

# Guide to the Vice President for Finance and Administration, Yale University, Records

RU 279



compiled by Daniel Hartwig

September 2007

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/>

---

## Table of Contents

Collection Overview .....	3
Requesting Instructions .....	3
Administrative Information .....	3
Conditions Governing Access .....	3
Preferred Citation .....	4
Biographical / Historical .....	4
Scope and Contents .....	4
General note .....	4
Arrangement .....	4
Collection Contents .....	5
Series I: Administrative files, 1938-1978 .....	5
Series II: Real estate records, 1940-1979 .....	6
Series III: Ethical investing, 1977-1978 .....	7
Accession 1982-A-042: Records, circa 1960-1981 .....	8
Accession 1983-A-072: Records, 1941-1982 .....	9
Accession 1983-A-073: Records concerning Science Park and the Whitney-Grove site, 1979-1981 .....	10
Accession 1983-A-074: Records, 1969-1983 .....	11
Accession 1983-A-075: Records, 1871-1983 .....	12
Series V: Photographs, 1863-1921 .....	12
Accession 1988-A-070: Records concerning labor relations, 1977-1985 .....	13
Accession 1989-A-043: Records, 1983-1987 .....	14
Accession 1997-A-093: Administrative and committee records, 1942-1989 .....	15
Accession 2000-A-034: Records of the vice-president for finance and administration, 1988-1997 .....	16
Accession 2000-A-040: Records of the vice-president for finance and administration, 1971-1999 .....	18
Accession 2001-A-042: Correspondence, Corporation materials, and subject files, 1991-1996 .....	20
Accession 2003-A-010: Records of the vice-president for finance and administration, 1984-1999 .....	21
Accession 2004-A-093: Records of the vice president for finance and administration, 1996-1999 .....	22
Accession 2005-A-197: Subject files of the office of the vice president for finance and administration, 1975-2002 .....	23
Accession 2007-A-064: Records of the vice president for finance and administration, 1992-2004 .....	24
Accession 2009-A-159: Office of the Vice President for Finance and Administration, subject files, 1996-2005 .....	25
Selected Search Terms .....	26

---

## 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 279

**CREATOR:** Yale University. Office of Finance and Administration

**TITLE:** Vice president for finance and administration, Yale University, records

**DATES:** 1871-2005

**PHYSICAL DESCRIPTION:** 207.75 linear feet

**LANGUAGE:** English

**SUMMARY:** The records consist of administrative and subject files documenting Yale University's non-academic financial and administrative policies, planning, and procedures. Included are files documenting projects, budgets, investments, fund raising, real estate, benefactors, and labor relations.

**ONLINE FINDING AID:** To cite or bookmark this finding aid, please use the following link: <https://hdl.handle.net/10079/fa/mssa.ru.0279>

---

## 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.0279>.

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

---

## Administrative Information

---

### Conditions Governing Access

This collection is restricted permanently.

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**

Vice President for Finance and Administration, Yale University, Records (RU 279). Manuscripts and Archives, Yale University Library.

---

## **Biographical / Historical**

From 1701 to 1977 the treasurer was the principal fiscal officer of Yale. From 1978 to 1983 the treasurer's responsibilities, along with the university's principal non-academic administrative duties, were under the aegis of the vice-president for finance and administration. In 1983 separate positions of vice-president for finance and vice-president for administration were created by the Yale Corporation but were later reintegrated.

---

## **Scope and Contents**

The records consist of administrative and subject files documenting Yale University's non-academic financial and administrative policies, planning, and procedures. Included are files documenting projects, budgets, investments, fund raising, real estate, benefactors, and labor relations.

---

## **General note**

Forms part of Yale Record Group 5-A (YRG 5-A), Records of Yale officers and offices responsible for financial and administrative functions.

---

## **Arrangement**

The records are arranged by accession.

