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## **Finance and Business, Division of; Records**

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M.E. Grenander Department of Special Collections & Archives

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## Summary Information

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<b>Repository:</b>	M.E. Grenander Department of Special Collections & Archives
<b>Title:</b>	Division of Finance and Business Records
<b>ID:</b>	ua300
<b>Date [inclusive]:</b>	1972-2000
<b>Physical Description:</b>	4 cubic ft.
<b>Physical Location:</b>	The materials are located onsite in the department.
<b>Language of the Material:</b>	English .
<b>Abstract:</b>	Contains the records of the Division of Finance and Business, which preceded the current Division of Finance and Administration. It was overseen by the Vice President of Finance and Business and was responsible for many administrative functions at the University: budget and accounting, personnel, facilities, security, and internal audit.

### Preferred Citation

Preferred citation for this material is as follows:

Identification of specific item, series, box, folder, Division of Finance and Business Records, 1977-1998. M.E. Grenander Department of Special Collections and Archives, University Libraries, University at Albany, State University of New York (hereafter referred to as the Division of Finance and Business Records).

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## Historical Note

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The Division of Finance and Business was established circa 1977 to oversee a variety of campus departments that had previously operated separately. As of 1992, the departments directly overseen by the Vice President for Finance and Business were: Controller, Human Resources Management, Physical Facilities, and Financial Management and Budget. The current iteration of this Division is called the Division of Finance and Administration, a name that was adopted in 1998. The Division of Finance and Administration oversees a similar range of operations as its predecessor: financial departments and physical facilities.

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## Scope and Contents

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Materials in this collection consists primarily of correspondence, policy and planning documentation, and reports. Topics covered include: Master Plan development; financial support for building construction and renovation; budget planning; development of the Center for Advanced Technology in Thin Film and Coatings; subject files on various aspects of campus facilities and services, including: recycling and waste management, parking, vehicle operations, and custodial services; Resource Allocation Methodology planning documentation; materials relating to the administration of the bus service; and documentation of New York State ethics regulations.

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## Arrangement of the Collection

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This collection is organized in the original order that it was recieved in. Folders that were in poor condition have been replaced, maintaining the original folder titles.

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## Administrative Information

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### Publication Statement

M.E. Grenander Department of Special Collections & Archives

### Revision Description

Encoded in EAD by Benjamin Covell 2017 February 9

### Processing Information

Processed in 2017 by unprocessed.

## Access

Access to this collection is restricted because it is unprocessed. Portions of the collection may contain recent administrative records and/or personally identifiable information. Please contact an archivist for more information.

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## Acquisition Information

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

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## Controlled Access Headings

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- Education, Higher--Administration
- Budget
- Budget process
- Administrative records
- Financial Records
- UAlbany Finance & Business
- State University of New York at Albany

## Collection Inventory

<b>Title/Description</b>	<b>Instances</b>	
Five Year Prespective, 1987	Box 1	Folder 1
Message from Finance and Business, Undated	Box 1	Folder 2
Three Year Plans Finance and Business, Undated	Box 1	Folder 3
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Finance and Business Division, Five Year Plan, 1981-1983	Box 1	Folder 5
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