Institute of Industrial Relations. Administrative files. 1946-1964.

Finding aid prepared by University Archives staff, 1996 September; finding aid revised by Katharine A. Lawrie, 2013 June; machine-readable finding aid created by Katharine A. Lawrie, 2013 June.

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Title: Institute of Industrial Relations. Administrative files.
Identifier/Call Number: University Archives Record Series 602
Contributing Institution: UCLA Library Special Collections
Language of Material: English
Physical Description: 1.2 linear ft.(3 boxes)
Date: 1946-1964
Abstract: Record Series 602 contains the administrative files of the library at UCLA's Institute of Industrial Relations.
Creator: University of California, Los Angeles. Institute of Industrial Relations.
Access
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Preferred Citation
[Identification of item], Institute of Industrial Relations. Administrative files (University Archives Record Series 602). UCLA Library Special Collections, University Archives.
Scope and Content
Record Series 602 contains the administrative files of the library at UCLA's Institute of Industrial Relations. Files regard budget, acquisitions, personnel time, operations and policies. Materials include reports, memos, lists, and other records.
This is an inactive record series; no additional University records are expected to be added.
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Box 1, Folders 1-6
Scope and Contents note
Regards bindery instructions, sample statistics, desk procedures, statistics, government publications, and sample letters.

Box 2, Folder 1
Budget memos. 1953-1957.

Box 2, Folder 2
Budget requests. 1954-1959.

Box 2, Folder 3

Box 2, Folder 4

Box 2, Folder 5
Scope and Contents note

Box 2, Folder 6
Special reports, policy statements, etc. 1947-1964.
Scope and Contents note

Box 2, Folder 7
Scope and Contents note
Contains documents regarding personnel hours, payroll, overtime, and leave.

Box 3, Folders 1-11
Monthly and annual reports. 1946-1963.