
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.

UCLA Catalog Record ID

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

Acquisitions lists. 1950-1964.

Budget memos. 1953-1957.

Budget requests. 1954-1959.

Budget memos. 1958-1964.

Budget requests. 1959-1963.

Operations and procedures. 1958-1964.

Scope and Contents note

Regards bindery instructions, sample statistics, desk procedures, statistics, government publications, and sample letters.

Box 2, Folder 6

Special reports, policy statements, etc. 1947-1964.

Scope and Contents note

Contains materials from 1947/1948, 1961/1962, and 1962/1963 academic years.

Box 2, Folder 7

Time records. 1962-1964.

Scope and Contents note

Contains documents regarding personnel hours, payroll, overtime, and leave.

Box 3,
Folders 1-11

Monthly and annual reports. 1946-1963.