

# Human Resources Records

Human Resources Records

1946-2014

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## Title Statement

Human Resources RecordsGuide to the Human Resources Records UA 273

**Author:** Finding Aid Authors: Special Collections Staff.

## Publication Statement

**Publisher:** Special Collections Research Center

William & Mary Special Collections Research Center  
Earl Gregg Swem Library  
400 Landrum Dr  
Williamsburg, Virginia  
Business Number: 757-221-3090  
spcoll@wm.edu  
URL: <https://libraries.wm.edu/libraries-spaces/special-collections>

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2007-08-17

## Profile Description

**Creation:** This finding aid was produced using ArchivesSpace on 2025-05-15 13:29:42 -0400.

**Language Usage:** The collection description/finding aid is written in English

## Descriptive Summary

**Unit ID**

UA 273

**Unit ID**

/repositories/2/resources/949

**Unit Date**

1946-2014

**Language**

English

**Creator**

College of William and Mary. Human Resources

**Extent**

2.20 Linear Feet

**Repository**

Special Collections Research Center

## Administrative Information

### **Conditions Governing Access:**

The collection is open to all researchers.

Employee personnel records are confidential and restricted according to all applicable state and federal laws. Consult a staff member for further information. Manuscript collections and archival records may contain materials with sensitive or confidential information that is protected under federal or state right to privacy laws and regulations, such as the Virginia Public Records Act (Code of Virginia. § 42.1-76-91); and the Virginia Freedom of Information Act (Code of Virginia § 2.2-3705.5). Confidential material may include, but is not limited to, educational, medical, and personnel records. If sensitive material is found in this collection, please contact a staff member immediately. The disclosure of personally identifiable information pertaining to a living individual may have legal consequences for which the College of William and Mary assumes no responsibility.

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### **Acquisition Information:**

Acc. 1992.1; Acc. 2005.13; Acc. 2009.271 was received from Human Resources on 6/25/2009. Acc. T2008.016 was transferred on 12/4/2008; T2008.017 was transferred on 12/4/2008; Acc. T2008.018 was transferred on 12/4/2008; Acc. T2008.019 was transferred on 12/4/2008.

### **Processing Information:**

A box and folder list was created by Patricia Sanabria, SCRC Staff, in August 2009.

### **Preferred Citation:**

Human Resources Records, Special Collections Research Center, Earl Gregg Swem Library, College of William and Mary.

## **Historical Note:**

Information about this individual or organization may be available in the Special Collections Research Center Wiki: [http://scdbwiki.swem.wm.edu/wiki/index.php/Human\\_Resources](http://scdbwiki.swem.wm.edu/wiki/index.php/Human_Resources).

## **Scope and Contents**

This collection contains booklets, fliers, newsletters, and reports from the Human Resources Office at the College of William and Mary. The unit was formerly known as the Office of Personnel. The collection includes fliers for Personnel Office open houses, benefits fairs, holidays, and work hours; Commonwealth booklets; the newsletter "Inside Thiemes;" employee handbooks; salary lists for faculty and staff (1990 to the present); and other material.

## **Keywords**

Fliers (printed matter)

Reports

College of William and Mary--Employees

College of William and Mary--Faculty and Staff

College of William and Mary--History--20th century

Universities and colleges--Administration--United States

## **Custodial History:**

Portions of this collection were previously part of the University Archives Publications Collection.

T1992.011 was destroyed on 3/12/2008 according to General Schedule 103 012185; T1994.005 was destroyed on 6/11/2008 according to General Schedule 103 100496. T1985.50 was destroyed 6/9/2010 according to General Schedule 111 Series 101080. T2009.07 was destroyed on 3/12/2012 according to General Schedule 103 012185.

Acc. T2010.009 is set for destruction on 1/1/2034 according to General Schedule 103 100484; Acc. T2010.008 is set for destruction on 1/1/2059 according to General Schedule 103 100485; Acc. T2010.007 is set for destruction on 1/1/2058 according to General Schedule 103 100485; Acc. T2010.006 is set for destruction on 1/1/2057 according to General Schedule 103 100485; Acc. T2010.005 is set for destruction on 1/1/2056 according to General Schedule 103 100485.

Acc. T2012.001 is set for destruction on 1/1/2013 according to General Schedule 103 012185; Acc. T2012.018 is set for destruction on 1/1/2060 according to General Schedule 103 100485; Acc. T2012.019 is set for destruction on 1/1/2061 according to General Schedule 103 100485 Acc. T2013.004 is set for destruction on 1/1/2015 according to General Schedule 103 012185.

## Description of Subordinate Components

### **Series 1: Publications**

**Unit ID** id59377

**Unit ID** /repositories/2/archival\_objects/95739

**Unit Date** 1946-2014

### **Scope and Contents**

This series contains booklets, flyers, newsletters, and reports from the Human Resources Office at the College of William & Mary.

