

Office of Administrative Services and Controller

Office of Administrative Services and Controller Records

1987-1989, undated



Title Statement

Office of Administrative Services and ControllerA Guide to the Office of Administrative Services and Controller Records RG 8-11A

Author: Abigail Johnson, August 2013; Kathleen Smith, July 2014

Publication Statement

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Profile Description

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Descriptive Summary

Unit ID

RG 8-11A

Unit ID

/repositories/3/resources/278

Unit Date

1987-1989, undated

Language

English

Abstract

This small collection consists of administrative and financial materials.

Creator

Old Dominion University. Vice President for Administration and Finance

Extent

0.20 Linear Feet

Extent

1 half size Hollinger case boxes

Repository

ODU University Archives

Administrative Information

Conditions Governing Access

Open to researchers without restrictions.

Conditions Governing Use

Before publishing quotations or excerpts from any materials, permission must be obtained from Special Collections and University Archives, and the holder of the copyright, if not Old Dominion University Libraries.

Source of Acquisition

Unknown

Method of Acquisition

Various transfers.

Processing Information

The collection was processed by and finding aid created by Abigail Johnson in August 2013.

Preferred Citation

[Identification of item], Box [insert number], Folder [insert number and title], Office of Administrative Services and Controller Records, Special Collections and University Archives, Old Dominion University Libraries.

Biographical or Historical Information

The Vice President for Administration and Finance is responsible for the delivery of business, financial, and operational services for Old Dominion University. Administration and Finance encompasses a diverse group of support services. The Division continually seeks to develop, administer, and coordinate these support services to aid in the fulfillment of the University's mission and to respond to the needs of the University community. Support services include: auxiliary services, budget and finance, facilities management, construction and procurement services, information technology services, and risk management.

Note written by Kathleen Smith

Scope and Contents

The collection contains material on risk management and the "Straight Talk" newsletter from the Office of the Controller at Old Dominion University.

Keywords

Old Dominion University--Reports

Old Dominion University

Description of Subordinate Components

Box 1**Unit ID** Box 1**Unit ID** /repositories/3/archival_objects/71527**Mixed Materials** 1 (box)**Folder 1: Risk Management****Unit ID** Folder 1**Unit ID** /repositories/3/archival_objects/71528**Unit Date** undated**Mixed Materials** 1 (box)**Container** 1 (folder)**Preferred Citation**

[Identification of item and date], Box 1, Folder 1, Risk Management, undated, Office of Administrative Services and Controller Records, Special Collections and University Archives, Old Dominion University Libraries.

Folder 2: Straight Talk**Unit ID** Folder 2**Unit ID** /repositories/3/archival_objects/71529**Unit Date** 1987-1989**Mixed Materials** 1 (box)**Container** 2 (folder)**Preferred Citation**

[Identification of item and date], Box 1, Folder 2, Straight Talk, 1987-1989, Office of Administrative Services and Controller Records, Special Collections and University Archives, Old Dominion University Libraries.