**Physical Plant**

The Physical Plant Department officially started in 1912 with the hiring of Daniel

Eugene Brown. Prior to that, faculty members shared the responsibility of

overseeing the college grounds. The position of Superintendent of Grounds and

Buildings has been held by Daniel Eugene Brown (1912-1915), John Hill (1915-

1920), R. A. Stiles (1920-1923), D. B. Van Sant (1923-1925), and Frank Hobart

(1925-1960). In 1961, the position was renamed Director of Physical Plant. The

Physical Plant Department is responsible for general maintenance of campus

buildings, project oversight for renovations and new construction, care of the

grounds, and janitorial services.

**Retention Schedule**

**Administrative Files – Director’s Office.** These files contain records created

and received in the overall administration of the office. They include files for

Town of Davidson committees and projects,, campus committees, college

properties department policies, and other subject files. They may contain

correspondence, reports, memos or drawings.

Disposition Instructions: Maintain in Office until reference value ceases,

transfer to College Archives for appraisal and final disposition. Access to

files may be restricted.

**Trustee Files.** Copies of packets prepared for Trustee committee meetings,

agendas, minutes, reports.

Disposition Instructions: Maintain in Office until reference value ceases,

transfer to College Archives for appraisal and final disposition. Access to

files may be restricted.

**Administrative Files – Assistant to the Director.** These files contain

records concerning the administration and activities of the office. Files include

delegation of authority lists, insurance information, training classes, task lists,

capital project sheets, active projects working files, and catalogs.

Disposition Instructions: Maintain in Office until reference value ceases

Review and discard annually.