Guide to the Secretary’s Office, Yale University, Records Concerning Commencement Planning

RU 305

compiled by Daniel Hartwig

November 2007

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 305

CREATOR: Yale University. Office of the Secretary

TITLE: Secretary’s office, Yale University, records concerning commencement planning

DATES: 1984–2006

PHYSICAL DESCRIPTION: 2.75 linear feet

PHYSICAL DESCRIPTION: 24.2 Megabytes

LANGUAGE: English

SUMMARY: The records consist of administrative files documenting the planning of commencement for 1984-2006.

ONLINE FINDING AID: To cite or bookmark this finding aid, please use the following link: http://hdl.handle.net/10079/fa/mssa.ru.0305

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.0305.

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

Administrative Information

Conditions Governing Access
Access to the records is partially restricted. See Collection Contents for details.
Preferred Citation
Secretary’s Office, Yale University, Records Concerning Commencement Planning (RU 305).
Manuscripts and Archives, Yale University Library.

Scope and Contents
The records consist of administrative files documenting the planning of commencement for 1984-2006.

General note
Forms part of Yale Record Group 4-A (YRG 4-A), Records of the Yale secretary’s office.

Arrangement
The records are arranged by accession.
## Collection Contents

**Accession 2008-A-110. Yale commencement Old Campus canopy proposal [computer files] by atelier one**

The materials are open for research.

<table>
<thead>
<tr>
<th>Yale commencement Old Campus canopy proposal by atelier one</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 computer files (PPT, WMV, PDF)</td>
<td></td>
</tr>
<tr>
<td>Contact Public Services (phone: 203 432-1735, e-mail: <a href="mailto:mssa.reference@yale.edu">mssa.reference@yale.edu</a>) for information on accessing this digital object.</td>
<td></td>
</tr>
</tbody>
</table>

b. 1U  
Use copy  
compact disc (CD-R)
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
Academic rites and ceremonies
Commencement ceremonies
Universities and colleges -- Administration

Corporate Bodies
Yale University -- Administration
Yale University. Office of the Secretary