

## DETAILED DESCRIPTION OF THE COLLECTION

*Note to Researchers: To request materials, please note both the location and box numbers shown below. Each file consists of one folder unless specified otherwise.*

<b>Location</b>	<b>Box</b>	
115.I.11.12F	1	<p>Chronological files:</p> <p>Assistant Commissioner, 1963-1974. 9 folders. Includes a outgoing letters of the commissioners of administration and governors, and indexes for 1972 and 1974. Some letters listed in the indexes are missing.</p> <p>Deputy Commissioner, 1975. Numbered 1-122. Includes index.</p> <p>Subject files:</p> <p>Administration Building, 1965-1967. Administration Building--Agencies additional space needs, 1966-1967. Administration Department budget, 1969-1970. Air conditioning, 1969-1972. Archives (Commission building program and biennial budget and reorganization), 1967-1971. 3 folders. Attributable costs, 1965-1975. Auditor, State and State Auditor Bulletins, 1939-1973. Budget, 1969-1974. 2 folders.</p>
115.F.19.14F	2	<p>Budget Division, 1960-1968. Building fund balances, 1971-1974. Buildings and grounds, 1967-1971. CAAPC (Capitol Area Architectural and Planning Commission), meeting minutes, 1970-1975. 2 folders. Capitol complex requests, 1970-1977. 2 folders. Civil Service and Unclassified Personnel Study Commission, October 27, 1972. Cleaning consultants and contractors, 1963-1971. Commissioner's Bulletins, 1952-1974. 2 folders. Communications, 1970-1974. Delegation of authority, 1960-1975. Engineering Division, 1963-1968. Economy in Government, Governor's Advisory Commission on, 1953-1962. Governor's Code of Fair Practices (Fair Practices Coordinator), 1967-1970. Hourly rate of pay, 1961-1975. Invested treasurer's cash, 1964-1965. Iron Range Interpretative Program, 1964-1965.</p>

<b>Location</b>	<b>Box</b>	
115.F.20.1B	3	<p>Subject files (cont.):</p> <ul style="list-style-type: none"><li>Jury witnesses, etc., fees, 1961.</li><li>Labor and industry, 1970-1971.</li><li>Labor unions, 1971-1975.</li><li>Legal authority for military leave and AGO'S, 1963-1964.</li><li>Legislative Building Committees, 1974-1975.</li><li>Local 597 - General, 1946-1970. 2 folders.</li><li>Local 597 - Litigations, 1963-1965.</li><li>Management Advisory Council, 1960-1968. Includes minutes.</li><li>McLean Transcript-Fuller, March 1974. Sworn testimony concerning an investigation into financial transactions contracts in the State Architect's office.</li><li>Miscellaneous, 1975-1976.</li><li>Overtime plan, 1972-1975.</li><li>Parking at buildings leased from private owners, 1974.</li><li>Pay plan data, 1965-1973.</li><li>Payroll, 1969-1972.</li><li>Permanent statutes referring to Commissioner of Department of Administration, 1963-1970.</li><li>Personnel matters (general), 1965-1975.</li><li>Plant Management, 1971-1976. 5 folders.</li><li>Pollution control, 1970-1974.</li></ul>
115.F.20.2F	4	<ul style="list-style-type: none"><li>Procurement Division, 1968-1975.</li><li>Publication Board, 1964-1968.</li><li>Publication Review and Standardization Committee, 1964-1975.</li><li>Publications and general services, 1970-1975.</li><li>Purchase requisitions, studies, 1975-1976.</li><li>Purchasing Division, 1964-1971.</li><li>Purchasing procedures and regulations, 1931-1971.</li><li>Quadna, 1970-1971.</li><li>Reorganization, 1969-1975.</li><li>Reorganization, Minnesota Governmental, 1965-1966. 2 folders.</li><li>Retirement benefits - improvements, 1968-1972.</li><li>Rules and regulations - Publication Board, 1963-1970.</li><li>Savings bonds, 1966-1972.</li><li>Second injury fund registration, 1969.</li><li>Slip Law Service, 1967-1968.</li><li>Social Security Retirement and Insurance Division, 1961-1971.</li><li>State Accounting Task Force, 1968-1970.</li><li>State Construction Plan for Residential Care Facilities, 1968-1970.</li><li>State Employees' Health Service, 1963-1976.</li></ul>

<b>Location</b>	<b>Box</b>	
110.C.16.4F	5	Subject files (cont.): State Employees Insurance, 1969-1971. State Employees Union, 1968-1973. State Fair exhibits, 1969-1970. State Printer, 1963-1970. Surplus, June 30, 1967. Tax sheltered annuities, 1961-1963. Zoological Board, 1969-1971.