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**Descriptive Summary**

**Title:** California State University Coded Memoranda Collection,

**Dates:** 1960-2000

**Collection Number:** CSU 043

**Collector:** California State University Historical Archives

**Extent:** 56 boxes 56 linear ft

**Repository:** California State University Historical Archives California State University, Dominguez Hills

Archives & Special Collection University Library, Room G-1451000 E. Victoria Street Carson, California 90747 Phone: (310) 243-3013 URL: <http://archives.csudh.edu/>

**Abstract:** Collection of memoranda created by various offices and divisions of the Chancellor's Office of the California State University (1960-2002).

**Language:** Collection material is in English

**Access**

There are no access restrictions on this collection.

**Publication Rights**

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**Preferred Citation**

[Title of item], California State University Coded Memoranda Collection, Courtesy of the Department of Archives and Special Collections. University Library. California State University, Dominguez Hills.

**Acquisition Information**

Materials in this collection were transferred by the Chancellor's Office, California State University and collected by archives staff. It is a growing collection.

**Processing Information**

Reprocessing started during 2004-2006 CSU System-wide Archives Processing Project; as of July 2007, the collection is not fully processed.

**History**

The California State University System, formally established in 1960 by the Donahoe Higher Education Act. It is the nation's largest university system, with 23 campuses and seven off-campus centers, more than 400,000 students and 42,000 faculty and staff. The CSU is one of three public higher education systems in the state of California (the others are the University of California and the California Community College System). Since 1961 more than 2 million alumni have received a bachelor's, master's, and doctoral (Ph.D. and Ed.D) degrees from the university system. It offers more than 1,800 degree programs in some 240-subject areas.

Today's California State University system is the direct descendant of the California State Normal School (now, San Jose State University) established by the California Legislature on May 2, 1862. By 1895 there were four State Normal schools. In 1921, the schools were re-named the State Teacher's Schools. In 1935 the colleges were re-named the California State Colleges and were run by the State Department of Education. With the master plan created along with the Donohue Act, the California State Colleges were placed under control of the CSC Board of Trustees. In 1972 the system was renamed the California State Colleges and Universities. The term "Colleges" was dropped in 1982.

Responsibility for the California State University is vested in the Board of Trustees, whose members are appointed by the Governor of the State of California. The Trustees appoint the Chancellor, who is the chief executive officer of the system, and the Presidents, who are the chief executive officers of their respective campuses. The Academic Senate of the California State University, made up of elected representatives of the faculty from each campus, recommends academic policy to the Board of Trustees through the Chancellor. Chancellors of the system include Buell Gallagher (1961-1962); Glenn S. Dumke (1962-1982); W. Ann Reynolds (1982-1990); Ellis E. McCune [Acting]

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(1990-1991); Barry Munitz (1991-1998); Charles B. Reed (1998- ).

### **Scope and Content**

The collection comprises coded memoranda (1960-2000) issued by various departments and units within the California State University Office of the Chancellor. Each department within major divisions of the Chancellor's office used the coded structure in their dissemination of policy and procedure to the campuses. Most campuses filed such correspondence consecutively and indexed them appropriately, thereby making it easy to find the memorandum for reference. All divisions used this type of coding structure until the early 1990's, when it was discontinued by some. Other units within the Office of the Chancellor continued to generate coded memoranda. By the late 1990s, a number of the units still generating coded memos began distributing the information exclusively in electronic format and, as is the case with some offices, made the documents accessible in full text on the CSU Web site. Indices organized alphabetically by the office or unit within the Chancellor's office which generated the memos. Offices generating memoranda include Academic Affairs, Academic Planning Improvement, Auxiliary Business Services, Budget Planning, Business Affairs, Continuing Education, Educational Programs and Resources, Executive Vice Chancellor, Faculty and Staff Affairs, Faculty and Staff Relations, Institutional Relations, Library Affairs, New Program Development and Evaluation, Physical Planning and Development, Public Affairs, Student Affairs and many other offices.

### **Arrangement**

Presently arranged alphabetically by office in 81 series.

