Accession 2001:068

University Archives Records (RG 220)

(4/2/7/50)

Inventory

Archives Ditties (Songs and Music), 1992, 1996
Archives-Facilities, General; Remodel and Reorganization of Rooms 070 and 092 in Kerr,
Archives and Records Management Handbook:
Website Preparation, 1994-1995
Draft of Web Version and Publicity, 1994-1996
Users Group Discussion, 1992

Correspondence:
Confidential Records Recycling, 1985-1997
General, 1994
Personnel Files, 1988-1996
Thank Yous, 1998-1999

Cost Analysis of Services, 1990

Exhibits:

Photos by Gifford:
Brochure and Postcard Design (University Publications), 1998
Exhibit Design and Construction, 1998
General Correspondence, 1998
Host Institutions:
Central Oregon Community College, 1999
Columbia Gorge Discovery Center, 1998-1999 (includes photos)
Multnomah County Central Library, 1999
Oregon Coast History Center, 1998
Oregon State Archives, 1999
OSU Alumni Center, 1998
OSU Central Oregon Programs Office-Bend, 1999-2000
OSU Lasells Stewart Center, 2000
Publicity and Promotion, 1998-1999

Organizational Charts, 1992-1998
Permissions for Publication, 1982-1995
Policies and Procedures (superseded), 1991-1995
Preservation Funding, 1995

Projects:
Donor ID Lists, 1998
MicroMARC Cataloging, 1992
National Archives Intergovernmental Records Project, 1989
National Inventory of Documentary Sources-U.S./Archives USA, 1997-1998
NUCMC, 1994-1997 (National Union Catalog of Manuscript Collections)
Reel-To-Reel Videotape Duplication, 1989
Security Microfilm and Treatment, 1996-1999

Records Destruction Reports and Information, 1987-1997
Review of Budgets and Planning Records, 1999

Special Events:
Research Room Open House-6/9/99

Unisearch Program: (Database for indexing, editing, and searching personnel files, pre-Paradox)
Operator’s Manual, 1988
System Administrator’s Guide, 1988

What’s New! Announcements-Archives Website, 1995-1998

Archives and Records Management Handbooks:
Printer’s Proof, 1996
Agricultural Experiment Station version, 1997
County Extension Office version, 1997
Accession 2003:053

RG 220 University Archives records, 1971-2002

Inventory

Records Accession and Destruction:

Destruction:
Transmittal Lists for Records Center Destructions in 2000 or earlier, 1971-2000 (3 folders-organized numerically by RG group)

Accessioning:
MicroMarc Database:
  Donor Ids, Instructions, Coding Forms, 1991-1999
  Accession Record Entry Listings, 1991-1999 (7 folders- organized numerically by AC number)
  Accession Reports and Logs-Yearly File, 1989-1996 (8 folders)

Accession Reports-Yearly File, 1996-2001 (7 folders)

Memorabilia Collection Folder Lists, 1992-2000 (6 folders)

Exhibit Records:
  Lists of Display Photos, 1982-1990
  University Day, 1994
  Willamette Valley Vineyard, 1995
  George Peavy, 1995
  University Day-WWW Home Page Premier, 1995
  Gallery of the Presidents of OSU, 1995 (2 folders)
  “OSU Under Construction,” 1996

Ethnic Studies—“Fighters on the Farm Front” Exhibit Loan, 1998-1999
Pill Rollers: 100 Years of Pharmacy at OSU, 1998-1999
Bracero Photos from “Fighters on the Farm Front,” 1999
Aerial Photograph (basement hallway), 1999
OSU Archives: Services and Collections, 1999
Pauling Centennial, 2001
LaSells Stewart Center 20th Anniversary Exhibit, 2001
OSU-Cascades Campus Exhibit, 2001

Archives’ Images Published on the Gazette Times’ Campus Page, 1994-1999/2000 (3 folders)

