
Assistant Vice Chancellor for Business. Records. 1963-1990.

Finding aid prepared by University Archives staff, 1992 February; finding aid revised by Katharine A. Lawrie, 2013 March and Julianna Jenkins, 2017 November; machine-readable finding aid created by Caroline Cubé, 2017 November.

UCLA Library Special Collections

Room A1713, Charles E. Young Research Library

Box 951575

Los Angeles, CA, 90095-1575

(310) 825-4988

spec-coll@library.ucla.edu

Online finding aid last updated 9 November 2017.

Title: Assistant Vice Chancellor for Business. Records.

University Archives Record Number: 458

Contributing Institution: UCLA Library Special Collections

Language of Material: English

Physical Description: 34.8 linear feet(87 boxes)

Date: 1963-1990

Abstract: Record Series 458 contains the records of UCLA's Assistant Vice Chancellor for Business, including annual reports; audits; administrative, academic computing, committee, and meeting documentation.

Creator: Assistant Vice Chancellor of Business.

Conditions Governing Access

COLLECTION STORED OFF-SITE AT SRLF: Open for research. All requests to access special collections materials must be made in advance through our electronic paging system using the request button located on this page.

Conditions Governing Reproduction and Use

Copyright of portions of this collection has been assigned to The Regents of the University of California. The UCLA University Archives can grant permission to publish for materials to which it holds the copyright. All requests for permission to publish or quote must be submitted in writing to the UCLA University Archivist.

Preferred Citation

[Identification of item], Assistant Vice Chancellor for Business. Records (University Archives Record Series 458). UCLA Library Special Collections, University Archives.

Scope and Content

Record Series 458 contains the records of UCLA's Assistant Vice Chancellor for Business. Files are arranged in five series:

Series 1: Administration/general.

Series 2: Academic computing. Includes financial systems and three-year Executive Data Processing systems & proposals

Series 3: Annual reports.

Series 4: Audits.

Series 5: Committees, meetings. Includes documentation of Administrative Affairs council, Business Affairs Council, Capitol Affairs Council, Disability Compliance Task Force, National Association of College & University Business Officers, Policy committee on Sales & Service Activities & Service Enterprise, Expanded Management Group.

Abbreviations in this collection include:

ADP: Administrative Data Processing

AIS: Administrative Information Systems

ASA: Administrators & Supervisors Association

BAC: Business Affairs Council

BTSA: ?

CEY: ?

CHS: ?

DCTF: Disability Compliance Task Force

DHEW: ?

DHHS: Department of Health & Human Services

EDP: Executive Data Processing

EMG: Expanded Management Group

MMS: Mail & Messenger Service

NACUBO: National Association of College & University Business Officers

OCGA: ?

ONR: ?

PAC: Purchasing/Accounts Payable

POSSE: Policy committee on Sales & Service Activities & Service Enterprise

WACUBO: ?

Boxes 45-87 are pending description.

This is an inactive record series; no additional University records are expected to be added.

UCLA Catalog Record ID

UCLA Catalog Record ID: [3466762](#)

Administration/general.

Box 1, Folder 1
Box 1, Folder 2
Box 1, Folder 3
Box 1, Folder 4
Box 1, Folder 5
Box 1, Folder 6

Employee relations. 1985-1989.
Interview with Hal Thompson. 1987.
Old organization charts. 1968-1974.
Organization and functions manual. 1975.
Productivity measures. 1981.
Working capitol. 1981.

Academic computing.

Box 1, Folder 7
Box 1,
Folders 8-11
Box 2, Folder 1
Box 2, Folder 2
Box 2, Folder 3
Box 2, Folder 4
Box 2, Folder 5
Box 2, Folder 6
Box 2, Folder 7
Box 2, Folder 8
Box 2, Folder 9
Box 2, Folder 10
Box 3, Folders 1-2
Box 3, Folder 3
Box 3, Folder 4
Box 3, Folder 5
Box 4, Folders 1-2
Box 4, Folder 3
Box 4, Folder 4
Box 5, Folders 1-2

Box 5, Folder 3
Box 5, Folder 4
Box 4, Folders 5-7
Box 5, Folder 5
Box 5, Folder 6
Box 6, Folder 1
Box 6, Folder 2
Box 6, Folder 3
Box 6, Folder 4
Box 6, Folder 5
Box 6, Folder 6

Academic computing. 1983-1990.
Administrative Data Processing (ADP) systems. 1980-1981.

