Guide to the Administrative Research Office, Yale University, Records

RU 716

compiled by Daniel Hartwig

June 2008

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 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
Copyright for materials authored or otherwise produced as official business of Yale University is retained by Yale University. Copyright status for other collection materials is unknown. Transmission
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


<table>
<thead>
<tr>
<th>Administrative Research Office</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>b. 1, f. 1 ARO Budget Maintenance Sheets</td>
<td>1975–1978</td>
</tr>
<tr>
<td>b. 1, f. 2 ARP List of Correspondence</td>
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<tr>
<td>b. 1, f. 3 ARO Projects Status Reports</td>
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<tr>
<th>Administrative Research Personnel</th>
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<tbody>
<tr>
<td>b. 1, f. 4 General</td>
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<tr>
<td>b. 1, f. 5 Marvin Curtis</td>
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<tr>
<td>b. 1, f. 6 Christopher Grannis</td>
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<td>b. 1, f. 7 Kathleen Mate</td>
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<tr>
<th>Administrative Center Projects</th>
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<tr>
<td>b. 1, f. 8 General</td>
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<tr>
<td>b. 1, f. 9 Humanities</td>
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<tr>
<td>b. 1, f. 10 Physical Sciences</td>
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<tr>
<td>b. 1, f. 11 Social Sciences</td>
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<td>b. 1, f. 12 AREA (Management Issues Forum)</td>
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<th>Casual Payroll Project</th>
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<tr>
<td>b. 1, f. 13 Casual Payment Form and System - 1978 Ad Hoc Committee</td>
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<tr>
<td>b. 1, f. 14 Forms and Procedures</td>
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<tr>
<td>b. 1, f. 15 Overtime Compensation Study</td>
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<tr>
<th>Copier Project</th>
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<tbody>
<tr>
<td>b. 1, f. 16 Copy Center Utilization Study</td>
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<tr>
<td>b. 1, f. 17 Historical Cost Studies</td>
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<td>b. 1, f. 18 YQCC and MSCC Billing Study</td>
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<thead>
<tr>
<th>Financial Transactions</th>
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<tbody>
<tr>
<td>b. 1, f. 20 ARO Service Requests</td>
<td>1974–1976</td>
</tr>
<tr>
<td>b. 1, f. 21 ARO Monthly Statements</td>
<td>1975–1977</td>
</tr>
<tr>
<td>b. 1, f. 22 ARO Service Requests</td>
<td>1975–1977</td>
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Financial Transactions (continued)

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<tr>
<th>Container</th>
<th>Description</th>
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<tr>
<td>b. 1, f. 23</td>
<td>ARO Monthly Statements</td>
<td>1976–1978</td>
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<tr>
<td>b. 1, f. 24</td>
<td>Committee on Forms Usage</td>
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<tr>
<td>b. 1, f. 25</td>
<td>Consolidated Transfer Form</td>
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<tr>
<td>b. 1, f. 26</td>
<td>Consulting Agreement Form</td>
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<td>b. 1, f. 27</td>
<td>Forms Control Project</td>
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<tr>
<td>b. 1, f. 28</td>
<td>Request for Check Form</td>
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<tr>
<td>b. 1, f. 29</td>
<td>Salary Verification Form</td>
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<tr>
<td>b. 1, f. 30</td>
<td>Scholarship/Fellowship Forms</td>
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<tr>
<td>b. 1, f. 31</td>
<td>General Incoming</td>
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<tr>
<td>b. 1, f. 32</td>
<td>Mail Processing Project</td>
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<tr>
<td>b. 1, f. 33</td>
<td>Mailing Lists</td>
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<tr>
<td>b. 1, f. 34</td>
<td>Mail Processing Project</td>
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<tr>
<td>b. 1, f. 35</td>
<td>Miscellaneous ARO Projects</td>
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<tr>
<td>b. 1, f. 36</td>
<td>Personnel Forms and Procedures</td>
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<tr>
<td>b. 1, f. 37</td>
<td>Personnel Profile Form</td>
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<tr>
<td>b. 1, f. 38</td>
<td>Peat, Marwick, Mitchell Review</td>
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<td>b. 1, f. 39</td>
<td>Telephone Message Center Project</td>
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<tr>
<td>b. 1, f. 40</td>
<td>United Way Campaign</td>
<td>1977</td>
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<tr>
<td>b. 1, f. 41</td>
<td>Office Equipment and Furniture Inventory</td>
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<tr>
<td>b. 1, f. 42</td>
<td>Appeared on statement: our copy of stock requests, purchase requests, requests for service, casual forms</td>
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<tr>
<td>b. 1, f. 43</td>
<td>Received: our copies of stock requests, purchase requests...</td>
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<tr>
<td>b. 1, f. 44</td>
<td>Computer services correspondence</td>
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</tr>
<tr>
<td>b. 1, f. 45</td>
<td>Telephone services correspondence</td>
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</tr>
</tbody>
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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