Records Description List

Reference Number:	**2014.0072**
Collection/Series Title:	**AGENDA, MINUTES AND MATERIAL RELATED TO THE ADMINISTRATIVE COMMITTEE**

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 197?; 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	7 March1967-19 December1973
Size/Extent	20 boxes (2.4 m)
Access Conditions	Access: Restricted

Scope and Content of Collection/Series

Previous Control Number: UM264. From its inception in July 1965 until July 1969, Mr Ferguson held the position of Secretary to the Administrative Committee. For that period this series contains agenda, draft minutes, minutes, often the originals of documents placed before the Committee as attachments to the minutes and copies as well as some drafts of correspondence written by the Secretary on instructions by the Committee. In early 1969, photocopies of draft minutes in Mr Devlin's (the Staff Officer) handwriting appear in conjunction with Mr Ferguson's own drafts. From about April 1969, only minor annotations to the printed minutes occur with brief handwritten notes on meetings and these become more sporadic and less detailed until 1973. Copies of correspondence generated relevant to the Bursar's function are occasionally inter-sorted for the period 1969-1970. The meeting of the Committee on 28 February 1973 is the last meeting to contain any annotations to the minutes. Mr Ferguson ceased to regularly attend meetings of the Committee at that time, although he is still in receipt of a full copy of agenda and minutes of meetings. As the Administrative Committee supervises the administrative and management aspects of the University, the subjects covered by the minutes are various and range from changes in administrative procedures, reclassification of staff, administration of the Staff Welfare Fund to implementation of wage increases from the National Wage case.

Collection Category	University, official
This document dated	22/05/2015

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	Description
2014.0072 Unit 1	2014.0072.0001	Administrative Committee Meetings 9 to 17 of 1967 (7 March - 3 May 1967); Meetings 18 to 23 of 1967 (10 May - 21 June 1967); Meetings 24 to 32 of 1967 (28 June - 23 August 1967)	7 March 1967-23 August 1967	
2014.0072 Unit 2	2014.0072.0002	Administrative Committee Meetings 33 to 38 of 1967 (30 August - 18 October 1967); Meetings 39 to 43 of 1967 (25 October - 22 November 1967); Meetings 44 to 47 1967 and 1 of 1968 (29 November 1967 - 11 January 1968)	30 August 1967-11 January 1968	
2014.0072 Unit 3	2014.0072.0003	Administrative Committee Meetings 2 to 16 of 1968 (18 January - 1 May 1968)	1 January 1968-1 May 1968	
2014.0072 Unit 4	2014.0072.0004	Administrative Committee Meetings 17 to 28 of 1968 (8 May - 24 July 1968)	8 May 1968-24 July 1968	
2014.0072 Unit 5	2014.0072.0005	Administrative Committee Meetings 29 to 40 of 1968 (7 August - 30 October 1968)	7 August 1968-30 October 1968	
2014.0072 Unit 6	2014.0072.0006	Administrative Committee Meetings 41 to 47 of 1968 (6 November - 18 December 1968)	6 November 1968-18 December 1968	
2014.0072 Unit 7	2014.0072.0007	Administrative Committee Meetings 1 to 8 of 1969 (15 January - 5 March 1969)	15 January 1969-5 March 1969	

Unit/Box	Item Number	Title	Date Range	Description
2014.0072 Unit 8	2014.0072.0008	Administrative Committee Meetings 9 to 11, 15, 18, 21, 22 of 1969 (12 March - 18 June 1969); Meetings 28 to 48 of 1969 (30 July - 17 December 1969)	12 March 1969-17 December 1969	The minutes for meetings 12-14, 16-17, and 19-20 are missing from this sequence (as noted). The minutes for meeting 13 are annotated as "document 1" within the meeting 15 papers. The minutes for meeting 16 are annotated as "document 1" within the meeting 18 papers. The minutes for meeting 20 are annotated as "document 1" within the meeting 22 papers. The minutes for meeting 42 are also missing.
2014.0072 Unit 9	2014.0072.0009	Administrative Committee Meetings 1 to 16 of 1970 (21 January - 20 May 1970)	21 January 1970-20 May 1970	The minutes for meeting 6 are annotated as "document 1" within the meeting 7 papers. The minutes for meeting 12 are annotated as "document 1" within the meeting 13 papers.
2014.0072 Unit 10	2014.0072.0010	Administrative Committee Meetings 18 to 31 of 1970 (3 June - 16 September 1970)	3 June 1970-16 September 1970	
2014.0072 Unit 11	2014.0072.0011	Administrative Committee Meetings 32 to 40 of 1970 (23 September - 11 November 1970); Meetings 42 to 45 of 1970 and Meetings 1 to 8 of 1970 (22 December 1970 - 10 March 1971)	23 September 1970-10 March 1971	The minutes for meetings 37-38 are missing. The minutes for meeting 39 are filed out of sequence behind the meeting 40 minutes. The second folder contains the minutes for 1-8 for 1971 and also includes the minutes for 44-45 from 1970 (out of sequence). The minutes for meetings 41-43 of 1970 are missing.
2014.0072 Unit 12	2014.0072.0012	Administrative Committee Meetings 9 to 29 of 1971 (17 March - 25 August 1971)	17 March 1971-25 August 1971	The minutes for meeting 29 are missing.

Unit/Box	Item Number	Title	Date Range	Description
2014.0072 Unit 13	2014.0072.0013	Administrative Committee Meetings 30 to 45 of 1971 (1 September - 15 December 1971)	1 September 1971-15 December 1971	
2014.0072 Unit 14	2014.0072.0014	Administrative Committee Meetings 1 to 16 of 1972 (12 January - 3 May 1972)	12 January 1972-3 May 1972	
2014.0072 Unit 15	2014.0072.0015	Administrative Committee Meetings 17 to 35 of 1972 (10 May - 13 September 1972)	10 May 1972-13 September 1972	
2014.0072 Unit 16	2014.0072.0016	Administrative Committee Meetings 36 to 47 of 1972 (20 September - 6 December 1972)	20 September 1972-6 December 1972	
2014.0072 Unit 17	2014.0072.0017	Administrative Committee Meetings 48 to 49 of 1972, Meetings 1 to 16 of 1973 (13 December - 2 May 1973)	13 December 1972 - 2 May 1973	
2014.0072 Unit 18	2014.0072.0018	Administrative Committee Meetings 18 to 30 of 1973 (8 May - 8 August 1973)	8 May 1973-8 August 1973	The minutes for meeting 17 are missing.
2014.0072 Unit 19	2014.0072.0019	Administrative Committee Meetings 31 to 41 of 1973 (15 August - 24 October 1973)	15 August 1973-24 October 1973	
2014.0072 Unit 20	2014.0072.0020	Administrative Committee Meetings 42 to 49 of 1973 (31 October - 19 December 1973)	31 October 1973-24 October 1973	

End of List