

Human Resources Records

Human Resources Records
1946-2014

Title Statement

Human Resources RecordsGuide to the Human Resources Records UA 273

Author: Finding Aid Authors: Special Collections Staff.

Publication Statement

Publisher: Special Collections Research Center

William & Mary Special Collections Research Center
Earl Gregg Swem Library
400 Landrum Dr
Williamsburg, Virginia
Business Number: 757-221-3090
spcoll@wm.edu
URL: <https://libraries.wm.edu/libraries-spaces/special-collections>

2007-08-17

Profile Description

Creation: This finding aid was produced using ArchivesSpace on 2025-05-15 13:29:42 -0400.

Language Usage: The collection description/finding aid is written in English

Descriptive Summary

Unit ID

UA 273

Unit ID

/repositories/2/resources/949

Unit Date

1946-2014

Language

English

Creator

College of William and Mary. Human Resources

Extent

2.20 Linear Feet

Repository

Special Collections Research Center

Administrative Information

Conditions Governing Access:

The collection is open to all researchers.

Employee personnel records are confidential and restricted according to all applicable state and federal laws. Consult a staff member for further information. 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.

Conditions Governing Use:

Before reproducing or quoting from any materials, in whole or in part, permission must be obtained from the Special Collections Research Center, and the holder of the copyright, if not Swem Library.

Acquisition Information:

Acc. 1992.1; Acc. 2005.13; Acc. 2009.271 was received from Human Resources on 6/25/2009. Acc. T2008.016 was transferred on 12/4/2008; T2008.017 was transferred on 12/4/2008; Acc. T2008.018 was transferred on 12/4/2008; Acc. T2008.019 was transferred on 12/4/2008.

Processing Information:

A box and folder list was created by Patricia Sanabria, SCRC Staff, in August 2009.

Preferred Citation:

Human Resources Records, Special Collections Research Center, Earl Gregg Swem Library, College of William and Mary.

Historical Note:

Information about this individual or organization may be available in the Special Collections Research Center Wiki: http://scdbwiki.swem.wm.edu/wiki/index.php/Human_Resources.

Scope and Contents

This collection contains booklets, fliers, newsletters, and reports from the Human Resources Office at the College of William and Mary. The unit was formerly known as the Office of Personnel. The collection includes fliers for Personnel Office open houses, benefits fairs, holidays, and work hours; Commonwealth booklets; the newsletter "Inside Themes;" employee handbooks; salary lists for faculty and staff (1990 to the present); and other material.

Keywords

Fliers (printed matter)

Reports

College of William and Mary--Employees

College of William and Mary--Faculty and Staff

College of William and Mary--History--20th century

Universities and colleges--Administration--United States

Custodial History:

Portions of this collection were previously part of the University Archives Publications Collection.

T1992.011 was destroyed on 3/12/2008 according to General Schedule 103 012185; T1994.005 was destroyed on 6/11/2008 according to General Schedule 103 100496. T1985.50 was destroyed 6/9/2010 according to General Schedule 111 Series 101080. T2009.07 was destroyed on 3/12/2012 according to General Schedule 103 012185.

Acc. T2010.009 is set for destruction on 1/1/2034 according to General Schedule 103 100484; Acc. T2010.008 is set for destruction on 1/1/2059 according to General Schedule 103 100485; Acc. T2010.007 is set for destruction on 1/1/2058 according to General Schedule 103 100485; Acc. T2010.006 is set for destruction on 1/1/2057 according to General Schedule 103 100485; Acc. T2010.005 is set for destruction on 1/1/2056 according to General Schedule 103 100485.

Acc. T2012.001 is set for destruction on 1/1/2013 according to General Schedule 103 012185; Acc. T2012.018 is set for destruction on 1/1/2060 according to General Schedule 103 100485; Acc. T2012.019 is set for destruction on 1/1/2061 according to General Schedule 103 100485 Acc. T2013.004 is set for destruction on 1/1/2015 according to General Schedule 103 012185.

Description of Subordinate Components

Series 1: Publications

Unit ID id59377

Unit ID /repositories/2/archival_objects/95739

Unit Date 1946-2014

Scope and Contents

This series contains booklets, flyers, newsletters, and reports from the Human Resources Office at the College of William & Mary.

