

# EMORY UNIVERSITY. OFFICE OF THE SECRETARY.

## Office of the Secretary records, circa 1980-2000

Emory University  
Emory University Archives  
Stuart A. Rose Manuscript, Archives, and Rare Book Library  
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### 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.

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### 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.

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### 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

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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.

