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# **Financial Management and Budget, Office of; Records**

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Describing Archives: A Content Standard

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 Financial Management and Budget Records
<b>ID:</b>	ua360
<b>Date [inclusive]:</b>	1938-1991
<b>Physical Description:</b>	7.2 cubic ft.
<b>Physical Location:</b>	The materials are located onsite in the department.
<b>Language of the Material:</b>	English .
<b>Mixed Materials [Box]:</b>	14
<b>Mixed Materials [Box]:</b>	15
<b>Abstract:</b>	Includes annual preliminary and final budget requests of the University at Albany and its predecessor institutions, detailing operating costs and salaries. Formerly the Office of the Budget.

### Preferred Citation

Preferred citation for this material is as follows:

Identification of specific item, series, box, folder, Office of Financial Management and Budget Records, 1938-1990. 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 Financial Management and Budget Records).

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## Historical Note

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The Office of Financial Management and Budget is a unit within the Division of Finance and Administration that is responsible for management, planning, and analysis of the budget of the University at Albany. The University website describes the purpose of the Office as "to provide support to campus management for all levels of the organization in development, implementation, analysis, and monitoring

of the campus operating budget." It was previously called the Budget Office, and was overseen by the Vice President for Finance and Business. The department is key in developing budget requests to the State University of New York Administration for the coming year.

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## Scope and Contents

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This collection consists of preliminary and final budget requests for the University at Albany. These detail all minutia of the University budget including faculty and staff salaries, costs of campus activities and organizations. The sections dedicated to each department includes the duties performed by many faculty and staff including professors, librarians, and maintenance staff. Besides detailing staff salaries and costs, the report also includes material costs like supplies for the physical plant and acquisition costs for the library. There is also information on financial aid approved for students. All of this is included in yearly reports bound together and sent to the SUNY administration to be approved.

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## Arrangement of the Collection

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The collection is arranged in chronological order with two boxes containing surplus reports from the 1970s and 1980s.

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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 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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- Budget
- Budget process
- Reconciliation (Budget process)
- Administrative records
- Financial Records

- Budgets
- UAlbany Finance & Business
- State University of New York at Albany

## Collection Inventory

Title/Description	Instances	
Legislative Budget, 1938-1939	Box 1	Folder 1
Legislative Budget, 1939-1940	Box 1	Folder 2
Legislative Budget, 1940-1941	Box 1	Folder 3
Legislative Budget, 1941-1942	Box 1	Folder 4
Legislative Budget, 1942-1943	Box 1	Folder 5
Legislative Budget, 1943-1944	Box 1	Folder 6
Legislative Budget, 1944-1945	Box 1	Folder 7
Legislative Budget, 1945-1946	Box 1	Folder 8
Legislative Budget, 1945-1946	Box 1	Folder 9
Legislative Budget, 1946-1947	Box 1	Folder 10
Legislative Budget, 1947-1948	Box 1	Folder 11
Budget Summary, 1949-1950	Box 1	Folder 12
Legislative Budget, 1950-1951	Box 1	Folder 13
Budget Summary(incomplete), 1950-1951	Box 1	Folder 14
Legislative Budget, 1951-1952	Box 2	Folder 1
Budget Request, 1952-1953	Box 2	Folder 2
Budget Request, 1953-1954	Box 2	Folder 3
Operational Budget Requirements , 1953-1954	Box 2	Folder 4
Budget Request, 1954-1955	Box 2	Folder 5
Operational Budget Requirements , 1954-1955	Box 2	Folder 6
Budget Request, 1955-1956	Box 2	Folder 7
Operational Budget Requirements , 1955-1956	Box 2	Folder 8
Budget Request, 1956-1957	Box 2	Folder 9
Budget Request, 1957-1958	Box 2	Folder 10
Budget Request, 1958-1959	Box 2	Folder 11
Preliminary Budget, 1959-1960	Box 2	Folder 12

