

Auxiliary Activities Collection

Papers, 1967-72

2 linear feet

Accession # 337

OCLC #

DALNET #

The Auxiliary Activities Office was organized to improve the efficiency of the Business Affairs Division as the increasing number of students placed more demands on the University's administration. Auxiliary Activities included the following units: Mailroom, Duplicating Center, Addressograph, Student Center, Food Services, Housing, and Bookstore. Lynd R. Allen, the Director of Auxiliary Activities at the time these records were created, reported to the Vice President for Business and Finance, David Baldwin and to the Associate Vice President for Business Affairs, James A. Lewis.

Additional files relating to Auxiliary Activities can be found in the collections of the Vice President for Business and Finance, David Baldwin; the Associate Vice President for Business Affairs, James A. Lewis; and the Office of the Bursar.

The papers of the Auxiliary Activities consist of budgets, correspondence, minutes, and reports relating to the administration of the Bookstore, Housing, thefts, and property insurance.

Important Subjects and correspondence in the collection:

Auditing Department
Bookstore Advisory Committee
Insurance, University Property
Parking
Public Safety
Thefts
Unemployment Security Act

David R. Baldwin
Edward L. Cushman
Gilbert A. Dodge
Robert H. Frew
Ernest Gardner
Clifford Van Buskirk

<u>Box-folder</u>	<u>Folder heading</u>
1-1	Budgets, Operating; Auxiliary Activities, 1969-70
1-2	Audit Reports, 1967-72
1-3 thru 4	Bookstore Advisory Committee; reports, 1967-71
1-5	Auditor, Chief; correspondence, 1969-72
1-6 thru 7	Parking; correspondence, 1971
1-8 thru 9	Parking; statistical reports, 1969-71
1-10	Systems Research Group, 1970
1-11	Townhouse; School of Medicine; correspondence, 1970-72
1-12 thru 13	Unemployment Compensation Bill, 1970-71
1-14 thru 15	Staff Meeting, Vice President Baldwin; minutes and agenda, 1969-71
2-1 thru 9	Insurance of University Property; policies and correspondence, 1961-72
2-10	Insurance of University Property; P.I.P. Policy, 1971-72
2-11 thru 12	Theft Reports, 1968-70
2-13	Theft Reports; art objects, 1969-70
2-14	Theft Reports; audio-visual, 1969-70
2-15	Theft Reports; calculators, 1969-70
2-16	Theft Reports; miscellaneous, 1969-70
2-17	Theft Reports; petty cash, 1969-70
2-18	Theft Reports; tape recorders, 1969-70
2-19	Theft Reports; typewriters, 1969-70
2-20	Theft Reports; widows, 1969-70