

Guide to the Office of General Counsel BC05.11

Finding aid prepared by Dinah Handel

This finding aid was produced using the Archivists' Toolkit

August 14, 2015

Describing Archives: A Content Standard

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Summary Information

Repository	Barnard Archives and Special Collections
Creator	Barnard College. Office of General Counsel.
Title	Office of General Counsel
Date [bulk]	Bulk, 1999-2004
Date [inclusive]	1968-2004
Extent	0.021 Linear feet ; 1 folder
Physical Location	This collection is stored offsite and advance notice is required for access. To use this collection, please contact the Barnard Archives and Special Collections at 212.854.4079 or archives@barnard.edu.
Language	English
Abstract	This collection consists of documents from the Office of General Counsel.

Preferred Citation

Office of General Counsel Collection, 1968 - 2004; Barnard Archives and Special Collections, Barnard Library, Barnard College.

Historical Background

The General Counsel serves as the College's chief legal officer. The primary functions of the General Counsel are to provide legal counsel to the President, Board of Trustees; advise on the legal ramifications of policy-making at the College; perform functions associated with in-house counsel such as negotiation of contracts and advise on human resource matters; and engage and supervise the work of outside law firms. The Office's objectives are to advance the mission of the Barnard College, and to provide useful and timely legal advice in support of that mission.

Collection Scope and Content Summary

The General Counsel collection contains memos released by the office from the years of 1999 - 2004, and documents regarding the Barnard Film Company. Memos are on the topics of Drug and Alcohol abuse and prevention, Barnard's policy against sexual harassment, guidance on political activity at Barnard, and campus safety.

Collection Arrangement

The collection is arranged chronologically.

Administrative Information

Publication Information

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Access

This collection has no restrictions.

Publication Rights

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Reproductions Restrictions

Single photocopies or scans may be made for research purposes.

Accruals

Accruals are expected.

Acquisition Information

Records were transferred from the Office of General Counsel in 2002. Additional records were transferred in 2011 from the Provost's Office.

Processing History

This collection was processed and the finding aid written by Dinah Handel in February, 2015.

Controlled Access Headings

Subject(s)

- Barnard College
- College administrators