



The College Of

WILLIAM & MARY

Office of the Provost

MEMORANDUM

1997.10 SOSS 95/A-95/c

994-95

rec'd 7-31-97

TO: Sharon Garrison

FROM: Lee-Ann O'Dell *LeeAnn*

DATE: 28 July 1997

RE: 1994-95 Archived Files

inventory sent to office to be corrected 8-13-97

Attached is a memorandum written to Facilities Management requesting the moving of ~~seven~~ *8* boxes of files to SWEM library archives. They will call you to coordinate a convenient time to deliver.

Also attached is an inventory of each box. For easy reference I have affixed an inventory to the top of each box, as well as placed a copy inside.

If you need additional information, please do not hesitate to call, 1-1993.

Thank you for all your help.

returned new inventory 8-14-97

1994-95 ARCHIVED FILES

Sent to archives July 1997

Box #1

- ✓ Academic Deans Correspondence
- ✓ Academic Regalia
- ✓ Adjunct Faculty
- ✓ Administration and Finance
- ✓ Administrative Staff Meetings
- ✓ Admissions, Undergraduate
- ✓ Affirmative Action
- ✓ Alumni Board
- ✓ Alumni Society
- ✓ AAUP
- ✓ ACE
- ✓ (Virginia Identification Program) for the ADVANCEMENT
of Women in Higher Education Administration
- ✓ American Studies
- ✓ Annual Reports
- ✓ Anthropology
- ✓ Applications, Unsolicited
- ✓ Applied Science
- ✓ Art & Art History
- ✓ Arts & Sciences
- ✓ Arts & Sciences Staffing
- ✓ Arts & Sciences Dean
- ✓ Arts & Sciences Department Chairs
- ✓ Arts & Sciences Faculty Meeting Minutes & Agendas
- ✓ Arts & Sciences Graduate Program
- ✓ Associate Provost
- ✓ Association of American Colleges
- ✓ Association of American Colleges and Universities
- ✓ Athletics
- ✓ Attorney General
- ✓ Auxiliary Services
- ✓ Band
- ✓ Biosafety Committee *with 1-12-98*
- ✓ Black Faculty & Staff Committee
- ✓ Blue Ribbon Strike Force
- ✓ Budgets

Included in Box #1:-

- Ash lawn 1994-95
- Biology 1994-95

1994-95 ARCHIVED FILES

Sent to archives July 1997

Box #2

Included in Box #2: -

- College club 1994-95

- ✓94-96 Budget Reductions
- ✓Building Review
- ✓Board of Visitors
- ✓Bookstore
- ✓Business School
- ✓Business School, EMBA
- ✓Business School Staffing
- ✓Campus Police
- ✓Capital Outlay
- ✓Capital Outlay 6 year plan
- ✓Catalog
- ✓CEBAF
- ✓Center for Archaeological Research
- ✓Center for Innovative Technology
- ✓Charles Center
- ✓Charter Day
- ✓Chemistry
- ✓Christopher Wren Association
- ✓College Board
- ✓College-wide Committee List
- ✓Colonial Williamsburg
- ✓Commencement
- ✓Committees, Schools
- ✓Commonwealth Center for American History & Culture
- ✓Commonwealth Center for Matrix Analysis
- ✓Comptroller's Office
- ✓Computer Center
- ✓Computer Science
- ✓Concerts 2/1/2000
- ✓Conference Services
- ✓Curriculum Review Committee
- ✓Dance program
- ✓Deans meetings
- ✓Deans, memos to

1994-95 ARCHIVED FILES

Sent to archives July 1997

Box #3

- ✓ Decentralization
- ✓ Deposit Transmittals
- ✓ Economics
- ✓ Education, School of, General
- ✓ Educational Policy Committee
- ✓ Endowment Association
- ✓ English
- ✓ Enrollment
- ✓ Exchange, Student
- ✓ Facilities Management
- ✓ Faculty Assembly
- ✓ Faculty Compensation Board
- ✓ Faculty, Memos to all
- ✓ Faculty Orientation
- ✓ Faculty Profile
- ✓ Faculty Research Committee
- ✓ Minor Research Grants
- ✓ Faculty Research, Semester Assignments
- ✓ Faculty Summer Research Assignments (2 files)
- ✓ Faculty Salaries
- ✓ Fellowships
- ✓ Financial Aid
- ✓ Fipse
- ✓ Funds for Excellence

1994-95 ARCHIVED FILES
Sent to archives July 1997

Included in Box #4: -
• Information Technology

Box #4

- ✓ General Accounting
- ✓ General Assembly
- ✓ Geology
- ✓ Government
- ✓ Governors Fellows
- ✓ Governors Office
- ✓ Governors School
- ✓ Graduate Students eligible for In-State tuition
- ✓ Grants & Research
- ✓ Hiring Freeze
- ✓ History
- ✓ Holidays
- ✓ Homecoming
- ✓ Hourly & Classified Employees Association
- ✓ Indirect Cost Recovery
- ✓ IEAHC/NEH Fellowship (Institute of Early American History & Culture/National Endowment for the Humanities)
- ✓ IEAHC (Institute of Early American History & Culture)
- ✓ Institutional Memberships
- ✓ Institutional Research
- ✓ International Programs
- ✓ Invoices, Endowment Association (Acct #311188)

