

Carnell, John (Jno.) R. *Carnell's Initiatory Course in Double Entry Book-keeping*  
Soft-covered pamphlet by John R. Carnell, Proprietor of Troy Business College.

*First Lessons in Book-keeping*: Rochester, NY: E. R. Andrews, Printer and Bookbinder, 1894.

Fulton, Levi S. and Eastman, Geo. W. *A Practical System of Book-keeping*. New York: H. B. Nims & Co., 1851. Revised.  
Stamped on the spine, Fulton and Eastman's Book-keeping Single & Double Entry  
George Eastman's son founded Eastman Kodak and the father had formerly owned  
Eastman's Business College.

Goodwin, J. H. *Goodwin's Improved Book-keeping and Business Manual*. New York: J. H. Goodwin, 1904-1905. 23rd Ed.  
Cover stamped, Albany Business College, *First Lessons in Book-keeping*, Albany, N.Y.

Montgomery, J. L. *Modern Book-keeping*. New York: Maynard, Merrill & Co., 1900.

Meservey, A. B. *Meservey's Book-keeping*. Boston: Thompson, Brown & Co., 1882. Stamp inside front cover. John Campbell Books & Stationery, etc. 3 Adams Block, Cohoes, NY. Also signed T. H. Morris, Waterford, NY

Neal, E. Virgil and Cragin, E. C. *Modern Illustrative Bookkeeping*. New York: American Book Company, 1900. 2 copies

*New Modern Illustrative Bookkeeping*: New York: American Book Company, 1918.

Pace, Homer St. Clair. *Comprehensive Accounting and Financial Procedure*. New York: Business Text-Book Publishers, Inc., 1940.

Pace, Homer St. Clair. *Pace Secretarial Accounting and Financial Procedure*. New York: Business Text-Book Publishers, Inc., 1939.

Rittenhouse, Charles F. *New Modern Illustrative Bookkeeping Introductory Course*: New York: American Book Company, 1918.  
Inscribed inside front cover, Hazel M. Saunders, Athens, N.Y.  
Pasted inside, Schedule of classes, 9 am to 4 pm. Also, report card, Feb. 1919.

Robinson, James. *A Compend of Book-keeping by Single Entry*. Boston: Ide and Dutton, 1837.  
Possibly a reprint.

Sadler, W. H. and Rowe, H. M. *Business Book-keeping and Practice*. Baltimore, Md.: Sadler-Rowe Co., 1894, 149,000.

[67]            **Arithmetic**

*A Business Arithmetic*. Rochester, NY: E. R. Andrews, Printer and Bookbinder, 1894.  
Cover stamped, Albany Business College Business Arithmetic Albany, N.Y.

Bigelow, Anson and Arnold, W. A. *Elements of Business Arithmetic* New York: The MacMillan Company 1911

King, J. E. *Business Arithmetic*. New York: Williams & Rogers, Publishers, 1900  
Inside front cover signed Bert Mitchell Oct. 16, 1900

Milne, William J. *A Mental Arithmetic*. New York: American Book Company, 1897  
Milne was President of New York College for Teachers, Albany, NY, now the State University at Albany.

*Modern Business Arithmetic*. Albany, N.Y.: Copyright Carnell & Hoit, 1903.  
Cover stamped, Modern Business Arithmetic Albany Business College

Murphy, Patrick. *Short Practical Rules for Commercial Calculations*. Albany, NY: Weed-Parsons Printing Company, 1908

Packard, S. S. and Horton, Byron. *A New Packard Commercial Arithmetic*. New York: S. S. Packard, 1891.  
Silas Sadler Packard founded Albany Business College in 1857.  
Cover stamped, Commercial Arithmetic Albany Business College Albany, N.Y.

Packard, S. S. and Horton, Byron. *A New Packard Commercial Arithmetic*. New York: S. S. Packard, 1891.  
Silas Sadler Packard founded Albany Business College in 1857.  
Cover stamped, Commercial Arithmetic Troy Business College Thomas H. Shields, Prin. Shields may have followed John R. Carnell at Troy Business College.

[67]            **Business English**

*A Vocabulary of Business Words for Shorthand Students* Albany, NY 1901 Copyright Carnell & Hoit. Inscribed on cover, Jessie Brand, A.B.C.

Bartholomew, Wallace Edgar and Hurlburt, Floyd. *The Business Man's English, Spoken and Written*. New York: The Macmillan Company, 1922.

Bates, Arlo. *Talks on Writing English*. New York: Houghton, Mifflin and Company, 1897.  
Inside front cover inscribed, Jno. (John) R. Carnell Jr., 469 State St., Albany, N.Y.,

home of John R. Carnell, President of ABC and Prentiss Carnell III, Pres. 1978-1988

Bullions, Rev. Peter. *A Practical Grammar of the English Language*. New York: Sheldon & Co., 1871.

*Business Correspondence: No. 5, No. 6, No. 7*. New York: Isaac Pitman & Sons, The Phonographic Depot.

Kilduff, Edward James. *The Stenographer's Manual*. New York: Harper & Brothers Publishers, 1921.

Knox, Mrs. N. L. *Elementary Lessons in English*. Boston: Ginn & Company, 1893.

*Manual of Correspondence* Toronto: Published by Connor O'Dea 1893. Inscribed inside front cover, Mr. Leslie F. Johnson, 94 Egbert, Cohoes, NY Troy Business College Oct. 30, 1895.

Musselman, D. L. *Business Letter Writer* Quincy, Illinois: D. L. Musselman Publishing Co. 1901.

*Modern Letter Writing*. Albany, NY: Carnell & Hoit, 1903.

*New Practical English Grammar*. Rochester, NY: Williams & Rogers, Publishers, 1897. Cover stamped, New Practical Grammar and Correspondence Albany Business College Albany, N.Y.

*Practical Letter Writing*. The Practical Text Book Company, 1901. Cover stamped, Letter Writing Albany Business College, Albany, and N.Y. Inside front cover signed Ralph C. Kimmey 234 Clinton Ave. Albany, NY. Ralph Kimmey is the grandfather of Prentiss Carnell III.

Reed, Alonzo, A. M. *Introductory Language Work* New York: Effingham, Maynard & Co., Publishers, 1892.

SoRelle, Rupert P. and Kitt, Charles W. *Words Their Spelling, Pronunciation, Definition and Application*. Chicago, The Gregg Publishing Company, 1906.

[67]            **Business Law**

Bly, Myron T. *Business Law*. Rochester, NY: Williams & Rogers, 1899. Cover stamped, Business Law Albany Business College Albany, N.Y.

Carhart, C. E. *The Commercial Student's Class Book of Commercial Law*. Albany, NY: Weed, Parsons and Company, 1890. Charles Carhart was a partner of John R. Carnell at Albany Business College

Cover stamped, Albany Business College Class Book of Commercial Law 2 copies  
One signed S. W. Carhart, Sept. 1954.

Carnell & Hoit *One Thousand Questions and Answers in Business Law*. Albany, NY, 1901:  
Cover stamped, 1000 Questions and Answers in Business Law Albany Business  
College 2 copies  
One copy stamped, Business Law, Albany Business College  
Second copy stamped, 100 Questions and Answers in Business Law, Albany Business  
College. Inscribed inside front cover, Jessie H. Baird, Albany, N.Y. Sept. 15, 1909  
with three report cards inside for Jessie Brand, Progress Card No. 1, Progress Card  
No. 2 and Progress Card, Examinations 1 - 6 and Finals.

Skar, Robert O. and Palmer, Benjamin W. *Business Law: With Social and Personal  
Applications*. New York: McGraw-Hill Book Company, Inc., 1942.  
Inside front cover signed (Richard) Bogdan, ABC faculty member.

[67]            **Penmanship**

Palmer, A. N. *Palmer Method of Business Writing*. New York: The A. N. Palmer Company,  
1937.

[80]            **Shorthand - American**

Anderson, William Lincoln. *American Phonography*. Boston: The Atheneum Press, Ginn &  
Company, 1905.

**Barnes'**

Barnes, Mrs. Arthur J. *Barnes' Brief Course in Benn Pitman Shorthand* St. Louis, Missouri:  
The Arthur J. Barnes Pub. Co. 1910. Contains list of other texts published and their  
prices.

Barnes, Mrs. Arthur J. *Barnes' Shorthand Lessons*. St. Louis, Missouri: Arthur J. Barnes, 1903.  
Inscribed inside front cover, Eastman Business (College, probably Poughkeepsie, NY)

**Burnz**

Burnz, Eliza Boardman. *Burnz' Phonic Shorthand*. New York: Burnz & Co. Phonographic  
Publisher, 1901.

**Chartier**

Chartier, Edward M. *Chartier's Electric Shorthand*. New Orleans, La.: Chartier-Spencer  
Pub. Co., 1903-4. Fourth Edition.



**Graham**

Barnes, Mrs. Arthur J. *Barnes' Practical Course in Graham Shorthand*. St. Louis, Missouri: The Arthur J. Barnes Pub. Co., 1911. See *Barnes' ... Shorthand* above.  
Cover stamped, Practical Course in Graham Shorthand, The Business Institute, Detroit, Mich.

Sexton, Chandler from the works of Andrew J. Graham. *Graham's Amanuensis Phonography*. New York: Andrew J. Graham & Co.

**Gregg**

Gregg, John Robert. *The Teaching of Shorthand*. New York: The Gregg Publishing Company, 1916. Addresses to Gregg Shorthand teachers about Gregg's philosophy and practice.  
Stamped inside front cover, Carnell & Hoit

Gregg, John Robert. *Gregg Shorthand*. New York: The Gregg Publishing Company, 1916.  
Inside front cover signed Loveta F. Kenigan, Wyoming Seminary, Kingston, Pa. Also Rega(?) Wils 1611 Maple Hill Road, Castleton, NY.

**Kimball**

Kimball, J. N. *Phonography*. Copyright 1897-1899 by J. N. Kimball.

**McKee**

McKee, C. E. *McKee's New Standard Shorthand*. Buffalo, NY: Perrin Publishing Company, 1892.

**Mosher**

Mosher, F. Willis. *Mosher Shorthand Dictation Manual*. Omaha, Nebraska: Mosher Shorthand Publishing Co., 1916.

**Munson**

Munson, James E. *The Complete Phonographer and Reporter's Guide*. New York: Harper & Brothers, Publishers. 1890.

Munson, James E. *The Dictionary of Practical Phonography*. Boston: Houghton, Mifflin and Company, 1891.

Packard, Mrs. L. H. *Lessons in Munson Phonography*. New York: S. S. Packard, 1892.  
Mrs. Lottie Packard is the wife of Silas Sadler Packard, who founded Albany Business College in 1857. He and Mrs. Packard went to New York City in 1858 and

founded Packard Business Institute. Both Packards were active in business publishing.

### **New American Shorthand**

Day, Alfred. *New American Shorthand for Self-Instruction*. Cleveland, Ohio: 1896.

### **Pitman**

Bolger, Edwin A., St. John, Robert P. and Noonan, Raymond. L. *Business Letters for Dictation* New York: Isaac Pitman & Sons, 1924.

Howard, Jerome B. *The Premier of Shorthand* Cincinnati, Ohio: The Phonographic Institute 1921. Includes catalog of Phonographic Works by Benn Pitman and Jerome B. Howard (July 1920)

Musick, William L. *Standard American Phonography of the Benn Pitman System* Chicago, Ill. 1918.

Musick, William L. *Universal Pitman Manual* St. Louis, Mo.: W. L. Musick Publishing Co. 1912.

*The New Practical Shorthand Manual*. Albany, NY: Carnell & Hoyt, 1910. 11<sup>th</sup> Ed.  
Contains picture of Benn Pitman Rebound in Black like others of same title

*The New Practical Shorthand Manual*. Albany, NY: Carnell & Hoyt, Albany Business College, 1892. 2 copies Binding in red

*The New Practical Shorthand Manual*. Albany, NY: Carnell & Hoyt, Albany Business College, 1892. Binding in blue

*The New Practical Shorthand Manual*. Albany, NY: Carnell & Hoyt, Albany Business College, 1910. 2 copies Binding in blue. One inscribed by Myrtle I. Little with ephemera.

Pitman, Benn. *Manual of Phonography*. Cincinnati, Ohio: Phonographic Institute, 1871.

Pitman, Benn. *The Phonographic Manual*. Cincinnati, Ohio: Phonographic Institute, 1856.  
Small book plate inside front cover, No. 2, 1858 J. W. Conkley, W. Hebron  
Inscribed inside, John W. Conkey, Albany, 197 Lumber St.

Pitman, Benn and Howard, Jerome B. *The Phonographic Dictionary and Phrase Book*. Greenville, Ohio: The Phonographic Institute Company, 1943.

Pitman, Isaac. *Pitman's English and Shorthand Dictionary*. New York: Isaac Pitman & Sons, The Phonographic Depot, Centenary Edition.

Inside front cover stamped, Carnell & Hoit

Pitman, Benn and Prosser, R. P. *The Reporter's Companion*. Cincinnati, Ohio: Phonographic Institute, 1853. Small book plate inside front cover, No. 3, 1858 J. W. Conkley, W. Hebron. Inscribed inside , John W. Conkey, Albany, 197 Lumber St.

