

Executive Vice President, Administrative Files

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**UNIVERSITY OF TOLEDO ARCHIVES
INVENTORY**

Collection Number: UR PA/60

Collection Name: Executive Vice President- Administrative Files

Dates: 1941 to 1975

Received from (department and person): unknown

Quantity: 4.5 lin. Ft.

Condition: Good

Access: Open

Description (include arrangement, types of material, subjects covered, processing notes, etc.):

This series contains the Administrative Files of the Executive Vice-President from 1941 to 1975. Most of the files came from the office of Jesse R. Long who was the Executive Vice-President. The series has been arranged alphabetically by subject name. In the case of State Issues the files have been arranged chronologically.

The series consists of mostly letters, reports, memos, and minutes of meetings. Newspaper clippings also fill a large portion of the series.

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