



MINNESOTA HISTORICAL SOCIETY
Minnesota State Archives

ADMINISTRATION DEPARTMENT Deputy Commissioner's Office

An Inventory of the Subject Files of Jeff Zlonis

OVERVIEW OF THE RECORDS

Agency: Minnesota. Dept. of Administration. Deputy Commissioner's Office.
Series Title: Subject files of Jeff Zlonis.
Dates: 1983-1991 (bulk 1989-1991).
Quantity: 0.6 cu. ft. (1 partial box).
Location: See Detailed Description section for box location.

SCOPE AND CONTENTS OF THE RECORDS

Correspondence, memos, reports, and related materials kept by Zlonis during his service as deputy commissioner (1988-1993). The files also include some items from his years as director of the department's Agency Relations Division. Topics covered include visits to agencies, departmental policies and procedures, disaster recovery, planning, and relations with the governor's office and the Minnesota Educational Computing Corporation.

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:

Administrative agencies—Minnesota—Rules and procedures.
Disaster relief—Minnesota.

Places:

Minnesota—Executive departments—Management.

Persons:

Zlonis, Jeff.

Organizations:

Minnesota. Dept. of Administration. Agency Relations Division.
Minnesota Educational Computing Corporation.
Minnesota. Office of the Governor.

ADMINISTRATIVE INFORMATION

Preferred Citation:

[Indicate the cited item and folder title here]. Minnesota. Dept. of Administration.
Deputy Commissioner's Office. Subject files of Jeff Zlonis. Minnesota Historical Society.
State Archives.

See the Chicago Manual of Style for additional examples.

Accession Information:

Accession number(s): 2004-54

Processing Information:

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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.

Location

112.D.16.8F Action Plan, 1985 Update.
 Action Plan, 1989 Update.
 Agency relations visit, 1983-1991. 2 folders.
 Attorney General's Office, 1988-1991.
 Budget freeze, 1991.
 Business plans, 1988.
 Capital For a Day (Stillwater), October 27, 1989.
 Charitable timesharing, 1989.
 Department of Administration Orders, Policies, Procedures, 1987-1990.
 Deputy Performance Plan, 1988.
 Disaster Recovery Strategy Task Force, 1989-1990.
 Executive Team Retreat, 1988-1989. 2 folders.
 Governor's Office, 1983-1990.
 Innovations in State and Local Governments, 1990.
 Kennedy Executive Sessions, 1989.
 KUDOS (congratulatory correspondence), 1986-1990.
 MECC (Minnesota Educational Computing Corporation), 1988-1991.
 Security Task Force, 1990.
 Service management strategy, 1987-1989.
 Strategic planning, 1989.