Guide to the University of California, Irvine, Administrative and Business Services publications PS.020

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**Contributing Institution:** Special Collections and Archives, University of California, Irvine Libraries

**Title:** University of California, Irvine, Administrative and Business Services publications

**Creator:** University of California, Irvine. Administrative and Business Services

**Identifier/Call Number:** PS.020

**Physical Description:** 2 Linear Feet(2 boxes)

**Date (inclusive):** 1964-2004

**Abstract:** This collection comprises the publications of the University of California, Irvine, Administrative and Business Services unit and many of its subunits, including Accounting and Fiscal Services, Administrative Computing Services, Facilities Management, Materiel and Risk Management, Parking and Transportation Services, and Police. Included are announcements, brochures, catalogs, directories, ephemera, fliers, manuals, newsletters, and reports.

**Language of Material:** English

**Access**
The collection is open for research.

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**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.

**Acquisition Information**
Acquired periodically from the various subunits of Administrative and Business Services.

**Accruals**
Accruals are expected.

**Processing History**

**Historical Background**

1963
Business and Finance founded. L. E. Cox appointed first Vice Chancellor of Business and Finance.

1967
The offices of Community Planning, Planning and Design, and Construction combined to become Physical Planning and Construction. Health and Safety became Physical Plant and Environmental Health and Safety. The subunit Business Affairs was created, which included Accounting, Budget, Cashier, Central Services, Communications, Contracts/Grants, Mail and Messenger, Parking, and Purchasing.

1968
Security became part of Business and Finance.

1971
Budget Office renamed Budget and Analysis.

1972
Office of Hospital Affairs became part of Business and Finance.

1973
Materiel Management formed.

1974
Budget and Analysis renamed Office of Institutional Studies and Budget.

1975
Personnel renamed Staff Personnel.

1976
Administrative Information Systems formed.

1977
Administrative Information Systems renamed Information Systems.

1979

1980
Office of Computing and Information and Systems Management became part of ABS.
1981  Internal Audit included under ABS.
1984  Parking and Transportation Services became part of ABS.
1986  Computing was renamed Computing Facility and Telecommunications and Information and Systems Management was renamed Administrative Information Services.
1987  Support Services and Physical Planning became part of ABS.
1992  Capital Planning moved to the Planning and Budget unit, headed by the Vice Chancellor of Planning and Budget.
1993  Emergency Services formed.
1997  Distribution and Document Management formed.
1998  Internal Controls formed.

Collection Scope and Content Summary
This collection comprises the publications of the University of California, Irvine, Administrative and Business Services unit and many of its subunits, including Accounting and Fiscal Services, Administrative Computing Services, Facilities Management, Materiel and Risk Management, Parking and Transportation Services, and Police. Included are announcements, brochures, catalogs, directories, ephemera, fliers, manuals, newsletters, and reports.

Collection Arrangement
This collection is arranged in 7 series.

Series 2. Accounting and Fiscal Services publications, 1965-1999. 0.5 linear feet
Series 3. Administrative Computing Services publications, 1984-1997. 0.1 linear feet
Series 6. Parking and Transportation Services publications, 1964-2004. 0.3 linear feet
Series 7. Police Department publications, 1972-2004. 0.2 linear feet

Related Collections
Administrative records for Administrative and Business Services and its subunits can be found in the following collection: University of California, Irvine, Central Records Unit records. AS-004. Special Collections and Archives, The UC Irvine Libraries, Irvine, California. Publications of the following Administrative and Business Services subunits are organized and described separately in Special Collections and Archives:

- University of California, Irvine, Campus and Environmental Planning publications. PS-028. Special Collections and Archives, The UC Irvine Libraries, Irvine, California.
- University of California, Irvine, Human Resources publications. PS-052. Special Collections and Archives, The UC Irvine Libraries, Irvine, California.

Subjects and Indexing Terms
Newsletters -- California -- Irvine -- 21st century.
Newsletters -- California -- Irvine -- 20th century.
Manuals (Handbooks) -- California -- Irvine -- 21st century.
University of California, Irvine. Police Department -- Archives
University of California, Irvine -- Finance -- Archives
University of California, Irvine. Administrative and Business Services -- Archives
University of California, Irvine -- Administration -- Archives
University of California, Irvine -- Archives
**General publications** Series 1. 1981-2001

- **Physical Description:** 0.4 Linear Feet
- **Series Scope and Content Summary**
  This series contains publications created by the Office of the Vice Chancellor for Administrative and Business Services.

- **Arrangement**
  The series is arranged alphabetically by format. Some titles are shelved separately in Special Collections and Archives and described individually in UCI's online catalog [Library Search](#).

- box 1, folder 1-3  
  - Announcements 1981-2001
- box 1, folder 4  
  - Brochures, fliers, and other material 1982-1987, undated
  - Manuals
- box 1, folder 5  
  - Contract and Grant Administration Manual 1990
- box 1, folder 6  
  - Staff Environment Project Recommendations: Managers and Supervisors 1982
  - Processing Information note
  - Shelved separately. See [Library Search](#).