Reed, Thomas Allen, Editor. *The Phonographic Reporter for the Year 1852*. London: Fred Pitman, Phonetic Department. Pages 17 - 176 and title and index pages  
Printed by lithography according to AIHA librarian, Sandra Markham.

Schwartz, George O. *Shorthand Instructor, Rev.*. Camden, NJ: Federal Printing House, 1905.

*Shorthand Vocabulary for use with the New Practical Shorthand Manual* (Albany):  
Copyright Carnell & Hoit, 1901

Spurgeon, C. F. *Plain Talk* Cincinnati, Ohio: Phonographic Institute. Engraved in  
Phonography by Benn Pitman.

#### **Dement's Pitmanic Shorthand**

Dement, Isaac S. *Dement's Pitmanic Shorthand*. Chicago: Dement Publishing Co., 1901. \$2.00.  
Inscribed inside front cover, Fred W. Stodter, San Francisco, Calif. Jan. 25, 1903.

#### **Howard's Pitmanic Shorthand**

Howard, Jerome B. *The Phonographic Amanuensis*. Lancaster, Ohio: The Phonographic Institute, 1947

#### **Osgoodby's Phonetic**

Osgoodby, W. W. *Phonetic Shorthand: Osgoodby's Method for Self-Instruction*. Missing pp 1-12. Page 13 - 86. No back cover.  
Inside front cover, Book Plate, Private Library of Benton S. Hoit, No. 104, Date Dec 1887. Inscribed on page 1, Mr. B. S. Hoit, with respects of W. W. Osgoodby.

#### **Pernin's Universal**

Pernin, H. N. *Pernin's Universal Phonography*. Detroit, Michigan: The Pernin Shorthand Institute, 1906 Revised.  
Inside front cover inscribed, Miss. L. Murray, 1103 Third St., Rensselaer, NY

#### **Thomas**

Thomas, Charles A. *Thomas Natural Shorthand*. New York: Prentice-Hall, Inc., 1944. 2nd Edition, 11th printing.

Inside front cover inscribed, Jane M. (McNaughton) Hummel, long-time secretarial department chair at Albany Business College.

Bradford, Lilah and Thomas, Charles A. *Introductory Readings in Thomas Natural Shorthand*. New York: Prentice-Hall, Inc., 1943, 2<sup>nd</sup> Edition.

Reese, Alma Jane and Thomas, Charles A. *Phrase Book for Thomas Natural Shorthand*. New York: Prentice-Hall, Inc., 1943

Inside front cover inscribed, Jane M. (McNaughton) Hummel, long-time secretarial department chair at Albany Business College.

### **Speedscript**

Ross, J. Walter. *Speedscript Stories Book One*. Pittsburgh, Pa.: Speedscript Company, 1937. Soft cover. 50 cents.

### **Williams**

Williams, Miss M. Garcia. *Miss Williams' concise Short Hand System*. Lockport, New York: Published by Miss M. Garcia Williams.

### [67] **Spelling**

Eldridge, Edward, Ph. D. *Business Speller and Vocabulary*. New York: American Book Company 1913.

Miller, Chas. M. *New Business Speller* Chicago, Illinois: Lyons & Carnahan 1938

*The New Practical Speller*. Albany, NY: Carnell & Hoit, 1891.

Peters, P. B. S. *Business Speller*. Cincinnati, Ohio, South-Western Publishing Company 1934.

Richards, S. G. *The Richards Speller*. Des Moines, Iowa: Accredited Schools Supply Company 1942.

*Seventy Lessons in Spelling*. New York: American Book Company, 1885  
Inscribed inside front cover, Alfred Wollnik, 27 Shout Street, Troy, N.Y.

### [80] **Typewriting**

Frazier, D. Wallace *Dualis Method of Touch Typewriting* Chicago, Ill.: Lyons and Carnahan 1924. Typewriting texts are hinged at the top to facilitate use in class. Inscribed inside cover Velecca Johnson, 241 Columbia St., Cohoes, NY

Kimball, J. N. *Detours* New York: Underwood Typewriter Company 1927. Copy for use in the 1928 International Typewriting Contest.

SoRelle, Rupert P. *The New Rational Typewriting* New York: The Gregg Publishing Company 1923. Inscribed inside cover Velma Johnson, 241 Columbia St., Cohoes, NY. Also, Binding patented August 29, 1923. See SoRelle *Words Their Spelling, Pronunciation, Definition and Application* in Business English category.

[80]            **Accounting Practice Sets**

*Mercantile Accounting*. New York: J. A. Lyons & Co. Consists of practice materials such as business papers, ledgers, journals belonging to and filled out by Arthur M Krause, 1915.            The covers of the ledgers and journals have an etching of the ABC building at 83 North            Pearl St., Albany, NY.

*Three Weeks Business Practice Set Card and Special Column Set*. Journals and other materials belonging to Roland Smith, 1912.

*Writing Blank for use in Albany Business College*. No name. Filled in with penmanship practice.

*Intermediate Department Journal*. Name \_\_ Beaty, 1908.

[67]            **Miscellaneous**

Eaton, Seymour *One Hundred Lessons in Business* Boston, Mass. 1887. "How to " book about business procedures.

Nichols, J. L. *The Business Guide: or Safe Methods of Business*. Naperville, Illinois: J. L. Nichols, 1984. Wonderful engravings of business illustrations.

Read, Harlan Eugene *Read's Salesmanship* New York: Lyons & Carnahan 1915.

Roe, E. T., LL. B. *The New Standard American Business Guide* Chicago, Ill.: Gordon G. Sapp, Publisher 1913. Includes business illustrations.

Box Folder

## Series I. Administrative Files

Arranged in five sub series: Advertising, Marketing and Public Relations; Administration; Basketball; Graduation; Legal; Legislative.

## ADVERTISING, MARKETING AND PUBLIC RELATIONS

This series is arranged in chronological order.

Box Folder

	719	<i>Albany Microscope</i> – see OV 68	1840
[1]	1	<i>Albany Microscope</i> photocopy	1840
	2	<i>The Journal</i> - Troy Business College	1873
	720	Matted Print – completed 1884 building – see OV 68	1880s
	3	Miscellaneous Advertising	1880s
	721	<i>Albany Business College Journal</i> - 2 copies – see OV 68	1886
	4	<i>Highest Merit</i>	1885
	5	Catalogue letter	1886
	6	<i>A Word to the Wise</i>	1886
	722	<i>Albany Business College and School of Shorthand and Typewriting Journal</i> See OV 68	1886-1897
	7	<i>The Story of a Morning Call at ABC</i>	ca. 1886
	723	<i>Albany Business College – College Journal Supplement</i> See OV 68	1887
	724	<i>The Model Business College</i> – see OV 68	1887
	724.1	<i>Albany Business College and School of Shorthand and Typewriting Journal</i> Carnell & Gutches - see OV 68	1888
	724.2	<i>Albany Business College and School of Shorthand and Typewriting Journal</i> See OV 68	1888

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Box	Folder		
	724.3	<i>Albany Business College and School of Shorthand and Typewriting Journal</i> see OV 68	1889
	724.4	<i>Albany Business College and School of Shorthand and Typewriting Journal</i> See OV 68	1889-90
	724.5	<i>Albany Business College and School of Shorthand and Typewriting Journal</i> See OV 68	1890-91
	724.6	<i>Albany Business College and School of Shorthand and Typewriting Journal</i> See OV 68	1891
[1]	8	<i>The Albany Business College</i>	1889
	725	<i>The Budget</i> – see OV 68	1890s
	726	<i>(School News</i> <i>(Albany Business College and School of Shorthand</i> <i>(and Typewriting - see OV 68</i>	1892
	727	<i>(Albany Evening Journal Advertisement</i> – see OV 68 <i>(Albany Evening Journal Advertisement</i>	1885 1892
	9	Miscellaneous announcements	1893
	10	<i>Albany Business College and School of Shorthand</i> <i>And Typewriting</i>	1894
	11	<i>(Employment Department Report</i> <i>(Third Annual Geographic Catalogue</i>	1894 1894
	12	<i>Dollars and Sense</i>	1895 Apr
	13	<i>Received First Award World's Fair Chicago</i>	1895
	14	<i>But None So Good</i>	1895
	15	Misc. Newspaper advertising	1896
	16	<i>ABC Monthly Review</i>	1885-1898
	728	Albany Business College - 4 & 12 p. brochures Center - Lyman Gage - 4 copies – see OV 68	1897

<b>MG 76</b>			64
Box	Folder		
[2]	17	<i>Received First Award World's Fair Chicago</i>	1897
	18	<i>Attend the Albany Business College and School of Shorthand, Typewriting and Telegraphy</i>	1897
	19	Education and Employment	1898-1899
	20	<i>Success ... 1900</i>	1899
	21	<i>The Albany Business College</i>	1899
	729	<i>The Sun</i> , Salem, NY newspaper – see OV 68	1899
	22	Miscellaneous brochures, single sheets and application blank	ca. 1900
	23	<i>Albany Business College and School of Shorthand, Typewriting and Telegraphy</i>	1901
	24	School of Telepathy	ca. 1900
	25	Education and Employment	1901-1908
	26	<i>Albany Business College and School of Shorthand, Typewriting and Telegraphy</i>	1902
	27	Fold-out brochures	1902
	28	Pair of fold out brochures and <i>The First Step of Success</i>	1903
	29	Calendar	1903
	30	Report of the Albany Business College Employment Department to June 1, 1903 and <i>The First Step to Success</i>	1904
	31	<i>What School? The Albany Business College Why? Because it is the Best</i>	1904
	32	Various brochures	1905
	33	<i>The Report</i> (Employment) June 1, 1905 to June 1, 1906; <i>Merry Christmas</i>	1906
	34	<i>The Louisiana Purchase Exposition</i>	1906



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Box	Folder		
[2]	35	Spanish and English brochures (aimed at the Caribbean market); announcement of classes starting Sept. 3, 1907	1907
	36	Success Tracts, Nos. 4-7 #4 Hon. Andrew Draper, State Commissioner of Education, and Fred Kilburn, Superintendent of Banking; #5 W. H. McElroy and Rev. Andrew Gillies; #6 Robert Cluett of Troy; #7 William Sleicher, West Troy Foundry Company	1907
	37	Brochures – Gold Medal Award	1908
	38	<i>Employment Record - June 1, 1907 to June 1, 1908;</i> <i>A Reminder of Opening Week, Sept. 1 to Sept. 8, 1908;</i> <i>and A Yard of Good Words</i>	1909
		<i>Training Boys and Girls for Business and A Merry Christmas</i>	1909.
	39	<i>Isn't This the School for You?</i>	1909
	40	<i>How Can I Secure Employment?</i>	1910
	41	<i>Merry Christmas and a Happy New Year</i>	1910
	42	<i>Training Boys and Girls for Business</i>	ca. 1910
	43	<i>Immediate Employment</i>	1911
	44	<i>How I Secured Employment, and 20,000 Pupils Placed by</i> <i>Albany Business College</i> and Blue Cover Brochure with Penmanship	1911
	45	<i>(Albany Business College, Albany, NY Christmas Pictures</i> <i>(Albany Business College, Education for Business Efficiency</i>	1912 1912
	46	Three 16 page foldout brochures, <i>You Will Be in Good Company</i> and Employment listing June 1, 1912 to June 1, 1913	1913
	47	<i>459 Reasons...</i> plus two others	1914
	48	16-page fold out brochure <i>800 Requests for Employee ending June 30, 1915</i>	1915
	49	<i>1,000 Positions</i> , Four page brochure <i>What will you do a Year</i> <i>from now?</i>	1916

<b>MG 76</b>			66
Box	Folder		
[2]	50	16 page fold out brochure <i>Opening Week Sept. 4 - 11, 1917</i>	1917
	51	<i>Education and Employment</i> 16 pages.	1918
	52	16-page fold out brochure <i>Train for an Executive Position.</i>	1919
	53	First follow-up letter to Girls and First follow-up letter to Boys, <i>How's your sister doing?</i> letter, and <i>As it was in 1857</i> letter	ca.1920
	54	Brochure regarding successes on the Civil Service tests	1927
	55	Brochure <i>White Collar vs. Blue Overall</i>	1927
	56	Poster	1929
	57	Employment listing June 1, 1928 to June 1, 1929	1929
	58	Employment listing June 1, 1929 to June 1, 1930	1930
	59	Miscellaneous brochures	ca. 1930
	60	Miscellaneous clippings	1930s
	61	Public Relations clippings	1930s
	62	Employment promotions	1930
	63	Brochures with the theme "The Owl's Eye"	1931
	64	<i>Life at ABC</i>	1934
	730	Large Poster – see OV 68	ca. 1935
	731	Newspaper clippings – see OV 68	1935
	65	<i>Life at ABC</i>	1935
	66	Sports Clippings	1939-40
	754	Three Scrapbooks of Public Relations clippings Scrapbook – see OV 71	1938 - 1939
	755.5	Scrapbook – see OV 71	1939 – 1940

