



Central Stenographic Department Records UA.5.4

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University Archives and Historical Collections

Conrad Hall
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East Lansing , MI 48824
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Table of Contents

Summary Information	3
Historical Note	3
Scope and Contents	4
Administrative Information	4
Controlled Access Headings	5
Collection Inventory	5
Stenographic Examinations	5
Correspondence	5
with Karl McDonel	5
Annual Reports	7

Summary Information

Repository:	University Archives and Historical Collections
Creator:	Michigan State University. Office Services
Creator:	Michigan State College. Central Stenographic Department
Title:	Central Stenographic Department records
ID:	UA.5.4
Date [inclusive]:	1939-1966
Physical Description:	1.3 Cubic Feet
Language of the Material:	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."

[^ Return to Table of Contents](#)

Historical Note

Since its inception in 1944, Office Services has been responsible to the Vice President for Finance and Operations and Treasurer, except for a period between 1946 and 1960, in which it reported to the Secretary. Office Services has also been known as the Central Stenographic Department.

[^ Return to Table of Contents](#)

Scope and Contents

Records of Office Services consist of stenographic examinations (1939-1947) and correspondence (1942-1966). Correspondents include L. Glander, Harlan Kirk, and Karl McDonel.

[^ Return to Table of Contents](#)

Administrative Information

Publication Statement

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Conditions Governing Access

Collection is open for research.

Conditions Governing Use

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Conditions Governing Access

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[^ Return to Table of Contents](#)

Controlled Access Headings

- Shorthand -- Examinations
- Annual reports
- Letters (correspondence)
- Kirk, Harlan S.
- Glander, Leonard H.
- McDonel, Karl H. (Karl Hanchett)

Collection Inventory

Stenographic Examinations		
Title/Description	Instances	
1939-1940	box 368	folder 1
1941-1942	box 368	folder 2
1942-1943	box 368	folder 3
1943-1944	box 368	folder 4
1944-1945	box 368	folder 5
1946-1947	box 368	folder 6

[^ Return to Table of Contents](#)

Office Correspondence	box 368	folder 7
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Correspondence		
Title/Description	Instances	
1943-1944	box 368	folder 8
1944-1945	box 368	folder 9
1945-1946	box 368	folder 10

with Karl McDonel		
Title/Description	Instances	
1946-1947	box 368	folder 11
1947-1948	box 368	folder 13

Central Stenographic Department Records UA.5.4

1949-1950	box 368	folder 17
1950-1951	box 368	folder 19
1951-1952	box 368	folder 21
1952-1953	box 368	folder 23
1953-1954	box 368	folder 25
1954-1955	box 368	folder 28
1955-1956	box 368	folder 30
1956-1957	box 368	folder 34
1957-1958	box 368	folder 36
1958-1959	box 368	folder 40
1959-1960	box 368	folder 42
1946-1947	box 368	folder 12
1947	box 368	folder 14
1948-1949	box 368	folder 15
1948-1949	box 368	folder 16
1949-1950	box 368	folder 18
1950-1951	box 368	folder 20
1951-1952	box 368	folder 22
1952-1953	box 368	folder 24
1953-1954	box 368	folder 26
Miscellaneous, 1954-1955	box 368	folder 27
1955-1956	box 368	folder 31
1956-1957	box 368	folder 33
1957-1958	box 368	folder 37
1958-1959	box 368	folder 39
1959-1960	box 368	folder 43
1960-1961	box 369	folder 1
1961-1962	box 369	folder 4
1962-1963	box 369	folder 10
1963-1964	box 369	folder 11
1964-1965	box 369	folder 14

Central Stenographic Department Records UA.5.4

1965-1966	box 369	folder 17
with L.H. Glander		
1954-1955	box 368	folder 29
1955-1956	box 368	folder 32
1956-1957	box 368	folder 35
1957-1958	box 368	folder 38
1958-1959	box 368	folder 41
1959-1960	box 368	folder 44
1960-1961	box 368	folder 45
with Harlan Kirk		
1960-1961	box 369	folder 2
1961-1962	box 369	folder 5
1962-1963	box 369	folder 6
1963-1964	box 369	folder 9
1964-1965	box 369	folder 15
1965-1966	box 369	folder 17
Personnel		
1961-1962	box 369	folder 3
1962-1963	box 369	folder 7
1963-1964	box 369	folder 12
1964-1965	box 369	folder 13
1965-1966	box 369	folder 16

[^ Return to Table of Contents](#)

Director's List, 1962-1963	box 369	folder 8
Brochure- Temporary Employment Services, Undated	box 369	folder 19
Report of Activities Comptroller's Division Central Stenographic Dept, Year Ended June 30, 1939	volume 1	

Annual Reports

Title/Description	Instances
Published in State Board Reports	volume Bd. of Ag.

1952

Central Stenographic Department Records UA.5.4

1953	
1954	
1955	
1956	
1957	
Unpublished	box Annual Reports
1938	
1939	
1940	
1941	
1941-1942	
1942-1943	
1944, 1944	
1945	
1946	
1947	
1948	
1949	
1950	
1951	
1952	
1953	
1954	
1955	
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1958	
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1961	
1962	
1963	

Central Stenographic Department Records UA.5.4

1964

1965

1966

1967

1968

1969

[^ Return to Table of Contents](#)