



MINNESOTA HISTORICAL SOCIETY
Minnesota State Archives

ADMINISTRATION DEPARTMENT Information Management Bureau

An Inventory of Its Directors' Chronological Correspondence

OVERVIEW OF THE RECORDS

Agency: Minnesota. Dept. of Administration. Information Management Bureau.
Series Title: Directors' chronological correspondence,
Dates: 1979-1981, 1985-1988.
Quantity: 0.5 cu. ft. (1 partial box).
Location: 115.F.18.2F

SCOPE AND CONTENTS OF THE RECORDS

Chronological correspondence files of the following divisional directors: James H. Alexander, Support Services Division (1979-1981), W. D. Donaldson, Consulting Services/Resource Management divisions (1985-1988), Richard (Dick) Kelly, Computer Operations Division (1985-1987), and Susan Rose, Information Systems Development Division (1985-1987). The records include interoffice communications consisting of operational reports and updates, personnel and fiscal information, meeting minutes, and technological memoranda.

RELATED MATERIALS

The chronological reading files (1973-1980) of Norbert A. Bohn, director of the Information Services Bureau's operations, administrative support, and applications services divisions, are housed in the Administration Department: Information Services Bureau: Norbert A. Bohn files (cataloged separately). The Information Services Bureau preceded the Information Management Bureau.

INDEX TERMS

This collection is indexed under the following headings in the catalog of the Minnesota Historical Society. Researchers desiring materials about related topics, persons or places should search the catalog using these headings.

Topics:

Government information agencies--Minnesota.
Information services--Minnesota.

Places:

Minnesota--Information services.

Persons:

Alexander, James H., 1987.
Donaldson, W. D.
Kelly, Richard.
Rose, Susan.

ADMINISTRATIVE INFORMATION

Preferred Citation:

[Indicate the cited item, folder title, and sub-unit here]. Minnesota. Dept. of Administration. Information Management Bureau. Directors' chronological correspondence. Minnesota Historical Society. State Archives.

See the Chicago Manual of Style for additional examples.

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