

Reference Number: **2014.0073**  
 Collection/Series Title: **DAILY LISTS OF MAIL RECEIVED BY  
 THE ACCOUNTS BRANCH**

<b>Creator</b>	Ferguson, Max
<b>Creator's Activity/Occupation</b>	
<b>Creator's Historical Note</b>	
<p>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.</p>	
<b>Date Range of Collection/Series</b>	1965-1981
<b>Size/Extent</b>	6 boxes (0.72 m)
<b>Access Conditions</b>	Access: Restricted
<b>Scope and Content of Collection/Series</b>	
<p>Previous Control Number: UM265. These lists were recorded daily by the Accounts Branch from January 1966. They were received by Mr Ferguson initially in his capacity as Accountant and the practice appears to have continued once Mr Ferguson became Bursar. The lists constantly record who the correspondence is from, the date of the letter, to whom the correspondence was forwarded and the subject matter of the correspondence. Cheques are also recorded, often at the beginning or the end of the lists which shows the drawer of the cheque, the date of the cheque and the amount. Correspondence recorded varies from requests for payment, details of accounts, to correspondence regarding staff overtime. The Accounts Branch continued to record these lists until early 1981 when an administrative alteration in the Branch split its functions. Two separate lists were then maintained for the two sections of the Branch and neither sent a copy of the list to Mr Ferguson. The lists seem to have been used for internal audit and tracking purposes and the correspondence itself was then dispersed, that is, these listings are not a register to a central correspondence series. The lists do however provide a lot of detail regarding the types of correspondence received and hence the function and activities of the Accounts branch. The subject matter mentioned and its organisation via date could be of assistance in providing a starting point for specific University events / issues that might then be pursued from parallel series and record sources.</p>	
<b>Collection Category</b>	University, official
<b>This document dated</b>	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.**

<b>Unit/Box</b>	<b>Item Number</b>	<b>Title</b>	<b>Date Range</b>
2014.0073 Unit 1	2014.0073.0001	Inwards Mail Lists 4 January - 23 December 1966; Inwards Mail Lists 3 January - 22 December 1967; Inwards Mail Lists 3 January - 24 December 1968	4 January 1966-24 December 1968
2014.0073 Unit 2	2014.0073.0002	Inwards Mail Lists 6 January - 24 December 1969; Inwards Mail Lists 5 January - 24 December 1970; Inwards Mail Lists 27 April - 22 December 1971	6 January 1969-22 December 1971
2014.0073 Unit 3	2014.0073.0003	Inwards Mail Lists 4 January - 22 December 1972; Inwards Mail Lists 4 January - 21 December 1973; Inwards Mail Lists 3 January - 24 December 1974	4 January 1972-24 December 1974
2014.0073 Unit 4	2014.0073.0004	Inwards Mail Lists 6 January - 23 December 1975; Inwards Mail Lists 2 January - 24 December 1976; Inwards Mail Lists 4 January - 30 June 1977	6 January 1975-30 June 1977
2014.0073 Unit 5	2014.0073.0005	Inwards Mail Lists 1 July - 23 December 1977; Inwards Mail Lists 3 January - 30 June 1978; Inwards Mail Lists 3 July - 22 December 1978	1 July 1977-22 December 1978
2014.0073 Unit 6	2014.0073.0006	Inwards Mail Lists 3 January - 21 December 1979; Inwards Mail Lists 3 January - 24 December 1980	3 January 1979-24 December 1980

**End of List**