### **Box 1**

**Unit ID** id59380

**Unit ID** /repositories/2/archival\_objects/95740

**Mixed Materials** 1 (Box)

### **Announcements and flyers**

**Unit ID** id59385

**Unit ID** /repositories/2/archival\_objects/95745

**Unit Date** 1946-ongoing

**Mixed Materials** 1 (Box)

**Container** 1 (folder)

### **Common Health**

**Unit ID** id59386

**Unit ID** /repositories/2/archival\_objects/95746

**Unit Date** 1986-ongoing

**Mixed Materials** 1 (Box)

**Container** 2 (folder)

### **Employee Grievance Procedure 1972-1990**

**Unit ID** id212918

**Unit ID** /repositories/2/archival\_objects/95747

**Mixed Materials** 1 (Box)

**Container** 3 (folder)

### **Employee Handbooks 1975-1981**

**Unit ID** id212919

**Unit ID** /repositories/2/archival\_objects/95748

**Mixed Materials** 1 (Box)

**Container** 4 (folder)

### **Employee time and attendance business process reengineering**

**Unit ID** id212920

**Unit ID** /repositories/2/archival\_objects/95749

**Unit Date** July 1997

**Mixed Materials** 1 (Box)

**Container** 5 (folder)

**Box 2****Unit ID** id59381**Unit ID** /repositories/2/archival\_objects/95741**Mixed Materials** 2 (Box)**Employment Bulletins****Unit ID** id59391**Unit ID** /repositories/2/archival\_objects/95750**Unit Date** 1975-1985**Mixed Materials** 2 (Box)**Container** 1 (folder)**Inside Thiemes****Unit ID** id59392**Unit ID** /repositories/2/archival\_objects/95751**Unit Date** 1989-1998**Mixed Materials** 2 (Box)**Container** 2 (folder)**Scope and Contents**

NOTE: Thiemes House is where Human Resources offices were located.

**Service Awards Ceremony****Unit ID** id212921**Unit ID** /repositories/2/archival\_objects/95752**Unit Date** 1988-1999**Mixed Materials** 2 (Box)**Container** 3 (folder)**Service Awards Ceremony****Unit ID** id212922**Unit ID** /repositories/2/archival\_objects/95753**Unit Date** 2002-2008**Mixed Materials** 2 (Box)**Container** 4 (folder)**Box 3****Unit ID** id59383**Unit ID** /repositories/2/archival\_objects/95742**Mixed Materials** 3 (Box)**Personnel, Office of--Salary Lists****Unit ID** id59401**Unit ID** /repositories/2/archival\_objects/95754**Unit Date** 1990**Mixed Materials** 3 (Box)**Container** 1 (folder)**Personnel, Office of--Salary Lists****Unit ID** id59402**Unit ID** /repositories/2/archival\_objects/95755

**Unit Date** 1991  
**Mixed Materials** 3 (Box)  
**Container** 2 (folder)

**Personnel, Office of--Salary Lists**

**Unit ID** id59403  
**Unit ID** /repositories/2/archival\_objects/95756  
**Unit Date** 1992  
**Mixed Materials** 3 (Box)  
**Container** 3 (folder)

**Personnel, Office of--Salary Lists**

**Unit ID** id59404  
**Unit ID** /repositories/2/archival\_objects/95757  
**Unit Date** 1993  
**Mixed Materials** 3 (Box)  
**Container** 4 (folder)

**Personnel, Office of--Salary Lists**

**Unit ID** id59405  
**Unit ID** /repositories/2/archival\_objects/95758  
**Unit Date** 1994  
**Mixed Materials** 3 (Box)  
**Container** 5 (folder)

**Personnel, Office of--Salary Lists**

**Unit ID** id59406  
**Unit ID** /repositories/2/archival\_objects/95759  
**Unit Date** 1995  
**Mixed Materials** 3 (Box)  
**Container** 6 (folder)

**Personnel, Office of--Salary Lists**

**Unit ID** id59407  
**Unit ID** /repositories/2/archival\_objects/95760  
**Unit Date** 1996  
**Mixed Materials** 3 (Box)  
**Container** 7 (folder)

**Personnel, Office of--Salary Lists**

**Unit ID** id59408  
**Unit ID** /repositories/2/archival\_objects/95761  
**Unit Date** 1997  
**Mixed Materials** 3 (Box)  
**Container** 8 (folder)

**Personnel, Office of--Salary Lists**

**Unit ID** id59409  
**Unit ID** /repositories/2/archival\_objects/95762  
**Unit Date** 1998  
**Mixed Materials** 3 (Box)  
**Container** 9 (folder)

