

# Institute of Management

Institute of Management Records

1961-1988

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## Title Statement

Institute of Management A Guide to the Institute of Management Records RG 23-9A

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## Publication Statement

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## Profile Description

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**Language Usage:** Finding aid written in English.

**Descriptive Rules:** Describing Archives: A Content Standard

## Descriptive Summary

### Unit ID

RG 23-9A

### Unit ID

/repositories/3/resources/202

### Unit Date

1961-1988

### Unit Date

Date acquired: 08/10/1977

### Language

English

### Creator

Old Dominion University. Institute of Management

### Creator

Old Dominion University. School of Continuing Education

### Extent

1.00 Linear Feet

### Extent

1 record center carton boxes

### Repository

ODU University Archives

# Administrative Information

## Conditions Governing Access

Open to researchers without restrictions.

## Conditions Governing Use

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## Source of Acquisition

Terrance Etter

## Method of Acquisition

Gift.

## Processing Information

The collection was processed and finding aid created by Sonia Yaco, Special Collections Librarian, in 2012.

## Preferred Citation

[Identification of item], Box [insert number], Folder [insert number and title], Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

# Biographical or Historical Information

Old Dominion University's Institute of Management provides high-quality management-training and executive-development programs for the Tidewater business community. The institute's seminars and training sessions make use of lectures, simulations, case studies, role playing, and demonstrations. The members include experienced faculty from ODU's School of Business Administration, faculty from other schools of business around the country, and leaders from the local business area.

Note written by Special Collections Staff

# Scope and Contents

This collection contains discussions, programs, courses, and workshops related to the Institute of Management at Old Dominion University. Tax conferences, acts, and annual reports are also included.

# Keywords

Old Dominion University--Reports  
Old Dominion University. School of Business Administration  
Old Dominion University  
Old Dominion University. Institute of Management

# Accruals and Additions

A second accession was added on 1/16/1978.

# Arrangement Note

This collection is arranged alphabetically.

# Description of Subordinate Components

## Box 1

**Unit ID** Box 1

**Unit ID** /repositories/3/archival\_objects/49286

**Mixed Materials** 1 (box)

**Folder 1: Advisory Council--Institute of Labor****Unit ID** Folder 1**Unit ID** /repositories/3/archival\_objects/49287**Unit Date** 1972-1973**Mixed Materials** 1 (box)**Container** 1 (folder)**Preferred Citation**

[Identification of item and date], Box 1, Folder 1, Advisory Council--Institute of Labor, 1972-1973, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 2: Affirmative Action****Unit ID** Folder 2**Unit ID** /repositories/3/archival\_objects/49288**Unit Date** 1975**Mixed Materials** 1 (box)**Container** 2 (folder)**Preferred Citation**

[Identification of item and date], Box 1, Folder 2, Affirmative Action, 1975, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 3: Annual Reports****Unit ID** Folder 3**Unit ID** /repositories/3/archival\_objects/49289**Unit Date** 1971 July 1-1972 June 30**Mixed Materials** 1 (box)**Container** 3 (folder)**Preferred Citation**

[Identification of item and date], Box 1, Folder 3, Annual Reports, 1971 July 1-1972 June 30, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 4: Annual Reports--Dean****Unit ID** Folder 4**Unit ID** /repositories/3/archival\_objects/49290**Unit Date** 1971-1972**Mixed Materials** 1 (box)**Container** 4 (folder)**Preferred Citation**

[Identification of item and date], Box 1, Folder 4, Annual Reports--Dean, 1971-1972, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 5: Banking Institute****Unit ID** Folder 5**Unit ID** /repositories/3/archival\_objects/49291**Unit Date** 1973 October 9-29**Mixed Materials** 1 (box)**Container** 5 (folder)**Preferred Citation**

[Identification of item and date], Box 1, Folder 5, Banking Institute, 1973 October 9-29, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 6: Business Seminar for Contractors**