**Accounting and Fiscal Services** Series 2. 1965-1999

- **Physical Description:** 0.5 Linear Feet
- **Series Scope and Content Summary**
  Accounting and Fiscal Services is a subunit of Administrative and Business Services and is made up of seven departments: Accounts Payable, Contracts and Grants, Controller’s Division, Financial Services, General Accounting, Payroll, and Travel. Its publications include announcements, manuals, newsletters, and a report.

- **Arrangement**
  The series is arranged alphabetically by format. Some titles are shelved separately in Special Collections and Archives and described individually in UCI's online catalog [Library Search](#).

- box 1, folder 7-11  
  - Announcements 1965-1999
- box 1, folder 12  
  - Forms 1965-1977
  - Manuals 1982-1993
- box 1, folder 13-15  
  - Newsletters: UCI Accounting Office Newsledger 1981-1995
  - Processing Information note
  - Shelved separately. See [Library Search](#).

**Administrative Computing Services** Series 3. 1984-1997

- **Physical Description:** 0.1 Linear Feet
- **Series Scope and Content Summary**
  Administrative Computing Services provides the UCI campus with administrative applications that support UCI’s research, teaching, and community service activities. Its publications include announcements, fliers, newsletters, and catalogs.

- **Arrangement**
  The series is arranged alphabetically by format.

- box 1, folder 17  
  - Announcements and fliers 1991-1997
- box 1, folder 18  
  - Catalog: Microcomputer Services Group 1989
  - Newsletters
- box 1, folder 19  
  - Adcom Update 1992-1993
- box 1, folder 20  
  - Administrative Computing Services Bulletin 1990
  - Micro Info 1984-1987
box 1, folder 22


**Facilities Management Series 4. 1980-2001**

Physical Description: 0.2 Linear Feet

**Series Scope and Content Summary**

Facilities Management is responsible for the daily operation, repair, and maintenance of UCI buildings and grounds. Facilities Management also partners with campus customers to accomplish alterations, improvements, and renovations of physical facilities. Its publications include announcements, fliers, newsletters, and manuals.

**Arrangement**

The series is arranged alphabetically by format.

box 2, folder 1-2
box 2, folder 3
box 2, folder 4-6

**Announcements 1980-2001**

**Fliers and manual 1984-1995**


Physical Description: 0.3 Linear Feet

**Series Scope and Content Summary**

Materiel and Risk Management oversees equipment management, purchasing, insurance and claims administration, business contracts, the Small Business Program, and the storehouse. Its publications include announcements, fliers, directories, manuals, newsletters, a report, and catalogs.

**Arrangement**

The series is arranged alphabetically by format. Some titles are shelved separately in Special Collections and Archives and described individually in UCI's online catalog [Library Search](#).

box 2, folder 7-8
box 2, folder 9
box 2, folder 10
box 2, folder 11
box 2, folder 12
box 2, folder 13

**Announcements, fliers, and other material 1965-2003**

**Catalog: UCI Storehouse Express Catalog 2004**

**Directories 1984**

**Manuals**

- *PAL Web Storehouse Requisition User Guide* undated


Processing Information note

Shelved separately. See [Library Search](#).

**Parking and Transportation Services Series 6. 1964-2004**

Physical Description: 0.3 Linear Feet

**Series Scope and Content Summary**

Parking and Transportation Services provides parking facilities for faculty, students, staff, and visitors. Parking and Transportation Services also supports the use of ridesharing and other alternative modes of transportation. Its publications include announcements, brochures, fliers, newsletters, and reports.

**Arrangement**

The series is arranged alphabetically by format.

box 2, folder 14-16
box 2, folder 18

**Announcements 1964-2001**

**Brochures, fliers, and other material 1972-2004, undated**

**Newsletters**

- *Bumper to Bumper 1984-1992*
- *Commuter Student Newsletter 1975-1991*

**Report: Campus Traffic Operations Study 1969**
Police Department Series 7. 1972-2004

Physical Description: 0.2 Linear Feet

Series Scope and Content Summary

The UCI Police Department provides UCI with public safety and police services such as safety awareness programs, fingerprinting services, crime reports, lost and found services, bicycle licensing, and campus safety escorts. Its publications include announcements, brochures, ephemera, fliers, manuals, newsletters, and reports.

Arrangement

The series is arranged alphabetically by format.

- box 2, folder 23
- box 2, folder 24
- box 2, folder 25
- box 2, folder 26
- box 2, folder 27-28
- box 2, folder 29
- box 2, folder 30-31

Announcements 1972-1997
Brochures 1985-2001, undated
Ephemera 1984-1989, undated
Fliers 1982-2004
Manuals 1977-1989

Newsletters: Code 20 1980
Reports 1989, 1999-2002