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Summary Information

Repository: M.E. Grenander Department of Special Collections & Archives
Title: Office of Career and Professional Development Records
ID: ua730.007
Date [inclusive]: 1961-2016
Physical Description: 0.33 cubic ft.
Physical Location: The materials are located onsite in the department.
Language of the Material: English
Abstract: Records from the college's career development office.

Preferred Citation

Prefered citation for this material is as follows:


Administrative History

The Career and Professional Development Office helps with issues and questions related to work, careers, and applying to graduate school. Services are available to both current students and alumni who have graduated within the past year. The office also works with employers to help them connect with students. The office holds a variety of workshops and programs and provides drop-in hours to review resumes and cover letters. In the 1960s and 1970s the office was called the Career Development Center.
Scope and Contents

Includes web archives, annual reports from 1961-1971; and brochures. Included are records produced by predecessor offices including the Placement Bureau during the State College for Teachers era.

Arrangement of the Collection

The collection is unprocessed and is likely disorganized. Individual items may be difficult to find.

Administrative Information

Publication Statement

M.E. Grenander Department of Special Collections & Archives

Revision Description

Encoded in EAD by Gregory Wiedeman 2016 September 12

Processing Information

Processed in 2016 by unprocessed.

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.

Controlled Access Headings

- Career development
- Web Archives
- UAlbany Student Affairs
- State University of New York at Albany

Physical Characteristics and Technical Requirements

Web Archives

Collection Inventory

Web Archives, 2003 April 30-2016 September 28
Web crawling is managed through the Internet Archive's Archive-It service. This page includes links to both the university's collection and the Internet Archive's public collection.

Surface-level crawling of www.albany.edu is performed daily which should include most top-level webpages. Separate targeted crawls of every albany.edu subdomain are performed monthly to attempt to gather all content. This includes: www.albany.edu, www.rna.albany.edu, www.ctg.albany.edu, www.ualbanysports.com, www.albany.edu/rockefeller, www.albany.edu/cela, www.albany.edu/asrc, m.albany.edu, library.albany.edu, events.albany.edu, cstar.cestm.albany.edu, csda.albany.edu, and alumni.albany.edu

### Physical Characteristics and Technical Requirements

#### Web Archives

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<tr>
<th>Title/Description</th>
<th>Instances</th>
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<tr>
<td><a href="http://www.albany.edu/career/">http://www.albany.edu/career/</a> - University Archives collection, 2013 May 8-2016 September 28</td>
<td>Web-Archive 1</td>
</tr>
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<td>Digital Object: <a href="http://www.albany.edu/career/">http://www.albany.edu/career/ - University Archives collection</a></td>
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</tr>
</tbody>
</table>

**Conditions Governing Access:**

WARC files are very large and difficult to work with. Your request may take time to process, and we may be unable to deliver your request remotely. Please consult an archivist if you are interested in researching with web archives.

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<tbody>
<tr>
<td><a href="http://www.albany.edu/career/">http://www.albany.edu/career/</a> - Internet Archive collection, 2003 April 30-2016 September 28</td>
<td>Web-Archive 2</td>
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### Administrative Records, 1961-1974

Physical Description: 0.25 cubic ft.

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