

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

RU 238



compiled by Cheryl Bliss

May 2004

Yale University Library
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Collection Overview

REPOSITORY: Manuscripts and Archives
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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: <https://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 <https://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.

Collection Contents

Accession 1981-A-027: Administrative files, circa 1950-1979

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.

<i>Yale Reports</i>		
b. 1, f. 1 - 5	Transcripts and lists	1958-1972
b. 1, f. 6 - 7	Correspondence	1971-1972
b. 1, f. 8 - 9	Yale New Haven Education Corp., application for federal grant	1969
b. 1, f. 10 - 12	Radio and TV, general correspondence	1951-1964
b. 1, f. 13	<i>Yale Review</i>	1964-1965
b. 1, f. 14	Modern lithography article requests for info	1965
b. 1, f. 15	<i>Yale Political Magazine</i>	1961-1962
b. 1, f. 16	Finances, Yale alumni seminar	1958-1964
b. 1, f. 17	WGBH	1959-1960
b. 1, f. 18	Film committee	1960-1964

Accession 1995-A-033: Director records, 1970-1990

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

Correspondence

Outgoing

b. 1, f. 1 - 17 1981-1983

b. 2, f. 18 - 35 1983-1987

b. 3, f. 36 - 46 1987-1989

With A. Bartlett Giamatti

b. 4, f. 47 - 61 1980-1982

b. 5, f. 62 - 74 1982-1984

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. Office of Public Affairs

Yale University -- Public relations