**Unit ID** Folder 6

**Unit ID** /repositories/3/archival\_objects/49292

**Unit Date** 1973

**Mixed Materials** 1 (box)

**Container** 6 (folder)

**Preferred Citation**

[Identification of item and date], Box 1, Folder 6, Business Seminar for Contractors, 1973, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 7: Communities Service Counselor Course**

**Unit ID** Folder 7

**Unit ID** /repositories/3/archival\_objects/49293

**Unit Date** 1974

**Mixed Materials** 1 (box)

**Container** 7 (folder)

**Preferred Citation**

[Identification of item and date], Box 1, Folder 7, Communities Service Counselor Course, 1974, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 8: Cont. Ed. Directors' Meeting--Minutes**

**Unit ID** Folder 8

**Unit ID** /repositories/3/archival\_objects/49294

**Unit Date** 1973-1974

**Mixed Materials** 1 (box)

**Container** 8 (folder)

**Preferred Citation**

[Identification of item and date], Box 1, Folder 8, Cont. Ed. Directors' Meeting--Minutes, 1973-1974, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 9: CPM--PDM Seminar**

**Unit ID** Folder 9

**Unit ID** /repositories/3/archival\_objects/49295

**Unit Date** 1974

**Mixed Materials** 1 (box)

**Container** 9 (folder)

**Preferred Citation**

[Identification of item and date], Box 1, Folder 9, CPM--PDM Seminar, 1974, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 10: Current--Inter-Government Institute Advisory Council**

**Unit ID** Folder 10

**Unit ID** /repositories/3/archival\_objects/49296

**Unit Date** 1972-1973

**Mixed Materials** 1 (box)

**Container** 10 (folder)

**Preferred Citation**

[Identification of item and date], Box 1, Folder 10, Current--Inter-Government Institute Advisory Council, 1972-1973, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 11: Dean DelRolfe**

**Unit ID** Folder 11

**Unit ID** /repositories/3/archival\_objects/49297

**Unit Date** 1974 July 29-1975 November 12

**Mixed Materials** 1 (box)

**Container** 11 (folder)

**Preferred Citation**

[Identification of item and date], Box 1, Folder 11, Dean DelRolfe, 1974 July 29-1975 November 12, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 12: Dr. Doherty--School of Business**

**Unit ID** Folder 12

**Unit ID** /repositories/3/archival\_objects/49298

**Unit Date** 1973 July 19

**Mixed Materials** 1 (box)

**Container** 12 (folder)

**Preferred Citation**

[Identification of item and date], Box 1, Folder 12, Dr. Doherty--School of Business, 1973 July 19, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 13: Essential Series ,Summer**

**Unit ID** Folder 13

**Unit ID** /repositories/3/archival\_objects/49299

**Unit Date** 1973

**Mixed Materials** 1 (box)

**Container** 13 (folder)

**Preferred Citation**

[Identification of item and date], Box 1, Folder 13, Essential Series ,Summer, 1973, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 14: Institute of Labor--ODU**

**Unit ID** Folder 14

**Unit ID** /repositories/3/archival\_objects/49300

**Unit Date** 1971 September-1973

**Mixed Materials** 1 (box)

**Container** 14 (folder)

**Preferred Citation**

[Identification of item and date], Box 1, Folder 14, Institute of Labor--ODU, 1971 September-1973, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 15: Institute of Labor, Spring**

**Unit ID** Folder 15

**Unit ID** /repositories/3/archival\_objects/49301

**Unit Date** 1972

**Mixed Materials** 1 (box)

**Container** 15 (folder)

**Preferred Citation**

[Identification of item and date], Box 1, Folder 15, Institute of Labor, Spring, 1972, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 16: Institute of Labor**

**Unit ID** Folder 16

**Unit ID** /repositories/3/archival\_objects/49302

**Unit Date** 1974-1975

**Mixed Materials** 1 (box)

**Container** 16 (folder)

**Preferred Citation**

[Identification of item and date], Box 1, Folder 16, Institute of Labor, 1974-1975, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 17: Institute of Management, Correspondence**

