

Guide to the Administrative Services, Yale University, Records of the Director

RU 110



compiled by Daniel Hartwig

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Yale University Library
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<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 110

CREATOR: Yale University. Office of Finance and Administration

TITLE: Administrative Services, Yale University, records of the director

DATES: 1951-1987

PHYSICAL DESCRIPTION: 38 linear feet

LANGUAGE: English

SUMMARY: The records consist of files created and maintained by Radley H. Daly as associate provost for personnel (1975-1979), and director of administrative services (1979-1987). The records document personnel-related functions, including affirmative action, pensions, student employment, labor relations, wages and salaries, benefits, training, and records; parking and communications; printing services; and audio-visual services. Also included are records concerning the university's Committee on Organization and Management of Administrative Services, 1976-1978.

ONLINE FINDING AID: To cite or bookmark this finding aid, please use the following link: <http://hdl.handle.net/10079/fa/mssa.ru.0110>

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.0110>.

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

Access to the records is partially restricted. See Collection Contents for details.

Some records in this finding aid have been redacted, as they include student names, donor names, and other restricted data. These records will not appear in the published finding aid.

Preferred Citation

Administrative Services, Yale University, Records of the Director (RU 110). Manuscripts and Archives, Yale University Library.

Scope and Contents

The records consist of files created and maintained by Radley H. Daly as associate provost for personnel (1975-1979), and director of administrative services (1979-1987). The records document personnel-related functions, including affirmative action, pensions, student employment, labor relations, wages and salaries, benefits, training, and records; parking and communications; printing services; and audio-visual services. Also included are records concerning the university's Committee on Organization and Management of Administrative Services, 1976-1978.

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 accession.

Collection Contents

Accession 1980-A-032: Records, 1968-1977

The materials are open for research.

	Administrative Research Office	
	Affirmative Action	
	Publications	
	Staff Analysis	
	Systems and Records	
	University Budget	
	University General	
	Yale Health Plan	
	Miscellaneous	
b. 6, f. 265	Yale Sailing Associates, gifts	1973-1974

Accession 1983-A-081: Records, 1977-1979

The materials are open for research.

1977-1978

b. 4, f. 69

T-0 Training - General

1977-1978

1978-1979

b. 11, f. 217

T-0 General

1978-1979

Accession 1984-A-051: Records, 1979-1980

Restricted until Jan 1, 2056

b. 5, f. 99	T-0 General file	1979-1980
b. 5, f. 100	T-1 Training Programs	1979-1980

Accession 1986-A-051: Records, 1951-1985

No online inventory available. Paper inventory available in repository.

Restricted until Jan 1, 2061

	Administrative Services	1980-1981
	Administrative Services	1980-1982
b. 10, f. 105 - 108	R - Z	1980-1982
	Administrative Services	1981-1982
	Administrative Services	1982-1983
b. 25, f. 284	Yale Literary Magazine Trial	
	Administrative Services	1983-1984
	Administrative Services	1951-1985
b. 34, f. 391	H	1984
b. 34, f. 393	J	1984
b. 34, f. 400	O	1976
b. 34, f. 402	R	1982-1983
b. 34, f. 405	T	1979-1983

Accession 1986-A-076: Chronological files and personnel records, 1973-1982

Restricted until Jan 1, 2058

Accession 1989-A-044: Records, 1986-1987

Restricted until Jan 1, 2023

b. 1, f. 1	Miscellaneous
b. 1, f. 5	Audio Visual Miscellaneous
b. 1, f. 7	Handicapped Committee
b. 1, f. 16	University Miscellaneous
b. 1, f. 19	Human Resources
b. 1, f. 21	Operations
b. 1, f. 26	General
b. 1, f. 29	Council of Engineering
b. 1, f. 30	African Studies (Lacking)

Accession 1989-A-050: Records, 1979-1986

Restricted until Jan 1, 2022

	1984-1985	
b. 2, f. 48	Telephone Contract: Purchase Agreement -- Sonacor	1984
	1985-1986	
b. 2, f. 72	Y-1 AISEC (International Association of Students in Economics and Commerce)	1985
b. 2, f. 73	Y-3 Rideworks	1985-1986

Accession 1990-A-052: Records, 1976-1983

Restricted until Jan 1, 2019

Committee on Organization and Management of Administrative Services

b. 1, f. 18	University Library Finances	1976-1977
b. 1, f. 19	Agenda	1977
b. 2, f. 52	General - Operating Policy Committee	1977

Accession 1992-A-054: Records, 1971-1986

Restricted until Jan 1, 2022

b. 1, f. 10	University Council Budget	1978-1979
b. 1, f. 22	January meeting	1980

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

Personnel management
Universities and colleges -- Administration
Universities and colleges -- Finance

Corporate Bodies

Yale University. Office of Finance and Administration
Yale University. Office of the Provost
Yale University -- Administration
Yale University -- Finance

Contributors

Yale University. Office of Finance and Administration
Daly, Radley H.