<b>MG 76</b>			67
Box	Folder		
[3]	755.7	Scrapbook – see OV 76	1940 – 1942
	67	Advertising	1940
	68	4-page pamphlet	ca. 1947
	69	Summer School poster	1940s
[3]	70	Public Relations notebook	
	71	<i>Big Time Bosses</i> 12 pp. cartoon brochure	ca. 1947
	72	<i>Serving the Services</i>	ca. 1946
	73	Nationwide Poll reported	1947
	732	Public Relations Clippings – see OV 69	1949
	74	Albany Business College envelope	1950s
	75	<i>For Bosses Only</i> 20 pp. cartoon brochure	ca. 1950
	733	Artwork for <i>Big Time Bosses</i> , <i>Memo to Miss Jones</i> , etc-OV 69	1950s
	76	<i>Memo to Miss Jones</i> 20 pp. cartoon brochure	ca. 1950
	734	Albany Tulip Queen – see OV 68	1951
	77	Copy for <i>Secretary's Day</i>	1950s
	78	Copy for <i>Big Time Bosses</i>	1950s
	79	Public Relations clippings – 2 files	1960s
	80	Public Relations clippings – 2 files	1960s
	81	Miscellaneous clippings	1960s
	82	Evening Advertising - 4 files	1960s
	83	Evening Advertising - 4 files	1960s
	84	Evening Advertising - 4 files	1960s

<b>MG 76</b>			68
Box	Folder		
[4]	85	Evening Advertising - 4 files	1960s
	86	Miscellaneous Advertising materials	1960s
	87	Advertising, Guidance Counselor's Newsletters	1960s
	735	Advertising Poster and Brochure – see OV 68	1960s
	88	For Your Information	1961
	89	Guidance Counselor Mailing With the following advertising materials: Employment Survey of 1961 graduates <i>100th Anniversary Booklet</i> <i>Useful Facts</i> <i>New York State Association of Registered Private Business Schools</i> <i>Try to get a Year at Business College.</i> <i>Don't Overlook the Business College</i> Student Handbook 1961. <i>Business Careers for Young Men</i> <i>Big Time Bosses</i> <i>Directory of Accredited Institutions and Operating Criteria 1961-1962</i> Evening School brochure <i>Careers in Business for Young Women</i> <i>Automation Training</i>	1961
	90	Advertising Brochures	1964
	91	Public Relations clippings	1964
	736	Historic Capitaland – see OV 69	1964
	92	Guidance Counselor Mailing With the following ABC advertising materials: <i>ABC Alumni Newsletter</i> Fall 1965 <i>Correct Conduct for Career and College</i> <i>60 Ways to Improve Your Personality</i> <i>Opportunities in Business Careers Young Women</i> <i>Rewarding Careers in Business for Young Men</i> <i>Vocational Facts about Business Careers</i> 16-page brochure/catalog <i>Useful Facts About Business Careers for Guidance Counselors</i> Reading Training brochure Newsletter to Guidance Counselors Evening Division brochure	1965-66

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Box Folder  
[4]

Automation Accounting brochure  
*Business Careers in Business for Young Men*  
*Don't Overlook the Business College*  
Evening Division Catalog 1965-1966.  
Catalog 1964-1966  
*Jim Tells His Story.* Poster advertisement  
Guidance materials in Business Careers custom file folder.

93	Miscellaneous Advertising materials	1968
94	Newspaper advertising mat	1969
95	Guidance Counselor mailing Similar to those listed above	1969
[5] 96	Advertising, Madison North	1970s
97	Miscellaneous advertising materials	1970s
98	Poster and Fact Sheet	1970s
737	Poster and View Book – 2 files – see OV 70	1970s
99	Marketing	1970s
100	Materials sent to freshmen students	1970
101	Albany Business College Identity Program – Audio Tapes	1973
102	Advertising Campaigns including audiotapes of radio advertising	1973-1974
103	Guidance Counselor mailing incomplete, contains: <i>1972-1974 Albany Business College</i> Poster with mailing cards <i>Student Life</i> Printed from the 197? Yearbook <i>ABC Newsletter</i> Spring 1973	1974
739	<i>Business Biography</i> from the <i>Times Union</i> - see OV 70	1975
104	Welcoming Packet for Fall 1979 Students	1979
105	Advertising Materials	late 1970s
106	Miscellaneous advertising materials	1980s

<b>MG 76</b>			70
Box	Folder		
[5]	738	Advertising Poster - see OV 70	1980s
	107	Clippings	1980s
	108	Evening Division Advertising	1980s
	109	Pam Sawchuk materials	1980s
	110	Pam Sawchuk Associates Public Relations files	1981-1983
	111	Outdoor Advertising	1982
[6]	112	Marketing Proposal – File	1982
	113	Marketing Proposal – Binder	1982
	114	<i>ABC 125 Years</i> Eight page brochure, <i>We Know Our Business</i>	1982
	115	Miscellaneous Public Relations materials	
	116	Summer Advertising	1983
	117	Newspaper Advertising	1983
	118	Marketing Information	1983
	119	Pam Sawchuk Associates Public Relations files	1984
	120	Pam Sawchuk Associates Public Relations files	1985
	121	Continuing Education	1985-1988
	122	Career Day brochures	1985-1986
	123	Pam Sawchuk Associates Public Relations files	1986
	124	Pam Sawchuk Associates Public Relations files	1987
	125	ABC Notebook preparation	1987
	126	Clipping – ABC Sold to Bryant and Stratton	1988

#### ADMINISTRATION

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Box Folder

This series is in alphabetic order according to subject matter.

[7]	127	Accreditation	1950s
	128	Accreditation	1960s
	129	Accreditation	1960s
	130	Accreditation Correspondence	1967-68
	131	Accreditation Correspondence	1970s
	132	Annual Reports	1970s
	133	Accreditation Meeting	1972
[8]	134	Self Study	1975
	135	Visit Response and Correspondence	1976
	136	Visit Response	
	137	Visit Response	
	138	Self Study	1988
	139	Visit Response	1988
	140	<i>Accounting, History of</i>	1975
	141	Action Council	1960s
	142	Christmas Entertainments	1888-1893
	143	Lecture Programs	1888, 1892-93
	144	Programs	1889, 1893-94
[9]	145	Activities incl. Field Day and Christmas	1900s
	146	Activities incl. Field Day and Christmas	1910s
	147	Speech by Gov. Martin Glynn	

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Box	Folder		
[9]	148	Musical Play Program	1930s
	149	Scrapbook with clippings by Don Wilmot	1933-34
	150	<i>Spotlite</i> Drawing of Carnells	1930s
	151	Publications Programs	1962, 1969
	152	Literary magazine, <i>Snow Flower</i>	1970s
	153	Student Life insert from <i>The Owl</i> ,	1970s
	154	Recognition Dinner program	1975
	155	Admissions-Bryant & Stratton transition	1988
	156	Admissions follow-up letters	1960s
	157	Admissions follow-up procedures	
	158	Admissions Listings	1955-62
	159	Admissions Listings	1966-67
	160	Admissions Listings	1968-72
[10]	161	Admissions Listings	1987-88
	162	Information	1962-85
	163	Materials	1969
	164	Analyses	1980s
	165	Admissions Visit to Rochester Area	1970s
	166	Admissions - Schedules of recruiters	1961-1966
	167	Admissions - Schedules of recruiters	1967-68
	168	Admissions - Schedules of recruiters	1968-69
	169	Admissions - Schedules of recruiters	1969-70
	170	Admissions - Schedules of recruiters	1969-70



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Box Folder

[10]	171	Academic Council	1983
	172	Advisory Business Council	1983
	173	Advisory Business Council	1983-84
	174	Advisory Business Council	1984
[11]	175	Alpha Beta Kappa, Honor Society	1975
		Alumni Activities	
	176	Adirondack Area Chapter	1962
	177	Tri-Cities Chapter	1962
	178	Homecoming	1966-67
	179	Homecoming	1969
	180	Homecoming	1971
	181	Homecoming	1972
	182	70 <sup>th</sup>	1927
	183	75 <sup>th</sup>	1932
	184	90 <sup>th</sup>	1947
	185	100 <sup>th</sup>	1957
	186	125 <sup>th</sup>	1982
	187	125 <sup>th</sup>	1982
	188	125 <sup>th</sup>	1982
	189	125 <sup>th</sup>	1982
	190	125 <sup>th</sup>	1982
	191	Association of Independent Colleges & Schools	1969

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Box	Folder		
[11]	192	Association of Independent Colleges & Schools	1977-85
	193	Association of Proprietary Colleges	1980s
	194	Business Education Research of America	
	195	<i>Sincerely Yours</i> Newsletters	1967-73
[12]	196	P. Carnell III file	1971-72
	197	P. Carnell III file	1974
	198	P. Carnell III file	1974
	199	Capital District Personnel & Guidance Association	1969-70
	200	Eastern Business Teachers Association	1960s
	201	Eastern Business Teachers Association	1968-69
	202	New York Association of Registered Private Business Schools	1968-69
	203	United Business Schools Association	1970s
	204	Brewster Building & Pemberton's Store	1880s
	205	Building Proposal-130 Washington Avenue	1923
	206	Artwork - 130 Washington Avenue	1930s
	207	Lathrop Memorial at 130 Washington Avenue-photocopy	1930s
	208	Dedication of 130 Washington Avenue	1934
	209	Renovation of Offices & Data Processing Room	1970s
[13]	210	Business Teacher Workshop	1968
	211	Business Teacher Workshop	1978
	212	Button, Daniel	1967
	213	Cafeteria	

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Box	Folder		
[13]	214	Career Day	1973
	215	Career Day	1979
	216	Career Day	1980
	217	Career Day	1980
	218	Career Day	1984
	219	Career Day	1986
	220	Career Day	1987
	221	Career Day	1988
	222	Copies of Registration Forms for John R. Carnell & Linda Hitchcock	1864, 1868
	223	Banquet for John R. & Linda Carnell	1898
	224	Clipping of Prentiss Carnell Sr.	1941
	225	Census, ABC	1897-1933
	226	Census, ABC	1930-1962
	227	Civil Service Classes	1972
	228	Employees' Training Program	
	229	Computer Study	1960
	230	Consumer Protection Board	1979
	231	Reply to Consumer Protection Board by NYS Beauty School Association and Council for Career Education	1979
	232	Corning, Erastus "Tip"	1934
	233	Correspondence, Miscellaneous	1893
	234	Correspondence, envelope	1890s
	235	Correspondence, variety of envelopes & postcards	1910s

<b>MG 76</b>			76
Box	Folder		
[13]	236	Correspondence	1920s
	237	Correspondence	1930s
	238	Correspondence	1940s
[14]	239	Correspondence	1950s
	240	Correspondence	1969
	241	Course Syllabi	1964
	242	Data Processing Equipment Evolution	1958-1983
	243	Data Processing Purchase	1982
	244	Degree - Associate degree approval	1971-72
	740	William Roberts Diploma – see OV 75	4/19/1888
	741	Harry H. Hodgkin Diploma - see OV 75	9/14/1903
	742	Royal Blackbee Diploma - see OV 75	7/21/1905
	743	Helena Godfrey Diploma - see OV 75	7/26/1907
Rack 85		Cyrus P. Hard, Framed Diploma	4/19/1908
	744	Carl Taylor Diploma - see OV 75	7/11/1908
	745	Louis Cohn Diploma - see OV 75	7/17/1908
	746	Emma B. Crocker Diploma - see OV 75	8/02/1912
	747	Florence Lantz Diploma see OV 75	7/11/1913
	748	Agnes Nodine Diploma - see OV 75	3/27/1914
	245	Diplomas - miniature	1913
	246	Diplomas - sample copy	1970s
	814	Diplomas – Samples – see OV 72	

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Box	Folder		
[14]	247	Diplomas - Seals for diplomas	
	248	Registration letter	1927
	249	Registration letter	1932
	250	Registration letter	1939
	251	Correspondence	1950s
	252	Approval for veterans' training	1958
	253	Registration certificates Also AICS accreditation certificate	1965-1967, 1971-72 1965
	254	Statistical Reports	1970s
	255	Report of team visit for Associate Degree	1971
	256	Statistical Reports	1970s
	257	Statistical Reports	1973-74
	258	Statistical Reports	1973-74
	259	Statistical Reports	1973-74
	260	Statistical Reports	1974-75
	261	Statistical Reports	1980s
	262	Statewide Plan	1976
[15]	263	Progress Report	1978
	264	Statewide Plan	1984
	265	Statewide Plan	1988
	266	Employment Listings	1976-77
	267	Employment Listings	1978
	268	Employment Listings	1981, 1982, 1983, 1985

