

FINDING AID FOR THE UHCL UNIVERSITY ARCHIVES RECORDS, 2004-2015 (#2015-0012)

Contact Information:

University of Houston-Clear Lake Archives
Neumann Library
2700 Bay Area Blvd.
Houston TX 77058
Phone: 281-283-3936
Email: archives@uhcl.edu
URL: www.uhcl.edu/library

Descriptive Summary

Repository (049): University Archives

Collection # (099): 2015-0012

Title (245): UHCL University Archives Records

Creator (100/110): University Archives

Co-Creator (700/710): Jean Grant

Inclusive Dates: 2004-2015

Extent (300): One 5" document box (½ linear feet)

Language (546): English

Administrative Information

Restrictions on Access (506): None

Restrictions on Use (540): None

Acquisition Information (541): Materials collected by archives assistant Jean Grant in daily business.

Processed by (583): Jean Grant, January 2016

Preferred Citation (524): UHCL University Archives Records, 2004-2015 (#2015-0012), University of Houston - Clear Lake Archives.

Biographical/Historical Note (545)

Jean Grant served as archives assistant from June 2004 until her retirement from the university in January 2016. All of the inclusive committee records were acquired as a result of her service on those committees.

Scope and Contents (520)

This collection is organized into four series: archives subject files, library committees, Shared Governance committees, and university committees.

The archives subject files contain records that document the archives' expansion in 2012.

The library committee records are committees formed within and for Neumann Library.

Shared Governance committees are comprised of university administration, faculty, staff (support and professional) and students, all of which advise the university president on matters of policy and assist in the development of procedures.

University committees are general and advisory committees.

Index Terms (6xx):

Shared Governance

UHCL University Archives

Arrangement (351)

Folders are arranged alphabetically within four series: archives subject files, library committees, shared governance committees, and university committees.

Related Material (544)

UHCL Vice President & Provost (Hardwick) Records, #1990-0003

UHCL Senior Vice President & Provost's Office Records, #1993-0004

UHCL University Archives Records, #2001-0005

UHCL University Advancement Office of Alumni and Community Relations, #2010-0014

Inventory

<u>Box</u>	<u>FF</u>	<u>Title</u>	<u>Dates</u>
1		Archives Subject Series	
	1	Archives Expansion (2012)—Correspondence	2011-12
	2	Archives Expansion (2012)—Planning	2008-12
	3	Archives Expansion (2012)—Floor Plan Drawings	2012
		NOTE: These are oversized drawings and are stored in the flat file "Schematics Floor Plans" drawer	
	4	Archives Furniture	2014
		Neumann Library Committees	
	5	Archivist (Shelly Kelly) Farewell Reception	2012
	6	Biennial Planning Committee	2006
	7	Book Sale Publicity Committee	2005
	8	Faculty Authors Reception Committee	2004-05
	9	Library Mission Review Committee	2007-08
	10	Library Planning Session	2006
	11	Social Activities Committee	2005-06
		Shared Governance Committees	
	12	Facilities and Support Services Committee (FSSC)	2007-09
	13	Library Advisory Committee (LAC)	2007-08
	14	Support Staff Association (SSA)	2008-15
		University Committees	
	15	Fire Warden Program	2005
	16	GREEN Waste Reduction Team	2008-12
	17	UHCL 30 th Birthday Committee—Oral History Project	2004-05