



ArchivesSpace

## **Residential Life, 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>	Department of Residential Life Records
<b>ID:</b>	ua743
<b>Date [inclusive]:</b>	1944-1985
<b>Physical Description:</b>	4.5 cubic ft.
<b>Physical Location:</b>	The materials are located onsite in the department.
<b>Language of the Material:</b>	English .
<b>Abstract:</b>	This collection is made up of the inactive records from the Department of Residential Life and its predecessor, the Office of Residences.

### Preferred Citation

Preferred citation for this material is as follows:

Identification of specific item, series, box, folder, Department of Residential Life Records, 1965-1985. M.E. Grenander Department of Special Collections and Archives, University Libraries, University at Albany, State University of New York (hereafter referred to as the Residential Life Records).

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## Historical Note

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The Housing Office was established in 1959 to take over responsibility for overseeing student housing from the Student Personnel Office. The name later changed to the Office of Residences, and it is currently known as the Department of Residential Life.

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## Scope and Contents

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This collection primarily documents the procedures used by the Department of Residential Life to manage student housing on campus. Materials in this collection include: annual reports, Residential Life staff orientation documents and policy manuals, pamphlets with information about residence halls, administrative memoranda, residence statistics, newsletters, floor plans, schedules, and meeting minutes from the Living Area Affairs Commission.

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## Arrangement of the Collection

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Collection was maintained in the original order after it was transferred.

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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 March 2

### Processing Information

Files containing personally identifying information removed in 2019 by Miles Lawlor.

### Access

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## 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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- Education, Higher--Administration
- Student housing
- Dormitories
- Administrative records
- Annual reports
- employees' manuals
- Newsletters
- UAlbany Student Affairs
- State University of New York at Albany

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## Collection Inventory

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