Permission to Use Forms:
  Exhibits, 1983-2000
  Publications, 1995-2000

World Wide Web Project:
  OSU Archives Website Development, 1995-1996 (2 folders)
  Web Sites Posted by OSU Archives, 1996
  Projects and Programs: WWW-CS 495, Spring Term 1998 (internship records)
Homepage Plan-Notes, 1995
WWW Wish List, 1996
WWW-Thoughts/Plans, 1994-1996 (Elizabeth Nielsen’s notes)
Mosaic/WWW-Other Homepages (Archives), 1994-1996
NETSCAPE Handout, 1996
WWW Presentation, 1995
WWW-Oregon State Archives, 1994
WWW-UCS, 1994-1995 (web servers at OSU)
WWW-HTML/SGML, 1995
“The Byrne Years” Website, 1996
WWW-General, 1994-1995 (mostly informational materials)
Illustrations for Web-Scanned and “in place,” 1995
OSU History Chronology Page on Archives Website, 1995-1997
WWW Pages Completed, 1995

(9/2/3/10)

OSU Archives Gopher:

General, 1993-1996
Gopher-First Posting: June 3, 1993
Gopher-Searching, 1993
Usage Reports, 1993-1996 (sampling)
Additions to Gopher, 1993-1996 (sampling)
Procedures, 1993-1995
Other University Archives Gophers, 1993-1994
Gopher Article for American Archivist, 1993-1997
Internet Guides to Archives, 1993-1994
State Archives-Finding Aids to Gopher, 1994
Gopher Demise, 1996-1997

Conferences and Workshops:

Northwest Archivists Annual Meeting, 1997 (Copy of presentation given at the conference)
Society of American Archivists-Encoded Archival Description Workshop-OSU, 2001

Cooperative Learning Group (Archives and Records Management), 2001-2002
Long-Range Planning, 1989-2000
Organizational Charts and Placement Information, 1993-2000
Microfilm Re-Appraisal and Redox, 1989-2000
Adventures in Learning Tour, 2001
Federal and State Records Laws, 1989-1993
Accession 2013:051
(RG 220 University Archives, 1981-2012
Box 1
Office Files List, 2005 (not an inventory of this accession)

Archives
General Correspondence, 2010-2012
Archives Facilities, 1994-2004
Archives Facilities-Temperature and Humidity Measurements, 1981-2000
Archives Facilities-Holdings Maintenance, 1993-2001
Contracts & Agreements and Memoranda of Understanding, 1992-2005
Copyright Information, 1999-2009
Credit Card Payment Site, 2007
Disaster Plan-Library-Archives Component, July 2002- Sept. 2002
Disaster Supplies, 1992-2005
Facilities-Castano Office
Goals & Priorities, 2001
Monthly Reports, 1997
Library Storage Area, 2000-2005
Maps/Aerial Photos-Shelflist, 2003-2004
Map Collections Information, 1999
Microforms Holdings-Shifting, Additions, etc. 2003-2006
Preservation Supplies, 2006-present
Press Releases, 2002-
Security Issues, Dec. 2004-
Subpoena-Nov. 2011- Fraternities contains 1 CD
Surveys, 2002-2010
Thank You Cards and Fan Mail, 2007-2011

Committees (OSU)
OSU NAGPRA Committee, 2008-2011 (3 folders)

Equipment & Supplies
AMPEX Tape Recorder
Backpack 8 x CD B ROM/Parallel Tapedrive 80003
Brochure Rack (Reference Area)
Cabinet, Fiche 1990-1991
Card Catalog
Chairs
Hygrothermograph-Cole-Parmer
Compact Shelving
Datasonic Flood Alarm
Dickson Temp. + Humidity Recorder
Display Panels (Table Top)
Easel (Telescoping) – 2006/09
E-Image Data Microforms Reader/Scanners
Emergency Lights
Fan (Boston)
Ladders
Lightbox
Map Cabinet
Minolta-Microform Equipment
Microfiche Cabinet
Pencil Sharpener-Panasonic
Psychrometer
Radio/Tape Player Crown
Records Center Furniture
Rubbermaid Sweeper
Shelving
Shop-Vac (Wet-Dry Vac)
Splicer/Recorder Prestage
Stapler-Heavy Duty Swingline
Tables (3 drawer; from State Archives)
Table- (for microfilm reader/printer)
Tape Recorder
Typing Stands
Forms Masters (1 folder)