ADP systems. 1981-1982.
ADP status reports. 1982.
Administrative Information Systems (AIS). 1983-1986.
Business applications for microcomputers. 1983.
Campus backbone network. 1989.
Computer system acquisition policy. 1983.
Financial management study. 1983.
Financial reporting system. 1978-1979.
Financial systems. 1980-1981.
Financial systems application plan. 1983.
Financial system workgroup. 1984-1986.
Financial system management group. 1986-1987.
Office systems study - needs analysis. 1983.
Purchasing/Accounts Payable (PAC) workgroup. 1984.
PAC. 1985-1987.
PAC - report on system alternatives. 1985.
System development status report. 1983.
Three-year Executive Data Processing (EDP) systems & proposals - general. 1989-1990.
Three-year Executive Data Processing (EDP) systems & proposals - BTSA - campus parking service. 1983-1988.
Three-year Executive Data Processing (EDP) systems & proposals - BTSA - campus parking service forms & reports. 1984.
Three-year Executive Data Processing (EDP) systems & proposals - general. 1982-1989.
Three-year Executive Data Processing (EDP) systems & proposals - BTSA - fleet services IBM PC/AT. 1985-1986.
Three-year Executive Data Processing (EDP) systems & proposals - BTSA - office microcomputer. 1984-1988.
Three-year Executive Data Processing (EDP) systems & proposals - EDP system descriptions. 1985.
Three-year Executive Data Processing (EDP) systems & proposals - mail & messenger service. 1984-1987.
Three-year Executive Data Processing (EDP) systems & proposals - MMS - microcomputer use. 1984.
Three-year Executive Data Processing (EDP) systems & proposals - material management - storehouse EDP audit. 1984-1985.
Three-year Executive Data Processing (EDP) systems & proposals - material management - storehouse EDP systems. 1983-1986.
Three-year Executive Data Processing (EDP) systems & proposals - OCGA EDP systems. 1984-1988.

Box 6, Folder 7	Three-year Executive Data Processing (EDP) systems & proposals - Office of Insurance and Risk Management EDP systems. 1984-1985.
Box 7, Folders 1-2	Three-year Executive Data Processing (EDP) systems & proposals - purchase proposals. 1984-1989. Annual reports.
Box 7, Folder 3	Annual report - preparation. 1980.
Box 7, Folders 4-10	Annual report. 1963-1971.
Box 8, Folders 1-5	Annual report. 1971-1976.
Box 9, Folders 1-3	Annual report. 1976-1979.
Box 10, Folders 1-3	Annual report. 1979-1982.
Box 11, Folders 1-2	Annual report. 1982-1984.
Box 12, Folder 1	Annual report. 1984-1985.
Box 12, Folder 2	Annual report. 1988-1989. Audits.
Box 12, Folder 3	Audits - general. 1980-1987.
Box 12, Folder 4	Audits - coordination. 1982-1987.
Box 13, Folder 1	Audits - business operations. 1974-1988.
Box 13, Folder 2	Audits - business operations division - BUS - 49. 1984-1987.
Box 13, Folder 3	Audits - internal. 1981.
Box 13, Folder 4	Audits - internal. 1983-1984.
Box 13, Folder 5	Audits - internal. 1984-1985.
Box 13, Folder 6	Audits - plan. 1985.
Box 13, Folder 7	Audits - recharges. 1982-1987.
Box 13, Folder 8	Audit reports - BTSA. 1979.
Box 13, Folder 9	Audit reports - BTSA. 1981.
Box 13, Folder 10	Audit reports - BTSA. 1981-1982.
Box 14, Folders 1-6	Audit reports - BTSA. 1983-1985.
Box 15, Folders 1-5	Audit reports - BTSA. 1985-1986.
Box 16, Folders 1-6	Audit reports - BTSA. 1986-1987.
Box 17, Folders 1-6	Audit reports - BTSA. 1978-1989.
Box 18, Folders 1-3	Audit reports - BTSA. 1989-1990.
Box 18, Folder 4	Audit reports - mail & messenger service. 1987.
Box 18, Folders 5-7	Audit reports - material management. 1978-1985.
Box 19, Folders 1-5	Audit reports - material management. 1986-1990.
Box 19, Folder 6	Audit reports - material management (storehouse). 1981-1984.
Box 20, Folders 1-3	Audit reports - material management (storehouse). 1984-1988.
Box 20, Folders 4-5	Deloitte, Haskins & Sells audits. 1978-1984.
Box 20, Folder 6	DHEW (DHHS) audits. 1978-1981.
Box 20, Folder 7	Department of Health & Human Services - equipment audit. 1981-1982.
Box 20, Folder 8	ONR Procurement & System Review. 1982-1987.
Box 21, Folder 1	Peat, Marwick, Mitchell & Co. audit. 1983-1985.
Box 21, Folder 2	State audits. 1978.
Box 21, Folder 3	State audits - I-0002 radiological sciences video system [illegible]. 1981. Committees, meetings.

