

# Guide to the Office of the Secretary, Yale University, Audio Recordings of Speeches, Assemblies, and Events

RU 1108



compiled by Daniel Hartwig

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Yale University Library  
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<http://www.library.yale.edu/mssa/>

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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 1108

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

**TITLE:** Office of the Secretary, Yale University, audio recordings of speeches, assemblies, and events

**DATES:** 1987-1993

**PHYSICAL DESCRIPTION:** 0.25 linear feet (22 audiocassettes)

**LANGUAGE:** English

**SUMMARY:** The materials consist of audio recordings of speeches, press conferences, assemblies, and other events coordinated by the Office of the Secretary.

**ONLINE FINDING AID:** To cite or bookmark this finding aid, please use the following link: <https://hdl.handle.net/10079/fa/mssa.ru.1108>

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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.1108>.

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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### Immediate Source of Acquisition

The materials were transferred from the Office of the Secretary, 1989-1995.

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### Conditions Governing Access

The materials are open for research.

Original audiovisual materials, as well as preservation and duplicating masters, may not be played. Researchers must consult use copies, or if none exist must pay for a use copy, which is retained by the repository. Researchers wishing to obtain an additional copy for their personal use should consult Copying Services information on the Manuscripts and Archives web site.

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## 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

Office of the Secretary, Yale University, Audio Recordings of Speeches, Assemblies, and Events (RU 1108). 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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## Biographical / Historical

The secretary is an administrative officer elected by the Yale Corporation on nomination of the president. The secretary prepares and keeps the records of the Corporation and in addition to being responsible for the safekeeping of the seal and other official University insignia, also supervises the election of alumni fellows to the Corporation, helps the president prepare all diplomas and certificates of award, and is responsible for the management of all official University functions and publications. The secretary works with a staff of associates which oversees such non-academic areas as the University Archives, the University Council, public information, university security, and community relations.

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## Scope and Contents

The materials consist of audio recordings of speeches, press conferences, assemblies, and other events coordinated by the Office of the Secretary.

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## General note

Forms part of Yale Record Group 4-C (YRG 4-C), Records documenting public information functions of Yale University.

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## Arrangement

The materials are arranged by accession.

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## Collection Contents

### Accession 19ND-A-501: Audio recordings, 1965, undated

b.1	Alumni forum, "Student Activities in the South" [part 1] <i>1 Audiotape Reel</i>	1965
b.2	Alumni forum, "Student Activities in the South" [part 2] <i>1 Audiotape Reel</i>	1965
b.3	David Ruffin interview <i>1 Audiotape Reel</i>	1965
b.4	<i>Yale Reports</i> (K.W. Deutsch, h.J. Benda, S. Hough) <i>1 Audiotape Reel</i>	undated

**Accession 1989-A-002: Baccalaureate, class day, and commencement speeches  
[audiorecordings], 1987-1988**

b. 1	Class day (part 1) <i>1 Audiocassette</i>	1987 May 24
b. 1U	Use copy <i>1 Audiocassette</i>	
b. 2	Class day (part 2) <i>1 Audiocassette</i>	1987 May 24
b. 2U	Use copy <i>1 Audiocassette</i>	
b. 3	Commencement <i>1 Audiocassette</i>	1987 May 25
b. 3U	Use copy <i>1 Audiocassette</i>	
b. 4	Commencement <i>1 Audiocassette</i>	1988 May 30
b. 4U	Use copy <i>1 Audiocassette</i>	
b. 5	Baccalaureate <i>1 Audiocassette</i>	1988 May 29
b. 5U	Use copy <i>1 Audiocassette</i>	
b. 6	Class day (part 1) <i>1 Audiocassette</i>	1988
b. 7	Class day (part 2) <i>1 Audiocassette</i>	1988

**Accession 1990-A-036: Addresses and press conferences [audiorecordings],  
1988-1989**

b. 1	Undergraduate assembly (Woolsey Hall) <i>1 Audiocassette</i>	1988 September 3
b. 2	Graduate and professional assembly (Woolsey Hall) <i>1 Audiocassette</i>	1988 September 8
b. 3	Freshman assembly <i>1 Audiocassette</i>	1989 September 2
b. 4	Yale tennis courts press conference <i>1 Audiocassette</i>	1989 September 6
b. 5	Graduate and professional assembly <i>1 Audiocassette</i>	1989 September 7

**Accession 1991-A-033: Freshman, Graduate, and Professional Assemblies  
[audiorecordings], 1990**

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b. 1	Freshman Assembly, Class of 1994 (Woolsey Hall) <i>1 Audiocassette</i>	1990 September 1
b. 2	Graduate and Professional Assembly (Woolsey Hall) <i>1 Audiocassette</i>	1990 September 10

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**Accession 1995-A-057: Benno Schmidt inauguration, Howland Lecture, and press  
conferences, 1986-1993**

b. 1	President Benno C. Schmidt, Jr. inauguration <i>1 Audiocassette</i>	1986
b. 1U	Use copy <i>1 Audio Disc (CD)</i>	
b. 2	Russel Baker, Howland lecture <i>1 Audiocassette</i>	1990 March 27
b. 2U	Use copy <i>1 Audiocassette</i>	
b. 3	Press conference (114SSS) <i>1 Audiocassette</i>	1993 June 24
b. 4	Press conference (President's Room) <i>1 Audiocassette</i>	1993 June 25

## **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**

Lectures and lecturing  
Speeches, addresses, etc.

### **Genres / Formats**

Audiotapes

### **Corporate Bodies**

Yale University. Office of the Secretary  
Yale University -- Commencement  
Yale University -- Presidents -- Inaugurations