Guide to the Office of Public Affairs, Yale University, Records

RU 238

compiled by Cheryl Bliss

May 2004

Yale University Library
P.O. Box 208240
New Haven, CT 06520-8240
mssa.assist@yale.edu
http://www.library.yale.edu/mssa/
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Collection Overview

REPOSITORY: Manuscripts and Archives
Yale University Library
P.O. Box 208240
New Haven, CT 06520-8240
mssa.assist@yale.edu
http://www.library.yale.edu/mssa/

CALL NUMBER: RU 238

CREATOR: Yale University. Office of Public Affairs

TITLE: Office of Public Affairs, Yale University, records

DATES: 1951–1989

PHYSICAL DESCRIPTION: 3 linear feet

LANGUAGE: English

SUMMARY: The records consist of correspondence and program and administrative files of the Yale Office of Public Affairs. Included are records documenting the Yale Reports and the correspondence of Walter D. Littell, director.

ONLINE FINDING AID: To cite or bookmark this finding aid, please use the following link: http://hdl.handle.net/10079/fa/mssa.ru.0238

Requesting Instructions
To request items from this collection for use in the Manuscripts and Archives reading room, please use the request links in the HTML version of this finding aid, available at http://hdl.handle.net/10079/fa/mssa.ru.0238.

To order reproductions from this collection, please go to http://www.library.yale.edu/mssa/ifr_copy_order.html. The information you will need to submit an order includes: the collection call number, collection title, series or accession number, box number, and folder number or name.

Key to the container abbreviations used in the PDF finding aid:
  b.  box
  f.  folder

Administrative Information

Immediate Source of Acquisition
The records were transferred from Office of Public Affairs, 1995.

Conditions Governing Access
Access to the records is partially restricted. See Collection Contents for details.
Preferred Citation
Office of Public Affairs, Yale University, Records (RU 238). Manuscripts and Archives, Yale University Library.

Biographical / Historical
The Yale University Office of Public Affairs, formerly the News Bureau and the Office of Public Information, publishes and distributes press releases, announcements, promotional films, and the Yale Bulletin and Calendar.

Scope and Contents
The records consist of correspondence and program and administrative files of the Yale Office of Public Affairs. Included are records documenting the Yale Reports and the correspondence of Walter D. Littell, director.

General note
Forms part of Yale Record Group 4-C (YRG 4-C), Records documenting public information functions at Yale University

Arrangement
The records are arranged by accession.
The records consist primarily of material on the *Yale Reports*, a series of radio programs which featured Yale professors discussing contemporary issues, from 1958-1972 and correspondence 1951-1972. The correspondence documents the day to day operations and activities of the department.

The materials are open for research.

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<thead>
<tr>
<th>Container Description</th>
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<tr>
<td>Yale Reports</td>
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<tr>
<td>b. 1, f. 1 - 5</td>
<td>Transcripts and lists 1958–1972</td>
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<td>b. 1, f. 6 - 7</td>
<td>Correspondence 1971–1972</td>
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<td>b. 1, f. 8 - 9</td>
<td>Yale New Haven Education Corp., application for federal grant 1969</td>
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<td>b. 1, f. 10 - 12</td>
<td>Radio and TV, general correspondence 1951–1964</td>
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<td>b. 1, f. 13</td>
<td><em>Yale Review</em> 1964–1965</td>
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<td>b. 1, f. 14</td>
<td>Modern lithography article requests for info 1965</td>
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<td><em>Yale Political Magazine</em> 1961–1962</td>
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<td>b. 1, f. 16</td>
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<td>b. 1, f. 17</td>
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<td>Film committee 1960–1964</td>
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Accession 1995-A-033. Director records

This accession contains the correspondence of Walter D. Littell, Director of the Office of Public Information. He was in charge of the corporate relations to the university, as well as, the Yale Weekly Bulletin and Calendar. The correspondence, which spans the period from 1980-1989, is divided into two sections: outgoing correspondence is in chronological order and correspondence with President A. Bartlett Giamatti. The entire accession is restricted until January 1, 2024.

Restricted until Jan 1, 2025

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<tr>
<th>Correspondence</th>
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<td><strong>Outgoing</strong></td>
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<td>b. 1, f. 1 - 17</td>
<td>1981-1983</td>
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<td>b. 2, f. 18 - 35</td>
<td>1983-1987</td>
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<td>b. 3, f. 36 - 46</td>
<td>1987-1989</td>
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<td><strong>With A. Bartlett Giamatti</strong></td>
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<td>b. 4, f. 47 - 61</td>
<td>1980-1982</td>
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<td>b. 5, f. 62 - 74</td>
<td>1982-1984</td>
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Selected Search Terms
The following terms have been used to index the description of this collection in the Library’s online catalog. They are grouped by name of person or organization, by subject or location, and by occupation and listed alphabetically therein.

Subjects
Universities and colleges -- Public relations

Corporate Bodies
Yale University -- Public relations
Yale University. Office of Public Affairs