Box 21, Folder 4	Activities Guidelines Committee. 1983-1988.
Box 21,	Administrative Affairs council. 1977-1979.
Folders 5-8	
Box 22,	Administrative Affairs council. 1979-1987.
Folders 1-5	
Box 23,	Administrative Affairs council. 1987-1990.
Folders 1-2	
Box 23,	Administrators & Supervisors Association. 1977-1990.
Folders 3-4	
Box 23, Folder 5	ASA - Stress Management Seminar. 1980.
Box 23, Folder 6	ASA - Jeanne Williams Award. 1988-1989.
Box 24, Folder 1	Affirmative Action & Ethnic Diversity Seminar. 1987-1989.
Box 24,	Business Affairs Council - general. 1975-1979.
Folders 2-6	
Box 25,	Business Affairs Council - general. 1979-1981.
Folders 1-3	
Box 25, Folder 4	BAC - UC San Diego. 1982 Mar.
Box 25, Folder 5	BAC - UC Santa Barbara. 1982 Sep.
Box 25, Folder 6	BAC - general. 1983.
Box 25, Folder 7	BAC - UC Santa Cruz. 1982-1983.
Box 25,	BAC - general. 1985.
Folders 8-9	
Box 26, Folder 1	BAC - UC San Diego. 1981-1985.
Box 26,	BAC - Lawrence Livermore Lab. 1985.
Folders 2-3	
Box 26, Folder 4	BAC - general. 1986.
Box 26, Folder 5	BAC - UCLA. 1985-1986 Mar.
Box 26, Folder 6	BAC - UC Davis. 1982-1985.
Box 27,	BAC - UC Davis. 1986 Oct.
Folders 1-2	
Box 27, Folder 3	BAC - general. 1986-1987.
Box 27, Folder 4	BAC - Lawrence Berkeley Lab. 1986-1987 Apr.
Box 27, Folder 5	BAC - Los Alamos Nat'l Lab. 1987 Oct.
Box 27, Folder 6	BAC - general. 1988.
Box 28, Folder 1	BAC - UC Santa Cruz. 1988 Apr.
Box 28, Folder 2	BAC - UC Riverside. 1988 Oct.
Box 28, Folder 3	BAC - general. 1989.
Box 28,	BAC - UC San Francisco. 1987-1989 Mar.
Folders 4-7	
Box 29, Folder 1	BAC - UC San Berkeley. 1989 Apr - 1990.
Box 29, Folder 2	BAC - UC Santa Barbara. 1989 Oct.
Box 29, Folder 3	BAC - UC Berkeley. 1990 Apr.
Box 29, Folder 4	Campus Graphics Committee. 1977-1983.
Box 29, Folder 5	Chancellor's Cabinet. 1981-1983.
Box 29,	Chancellor's Cabinet - Lake Arrowhead meeting. 1985-1987.
Folders 6-7	
Box 30,	Capitol Affairs Council. 1977-1984.
Folders 1-5	
Box 31,	Capitol Affairs Council. 1984-1987.
Folders 1-6	
Box 32,	Capitol Affairs Council. 1987-1990.
Folders 1-5	
Box 32, Folder 6	Capitol and Space Planning committee. 1981.
Box 33,	Capitol and Space Planning committee. 1982-1989.
Folders 1-6	
Box 33, Folder 7	Capitol Outlay Task Force. 1981-1982.

