



Preliminary Guide to the Administrative Council Records, 1959 - 1969

This collection guide was produced in **2005**.

This PDF version was created on **April 3, 2026**.

David M. Rubenstein Rare Book & Manuscript Library

411 Chapel Drive

Duke University

Durham 27708

askRL@duke.edu

URL: <http://library.duke.edu/rubenstein/>

Table of Contents

Summary	3
Background	4
Arrangement	4
Administrative Information	4
Names and Subjects	5
Collection Inventory	6

Summary

Collection Title:

Administrative Council records, 1959 - 1969

Creator:

Duke University. Administrative Council

Abstract:

Formed around 1959, the Administrative Council was composed of high-ranking Duke University officers. The Council advised the Executive Committee of the Board of Trustees, approved University policies, and set decision-making priorities during the 1960s. The group was also known as the Administrative Committee. Records contain minutes, memoranda, correspondence, and agendas. Major subjects include long range planning, administration, campus planning, and university policies. Materials range in date from 1959 to 1969. English.

Extent:

0.5 Linear Feet
500 Items

Physical Location:

For current information on the location of these materials, please consult University Archives, Duke University.

Language:

English.

Collection ID:

UA.02.02.0001

Permalink:

<https://library.duke.edu/rubenstein/findingaids/uaadmcccl/>

Preferred Citation

[Identification of item], Administrative Council Records, Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

[Return to Table of Contents](#)

Background

Scope and Content

Records contain minutes, memoranda, correspondence, and agendas. Major subjects include long range planning, administration, campus planning, and university policies. Materials range in date from 1959 to 1969.

Biographical/Historical

Formed around 1959, the Administrative Council was composed of high-ranking Duke University officers. The Council advised the Executive Committee of the Board of Trustees, approved University policies, and set decision-making priorities during the 1960s. The group was also known as the Administrative Committee.

[Return to Table of Contents](#)

Arrangement

Roughly arranged in chronological order.

[Return to Table of Contents](#)

Administrative Information

Publication Statement

David M. Rubenstein Rare Book & Manuscript Library

411 Chapel Drive

Duke University

Durham 27708

askRL@duke.edu

URL: <http://library.duke.edu/rubenstein/>

Access Restrictions

Researchers must register and agree to copyright and privacy laws before using this collection.

Records, such as search committee files or others pertaining to employment where individuals are identified, are closed for 70 years.

Records of the University's Board of Trustees which have been existence for at least fifty years are available for scholarly research with the permission of the University Archivist. Access to records which have been in existence for less than fifty years shall be granted only by special permission, in writing, from the Board of Trustees.

Unprocessed materials are closed pending processing.

Use Restrictions

Copyright for Official University records is held by Duke University; all other copyright is retained by the authors of items in these papers, or their descendants, as stipulated by United States copyright law.

Acquisition Information

The Administrative Council Records were received by the University Archives as a transfer in 1978.

Processing Information

This collection is unprocessed: materials may not have been ordered and described beyond their original condition.

Encoded by Jill Katte, January 2005

[Return to Table of Contents](#)

Names and Subjects

- Campus planning
- Duke University -- Planning
- Duke University -- Administration
- Duke University. Board of Trustees
- Duke University. Administrative Council

Collection Inventory

Administrative Committee, 1959-1964	Box 1
Administrative Council, 1969	Box 1
Binder, 1962-1963	Box 1
Binder, 1964-1969	Box 1