

# Guide to the Human Resources Office, Yale University, Records

RU 545



compiled by Daniel Hartwig

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

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## Table of Contents

Collection Overview .....	3
Requesting Instructions .....	3
Administrative Information .....	3
Conditions Governing Access .....	3
Conditions Governing Use .....	4
Preferred Citation .....	4
Processing Information .....	4
Scope and Contents .....	4
General note .....	4
Arrangement .....	4
Collection Contents .....	5
Accession 1988-A-077: Records, 1974-1983 .....	5
Accession 1989-A-031: Records, 1984-1988 .....	6
Accession 1990-A-146: Personnel record of Kevin Lynn, 1975 .....	8
Accession 2009-A-215: Staff Position Control Committee minutes, 1982-1983 .....	9
Selected Search Terms .....	10

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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 545

**CREATOR:** Yale University. Dept of Human Resources

**TITLE:** Human Resources Office, Yale University, records

**DATES:** 1974-1988

**PHYSICAL DESCRIPTION:** 3 linear feet (5 boxes)

**LANGUAGE:** English

**SUMMARY:** The records consist of minutes, correspondence, budgets, manuals, memoranda, and handbooks of the Yale Human Resources Office. The records document personnel, committees, expenses, and labor unions.

**ONLINE FINDING AID:** To cite or bookmark this finding aid, please use the following link: <https://hdl.handle.net/10079/fa/mssa.ru.0545>

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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.0545>.

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  
f.      folder

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## Administrative Information

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### Conditions Governing Access

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

## Conditions Governing Use

Copyright for materials authored or otherwise produced as official business of Yale University is retained by Yale University. Copyright status for other collection materials is unknown. Transmission or reproduction of materials protected by U.S. Copyright Law (Title 17, U.S.C.) beyond that allowed by fair use requires the written permission of the copyright owners. Works not in the public domain cannot be commercially exploited without permission of the copyright owners. Responsibility for any use rests exclusively with the user.

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## Preferred Citation

Human Resources Office, Yale University, Records (RU 545). Manuscripts and Archives, Yale University Library.

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## Processing Information

Yale University records are arranged and described at the accession level by the creating office. The University Archives creates collection level descriptive records, but typically does no further arrangement and description at the accession level.

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## Scope and Contents

The records consist of minutes, correspondence, budgets, manuals, memoranda, and handbooks of the Yale Human Resources Office. The records document personnel, committees, expenses, and labor unions.

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## General note

Forms part of Yale Record Group 5-G (YRG 5-G), Records documenting personnel services at Yale University.

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## Arrangement

The records are arranged by accession.

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## Collection Contents

### Accession 1988-A-077: Records, 1974-1983

Restricted until Jan 1, 2019.

b. 1, f. 1	Personnel Manual	1977-1983
b. 1, f. 2	Memos and Handbooks	1974-1979

**Accession 1989-A-031: Records, 1984-1988**

Restricted until Jan 1, 2024.

b. 1, f. 1	Press Statements	1984
b. 1, f. 2	Contracts	1985
b. 1, f. 3	Information Binder	1982-1983
	Personnel	
b. 1, f. 4	Strike	1984-1985
b. 1, f. 5	Statistics	1984-1985
b. 1, f. 6	Contract Strategies	1984-1985
b. 1, f. 7	Clerical & Technical Exempt (Non-Striking)	1984-1985
b. 1, f. 8	Negotiations/Salaries	1984-1985
b. 1, f. 9	Arbitration	1984-1985
b. 1, f. 10	Yale and Local 34	1984 November 29
b. 1, f. 11	Moratorium	1984-1985
b. 1, f. 12	Mediation	1984-1985
b. 1, f. 13	Partial Contract	1984-1985
b. 1, f. 14	Strike Suspension	1984-1985
b. 1, f. 15	Post Strike	1984-1985
b. 1, f. 16	Student Lawsuit	1984-1985
b. 1, f. 17	Local 34 Correspondence	1984-1985
b. 1, f. 18	University Communications	1985-1985
b. 1, f. 19	Local 35	1984-1985
b. 1, f. 20	Joint Job Description Committee Working File	1985-1987
b. 1, f. 21	Joint Committee: Members & Chair	1985-1987
b. 1, f. 22	Joint Job Description Committee Minutes	1986-1987
b. 2, f. 23	Job Description Public Hearing Notes	1987
b. 2, f. 24	Joint Committee Report	1987
b. 2, f. 25	Department of Human Resources Job Description Report Submitted to Joint Committee	1986
b. 2, f. 26 - 28	Managerial & Professional Benefits Committee	1985

b. 2, f. 29 - 30	Managerial & Professional	1987-1988
b. 2, f. 31 - 32	Managerial & Professional Increases	1986-1987
b. 2, f. 33 - 34	Department of Human Resources Budget: 1986-1987	1985-1986
b. 2, f. 35	Personnel: Budget: Fiscal Year 1985-1986	1984-1985

**Accession 1990-A-146: Personnel record of Kevin Lynn, 1975**

Restricted until Jan 1, 2051.

b.1

Personnel record of Kevin Lynn

1975

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**Accession 2009-A-215: Staff Position Control Committee minutes, 1982-1983**

Restricted until Jan 1, 2019.

b.1

Staff Position Control Committee minutes

1982-1983

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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**

College personnel management  
Personnel management  
Universities and colleges -- Administration  
Universities and colleges -- Employees -- Labor unions

### **Corporate Bodies**

Yale University. Dept of Human Resources  
Yale University -- Administration