



Reference Number: **2014.0106**
Collection/Series Title: **ADMINISTRATIVE COMMITTEE -
PAPERS OF MAX FERGUSON**

Creator	Ferguson, Max
Creator's Activity/Occupation	University administration
Creator's Historical Note <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>	
Date Range of Collection/Series	1974-1986
Size/Extent	1 box (0.12 m)
Access Conditions	Access: Restricted
Scope and Content of Collection/Series <p>Previous Control Number: UM954. There are 2 sets of records held in this transfer: 1. The majority of the records comprise Ferguson's handwritten notes from Administrative Committee meetings that were annotated when he held the role of Deputy Vice-Principal. Along similar lines, the last file in this box holds thirteen sets of cherry picked handwritten notes by Ferguson, as opposed to unannotated copies that were evidently destroyed at some stage and 2. The balance of the records relate to briefing papers and memoranda on certain University of Melbourne matters organised according to subject matter, including: Review of Administrative Services; Working Group to Review the Role of the Recreation Grounds Committee; Records Management at the University of Melbourne (Appointment of Records Management Officer and Development of a Records Unit); AVCC Memorandum to Vice-Chancellors re. Fees, Loans and Student Assistance; Budgetary Policy; Selection Committee for the Manager (Accounting Operations); Selection Committee for the Assistant Registrar (Agriculture and Forestry and Music); Review of Course Related Operations Course Changes; Salary of "Director" Union Child Care Centre.</p>	
Collection Category	University, official
This document dated	28/05/2015

**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
2014.0106 Unit 1	2014.0106.0001	Administrative Committee: Draft Minutes	18 January 1978	Comprises Ferguson's handwritten notes from the meeting
2014.0106 Unit 1	2014.0106.0002	Administrative Committee: Draft Minutes, Meeting 1/1981	14 January 1981	Comprises Ferguson's handwritten notes from the meeting
2014.0106 Unit 1	2014.0106.0003	Administrative Committee: Draft Minutes, Meeting 2/1981	1981	Comprises Ferguson's handwritten notes from the meeting
2014.0106 Unit 1	2014.0106.0004	Administrative Committee: Draft Minutes	1 July 1981	Comprises Ferguson's handwritten notes from the meeting
2014.0106 Unit 1	2014.0106.0005	Administrative Committee: Draft Minutes	28 October 1981	Comprises Ferguson's handwritten notes from the meeting
2014.0106 Unit 1	2014.0106.0006	Administrative Committee: Draft Minutes, Meeting 2/1982 and 3/1982	20 January 1982-27 January 1982	Comprises Ferguson's handwritten notes from the meeting
2014.0106 Unit 1	2014.0106.0007	Administrative Committee: Draft Minutes, Meeting 33/1982 and notes for Vice-Principal	1 September 1982	Comprises Ferguson's handwritten notes from the meeting and handwritten notes briefing the Vice-Principal
2014.0106 Unit 1	2014.0106.0008	Administrative Committee: Draft Minutes	12 January 1983	Comprises Ferguson's handwritten notes from the meeting
2014.0106 Unit 1	2014.0106.0009	Administrative Committee: Draft Minutes, Meeting 18/1983	18 May 1983	Comprises Ferguson's handwritten notes from the meeting
2014.0106 Unit 1	2014.0106.0010	Administrative Committee: Document 9, Meeting 18/1983 and Document 12, Meeting 12/1981: Review of Administrative Services	1981-1983	Comprises typed documents, marked "confidential" and "in confidence, for members only"

Unit/Box	Item Number	Title	Date Range	Description
2014.0106 Unit 1	2014.0106.0011	Administrative Committee: Document 6, Meeting 6/1983 : Working Group to Review the Role of the Recreation Grounds Committee	1982-1983	Includes bound report "The University of Melbourne Recreation Grounds Committee: Planning Group Report 1982" and Document 6, typed document marked "in confidence, for members only"
2014.0106 Unit 1	2014.0106.0012	Administrative Committee: Meeting 33/1977 : Records Management at the University of Melbourne	1977	Includes memorandum to Secretary Administrative Committee from the Registrar re. Records Management at the University of Melbourne, 15 August 1977; III Summary of Principal Recommendations (no date); IV Conclusions (no date)
2014.0106 Unit 1	2014.0106.0013	Administrative Committee: Meeting 33/1977 and 37/77 : Appointment of Records Management Officer and Development of a Records Unit	1977	Includes memorandum to Secretary Administrative Committee from the Registrar re. Appointment of Records Management Officer and Development of a Records Unit in the Registrar's Division, 13 September 1977; memorandum to Secretary Administrative Committee from the Registrar re. Appointment of Records Management Officer and 23 August 1977
2014.0106 Unit 1	2014.0106.0014	Administrative Committee: Meeting 31/1981: Document 2, AVCC Memorandum to Vice-Chancellors re. Fees, Loans and Student Assistance	12 August 1981	

Unit/Box	Item Number	Title	Date Range	Description
2014.0106 Unit 1	2014.0106.0015	Administrative Committee: Meeting 28/1981: Document 2 and 27/1981, Document 4: Budgetary Policy	1981	Includes first draft of document to be presented to the Joint Committee on Policy concerning Budgetary Policy, 20 July 1981; draft document to be presented to the Joint Committee on Policy concerning Budgetary Policy, 27 July 1981;
2014.0106 Unit 1	2014.0106.0016	Administrative Committee: Meeting 18/1981: Selection Committee for the Manager (Accounting Operations)	1981	Briefing from R.D. Marginson, marked "confidential"
2014.0106 Unit 1	2014.0106.0017	Administrative Committee: Meeting 7/1977: Selection Committee for the Assistant Registrar (Agriculture and Forestry and Music)	December 1977	Briefing papers, marked "confidential"
2014.0106 Unit 1	2014.0106.0018	Administrative Committee: Meeting 25/1982, Document 3: Review of Course Related Operations Course Changes	25 June 1982	Includes memorandum to Secretary Administrative Committee from the Registrar re. Review of course related operations course changes
2014.0106 Unit 1	2014.0106.0019	Administrative Committee: Meeting 21/1983, Document 2: Salary of "Director" Union Child Care Centre	8 June 1983	Briefing from J.B. Potter, Registrar, marked "confidential"
2014.0106 Unit 1	2014.0106.0020	Handwritten notes by M.N. Ferguson, Extracted from his working copies of Administrative Committee Meetings	1974-1986	Comprises Ferguson's handwritten notes from the meeting; typed minutes from meeting 4/1986, 5 February 1986; Letter from Coopers and Lybrand WD Scott, Survey of University and College Faculty Utilisation 24 January 1986

End of List
