



ArchivesSpace

Administrative Communications Group; Records

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Describing Archives: A Content Standard

M.E. Grenander Department of Special Collections & Archives

Table of Contents

Summary Information	3
Biographical / Historical	3
Scope and Contents	4
Arrangement	4
Administrative Information	4
Controlled Access Headings	5
Collection Inventory	5

Summary Information

Repository:	M.E. Grenander Department of Special Collections & Archives
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 .
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.

[^ Return to Table of Contents](#)

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.

[^ Return to Table of Contents](#)

Arrangement

Collection is arranged in the order it was recieved in.

[^ Return to Table of Contents](#)

Administrative Information

Publication Statement

M.E. Grenander Department of Special Collections & Archives

Conditions Governing Access

Access to the collection is unrestricted.

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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.

[^ Return to Table of Contents](#)

Controlled Access Headings

- Meetings
- Universities and colleges--Administration
- Affirmative action programs in education
- Campus parking
- Campus planning
- UAlbany Task Forces & Committees

Collection Inventory

Title/Description	Instances
Administrative Communications Group Agendas, 1967-10-1972-10 <u>Language of the Material:</u> English.	
Cabinet Meetings, 1962-10-1970-12 <u>Language of the Material:</u> English.	
Cabinet Meetings, 1971-01-1971-08 <u>Language of the Material:</u> English.	
Cabinet Meeting Senior Administrative Staff, 1971-03-1971-10	

Language of the Material: English.