### **Genre**

Memoranda

### **Corporate Names**

California State University

California State University Office of the Chancellor

Series 1. **Academic Affairs, 1972-1994**

**Physical Description:** (34 folders)

Series 2. Academic Affairs, Access and Retention, 1994

Physical Description: (1 folder)

Series 3. Academic Affairs, Educational Support, 1987-1993

**Physical Description:** (25 folders)

Series 4. Academic Affairs, International Program, 1989

Physical Description: (1 folder)

Series 5. Academic Affairs, Library and Information Services, 1992-1994

Physical Description: (3 folders)

Series 6. Academic Affairs, Library Affairs, 1987-92

Physical Description: (7 folders)

Series 7. Academic Affairs, Plans, 1987-1994

**Physical Description:** (21 folders)

Series 8. Academic Affairs, Plans and Programs, 1987-1988

Physical Description: (2 folders)

Series 9. Academic Affairs, Research and Development, 1987-1993

**Physical Description:** (11 folders)

Series 10. Academic Affairs, Resources, 1987-1992

**Physical Description:** (13 folders)

Series 11. Academic Affairs, Special Projects, 1988-1990

Physical Description: (3 folders)

Series 12. Academic Affairs, Technical Letter, 1990-1991

Physical Description: (2 folders)

Series 13. Academic Planning, 1964-1972 (Becomes Academic Programs and Resource Planning in 1972)

**Physical Description:** (23 folders)

Series 14. Academic Programs, Improvement, 1981-1986

Physical Description: (6 folders)

Series 15. Academic Programs and Policy Studies, 1981-1983

Physical Description: (3 folders)

Series 16. Academic Programs and Resource Planning, 1972-1974 (Was Academic Planning prior to 1972)

**Physical Description:** (6 folders)

Series 17. **Academic Resources, 1992-1993**

**Physical Description:** (3 folders)

Series 18. Accounting Department, 1994-1999 (Accounting Department digital versions available via CSU Web site beginning in 1996)

**Physical Description:** (6 folders)

Series 19. Accounting Department, Notice of Accounting Transaction, 1994-2000 (Digital versions available via CSU Web site beginning in 1996)

**Physical Description:** (7 folders)

Series 20. **Accounting Office, 1988-1994**

**Physical Description:** (7 folders)

Series 21. **Administrative Services, 1985**

**Physical Description:** (1 folder)

Series 22. Admissions Services, 1971-1972

Physical Description: (2 folders)

Series 23. Analytic Studies, 1983-1994 (Was Institutional Research until 1983)

**Physical Description:** (13 folders)

Series 24. **Auxiliary Business Services, 1966-1993 (Becomes Auxiliary Operations Planning in Spring 1996)**

**Physical Description:** (15 folders)

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Subseries 24.01. **Auxiliary Enterprises, 1972-1975 (4 folders)**

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Subseries 24.02. **College Union Revenue Fund, 1967 (1 folders)**

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Subseries 24.03. **Dormitory Revenue Fund, 1966-1970 (5 folders)**

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Subseries 24.04. **Parking Program, 1968-1971 (4 folders)**

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Subseries 24.05. **Parking Revenue Fund, 1965-1966 (1 folder)**

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Series 25. Auxiliary Operations Planning, 1963-1966 (Was Auxiliary Business Services before Spring 1996)

**Physical Description:** (4 folders)

Series 26. Auxiliary Operations Planning, Dormitory Revenue Fund

Physical Description: (2 folders)

Series 27. **Auxiliaries Planning and Bond**

**Physical Description:** (4 folders)

Series 28. **Budget, 1994-1998**

**Physical Description:** (5 folders)

Series 29. **Budget Planning, 1962-1994 (Becomes Budget in 1994)**

**Physical Description:** (97 folders)

Series 30. **Budget Planning and Administration, 1971-1978**

**Physical Description:** (4 folders)

Series 31. **Business and Finance, 1994-1998 (Was Business Affairs before**

**Physical Description:** (7 folders)

Series 32. **Business Affairs, 1966-1993 (Becomes Business and Finance in 93)**

**Physical Description:** (30 folders)

Series 33. **Campus Coordinators, 1979**

**Physical Description:** (1 folder)

Series 34. **Computing and Communications Resources, 1987-1990**

**Physical Description:** (5 folders)

Series 35. Continuing Education, 1972-1978 (Becomes Extended Education in 1978)

Physical Description: (8 folders)

Series 36. Contracts and Procurement, 1995

Physical Description: (1 folder)

Series 37. **Contract Services and Procurement, 1996**

**Physical Description:** (1 folder)

Series 38. Controller's Office, 1986-1993 (Becomes Accounting Department in 1993)

Physical Description: (7 folders)

Series 39. Controller's Office, Notice of Accounting Transaction 1988-1994

Physical Description: (7 folders)

Series 40. Educational Programs and Resources, 1975-1987 (Merged with Analytic Studies in 1987)

**Physical Description:** (39 folders)

Series 41. Educational Support and Institutional Relations, 1986-1987

Physical Description: (2 folders)

