

# Guide to the Secretary's Office, Yale University, Records Concerning Commencement Planning

RU 305



compiled by Daniel Hartwig

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Yale University Library  
P.O. Box 208240  
New Haven, CT 06520-8240  
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## Collection Overview

**REPOSITORY:** Manuscripts and Archives  
Yale University Library  
P.O. Box 208240  
New Haven, CT 06520-8240  
(203) 432-1735  
(203) 432-7441  
beinecke.library@yale.edu  
<http://www.library.yale.edu/mssa/>

**CALL NUMBER:** RU 305

**CREATOR:** Yale University. Office of the Secretary

**TITLE:** Secretary's office, Yale University, records concerning commencement planning

**DATES:** 1984-2006

**PHYSICAL DESCRIPTION:** 2.75 linear feet

**PHYSICAL DESCRIPTION:** 24.2 Megabytes

**LANGUAGE:** English

**SUMMARY:** The records consist of administrative files documenting the planning of commencement for 1984-2006.

**ONLINE FINDING AID:** To cite or bookmark this finding aid, please use the following link: <https://hdl.handle.net/10079/fa/mssa.ru.0305>

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## Requesting Instructions

To request items from this collection for use in the Manuscripts and Archives reading room, please use the request links in the HTML version of this finding aid, available at <https://hdl.handle.net/10079/fa/mssa.ru.0305>.

To order reproductions from this collection, please go to [http://www.library.yale.edu/mssa/ifr\\_copy\\_order.html](http://www.library.yale.edu/mssa/ifr_copy_order.html). The information you will need to submit an order includes: the collection call number, collection title, series or accession number, box number, and folder number or name.

Key to the container abbreviations used in the PDF finding aid:

b.      box

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## Administrative Information

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### Conditions Governing Access

Access to the records is partially restricted. See Collection Contents for details.

Some records in this finding aid have been redacted, as they include student names, donor names, and other restricted data. These records will not appear in the published finding aid.

## **Preferred Citation**

Secretary's Office, Yale University, Records Concerning Commencement Planning (RU 305).  
Manuscripts and Archives, Yale University Library.

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## **Scope and Contents**

The records consist of administrative files documenting the planning of commencement for 1984-2006.

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## **General note**

Forms part of Yale Record Group 4-A (YRG 4-A), Records of the Yale secretary's office.

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## **Arrangement**

The records are arranged by accession.

## Collection Contents

### **Accession 2008-A-110: Yale commencement Old Campus canopy proposal [computer files] by atelier one, 2006**

The materials are open for research.

b.1	Yale commencement Old Campus canopy proposal by atelier one <i>15 Computer Files (PPT, WMV, PDF)</i>	2006
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## **Selected Search Terms**

The following terms have been used to index the description of this collection in the Library's online catalog. They are grouped by name of person or organization, by subject or location, and by occupation and listed alphabetically therein.

### **Subjects**

Academic rites and ceremonies  
Commencement ceremonies  
Universities and colleges -- Administration

### **Corporate Bodies**

Yale University. Office of the Secretary  
Yale University -- Administration