<b>MG 76</b>			78
Box	Folder		
[15]	269	Employment Listings	1988
	270	Enrollment Listing	
	271	Enrollment Listing	
	272	Enrollment Listing	
	273	Enrollment Listing	
	274	Enrollment Listing	
[16]	275	Enrollment Listing	
	276	Enrollment Listing	
	277	Enrollment Listing	
	278	Enrollment Listing	
	279	Enrollment Listing	
	280	Equal Employment Opportunity Self-Evaluation	1980s
	281	Evening Division, Director Candidates	1983
	282	Federal Financial Aid Notification	1970, 1978
	283	Reports	1970s
	284	Agreements, Budgets	1970s
	285	Proposal	1975-76
	286	Proposal	1976-77
	287	Proposal	1977-78
	288	Proposal	1978-79
[17]	289	Proposal	1979-80
	290	Administrative File	1979-80

	<b>MG 76</b>		79
Box	Folder		
[17]	291	Financial Aid-Testimony before Congress	1965
	292	Federal Financial Aid, Applications	1969-70, 1974-78
	293	Fiscal Operations Reports	1974-77
	294	Audits	1976-79
	295	Audit	1977-78
	296	Audit by US General Accounting Office	1982
	297	Title IV Eligibility	1988
	298	NYS Financial Aid, Tuition Assistance Audit	1978
	299	Geer article re <i>Meeting College Costs</i>	1974
	300	Copy from the New York State Gazetteer	1860
	301	Founder's Day	1896, 1897, 1900
	749	Copy from Rotogravure Section – see OV 75	1936
	750	Original Registration Certificate correspondence – see OV 70	1988
	302	Original Registration Certificate correspondence	1988
	303	Housing	ca. 1941, 1968
	304	Housing, Harmony Hall Reunion	1987
	305	Journalism	ca. 1940
[18]	306	Library, acquisition record	1961-1983
	307	Management Committee	1983
	308	National Office Management Association/Administrative Management Society	1951-1984
	751	Office Layout – See OV 69	1982
	309	Packard, Silas S. - ABC founder	1896 and later

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Box	Folder		
[18]	752	Silas S. Packard - <i>Common Sense Education</i> , newspaper of Packard's Business College – See OV 70	1896
	310	Papal Blessing	1971
	753	Penman's Art Journal – Tribute to Silas Packard + Loving cup See OV 70	1896
	311	Penmanship sample	1880s
	312	Penmanship correspondence	1949
	313	Penmanship correspondence	1968
	314	President's Report	July-Dec. 1966
	315	President's Report	Jan.-June 1967
[19]	316	President's Report	July-Dec. 1967
	317	President's Report	Jan.-June 1968
	318	President's Report	July-Dec. 1968
	319	President's Report	Jan.-June 1969
	320	President's Report	July-Sept. 1969
	754.5	Public Relations – three large scrapbooks See OV 71	1938 – 1939
	755.5	See OV 71	1939 – 1940
	756.5	See OV 76	1940 - 1943
	321	Public Relations Institute	1969
	322	Public Relations Institute - banquet program	1964
	323	Public Relations Institute Alumni Listing	1985
	324	Receipts for tuition, services	1886, 1898, 1902
	325	Receipts for tuition	1908, 1913



<b>MG 76</b>			81
Box	Folder		
[19]	326	Report Card – Catherine Mattice	1889
	326.5	Report Card – Myrtle Little and a receipt	1911
	327	Salary & Benefits - ABC Staff	1980s
[20]	328	Salary Surveys - local Administrative Management Society	1963, 1967, 1970, 1971, 1974
	329	Salary Survey - By the national AMS	1965-1968, 1970-1973.
	330	Scholarship Resolutions	1981
	331	School Visitation Trip	1961
	332	Seminar, Personal Computer - dBase II	1980s
	333	Seminar, Personal Computer - Lotus 123	1980s
	334	Shorthand notes	1889
	335	Speaker's Bureau	ca. 1980
	336	Speech File - P. Carnell III	1950s-1980s
	337	Summer Classes	ca. 1960
	338	Transfer Student	1967
	339	Transfer Student	1971
	340	Tuition Receipts for John Carnell and Linda Hitchcock	1864, 1868
	341	Bookkeeping Textbook by John R. Carnell	1874
	342	Catalog and Advertising	1870s
	343	Stereopticon slide of Troy Business College classroom	1870s
	343.5	Troy Business College catalogue	1870s
[21]	344	Catalog	1894
	345	Illustrations from catalog	ca. 1900

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Box Folder

[21]	345.3	Troy Business College city directory advertising	1950s
	346	<i>The Troy Business College Journal</i>	1904
	347	Catalog and merger announcement	1950-51
	347.5	Additional merger materials	1951
	348	Typewriting, History of	1934
	349	Typewriting - Speed Champion, photo and copy	1929
	350	World's Fair Brochure - World's Columbian Exposition	1893
	351	Word Processing Report	1982
		BASKETBALL - Arranged in chronological order.	
	352	Score Book	1948-49
	353	Score Book	1951-52
	354	Score Book	1953-54
	355	Score Book	1954-55
	356	Score Book	1956-57
	357	Score Book	1957-58
	358	Score Book	1960-61
[22]	359	Score Book	1962-63
	360	Score Book	1963-64
	361	Score Book	1964-65
	362	Score Book	1965-66
	363	Score Book	1966-67
	364	Score Book	1967-68

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Box	Folder		
[22]	365	Score Book	1968-69
	366	Score Book	1978-79
	367	Score Book	1979-80
	368	Score Book	1980-81
[23]	369	Program ABC vs. Albany College of Pharmacy Jan. 1, 1957	1957
	370	Press Books	1956-57 to 1969-70
	371	Coaches Files	1955-56 to 1956-57
	372	Coaches Files	1958-59 to 1959-60
	373	Various publications	1960's
	374	Coaches Files	1960-61 to 1961-62
	375	Coaches Files	1962-63 to 1963-64
	376	Coaches Files	1964-65 to 1965-66
	377	Coaches Files	1966-67 to 1967-68
[24]	378	Coaches Files	1968-69 to 1969-70
	379	Basketball Clippings	1970s
	380	Basketball Program Invitational Tournament at Adirondack Community College	1971
	381	Basketball Budgets	1970's
	382	Coaches Files	1972-73
	383	National Little College Athletic Association Tournament Program, 1974 Mt. Vernon, Ohio	
		GRADUATION - This series is in chronological order	
	384	Invitation	1934

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Box	Folder		
[24]	385	List of Alumni Award winners at graduation 1936-1966	1936
	386	Speech by P. Carnell Sr. Award to Ernest Vedder Hoit	1937
	387	Letter to George A. Eastwood	1944
	388	Clipping award to Lt. Gov. Harold Arthur '28, Vermont	1949
	389	Graduation administrative files	Before 1964
	390	Graduation Programs	1934-1939
	391	Graduation Programs	1940-1949
	392	Graduation Programs	1950-1959
	393	Graduation Programs	1960-1969
[25]	394	Graduation Programs	1970-1979
	395	Graduation Programs	1980-1988
	396	Graduation administrative files	1964
	397	Graduation administrative files	1965
	398	Graduation administrative files	1966
	399	Graduation administrative files	1967
	400	Graduation administrative files	1968
	401	Graduation administrative files	1969
	402	Graduation administrative files	1970
	403	Graduation administrative files	1971
[26]	404	Graduation administrative files	1972
	405	Graduation administrative files	1973
	406	Graduation administrative files	1974

<b>MG 76</b>			85
Box	Folder		
[26]	407	Graduation administrative files	1975
	408	Graduation administrative files	1976
	409	Graduation administrative files	1977
	410	Graduation administrative files	1978
	411	Graduation administrative files	1979
	412	Graduation administrative files	1980
[27]	413	Graduation administrative files	1981
	414	Graduation administrative files	1982
	415	Graduation administrative files	1983
	416	Graduation administrative files	1984
	417	Graduation administrative files	1985
	418	Graduation administrative files	1986
	419	Graduation administrative files	1987
	420	Graduation administrative files	1988
	421	Graduation Speeches by P. Carnell III	1980s

LEGAL - These files are in order by subject and within subject by date.

College

[28]	422	Photostat of certificate from the University of the State of New York N. D.	
	423	Correspondence regarding the use of the word "college"	1890s
	424	Legal brief from Attorneys Scherer and Downs	1910

Partnership

	425	Partnership Agreement between John R. Carnell, and Benton S. Hoit	1896
		Partnership Agreement between John R. Carnell, John R. Carnell Jr., Prentiss Carnell and Benton S. Hoit	1906

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Box Folder  
[28]

Memo regarding death of John R. Carnell 1920  
 Revision of Partnership Agreement 1926

Real Estate regarding 130 Washington Avenue College Building

754 Deed Thomas A Bridgen, Master in Chancery, to Ichabod L. Judson 1828  
 Deed Mary Schuyler to Ichabod L. Judson – See OV 75 1835

426 Mortgage by J. P. Giraud Foster 1873  
 Mortgage Albert C. and Maria Judson to Hester Elizabeth Wells 1877

426.5 Photocopy – Biography of Leland Stanford & Jane Lathrop Stanford

427 Title Search April 25, 1828 to April 26, 1894. 1828-1894  
 Deed Anna M Lathrop to Jane E. Stanford 1885  
 Deed Ariel Lathrop & wife, Charles G. Lathrop & wife, and 1885  
 Henry C. Lathrop to Mrs. Jane E. Stanford

428 Warranty Deed Edmund L. Judson to Michael Mulhill 1886  
 Deed Michael Mulhill to Jane E. Stanford 1886  
 Search from 1765 to April 27, 1886 including rough map. 1765-1886

429 Mortgage and Bond Mary Ann and Felix McCann to 1890  
 Ellen Archdeacon  
 Assignment of mortgage James Tracey, executor, to Emma S. Cassidy 1893  
 Discharge of Mortgage Emma S. Cassidy to Mary Ann & 1901  
 Felix McCann  
 Deed Jane L. & Leland Stanford to The Society for the Relief of  
 Orphans and Destitute Children in the City of Albany  
 Assignment of Mortgage Mary Dolan to Emma Cassidy 1893  
 Mortgage and Bond Mary Ann & Felix McCann to Mary Dolan 1892

430 Receipt for Taxes 1898  
 Extension of Mortgage Albert Judson to Hester Wells 1897  
 Mortgage & Bond Mary Ann & Felix McCann to James Tracey, 1897  
 Trustee  
 Receipt for Water Taxes 1898

431 Handwritten notes from deed, Book 502, Page 261. 1898  
 Receipt for \$9,250 signed George A. Wells, Attorney.  
 Discharge of Mortgage Hester Wells to Albert Judson 1898.  
 Satisfaction of Mortgage Charles S. Pruyn and Foster Pruyn, 1898  
 Trustees, estate of Ichabod S. Judson, deceased  
 Deed George H. Waggoner and wife to Jane L. Stanford 1895  
 Deed Hester E. Judson Wells, Elizabeth Judson Griswold to 1898

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Box Folder

## George Waggoner

[28]	432	Deed Jane L. Stanford to Albany Orphan Asylum	1900
		Deed Mary Ann McCann to Jane L. Stanford	1901
		Search	1795-1901
		Deed Jane L. Stanford to Albany Orphan Asylum	1902
	433	Prentiss Carnell to Prentiss Carnell, Jr.	1935
		Assignment 1/4 interest of mortgage Ethel Bradley Carnell to Prentiss Carnell, Jr.	1935
	434	Abstract of Title 1975-1977	1977
	435	Abstract of Title for 130 Washington Avenue from 1817.	1939
	436	Abstract of Title 136 Washington Avenue from 1817	1920s-1941
	437	Purchase of 136 Washington Avenue from Harry and Ethel Cliff	
		<u>Other Real Estate Matters</u>	
	438	Palmer Correspondence	1921
	439	Architect Walter P. R. Pember regarding building 130 Washington Avenue College Building.	1923
	440	Addition to original 130 Washington Avenue.	1933
	441	Contracts and correspondence regarding the 1926 and 1933 building projects.	1926, 1933
[29]	442	Assessment matters	1930s
	443	Dissolution of Albuco Realty Corporation.	1934
	444	Appraisal of 130 Washington Ave. Miscellaneous papers.	1951
	445	Appraisals of 130 and 136 Washington Ave.	1954, 1976
	446	Possible sale of 130 Washington Ave.	1973
	447	Misc. Real estate matters	1960s, 1970s
	448	Purchase and Sale of 385 and 387 State Street for women's dormitories.	1970s

Box Folder

[29]	449	Construction of "bridge" between 130 and 136 Washington Avenue 1967	
	450	Miscellaneous legal matters	
		LEGISLATIVE.	
	451	Certified Public Accountancy bills	1931
	452	Certified Public Accountancy bills	1933
	453	Certified Public Accountancy bills	1935
	454	Certified Public Accountancy bills	1936
	455	Certified Public Accountancy bills	1939
	456	Certified Public Accountancy bills	1940
[30]	457	Certified Public Accountancy bills	1946
	458	Certified Public Accountancy bills	1948
	459	Certified Public Accountancy bills	1951
	460	Federal Trade Commission regarding Trade Rules and Regulations 1974- Preparation for testimony January 14, 1976	1976
	461	Transcript of testimony of Private School witnesses, 1/14/76	1976
	462	Suit US Court of Appeals, Second Circuit, NYC re FTC matters. 1978-79	
	463	Miscellaneous Legislative matters	
[31]	464	Miscellaneous Legislative matters	
	465	Unincorporated Business Tax History of the issue.	1931
	466	Unincorporated Business Tax	1936
	467	Business School Registration	1936
	468	Junior College Bill.	1936
	469	Certified Shorthand Reporting	1943