Box 34,	Central/Departmental Administrators. 1980-1990.
Folders 1-2	
Box 34, Folder 3	Community Relations Staff Task Group. 1977-1988.
Box 34,	Disability Compliance Task Force. 1986.
Folders 4-5	
Box 35,	Disability Compliance Task Force. 1986-1987.
Folders 1-5	
Box 36, Folder 1	Disability Compliance Task Force. 1987-1988.
Box 36, Folder 2	Disability Compliance Task Force Action Plans. 1987.
Box 36, Folder 3	Disability Compliance Task Force - Evaluation of Access - draft. 1987.
Box 36, Folder 4	DCTF - Evaluation of Access at UCLA. 1987.
Box 36, Folder 5	DCTF - Facility survey - CHS. 1987.
Box 37, Folder 1	DCTF - State Accesibility Standards - Interpretive manual. 1986.
Box 37,	Diversity Development Team. 1988-1990.
Folders 2-4	
Box 37, Folder 5	El Grupo Mariposa. 1982.
Box 37,	Management by objectives. 1971-1975.
Folders 6-7	
Box 37, Folder 8	National Association of College & University Business Officers (NACUBO). 1980.
Box 38, Folder 1	NACUBO. 1981.
Box 38,	NACUBO - annual meeting (July 1982). 1981-1982.
Folders 2-3	
Box 38, Folder 4	NACUBO - annual meeting (June 1983). 1983.
Box 38, Folder 5	NACUBO. 1984.
Box 38, Folder 6	NACUBO - annual meeting. 1984 Apr-May.
Box 38,	NACUBO. 1985-1987.
Folders 7-9	
Box 38, Folder 10	NACUBO/WACUBO. 1988-1990.
Box 38, Folder 11	Order of the Golden Bruin. 1976-1986.
Box 39, Folder 1	Policy committee on Sales & Service Activities & Service Enterprise (POSSSE). 1985.
Box 39,	POSSSE. 1985-1986.
Folders 2-5	
Box 40,	POSSSE. 1986-1988.
Folders 1-5	
Box 41,	POSSSE. 1988-1990.
Folders 1-5	
Box 41, Folder 6	Procurement Policy - Ad Hoc Committee to Review 1876. 1990.
Box 42,	Recharge - approved by POSSSE. 1986-1990.
Folders 1-2	
Box 42,	Recharge Policy Committee - Ad Hoc. 1980-1984.
Folders 3-5	
Box 42, Folder 6	Recharge. 1980-1982.
Box 42, Folder 7	Registration Fee Committee. 1980-1983.
Box 43, Folder 1	Sherry Sippers. 1989.
Box 43, Folder 2	University Policy commission. 1989.
Box 43, Folder 3	Staff meetings - CEY/Administrators - retreat. 1983 Dec.
Box 43, Folder 4	Staff meetings - EMG (Expanded Management Group) - general. 1984-1990.
Box 43, Folder 5	Staff meetings - EMG. 1985 Dec.
Box 43, Folder 6	Staff meetings - EMG. 1986 Apr.
Box 43, Folder 7	Staff meetings - EMG. 1986 Dec.
Box 44	Staff meetings - EMG - survey responses. 1986 Dec.
Box 44	Staff meetings - EMG. 1987 Dec.
Box 44	Staff meetings - EMG - business Ethics. 1989 Nov.
