



## THE UNIVERSITY OF MELBOURNE ARCHIVES

<b>NAME OF COLLECTION</b>	University Of Melbourne. Central Administration
<b>ACCESSION NO</b>	1970.0010
<b>CATEGORY</b>	University, official
<b>ACTIVITY</b>	University administration, University administration
<b>DATE RANGE</b>	1911-1945
<b>SIZE OF COLLECTION</b>	6cms
<b>HISTORICAL NOTE</b>	In 1968 the Australian Universities Commission requested that the University of Melbourne prepare a supplementary submission detailing proposed new developments. A re-evaluation of administrative needs was also occurring within the University with the appointment of a new Vice-Chancellor, Professor Derham and a new Registrar, Mr ATJ Bell. The submission was prepared rapidly by the Accountant, Mr. Ferguson, and the Vice-Chancellor, although the Vice-Principal and the Development Officer also contributed.
<b>DATE OF TRANSFER</b>	21/05/1970
<b>ACCESS CONDITIONS</b>	Access: Restricted
<b>DESCRIPTION</b>	Legal documents including: Professor Thomas George Tucker's retiring agreement; Professor's property and house leases; Victorian General Insurance and Guarantee Co. Ltd. policies for members of staff; Prudential Assurance Company Ltd. fire insurance policies for Peacock Property Proprietary Ltd. as owners and the University of Melbourne as mortgages of property; William Bowtell property documents; receipts; memorandums and correspondence.
<b>NOTE ON COLLECTIONS</b>	Housed in same box as other University Of Melbourne. Central Administration collections: 1974.0099; 1975.0129 and 2005.0008
<b>LISTED BY</b>	Cecily Close
<b>DATE</b>	22 May 1970

RECORDS RECEIVED INTO CUSTODY.

Accession 70/10

NAME: University of Melbourne. Administration; Legal Documents  
TRANSFEROR: Mr. Dennis Smith, Central Registry.  
DATE RECEIVED: 21 May 1970.  
QUANTITY: 2"

1. Professor's Retiring Agreement. Professor Thomas George Tucker.  
5 Oct. 1911.
2. Professors' Leases.
  - 2/1 Lease, University to William Alexander Osborne, of house between those occupied by Professors Berry and Peterson.
  - 2/2 Lease, University to Professor Ernest Willington Skeats of house "formerly occupied by Professor Laurie."  
12 Aug. 1912.
  - 2/3 Lease, University to Professor Thomas Howell Laby of house "lately occupied by Professor Berry".  
27 April 1927.
  - 2/4 Lease, University to Professor Douglas Berry Copland, of the house "lately occupied by Professor Payne".  
22 Dec. 1931.
  - 2/
3. Guarantee Policies (insurance against funds misappropriation by members of staff).
  - \* 3/1 University of Melbourne and Joseph V. Bainbridge.  
31 Aug. 1909.
  - 3/2 University and Frank Horace Johnston.
  - 3/3 University and Alfred W. Greig.  
3 June 1931.
  - 3/4 University and Raymond P. Temby.  
11 Jan. 1932.
  - 3/5 Rachel Vera Marfell, Secretary to the Registrar.
  - 3/6 Annie Lindsay, Correspondence Clerk.
  - 3/7 Melbourne University Union and Mavis Tucker, Stenographer.
  - 3/8 University (J.F. Foster).
  - 3/9 Lucy Wright, typist.
  - 3/10 Maisy Palstra, Secretary.
  - 3/11 Joan Clemenger, Secretary.
  - 3/12 William Tickner, Assistant to Cashier.

- 3/13 Edith Cameron, Secretary.
4. John Alexander Gunn, Director of University Extension Agreement with University relating to life assurance policy 1 Aug. 1929.
5. Fire Insurance Policies.
- 5/1 Wm. Bowfell (O) and University. Property Thyra, near Moama, N.S.W. Fire Policy. 1905/1924.
- 5/2 Peacock Property Pty. Ltd. (O) and University of Melbourne (M) Fire Policy for 486/90 Bank Street Melbourne. 1935.
6. National Bank Safe Custody Receipt for £70. National Savings Bonds. 3% due 15/9/52. Account Trust Balances.

22nd May 1970.

Cecily Close.  
Senior Assistant Archivist.