Descriptive Summary

Creator: Emory University. Office of the Secretary.
Title: Office of the Secretary records, circa 1980-2000
Call Number: Series No. 146
Extent: 82.75 linear ft. (90 boxes)
Abstract: The collection includes correspondence, subject files, and other records of the Office of the Secretary of Emory University.
Language: Materials entirely in English.

Administrative Information

Restrictions on Access
Special restrictions apply: Unprocessed collection. Collection is closed to research in accordance with Emory University Archives access policy for unprocessed materials.

Terms Governing Use and Reproduction
All requests subject to limitations noted in departmental policies on reproduction.

Citation
[after identification of item(s)], Office of the Secretary records, Emory University Archives, Stuart A. Rose Manuscript, Archives, and Rare Book Library, Emory University..

Processing
Unprocessed.

Collection Description

Administrative History
The Office of the Secretary supports the work of the University Secretary. The University Secretary serves as liaison to various governance bodies at Emory University including the

Emory Libraries provides copies of its finding aids for use only in research and private study. Copies supplied may not be copied for others or otherwise distributed without prior consent of the holding repository.
Board of Trustees, University Senate, and Student Government Association, and in other administrative capacities.

**Scope and Content Note**
The collection includes correspondence, subject files, and other records of the Office of the Secretary of Emory University.

**Arrangement Note**
Unprocessed.