Guide to the Administrative Research Office, Yale University, Records

RU 716

compiled by Daniel Hartwig

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Yale University Library
P.O. Box 208240
New Haven, CT 06520-8240
mss.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 716

**CREATOR:** Yale University. Administrative Research Office

**TITLE:** Administrative Research Office, Yale University, records

**DATES:** 1974–1978

**PHYSICAL DESCRIPTION:** 1.25 linear feet (1 box)

**LANGUAGE:** English

**SUMMARY:** The records consist of budgets, statements and committee material documenting the activities and operations of the Yale Administrative Research Office.

**ONLINE FINDING AID:** To cite or bookmark this finding aid, please use the following link: http://hdl.handle.net/10079/fa/mssa.ru.0716

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.0716.

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

Conditions Governing Access

The materials are open for research.

Conditions Governing Use

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be commercially exploited without permission of the copyright owners. Responsibility for any use rests
exclusively with the user.

Preferred Citation
Administrative Research Office, Yale University, Records (RU 716). Manuscripts and Archives, Yale
University Library.

Processing Information
Yale University records are arranged and described at the accession level by the creating office. The University Archives creates collection level descriptive records, but typically does no further
arrangement and description at the accession level.

Scope and Contents
The records consist of budgets, statements and committee material documenting the activities and
operations of the Yale Administrative Research Office.

General note
Forms part of Yale Record Group 5-F (YRG 5-F), Records documenting operations and administrative
services at Yale University.

Arrangement
The records are arranged by alphabetically by subject.
Collection Contents

Administrative Research Office
b. 1, f. 1 ARO Budget Maintenance Sheets 1975–1978
b. 1, f. 2 ARP List of Correspondence
b. 1, f. 3 ARO Projects Status Reports

Administrative Research Personnel
b. 1, f. 4 General
b. 1, f. 5 Marvin Curtis
b. 1, f. 6 Christopher Grannis
b. 1, f. 7 Kathleen Mate

Administrative Center Projects
b. 1, f. 8 General
b. 1, f. 9 Humanities
b. 1, f. 10 Physical Sciences
b. 1, f. 11 Social Sciences
b. 1, f. 12 AREA (Management Issues Forum)

Casual Payroll Project
b. 1, f. 13 Casual Payment Form and System - 1978 Ad Hoc Committee
b. 1, f. 14 Forms and Procedures
b. 1, f. 15 Overtime Compensation Study

Copier Project
b. 1, f. 16 Copy Center Utilization Study
b. 1, f. 17 Historical Cost Studies
b. 1, f. 18 YQCC and MSCC Billing Study

Financial Transactions
b. 1, f. 20 ARO Service Requests 1974–1976
b. 1, f. 21 ARO Monthly Statements 1975–1977
b. 1, f. 22 ARO Service Requests 1975–1977
Financial Transactions (continued)

b. 1, f. 23 ARO Monthly Statements 1976–1978
Forms Control Project
b. 1, f. 24 Committee on Forms Usage
b. 1, f. 25 Consolidated Transfer Form
b. 1, f. 26 Consulting Agreement Form
b. 1, f. 27 Forms Control Project
b. 1, f. 28 Request for Check Form
b. 1, f. 29 Salary Verification Form
b. 1, f. 30 Scholarship/Fellowship Forms
b. 1, f. 31 General Incoming
Mail Processing Project
b. 1, f. 32 Mailing Lists
b. 1, f. 33 Mail Processing Project
b. 1, f. 34 Miscellaneous ARO Projects
Personnel Systems
b. 1, f. 35 Personnel Forms and Procedures
b. 1, f. 36 Personnel Profile Form
b. 1, f. 37 Peat, Marwick, Mitchell Review
b. 1, f. 38 Telephone Message Center Project
b. 1, f. 39 United Way Campaign 1977
b. 1, f. 40 Office Equipment and Furniture Inventory
b. 1, f. 41 Appeared on statement: our copy of stock requests, purchase requests, requests for service, casual forms
b. 1, f. 42 Received: our copies of stock requests, purchase requests...

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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 -- Administration

Corporate Bodies
Yale University -- Administration
Yale University -- Finance
Yale University. Administrative Research Office