

Guide to the Business Office, Yale School of Drama, Records

RU 729



compiled by Daniel Hartwig

November 2007

Yale University Library
P.O. Box 208240
New Haven, CT 06520-8240
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Collection Overview

REPOSITORY: Manuscripts and Archives
Yale University Library
P.O. Box 208240
New Haven, CT 06520-8240
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<http://www.library.yale.edu/mssa/>

CALL NUMBER: RU 729

CREATOR: Yale School of Drama

TITLE: Business office, Yale School of Drama, records

DATES: 1956-1987

PHYSICAL DESCRIPTION: 30.75 linear feet (49 boxes)

LANGUAGE: English

SUMMARY: The records consist of invoices, financial statements, contracts, publicity materials, tax forms, and subscription files documenting the business office of the Yale School of Drama.

ONLINE FINDING AID: To cite or bookmark this finding aid, please use the following link: <https://hdl.handle.net/10079/fa/mssa.ru.0729>

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.0729>.

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 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

Business Office, Yale School of Drama, Records (RU 729) Manuscripts and Archives, Yale University Library.

Scope and Contents

The records consist of invoices, financial statements, contracts, publicity materials, tax forms, and subscription files documenting the business office of the Yale School of Drama.

General note

Forms part of Yale Record Group 22-E (YRG 22-E), Records of departments, offices, programs, and projects of the Yale School of Drama.

Arrangement

The records are arranged by accession.

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Accession 1986-A-026: Records of the Business Office, 1956-1982

Restricted until Jan 1, 2017

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b. 10, f. 383	NCR	1986-1987
b. 10, f. 384	New England Newsclip	1986-1987
b. 10, f. 385	New Haven Register	1986-1987
b. 10, f. 386	New Haven Travel	1986-1987
b. 10, f. 387	O (general)	1986-1987
b. 10, f. 388	Olive Electric	1986-1987
b. 10, f. 389	P (general)	1986-1987
b. 10, f. 390	Park Plaza	1986-1987
b. 10, f. 391	Paul's Wire Rope	1986-1987
b. 10, f. 393	Petty Cash	1986-1987
b. 10, f. 394	Polyline Corporation	1986-1987
b. 10, f. 395	Postage, Bulk Mail	1986-1987
b. 10, f. 396	Postage, Business Reply Mail	1986-1987
b. 10, f. 397	Presto	1986-1987
b. 10, f. 398	Production Arts, Inc.	1986-1987
b. 11, f. 400	R (general)	1986-1987
b. 11, f. 404	Request for Services	1986-1987

1986-1987 (continued)

b. 11, f. 408	Russell Lumber	1986-1987
b. 11, f. 409	S (general)	1986-1987
b. 11, f. 410	Sales Tax Report-YRT	1986-1987
b. 11, f. 411	Sager Electric	1986-1987
b. 11, f. 414	Senco Fastening	1986-1987
b. 11, f. 415	Seton Name Plate Corporation	1986-1987
b. 11, f. 417	Simon and Kumin	1986-1987
b. 11, f. 418	Slocum and Sons	1986-1987
b. 11, f. 420	S.N.E.T. Co.	1986-1987
b. 11, f. 421	Sosenky ' s	1986-1987
b. 11, f. 423	SSDandC	1986-1987
b. 11, f. 424	Stage Lighting Rental	1986-1987
b. 11, f. 425	Star Distributors	1986-1987
b. 11, f. 426	Stephen Dunn and Associates	1986-1987
b. 11, f. 428	T (general)	1986-1987
b. 11, f. 429	Telephone Service Requests	1986-1987
b. 11, f. 431	TCG	1986-1987
b. 11, f. 432	Theatre Crafts Magazine	1986-1987
b. 11, f. 433	Theatre Magic	1986-1987
b. 11, f. 434	Theatre Techniques	1986-1987
b. 11, f. 435	Ticket Craft	1986-1987
b. 11, f. 437	Touche International Products, Ltd.	1986-1987
b. 11, f. 438	Towers Pharmacy	1986-1987
b. 11, f. 439	Tyco	1986-1987
b. 11, f. 440	U (general)	1986-1987
b. 11, f. 441	V (general)	1986-1987
b. 11, f. 442	W (general)	1986-1987
b. 11, f. 443	West Haven Lumber	1986-1987
b. 11, f. 444	West Haven Lumber	1986-1987
b. 11, f. 445	Western Costume	1986-1987

1986-1987 (continued)

b. 11, f. 447	Y (general)	1986-1987
b. 11, f. 448	Yale Computer Center	1986-1987
b. 11, f. 449	Yale Daily News	1986-1987
b. 11, f. 450	Yale Lock Shop	1986-1987
b. 11, f. 451	Yale Physical Plant	1986-1987
b. 11, f. 452	Yale Printing Service	1986-1987
b. 11, f. 453	York Chevron	1986-1987
Old Actors' Files		1983
b. 12, f. 454 - 457	A	1983
b. 12, f. 458 - 462	B	1983
b. 12, f. 463 - 494	C	1983
b. 12, f. 495 - 513	D	1983
b. 12, f. 514 - 518	E	1983
b. 13, f. 519 - 526	F	1983
b. 13, f. 527 - 549	G	1983
b. 13, f. 550 - 567	H	1983
b. 13, f. 568 - 569	I	1983
b. 13, f. 570 - 577	J	1983
b. 13, f. 578 - 593	K	1983
b. 13, f. 594 - 614	L	1983
b. 13, f. 615 - 641	M	1983
b. 13, f. 642 - 652	N	1983
b. 13, f. 653 - 660	O	1983
b. 14, f. 661 - 681	P	1983
b. 14, f. 682 - 703	R	1983
b. 14, f. 704 - 733	S	1983
b. 14, f. 734 - 738	T	1983
b. 14, f. 739 - 742	V	1983
b. 14, f. 743 - 762	W	1983
b. 14, f. 763	Y	1983

Old Actors' Files (continued)

b. 14, f. 764 - 765 Z

1983

Accession 2005-A-032: Personnel files, 1993-2000

Restricted until Jan 1, 2076

b.1	1993:
	1995:
	1996:
	1997:
	1998:
	1999:
	2000:
	JOB SEARCH FILES FY 1999-2002
	FY1999:
b.2	Sound Supervisor I
b.2	Fight Coach
	FY2000:
b.2	Marketing Director/Asst. Prof. Adj
b.2	Sound Supervisor
b.2	Operations Assistant
	FY2001:
b.2	First Hand
b.2	Dean's Assistant
b.2	Business Office Assistant
b.2	Marketing Manager
b.2	Shop Carpenter
b.2	New Audience and Groups Manager
b.2	Sound Technician/Designer
	FY2002:
b.2	Marketing Associate
b.2	Asst. Prof. Adj/Marketing and Communications Director
b.2	Media Relations Manager
b.2	Operations Coordinator

JOB SEARCH FILES FY 1999-2002 > FY2002: (continued)

b. 2	Shop Carpenter	
b. 3	Employee Tax Paperwork	1992-2000

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
Universities and colleges -- Finance

Corporate Bodies

Yale School of Drama
Yale University -- Administration
Yale University -- Finance