---

**Collection Contents****Series I: Administrative files, 1938-1978**

	Yale Health Plan Services, Establishment of	
b. 54, f. 1352 - 1355	Correspondence, general	1966-1978
b. 54, f. 1357	Notes	1966-1969
	Social Responsibility in Investing, General Information	
b. 56, f. 1377	Clippings	1969-1973
b. 56, f. 1378	Committee on Ethical Investing	1972
b. 56, f. 1379 - 1381	Correspondence	1968-1977
	Social Responsibility in Investing, 1973	
b. 56, f. 1404	Xerox Corp.	
	Social Responsibility in Investing, 1974	
b. 57, f. 1425	Xerox Corp.	
	Social Responsibility in Investing, 1975	
b. 57, f. 1449	Xerox Corp.	
	Social Responsibility in Investing, 1976	
b. 58, f. 1486	Xerox Corp.	



## Series III: Ethical investing, 1977-1978

b. 64A, f. 38      Xerox

---

b. 65, f. 81      Xerox

---

**Accession 1982-A-042: Records, circa 1960-1981**



**Accession 1983-A-072: Records, 1941-1982**

**Accession 1983-A-073: Records concerning Science Park and the Whitney-Grove site,  
1979-1981**

b. 1, f. 1	Correspondence	1979-1980
b. 1, f. 2	Clippings	1980-1981

**Accession 1983-A-074: Records, 1969-1983**

## Accession 1983-A-075: Records, 1871-1983

Series V: Photographs, 1863-1921

Yale New Haven Hospital

b. 117, f. 925 - 928	Correspondence, memoranda, and reports	1978-1982
b. 118, f. 933	News clippings, reports, bulletins	1978-1981

## **Accession 1988-A-070: Records concerning labor relations, 1977-1985**

---

b. 7, f. 51	National Labor Relations Board Voting List	1983
b. 8, f. 53	Note-Vote Tally as it was Announced	[1983?]

---

## Accession 1989-A-043: Records, 1983-1987

b. 1, f. 8            Committment Accouting System

---

b. 2, f. 28 - 31    New Haven

---

b. 3, f. 37            Organization

---

b. 3, f. 51            Staff Memos

---

b. 3, f. 58            Yale Club of New York

---

b. 3, f. 59            Yale Co-op

---

## **Accession 1997-A-093: Administrative and committee records, 1942-1989**

b. 9	College Dining Hall Seating Capacities and Kitchen plans by University Service Bureau	1942
------	--	------

---

## Accession 2000-A-034: Records of the vice-president for finance and administration, 1988-1997

b. 6, f. 74 - 75	Office of Facilities	1993
b. 7, f. 81	Medical School Budgets	1993
b. 7, f. 90	Office of Facility	1993
	Office of Facility (Phase I)	
b. 7, f. 91 - 93	1993	
b. 7, f. 94	1992	
b. 8, f. 96	Divinity School – Budget Plan	1992
b. 8, f. 97	Divinity School	1993-1994
b. 8, f. 110	Council of Masters	1994
b. 10, f. 133	Graduate School	1994
b. 10, f. 135	Medical School Strategy Planning Committee	1994
b. 10, f. 136	Medical School	1993-1994
b. 10, f. 139	Office of Vice President for Finance and Administration	1995
b. 12, f. 165	Divinity School	1996-1997
	Operating Budget	
b. 14	Yale Corporation	1991-1993
b. 16	Yale Psychiatric Institute	1993-1994
b. 17	New Haven Downtown Council	1987-1991
b. 17	New Haven Real Estate	1992-1994
b. 17	New Haven Real Estate	1993-1995
b. 17	New Haven Real Estate	1993
b. 17	New Haven Affairs	1995-1996
b. 17	New Haven Initiatives	1993-1996
b. 17	New Haven Real Estate Advisory Cmte	1995-1997
b. 17	Medical School Financial	1992-1997
b. 18	10 Power Plant	1994
b. 18	12 Power Plant	1994
b. 18	16 Office of Management and Budget (OMB)	1995



b. 18	17 Peabody Museum/Environmental Sciences Fac	1993-1995
b. 18	18 Power Plant	1995
b. 18	19 Power Plant	1995
b. 20	Yale University Press	1993
b. 20	Yale University Press	1993