Microfilmed Collections
Gill Coliseum Storage Rm 220

Microfilm Services
ACS
Image Max - Portland + Eugene
Kodak
Linco Micro-Image Services

Organizations Professional
NWA – Easy Access
Oregon Cultural Trust 2002-
Oregon Heritage Commission 1995-
Oregon Historical Society
OHS Ed + Outreach Guide
Work Study Information
Archives on Call Pool
OUS (Oregon University System)
Correspondence, 1996-2000
Records Officers' Meetings, 1997-2001
University of Oregon Archives
Policies
Borrowing and Lending Policies
Procedures
Boxes to Departments
Confidential Recycling
Employment Verifications
Photographic Duplication & Scanning Orders
Photographs – Instructions for Researching
Processing Manual – (policies and procedures)
Records Center Checkout Procedure
Student Academic Records – Pulling and Replacing
Wire Transfer (EFTS) Procedure
Projects and Programs
Oregon Public Broadcasting/KOAC (Sound recording duplication)
Access for Accessioning
Conservation Project #1: Contaminated Photos, 1989

Box 2
Document Management System Project and Nolij Proposal, 2005 (2 folders)
Map Collection Assessment
Notecard Projects
On-Demand Digitization - Scholars Archive – Electronic Monographs
Registrar’s Basement Vault Project May 2010
Research Libraries Group (RLG) Archival Resources
Sound Recording Digitization 2007-2008
Tours and Presentations, 2010

Web Page Administration

Records Management
Archives and Records Management Handbook - Nov, 1999
Extension Spring Training Workshop, 2008
General Records Information
HIPAA July 2002 –
RMO Email List
RMO Appointment Forms
Records Analysis + Retention Questions July 2011- June 2012
Records Analysis + Retention Questions 2010
Pulping Correspondence 1998 – Historical
Presentation - College of Health and Human Performance Staff – Feb 2007
Grad School – Doctorial Records Project – 2004
Records Center: General, 1993-2004
Shelf Audits: Weniger-1/13/02; Bay-1/10/03
Records Centers: Kerr Administration Bldg. and Weniger Hall (2 folders)
Records Center Access Logs, 2005-2009

State Archives
Correspondence/General: 1988-2003
Security Microfilm De-accession, June 2009
Microfilm at State Archives + Correspondence +Transmittals
Policies and Procedures
Records Retention Schedule – Schedule Changes, 2002/03
OSU Records Retention + Disposition Schedule; Nov 1, 1999
Special Schedules June 2003
OUS Records Retention Schedule Revision 2007/08

State Arch. Committees
SHRAB (State Historical Records Advisory Board) Meetings, 2004-2010 (5 folders)

Box 3
SHRAB Meetings, 2010-2012 (2 folders)
SHRAB: Basics of Archives Workshops
SHRAB: Archives 101 Workshop (Presentation Sections)

Archives Move
Archives Move - Office World Layouts and Estimates
Archives Move – Furniture Arrangement in Valley Library 3169
Archives Move – Office and Collections Moving Information
Archives Move – Notes on Space Allocation, Shelving, Storage, Etc.
Archives Move – Discussions with other library units
Archives Move Task Force/Project Group Meetings Jan. 2003
Archives Move – Proposals and Recommendations
Digital Library Plan
Archives Move – Telecommunications
Archives Move to Valley Library – End Tile

**Exhibits Historical**
Exhibits – List of Completed Exhibits
Sites Exhibit – Braceros
John Flennor Exhibit – VL, Lobby + Univ. Archives, 2008
Exhibits – Historical [Lists of Photos/Objects Used]
Gifford Exhibit – Extra Captions
Brochure and Postcard Design – Univ. Publications (Gifford Exhibit)
Extra Captions + Text Panels “Fighters on the Farm Front”

**Loaned Collections**
OSU/UO Loans Dec. 2009-
Montoroe Sweetland Collection – Loan from OHS, Jan. 2009. Subsections: Biographical sketch, Shelflist, Inventories

