



# Guide to the University File Reference Collection, 1960-ongoing

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David M. Rubenstein Rare Book & Manuscript Library

411 Chapel Drive

Duke University

Durham 27708

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## Summary

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**Collection Title:**

University File reference collection, 1960-ongoing

**Creator:**

Duke University. University Archives

**Abstract:**

The University File Reference Collection contains files of memoranda, clippings, brochures, booklets, proposals, reports, and other documents by or about the University's non-academic administrative offices and divisions. This collection was compiled from a variety of sources by the University Archives for use in reference and research.

**Extent:**

2.5 Linear Feet  
approx. 2000 Items

**Physical Location:**

For current information on the location of these materials, please consult the Library's online catalog.

**Language:**

Material in English

**Collection ID:**

UA.01.11.0084

**Permalink:**

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

**Preferred Citation**

[Identification of item], University File Reference Collection, Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

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## Background

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### Scope and Content

The University File Reference Collection contains files of memoranda, clippings, brochures, booklets, proposals, reports, and other documents by or about the University's administrative offices, divisions, and other non-academic and non-research units. The collection is arranged topically: central administration; accounting and business; safety and security; technology and telecommunications; miscellaneous offices. It includes materials about defunct units the responsibilities of which were absorbed by other units.

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## Administrative Information

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### Publication Statement

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### Access Restrictions

Collection is open for research.

### 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 University File Reference Collection was compiled by University Archives for use in reference and research.

## Processing Information

Processed by Thomas Harkins, December 2009

Encoded by Kimberly Sims, August 2010

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## Collection Inventory

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Administration - articles and memoranda	Box 1
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Administration - studies and reports	Box 1
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President - Duke University Letters, 1979-1985	Box 1
President - How to Think Straight Series, #1- #24, 1982-1985	Box 1
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President - President's Associates, circa 1973-1976	Box 1
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Provost - International Programs, 1996	Box 2
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Duke Tel-Com / Norman H. Sefton, Director, July, 1977 [Report]	Box 4

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