

Administration, Office of the Vice President for

Office of the Vice President for Administration Records
1988-2006

Title Statement

Administration, Office of the Vice President forGuide to the Office of the Vice President for Administration Records UA 97

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William & Mary Special Collections Research Center
Earl Gregg Swem Library
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2009-07-08

Profile Description

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Descriptive Summary

Unit ID

UA 97

Unit ID

/repositories/2/resources/1523

Unit Date

1988-2006

Language

English

Creator

Office of the Vice President for Administration

Extent

41.00 Linear Feet

Repository

Special Collections Research Center

Administrative Information

Conditions Governing Access:

Collection is open to all researchers. Manuscript collections and archival records may contain materials with sensitive or confidential information that is protected under federal or state right to privacy laws and regulations, such as the Virginia Public Records Act (Code of Virginia. § 42.1-76-91); and the Virginia Freedom of Information Act (Code of Virginia § 2.2-3705.5). Confidential material may include, but is not limited to, educational, medical, and personnel records. If sensitive material is found in this collection, please contact a staff member immediately. The disclosure of personally identifiable information pertaining to a living individual may have legal consequences for which the College of William and Mary assumes no responsibility.

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Acquisition Information:

Acc. 2008.052 was transferred on 7/9/2008; Acc. T2008.006 was received on 7/9/2008. Acquisition information for material received after 7/13/2009 is available by consulting a Special Collections Research Center staff member.

Preferred Citation:

Office of the Vice President for Administration, Special Collections Research Center, Earl Gregg Swem Library, College of William and Mary.

Historical Note:

The departments within Administration provide a wide range of services to the College and broader community. As stewards of the College's human and physical resources, we are committed to providing the highest quality of service in a responsive and responsible manner. The Vice President for Administration provides leadership, planning and coordination to the College's administrative operations to develop and maintain optimal support of the College's mission and goals. As a member of the President's senior staff, the Vice President for Administration participates in College-wide strategic planning and works with the Provost and Vice President for Finance to develop the College budget. The Vice President has direct oversight of the Offices of Auxiliary Services, Campus Police, Facilities Management, Human Resources and Procurement. The Office of Administration staff provides direct support in the key areas of facilities and space planning, capital funding and budgeting, and risk management.

Scope and Contents

Acc. 2008.052 contains property files related to buildings owned or leased by William and Mary.

Acc. 2010.253 contains correspondence, reports, and other office files from the Office of Administration from 1988 to 2006. The bulk of the files deal with various construction projects on campus, including Small Hall, Swem Library, Barrett Hall, and the School of Business. There are also budget files from both state and private funds.

Acc. 2014.091 contains construction files for buildings owned or leased by the College of William and Mary. Some of the renovation projects include those for William and Mary Hall, VIMS, Zable Stadium, Swem Library, and various classrooms and dorms.

Related Materials:

Office of the Vice President for Administration and Finance (UA 127).

Keywords

Correspondence
Financial records
Reports

Arrangement of Materials:

This collection is currently unprocessed. Consult a staff member for assistance.

Description of Subordinate Components

Description of Subordinate Components

Acc. 2008.052: Property Files

Unit ID id222775

Unit ID /repositories/2/archival_objects/147640

Scope and Contents

Acc. 2008.052 contains property files related to buildings owned or leased by William and Mary.

Box 1

Unit ID id222776

Unit ID /repositories/2/archival_objects/147641

Mixed Materials 1 (Box)

Box 2

Unit ID id222777

Unit ID /repositories/2/archival_objects/147642

Mixed Materials 2 (Box)

Box 3

Unit ID id222778

Unit ID /repositories/2/archival_objects/147643

Mixed Materials 3 (Box)

Box 4

Unit ID id222779

Unit ID /repositories/2/archival_objects/147644

Mixed Materials 4 (Box)

Scope and Contents

Alumni House

Box 5

Unit ID id222793

Unit ID /repositories/2/archival_objects/147645

Mixed Materials 5 (Box)

Scope and Contents

Earl Gregg Swem Library

Box 6

Unit ID id222794

Unit ID /repositories/2/archival_objects/147646

Mixed Materials 6 (Box)

Scope and Contents

Earl Gregg Swem Library

Box 7

Unit ID id222795

Unit ID /repositories/2/archival_objects/147647

Mixed Materials 7 (Box)

Scope and Contents

Earl Gregg Swem Library

Box 8

Unit ID id222796

Unit ID /repositories/2/archival_objects/147648

Mixed Materials 8 (Box)

Scope and Contents

Earl Gregg Swem Library

Box 9

Unit ID id222784

Unit ID /repositories/2/archival_objects/147649

Mixed Materials 9 (Box)

Scope and Contents

Graduate Student Housing

Box 10

Unit ID id222785

Unit ID /repositories/2/archival_objects/147650

Mixed Materials 10 (Box)

Scope and Contents

Graduate Student Housing

Box 11

Unit ID id222786

Unit ID /repositories/2/archival_objects/147651

Mixed Materials 11 (Box)

Scope and Contents

Graduate Student Housing

Box 12

Unit ID id222787

Unit ID /repositories/2/archival_objects/147652

Mixed Materials 12 (Box)

Scope and Contents

Keck Lab, Small Hall Magnet, Tercentenary Hall

Box 13

Unit ID id222788

Unit ID /repositories/2/archival_objects/147653

Mixed Materials 13 (Box)

Scope and Contents

Tercentenary Hall

Box 14

Unit ID id222789

Unit ID /repositories/2/archival_objects/147654

Mixed Materials 14 (Box)

Scope and Contents

Plumeri Field, Jamestown North and South, Barksdale Field

Box 15

Unit ID id222790

Unit ID /repositories/2/archival_objects/147655

Mixed Materials 15 (Box)

Box 16

Unit ID id222791

Unit ID /repositories/2/archival_objects/147656

Mixed Materials 16 (Box)

Scope and Contents

Parking Deck

Box 17

Unit ID id222792

Unit ID /repositories/2/archival_objects/147657

Mixed Materials 17 (Box)

Scope and Contents

Recreational Sports, President's House