

Guide to the Secretary's Office, Yale University, Records Concerning "The Yale"

RU 951



compiled by Daniel Hartwig

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Collection Overview

REPOSITORY: Manuscripts and Archives
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New Haven, CT 06520-8240
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CALL NUMBER: RU 951

CREATOR: Yale University. Office of the Secretary

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

DATES: 1999-2004

PHYSICAL DESCRIPTION: 1 linear foot (1 box)

PHYSICAL DESCRIPTION: 1228.8 Megabytes

LANGUAGE: English

SUMMARY: The records consist of correspondence, advertising records, computer files, an editor's log, working copies, and budget information documenting the publishing of *The Yale: A Guide to Yale and New Haven*.

ONLINE FINDING AID: To cite or bookmark this finding aid, please use the following link: <https://hdl.handle.net/10079/fa/mssa.ru.0951>

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.0951>.

To order reproductions from this collection, please go to 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

Administrative Information

Immediate Source of Acquisition

The records were transferred from the Office of the Secretary, 2004.

Conditions Governing Access

Access to the records is 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 *The Yale* (RU 951). Manuscripts and Archives, Yale University Library.

Scope and Contents

The records consist of correspondence, advertising records, computer files, an editor's log, working copies, and budget information documenting the publishing of *The Yale: A Guide to Yale and New Haven*.

General note

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

Arrangement

The records are arranged chronologically.

Collection Contents**Accession 2004-A-139: Records of *The Yale* , 1999-2004**

Restricted until Jan 1, 2039

b.1	Final report	1999-2000
b.1	Advertising	
b.1	Distribution	
b.1	Ad Contracts	
b.1	Financial Report	2000-2001
b.1	Internal distribution	
b.1	Ad contracts	
b.1	Working copy	
b.1	Working copy	2001-2002
b.1	Financial statement	
b.1	Ad packet	
b.1	Ad contracts	
b.1	Web site	
b.1	Budget	2002-2003
b.1	Progress report	
b.1	Ad packet	
b.1	Ad contracts	
b.1	Web site	
b.1	Budget	2002-2003
b.1	Progress report	
b.1	Ad packet	
b.1	Ad contracts	
b.1	RIS Production schedule	
b.1	Departmental letters	
b.1	LKL letters to Deans	
b.1	Editors log	
b.1	Cornell Student Handbook	2003-2004

b.1	Master 2002-2003	
b.1	Budget	
b.1	Notes Management Meetings	
b.1	Email to editors	
b.1	Management meetings	
b.1	Advertising correspondence	
b.1	Ad Packet	
b.1	Advertising contracts	
b.1	Dean's orders	
b.1	Internal orders	
b.1	Final Advertising report	
b.1	Final Internal Orders Report	
b.1	Style Sheets	
b.2	<p>Computer files <i>1047 Computer Files (45 JPG, 101 TIF, 32 HTML, 1 PDF, 1 MPEG, 6 DOC, 3 TXT, 2 WPD, 31 Encapsulated PostScript, 4 Quark Xpress Data File, 1 OLE Compound Document, 1 AutoCAD Script, 1 MAC OSX Stationary, 1 Interleaf Document).</i></p> <p>Original born digital files, as well as preservation masters, may not be accessed due to their fragility. Researchers must consult use copies, or if none exist request that they be made. Born digital files cannot be accessed remotely. System requirements include a Manuscripts and Archives computer and file viewing software.</p>	
	INDORF	
	Gourmet Heaven photos, credit Thomas R. Violante	
	Chapter 12 images, ads & fonts from "The Yale," David D'Addio's files	2000-2001
	Barnes & Noble Ad 2003-2004 Satellite Graphics	2003-2004
	GIST - TY covers 99-00	1999-2000
	Blue page Ad	2002-2003
	<i>The Yale</i> Directory Listing	2002-2003
	Yale Guide Ad, Y4 PG Fonts=Outlines	2001-2002
	The Whole Enchilada ad art, "Typo Cuisine"	
	Photo for Stacy B ad	
	Whole enchilada, images, logos, ad	
	Omni NH Hotel ad, B&W full, EMS Clamations!	

Computer files (continued)

Tyco Ad <i>The Yale</i>	
Stacy B, Jolynne, 3 pics	
Trailblazer ad	
Photo CD 0018 3191 0400	5 May 2001
A.V. scans for <i>The Yale</i>	1999-2000
Photo CD 012633112123	30 May 2001
Photo CD 012633112124	30 May 2001
Photo CD 932132621895, <i>The Yale</i> scans	23 May 2001
Photo CD	23 May 2000
Photo CD	22 May 2002
Photos for <i>The Yale</i>	
Matches Book, Chapter 9 - End fonts (Disk 2 of 2)	2002-2003
2000-2001 Copy from Can. <i>The Yale</i> Final	2000-2001
<i>The Yale</i> Cover's, Inside and Outside	2002-2003
Yale cover	2000-2001
<i>The Yale</i> 2001-2002, Covers	2001-2002
<i>The Yale</i> 1996-1997, 1997-1998, 1998-1999, 1999-2000	1996-2000
Copy of <i>The Yale</i> 1996-1997, 1997-1998, 1998-1999, 1999-2000	1996-2000
Copy matches Book, chapters. 1-8 of <i>The Yale</i> 2002-2003	2002-2003
<i>The Yale</i> 2003-2004, files & fonts, no cover.	2003-2004
<i>The Yale</i> 2003-2004 Orders Advertising, Student organizations	2003-2004
<i>The Yale</i> 2001-2002, all files, photos, fonts, and covers	2001-2002

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

College publications

Corporate Body

Yale University. Office of the Secretary