

# Guide to the Administrative Research Office, Yale University, Records

RU 716



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  
(203) 432-1735  
(203) 432-7441  
beinecke.library@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: <https://hdl.handle.net/10079/fa/mssa.ru.0716>

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## 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.0716>.

To order reproductions from this collection, please go to [http://www.library.yale.edu/mssa/ifr\\_copy\\_order.html](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

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## Administrative Information

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### 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 or reproduction of materials protected by U.S. Copyright Law (Title 17, U.S.C.) beyond that allowed by fair use requires the written permission of the copyright owners. Works not in the public domain cannot be commercially exploited without permission of the copyright owners. Responsibility for any use rests exclusively with the user.

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## **Preferred Citation**

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

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## **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.

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## **Scope and Contents**

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

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## **General note**

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

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## **Arrangement**

The records are arranged by alphabetically by subject.

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## Collection Contents

### Accession 1978-A-012: Records, 1974-1978

	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. 19	ARO Financial Statements	1974-1976
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...	
b. 1, f. 43	Computer services correspondence	
b. 1, f. 44	Telephone services correspondence	

## **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. Administrative Research Office

Yale University -- Administration

Yale University -- Finance