

# Guide to the Department of Manuscripts and Archives, Yale University, Records Concerning the Archives 300 Project

RU 885



compiled by Daniel Hartwig

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Yale University Library  
P.O. Box 208240  
New Haven, CT 06520-8240  
(203) 432-1735  
(203) 432-7441

[beinecke.library@yale.edu](mailto:beinecke.library@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  
(203) 432-1735  
(203) 432-7441  
beinecke.library@yale.edu  
<http://www.library.yale.edu/mssa/>

**CALL NUMBER:** RU 885

**CREATOR:** Yale University. Department of Manuscripts and Archives

**TITLE:** Department of Manuscripts and Archives, Yale University, records concerning the Archives 300 Project

**DATES:** 1983-2001

**PHYSICAL DESCRIPTION:** 0.5 linear feet

**PHYSICAL DESCRIPTION:** 4.42 Megabytes

**LANGUAGE:** English

**SUMMARY:** The records consist of administrative files and the Yale Archives 300 project web site [computer files] documenting the project initiatives, staff, and history.

**ONLINE FINDING AID:** To cite or bookmark this finding aid, please use the following link: <https://hdl.handle.net/10079/fa/mssa.ru.0885>

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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.0885>.

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

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

## **Preferred Citation**

Department of Manuscripts and Archives, Yale University, Records Concerning the Archives 300 Project (RU 885). Manuscripts and Archives, Yale University Library.

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## **Biographical / Historical**

Archives 300 was a five-year, University-sponsored project which enabled the Yale University Archives to carry out and extend its mission to document, preserve, and support research on Yale history, accomplishments, and contributions.

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## **Scope and Contents**

The records consist of administrative files and the Yale Archives 300 project web site [computer files] documenting the project initiatives, staff, and history.

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## **General note**

Forms part of Yale Record Group 32-D (YRG 32-D), Records of Yale school and departmental libraries and collections.

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## **Arrangement**

The records are arranged by accession.

## Collection Contents

### Accession 2003-A-149: Web site for the Archives 300 Project [computer files], 1998-2000

Archives 300 project web site <i>41 Computer Files (HTML, JPG, GIF)</i>	1998-2000
Archives 300 project web site <i>115 Computer Files (HTML, JPG, GIF)</i>	2000

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## Accession 2006-A-224: Archives 300 records, including background materials on office file keeping systems, 1983-2001

Restricted until Jan 1, 2036

b. 1, f. 1	Shredding documentation	1996
b. 1, f. 2	Records Management legal issues	undated
b. 1, f. 3	Administrative history	undated
b. 1, f. 4	Records opening soon	1995
b. 1, f. 5	Staff meeting	2000
b. 1, f. 6	Project team meetings	1998-1999, undated
b. 1, f. 7	Controller's office	1998, 2000
b. 1, f. 8	Biology department	1996
b. 1, f. 9	Central Human Resources	1998, undated
b. 1, f. 10	Davenport College	undated
b. 1, f. 11	Dwight Hall	2000, undated
b. 1, f. 12	Librarian's office	1983, 1993, undated
b. 1, f. 13	Undergraduate Career Services	undated
b. 1, f. 14	Yale College Dean's office	1993, 1998, undated
b. 1, f. 15	School of Drama	1998, undated
b. 1, f. 16	Manuscripts and Archives	1993, 1997, undated
b. 1, f. 17	Forestry School	1995-1996
b. 1, f. 18	Provost's office	1997-2001, undated
b. 1, f. 19	Foreign Students and Scholars	1995-1998
b. 1, f. 20	Brewster presidential papers restrictions	undated
b. 1, f. 21	Other RM programs	1995, undated
b. 1, f. 22	Records Center project	undated
b. 1, f. 23	Health records	1996
b. 1, f. 24	Office of origin permissions	1999
b. 1, f. 25	Facilities	1995, undated

## **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**

Archives  
Libraries -- Special collections

### **Genres / Formats**

Computer files

### **Corporate Body**

Yale University. Department of Manuscripts  
and Archives

### **Contributors**

Yale University. Department of Manuscripts  
and Archives  
Yale University. Library