Guide to the University of California, Irvine, Administrative and Business Services training manuals AS.117

Finding aid prepared by Joanna Lamb, 2011.
Special Collections and Archives, University of California, Irvine Libraries
(cc) 2011
The UCI Libraries
P.O. Box 19557
University of California, Irvine
Irvine 92623-9557
spcoll@uci.edu
URL: http://special.lib.uci.edu
**Contributing Institution:** Special Collections and Archives, University of California, Irvine Libraries  
**Title:** University of California, Irvine, Administrative and Business Services training manuals  
**Creator:** University of California, Irvine. Administrative and Business Services  
**Identifier/Call Number:** AS.117  
**Physical Description:** 1 Linear Feet (1 box)  
**Date (inclusive):** 1981-1999  
**Abstract:** This collection comprises training manuals given to the staff of the Office of Administrative and Business Services at the University of California, Irvine. Included are the Financial System User Manual, the Emergency and Disaster Manual, and text and supporting documents from the Business Officer Institute Pilot Program manual.  
**Language of Material:** English.  
**Access**  
The collection has not been processed. It may contain restricted materials. Please contact the Department of Special Collections and Archives in advance to request access.  
**Publication Rights**  
Property rights reside with the University of California. For permission to reproduce or to publish, please contact the University Archivist.  
**Preferred Citation**  
For the benefit of current and future researchers, please cite any additional information about sources consulted in this collection, including permanent URLs, item or folder descriptions, and box/folder locations.  
**Collection Scope and Content Summary**  
This collection comprises training manuals given to the staff of the Office of Administrative and Business Services at the University of California, Irvine. Included are the Financial System User Manual, the Emergency and Disaster Manual, and text and supporting documents from the Business Officer Institute Pilot Program manual.

---

**Box 1 1981-1999**

**Series Scope and Content Summary**

This box contains manuals given to the staff of the Office of Administrative and Business Services at UCI. Manuals include the Financial System User Manual, Emergency and Disaster Manual, and text and supporting documents from the Business Officer Institute Pilot Program.