**Permissions**
Permissions for Publications/Use, 2010-2012 (3 folders)

**Collections**
Scrapbook Collection: Inventory-Summary Descriptions
Scrapbooks and Photograph Albums-Superseded Lists

**Digital Collections**
Baseball Centennial Collection, 2005-2007
NWDA (Northwest Digital Archives) Project
Phase 2: Promotion and Publicity,
Phase 2: Correspondence with NEH, 2005-2007
Phase 2: Proposal, 2004
Survey of Digitizing Initiatives, ca. 2008
NWDA Executive Committee, 2006
Materials Transferred from Budgets and Planning Office Records (RG 125) to University Archives Records (RG 220) August 2011

Box 1 Accession 1996:110

Archives Statistics, OSSHE Archivist, and Internships, circa 1984-1988
Accession 97:054
Mink Center Disaster Recovery, 1991
Office Files Master List, circa 1990
CAR Personnel Records System
Microfilm Services, Inc., 1988-1990
System Information and Bid Specification, 1989-1990
Committee Correspondence and Minutes, 1988-1989
Current System Costs, 1989
Statistics, 1989

Accession 98:076
Correspondence Received-thank yous, 1990-1997
Committees (non-OSU) - Oregon Images Advisory Committee, 1994-1995
Outreach Projects and Programs
Tours and Presentations, 1991-1997
SAA Archival Outlook Cover Photo, 1993
"Where it's At" Fall Orientation, 1997
Correspondence and State Agencies
Records Officers Meetings, 1987-1994
Oregon State System of Higher Education (OSSHE)
Correspondence, 1989-1994
Gift Correspondence, 1994-1996
Accession 99:096
Archives Staff Reclassification, 1989-1990
Archives Move, 1986
Archives and Records Management Committee, 1982-1988
Factbook and Archives 1990
Archives Facilities Policies and Procedures, 1982-1990
Archives Performance Reports, 1987-1989
Personnel Files Maintenance, 1972-1990
Record Confidentiality, 1987-1989
Records Management Video, 1989
Records Projects, 1985-1989
Meeting Minutes, 1987-1988
Computer Assisted Retrieval (CAR) System for University Personnel Files, 1989

Accession 1999:115
Shelflist [for permanent and non-permanent holdings], 1990
Accession 2000:003
Films and Videotapes, 1989
Oregon State University Firsts, 1990
Records Retention Schedule, 1993-1997 [3 folders]
Special Projects - Oregon Dept. of Justice Tobacco Litigation, 1997-1999

Box 2 Accessions 90:10 and 91:82

Archives Staff Meeting Minutes, 1978-1988 [7 folders]
Correspondence-Historical and Policy, 1959-1989 [12 folders]
Records Retention and Disposal Schedule, 1982
Records Retention and Disposal Schedule, undated [probably early 1970s]
MC Project, June 1980
MSS Collections, June 1980
RGs - what to do next?, June 1980
Photo Collections, June 1980
Historical and Statistical Reports, 1980-1989

Box 3 Accession 98:131

Brochure - New and Revised, 1993-1995
Instructions for Move, 1986
Forms and Procedures-Superceded, circa 1985-1997
Guide to the Microfilmed Collections of the OSU Archives, 1980-1990
RG status reel logs, 1982
Records Center-Yearly Accession Files, 1987-1990
Records Management Handbook-1993 (Oct) Revision
Records Management Records-Special Schedules, 1987-1992
Accessions (Departmental), 1966-1980 [3 folders]
Accessions (AD), 1981
Accessions, 1981
Yearly Accessions File (AD), 1982
Yearly Accessions File, 1982
Yearly Accession File (AD), 1983
Yearly Accessions File, 1983
Yearly Accessions File (AD), 1984
Yearly Accessions, 1984
Yearly Accession, 1985-1988 [4 folders]
Accession 99:001
Chronological History of OSU, November 1995
Accession 99:033
General Correspondence, 1992
Accession 99:095

