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Title: Administrators and Supervisors Association. Administrative files.
Identifier/Call Number: University Archives Record Series 520
Contributing Institution: UCLA Library Special Collections
Language of Material: English
Physical Description: 4.0 linear ft. (10 boxes)
Date: 1962-1994
Abstract: Record Series 520 contains the administrative files of UCLA's Administrators and Supervisors Association (ASA). Files include board minutes, rosters, election information, reports, and documentation of seminars, programs, and events.
creator: Administrators and Supervisors Association.
Access
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Preferred Citation
[Identification of item], Administrators and Supervisors Association. Administrative files (University Archives Record Series 520). UCLA Library Special Collections, University Archives.
Scope and Content
Record Series 520 contains the administrative files of UCLA's Administrators and Supervisors Association (ASA). Files include board minutes, rosters, election information, reports, and documentation of seminars, programs, and events. This is an inactive record series; no additional University records are expected to be added.
UCLA Catalog Record ID
UCLA Catalog Record ID: 3466751

Box 1, Folder 1  Board minutes. 1962/1963-1971/1972.
Box 2, Folder 1  Board minutes. 1986/1987.
Box 2, Folder 3  Board minutes. 1988/1989.
Box 2, Folder 4  Board minutes. 1989/1990.
Box 4, Folder 1  Board motions. 1968-1987.
Box 4, Folder 3  Membership Committee minutes. 1977-1978.
Box 4, Folder 4  Casino Nite. 1988.
Box 4, Folder 5  Casa Sirena. 1988.
Box 4, Folder 6  Current "ASA" (5+6). 1988.
Box 4, Folder 7  Board elections. 1989.
Box 4, Folder 8  ASA. 1989/1990.
Box 4, Folder 9  ASA $ received. 1988 Feb 17.
Box 4, Folder 10  Board elections, last board meeting. 1989 Jun.
Box 5, Folder 1  '89 position def. (officers). 1989.
Box 5, Folder 2  Photos and brochure. 1990.
Box 5, Folder 3  Seminar. 1988 May.
Box 5, Folder 5  President's notes. 1989-1990.

- Box 5, Folder 6: Trivia answers. 1984.
- Box 5, Folder 7: Program Committee. 1989.
- Box 5, Folder 8: Programs. 1989-1990.
- Box 5, Folder 14: Professional retreat. 1990.
- Box 5, Folder 15: Treasurer’s report. 1989-1990.
- Box 6, Folder 2: ASA, UCLA members. 1977-1979.
- Box 6, Folder 3: ASA sign: Computer. n.d.
- Box 6, Folder 5: Membership Committee. n.d.
- Box 6, Folder 8: Program Committee minutes. 1987-1989.
- Box 6, Folder 9: Jeanne Williams Award. 1988-1989.
- Box 7, Folder 1: Arrowhead. 1985.
- Box 7, Folder 2: Marked "keep." n.d.
- Box 8: ASA. 1985-1986.
  Scope and Contents note
  Includes news, notes, flyers and forms.
- Box 8: ASA II. 1987.
- Box 8: ASA nametags (blanks).
- Box 8: Palms orders.
  Scope and Contents note
  Production and list maintenance service request forms.
- Box 8: ASA Certificates.
- Box 8: ASA Newsletter head.
- Box 8: ASA - drink prices.
- Box 8: ASA - newsletter return address.
- Box 8: Jean Williams Award nomination. 1987.
- Box 8: ASA presents Hayden. 1987 Nov 19.
  Scope and Contents note
  Newspaper clipping.
  Scope and Contents note
  Agenda, schedule, information and flyers.
  Physical Description: Plain blue three ring binder.
  Scope and Contents note
  Meeting minutes, agendas and reports.
Box 9  **ASA. 1976-1977.**
Physical Description: Black three-ring binder with "ASA 1976-1977" labeled on the spine.
Scope and Contents note
Board membership, board minutes, bylaws, register, membership roster, treasurer reports, surveys.

Box 9  **Administrators and supervisors association. 1981-1982.**
Physical Description: Plain black three ring binder.
Scope and Contents note
roster, programs, agenda, minutes, financial summary, holiday party, massey tape, theory z, communication workshop, football preview, 1984 olympics, casino night, westwood village, arrowhead weekend, installation Japanese gardens, catering information.

Box 9  **Membership correspondence. 1976; 1982.**
Scope and Contents note
Membership information.

Box 9  **Finance invoices. 1977-1978.**
Box 9  **Agendas. 1979 Jun-1981 Jul.**
Box 9  **Finance bank statements. 1977-1978.**
Box 9  **Finance Arrowhead. 1976; 1978-1982.**
Box 9  **Arrowhead Oxnard retreat. 1978-1980;1982-1983.**
Box 9  **Program announcements. 1979 Jun-1983 Jun.**
Box 9  **Board of directors. 1976-1983.**
Box 9  **Administrators and supervisors association. 1977-1979.**
Physical Description: Plain blue three ring binder.
Scope and Contents note
Board minutes, treasurer reports, membership roster.

Box 9  **Program correspondence. 1979-1983.**
Box 9  **By-laws. 1976.**
Box 9  **Program - V.I.P., survey, community interaction group, research project (paulson and associates), morris massey. 1979-1981.**
Box 9  **Ballots. 1979-1983.**
Box 10  **Arrowhead publicity. 1981.**
Box 10  **ASA. 1975-1976.**
Physical Description: Blue three ring binder with "ASA 1975-1976" label on the spine.
Scope and Contents note
ASA nominations procedures, minutes, treasurer, membership, newsletter, survey, nominations, directory, arrowhead.

Box 10  **ASA. 1977-1978.**
Physical Description: Red three ring binder with the label "ASA 1977-1978" labeled on the spine.
Scope and Contents note
Board/committees, by laws, minutes, treasurer's report, program, arrowhead, ad hoc workshop, membership, membership roster, historian, correspondence.

Box 10  **ASA President's notebook correspondence, minutes, miscellaneous. 1978-1979.**
General Physical Description note: Brown folder labeled "ASA President's notebook correspondence, minutes, miscellaneous (to be filed with ASA historian for safekeeping)."
Box 10  **ASA program folder. 1979-1980.**

Physical Description: Black three ring binder labeled "ASA 1979-1980 program folder" on the cover and on the spine.

Scope and Contents note
Japanese gardens, arrowhead 1980, x-mas party, wizard of oz theater dinner.

Box 10  **ASA. 1980-1981.**

Physical Description: Unlabeled blue three ring binder.

Scope and Contents note
Correspondence, publicity,