Descriptive Summary
Languages: English
Contributing Institution: Special Collections & Archives, UC San Diego
9500 Gilman Drive
La Jolla 92093-0175
Title: UC San Diego. Office of the Chancellor. Calendar Notebooks (Atkinson)
Identifier/Call Number: RSS 0005
Physical Description: 1.2 Linear feet (3 archives boxes)
Date (inclusive): 1980 - 1995
Abstract: The Office of the Chancellor calendar notebooks includes administrative daily and month calendars for Chancellor Richard C. Atkinson, created by Executive Secretary Dorothy Keffala, 1980-1995. The calendar notebooks document the daily activities coordinating the Chancellor's meeting, travelling, and organizational schedules.

Administrative History
The position of Executive Secretary, now titled Executive Assistant to the Chancellor, provides support and advice to the Chancellor on a wide range of issues involving the highest level of administrative work. This position serves as primary contact for the Chancellor, manages the Chancellor's day-to-day schedule, plans and coordinates the Chancellor's extensive travel schedule and undertakes unique special projects, as assigned by the Associate Chancellor/Chief of Staff on behalf of the Chancellor. Dorothy Keffala was the Executive Secretary for Chancellor William McElroy, and majorly under Chancellor Richard Atkinson.

Preferred Citation

Scope and Content
The Office of the Chancellor Calendar Notebooks documents the day-to-day administrative activities of the Chancellor, supported by Executive Secretary Dorothy Keffala. The majority of the files are during the tenure of Chancellor Richard Atkinson. The materials include daily and month calendars, appointment books, meeting discussion items, notebooks with detailed references and notes, and telephone logbooks. Also included are materials about the history of UCSD.

Subjects and Indexing Terms
University of California, San Diego. Office of the Chancellor
Atkinson, Richard C.
University of California, San Diego
McElroy, William David, 1917-1999

EXECUTIVE FILES

Box 1, Folder 1  
Chancellor's calendar 1990 - 1991
Daily calendars

Box 1, Folder 2
1990 - 1991

Box 3, Folder 1-6
1991 - 1995

Information items - Richard Atkinson

Box 1, Folder 3
1990 - 1991

Box 3, Folder 7
1991 - 1992

Box 1, Folder 4
Meetings - Discussion items 1989 - 1991
General
Includes Chancellor's Council and Vice Chancellor's meetings.

Box 1, Folder 5
Notebooks

Box 1, Folder 6-7
1980 - 1981

Box 2, Folder 1-6
1981 - 1991

Box 2, Folder 7
Telephone log 1980 - 1981