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Box	Folder		
[31]	470	Veterans Training	1946
	471	Tax Preparation	1949
	472	National Legislation	1950
	473	Testimony by Prentiss Carnell re the Higher Education Act of 1965	1965

## Series II. FACULTY AND STUDENT RECORDS

### A. Student Receipt Books - Arranged in chronological order

[61]		Student Receipt Books	5/12/1884 to 2/5/1894
[62]		Student Receipt Books	2/6/1894 to 9/6/1900
[63]		Student Receipt Books	9/27/1900 to 1/16/1906
[64]		Student Receipt Books	1/15/1906 to 7/15/1912
[65]		Student Receipt Books	6/6/1911 to 1/11/1914

### B. Faculty Manuals and related Files - Arranged in chronological order

[31]	474	Charles Greenwood Allen, Instructor and Department Head	1894 - 1945.
	475	Clipping, Ruth M. Millett, secretary to P. Carnell Sr. and Dean of the college	1940's
	476	Misc. a. Speech by P Carnell III to ABC Staff re Marketing	1950s
		b. Addenda to 1956-58 catalog.	1956
		c. Faculty letter, September 1957	1957
		d. ABC Spotlight student newspaper 1935	
		e. Article <i>Alumni News Letter</i> by E. B. Carnell in Baxandall Newsletter	1952
	477	Faculty Letter	May 1961
		Faculty Directory	1962-63
		Table of organization	1966-67
		Clippings of new faculty members	1966
		Resumes and notes about new faculty members	1960s

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Box	Folder		
[31]	478	In-School Faculty Conference	
	479	Faculty Manual	1962, 1964-65
[32]	480	Faculty Manual	1966-68
	481	Faculty Manual	1966
	482	Faculty Manual	1966-67 - 68-69
	483	Faculty Manual	1968
	484	Staff Memos	1960s
	485	Faculty Meeting Notes	1960s
	486	Faculty Newsletters	1960s
	487	Faculty Listing	
	488	Faculty Meeting agenda, notes and minutes	1978
	489	Faculty Manual	1973-74
	490	Student-Faculty Committee	1970
	491	Faculty/Administration Contracts	1979-81
	492	Faculty/Administration Contracts	1981-82
	493	Faculty/Administration Contracts	1983-84
	494	Faculty Liaison Committee	1981-1983
	495	Revision of Faculty Manual by Hobart Conover, never published.	1983
[33]	496	Faculty Manual	1980s
	497	Faculty/Administration Contracts	1985-86 – 1988-89
	498	Faculty/Liaison Committee	1981-83
	499	Faculty newsletter <i>For Your Information</i> .	1983-84

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Box Folder

## C. Faculty and Staff Personnel Files – alphabetic order

[33]	500	Alexander-Eulls to Bilins	1960s to 1980s
	501	Bogdan to Brew	1960s to 1980s
	502	Brookins to Campagnola	1960s to 1980s
	503	Cardamone to Curtin	1960s to 1980s
[34]	504	Daffner to Doak	1960s to 1980s
	505	Docteur to Euker	1960s to 1980s
	506	Farlow to Gardiner	1960s to 1980s
	507	Gillespie to Harrison	1960s to 1980s
	508	Hayes to Hoffman	1960s to 1980s
	509	Homel to Lawton	1960s to 1980s
[35]	510	Lennon to MacLenathen	1960s to 1980s
	511	Margan to Matturro	1960s to 1980s
	512	McCarthy to Paige	1960s to 1980s
	513	Paju to Provost	1960s to 1980s
	514	Ptacek to Richardson	1960s to 1980s
	515	Righi to Sanderson	1960s to 1980s
[36]	516	Santilli to Segore	1960s to 1980s
	517	Sterling to Werneke	1960s to 1980s
	518	Willett to Zimmerman	1960s to 1980s

not here D. Student Payment Records

Series III. PHOTOGRAPHS The Sub series of this Series are A: Primary Collection, B: Scrapbook - 1938-39, C: Graduation Pictures and D: Hudson River Excursions.

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Box Folder

1. The file folders for the primary photograph collection are as follows:

	755	Advertising – Drawings for <i>Owl</i> - See OV 72	
	756	Advertising – Photos - See OV 72	1980s
[36]	520	Advertising - Catalog Photos	1940s, 1950, 1980s
	521	Advertising - Catalog Cover slides	1980s
		Activities	
	522	Banquets, Awards	
	523	Blood Drives	
	524	Bowling League & Banquets	
	525	Big Brother/Big Sister	
	526	Camera Club	1938
	527	Dance Committee	1926
	528	Dramatics Club	1960s, 1970s
[37]	529	Distributive Education Clubs of America (DECA)	
	530	Formal Dances - 1 of 2	1940s-1970s
	531	Formal Dances - 2 of 2	
	757	Snow Ball Candidates – See OV 70	1960s
	532	Informal Dances	
	533	Halloween Dances	1970s
		Fraternities/Sororities	
	536	Alpha Iota	
	537	Delta Nu Omega	
[38]	538	Phi Theta Pi	

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Box Folder

[38]	539	Theta Alpha Chi	
	540	Future Secretaries of America	
	541	Glee Club	
	542	Hudson River Excursion & Field Day See Series D	
	543	Las Vegas Night	
	544	Martial Arts Club	
	545	Mock Senate	
	546	Newman Club	
	547	Outdoor Sports Club	
	548	Party at local bar	
	549	Picnics	
		Sports	
	550	Varsity Basketball	1908-09
	551	Varsity Basketball	1930s
	552	Intramural Basketball	
	553	Baseball	
	554	Varsity Baseball team	1930s
	555	Bowling	
	556	Cheerleading	
[39]	557	Golf	
	558	Intramural Football	
	559	Roller Skating	

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Box	Folder		
[39]	560	Soccer	
	561	Miscellaneous	
	758	Miscellaneous Sports-One large, one montage – See OV 75 1940s	
	??	Soccer	
	562	Tennis	
	563	Women’s Sports	
	564	Spotlite/Owl	
	759	Owl – 2 photomontage pages – See OV 70	1941
	760	Owl – 2 photomontage pages – See OV 70	1947
	761	Owl – photomontage pages – see OV 75	1947
	565	Spring Trip to Florida	
	566	Student Assemblies	
	567	Student Government	
	568	Winter Weekend	
		Miscellaneous – Pasteups for publication	
			early 1940s
	815	Civil Service Exams – See OV 77	
	816	Man Thinking – See OV 77	
	817	Glee Club – See OV 77	
	818	Typing Room – See OV 77	
	819	Field Day – See OV 77	
	820	Basketball – See OV 77	
	821	New Home – See OV 77	
	822	Album of Long Ago – See OV 77	

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Box Folder

- [39] 823 Class of 1941 – See OV 77
- 824 22 Posters – Antique Business Subjects – See OV 77 ca. 1900
- 762 Albany Business College Students & Faculty-Capitol Steps – See OV 70 1930s
- Alumni
- 569 Identified
- 570 Not Identified
- 571 Eva Ullenberg – German student at ABC 1963
- 572 Homecoming
- [40] 573 125th Anniversary
- 574 125th Anniversary at Saratoga Raceway
- 763 125th Anniversary at Saratoga Raceway – See OV 70 1982
- 575 Associate in Occupational Studies (AOS) degree
- Buildings
- 576 North Pearl Street building
- 577 Data Processing 1960s-1980s
- 764 Front Door – see OV 72
- 578 Exterior
- 579 Interior
- 580 Typewriting/Office Machines
- 581 Dormitories
- 582 Foreign Students
- Faculty and Staff

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Box	Folder		
[40]	583	No identification	
	584	A - C	
[41]	585	Carnell	
	586	D - F	
	587	G - H	
	588	I - L	
	589	M - P	
	590	Q - Z	
	591	ABC Faculty Group shots	1900s
[42]	592	ABC Administrators-J. R. Carnell, Sr. & Jr., Prentiss Carnell, Benton Hoit	
	593	Russell Miller at North Pearl St. Building	
	594	Graduation - 1 of 2	
	595	Graduation - 2 of 2	
	596	Miscellaneous-Identified	
	597	Owl mascot	
	598	Registration	
	599	Rexford Hopkins	
	600	Sorority House	
		Special Classes	
	601	"Charm"	
	602	MDTA Key Punch	
		Student Candid Photos	
	603	Apartment/Dormitory Living	



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Box Folder

[42]	604	Cafeteria/Recreation Hall	
	605	Classrooms	
[43]	606	Evening Classes	
	607	Hallways	
	608	Library	
	609	Office	
	610	Outdoors	
	611	Outdoors	1950s
	612	Typing/Computer Rooms	
	765	South Mall – Arial Photo in construction – see OV 75	1960s
	613	Tea for World War II Servicemen	1940s
	614	Miscellaneous Historical - J. R. Carnell diploma, Silas Packard bust, 1985 Pen Art	
	615	Miscellaneous Contact sheets - dorm, school and outside shots	1950s
	616	Mood Pictures - historical area sights for yearbook themes	
		B: Scrapbook -1938-1939	
	617	Student Activities	
	618	Publicity	
	619	Social	
	620	Sports	
	621	Miscellaneous	
		C. <u>Framed and oversize Graduation Pictures</u>	

Rack 85 33rd graduating class

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Box	Folder	
	766	34th graduating class – see OV 73
	767	40th graduating class – see OV 73
	768	43rd graduating class – see OV 73
	769	44 <sup>th</sup> graduating class – see OV 73
	770	51st graduating class – see OV 73
	771	63rd graduating class – see OV 73
	772	76th graduating class– see OV 73
Rack 85		77 <sup>th</sup> (sic) graduating class
	773	82nd graduating class – see OV 73
	774	96th graduating class – see OV 74
	775	98th graduating class – see OV 74
Rack 85		109th graduating class
Rack 85		122nd graduating class
	776	133rd graduating class – see OV 74
	777	133rd graduating class – see OV 74
	778	133rd graduating class – see OV 74
	779	135th graduating class – see OV 74
	780	143th graduating class – see OV 74
Rack 85		144th graduating class
	781	122nd graduating class – see OV 74
Rack 85		Dated Dec. 4, 1912, in front of the Capitol
	782	Dated Oct. 22, 1919, in front of the Capitol
	783	Class of 1945 – 2 copies – See OV 72

Box Folder

## D. Hudson River Excursions

- 784 13th Annual ABC Hudson River Excursion and Field Day, Baerena Park,  
Coeymans Township June 9th, 1906 – See OV 70 1906
- 785 17th Annual ABC Hudson River Excursion, June 16, 1910 1910  
See OV 70

Series IV. PUBLICATIONS Includes A: Catalogs; B: College Yearbooks, "The Owl"; C: "The Spotlight" and "The Alumni Newsletter"; D: Student Handbooks; and E: Student Newspapers.