1994-95 ARCHIVED FILES

Sent to archives July 1997

Box #5

- ✓ Invoices (State Accounts) A-M
- ✓ Invoices (State Accounts) N-Z
- ✓ James Blair Sculpture
- ✓ Judaic Studies
- ✓ Kauffman Foundation
- ✓ Kinesiology
- ✓ Lake Matoaka
- ✓ Law Library
- ✓ Law School, Marshall-Wythe
- ✓ Law School, Institute of Bill of Rights Law
- ✓ Leave Eligibility
- ✓ Leaves of Absence
- ✓ Lecture Series
- ✓ Marriott
- ✓ Materiel Management
- ✓ Mathematics
- ✓ Maximum Employment Levels
- ✓ Military Science
- ✓ Modern Languages
- ✓ Motorola
- ✓ Multicultural Teaching Fellows
- ✓ Muscarelle Museum
- ✓ Music
- ✓ National Association for Foreign Student Advisors (NAFSA)
- ✓ National Endowment for the Humanities (NEH)
- ✓ National Science Foundation
- ✓ NCAA Certification

1994-95 ARCHIVED FILES
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Box #6

Included in Box #6:-

• Orientation Package

- ✓ New Faculty Appointments
- ✓ Newspaper Clippings
- ✓ Old Dominion University
- ✓ Opening Convocation
- ✓ Outside & Overload Employment
- ✓ Outstanding Faculty Award Program
- ✓ Parking
- ✓ Peninsula Advanced Technology Center
- ✓ Personnel Policy Committee *Personnel Department.*
- ✓ Phi Beta Kappa
- ✓ Philosophy
- ✓ Physics
- ✓ Planning & Budgets
- ✓ President's Aides
- ✓ President's Council
- ✓ President's Office
- ✓ Presidential Retreats
- ✓ Prizes & Awards
- ✓ Procedural Review Committee
- ✓ Promotions
- ✓ Provost's Office
- ✓ Psychology
- ✓ Psychology - Doctoral Program
- ✓ Public Affairs, Office of
- ✓ Public Service Center
- ✓ Public Policy Program
- ✓ Registrar
- ✓ Religion
- ✓ Research Committee - Animal
- ✓ Research Committee - Human
- ✓ Retirement
- ✓ Reves Center
- ✓ Richard Bland College
- ✓ St. Eustasius
- ✓ Search, Associate Provost for Research & Graduate Education (later re-titled Associate Provost for Academic Affairs)
- ✓ Search, Dean of the School of Education

1994-95 ARCHIVED FILES
Sent to archives July 1997

Box #7

- ✓ Scheduling
- ✓ Secretary of Education
- ✓ Sociology
- ✓ Southern Association of Colleges & Schools (SACS)
- ✓ Space
- ✓ Special Events
- ✓ Special Programs, Office of
- ✓ SCHEV (State Council for Higher Education)
- ✓ SCHEV GPAC
- ✓ SCHEV IPAC
- ✓ SCHEV State Council Notes
- ✓ Student Affairs
- ✓ Student Association
- ✓ Student Discipline & Honor
- ✓ Student Health Center
- ✓ Student Information System
- ✓ Students - Disabled Students Services
- ✓ Summer School
- ✓ Supply Order
- ✓ Surveys
- ✓ Swem
- ✓ Teaching
- ✓ Telecommunications
- ✓ Telephones
- ✓ Tercentenary Hall
- ✓ Theater & Speech
- ✓ Transfer Policy
- ✓ Travel

Included in Box #7 :

* Self Study Sacs - 1994

1994-95 ARCHIVED FILES

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Box #8

Travel Agency Charges
Travel Authorization
Travel Responses (from the Sec. Of Education)
Treasurer's Office
Tuition & General Fees
University Relations
University Advancement
Universities Research Association
Vice President's Meeting
Virginia Community College System
VIMS General
VIMS Upper Brandon Retreat Materials - 3/17/94
VIMS Budgets & Gifts
VIMS Faculty Meetings
Virginia Physics Consortium
Virginia Tidewater Consortium
Voluntary Separation
WAMI
Weekend Watch
W&M News
Williamsburg Community
Workforce Transition Act



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Office of the Provost

TO: Facilities Management

FROM: Lee-Ann O'Dell
Provost's Office

DATE: 28 July 1997

RE: Moving Boxes

Please send someone to move seven boxes from Shirley Aceto's office in Brafferton 3 to SWEM library archives. Charge it to account 161300.

Please call Sharon Garrison in archives at 1-3096 to coordinate a convenient time for her to take delivery.

Thank you.