Box 4 Accession 95:001
Chronological History of OSU, circa 1989 - January 1995
Guide to the Microfilmed Collections of the OSU Archives, 1980
Information about Database (Shelf Locator)
Archives Administrative Procedures Manual, 1991

1995 Grant Proposals, 1992 and 1994 Project Correspondence
Coordination with SITES and the Oregon Council for the Humanities, 1993-1995
Exhibit Design and Production Schedule
Photograph Selection
Mock-ups
Text and Captions
Background Research Materials
Traditions Class Projects, 1992 Host

Institutions
LaSells Stewart Center, 1993
Klamath County Museum, 1993
Southern Oregon Historical Society, 1993
Oregon State Archives, 1993-1994
Oregon Historical Society, 1994
Umatilla County Historical Society, 1994
Washington County Historical Society, 1994
Benton County Historical Museum, 1994
Lane County Historical Museum, 1994-1995
Clatsop County Historical Society, 1995
Morrow County Museum, 1995
Sherman County Historical Society, 1995
Coos County Historical Society, 1995 Correspondence with
Prospective Host Institutions (declined), 1992 Loan Form,
Conditions, and Description Project Publicity, 1992-1994
Oregon Council for the Humanities (OCH) Project Notebooks (includes proposals and
reports)

"Reflections of the Past: Images of OSU First 125 Years," 1993 Alumni
Relations - Administrative Services Main Case Exhibit, Oct. 1993 "Aggies,
Iron Men, and Giant Killers: 100 Years of OSU Football", 1993 Bicycles, 1993
"Benton Annex: 100 Years of Yeoman Service", 1992 University
Day, 1992
"Touchstones of College Life: Student Publications of OAC", 1992
Multnomah Athletic Club, 1991
University Day, 1991
Bandstand, 1991
OSU Logos, 1990-1991
Women's Gymnastics, 1991
"Sons of OAC" (football), 1990
University Day, 1989
Athletics of OSU, 1989 (Apr-May)
Exhibits, 1988
Centennials, 1988
Oregon's Future, 1988
Scenes from the Past, 1988
Homecoming (Class of 1963), 1988
Benton Hall Clockworks, 1988
Agricultural Experiment Station, 1988
University Day, 1988
Benton County Fair, 1988

Exhibits, 1987
Homecoming (Class of 1962), 1987
Benton Hall - 100th Birthday, 1987
Charter Day, 1987
Local Motion, 1987
University Day, 17 August 1987
Archives Case in Administrative Services Building, 1987

Exhibits, 1983-1986
50th Reunion of Class of 1936, 1986
Indian Display, 1986
OSU Archives, 1986
Homecoming (Class of 1960), 1985
50th Reunion of Class of 1935, 1985
Etcetera, 1985
"Past OSU Women", 1985
Budget Office, 1983-1985
Homecoming (Class of 1959), 1984
"Our Beginnings", 1984
Chancellor's Office, 1983
Homecoming (Class of 1958), 1983

Exhibits, 1980-1983
Bits and Pieces of Corvallis History, Apr-Dec 1982
Corvallis' 125th Anniversary, June 1982
Homecoming (1956-57 Class Reunion), 1982
Campus Views - Students at Bandstand, 1982-1985
Homecoming (Class of 1955-56), 1981
OSU History and Records Management/Archives, 1980
MacVicar Years, 1984
Accession 97:001
Storeroom Guide, 1988

Box 5 Accession 96:001

Storeroom Guide, 1988
Goals and Objectives, August 1989
Goals and Priorities, 1989-1991
Collection Policies, 1989
Archives Shelf Inventory, circa 1987
Gopher - Presentation by M.E. Holland at Soc. Of American Archivists meeting, 1993
Gill Pipe Organ, 1994-1995
Correspondence-Historical and Policy, 1991-1992
COM Bid Proposals (Controller's), 1990
Pauling Materials in OSU Archives, 1991
ARC Report Response, 1992
Collection Acquisition Records-Collections Not Received or Turned Down, 1991-1996
Policies and Procedures-Superceded, 1993
Projects and Programs-OSSHE Land Inventory, 1980-1986
Presentation to Office Personnel Association (OPA) by Archivist Michael Holland, 1991
Professional Organizations - Northwest Archivists, 1985-1988
TQM - Goals and Objectives; Critical Processes, 1991-1992 Accession