## Sub series A: Catalogs

- 786 *Bryant, Stratton & Folsom's Albany Business College Monthly* 1865  
Original, very fragile. Also second copy. See OV 75
- 787 *The Albany Business Educator* See OV 75 1872
- [44] 622 *Catalogue of Folsom's Business College* 1881-1882
- 623 *School of Stenography, Type-Writing, Correspondence and* 1885  
*Penmanship at the Albany Business College*
- 624 *Twenty-ninth Annual Catalogue of Bryant & Stratton Albany* 1885-1886  
*Business College* 2 copies
- 625 *Thirtieth Annual Catalogue of Albany Business College* 4 copies 1886
- 626 *The Albany Business College and School of ShortHand* 1886-1887
- 627 *Catalogue of Students in Attendance at the Albany Business* 1887  
*College*
- [45] 628 *The Albany Business College and School of ShortHand* 3 copies 1888-1889
- 629 *Thirty-Second Annual Catalogue of Albany Business College* 1889
- 630 *Thirty-Second Annual Catalogue of Albany Business College (Sic)* 2 copies 1890
- 631 *Thirty-Third Annual Catalogue of Albany Business College* 1891
- 631.5 *Thirty-Third Annual Catalogue of Albany Business College (Sic)* 2 copies 1892
- 633 *Thirty-Fourth Annual Catalogue of Albany Business College* 2 copies 1893

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Box Folder

[45]	634	<i>Thirty-Fifth Annual Catalogue of Albany Business College</i> 2 copies	1894-1895
[46]	635	<i>Thirty-Fifth Annual Catalogue of Albany Business College</i> 2 copies different cover	1894-1895
	636	<i>Thirty-Fifth Annual Catalogue of Albany Business College</i> different version hand annotated	1894-1895
	637	<i>Annual Catalogue of Albany Business College</i> 2 copies	1896-1897
	638	<i>Annual Catalogue of Albany Business College</i> 2 copies	1897-1898
	639	<i>Annual Catalogue of Albany Business College</i> 2 copies	1898-1899
[47]	640	<i>Annual Catalogue of Albany Business College</i> 2 copies	1900
	641	<i>1902-1903 Albany Business College</i> 2 copies	1902-1903
	642	<i>50<sup>th</sup> Catalogue</i>	1904-1905
	643	Albany Business College 4 copies, 3 versions	1905-1906
	644	Albany Business College 2 copies	1906-1907
	645	(Albany Business College (Albany Business College 2 copies, both mutilated	1907-1908 1909-1910
	646	Albany Business College	1912-1913
	647	Albany Business College Albany Business College	1915-1916 1917-1918
[48]	648	Albany Business College 2 copies Albany Business College	1919-1920
	649	Albany Business College 2 copies	
	650	Albany Business College 2 copies Albany Business College	1925-1926
	651	Albany Business College Albany Business College Albany Business College	1927-1928 1928-1929 1929-1930

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Box	Folder	
[48]	652	Albany Business College Albany Business College Albany Business College 1930 1931 1932
	653	Albany Business College 2 copies Albany Business College 1934-1935
	654	Albany Business College 1935-1936
	655	Albany Business College Albany Business College 1936-1937 1937-1938
	656	Albany Business College Albany Business College 1938-1939 1939-1940
[49]	657	Albany Business College Albany Business College 2 versions 1940-1941 1942-1942
	658	Summer and Evening Advertising
	659	Albany Business College Albany Business College 2 copies 1945-1946
	660	Albany Business College Albany Business College Albany Business College 1950-1951 1951-1952 1952-1953
	661	Albany Business College Albany Business College Albany Business College Albany Business College 1953-1954 1956-1958 1958-1959 1959-1961
	662	Albany Business College Data Processing 2 versions 6 copies 1958
	?	Albany Business College 1958-1960
	?	Albany Business College 1962-1963
	663	Albany Business College 2 versions Albany Business College 1964-1965 1966
	664	Albany Business College 1968-1970
	665	Albany Business College Summer School 1960s

<b>MG 76</b>			102
Box	Folder		
[49]	666	Albany Business College Data Processing	1960s
	667	Albany Business College Evening Division	1964-1968
	668	Albany Business College Prep Program	1960s
	669	Albany Business College 2 copies Albany Business College	1971-1973
	670	Albany Business College Evening Division	1970-1979
[50]	671	Albany Business College Albany Business College Albany Business College	1972-1974 1974-1976 1975-1977
	672	Albany Business College Albany Business College and Financial Aid Questionnaire Albany Business College	1977-1979 1978-1980 1980-1982
	673	Evening & Continuing Education Division Bulletins	1980s
	674	Evening & Continuing Education Division Bulletins	1980s
	675	Summer School Bulletins	1980s
	676	Misc. Brochures	1980s
	677	Microcomputer Learning Center 2 copies	1984
	678	Albany Business College and Viewbook Albany Business College and Academic Supplement	1982-1984 1985-1987
	679	Albany Business College Albany Business College 2 copies	1987-1989

B. College Yearbooks, "The Owl" From 1940 and 1941, then runs 1951 though 1988, with only the year 1952 missing, not published.

[59]	<i>The Owl</i> 1940 2 copies, 1941 2 copies	1940. 1941
	<i>The Owl</i>	1951, 1953-1970
[60]	<i>The Owl</i>	1971-88

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Box Folder

C. The *Spotlite* and *The Alumni Newsletter*

[51]	680	<i>ABC Spotlite</i>	Feb. '32 – June '34
	681	<i>ABC Spotlite</i>	Summer 1936 – Dec. 1935
	786.5	<i>ABC Spotlite</i> - see OV 78	February 1936 – July 1937
	787	<i>ABC Spotlite</i> - see OV 78	November 18, 1936 - July 1937
	788	<i>ABC Spotlite</i> - see OV 78	November 1937 – July 1938
	789	<i>ABC Spotlite</i> - see OV 78	November 1938 – July 1939
	790	<i>ABC Spotlite</i> - see OV 78	November 1939 – Comm. 1940
	791	<i>ABC Spotlite</i> - see OV 78	Fall 1940 – Comm 1941
	792	<i>ABC Spotlite</i> - see OV 78	Fall 1941 – Spring 1942
	793	<i>ABC Spotlite</i> - see OV 78	1943 – Spring 1948
	794	<i>ABC Spotlite</i> - see OV 78	Fall 1948 – Winter 1950
	795	<i>ABC Spotlite</i> - see OV 78	Fall 1950 – Spring 1951
	796	<i>ABC Spotlite</i> - see OV 78	Fall 1951 – Spring 1953
	797	<i>ABC Spotlite</i> - see OV 78	Fall 1953 – Spring 1955
	798	<i>ABC Spotlite</i> - see OV 78	Fall 1955 – Spring 1957

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Box Folder

799	<i>ABC Spotlite-</i> see OV 78	Fall 1957 – Spring 1959
800	<i>ABC Spotlite-</i> see OV 78	Fall 1959 – Spring 1961
801	<i>ABC Spotlite-</i> see OV 78	Fall 1961 – Spring 1962
802	<i>ABC Spotlite-</i> see OV 78	Fall 1963 – Spring 1965
803	<i>ABC Spotlite-</i> see OV 78	Fall 1965 – Spring 1967
804	<i>ABC Spotlite-</i> see OV 79	Fall 1967 – Summer 1969
805	<i>ABC Spotlite-</i> see OV 79	Fall 1970 – Summer 1972
806	<i>ABC Spotlite-</i> see OV 79	Fall 1972 – Summer 1974
807	<i>ABC Spotlite-</i> see OV 79	Fall 1974 – Summer 1976
808	<i>ABC Spotlite-</i> see OV 79	Fall 1976 – Summer 1978
809	<i>ABC Spotlite-</i> see OV 79	Fall 1978 – Summer 1980
810	<i>ABC Spotlite-</i> see OV 79	Fall 1980 – Summer 1982
811	<i>ABC Spotlite-</i> see OV 79	Fall 1982 – Summer 1984
812	<i>ABC Spotlite-</i> see OV 79	Fall 1984 – Summer 1986
813	<i>ABC Spotlite-</i> see OV 79	Fall 1986 – Summer 1988



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Box Folder

D. Student Handbooks

[56]	719	Student Handbooks	1960s
	720	Student Handbooks	1970s
	721	Student Handbooks & Apartment Handbooks	1980s

E. Student Newspapers, *The Spotlight*

[51]	682	<i>Spotlite</i>	Sept - Dec 1936
	683	<i>Spotlite</i>	Jan. - May 1937
	684	<i>Spotlite</i>	Sept - Dec 1937
	685	<i>Spotlite</i>	Jan - May 1938
	686	<i>Spotlite</i>	Sept - Dec 1938
	687	<i>Spotlite</i>	Jan - June 1939
	688	<i>Spotlite</i>	Sept - Dec 1939
[52]	689	<i>Spotlite</i>	Jan - May 1940
	690	<i>Spotlite</i>	Sept - Dec 1940
	691	<i>Spotlite</i>	Jan - March 1941
	692	<i>Spotlite</i>	April - July 1941
	693	<i>Spotlite</i>	Sept - Dec 1941
	694	<i>Spotlite</i>	Jan - July 1942
[53]	695	<i>Spotlite</i>	Sept 1946-May 1947
	696	<i>Spotlite</i>	Sept - Dec 1947
	697	<i>Spotlite</i>	Jan - July 1948
	698	<i>Spotlite and Short Course in "College Journalism"</i>	1951

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Box	Folder		106
[53]	699	<i>Spotlite</i>	Sept 1966-June 1967
	700	<i>Spotlite</i>	Sept 1967-May 1968
	701	<i>Spotlite</i>	Sept 1968-May 1969
[54]	702	<i>Spotlite</i>	Sept 1969-May 1970
	703	<i>Spotlite</i>	Sept 1970-June 1971
	704	<i>Spotlite</i>	Sept 1971-May 1972
	705	<i>Spotlite</i> plus bound duplicate	Sept - Dec 1972
	706	<i>Spotlite</i> plus bound duplicate	Jan - Mar 28, 1973
[55]	707	<i>Spotlite</i>	Mar 29 - May 1973
	707.5	<i>Spotlite</i>	Oct 1975 - May 1976
	708	<i>Spotlite</i>	Sept - Dec 1976
	709	<i>Spotlite</i>	Jan - May 1977
	710	<i>Spotlite</i>	Aug 1977-May 1978
	711	<i>Spotlite</i>	Aug 1978-May 1979
	712	<i>Spotlite</i>	Aug 1979-May 1980
[56]	713	<i>Spotlite</i>	Aug 1980-Mar 1981
	714	<i>Spotlite</i>	Sept 1981-May 1982
	715	<i>Spotlite</i>	Sept 1982-May 1984
	716	<i>Spotlite</i>	1984-1985 inc.
	717	<i>Spotlite</i>	Misc. other dates
	718	Spotlite article - interview with P. Carnell Sr.	1950s

Box Folder

**Appendix A:** A listing of objects in the AIHA Collection that relate to the Albany Business College under the listing of **Societal Artifacts**.

1992.68.1 a,b MEDAL, WORLD'S COLUMBIAN EXPOSITION IN COMMEMORATION OF THE FOUR HUNDREDTH ANNIVERSARY OF THE LANDING OF COLUMBUS ... TO ALBANY BUSINESS COLLEGE, 1893, cast bronze in square aluminum case, Diam: 3 in. Location: Floor 3, Aisle \_, Box 15, Tray 2, Row B.

1992.68.2 a,b MEDAL, EXPOSITION UNIVERSELLE INTERNATIONALE 1900 ... ECOLE COMMERCIALE A ALBANY, N.Y., cast bronze in a tooled leather case, Diam: 2½ in. Location: Floor 3, Aisle \_, Box 15, Tray 2, Row A.

1992.68.3 a,b MEDAL, GOLD MEDAL LOUISIANA PURCHASE EXPOSITION ... 1904, won by Albany Business College, cast bronze in tooled leather case, triangle 2½ x 2½ in. Location: Floor 3, Aisle \_, Box 15, Tray 2, Row A.

1997.31.1 Trade sign – ptd black on yellow “Albany Business College Send for Journal”, wood, c. 1900. Location: Floor 1, Aisle 2, Sec. C, Shelf 6.

1997.31.2 Trade sign – black and orange on orange background; ptd. tin “Albany Business College Book-keeping-Shorthand-Telegraphy...” c. 1910. Location: Floor 1, Aisle 2, Sec. C, Shelf 6.

1997.31.3 Plaque, white marble rectangle “In Loving Remembrance of/SILAS SADLER/PACKARD/FOUNDER/OF THE/ALBANY BUSINESS COLLEGE/1857/DIED IN NEW YORK CITY/OCTOBER 27, 1898”. Location: Warehouse?.

1999.7.1 Horse Blanket – Rectangular; “Albany Business College 125<sup>th</sup> Year” in white letters on a blue felt background, white cotton twill tape border, August 28, 1981. Location Floor 3, ?

1999.7.2 Ruler – Black ink printed on maple, brass straight edge, 15 inches; “Albany Business College and School of Shorthand, Typewriting and Telegraphy, Albany, N.Y.” printed on front, c. 1910. Location: Floor 1, Aisle, 3, Section B, Drawer 5.

1999.7.3 Ruler – Black ink printed on maple, brass straight edge, 15 inches; “Albany Business College and School of Shorthand, Typewriting and Telegraphy, Albany, N.Y.” printed on front, c. 1910. Location: Floor 1, Aisle, 3, Section B, Drawer 5.

1999.7.4 Ruler – Black ink printed on maple; 12 inches; “Albany Business College, Albany, N.Y., U.S.A. Carnell & Hoyt” printed on front; Manu. National Adv. Co., Seneca Falls, NY” c. 1920. Location: Floor 1, Aisle, 3, Section B, Drawer 5.

1999.7.5 Ruler – Black ink printed on maple, 36 inches; “Albany Business College, Albany, N.Y., U.S.A. Carnell & Hoyt” printed on front; Manu. by Westcott-Jewell Co., Seneca Falls, N.Y.; c. 1920. Location: Floor 1, Aisle, 3, Section B, Drawer 5.

Box Folder

1999.7.6 Ruler – Black ink printed on maple, celluloid & brass edges; 12 inches; “Albany Business College and School of Business Administration, 83 North Pearl St. Albany, N.Y.” printed on front; Manu. by Westcott Rule Co., Seneca Falls, N.Y.; c. 1940. Location: Floor 1, Aisle, 3, Section B, Drawer 5.

1997.7.7 Watercolor on paper; mounted on board; Full view of Albany Business College building at 83 N. Pearl Street, Albany; signed G.S.P. in lower left corner. Location: ?

2000.28.1 Printing Block – “Albany Business College” on a horizontal oval, zinc alloy plate on wood; c. 1890. Location: Not stored, in Collections Office?

2000.28.2 Printing Block – “Albany Business College/Education/Employment” stylized horizontal logo copper coated steel mounted on wood; c. 1920. Location: Not stored, in Collections Office?