Box 1

Unit ID id59380

Unit ID /repositories/2/archival_objects/95740

Mixed Materials 1 (Box)

Announcements and flyers

Unit ID id59385

Unit ID /repositories/2/archival_objects/95745

Unit Date 1946-ongoing

Mixed Materials 1 (Box)

Container 1 (folder)

Common Health

Unit ID id59386

Unit ID /repositories/2/archival_objects/95746

Unit Date 1986-ongoing

Mixed Materials 1 (Box)

Container 2 (folder)

Employee Grievance Procedure 1972-1990

Unit ID id212918

Unit ID /repositories/2/archival_objects/95747

Mixed Materials 1 (Box)

Container 3 (folder)

Employee Handbooks 1975-1981

Unit ID id212919

Unit ID /repositories/2/archival_objects/95748

Mixed Materials 1 (Box)

Container 4 (folder)

Employee time and attendance business process reengineering

Unit ID id212920

Unit ID /repositories/2/archival_objects/95749

Unit Date July 1997

Mixed Materials 1 (Box)

Container 5 (folder)

Box 2**Unit ID** id59381**Unit ID** /repositories/2/archival_objects/95741**Mixed Materials** 2 (Box)**Employment Bulletins****Unit ID** id59391**Unit ID** /repositories/2/archival_objects/95750**Unit Date** 1975-1985**Mixed Materials** 2 (Box)**Container** 1 (folder)**Inside Thiemes****Unit ID** id59392**Unit ID** /repositories/2/archival_objects/95751**Unit Date** 1989-1998**Mixed Materials** 2 (Box)**Container** 2 (folder)**Scope and Contents**

NOTE: Thiemes House is where Human Resources offices were located.

Service Awards Ceremony**Unit ID** id212921**Unit ID** /repositories/2/archival_objects/95752**Unit Date** 1988-1999**Mixed Materials** 2 (Box)**Container** 3 (folder)**Service Awards Ceremony****Unit ID** id212922**Unit ID** /repositories/2/archival_objects/95753**Unit Date** 2002-2008**Mixed Materials** 2 (Box)**Container** 4 (folder)**Box 3****Unit ID** id59383**Unit ID** /repositories/2/archival_objects/95742**Mixed Materials** 3 (Box)**Personnel, Office of--Salary Lists****Unit ID** id59401**Unit ID** /repositories/2/archival_objects/95754**Unit Date** 1990**Mixed Materials** 3 (Box)**Container** 1 (folder)**Personnel, Office of--Salary Lists****Unit ID** id59402**Unit ID** /repositories/2/archival_objects/95755

Unit Date 1991
Mixed Materials 3 (Box)
Container 2 (folder)

Personnel, Office of--Salary Lists

Unit ID id59403
Unit ID /repositories/2/archival_objects/95756
Unit Date 1992
Mixed Materials 3 (Box)
Container 3 (folder)

Personnel, Office of--Salary Lists

Unit ID id59404
Unit ID /repositories/2/archival_objects/95757
Unit Date 1993
Mixed Materials 3 (Box)
Container 4 (folder)

Personnel, Office of--Salary Lists

Unit ID id59405
Unit ID /repositories/2/archival_objects/95758
Unit Date 1994
Mixed Materials 3 (Box)
Container 5 (folder)

Personnel, Office of--Salary Lists

Unit ID id59406
Unit ID /repositories/2/archival_objects/95759
Unit Date 1995
Mixed Materials 3 (Box)
Container 6 (folder)

Personnel, Office of--Salary Lists

Unit ID id59407
Unit ID /repositories/2/archival_objects/95760
Unit Date 1996
Mixed Materials 3 (Box)
Container 7 (folder)

Personnel, Office of--Salary Lists

Unit ID id59408
Unit ID /repositories/2/archival_objects/95761
Unit Date 1997
Mixed Materials 3 (Box)
Container 8 (folder)

Personnel, Office of--Salary Lists

Unit ID id59409
Unit ID /repositories/2/archival_objects/95762
Unit Date 1998
Mixed Materials 3 (Box)
Container 9 (folder)

Personnel, Office of--Salary Lists

Unit ID id59410

Unit ID /repositories/2/archival_objects/95763

Unit Date 1999

Mixed Materials 3 (Box)

Container 10 (folder)

Box 4

Unit ID id59384

Unit ID /repositories/2/archival_objects/95743

Mixed Materials 4 (Box)