## Accession 2000-A-040: Records of the vice-president for finance and administration, 1971-1999

b. 6, f. 71	Yale College	1994-1996
b. 6, f. 72 - 73	Yale Club	1995-1996
b. 6, f. 75 - 76	Yale College	1994-1997
b. 6, f. 77 - 78	Office of University Properties	1995-1997
b. 6, f. 79	Office of University Properties - Audubon Garage	1996-1997
b. 6, f. 80	Yale Bowl	1994-1996
b. 6, f. 84	Office of University Properties	1985-1994
b. 7, f. 88 - 89	Yale Preferred Health	1995
b. 7, f. 90 - 92	Yale Preferred Health	1996
b. 7, f. 93 - 96	Yale New Haven Hospital	1994-1996
b. 7, f. 97	Yale New Haven Hospital Investment and Trust Administration Committee	1995
b. 7, f. 98	Yale New Haven Hospital	1995
b. 8, f. 111	Yale University Options Report	1992
b. 8, f. 112	Yale Capital Building Inventory Database	1990
b. 8, f. 113	Yale Capital Project Data	1990
b. 8, f. 115	Yale University Financial Statements	1991
b. 10, f. 146 - 148	Office of Professional Services	1997
b. 12, f. 165	Operating and Capital Budgets	1991-1995
b. 12, f. 169	Yale School of Medicine	1996
b. 12, f. 172	Graduate School Analysis	1997
b. 12, f. 174	Yale School of Medicine	1996-1997
b. 13, f. 176	Operating and Capital Budgets Folder #177 not used.	1993-1994
b. 13, f. 186	Medicare Payment Policies for Teaching Physicians	1996
b. 13, f. 188	Yale University School of Medicine	1997
b. 14, f. 190	Yale University Press Board	1994-1995
b. 14, f. 193	Yale Preferred Health/Medicaid	1994-1995
b. 14, f. 194	Medical School/Strategic Planning Committee	1994-1995
b. 14, f. 197	Medical School/Faculty Practice Plan	1993-1995

b. 14, f. 198	Medical School/Health Task Discussions	1996
b. 14, f. 209	New Haven Downtown Council	1987-
b. 14, f. 212 - 213	Yale University Press	1993

## **Accession 2001-A-042: Correspondence, Corporation materials, and subject files, 1991-1996**

	Medical School	
b. 2, f. 25	Yale College	1992-1995
b. 2, f. 26	Yale Revisited -	1993-1996
b. 2, f. 31	New Haven Arts -	1994-1995
b. 2, f. 37	Yale Preferred Health	1995-1996

## Accession 2003-A-010: Records of the vice-president for finance and administration, 1984-1999

b. 1, f. 5	New HavenAffairs	1996-1997
	Medical School	
b. 3, f. 49 - 50	Yale Preferred Health	1996-1997
b. 5, f. 85	Staffing Study (Burke Notes)	2000-2001
b. 5, f. 86	Yale Press (Burke Notes)	2000-2001
b. 7, f. 106	Yale Trustees	1997-1998
b. 7, f. 107	Council of Masters	1997-1998
b. 7, f. 122	New HavenAffairs	1997-1998
b. 7, f. 126	Yale Public Affairs	1994-1997
b. 7, f. 127	Yale Residential Colleges	1997
b. 7, f. 128	Yale School of Management (Current Status/Strategies Plan)	1993
	Medical School	
b. 7, f. 140	Yale Support Services	1996-1997
b. 7, f. 141	Yale Summer Program	1997-1998
b. 8, f. 143	Yale Traffic, Receiving + Stores	1996-1997
b. 8, f. 144	Yale Unions -GESO	1996-1997
b. 8, f. 145	Yale Unions (Local 35)	1998-1999
b. 8, f. 152	Officers Meetings	1997-1998
b. 8, f. 156	Yale U Press Financial	1997-1998
b. 9, f. 170	Yale Preferred Health	1997-1998
b. 10, f. 214	Yale and Local 34	1984 November 29

