



ArchivesSpace

Management and Planning, Office of the Vice President for; Records

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Describing Archives: A Content Standard

M.E. Grenander Department of Special Collections & Archives

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Summary Information

Repository:	M.E. Grenander Department of Special Collections & Archives
Title:	Office of the Vice President for Management and Planning Records
ID:	ua315
Date [inclusive]:	1965-1978
Physical Description:	4 cubic ft.
Physical Location:	The materials are located onsite in the department.
Language of the Material:	English .
Mixed Materials [Box]:	1
Mixed Materials [Box]:	2
Mixed Materials [Box]:	3
Mixed Materials [Box]:	4
Mixed Materials [Box]:	5
Abstract:	Contains the records of the Office of the Vice President for Management and Planning, which oversaw budget, personnel, facilities, security, and other campus services from 1966 until 1977 when the position became the Vice President for Finance and Business.

Preferred Citation

Preferred citation for this material is as follows:

Identification of specific item, series, box, folder, Office of the Vice President for Management and Planning Records, 1965-1978. M.E. Grenander Department of Special Collections and Archives, University Libraries, University at Albany, State University of New York (hereafter referred to as the Office of the Vice President for Management and Planning Records).

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Historical Note

The position of Vice President for Management and Planning was created circa 1966 to oversee several University functions that had previously been independent: administration, finance and budgeting, and others. The position was replaced by the Vice President for Finance and Business in 1977.

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Scope and Contents

This collection contains budget planning documents, personnel records, staff meeting minutes, space and construction planning materials, security reports, enrollment summaries, department files, and other administrative documentation.

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Arrangement of the Collection

The collection is unprocessed and is likely disorganized. Individual items may be difficult to find.

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Administrative Information

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 Erik Stolarski.

Access

Access to the Collection is unrestricted.

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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.

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

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