



# Administrative Information Services

## Records UA.5.3

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University Archives and Historical Collections

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## Summary Information

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<b>Repository:</b>	University Archives and Historical Collections
<b>Creator:</b>	Michigan State University. Administrative Information Services
<b>Source:</b>	Michigan State University. Administrative Information Services
<b>Creator:</b>	Michigan State University. Data Processing
<b>Creator:</b>	Michigan State University. Tabulating Department
<b>Title:</b>	Administrative Information Services records
<b>ID:</b>	UA.5.3
<b>Date [inclusive]:</b>	1958-2002
<b>Physical Description:</b>	0.1 Cubic Feet
<b>Language of the Material:</b>	English .

### Preferred Citation

Researchers wishing to cite this collection should include the following information: "Item title, Collection title, Collection Identifier, Michigan State University Archives & Historical Collections, East Lansing, Michigan."

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## Historical Note

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Administrative Information Services was formerly known as Data Processing (1962-1983), and before that, as the Tabulating Department (1944-1961) under the Vice Provost for Libraries, Computing and Technology. In 2012, it merged with Academic Technology Services to become IT Services.

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## Scope and Contents

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The collection includes office materials including annual reports. The annual reports of Administrative Information Services deal with the various programs and services offered for other departments and colleges. They contain listings of employees, charges per college or department, equipment, and usage reports.

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## Administrative Information

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### Publication Statement

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## Controlled Access Headings

- Computers
- Emergency management
- Universities and colleges -- Accounting
- Universities and colleges -- Business management
- Annual reports
- Video recordings
- Michigan State University. Administrative Information Services

## Collection Inventory

Title/Description	Instances	
Administrative Data Processing at MSU, 1973	drawer F.D.	folder 1
Memos, 1971, 1973	drawer F.D.	folder 2
Security, 2002	drawer F.D.	folder 3
Catalog of Training and Educational Offerings, 1989-1991	drawer F.D.	folder 4
Unit Guide to Disaster Recovery Planning, 2001	drawer F.D.	folder 5

### Annual Reports

Title/Description	Instances
Unpublished	box Annual Reports
1958-1959	
1962	
1962-1963	
1963-1964	
1964-1965	
1965-1966	
1966-1967	
1967-1968	
1968-1969	
1971-1972	
1978-1979	

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Serial #239: Data Processing Center Newsletter

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Video

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Videotape: "Video Brown Bag: MSU Progress 2000"

item  
Videotape --  
Progress