



Reference Number: **2000.0040**  
Collection/Series Title: **UNIVERSITY OF MELBOURNE.  
OFFICE OF THE REGISTRAR**

<b>Creator</b>	University Of Melbourne. Office Of The Registrar
<b>Creator's Activity/Occupation</b>	University Council - University administration
<b>Creator's Historical Note</b> <p>Major Colin Campbell acted as Honorary Secretary to the University Council from May 1853 until October that year when Edward Graves Mayne was appointed the University's first Registrar. The Registrar's responsibilities included oversight of for accounts, correspondence, student admissions and enrolments, staff appointments staff records and administration of the faculties through assistant registrars (later faculty general managers). The position came under the direction of the council and its committees. In 1999 the registrar's functions were divided between the newly-formed University Secretary and the Vice-Principal (Administration). Nineteenth Century Registrars were Edward Graves Mayne (1853-1855), John Frederick James 1856-1864), John Madden (1864) and Edward Fitzhayley a'Beckett (1864-1902).</p>	
<b>Date Range of Collection/Series</b>	1952-1968
<b>Size/Extent</b>	36 cm.
<b>Access Conditions</b>	Access: Restricted
<b>Scope and Content of Collection/Series</b> <p>UM596. 'Correspondence of Mr Frayle'; working papers of Ian Barrahan, assistant to the Registrar 1961-68 The files consist of assorted correspondence between senior administrators, deans, faculty secretaries and department heads, extracts of committee papers, working papers of committees, notes and memoranda relating to the University's administration, special projects and financial operations.</p>	
<b>Collection Category</b>	University, official
<b>This document dated</b>	22/08/2014

To request access to records on the list below via the University of Melbourne Archives Reading Room, quote the Unit/Box reference in full.

Unit/Box	Item Number	Title	Date Range
<div data-bbox="553 374 911 468" style="border: 1px solid black; padding: 5px; display: inline-block;"><b>End of List</b></div>			

## Inventory of items

## Tabularium

Series: 596 Correspondence of Mr Frayle

1952 - 1968

Consignment: 82

Location start: WHBC 09/04/3

Location end: WHBC 09/04/3

### Unit 1

Television Committee	1 Jul 1959 - 1962 Sep 30
Recognition of Courses in Secondary Teachers' College	1 May 1962 - 1963 Sep 30
Permanent Appeals Committee	1 May 1957 - 1966 Feb 28
School of Zoology and Genetics Ad Hoc Committee	1 Dec 1964 -
Joint Committee of Council and Professorial Board on Anthropology	1 Nov 1967 - 1968 Feb 29
Administrative Committee Working Papers	1 Jan 1967 - 1967 Dec 31
BSc Education Steering Committee	17 Nov 1967 -
Tractor Testing	1 Oct 1963 - 1964 Jun 30

### Unit 2

Appointment Procedures	1 Nov 1962 - 1963 Oct 1
Institute of Applied Economic Research Advisory Board	1 Sep 1963 - 1965 Oct 31
Future Development Committee	1 Feb 1952 - 1959 Aug 31
Annual Report Working Papers	1 Feb 1964 -
Correspondence re New Appointees to Academic Staff	1 Jul 1963 - 1964 Aug 31
Provident Fund Investments	1 Nov 1966 -
"Universities of Australia" Draft of University of Melbourne Report	1 Feb 1963 -
Government Grant Correspondence	1 Oct 1961 - 1967 May 31
Dr G E M Scott Gift to the University	1 Jun 1952 - 1952 Aug 31
9 parts - NUAUS Aboriginal Scholarship Applications and Committee papers <i>(includes individual personal applications)</i>	1 Jan 1962 - 1968 Dec 31
Committee on Assistance to the Vice-Chancellor	1 Feb 1959 - 1961 Dec 31

### Unit 3

Student Housing Board Correspondence	1 Jul 1958 - 1964 May 31
Student Housing Board report	1 Jun 1964 -
Student Housing Board Annual Report	1 Jan 1967 -
Student Housing Board Meetings	1 Jul 1961 - 1968 Jul 31