**Personnel, Office of--Salary Lists**

**Unit ID** id59410

**Unit ID** /repositories/2/archival\_objects/95763

**Unit Date** 1999

**Mixed Materials** 3 (Box)

**Container** 10 (folder)

**Box 4**

**Unit ID** id59384

**Unit ID** /repositories/2/archival\_objects/95743

**Mixed Materials** 4 (Box)

**Personnel, Office of--Salary Lists**

**Unit ID** id59418

**Unit ID** /repositories/2/archival\_objects/95764

**Unit Date** 2000

**Mixed Materials** 4 (Box)

**Container** 1 (folder)

**Personnel, Office of--Salary Lists**

**Unit ID** id59419

**Unit ID** /repositories/2/archival\_objects/95765

**Unit Date** 2001

**Mixed Materials** 4 (Box)

**Container** 2 (folder)

**Personnel, Office of--Salary Lists**

**Unit ID** id59420

**Unit ID** /repositories/2/archival\_objects/95766

**Unit Date** 2002-2003

**Mixed Materials** 4 (Box)

**Container** 3 (folder)

**Personnel, Office of--Salary Lists**

**Unit ID** id59421

**Unit ID** /repositories/2/archival\_objects/95767

**Unit Date** 2003

**Mixed Materials** 4 (Box)

**Container** 4 (folder)

**Personnel, Office of--Salary Lists**

**Unit ID** id59422

**Unit ID** /repositories/2/archival\_objects/95768

**Unit Date** 2004

**Mixed Materials** 4 (Box)

**Container** 5 (folder)

**Personnel, Office of--Salary Lists**

**Unit ID** id59423

**Unit ID** /repositories/2/archival\_objects/95769

**Unit Date** 2005

**Mixed Materials** 4 (Box)

**Container** 6 (folder)

**Personnel, Office of--Salary Lists**

**Unit ID** id59424

**Unit ID** /repositories/2/archival\_objects/95770

**Unit Date** 2006-2008

**Mixed Materials** 4 (Box)

**Container** 7 (folder)

**Personnel, Office of--Salary Lists**

**Unit ID** id127041

**Unit ID** /repositories/2/archival\_objects/95771

**Unit Date** 2009

**Mixed Materials** 4 (Box)

**Container** 8 (folder)

**Box 5**

**Unit ID** id127987

**Unit ID** /repositories/2/archival\_objects/95744

**Mixed Materials** 5 (Box)

**Salary Lists**

**Unit ID** id127988

**Unit ID** /repositories/2/archival\_objects/95772

**Unit Date** 2010-2011

**Mixed Materials** 5 (Box)

**Container** 1 (folder)

**Salary List**

**Unit ID** id212350

**Unit ID** /repositories/2/archival\_objects/95773

**Unit Date** 2012

**Mixed Materials** 5 (Box)

**Container** 2 (folder)

**Salary List**

**Unit ID** id216382

**Unit ID** /repositories/2/archival\_objects/95774

**Unit Date** 2013

**Mixed Materials** 5 (Box)

**Container** 3 (folder)

**Salary List****Unit ID** id233166**Unit ID** /repositories/2/archival\_objects/95775**Unit Date** 2014**Mixed Materials** 5 (Box)**Container** 4 (folder)**Series 2: Proposals****Unit ID** /repositories/2/archival\_objects/449245**Unit Date** 2008**Language** English**Human Resources System Proposal (1 of 2)****Unit ID** /repositories/2/archival\_objects/449246**Mixed Materials** 5 (Box)**Container** 5 (Folder)**Language** English**Scope and Contents**

Proposal from the Lead Design Team for a new University Human Resources System, shared with the Steering Committee on March 21, 2008. Some pages are annotated by hand.

**Human Resources System Proposal (2 of 2)****Unit ID** /repositories/2/archival\_objects/449247**Mixed Materials** 5 (Box)**Container** 6 (Folder)**Language** English**Series 3: Accession 2023.225 Salary discrimination complaints****Unit ID** /repositories/2/archival\_objects/534946**Language** English**Correspondence, clippings and statistical information****Unit ID** /repositories/2/archival\_objects/606523**Unit Date** 1970 - 1975**Extent** 0.3 Linear FeetThree legal sized folders.**Scope and Contents**

3 folders of correspondence, newspaper clippings, and statistical information related to salary discrimination at William & Mary. Much of the material relates to specific complaints raised by Joanne Basso, Elsa Diduk, Anne Netick, and Maria Palmaz, faculty members in the Modern Languages Department.

**Keywords**

College of William and Mary--Faculty and Staff

**Correspondence****Unit ID** /repositories/2/archival\_objects/607759**Unit Date** 1970 - 1975**Mixed Materials** 1 (Box)**Container** 6 (Folder)

**Newspaper Clippings****Unit ID** /repositories/2/archival\_objects/607760**Unit Date** 1974 - 1975**Mixed Materials** 1 (Box)**Container** 7 (Folder)**General Salary Information****Unit ID** /repositories/2/archival\_objects/607761**Unit Date** 1970 - 1975**Mixed Materials** 1 (Box)**Container** 8 (Folder)