

Reference Number: **2014.0070**

Collection/Series Title: **OUTWARD CORRESPONDENCE
WRITTEN BY OR SENT OVER THE
NAME OF MR. FERGUSON**

Creator	Ferguson, Max
Creator's Activity/Occupation	
Creator's Historical Note Previous Control Number: UA335 This agency has been created to organise the records of Max Ferguson, of which there are many, covering and intersecting as well as overlapping his incumbency in various University roles. Max Ferguson was employed for 48 years at the University in various positions including: 1964 Acting Accountant; 1964 Accountant (succeeding R.A. Cumming); Bursar from 1969 to 1977; Registrar; and Deputy Vice-Principal of the University (requires further research, i.e. a study of his staff file so as to obtain a full description and history). He was also a long-term Secretary of the Administrative Committee.	
Date Range of Collection/Series	1964-1965
Size/Extent	2 Units (0.24 m)
Access Conditions	Access: Restricted
Scope and Content of Collection/Series Previous Control Number: UM262. The volumes are arranged chronologically. Within the volumes the correspondence is chronologically accumulated in divisions dictated by the destination of the correspondence. Thus all correspondence directed, for example, to the Department of Economic History is accumulated chronologically as is correspondence directed to the Department of English etc. Enhanced listings of specific subject matter were completed in August 2014. Correspondence to other areas within the administration is not divided according to a standard pattern, each volume containing slightly different area delineations. Most correspondence relates to internal Melbourne University departments, however, there is also some correspondence sent to external organisations within the folders. Subjects covered include salary variations, appointment of staff, notification of payment of claims on the university by staff, advice about sabbatical leave, conference expenses, removal fees, honorariums paid to staff, banking, purchase of equipment and acknowledgement of applications and so on.	
Collection Category	University, official
This document dated	21/05/2015

**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
2014.0070 Unit 1	2014.0070.0001	Folder 1: Outwards Correspondence A - L: Organised according to the administrative units, clubs and groups to whom the Accountant, M.N. Ferguson, sent memoranda and correspondence (or that was received for his information). Includes : Accounts; Administration; Agriculture; Agricultural Chemistry; Agricultural Engineering; Anatomy; Anthropology; Applied Economic Research; Applied Science; Appointments Board; Architecture; Archivist; Assistant Dean; Arts School; Arts Faculty; Bacteriology; Bailli	1964
2014.0070 Unit 1	2014.0070.0002	Folder 2: Outwards Correspondence M - Z: Organised according to the administrative units, clubs and groups to whom the Accountant, M.N. Ferguson, sent memoranda and correspondence (or that was received for his information). Includes : Maintenance; Mathematics; Mechanical Engineering; Medical Branch; Medicine; Metallurgy; Meteorology; Microscopy; Mining; Obstetrics & Gynaecology; Ophthalmology; Oriental Studies; Ormond College; Pathology; Pharmacology; Philosophy; Physics; Physical Education; Phys	April 1964-December 1964
2014.0070 Unit 1	2014.0070.0003	Folder 3: Outwards Correspondence A - L : Organised according to the administrative units, clubs and groups to whom the Accountant, M.N. Ferguson, sent memoranda and correspondence (or that was received for his information). Includes : Accounting; Accounts; Administration; Agriculture; Agricultural Chemistry; Agricultural Engineering; Anatomy; Anthropology; Applied Economic Research; Applied Science; Appointments Board; Architecture; Architecture and Building; Archives; Arts School; Arts Facult	January 1965- 0 June 1965

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Unit/Box	Item Number	Title	Date Range
2014.0070 Unit 2	2014.0070.0004	Folder 4: Outwards Correspondence M - Z: Organised according to the administrative units, clubs and groups to whom the Accountant, M.N. Ferguson, sent memoranda and correspondence (or that was received for his information). Includes : Mathematics; Mechanical Engineering; Medical Library; Medical, Science and Technical Branches; Scientific, Medical and Technical Branch; Medical Sciences; Medicine; Metallurgy; Meteorology; Metallurgy; Microbiology; Mining; Monash University; National Bank of Austr	January 1965-30 June 1965
2014.0070 Unit 2	2014.0070.0005	Folder 5: Outwards Correspondence A - F : Organised according to the administrative units, clubs and groups to whom the Accountant, M.N. Ferguson, sent memoranda and correspondence (or that was received for his information). Includes : Accounts; Accounting; Administration; Agriculture; Agricultural Chemistry; Agricultural Engineering; Anatomy; Anthropology; Applied Economic Research; Architecture; Architecture and Building; Archives; Arts; Audio-Visual Aids Department; Bacteriology; Baillieu Li	July 1965-December 1965
2014.0070 Unit 2	2014.0070.0006	Folder 6: Outwards Correspondence G - Z: Organised according to the administrative units, clubs and groups to whom the Accountant, M.N. Ferguson, sent memoranda and correspondence (or that was received for his information). Includes : General Staff Association; Genetics; General Studies; Geography; Geology and Mineralogy; Geology; Germanic Languages; Germanic Studies; Graduate Studies; History; History and Philosophy of Science; Indonesian and Malayan Studies; Indian Studies; Indonesian Studies;	July 1965-December 1965
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