### 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
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.