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Title: Library. University Archives. Administrative files.
Identifier/Call Number: University Archives Record Series 407
Contributing Institution: UCLA Library Special Collections
Language of Material: English
Physical Description: 1.2 linear ft. (3 boxes)
Date: 1946-1968
Abstract: Record Series 407 contains the administrative files of UCLA University Archives. Materials include correspondence, pamphlets, reports, publications, proposals, and other operational records.
Creator: UCLA University Archives.
Access
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Preferred Citation
[Identification of item], Library. University Archives. Administrative files (University Archives Record Series 407). UCLA Library Special Collections, University Archives.
Scope and Content
Record Series 407 contains the administrative files of UCLA University Archives. Materials include correspondence, pamphlets, reports, publications, proposals, and other operational records.
This is an active record series; additional University records are expected to be added.
UCLA Catalog Record ID
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Box 1
California Book Club keepsake. 1956.
Alumni and student authors program. 1949-1950.
Architect's office - plans and drawings. 1950; 1957.
Archive Institute - correspondence, lecture notes. 1948-1953.
Correspondence - reference questions. 1953-1955.
Faculty publications. 1946-1959.
Gifts. 1950-1954.
Organizations and history. 1955.
Proposals for UCB and UCLA. 1950-1954.
Records microfilming program. 1951.
Records microfilming - special committee. 1951-1952.
Reports. n.d.
Time sheets, forms. n.d.

Library. University Archives.
Administrative files. 1946-1968.
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Box 2  **Pamphlets. 1947-1953.**

Scope and Contents note
Contains the following pamphlets:
Business Records Classification and Retention Recommendations (n.d.).
Miscellanea Archivistica, by Angelo Mercati (1952).
Records Management is Paying Dividends, by E.J. Leahy and R.E. Weil (1952).
Operating a Records Management Program, supplement to General Electric Co’s Records Management Prog. at Hanford Works (1953).
Money in the Wastebasket, reprinted from Fortune (Feb. 1953).
Maryland Hall of Records, Bulletin No.9, Index Holdings (Jun. 1951).
Disposition on Federal Records (1949).

Box 3  **Correspondence. 1966 Jul-1968 Dec.**

Scope and Contents note