98:001

98:005
Correspondence-Policy and Historical, 1991
Photograph Collection Procedures, circa 1980-1993
Projects
Glass Plates, 1981-1986 Panoramic Photos,
1989 Research Projects
   1994 Beaver Yearbook Summer Session
   Catalog, 1993
   Liquid Semi-conductors (Cutler) - project for Michael Dahl OSU
   History Trivia Pauling, Linus
   Grande Ronde elders visit, 1988 Siletz
   elders visit, 1987
Historic Preservation League of Oregon - Corvallis meeting, 1983 Forest History,

Box 6 Accession 97:054

Correspondence, 1986 Internships
Controller's Office
Development Office
School of Education
Contract Microfilming (4 folders; including for Grace Lutheran Church and ZoeAnn Holmes)
Guide to Microfilmed Collections Records Officers, 1983
Records Management Correspondence - office copies
Record Groups (lists?), ca. 1975 [prong binder and 2 folders]
Handbook revisions, 1982
Archives and Records Management Committee
Year-end statistical reports [2 folders]
Archives activities, administration, and history [16 folders]
Archives remodel, 1985
Records retention scheduling [10 folders]
History Intern inventories, 1977
Index to Retention Schedules and Inventory Sheets, 1981
Destruction requests completed Archives history

Box 7 Accession 97:054

Chart of Accounts
Accessibility of Records - OSU Archives
Archives Activities, 1973-1979 Guide to
Archives - Revised Annual Report, 1979
Monthly Reports, 1979-1980 Contract
Microfilming Departmental Budget Bancroft
Library - UC Berkeley
Archives and Records Management Handbook and Correspondence, 1980
Archives Policy on Internships, 1977
Requests and Inquiries, 1968-1978 (11 folders)
Film sent for processing, 1979-1980 [2 folders]
Oregon Stater correspondence, 1968-1971 [3 folders]
Pending bad pf copies
RGs microfilmed
RGs shredded
Retention Schedule
Retention Standards
Safety Program
Film sent to Salem (accession sheets), 1968-1969
Filing manual, 1966
Articles
Annual Report, 1968-1969 Filing
Cabinets Correspondence Magnetic
Tape to Microfilm Movie Film
Requests for Manual, Film Guides, etc.
Archives - records while under Library (from RG 009), 1965-1970
Record Keeping, 1926
University Archives and Collections Committee
Building Names Committee, circa 1967-1971 (4 folders)
Records Retention and Disposition Schedule, 1967
Correspondence, 1962-1979 [9 folders]
Controller's Microfilming
Archives Committee, 1965-1970 [2 files]
Disciplinary Files, 1968-1969
Microfilm Correspondence
Civil Service, 1968-1969
County Historical Society
Archival Storage - Correspondence
Archives Institute
Office of Publications
Oregon State Archives, 1969-1970
Oregon Stater
University Filming Manual, 1966
Archives Policy Manual, circa 1980
Policies and Procedures - Borrowing Materials, 1982
Final Statistical Report of Archivist Laurie Filson, 1988
Brochure, circa 1985
History
Library Building Committee
University Administration Reorganization, 1985
Folk Club
Inventory Update, 1988
Storeroom Move, 1988
Storage
Microfilm Supplies

Box 8 Accession 97:054

Sound Recordings of Archives workshop - Dean's Liaison Records Officers, 1987 [1 cassette tape and 1 reel-to-reel recording]

Box 9 Accession 94:025

Sound Recording, 1993 [1 cassette tape]

Interview of Larry Landis by Bob Griggs (on 28 Dec 1993) of Oregon Public Broadcasting for the Golden Hours radio program. The subject of the interview was the Archives' photographic exhibit, Fighters on the Farm Front: Oregon's Emergency Farm Labor Service, 1943-1947