## **Accession 2004-A-093: Records of the vice president for finance and administration, 1996-1999**

b. 1, f. 32	Organization Develop and Training	1998-1999
b. 2, f. 41	New HavenAffairs	1998-1999
b. 2, f. 44	Officers Meetings	1998-1999
b. 4, f. 86 - 87	Commons	1998-1999
b. 6, f. 116	Yale University Press Financial	1998-1999
b. 6, f. 117	Yale University Press Board	1998-1999

**Accession 2005-A-197: Subject files of the office of the vice president for finance and administration, 1975-2002**

b. 2, f. 37	New Medical Program Development Corp	1999-2000
b. 2, f. 38	New Clinical Program Development Corp	2000-2001
b. 2, f. 39	New Haven and State Affairs	2000-2001
b. 3, f. 62	Staffing Stats	1999-2000
b. 5, f. 134	Divinity Sch	1999-2000
b. 5, f. 149	Organizational Management	1999-2000
b. 6, f. 188	0029193 Statements	1999-2000
b. 7, f. 214	Disaster Preparedness	2001-2002
b. 7, f. 219	10 Year Management Plan, Safety	1992-2002
b. 8, f. 234	Organizational Development and Train	
b. 8, f. 236	Organizational Development and Training	
b. 9, f. 271	Staffing Study	2001-2002
b. 9, f. 272 - 273	Staff Meetings	2000-2002

**Accession 2007-A-064: Records of the vice president for finance and administration,  
1992-2004**

	Yale	
	Yale	
	Yale	
b. 2, f. 39	New Haven and State Affairs	2002-2003
	Yale	
	Yale	
	Yale	
	Yale University Press	
	Yale	
	Yale University Press	



**Accession 2009-A-159: Office of the Vice President for Finance and Administration, subject files, 1996-2005**

b. 1, f. 17	Yale Audit Dept (A 133)	2003-2004
b. 1, f. 36	Yale Business Managers	2004-2005
b. 1, f. 37	Yale Business Managers	2003-2004
b. 1, f. 53	Council of Masters	2003-2004
b. 2, f. 59	Dwight Hall	2004-2005
b. 2, f. 60	Dwight Hall	1999-2004
b. 2, f. 93	â€œHotlineâ€ Ethics	2003-2004
b. 3, f. 122	New Haven DeStefano	2002-2003
b. 3, f. 123	New Haven DeStefano	2001-2002
b. 3, f. 124	New Haven and State Affairs	2004-2005
b. 3, f. 125	New Haven and State Affairs	2003-2004
b. 3, f. 126	Officers	2004-2005
b. 3, f. 127	Officers Retreat	2005 January 17
b. 3, f. 128	Organizational Design	2004-2005
b. 3, f. 148	Yale Purchasing (SciQuest)	2004-2005
b. 4, f. 185	Staff Meetings	2003-2004
b. 4, f. 186	Staff Meetings	2002-2003
b. 4, f. 188	â€œHotlineâ€ Ethics	2004-2005
b. 5, f. 217	Yale University Council	2004 December
b. 5, f. 226	â€œWhy Not?â€	2003-2004
b. 5, f. 231	Yale Workplace Survey	2004-2005
b. 5, f. 233	Yale Club of New York	1997-2002
b. 5, f. 234	Yale College Council	2004-2005
b. 5, f. 235	Yale College Council	2003-2004
b. 5, f. 236	Yale Press Board	2003-2004
b. 5, f. 237	Yale Press TriLiteral Board	2003-2004

## **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**

Endowments  
Industrial relations  
Investments  
Labor unions  
Universities and colleges -- Administration  
Universities and colleges -- Finance

### **Corporate Bodies**

Yale College (1718-1887) -- Administration  
Yale College (1718-1887) -- Finance  
Yale University. Office of Finance and  
Administration  
Yale University -- Administration  
Yale University -- Benefactors  
Yale University -- Endowments  
Yale University -- Finance