

Guide to Finance and Operations Records BC05.18

Finding aid prepared by Alice Griffin

This finding aid was produced using the Archivists' Toolkit

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Describing Archives: A Content Standard

Barnard Archives and Special Collections

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Summary Information

Repository	Barnard Archives and Special Collections
Creator	Barnard College. Finance and Administration.
Creator	Barnard College. Finance and Operations.
Title	Finance and Operations Records
Date [inclusive]	1958-2005
Extent	1.46 Linear feet ; 1 half document box, 3 document boxes
Location note	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	The collection consists of materials from the the offices and departments housed under Finance and Operations.

Preferred Citation

Finance and Operations Records, 1958-2005; Box and Folder; Barnard Archives and Special Collections, Barnard Library, Barnard College.

Collection Scope and Content Summary

This collection consists of correspondence, memos, and reports of the Office of the Vice President of Finance and Administration, later named Finance and Operations. The collection also includes records from offices under Finance and Operations: the Office of the General Counsel, the Controller's Office, the Purchasing Department, and the Office of Finance and Planning.

Materials include records on the building of Sulzberger Tower from the Dormitory Advisory Committee; grants from the U.S. Department of Health, Education, and Welfare (HEW) for the Higher Education Opportunity Program, College Library Resources Program, and the Advanced Institutional Development Program (AIDP); correspondence with MacDermott Foods, which serviced the Barnard cafeteria; and purchase orders and invoices from equipping and furnishing Wollman Library.

Collection Arrangement

This collection is arranged by like materials. The contents of each folder are arranged chronologically.

Administrative Information

Publication Information

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Access

This collection has no restrictions.

Publication Rights

Permission to publish material from the collection must be requested from the Barnard Archives and Special Collections. The Barnard Archives and Special Collections approves permission to publish that which it physically owns; the responsibility to secure copyright permission rests with the patron.

Reproductions Restrictions

Photocopies or scans may be made for research purposes.

Accruals

Additions are expected.

Acquisition Information

The acquisition date and source is unknown.

Processing History

This collection was processed and the finding aid written by Alice Griffin, July 2015.

Descriptive Rules Used: Finding aid adheres to that prescribed by Describing Archives: A Content Standard. Encoding: Machine readable finding aid encoded in EAD 2002.

Finding aid written in English.

Controlled Access Headings

Subject(s)

- Barnard College
- Budget
- Financial statements
- Universities and colleges--Finance

Collection Inventory

	Box	
Wollman Library purchase orders and invoices, 1958-1960 0.21 Linear feet ; 1 half document box	1	
	Box	Folder
Health, Education, and Welfare Higher Education Facilities Act of 1963, 1965-1971	2	1-2
HEW College Library Resources Program grant, 1967-1975	2	3
HEW Advanced Institutional Development Program, 1969-1974	2	4
HEW Research Project grants, 1965-1976	2	5
Higher Education Opportunity Program (HEOP) grant, 1977	2	6
HEW grants, 1977	2	7
Audit of NIH funds, 1970-1980	2	8
HEW indirect cost rate, 1967-1981	3	1-4
Health Maintenance Organization Act, 1979	3	5

Business Procedures Handbook, Controller's Office, 1980-1985	3	6
Monthly Expenditures Report, 1981	3	7
Dormitory Advisory Committee, 1978-1986	3	8-9
Dormitory Advisory Committee, 1986-1988	4	1-3
Dibiase Consulting contract, 1985-1989	4	4
MacDermott Foods, 1977-1987	4	5-9
Office of Finance and Planning correspondence, 1983-2005	4	10