

# Guide to Finance and Operations Records BC05.18

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English  
Describing Archives: A Content Standard

Barnard Archives and Special Collections

3009 Broadway

New York, NY 10027

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URL: <http://archives.barnard.edu/>

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## Summary Information

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<b>Repository:</b>	Barnard Archives and Special Collections
<b>Creator:</b>	Barnard College. Finance and Operations
<b>Creator:</b>	Barnard College. Finance and Administration
<b>Title:</b>	Finance and Operations Records
<b>ID:</b>	BC05.18
<b>ID [aspace_uri]:</b>	/repositories/2/resources/44
<b>Date [inclusive]:</b>	1958-2005
<b>Physical Description:</b>	1.46 Linear Feet 1 half document box, 3 document boxes
<b>Physical Location:</b>	This collection is located in the Barnard Archives and Special Collections, Barnard Library. To use this collection, please contact the Barnard Archives and Special Collections at 212.854.4079 or archives@barnard.edu.
<b>Language of the Material:</b>	English .
<b>Abstract:</b>	The collection consists of materials from the the offices and departments housed under Finance and Operations.

### Preferred Citation

Finance and Operations Records, 1958-2005; Box and Folder; Barnard Archives and Special Collections, Barnard Library, Barnard College.

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## Collection Scope and Content Summary

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This collection consists of correspondence, memos, and reports of the Office of the Vice President of Finance and Administration, later named Finance and Operations. The collection also includes records from offices under Finance and Operations: the Office of the General Counsel, the Controller's Office, the Purchasing Department, and the Office of Finance and Planning.

Materials include records on the building of Sulzberger Tower from the Dormitory Advisory Committee; grants from the U.S. Department of Health, Education, and Welfare (HEW) for the Higher Education Opportunity Program, College Library Resources Program, and the Advanced Institutional Development Program (AIDP); correspondence with MacDermott Foods, which serviced the Barnard cafeteria; and purchase orders and invoices from equipping and furnishing Wollman Library.

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## Collection Arrangement

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This collection is arranged by like materials. The contents of each folder are arranged chronologically.

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## Administrative Information

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### Publication Statement

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### Publication Rights

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### Processing History

This collection was processed and the finding aid written by Alice Griffin, July 2015.

Descriptive Rules Used: Finding aid adheres to that prescribed by Describing Archives: A Content Standard. Encoding: Machine readable finding aid encoded in EAD 2002.

Finding aid written in English.

## Accruals

Additions are expected.

## Reproductions Restrictions

Photocopies or scans may be made for research purposes.

## Access

This collection has no restrictions.

## Acquisition Information

The acquisition date and source is unknown.

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## Controlled Access Headings

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- Barnard College
- Universities and colleges -- Finance
- Financial statements
- Budget

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## Collection Inventory

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Title/Description	Instances	
Wollman Library purchase orders and invoices, 1958-1960 <u>Physical Description:</u> 0.21 Linear Feet 1 half document box	box 1	
Health, Education, and Welfare Higher Education Facilities Act of 1963, 1965-1971	box 2	folder 1-2
HEW College Library Resources Program grant, 1967-1975	box 2	folder 3
HEW Advanced Institutional Development Program, 1969-1974	box 2	folder 4
HEW Research Project grants, 1965-1976	box 2	folder 5

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Higher Education Opportunity Program (HEOP) grant, 1977	box 2	folder 6
HEW grants, 1977	box 2	folder 7
Audit of NIH funds,, 1970-1980	box 2	folder 8
HEW indirect cost rate, 1967-1981	box 3	folder 1-4
Health Maintenance Organization Act, 1979	box 3	folder 5
Business Procedures Handbook, Controller's Office, 1980-1985	box 3	folder 6
Monthly Expenditures Report, 1981	box 3	folder 7
Dormitory Advisory Committee, 1978-1986	box 3	folder 8-9
Dormitory Advisory Committee, 1986-1988	box 4	folder 1-3
Dibiase Consulting contract, 1985-1989	box 4	folder 4
MacDermott Foods,, 1977-1987	box 4	folder 5-9
Office of Finance and Planning correpondence, 1983-2005	box 4	folder 10