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

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Descriptive Summary
Title: University of California, Irvine, Administrative and Business Services publications
Collection Number: PS-020
Contributing Institution: Special Collections and Archives, University of California, Irvine Libraries
Irvine, California 92623-9557
Languages: The collection is in English.
Physical Description: 2.0 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, flyers, manuals, newsletters, and reports.
Access
The collection is open for research.
Publication Rights
Property rights and copyright reside with the University of California. For permissions 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.
Acquisition Information
Acquired periodically from the various subunits of Administrative and Business Services.
Accruals
Accruals are expected.
Processing History
Historical Background
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.
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
University of California, Irvine -- Administration -- Archives.
University of California, Irvine -- Archives.
University of California, Irvine -- Finance -- Archives.
University of California, Irvine. Accounting and Fiscal Services -- Archives.
University of California, Irvine. Administrative and Business Services -- Archives.
University of California, Irvine. Administrative Computing Services -- Archives.
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 ANTPAC.

Box-folder 1 : 1-3
Announcements, 1981-2001

Box-folder 1 : 4
Brochures, fliers, and other material, 1982-1987, undated

Box-folder 1 : 5
Contract and Grant Administration Manual, 1990

Box-folder 1 : 6
Staff Environment Project Recommendations: Managers and Supervisors, 1982

Processing Information note
Shelved separately. See ANTPAC.

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 ANTPAC.

Box-folder 1 : 7-11
Announcements, 1965-1999

Box-folder 1 : 12
Forms, 1965-1977

Box-folder 1 : 13-15
Manuals, 1982-1993

Box-folder 1 : 16

Processing Information note
Shelved separately. See ANTPAC.

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-folder 1 : 17  Announcements and fliers, 1991-1997
Box-folder 1 : 18  Catalog: Microcomputer Services Group, 1989

Newsletters

Box-folder 1 : 19  Adcom Update, 1992-1993
Box-folder 1 : 20  Administrative Computing Services Bulletin, 1990
Box-folder 1 : 21  Micro Info, 1984-1987


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-folder 2 : 1-2  Announcements, 1980-2001
Box-folder 2 : 3  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 ANTPAC.

Box-folder 2 : 7-8  Announcements, fliers, and other material, 1965-2003
Box-folder 2 : 9  Catalog: UCI Storehouse Express Catalog, 2004
Box-folder 2 : 10  Directories, 1984

Manuals

Box-folder 2 : 11  PAL Web Storehouse Requisition User Guide, undated
Box-folder 2 : 12  Procedure Guide for Executive Architect, 1979


Processing Information note

Shelved separately. See ANTPAC.

Physical Description: 0.3 Linear feet

General Physical Description note:

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-folder 2 : Announcements, 1964-2001
14-16

Box-folder 2 : Brochures, fliers, and other material, 1972-2004, undated
18

Box-folder 2 : Newsletters
19

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

Box-folder 2 : Announcements
23

Box-folder 2 : Brochures, 1985-2001, undated
24

Box-folder 2 : Ephemera, 1984-1989, undated
25

Box-folder 2 : Fliers, 1982-2004
26

Box-folder 2 : Manuals, 1977-1989
27-28

Box-folder 2 : Newsletters: Code 20, 1980
29

Box-folder 2 : Reports, 1989 1999-2002
30-31

Series 7. Police Department, 1972-2004

Physical Description: 0.2 Linear feet

General Physical Description note:

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-folder 2 : Announcements, 1972-1997
23

Box-folder 2 : Brochures, 1985-2001, undated
24

Box-folder 2 : Ephemera, 1984-1989, undated
25

Box-folder 2 : Fliers, 1982-2004
26

Box-folder 2 : Manuals, 1977-1989
27-28

Box-folder 2 : Newsletters: Code 20, 1980
29

Box-folder 2 : Reports, 1989 1999-2002
30-31