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Guide to the Administrative Research Office, Yale University, Records

RU 716

compiled by Daniel Hartwig

June 2008

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Table of Contents

Collection Overview 3
Requesting Instructions 3
Administrative Information 3
  Conditions Governing Access 3
  Conditions Governing Use 4
  Preferred Citation 4
  Processing Information 4
Scope and Contents 4
General note 4
Arrangement 4
Collection Contents 5
  Accession 1978-A-012: Records, 1974-1978 5
Selected Search Terms 7

Collection Overview

REPOSITORY: Manuscripts and Archives
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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

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. 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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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
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