2000.28.3 Printing Block – An owl perched on an “At ABC” sign; horizontal rectangle; lead alloy plate mounted on wood; c. 1900. Location: Not stored, in Collections Office?

2000.28.4 Printing Block – Seal; “Albany Business College Founded 1857” in a band surrounding an owl and a laurel wreath; copper lead alloy plate mounted on wood; c. 1940. Location: Not stored, in Collections Office?

2000.28.5 Printing Block – Seal; “Albany Business College Founded 1857” in a band surrounding an owl and a laurel wreath; copper lead alloy plate mounted on wood; c. 1940. Location: Not stored, in Collections Office?

2000.28.6 Printing Block – Seal; “Albany Business College Founded 1857” in a band surrounding an owl and a laurel wreath; copper lead alloy plate mounted on wood; c. 1940. Location: Not stored, in Collections Office?

2000.28.7 Printing Block – A stylized Albany Business College logo; a crest emblazoned with letters “ABC” above an owl, a quill pen and a ribbon (“1857 Scientiam Habere Mihi Honor”); vertical rectangle; lead-alloy mounted on wood; c. 1940. Location: Not stored, in Collections Office?

2000.28.8 Printing Block – Library of the Albany Business College; horizontal rectangle; photochemical engraved copper plate mounted on wood; c. 1920. Location: Not stored, in Collections Office?

2000.28.9 Printing Block – Man and a woman conversing at an Albany Business College dinner party; horizontal rectangle; photo-chemical engraved copper plate mounted on wood; c. 1940. (probably Prentiss Carnell Jr.)

2000.28.10 Tie Tack – Stylized enameled Albany Business College logo; a crest emblazoned with the letters “ABC” above an owl; quill pen and a ribbon (“1857 Scientiam Habere Mihi Honor”); Gold-tone plated metal pin and chain, c. 1970.

2000.28.11 Tie Tack – Stylized owl perched on a ribbon spelling out the word “Owls”; Gold-tone plated metal pin and chain; c. 1970

**Appendix B:** A listing of related objects that are NOT in the AIHA Collection and their owner and location.

I. At the home of Prentiss Carnell:

- a. Large pen art ca. 1865, 36½ by 56 in., with photo of E.G. Folsom, drawing of an eagle and notation, “The Albany Business College, a Link in the Bryant & Stratton Chain of Business Colleges, Located in the Principal Cities of the United States and Canadas. E. G. Folsom, Principal, Young Gentlemen & Ladies Qualified for the Counting House”. **Now at AIHA**
- b. Framed engraving, portrait of John Richard Carnell, ca. 1860s, 23½ by 27 in.
- c. Diploma of John Richard Carnell in Double Entry Bookkeeping from Bryant & Stratton Mercantile College, Troy, NY dated June 26 1865, signed by C. E. Colenbeck, Teacher , Science of Accounts, and J. M Winspear, Teacher, Penmanship.

II. At the home of Andrew N. Carnell:

- a. Bronze bust of Silas Sadler Packard, 30 in. high, signed by “J. Q. A. Ward”
- b. Marble plaque, Inscribed “1857 – 1957, Commerating a Century of Service, Presented by Ex. Gov. Harold Arthur ’28, On behalf of Vermont Alumni”.

**Appendix C:** Related reference items owned by Prentiss Carnell, located at his home. **See Appendix F**

Cahalan, Thomas L. *Silas Sadler Packard, Pioneer in American Business Education*. Ann Arbor, Michigan, 1955. Submitted in partial fulfillment of the requirements for the degree of Doctor of Philosophy in the School of Education, New York University. Biography of S. S. Packard, founder of Albany Business College, as well as his philosophy as carried out in Packard’s Business College, New York City. Included is the influence of Mrs. Packard.

*Complimentary Banquet to S. S. Packard on his seventieth birthday*. No publisher, 1896. Speeches at Delmonico’s, picture of loving cup and childhood home of S. S. Packard.

Cowan, Leslie. *John Robert Gregg* Oxford, England: The Pre-Raphaelite Press, 1984  
Biography of the shorthand inventor, educator, publisher and humanitarian, whose achievements enriched the lives of millions.

Masi, Frank T. *The Typewriter Legend*. Secaucus, New Jersey: Matsushita Electric Corporation of America, 1985. Includes pictures of early typewriters.

Mellon, Donald. *The Role of the Entrepreneur-Educator in Private Business Education in the United States from 1850 to 1915 A Study in Conditioned Entrepreneurship*. Ann Arbor, Michigan, 1975. A doctoral thesis in partial fulfillment of the Doctor of Philosophy

Box Folder

degree in the Graduate School of Business Administration of New York University.

Miller, Jay W. with Hamilton, William J. *The Independent Business School in American Education*: New York, NY, Gregg Division of McGraw-Hill Book Company, 1964. A complete book describing proprietary business education to its many publics emphasizing quality. Miller and Hamilton were founders of business college accreditation. Several appendices including a history and bibliography.

Nowicki, Louis. *The 125<sup>th</sup> Anniversary Buffalo, New York*. Buffalo, NY, 1979. A 32 page booklet commemorating the 125<sup>th</sup> anniversary of Bryant and Stratton Business Institute.

*125 Years of Education for Business, the History of Dyke College 1848-1973*. Cleveland, Ohio, 1973. History of Dyke College including founder E. G. Folsom, who was owner of Albany Business College 1862-1884, when he sold to John R. Carnell. Contains a Family Tree, which shows how Folsom joined with Bryant and Stratton to form the famous chain of business colleges. John D. Rockefeller graduated from Folsom's College in 1855.

Packard, S. S. *Possibilities and Limitations of Business College Work*: No publisher, 1889. This paper was presented at the Annual Meeting of the Business Educators' Association of America, held in Cleveland, Ohio in July, 1889. It caused much discussion, including a motion to withdraw the paper. The motion lost.

Petrello, George J. with Wine, Mary B. *In Service to America - AICS (Association of Independent Colleges and Schools) at 75*: New York, NY Gregg Division of McGraw-Hill Book Company, 1988. A coffee-table book publicizes the business college field by a major publisher serving the schools. Pages 48 and 49 show the bust of Silas Packard and diploma from Troy Business College awarded to John. R. Carnell. Appendices include chairs of AICS and the Accrediting Commission of AICS.

Reigner, Charles G. *Beginnings of the Business School*. The H. M. Rowe Company, Baltimore and Chicago, no date. Page 65 tells of the beginnings of the Bryant and Stratton schools in Cleveland, Ohio in 1855. Chapter VIII describes the founding of the first few Bryant & Stratton schools in Cleveland, Buffalo, Chicago and Albany.

*Roll-Call of the Commercial Teachers' Federation in memory of S. S. Packard*. No publisher, 1898. From the notes of F. W. Mosher, Omaha, Neb., reporter for the convention. Packard died October 27, 1898 in New York City. 2 copies.

Stacy, L. E. *The Blue Book*. Meadville, PA, 1907. Contains photographs and sketches of a few Commercial Teachers including ABC teacher S. E. Bartow, page 106, and Troy Business College teacher Frank W. Martin. Contains brief biography of Robert C. Spencer, who founded Buffalo Mercantile College, second school in the Bryant & Stratton chain in 1854.

Box Folder

*The Case for Proprietary Education.* Bryant & Stratton, Buffalo, NY, Milwaukee, WIS and San Jose, Calif. 1969. A 26 page booklet summarizing research in private business education.

**Appendix D:** Financial Records of Albany Business College.

[57]	719	1. Albany Business Cash Journal	May 1, 1884-Sept.1887
	720	2. Albany Business College Ledger	May 1, 1884-Sept. 1887
	721	3. Albany Business College Ledger Including enrollment	1896-1909
[80]	722	4. Albany Business College Ledger Including enrollment to 1925-1926	1910-1920
	723	5. Albany Business College Ledger	1917-1929
	724	6. Albany Business College Ledger Prentiss Carnell et al (Real Estate partnership)	1930-1957
	725	7. Albany Business College Financial Report Prentiss Carnell et al	1959-1963 1959-1963
	725	8. Albany Business College Balance Sheet and Statement of Income and Loss Albuco, Inc. (Real Estate Corporation)	1964-1977 1964-1977
	725	9. Albany Business College, Inc. Income Statement and Balance Sheet	1978-1989
	726	10. Albany Business College Cash Journal	1908-1915
	727	11. Albany Business College Cash Journal	1915-1922
	728	12. Albany Business College Cash Journal	1923-1930
	729	13. Albany Business College Cash Journal	1954-1960
	730	14. Albany Business College-Analysis of ABC Ledger – Summary Spreadsheet	1896-1988

**Appendix E:** Audio/Video Advertising Materials

- |                                       |               |
|---------------------------------------|---------------|
| 1. Video - 2 TV ads, 30 and 10 second | April 1, 1981 |
|---------------------------------------|---------------|

Box Folder  
[58]

Two formats

2. Audio - 1 reel-to-reel
  - 25 audiocassettes, some not dated 1985-1986  
from Wolkcas and Luyk Advertising Agencies
  - a. - 4 60 sec. Tapes Apr. 2, 1986
  - b. - 1 tape, Admissions Info-Spring May 9, 1985
  - c. - 1 tape, 30 sec., Ron Cherry May 1, 1985
  - d. - 1 tape, Richard Sept. 1985
  - e. - 1 tape, ABC demo Mar. 1985
  - f. - 1 tape, Sylvester Winter 1985
  - g. - 1 tape, ABC Career Day 1984, 1985?
  - h. - 1 tape, ABC Microcomputer ND
  - i. - 1 tape, Marketing, Gloria Clay? Nov. 1985?
  - j. - 1 tape, 30 sec., Late Registration May 24, 1985
  - k. - 1 tape, 2 30 sec. Ads Summer 1985?
  - l. - 1 tape, Gina May 9, 1985
  - m. - 1 tape, Admissions Information Night August 1985
  - n. - 1 tape, 60 sec., Demo ND
  - o. - 1 tape, 4 ads 1987-1988

**Appendix F.** The following materials were added to MG 76, the Albany Business College archive by Prentiss Carnell on April 29, 2010

- [81] 837 Clippings regarding the sale of Albany Business College to Bryant & Stratton Business Institute on September 30, 1988
- 838 The Creative Service – Extensive article regarding the Celebration of ABC’s 125<sup>th</sup> Anniversary in 1992



- [81] 839 New York State Education Department – November 1983. Institutional Master Plan & Response to the Regents Statewide Plan.
- 840 Application for Accreditation – 1976
- 841 Miscellaneous Photographs
- 842 Poster promoting Papermate Pens

**Reference books relating to the history of Albany Business College and business education in the 19<sup>th</sup> and 20<sup>th</sup> centuries:** Formerly listed in Appendix C, as items located at home of Prentiss Carnell

- 82 Cahalan, Thomas L. *Silas Sadler Packard, Pioneer in American Business Education*. Ann Arbor, Michigan, 1955. Submitted in partial fulfillment of the requirements for the degree of Doctor of Philosophy in the School of Education, New York University. Biography of S. S. Packard, founder of Albany Business College, as well as his philosophy as carried out in Packard's Business College, New York City. Included is the influence of Mrs. Packard.
- Cowan, Leslie. *John Robert Gregg* Oxford, England: The Pre-Raphaelite Press, 1984  
Biography of the shorthand inventor, educator, publisher and humanitarian, whose achievements enriched the lives of millions.
- Masi, Frank T. *The Typewriter Legend*. Secaucus, New Jersey: Matsushita Electric Corporation of America, 1985. Includes pictures of early typewriters.
- Mellon, Donald. *The Role of the Entrepreneur-Educator in Private Business Education in the United States from 1850 to 1915 A Study in Conditioned Entrepreneurship*. Ann Arbor, Michigan, 1975. A doctoral thesis in partial fulfillment of the Doctor of Philosophy degree in the Graduate School of Business Administration of New York University.
- Miller, Jay W. with Hamilton, William J. *The Independent Business School in American Education*: New York, NY, Gregg Division of McGraw-Hill Book Company, 1964. A complete book describing proprietary business education to its many publics emphasizing quality. Miller and Hamilton were founders of business college accreditation. Several appendices including a history and bibliography.
- 125 Years of Education for Business, the History of Dyke College 1848-1973*. Cleveland, Ohio, 1973. History of Dyke College including founder E. G. Folsom, who was owner of Albany Business College 1862-1884, when he sold to John R. Carnell.

Box Folder

Contains a Family Tree, which shows how Folsom joined with Bryant and Stratton to form the famous chain of business colleges. John D. Rockefeller graduated from Folsom's College in 1855.

Packard, S. S. *Possibilities and Limitations of Business College Work*: No publisher, 1889. This paper was presented at the Annual Meeting of the Business Educators' Association of America, held in Cleveland, Ohio in July, 1889. It caused much discussion, including a motion to withdraw the paper. The motion lost.

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*The Case for Proprietary Education*. Bryant & Stratton, Buffalo, NY, Milwaukee, WIS and San Jose, Calif. 1969. A 26 page booklet summarizing research in private business education.

