

## 1999.0014 Registrar's Correspondence Series UM 312

Series UM312, the Registrar's Correspondence Series consists of files arranged predominantly by annual single number and subject. Some of the listed files are not held by the Archives and may no longer exist. A smaller number may have been separated out as staff files in other restricted series – seek advice from an archivist if you are interested in particular staff.

Some files remain open at the end of the year in which they were created, presumably because the business which they covered was ongoing. In such cases, the list of files is annotated with a subsequent year. For example, files 1959/59, 60 and 61, below have all been carried forward to 1960. They are not stored with the 1959 sequence. However file 1959/62 in this example, has not been carried forward and should be stored as listed, with 1959 files.

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59.  Animal House:  Costs (See 1960)
60.  Animal House for Medical School  (See 1960)
61.  Annual Report  (See 1960)
62.  Annual Reports:  Appointments Board; Extension Committee;
                        Library; Recreation Grounds Committee;
                        Union.
  
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To find files that carry forward, check the finding aid for the indicated year – sometimes files carry across several years, so it may be necessary to check several finding aids.

To request access to files, please note the file number and title. This information should be entered into the appropriate fields as below, in aeon, the request system in use by the Reading Room:  
<http://library.unimelb.edu.au/readingroom>

UMA Collection Reference Number	1999.0014
Collection Title	University of Melbourne, Registrar's Correspondence
Unit Number	(file number) File 1960/62
Access Conditions	Restricted
Further Information	(file name) Annual Reports, Appointments Board, Extension Committee etc