



ArchivesSpace

University Advancement, 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

Repository:	M.E. Grenander Department of Special Collections & Archives
Creator:	State University of New York at Albany. Division of University Advancement
Title:	Office of University Advancement Records
ID:	ua780
Date [inclusive]:	1973-2000
Physical Description:	23 cubic ft.
Physical Location:	The materials are located onsite in the department.
Language of the Material:	English .
Abstract:	This collection contains records from the Office of University Advancement which oversaw development and public events programs. Also includes records from subordinate offices, including the Community Events Office. Materials include financial records, commencement and inauguration planning documentation, and task force records.

Preferred Citation

Preferred citation for this material is as follows: Identification of specific item, series, box, folder, Office of University Advancement, 1973-2000. M.E. Grenander Department of Special Collections and Archives, University Libraries, University at Albany, State University of New York (hereafter referred to as the Division of University Advancement).

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Administrative History

The Office of University Advancement was established in 1988 to coordinated development and public relations programs. Subordinate offices it oversaw included the Alumni Affairs Office, Office of Development, the Community Events Office, and the Office of University Relations. Additionally, it was affiliated with the University at Albany Foundation, the Alumni Association, and the Benevolent Association. It became the Division of University Development in 2006 and the public relations functions shifted to the newly created Division of Government Affairs and Public Relations (later known

as the Division of Communication and Marketing and now known as the Office of Communications and Marketing). The Division of University Development has since been renamed the Division of University Advancement.

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Scope and Contents

The materials in this collection focus on several of the major functions of the Divisions of University Advancement, primarily focused on the Division's work planning major university and community events and fundraising. The collection contains a number of files documenting events put on by the University, including luncheons, conferences, commencement ceremonies, inaugurations and the University's sesquicentennial. These files contain press releases, planning memoranda, financial records, form letters and correspondence.

The collection also contains a number of records prior to the establishment of the Division. Most of these files relate to the University at Albany Foundation and include meeting minutes, correspondence, memoranda and mailers related to fundraising for the Foundation.

Finally, the collection contains roughly fourteen VHS and Betacam tape recordings of television promotional spots on University alumni.

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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

Processing Information

Collection-level description created in 2017 by Benjamin Covell. Description modified and files containing personally identifying information removed in 2019 by Miles Lawlor.

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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.

Access

Access to this collection is unrestricted.

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Controlled Access Headings

- Education, Higher--Administration.
- Administrative records
- UAlbany University Development