



ArchivesSpace

University Affairs, Office of Vice President 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
Title:	Office of the Vice President for University Affairs Records
ID:	ua700
Date [inclusive]:	1966-1988
Physical Description:	9.33 cubic ft.
Physical Location:	The materials are located onsite in the department.
Language of the Material:	English .
Mixed Materials [Collection]:	X
Abstract:	Contains records from the Office of the Vice President of University Affairs (which existed from 1972 until approximately 1990), including correspondence, meeting materials, and planning documentation on the subject of alumni and parent relations, advancement, contract negotiations, event planning, and budget.

Preferred Citation

Preferred citation for this material is as follows:

Identification of specific item, series, box, folder, Office of the Vice President for University Affairs Records, 1969-1988. M.E. Grenander Department of Special Collections and Archives, University Libraries, University at Albany, State University of New York (hereafter referred to as the Vice President for University Affairs Records).

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Historical Note

The position of Vice President for University Affairs was created in 1972 to oversee various aspects of University administration, including alumni affairs, public relations, and development. The position was phased out in 1989-1990, and many of the offices it oversaw were shifted to the Vice President for University Advancement.

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Scope and Contents

This collection documents the activities of the Vice President of University Affairs, primarily during the late 1960s and throughout the 1970s. Most of the files appear to have come from Sorrell Chesin during his time as the Vice President of University Affairs during that period. As the Vice President was responsible for development and fundraising during this period, there are a number of files including correspondence, memoranda, form letters and mailing lists maintained by the office for various fundraising activities, especially for the University at Albany Fund. This collection also documents contract negotiations with on-campus union groups including UUP and CSEA. The collection also includes memoranda; correspondence; brochures; form letters; alumni and parent relations files; commencement planning files and various reports on the University's fundraising goals.

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Arrangement of the Collection

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 2017 March 9

Processing Information

Processed in 2019 by Miles Lawlor.

Access

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The M.E. Grenander Department of Special Collection and Archives is 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

- Education, Higher--Administration
- Minutes (administrative records)
- Correspondence
- UAlbany University Development
- State University of New York at Albany