**Unit ID** Folder 17

**Unit ID** /repositories/3/archival\_objects/49303

**Unit Date** 1967 January 10-1973 August 24

**Mixed Materials** 1 (box)

**Container** 17 (folder)

**Preferred Citation**

[Identification of item and date], Box 1, Folder 17, Institute of Management, Correspondence, 1967 January 10-1973 August 24, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 18: Institute of Management--ODU**

**Unit ID** Folder 18

**Unit ID** /repositories/3/archival\_objects/49304

**Unit Date** 1973

**Mixed Materials** 1 (box)

**Container** 18 (folder)

**Preferred Citation**

[Identification of item and date], Box 1, Folder 18, Institute of Management--ODU, 1973, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 19: Institute of Management**

**Unit ID** Folder 19

**Unit ID** /repositories/3/archival\_objects/49305

**Unit Date** 1977-1988

**Mixed Materials** 1 (box)

**Container** 19 (folder)

**Preferred Citation**

[Identification of item and date], Box 1, Folder 19, Institute of Management, 1977-1988, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 20: Inter-Government Institute**

**Unit ID** Folder 20

**Unit ID** /repositories/3/archival\_objects/49306

**Unit Date** 1972

**Mixed Materials** 1 (box)

**Container** 20 (folder)

**Preferred Citation**

[Identification of item and date], Box 1, Folder 20, Inter-Government Institute, 1972, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 21: Labor****Unit ID** Folder 21**Unit ID** /repositories/3/archival\_objects/49307**Unit Date** 1972-1974**Mixed Materials** 1 (box)**Container** 21 (folder)**Preferred Citation**

[Identification of item and date], Box 1, Folder 21, Labor, 1972-1974, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 22: Labor Management Relations and Labor Law****Unit ID** Folder 22**Unit ID** /repositories/3/archival\_objects/49308**Unit Date** 1961**Mixed Materials** 1 (box)**Container** 22 (folder)**Preferred Citation**

[Identification of item and date], Box 1, Folder 22, Labor Management Relations and Labor Law, 1961, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 23: Labor Program Courses****Unit ID** Folder 23**Unit ID** /repositories/3/archival\_objects/49309**Unit Date** 1973**Mixed Materials** 1 (box)**Container** 23 (folder)**Preferred Citation**

[Identification of item and date], Box 1, Folder 23, Labor Program Courses, 1973, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 24: Labor Program--Spring****Unit ID** Folder 24**Unit ID** /repositories/3/archival\_objects/49310**Unit Date** 1973**Mixed Materials** 1 (box)**Container** 24 (folder)**Preferred Citation**

[Identification of item and date], Box 1, Folder 24, Labor Program--Spring, 1973, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 25: Marketing Chair****Unit ID** Folder 25**Unit ID** /repositories/3/archival\_objects/49311**Unit Date** 1975**Mixed Materials** 1 (box)**Container** 25 (folder)**Preferred Citation**

[Identification of item and date], Box 1, Folder 25, Marketing Chair, 1975, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 26: New People Met!**

**Unit ID** Folder 26

**Unit ID** /repositories/3/archival\_objects/49312

**Unit Date** 1974-1975

**Mixed Materials** 1 (box)

**Container** 26 (folder)

**Preferred Citation**

[Identification of item and date], Box 1, Folder 26, New People Met!, 1974-1975, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 27: Outer Continental Shelf**

**Unit ID** Folder 27

**Unit ID** /repositories/3/archival\_objects/49313

**Unit Date** 1975 April

**Mixed Materials** 1 (box)

**Container** 27 (folder)

**Preferred Citation**

[Identification of item and date], Box 1, Folder 27, Outer Continental Shelf, 1975 April, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 28: Peitac**