Personnel, Office of--Salary Lists

Unit ID id59418

Unit ID /repositories/2/archival_objects/95764

Unit Date 2000

Mixed Materials 4 (Box)

Container 1 (folder)

Personnel, Office of--Salary Lists

Unit ID id59419

Unit ID /repositories/2/archival_objects/95765

Unit Date 2001

Mixed Materials 4 (Box)

Container 2 (folder)

Personnel, Office of--Salary Lists

Unit ID id59420

Unit ID /repositories/2/archival_objects/95766

Unit Date 2002-2003

Mixed Materials 4 (Box)

Container 3 (folder)

Personnel, Office of--Salary Lists

Unit ID id59421

Unit ID /repositories/2/archival_objects/95767

Unit Date 2003

Mixed Materials 4 (Box)

Container 4 (folder)

Personnel, Office of--Salary Lists

Unit ID id59422

Unit ID /repositories/2/archival_objects/95768

Unit Date 2004

Mixed Materials 4 (Box)

Container 5 (folder)

Personnel, Office of--Salary Lists

Unit ID id59423

Unit ID /repositories/2/archival_objects/95769

Unit Date 2005

Mixed Materials 4 (Box)

Container 6 (folder)

Personnel, Office of--Salary Lists

Unit ID id59424

Unit ID /repositories/2/archival_objects/95770

Unit Date 2006-2008

Mixed Materials 4 (Box)

Container 7 (folder)

Personnel, Office of--Salary Lists

Unit ID id127041

Unit ID /repositories/2/archival_objects/95771

Unit Date 2009

Mixed Materials 4 (Box)

Container 8 (folder)

Box 5

Unit ID id127987

Unit ID /repositories/2/archival_objects/95744

Mixed Materials 5 (Box)

Salary Lists

Unit ID id127988

Unit ID /repositories/2/archival_objects/95772

Unit Date 2010-2011

Mixed Materials 5 (Box)

Container 1 (folder)

Salary List

Unit ID id212350

Unit ID /repositories/2/archival_objects/95773

Unit Date 2012

Mixed Materials 5 (Box)

Container 2 (folder)

Salary List

Unit ID id216382

Unit ID /repositories/2/archival_objects/95774

Unit Date 2013

Mixed Materials 5 (Box)

Container 3 (folder)

Salary List

Unit ID id233166

Unit ID /repositories/2/archival_objects/95775

Unit Date 2014

Mixed Materials 5 (Box)

Container 4 (folder)

Series 2: Proposals

Unit ID /repositories/2/archival_objects/449245

Unit Date 2008

Language English

Human Resources System Proposal (1 of 2)

Unit ID /repositories/2/archival_objects/449246

Mixed Materials 5 (Box)

Container 5 (Folder)

Language English

Scope and Contents

Proposal from the Lead Design Team for a new University Human Resources System, shared with the Steering Committee on March 21, 2008. Some pages are annotated by hand.

Human Resources System Proposal (2 of 2)

Unit ID /repositories/2/archival_objects/449247

Mixed Materials 5 (Box)

Container 6 (Folder)

Language English

Series 3: Accession 2023.225 Salary discrimination complaints

Unit ID /repositories/2/archival_objects/534946

Language English

Correspondence, clippings and statistical information

Unit ID /repositories/2/archival_objects/606523

Unit Date 1970 - 1975

Extent 0.3 Linear FeetThree legal sized folders.

Scope and Contents

3 folders of correspondence, newspaper clippings, and statistical information related to salary discrimination at William & Mary. Much of the material relates to specific complaints raised by Joanne Basso, Elsa Diduk, Anne Netick, and Maria Palmaz, faculty members in the Modern Languages Department.

Keywords

College of William and Mary--Faculty and Staff

Correspondence

Unit ID /repositories/2/archival_objects/607759

Unit Date 1970 - 1975

Mixed Materials 1 (Box)

Container 6 (Folder)

Newspaper Clippings

Unit ID /repositories/2/archival_objects/607760

Unit Date 1974 - 1975

Mixed Materials 1 (Box)

Container 7 (Folder)

General Salary Information

Unit ID /repositories/2/archival_objects/607761

Unit Date 1970 - 1975

Mixed Materials 1 (Box)

Container 8 (Folder)