Series 42. Educational Support Services, 1983-1985

Physical Description: (5 folders)

Series 43. **Employee Relations 1979-1984 (Becomes Human Resources in 1985)**

**Physical Description:** (7 folders)

Series 44. **Executive Order, 1982-1993**

**Physical Description:** (13 folders)

Series 45. **Executive Vice Chancellor, 1978-1983**

**Physical Description:** (6 folders)

Series 46. **Extended Education , 1978-1987 (Was Continuing Education before 1978)**

**Physical Description:** (12 folders)

Series 47. Facilities Planning, 1964-1967 (Becomes "PP&D" beginning with memo 67-15)

**Physical Description:** (4 folders)

Series 48. Faculty and Staff Affairs, 1964-1983

**Physical Description:** (60 folders)

Series 49. Faculty and Staff Affairs, Pay Letter, 1967-1983

**Physical Description:** (16 folders)

Series 50. Faculty and Staff Affairs, Technical Letter

Physical Description: (67 folders)

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Subseries 50.01. **Affirmative Action, 1977-1984 (3 folders)**

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Subseries 50.02. **Appointments, 1979-1980 (2 folders)**

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Subseries 50.03. **Benefits, 1977-1983 (6 folders)**

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Subseries 50.04. **Employee Relations, 1977-1979 (3 folders)**

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Subseries 50.05. **Environmental Health and Occupational Safety, 1976-1983 (8 folders)**

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Subseries 50.06. **Ethnic Heritage Data Base, 1979-1981 (2 folders)**

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Subseries 50.07. **History Data Base, 1979 (1 folders)**

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Subseries 50.08. **Industrial Disability Leave, 1977-1983 (2 folders)**

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Subseries 50.09. **Layoffs, 1980 (1 folders)**

---

Subseries 50.10. **Leaves, 1978-1979 (2 folders)**

---

Subseries 50.11. **Non-Industrial Disability Insurance, 1977-1983 (3 folders)**

---

Subseries 50.12. **Position Classification and Occupational Standards, 1977-1983 (7 folders)**

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Subseries 50.13. **Personnel Records, 1978 (1 folder)**

---

Subseries 50.14. **Recruitment, Testing, Selection, 1979-1983- (4 folders)**

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Subseries 50.15. **Salary Administration, 1977-1982 (6 folders)**

---

Subseries 50.16. **Training and Development, 1977-1982 (7 folders)**

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Subseries 50.17. **UCAM, 1980-1981 (2 folders)**

---

Subseries 50.18. **Unemployment Insurance, 1977 (1 folder)**

---

Subseries 50.19. **Workmen's Compensation, 1977-1983 (6 folders)**

Series 51. Faculty and Staff Relations, 1982-1992 (Becomes Human Resources in 1992)

Physical Description: (1925 folders)

Series 52. Faculty and Staff Relations, Pay Letter, 1983-1991

Physical Description: (7 folders)

Series 53. Faculty and Staff Relations, Technical Letter

**Physical Description:** (103 folders)

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Subseries 53.01. **Affirmative Action, 1985-1991 (7 folders)**

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Subseries 53.02. **Appointments, 1983-1990 (4 folders)**

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Subseries 53.03. **Benefits, 1983-1992 (10 folders)**

---

Subseries 53.04. **Employee Relations, 1984-1991 (8 folders)**

---

Subseries 53.05. **Employment History, 1984 (1 folder)v**

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Subseries 53.06. **Environmental Health and Occupational Safety, 1984-1991 (13 folders)**

---

Subseries 53.07. **Faculty Affairs, 1991 (1 folder)**

---

Subseries 53.08. **General Information, 1988 (1 folder)**

---

Subseries 53.09. **Industrial Disability Leave, 1985-1986 (2 folders)**

---

Subseries 53.10. **Leaves, 1984 (1 folder)**

---

Subseries 53.11. **Non-Industrial Disability Insurance, 1983-1988 (4 folders)**

---

Subseries 53.12. **Position Classification and Occupational Standards, 1983-1993 (11 folders)**

---

Subseries 53.12. **Position Classification and Occupational Standards, 1983-1993 (11 folders)**

---

Subseries 53.13. **Personnel Records, 1983-1985 (3 folders)**

---

Subseries 53.14. **Recruitment, Testing, Selection, 1985-1988 (2 folders)**

---

Subseries 53.15. **Salary Administration, 1983-1990 (7 folders)**

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Subseries 53.16. **Training and Development, , 1983-1989 (7 folders)**

