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Latino, Latin American, and Caribbean Studies (CELAC), Center 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
Creator:	State University of New York at Albany. Center for Latino, Latin American, and Caribbean Studies
Title:	Center for Latino, Latin American, and Caribbean Studies (CELAC) Records
ID:	ua445
Date [inclusive]:	1975-2018
Physical Description:	4 cubic ft.
Physical Location:	The materials are located onsite in the department
Language of the Material:	English .
Abstract:	CELAC was established promote research, publications, technical assistance, and resource services to the academic, international, and local communities focused on the Latin American, Caribbean, and U.S. Latino populations.

Preferred Citation

Preferred citation for this material is as follows: Identification of specific item, series, box, folder, Center for Latino, Latin American, and Caribbean Studies Records, 1975-2018. M.E. Grenander Department of Special Collections and Archives, University Libraries, University at Albany, State University of New York (hereafter referred to as the CELAC Records).

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Biographical / Historical

The Center for Latino, Latin American, and Caribbean Studies (CELAC) at the University at Albany, SUNY was active from 1984-2018. Its mission was to promote research, publications, technical assistance, and resource services to the academic, international, and local communities focused on the Latin American, Caribbean, and U.S. Latino populations. CELAC relied on the collective expertise of scholars and specialists from a wide range of fields, and fostered interdisciplinary and transnational research approaches, and international collaborations among faculty and academic, governmental, and

non-governmental institutions. The Center ceased operations in 2018 and its office space was cleared in early 2019.

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Scope and Contents

Contains administrative records of the CELAC, including financial and budget records, purchase orders, MOUs, grant proposals, personnel information, change requests, correspondences, mailing lists and other records created during the course of CELAC activities. Also present are advocacy materials, course materials, promotional materials and information on US legislation concerning the Latinx community. There is also an incomplete run of New York Latino Research and Resources Network (NYLARNet) publications.

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Arrangement

The Administrative records and advocacy, course and program information were found in a filing cabinet, separated by drawers. The publications and promotional materials were found throughout the CELAC offices.

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Administrative Information

Publication Statement

M.E. Grenander Department of Special Collections & Archives

Processing Information

Student grades and makeup requests and excuses were disposed of during accession by Gregory Wiedeman.

Immediate Source of Acquisition

All items in this collection were transferred to the University Libraries, M.E. Grenander Department of Special Collections and Archives in January 2019 by Gregory Wiedeman with the assistance of Jesus Alonso Regalado.

Conditions Governing Access

The Administrative Records series is restricted due to the presence of non-permanent personnel information and records that contain personal information that must be withheld due to New York State records laws. The advocacy and course materials must also be reviewed by an archivist before use for grades and other student personal information, but then may be used.

Conditions Governing Use

<https://creativecommons.org/publicdomain/mark/1.0/>

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Controlled Access Headings

- Hispanic Americans
- Education, Higher--United States--Administration
- UAlbany Centers & Institutes

Collection Inventory

Administrative Records, 1975-2011

Physical Description: 2 cubic ft.

Scope and Contents

Contains administrative records for CELAC, including Memoranda of Understanding (MOU) agreements to Hunter College, Cornell, Columbia, and CUNY, grant proposals financial and budgetary materials, personnel information and change requests, and mailing lists.

Conditions Governing Access:

Conditions Governing Access

Restricted due to the presence of personnel information and other personally identifiable information that must be restricted according to New York State Records Laws.

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Advocacy and Course Materials, 1996-2011

Physical Description: 1 cubic ft.

Conditions Governing Access:

Conditions Governing Access

Must be reviewed before use by an archivists for grades and other student personal information.

Scope and Contents

Contains records from JosÃ© E. Cruz, director of CELAC and Associate Professor of Political Science. This includes course materials, CELAC advocacy and program materials, and information on American legislation concerning the Latinx community.

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Promotional Materials and NYLARnet Publications, 1996-2009

Physical Description: 0.25 cubic ft.

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