1997,10

SOSS 95 A-95

Office of the Provost

994-95

Necd 131-97

TO:

Sharon Garrison

FROM:

Lee-Ann O'Dell

DATE:

28 July 1997

RE:

1994-95 Archived Files

in but to be April 13.97 Con 8-13.97

Attached is a memorandum written to Facilities Management requesting the moving of seven 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.

refused new surfaces only 8-14-90%

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Academic Deans Correspondence
 Academic Regalia
✓Adjunct Faculty
                                                 Included in Box HI:-
Ashlawn 1994-95
 Administration and Finance
Administrative Staff Meetings
Admissions, Undergraduate
Affirmative Action
                                                 · Biology 1994-95
✓ 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 Wd 1-12-98
✓ Black Faculty & Staff Committee
Blue Ribbon Strike Force
Budgets
```

Box #2

✓ Charter Day
✓ Chemistry

College Board

Commencement Committees, Schools

Included in Box #2'.- College club 1994-95

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94-96 Budget Reductions
Building Review
Board of Visitors
Bookstore
Business School
Business School, EMBA
Business School Staffing
Campus Police
Capital Outlay
Capital Outlay
Capital Outlay 6 year plan
Catalog
CEBAF
Center for Archaelogical Research
Center for Innovative Technology
Charles Center
```

Christopher Wren Association

College-wide Committee List

✓ Curriculum Review Committee

Commonwealth Center for American History & Culture

Commonwealth Center for Matrix Analysis

Colonial Williamsburg

Computer Center
Computer Science
Concerts 3/1/2000
Conference Services

Deans meetings
Deans, memos to

- Decentralization
- Deposit Transmittals
- **Economics**
- Education, School of, General
- Educational Policy Committee
- ✓ Endowment Association
- English
- Enrollment
- Exchange, Student 5
- ✓ 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

Included in Box #4: Information Technology

- √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
- VIEAHC/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)

- Invoices (State Accounts) A-M Vinvoices (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 Eligibilty
- ✓ 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

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

Included in Box #7: · Self Study Sacs-1994 Box #7 √ Scheduling Secretary of Education √Sociology Southern Association of Colleges & Schools (SACS) 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 Tercentenerary Hall Theater & Speech **Transfer Policy** Travel

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

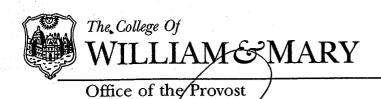
WAMI

Weekend Watch

W&M News

Williamsburg Community

Workforce Transition Act



1997,10

recd 131-97

TO:

Sharon Garrison

FROM:

Lee-Ann O'Dell

DATE:

28 July 1997

RE:

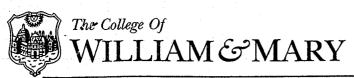
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Office of the Provost

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.