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Subseries 53.17. **Travel-Moving Allowances, 1985-1987 (2 folders)**

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Subseries 53.18. **Unemployment Insurance, 1984-1988 (6 folders)**

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Subseries 53.19. **Workmen's Compensation, 1983-1991 (13 folders)**

Series 54. Financial and Management Services, 1984

Physical Description: (1 folder)

Series 55. Financing and Risk Management, 1999

Physical Description: (1 folder)

Series 56. Fiscal Management, 1972-1986

**Physical Description:** (19 folders)

Series 57. Fiscal Management, Financial Accounting System, 1983 Subseries: .01 SR, 1983-1985 (3 folders)

**Physical Description:** (1 folder)

Series 58. **Governmental Affairs, 1964-1970 (See also Legislative Digest Coded Memoranda)**

**Physical Description:** (10 folders)

Series 59. Human Resources, 1992-1997 (Was Faculty Staff Relations before 1992)

**Physical Description:** (13 folders)

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Subseries 59.01. **Employee Relations, 1992-1995 (4 folders)**

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Subseries 59.02. **Faculty Affairs 1992 (1 folder)**

---

Subseries 59.03. **Industrial Disability Leave 1993 (1 folder)**

---

Subseries 59.04. **Non- Industrial Disability Insurance 1993 (1 folder)**

---

Subseries 59.05. **Personnel Records, 1993 (1 folder)**

---

Subseries 59.06. **Position Classification and Occupational Standards, 1992-1993 (2 folders)**

---

Subseries 59.07. **Salary Administration, 1992-1993 (2 folders)**

---

Subseries 59.08. **Training and Development, 1993 (1 folder)**

---

Subseries 59.09. **Unemployment Insurance, 1992-1993 (2 folders)**

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Subseries 59.10. **Workmen's Compensation, 1993 (1 folder)**

Series 60. **Information Resources and Technology, 1990-1994 (Merged with Auxiliary Business Services in 1993)**

**Physical Description:** (9 folders)

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Subseries 60.01. **Chancellor's Office Information Systems, 1994 (1 folder)**

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Subseries 60.02. **Chancellor's Office Information Technology, 1995 (1 folder)**

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Subseries 60.03. **GINA, 1994 (1 folder)**

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Subseries 60.04. **Library and Academic Information Systems, 1994-1996 (3 folders)**

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Subseries 60.05. **Software and Electronic Information Resources, 1995-1996 (2 folders) (Was Library and Academic Information Services before 1995)**

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Subseries 60.06. **Telecommunications and Networking Resources, 1994 (1 folder)**

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Series 61. Information Systems, 1969-1986

**Physical Description:** (44 folders)

Series 62. Institutional Relations and Student Affairs, 1962-1967

**Physical Description:** (11 folders)

Series 63. Institutional Research, 1964-1983 (Becomes Analytic Studies in 83)

**Physical Description:** (24 folders)

Series 64. International Education, 1991

Physical Description: (1 folder)

Series 65. International Programs, 1972-1990

**Physical Description:** (19 folders)

Series 66. Learning Services Development, 1976-1983 (Becomes Library Affairs in summer 1983)

**Physical Description:** (9 folders)

Series 67. Legislative Digest, 1965 (Generated by Governmental Affairs)

**Physical Description:** (3 folders)

Series 68. Library and Academic Information Services, 1992-1994

**Physical Description:** (3 folders)

Series 69. Library Affairs, 1983-1991 (Becomes Library and Academic Information Services in Fall 1992)

**Physical Description:** (9 folders)

Series 70. Management and Business Analysis, 1987-1994

Physical Description: (9 folders)

Series 71. **New Programs Development and Evaluation, 1972-1981**

**Physical Description:** (13 folders)

Series 72. Office of Environmental Programs, 1991

**Physical Description:** (1 folder)

Series 73. Physical Planning and Development, 1967-1994

Physical Description: (44 folders)

Series 74. Planning and Analysis, 1995

Physical Description: (1 folder)

Series 75. Public Affairs, 1967-1991

Physical Description: (9 folders)

Series 76. **Public Safety, 1978-1990**

**Physical Description:** (5 folders)

Series 77. **Special Projects, 1970-1971**

**Physical Description:** (2 folders)

Series 78. **Student Affairs, 1967-1983**

**Physical Description:** (42 folders)

Series 79. **The Consortium, 1982**

**Physical Description:** (1 folder)

Series 80. University Services Program, 1982-1984

**Physical Description:** (3 folders)

Series 81. Vice Chancellor of Academic Affairs, 1964

**Physical Description:** (1 folder)