Administrative Communications Group; Records
ua000.008

This finding aid was produced using ArchivesSpace on June 12, 2019.
English
Describing Archives: A Content Standard
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary Information</td>
<td>3</td>
</tr>
<tr>
<td>Biographical / Historical</td>
<td>3</td>
</tr>
<tr>
<td>Scope and Contents</td>
<td>4</td>
</tr>
<tr>
<td>Arrangement</td>
<td>4</td>
</tr>
<tr>
<td>Administrative Information</td>
<td>4</td>
</tr>
<tr>
<td>Controlled Access Headings</td>
<td>5</td>
</tr>
<tr>
<td>Collection Inventory</td>
<td>5</td>
</tr>
</tbody>
</table>
# Summary Information

**Repository:** M.E. Grenander Department of Special Collections & Archives  
**Creator:** State University of New York at Albany.  
**Title:** Administrative Communication Groups Records  
**ID:** ua000.008  
**Date [inclusive]:** 1962-1971  
**Physical Description:** 0.17 cubic ft.  
**Physical Location:** The materials are located onsite in the department.  
**Language of the Material:** English

**Language of the Material:** English  
**Mixed Materials [Box]:** 1  
**Abstract:** This collection is made up of memos and correspondence informing faculty on University policy. These were created by the Administrative Communications Groups who were responsible for disseminating information about meetings of the administration.

## Preferred Citation

Preferred citation for this material is as follows: Identification of specific item, series, box, folder, The Administrative Communications Group Records, 1962-1971. M.E. Grenander Department of Special Collections and Archives, University Libraries, University at Albany, State University of New York (hereafter referred to as the Administrative Communications Group Records).

\[ Return to Table of Contents \]

---

## Biographical / Historical

The Administrative Communications Group was an organization within the University that informed the faculty and staff on changes in policy. The group was made up of administrative faculty, specifically the Vice Presidents, as well as heads of academic departments.
Scope and Contents

The materials in this collection include memos and correspondence sent out University wide. Most of the policy changes are related to subjects such as affirmative action, campus parking, admissions, budgets, purchasing, mailing, and hiring. They would have monthly meetings and would send out memos detailing what was accomplished. This included major Cabinet Meetings of the Deans and Directors of the University.

Arrangement

Collection is arranged in the order it was received in.

Administrative Information

Publication Statement

M.E. Grenander Department of Special Collections & Archives

Conditions Governing Access

Access to the collection is unrestricted.

Conditions Governing Use

This page may contain links to digital objects. Access to these images and the technical capacity to download them does not imply permission for re-use. Digital objects may be used freely for personal reference use, referred to, or linked to from other websites.

Researchers do not have permission to publish or disseminate material from these collections without permission from an archivist and/or the copyright holder.
The researcher assumes full responsibility for conforming to the laws of copyright. Some materials in these collections may be protected by the U.S. Copyright Law (Title 17, U.S.C.) and/or by the copyright or neighboring-rights laws of other nations. More information about U.S. Copyright is provided by the Copyright Office. Additionally, re-use may be restricted by terms of University Libraries gift or purchase agreements, donor restrictions, privacy and publicity rights, licensing and trademarks.

The University Archives are eager to hear from any copyright owners who are not properly identified so that appropriate information may be provided in the future.

Immediate Source of Acquisition

All items in this manuscript group were transferred to the University Libraries, M.E. Grenander Department of Special Collections and Archives.

Processing Information

Collection was described in 2017 by Erik Stolarski.

Collection Inventory

<table>
<thead>
<tr>
<th>Title/Description</th>
<th>Instances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Communications Group Agendas</td>
<td>Date [inclusive]: 1967-10-1972-10</td>
</tr>
<tr>
<td>Cabinet Meetings</td>
<td>Date [inclusive]: 1962-10-1970-12</td>
</tr>
<tr>
<td>Cabinet Meetings</td>
<td></td>
</tr>
</tbody>
</table>
Date [inclusive]: 1971-01-1971-08

Cabinet Meeting Senior Administrative Staff
Date [inclusive]: 1971-03-1971-10