Budget Request, 1959-1960	Box 2	Folder 13
Budget Request, 1960-1961	Box 3	Folder 1
Budget Request, 1961-1962	Box 3	Folder 2
Preliminary Budget Request, 1968-1969	Box 3	Folder 3
Final Budget Request , 1968-1969	Box 3	Folder 4
Final Budget Request , 1969-1970	Box 3	Folder 5
Final Budget Request Supplement , 1969-1970	Box 3	Folder 6
Final Budget Request , 1970-1971	Box 3	Folder 7
Preliminary Budget Request , 1970-1971	Box 3	Folder 8
Preliminary Budget Request, 1971-1972	Box 4	Folder 1
Final Budget Request , 1971-1972	Box 4	Folder 2
Final Budget Request , 1972-1973	Box 4	Folder 3
Preliminary Budget Request, 1973-1974	Box 4	Folder 4
Final Budget Request (pp 103-230), 1973-1974	Box 5	Folder 1
Final Budget Request ( pp 1-102) , 1973-1974	Box 5	Folder 2
Preliminary Budget Request, 1974-1975	Box 5	Folder 3
Final Budget Request, 1974-1975	Box 5	Folder 4
Preliminary Budget Request President's Message, 1975-1976	Box 5	Folder 5
Preliminary Budget Request, 1975-1976	Box 6	Folder 1
Final Budget Request (pp 1-102), 1975-1976	Box 6	Folder 2
Final Budget Request (pp 103-251), 1975-1976	Box 6	Folder 3
Preliminary Budget Request, 1976-1977	Box 6	Folder 4
Final Budget Request, 1976-1977	Box 6	Folder 5
Preliminary Budget Request, 1977-1978	Box 7	Folder 1
Final Budget Request, 1977-1978	Box 7	Folder 2
Preliminary Budget Request, 1978-1979	Box 7	Folder 3
Final Budget Request (pp 1-120), 1978-1979	Box 7	Folder 4
Final Budget Request (pp 121-240), 1978-1979	Box 7	Folder 5
Preliminary Budget Request, 1979-1980	Box 8	Folder 1
Final Budget Request , 1979-1980	Box 8	Folder 2
Preliminary Budget Request , 1980-1981	Box 8	Folder 3
Final Budget Request, 1980-1981	Box 8	Folder 4

Preliminary Budget Request, 1981-1982	Box 8	Folder 5
Final Budget Request, 1981-1982	Box 8	Folder 6
Preliminary Budget Request, 1982-1983	Box 9	Folder 1
Final Budget Request, 1982-1983	Box 9	Folder 2
Preliminary Budget Request Program Narrative, 1983-1984	Box 9	Folder 3
Preliminary Budget Request Statistical Data, 1983-1984	Box 9	Folder 4
Final Budget Request Program Narrative, 1983-1984	Box 9	Folder 5
Final Budget Request Statistical Data, 1983-1984	Box 9	Folder 6
Preliminary Budget Request Statistical Data, 1984-1985	Box 10	Folder 1
Preliminary Budget Request Program Narrative, 1984-1985	Box 10	Folder 2
Final Budget Request Program Narrative, 1984-1985	Box 10	Folder 3
Final Budget Request Statistical Data, 1984-1985	Box 10	Folder 4
Preliminary Budget Request Program Narrative, 1985-1986	Box 10	Folder 5
Preliminary Budget Request Statistical Data, 1985-1986	Box 10	Folder 6
Final Budget Request Program Narrative, 1985-1986	Box 10	Folder 7
Final Budget Request Statistical Data, 1985-1986	Box 10	Folder 8
Preliminary Budget Request Statistical Data, 1986-1987	Box 11	Folder 1
Preliminary Budget Request Program Narrative, 1986-1987	Box 11	Folder 2
Final Budget Request Program Narrative, 1986-1987	Box 11	Folder 3
Final Budget Request Statistical Data, 1986-1987	Box 11	Folder 4
Final Budget Request Program Narrative, 1987-1988	Box 11	Folder 5
Final Budget Request Statistical Data, 1987-1988	Box 11	Folder 6
Preliminary Budget Request Statistical Data, 1987-1988	Box 12	Folder 1
Preliminary Budget Request Program Narrative, 1987-1988	Box 12	Folder 2
Final Budget Request Statistical Data, 1987-1988	Box 12	Folder 3
Preliminary Budget Request Program Narrative, 1988-1989	Box 12	Folder 4
Preliminary Budget Request Statistical Data, 1988-1989	Box 12	Folder 5
Final Budget Request Program Narrative, 1988-1989	Box 12	Folder 6
Final Budget Request Statistical Data, 1988-1989	Box 12	Folder 7
Final Budget Request Program Narrative, 1989-1990	Box 12	Folder 8
Final Budget Request Statistical Data, 1989-1990	Box 12	Folder 9
Final Budget Request Narrative, 1990-1991	Box 13	Folder 1



Final Budget Request: Program Narrative , 1990-1991	Box 13	Folder 2
Final Budget Request: Statistical Data, 1990-1991	Box 13	Folder 3
Preliminary Budget Development, 1990-1991	Box 13	Folder 4
Final Budget Request: Program Narrative , 1991-1992	Box 13	Folder 5
Final Budget Request: Statistical Data, 1991-1992	Box 13	Folder 6
Budget Request (Final Narrative), 1992-1993	Box 13	Folder 7
Final Budget Request(Statistical Data), 1992-1993	Box 13	Folder 8
Final Budget Request, 1993-1994	Box 13	Folder 9
Final Budget Request, 1994-1995	Box 13	Folder 10
Final Budget Request (Statistical Data), 1995-1996	Box 13	Folder 11
Budget Request(Final Narrative), 1995-1996	Box 13	Folder 12