



ArchivesSpace

Educational Opportunity Center; 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:	Educational Opportunity Center
ID:	ua561
Date [inclusive]:	1959-1978
Physical Description:	1.8 cubic ft.
Physical Location:	The materials are located onsite in the department.
Language of the Material:	English .
Abstract:	This collection is comprised of the inactive records from the Educational Opportunity Center at the State University of New York at Albany.

Preferred Citation

Identification of specific item, series, box, folder, Educational Opportunity Center Records, 1959-1978. M.E. Grenander Department of Special Collections and Archives, University Libraries, University at Albany, State University of New York (hereafter referred to as the Educational Opportunity Center Records).

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Historical Note

The Educational Opportunity Center (EOC) at the State University of New York at Albany provided free programs for economically or educationally disadvantaged adults in the Albany area in order to further their careers and/or educational goals from the late 1960s to late 1970s. Vocational programs included bookkeeping/accounting, clerk typing, keypunch operation, office assistant jobs, and secretarial work. Free academic programs included English-as-a-Second-Language courses, vocational preparation, high school equivalency, and health science programs. After completion of a program, the EOC worked to place graduates in jobs or college.

These records pertain to the program as it was offered by the State University of New York at Albany before it was consolidated in 1978 with the Troy Educational Opportunity Center. Operations were combined under the management of Hudson Valley Community College and still operate today,

under the name Capital District Opportunity Center. In May of 1978, the records of the Educational Opportunity Center were transferred to the Archives as a result of the consolidation of EOCs and the end of State University of New York at Albany's administrative responsibility in August of 1978.

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Content Description

The collection documents the procedures of the Educational Opportunity Center (EOC) from 1973 to 1978 and contains reports, budgets, correspondence, data, surveys, audits, memos, plans, projects, reports, program materials, and more. Earlier records of the EOC from the late 1960s to early 1970s were destroyed by a water leakage at EOC and could not be donated to the Archives. Files titled as "Important Documents" may include enrollment information, program proposals and reports, memos, surveys, evaluations, budgets and fiscal reports, student data, correspondence, and more.

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Arrangement of the Collection

The collection is arranged chronologically. There are no series.

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Administrative Information

Publication Statement

M.E. Grenander Department of Special Collections & Archives

Processing Information

Processed in 2023 by Dulcie Beauregard.

Access

Access to this collection is unrestricted.

Immediate Source of Acquisition

The records of the Educational Opportunity Center were transferred to the Archives in May of 1978.

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Controlled Access Headings

- Educational Opportunity Center (State University of New York)
- UAlbany Centers & Institutes
- Education
- Albany, New York
- Career development
- Administrative records

Collection Inventory

Title/Description	Instances	
1973 Summative Reports and Testing Materials, 195919631973Undated	Box 1	Folder 1
Communications: EOC- Guidelines, 1973	Box 1	Folder 2

Audits and Reports, 1973Undated	Box 1	Folder 3
Communications: EOC- Material or Correspondence from Other Centers, 1973Undated	Box 1	Folder 4
Original Reports, 1973Undated	Box 1	Folder 5
Communications: EOC- Miscellaneous, 1973-1974	Box 1	Folder 6
Communications: EOC- Policies and Procedures, 1973-1974	Box 1	Folder 7
EOC Reports, 1973-1974	Box 1	Folder 8
Communications: Drug Education Program, EOC, 1973-1974Undated	Box 1	Folder 9
Communications: EOC- Academic Affairs (Programs), 1973-1974Undated	Box 1	Folder 10
Communications: EOC- Budget and Financial Matters, 1973-1974Undated	Box 1	Folder 11
Communications: EOC- Personnel, 1973-1975Undated	Box 1	Folder 12
Important Documents: Budgets, Reports, Memos, Data, 1973-1976Undated	Box 1	Folder 13
Important Documents: Placement, Reports, Data, Policies, 1973-1976Undated	Box 1	Folder 14
Important Documents, 1973-1977Undated	Box 1	Folder 15
Recruiting for Summer and Fall Courses, 1974 July 3	Box 1	Folder 16
Communications: EOC- Inventories, 1974	Box 1	Folder 17
EOC Screening Committee Memos and Miscellaneous Information, 1974	Box 1	Folder 18
Year End Reports, 1974	Box 1	Folder 19
74-75 Budget, 1974Undated	Box 1	Folder 20
Important Documents: Memos, Reports, Information, 1974Undated	Box 1	Folder 21
Important Documents: Program Evaluations, Assessments, and Reports, 1974-1975Undated	Box 1	Folder 22
75-76 Budget, 1974-1976Undated	Box 1	Folder 23
75-77 Budgets and Planning, 1974-1976Undated	Box 1	Folder 24
Project Mercury, 1974-1976Undated	Box 1	Folder 25
Questionnaires Received After Survey Was Finished, 1975	Box 1	Folder 26
Project Mercury Final Report, 1975Undated	Box 1	Folder 27
Veterans Survey of Vocational Programs and Student Lists, 1975Undated	Box 1	Folder 28
EOC Organization, 1975-1976	Box 2	Folder 1

76-77 Budget (1 of 2), 1975-1976Undated	Box 2	Folder 2
76-77 Budget (2 of 2), 1975-1976Undated	Box 2	Folder 3
Important Documents, 1975-1976Undated	Box 2	Folder 4
Important Documents: Program Information, Reports, and Memos, 1975-1976Undated	Box 2	Folder 5
Important Documents: Reports, Surveys, Enrollment, and Program Information, 1975-1976Undated	Box 2	Folder 6
Essential Documents, 1975-1977Undated	Box 3	Folder 1

Scope and Contents

Includes annual reports, final reports, brochures, enrollment information, program results, and memos.

Destroyed Files, 1976	Box 3	Folder 2
Job Preparation Handbook, 1976	Box 3	Folder 3
Important Documents: Burns International Security Services, Inc., 1976Undated	Box 3	Folder 4
Important Documents: Program Information and Surveys, 1976Undated	Box 3	Folder 5
Monthly Reports, 1976Undated	Box 3	Folder 6
Important Documents, 1976-1978Undated	Box 4	Folder 1
74-75 and 75-76 Budget Requests, Undated	Box 4	Folder 2