



ArchivesSpace

## **Business Affairs, Office 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>	Office of Business Affairs Records
<b>ID:</b>	ua330
<b>Date [inclusive]:</b>	1914-1978
<b>Physical Description:</b>	1.37 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 budget and administrative planning records from the Business Office and the Office of the Dean for Administration, primarily dating from the mid- to late-1960s.

### Preferred Citation

Preferred citation for this material is as follows:

Identification of specific item, series, box, folder, Office of Business Affairs Records, 1914-1978. M.E. Grenander Department of Special Collections and Archives, University Libraries, University at Albany, State University of New York (hereafter referred to as the Business Office Records).

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## Historical Note

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The Business Office, headed by the Director of Business Affairs, succeeded the position of Financial Secretary circa 1966. It was overseen by the Vice President of Management and Planning and existed until the organizational structure was changed and the Division of Finance and Business was created in 1977

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## Scope and Contents

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This collection contains budget reports and financial planning materials, pertaining to various aspects of running the campus. This includes acquisition of materials for departments as well as coordination of the telephone system and payment of bills on campus. Many of these documents were memos sent out to all faculty and staff informing them of imminent changes to University protocol.

The collection also contains administrative records associated with Elmer C. Mathews, the Dean of Administration (later referred to as Dean of Personnel Administration).

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## Arrangement of the Collection

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The collection is organized in the way it was received, maintaining the original order. Folders 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 14

### Processing Information

Processed in 2017 by Erik Stolarski.

### 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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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

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

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## Collection Inventory

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Title/Description	Instances	
Business Affairs, 1975 April-1978 March	Box 1	Folder 1

Data Processing Notes - Pamphlets (Computer), 1963-1965	Box 1	Folder 2
Energy Consumption Data, 1972 December-1973 October	Box 1	Folder 3
Administration Manual for Overseas Program Directors, 1970 September	Box 1	Folder 4
Proposal for Newly Revised Administrative Data Processing System for SUNY Albany, 1965 December 3	Box 1	Folder 5
Business Office Affairs, 1967-1971	Box 1	Folder 6
Budget Control and Reconciliation Data, 1965-1966	Box 1	Folder 7
Bell and Howeel Proposal and Information, 1970	Box 1	Folder 8
Student Assistants, 1963-1966	Box 1	Folder 9
Miscellaneous Bank Deposit books, 1923-1957	Box 1	Folder 10
Budget Survey Report, 1949 December 19	Box 1	Folder 11
Middle State Accreditation, 1960-1962	Box 1	Folder 12
Miscellaneous-Papers and Correspondence, 1974	Box 1	Folder 13
Telephones (CENTREX), 1963-1966	Box 1	Folder 14
Summer, 1968	Box 1	Folder 15
Official Ovest Housing, 1966-1968	Box 1	Folder 16
Grants, 1963-1964	Box 1	Folder 17
Space Inventory, 1964-1965	Box 1	Folder 18
Secretarial Workshops, 1962-1966	Box 1	Folder 19
Request for Faculty Appointments, 1968-1969	Box 1	Folder 20
Special Events: Summer, 1966	Box 1	Folder 21
Summer Special Programs, 1966	Box 1	Folder 22
Final Examination, 1964-1966	Box 1	Folder 23
Budget Summer, 1966	Box 1	Folder 24
ASSTS Summer, 1966	Box 1	Folder 25
Summer Notes and Correspondence, 1967	Box 1	Folder 26
Faculty Summer, 1967	Box 1	Folder 27
Routined- Emergency Maintenance Service, 1962	Box 1	Folder 28
Employees Rating, 1953 January 16	Box 1	Folder 29
Facilities, 1962	Box 1	Folder 30
Grants, 1952-1953	Box 1	Folder 31
Registration, 1961-1963	Box 1	Folder 32

Administration Work, 1965-1966	Box 1	Folder 33
Administrative Cabinet Memos, 1963-1966	Box 1	Folder 34
Correspondence, 1966	Box 1	Folder 35
Functions and Offices, Undated	Box 1	Folder 36
Nepotism Policy, Undated	Box 1	Folder 37
New Campus Tip Sheet, Undated	Box 1	Folder 38
Business, General, 1966-1967	Box 1	Folder 39
Telephone & Switchboard, 1965-1967	Box 1	Folder 40
Student Assistant stipend tables & Payroll information, 1964-1970	Box 1	Folder 41
Special Service Survey, 1962-1963	Box 1	Folder 42
Library Book Binding, Undated	Box 1	Folder 43
Safeguarding Essential Records, Undated	Box 1	Folder 44
Telephone Price Increase, Undated	Box 1	Folder 45
Tie Line Usage, Undated	Box 1	Folder 46
New Telephone Tie Line System, Undated	Box 1	Folder 47
Financial Bulletin, Undated	Box 1	Folder 48
Purchasing and Budgets, Undated	Box 1	Folder 49
SUNY Policies, Undated	Box 2	Folder 1
Functions and Offices, Undated	Box 3	Folder 1
University Rules and Regulations For Travel, Undated	Box 3	Folder 2
Huyck Preserve, Undated	Box 3	Folder 3
Loan Funds, Undated	Box 3	Folder 4
Repairs: Boys Locker Room, Undated	Box 3	Folder 5
War Assets Administration, Undated	Box 3	Folder 6
Payrolls and Payroll Changes, Undated	Box 3	Folder 7
Fees Collected, Undated	Box 3	Folder 8
Travel Expenses, Undated	Box 3	Folder 9
Maintenance and Services, Undated	Box 3	Folder 10
Correction to Code Book, Undated	Box 3	Folder 11
Appropriations, Undated	Box 3	Folder 12
Ashes and Cool-Bids, Undated	Box 3	Folder 13
Fees, Rules and Regulations, Undated	Box 3	Folder 14

Employees Retirement, Undated	Box 3	Folder 15
Division of Budget, Undated	Box 3	Folder 16
Department of Civil Service, Undated	Box 3	Folder 17
Department of Audit and Control, Undated	Box 3	Folder 18
Department of Architecture, Undated	Box 3	Folder 19
Overtime Compensation, Undated	Box 3	Folder 20
Overtime Rates, Undated	Box 3	Folder 21
Repairs, Undated	Box 3	Folder 22
Surplus Property, Undated	Box 3	Folder 23