

# Office of Administrative Services and Controller

Office of Administrative Services and Controller Records

1987-1989, undated

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## Title Statement

Office of Administrative Services and ControllerA Guide to the Office of Administrative Services and Controller Records RG 8-11A

**Author:** Abigail Johnson, August 2013; Kathleen Smith, July 2014

## Publication Statement

**Publisher:** ODU University Archives

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## Profile Description

**Creation:** This finding aid was produced using ArchivesSpace on 2025-04-01 11:20:17 -0400.

**Language Usage:** Finding aid written in English.

**Descriptive Rules:** Describing Archives: A Content Standard

## Descriptive Summary

### Unit ID

RG 8-11A

### Unit ID

/repositories/3/resources/278

### Unit Date

1987-1989, undated

### Language

English

### Abstract

This small collection consists of administrative and financial materials.

### Creator

Old Dominion University. Vice President for Administration and Finance

### Extent

0.20 Linear Feet

### Extent

1 half size Hollinger case boxes

### Repository

ODU University Archives

## Administrative Information

### **Conditions Governing Access**

Open to researchers without restrictions.

### **Conditions Governing Use**

Before publishing quotations or excerpts from any materials, permission must be obtained from Special Collections and University Archives, and the holder of the copyright, if not Old Dominion University Libraries.

### **Source of Acquisition**

Unknown

### **Method of Acquisition**

Various transfers.

### **Processing Information**

The collection was processed by and finding aid created by Abigail Johnson in August 2013.

### **Preferred Citation**

[Identification of item], Box [insert number], Folder [insert number and title], Office of Administrative Services and Controller Records, Special Collections and University Archives, Old Dominion University Libraries.

## **Biographical or Historical Information**

The Vice President for Administration and Finance is responsible for the delivery of business, financial, and operational services for Old Dominion University. Administration and Finance encompasses a diverse group of support services. The Division continually seeks to develop, administer, and coordinate these support services to aid in the fulfillment of the University's mission and to respond to the needs of the University community. Support services include: auxillary services, budget and finance, facilities management, construction and procurement services, information technology services, and risk management.

Note written by Kathleen Smith

## **Scope and Contents**

The collection contains material on risk management and the "Straight Talk" newsletter from the Office of the Controller at Old Dominion University.

## **Keywords**

Old Dominion University--Reports

Old Dominion University

## **Description of Subordinate Components**

### **Box 1**

**Unit ID** Box 1

**Unit ID** /repositories/3/archival\_objects/71527

**Mixed Materials** 1 (box)

### **Folder 1: Risk Management**

**Unit ID** Folder 1

**Unit ID** /repositories/3/archival\_objects/71528

**Unit Date** undated

**Mixed Materials** 1 (box)

**Container** 1 (folder)

### **Preferred Citation**

[Identification of item and date], Box 1, Folder 1, Risk Management, undated, Office of Administrative Services and Controller Records, Special Collections and University Archives, Old Dominion University Libraries.

**Folder 2: Straight Talk****Unit ID** Folder 2**Unit ID** /repositories/3/archival\_objects/71529**Unit Date** 1987-1989**Mixed Materials** 1 (box)**Container** 2 (folder)**Preferred Citation**

[Identification of item and date], Box 1, Folder 2, Straight Talk, 1987-1989, Office of Administrative Services and Controller Records, Special Collections and University Archives, Old Dominion University Libraries.