**Unit ID** Folder 28

**Unit ID** /repositories/3/archival\_objects/49314

**Unit Date** 1973

**Mixed Materials** 1 (box)

**Container** 28 (folder)

**Preferred Citation**

[Identification of item and date], Box 1, Folder 28, Peitac, 1973, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 29: President Bugg**

**Unit ID** Folder 29

**Unit ID** /repositories/3/archival\_objects/49315

**Unit Date** 1974-1975

**Mixed Materials** 1 (box)

**Container** 29 (folder)

**Preferred Citation**

[Identification of item and date], Box 1, Folder 29, President Bugg, 1974-1975, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 30: Programs**

**Unit ID** Folder 30

**Unit ID** /repositories/3/archival\_objects/49316

**Unit Date** 1973-1975

**Mixed Materials** 1 (box)

**Container** 30 (folder)

**Preferred Citation**

[Identification of item and date], Box 1, Folder 30, Programs, 1973-1975, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 31: Proposed Life Insurance**

**Unit ID** Folder 31

**Unit ID** /repositories/3/archival\_objects/49317

**Unit Date** 1973-1974

**Mixed Materials** 1 (box)

**Container** 31 (folder)

**Preferred Citation**

[Identification of item and date], Box 1, Folder 31, Proposed Life Insurance, 1973-1974, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 32: Real Estate Seminar**

**Unit ID** Folder 32

**Unit ID** /repositories/3/archival\_objects/49318

**Unit Date** 1974 May

**Mixed Materials** 1 (box)

**Container** 32 (folder)

**Preferred Citation**

[Identification of item and date], Box 1, Folder 32, Real Estate Seminar, 1974 May, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 33: SBA (Small Business Achievement) How...If Your Black**

**Unit ID** Folder 33

**Unit ID** /repositories/3/archival\_objects/49319

**Unit Date** 1970 June

**Mixed Materials** 1 (box)

**Container** 33 (folder)

**Preferred Citation**

[Identification of item and date], Box 1, Folder 33, SBA (Small Business Achievement) How...If Your Black, 1970 June, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 34: Second Annual Estate Planning Conference**

**Unit ID** Folder 34

**Unit ID** /repositories/3/archival\_objects/49320

**Unit Date** 1976 May 28

**Mixed Materials** 1 (box)

**Container** 34 (folder)

**Preferred Citation**

[Identification of item and date], Box 1, Folder 34, Second Annual Estate Planning Conference, 1976 May 28, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 35: Tax Conference**

**Unit ID** Folder 35

**Unit ID** /repositories/3/archival\_objects/49321

**Unit Date** 1976

**Mixed Materials** 1 (box)

**Container** 35 (folder)

**Preferred Citation**

[Identification of item and date], Box 1, Folder 35, Tax Conference, 1976, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 36: Tax Reform Act**

**Unit ID** Folder 36

**Unit ID** /repositories/3/archival\_objects/49322

**Unit Date** 1976

**Mixed Materials** 1 (box)

**Container** 36 (folder)

**Preferred Citation**

[Identification of item and date], Box 1, Folder 36, Tax Reform Act, 1976, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 37: Tidewater Union Retiree Council**

**Unit ID** Folder 37

**Unit ID** /repositories/3/archival\_objects/49323

**Unit Date** 1975

**Mixed Materials** 1 (box)

**Container** 37 (folder)

**Preferred Citation**

[Identification of item and date], Box 1, Folder 37, Tidewater Union Retiree Council, 1975, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 38: Womangement**

**Unit ID** Folder 38

**Unit ID** /repositories/3/archival\_objects/49324

**Unit Date** 1974 September-1975 October

**Mixed Materials** 1 (box)

**Container** 38 (folder)

**Preferred Citation**

[Identification of item and date], Box 1, Folder 38, Womangement, 1974 September-1975 October, Institute of Management Records, Special Collections and University Archives, Old Dominion University Libraries.