



ArchivesSpace

Human Resources Management, Office of; Records

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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 Human Resources Management Records
ID:	ua337
Date [inclusive]:	1947-2017
Physical Description:	3.53 cubic ft.
Physical Location:	The materials are located onsite in the department.
Language of the Material:	English .
Mixed Materials [Collection]:	X
Abstract:	This collection contains salary schedules and rosters, personnel policy and procedure documentation, and other records pertaining to the Office of Human Resources Management and its predecessor bodies.

Preferred Citation

Preferred citation for this material is as follows:

Identification of specific item, series, box, folder, Office of Human Resources Management Records, 1947-2017. 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 Human Resources Management Records).

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Administrative History

The Office of Human Resources Management, formerly called the Office of Personnel Administration, is a department within the Division of Finance and Administration. It is responsible for overseeing hiring and recruitment activities, employee payroll and benefits, and other human resources activities.

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Scope and Contents

This collection contains administrative correspondence and memoranda, policy manuals, planning documentation, salary schedules and rosters (1948-1969), budget files, employee benefits documentation, and other records related to personnel and human resources. Most of the paper records in the collection were created by the Office of Personnel Administration, although there are also relevant subject files that were moved to this collection from the collections of other offices at an unknown point in time. The Collection also includes web captures of the Office of Human Resource Management's website.

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Arrangement

Collection was maintained in the original order after it was transferred.

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Administrative Information

Publication Statement

M.E. Grenander Department of Special Collections & Archives

Revision Description

Encoded in EAD by Benjamin Covell Series-level records for Office of Human Resources Management
Records created by Miles Lawlor. 2017 February 2 2018 February

Access

Access to this collection is unrestricted.

Acquisition Information

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

Processing Information

Processed in 2017 by Miles Lawlor.

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Controlled Access Headings

- Education, Higher--Administration
- College personnel management
- Personnel management
- Personnel departments
- Web Archives
- Administrative records
- rosters
- Budgets
- UAlbany Finance & Business
- State University of New York at Albany

Collection Inventory

Website of the Office of Human Resources Management, 2013-2017

Physical Description: 267 captures

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Administrative Records, 1947-1985

Physical Description: 3.53 cubic ft.

Language of the Material: English.

Arrangement

Collection was maintained in the original order after it was transferred.

Scope and Contents

This collection contains administrative correspondence and memoranda, policy manuals, planning documentation, salary schedules and rosters (1948-1969), budget files, employee benefits documentation, and other records related to personnel and human resources. Most of the paper records in the collection were created by the Office of Personnel Administration, although there are also relevant subject files that were moved to this collection from the collections of other offices at an unknown point in time.

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