Added in April 2021 from later donations

Gibson, E. Dana *An Introduction of Automated Data Processing* The Business Press, Elmhurst Ill. 1966 An early textbook outlining the relationship of computers to business systems.

Spaulding, Frank C. *Stenographer's Business Practice* Lyons & Carnahan, Chicago, Ill. 1907. Advanced office practice for stenographers, arranged for ten days' work.

Place, Irene & Hicks, Charles *College Secretarial Procedures, 3<sup>rd</sup> Edition* Gregg Division, McGraw-Hill Book Company, New York, NY 1964, 1968 Designed to cope with the career needs of college students.

**Appendix G** – Miscellaneous Additions to the Albany Business College Archive

**MG 76**

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Box Folder

April 2021

[81]	825	Albany Business College – Source materials I	
	826	Albany Business College – Source materials II	
	827	Albany Business College – Source materials III	
	828	Geer Creative Service – Speech by Prentiss Carnell III regarding business School developments in New York and elsewhere.	May 1970
	829	Sample of Albany Business College penmanship in letter to prospective student	Feb. 1892
[82]	830	Samples of Albany Business College postcards	
	831	Seven samples of ABC receipts	1898-1900
	832	Materials related to purchase of Albany Business College by Bryant and Stratton 1988	
	833-836	Materials related to Silas A. Packard, founder of Albany Business College in 1857 – Four files	
	843	Graduation speeches – Prentiss Carnell, Sr., 1936, 1938, Prentiss Carnell, Jr. 1937	

**Artifacts To Collections Committee****Listing of items in Oversize Box # 68**

[68]	719	<i>Albany Microscope</i> – see OV 68	1840
	720	Matted Print – completed 1884 building – see OV 68	1880s
	721	<i>Albany Business College Journal</i> - 2 copies – see OV 68	1886
	722	<i>Albany Business College and School of Shorthand and Typewriting Journal</i> See OV 68	1886-1897
	723	<i>Albany Business College – College Journal Supplement</i> See OV 68	1887
	724	<i>The Model Business College</i> – see OV 68	1887

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Box Folder

	724.1	<i>Albany Business College and School of Shorthand and Typewriting Journal</i> Carnell & Gutches - see OV 68	1888
	724.2	<i>Albany Business College and School of Shorthand and Typewriting Journal</i> See OV 68	1888
	724.3	<i>Albany Business College and School of Shorthand and Typewriting Journal</i> see OV 68	1889
	724.4	<i>Albany Business College and School of Shorthand and Typewriting Journal</i> See OV 68	1889-90
	724.5	<i>Albany Business College and School of Shorthand and Typewriting Journal</i> See OV 68	1890-91
	724.6	<i>Albany Business College and School of Shorthand and Typewriting Journal</i> See OV 68	1891
	725	<i>The Budget</i> – see OV 68	1890s
	726	( <i>School News</i> <i>Albany Business College and School of Shorthand</i> <i>and Typewriting</i> - see OV 68	1892
	727	( <i>Albany Evening Journal</i> Advertisement – see OV 68 ( <i>Albany Evening Journal</i> Advertisement	1885 1892
	728	Albany Business College - 4 & 12 p. brochures	1897
[68]	728	Center - Lyman Gage - 4 copies – see OV 68	1897
	729	<i>The Sun</i> , Salem, NY newspaper – see OV 68	1899
	730	Large Poster – see OV 68	ca. 1935
	731	Newspaper clippings – see OV 68	1935
	734	Albany Tulip Queen – see OV 68	1951
	735	Advertising Poster and Brochure – see OV 68	1960s

**Listing of items in Oversize Box # 69**

[69]	732	Public Relations Clippings – see OV 69	1949
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<b>MG 76</b>			117
Box	Folder		
	733	Artwork for <i>Big Time Bosses, Memo to Miss Jones, etc</i> -OV 69	1950s
	736	Historic Capitaland – see OV 69	1964
	751	Office Layout – See OV 69	1982

**Listing of items in Oversize Box # 70**

[70]	737	Poster and View Book – 2 files – see OV 70	1970s
	738	Advertising Poster - see OV 70	1980s
	739	<i>Business Biography</i> from the <i>Times Union</i> - see OV 70	1975
	750	Original Registration Certificate correspondence – see OV 70	1988
	752	Silas S. Packard - <i>Common Sense Education</i> , newspaper of Packard's Business College – See OV 70	1896
	753	Penman's Art Journal – Tribute to Silas Packard + Loving cup See OV 70	1896
	757	Snow Ball Candidates – See OV 70	1960s
	758	Miscellaneous Sports-One large, one montage – See OV 70	1940s
	759	Owl – 2 photomontage pages – See OV 70	1941
	760	Owl – 2 photomontage pages – See OV 70	1947
[70]	762	Albany Business College Students & Faculty-Capitol Steps – See OV 70	1930s
	763	125th Anniversary at Saratoga Raceway – See OV 70	1982
	784	13th Annual ABC Hudson River Excursion and Field Day, Baerena Park, Coeymans Township June 9th, 1906 – See OV 70	1906
	785	17th Annual ABC Hudson River Excursion, June 16, 1910 See OV 70	1910

**Listing of items in Oversize Box #71**

Public Relations – two large scrapbooks (See OV # 76)

<b>MG 76</b>			118
Box	Folder		
[71]	754	See OV 71	1938 – 1939
	755.5	See OV 71	1939 – 1940

#### **Listing of items in Oversize Box # 72**

[72]	755	Advertising – Drawings for <i>Owl</i> - See OV 72	
	756	Advertising – Photos - See OV 72	1980s
	764	Front Door – see OV 72	
	783	Class of 1945 – 2 copies – See OV 72	1945
	814	Diplomas – Samples – see OV 72	

#### **Listing of items in Oversize Box # 73**

[73]	766	34th graduating class – see OV 73	
	767	40th graduating class – see OV 73	
	768	43rd graduating class – see OV 73	
	769	44 <sup>th</sup> graduating class – see OV 73	
	770	51st graduating class – see OV 73	
	771	63rd graduating class – see OV 73	1892
[73]	772	76th graduating class– see OV 73	1894
	773	82nd graduating class – see OV 73	1894

#### **Listing of items in Oversize Box # 74**

[74]	774	96th graduating class – see OV 74	1896
	775	98th graduating class – see OV 74	1896
	776	133rd graduating class – see OV 74	1900
	777	133rd graduating class – see OV 74	1900

<b>MG 76</b>		119
Box	Folder	
778	133rd graduating class – see OV 74	1900
779	135th graduating class – see OV 74	
780	143th graduating class – see OV 74	1902
781	122nd graduating class – see OV 74	1906
782	Dated Oct. 22, 1919, in front of the Capitol	1919, 1930s

**Listing of items in Oversize Box # 75**

[75]	740	William Roberts Diploma – see OV 75	4/19/1888
	741	Harry H. Hodgkin Diploma - see OV 75	9/14/1903
	742	Royal Blackbee Diploma - see OV 75	7/21/1905
	743	Helena Godfrey Diploma - see OV 75	7/26/1907
	744	Carl Taylor Diploma - see OV 75	7/11/1908
	745	Louis Cohn Diploma - see OV 75	7/17/1908
	746	Emma B. Crocker Diploma - see OV 75	8/02/1912
	747	Florence Lantz Diploma see OV 75	7/11/1913
	748	Agnes Nodine Diploma - see OV 75	3/27/1914
[75]	749	Copy from Rotogravure Section – see OV 75	1936
	754	Deed Thomas A Bridgen, Master in Chancery, to Ichabod L. Judson Deed Mary Schuyler to Ichabod L. Judson – See OV 75	1828 1835
	761	Owl – photomontage pages – see OV 75	1947
	765	South Mall – Arial Photo in construction – see OV 75	1960s
	786	<i>Bryant, Stratton &amp; Folsom's Albany Business College Monthly</i> Original, very fragile. Also second copy. See OV 75	1865
	787	<i>The Albany Business Educator</i> See OV 75	

**MG 76**

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Box Folder

**Listing of items in Oversize Box # 76**

[76]	755.7	Public Relations Scrapbook See OV 76	1940 – 1942
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**Listing of items in Oversize Box # 77**

[77]		Miscellaneous – Pasteups for publication	late 1930s - early 1940s
	815	Civil Service Exams – See OV 77	
	816	Man Thinking – See OV 77	
	817	Glee Club – See OV 77	
	818	Typing Room – See OV 77	
	819	Field Day – See OV 77	
	820	Basketball – See OV 77	
	821	New Home – See OV 77	
	822	Album of Long Ago – See OV 77	
	823	Class of 1941 – See OV 77	
	824	22 Posters – Antique Business Subjects – See OV 77	

**Listing of items in Oversize Box # 78**

[78]	786.5	<i>ABC Spotlite</i> - see OV 78	February 1936 – July 1937
	787	<i>ABC Spotlite</i> - see OV 78	November 18, 1936 - July 1937
	788	<i>ABC Spotlite</i> - see OV 78	November 1937 – July 1938
	789	<i>ABC Spotlite</i> - see OV 78	November 1938 – July 1939
	790	<i>ABC Spotlite</i> - see OV 78	November 1939 –



**MG 76**

Box Folder

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Box	Folder	
		Comm. 1940
791	<i>ABC Spotlight-</i> see OV 78	Fall 1940 – Comm 1941
792	<i>ABC Spotlight-</i> see OV 78	Fall 1941 – Spring 1942
793	<i>ABC Spotlight-</i> see OV 78	1943 – Spring 1948
794	<i>ABC Spotlight-</i> see OV 78	Fall 1948 – Winter 1950
795	<i>ABC Spotlight-</i> see OV 78	Fall 1950 – Spring 1951
796	<i>ABC Spotlight-</i> see OV 78	Fall 1951 – Spring 1953
797	<i>ABC Spotlight-</i> see OV 78	Fall 1953 – Spring 1955
798	<i>ABC Spotlight-</i> see OV 78	Fall 1955 – Spring 1957
799	<i>ABC Spotlight-</i> see OV 78	Fall 1957 – Spring 1959
800	<i>ABC Spotlight-</i> see OV 78	Fall 1959 – Spring 1961
[78]	801 <i>ABC Spotlight-</i> see OV 78	Fall 1961 – Spring 1962
	802 <i>ABC Spotlight-</i> see OV 78	Fall 1963 – Spring 1965
	803 <i>ABC Spotlight-</i> see OV 78	Fall 1965 – Spring 1967

**Listing of items in Oversize Box # 79**

[79]	804 <i>ABC Spotlight-</i> see OV 79	Fall 1967 –
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**MG 76**

Box Folder

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			Summer 1969
	805	<i>ABC Spotlight-</i> see OV 79	Fall 1970 – Summer 1972
	806	<i>ABC Spotlight-</i> see OV 79	Fall 1972 – Summer 1974
	807	<i>ABC Spotlight-</i> see OV 79	Fall 1974 – Summer 1976
	808	<i>ABC Spotlight-</i> see OV 79	Fall 1976 – Summer 1978
	809	<i>ABC Spotlight-</i> see OV 79	Fall 1978 – Summer 1980
[79]	810	<i>ABC Spotlight-</i> see OV 79	Fall 1980 – Summer 1982
	811	<i>ABC Spotlight-</i> see OV 79	Fall 1982 – Summer 1984
	812	<i>ABC Spotlight-</i> see OV 79	Fall 1984 – Summer 1986
	813	<i>ABC Spotlight-</i> see OV 79	Fall 1986 – Summer 1988

**MG 76**

**Albany Business College**

**Box 80**

**MG 76**

**Albany Business College**

**Box OV 63**

**MG 76**

**Albany Business College**

**Box 82**

**MG 76**

**Albany Business College**

**Box OV 80**

**MG 76**

**Albany Business College**

**Box OV 81**

MG 76

Albany Business College Cash Journal  
May 1, 1884 – Sept. 1887  
Box 57, Folder 719

**MG 76**

**Albany Business College**

**Box 81**

MG 76

Albany Business College Ledger  
May 1, 1884 – Sept. 1887  
Box 57, Folder 720

**MG 76**

MG 76

Albany Business College Ledger  
1896-1909  
Box 57, Folder 721

**MG 76**

Box Folder

124

Box 80, Folder 726

MG 76  
Albany Business College Ledger  
1910-1920  
Box 80, Folder 722

MG 76  
Albany Business College Cash Journal  
1915-1922  
Box 80, Folder 727

MG 76  
Albany Business College Ledger  
1917-1929  
Box 80, Folder 723

MG 76  
Albany Business College Cash Journal  
1923-1930  
Box 80, Folder 728

MG 76  
Albany Business College Ledger  
1930-1957  
Box 80, Folder 724

MG 76  
Albany Business College Cash Journal  
1954-1960  
Box 80, Folder 729

MG 76  
Albany Business College Financial  
Reports  
1959-1989  
Box 80, Folder 725

MG 76  
Albany Business College –Analysis of  
ABC Ledger  
1896-1988  
Box 80, Folder 730

MG 76  
Albany Business College Cash Journal  
1908-1915