

# A Guide to the Papers of the President of the University of Virginia, Office Administrative Files,

Papers of the President of the University of Virginia, Office Administrative Files

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## History

**Processed by:** Special Collections Staff

## Title Statement

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## Publication Statement

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## Profile Description

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**Language Usage:** Description is in English

## Descriptive Summary

### Accession Number

RG-2/1/2.061

### Language

English

### Physical Characteristics

The records consist chiefly of correspondence, but also include reports, minutes, clippings, memoranda, and related papers concerning all areas of business of the president's office.

### Repository

Special Collections, University of Virginia Library

## Administrative Information

## Access Restrictions

Access is prohibited for ten years from the date of creation unless special permission is granted by the President's Office. Under the terms of the Virginia Freedom of Information Act Sec. 2.1-343 (4), the records of the president or other chief executive officer of any state-supported institution of higher education are exempt from the law's access provisions.

Additional access restrictions may apply to specific student records under the terms of the Family Educational Rights and Privacy Act (F.E.R.P.A.).

## Use Restrictions

See the [University of Virginia Library's use policy](#).

## Acquisition Information

These records were transferred from the Office of the President, Madison Hall, University of Virginia, through Peggy S. Pasternak, on September 29, 2006.

## Preferred Citation

Papers of the President of the University of Virginia, Office Administrative Files, Accession #RG-2/1/2.061, Special Collections, University of Virginia Library, Charlottesville, Va.

# Scope and Content

These files constitute the major record series generated by the president of the University of Virginia, John Thomas Casteen, 11,000 items (36 Hollinger boxes, ca. 15 linear shelf feet) chiefly 2002-2004, but with some files, such as the Alumni Association Survey of Members and Prospective Members, going back to 1998, or Bryn Mawr College (1995).

The records consist chiefly of correspondence, but also include reports, minutes, clippings, memoranda, and related papers concerning all areas of business of the president's office. Major topics include American Council on Education; Association of American Universities; athletics and the NCAA; the Council for Higher Education Accreditation; development; the General Assembly; gifts and grants; the Governor of Virginia's office; the Mariners' Museum; the Medical Center and the Health Services Foundation; Reserve Officers' Training Corps; State Council of Higher Education for Virginia; and Student Affairs.

# Arrangement

Both the series and file headings used by the president's office have been retained. Restricted material has been placed in its own series. There are two series: Series I) General Files (Boxes 1-31); Series II) Restricted Files (Boxes 32-36).

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