Note to Researchers: *To request materials, please note both the location and box numbers shown below.*

Location	Box

115.F.18.1B   **1**   Activity Guides, 1977.
Administration Department/Management Services Division, 1976-1978.
Administration Department Managers' Meetings, 1977-1978.
Archives Study, 1978.
Computer Output Microfilm (COM), 1977-1978.
Data Privacy, 1975, 1977-1979. 2 folders.
Duluth Servicenter, 1977-1979.
Forms Reduction Program, 1977-1978. 6 folders.
Handicapped, 1977-1978.
Historical Society Activity, 1980.
Holbert, Sue, 1982-1983.
Improved Access to State Agencies - Phase I Review, 1976.
Management Reporting, 1982.
Management Services Division, 1976-1977:
    Policies and Procedures
    Staff Meetings
    Subactivity Manuals
Micrographics, 1976-1981. 3 folders.
    Includes records regarding staffing, budget, equipment, and services.

Microfilming - Teacher Licensing and Certification, 1978.
Nalpak Records Center Development, 1978.
Objectives and Plans, 1972-1982. 4 folders.
Organization, 1977-1979.
Personnel, 1976-1978.
Planning Sessions, 1978-1981. 2 folders.
Project Control System, 1976-1977.
Proposed Legislation 138.17, 1980.
Records Center, 1977-1979.
Records Center Analysis Project, 1980-1981.
Records Management: General, 1972-1978 (bulk 1975-1978). 2 folders.
    Includes records regarding budget, data privacy, micrographics, forms control, and policies and procedures.

Location	Box

128.L.19.4F   **2**   Records Management: Michael O'Donnell, Deputy Commissioner of Administration, 1975-1977. 2 folders.
Records Management: History, ca. 1977.
Records Management Cluster Career Development, 1979-1980.
Records Management Plan, 1976.
Records Management Policies and Procedures, 1971-1973.

Location	Box
128.L.19.4F	2

Records Management Weekly Progress Reports, 1977.
　　　Referred to as "Thursday Reports."

Records Retention, 1973-1978.
Rules, 1977.
Site Selection for Micrographics/State Records Center Move, 1976-1977.
Staff Meetings, 1977-1979.
State Archives, 1980.
State Archives/Records Management Meetings, 1982.
State Agencies, 1977-1979:
　　　Attorney General
　　　Corrections Department
　　　Economic Security Department
　　　Intergovernmental Information Systems Advisory Council
　　　Secretary of State
　　　Transportation Department
State Historical Records Advisory Board Report, 1982-1983.
User Council on Office Systems, 1979-1981.
Work Plan, 1982.

Correspondence, 1977-1979. 1 folder.

Location	Box

The files on the remainder of this list appear to be primarily those of Lois M. Pollari, Data and Records Management Division Director. Several files were unlabeled and may have been files of Nancy Abraham, Assistant Commissioner, Information Management Bureau.

Location	Box
101.G.15.5B	3

Accomplishments and Plans, 1982-1985. 2 folders.
Achievement Awards, 1979-1986.
Agency Relations, 1983-1986.
Agency Relations Plan, FY 1986-1988.
Agency Visits Reports, 1984-1987.
Analysis Unit, Monthly Reports, 1984-1987.
Analyst Team, 1984.
Annual Report (Information Management Bureau), 1986-1987.
Board of Medical Examiners, 1985.
Budget (Records Management Division), 1982-1987. 4 folders.
Capitol Square Storage Coordinating Committee, 1984.
Career Executive Service, 1984.
Computer Output-to-Microfilm, 1984.
Computer Service Revolving Fund, Rate Proposal, 1987.
Conference-Information Planning: Action or Reaction?, 1986.
Data and Records Management Division, Monthly Reports, 1986-1987.
Data Processing Plan, 1981-1983.

Location	Box	
101.G.15.5B	3	Disaster Planning & Recovery:

Disaster Planning & Recovery:
    General File, 1983-1985.
    The Case for a Disaster Recovery Plan, ca. 1984.
    Planning for Disaster Recovery, 1984.
    The Conceptual Disaster, Walter James, 1985.
Driving Force Project, 1986-1987.
Electronic Mail, 1986-1987.
Evaluation Survey, 1981-1983.
Focus Project Team, 1985-1987.
Forms Unit, 1978-1982.
Forms Unit, Monthly Reports, 1981-1987.
Government Records Systems, Monthly Reports, 1984-1987.
Governor's Blue Ribbon Committee on Information Policies, 1984.
Handbook of Services, ca. 1986.
Human Services, 1985-1987.
Information Policy Council, 1985-1987.
Institute for Invention & Innovation (Daniel Ferber), 1987.
Interagency Data Communications Planning Team Report, 1986.
Intergovernmental Information Systems Advisory Council, 1985-1986
Knowledge Base, 1982-1986.
Licensing, 1986-1987.

Location	Box	
101.G.15.6F	4	Local Government Records Survey Program:

Local Government Records Survey Program:
    General File, 1983-1987. 2 folders.
    Workshops, 1985.
    Final Report to NHPRC, 1988.
    Local Governments Adopting General Retention Schedule, 1986-1987.
Machine Readable Records, 1987.
Management Analysis, 1984-1985.
Management Team Retreat, 1985.
Marketing, 1985-1987, 2 folders.
Micrographics Department:
    Contingency Fund, 1980-1987.
    Monthly Reports, 1981-1987. 2 folders.
        (from July 1985 on, includes Record Center reports)

    Policies & Procedures, 1982-1984.
    Quality Circle - First Floor, 1981-1985.
    Quality Control/Testing, 1978-1984.
    Rate Proposals, FY 1984, 1985, 1987. 3 folders.
    Revenue Variance Reports, 1983-1987.
    Mission Statements & Goals, 1986-1988.
    Normal, 1987.

Location	Box
101.G.15.6F	4

Occupational Licensing Boards & Host Departments in Minnesota, Part II, 1977.

Office Automation:
    Archival-Historical, 1973.
    Administration Commissioners and Management Analysis, 1984.
    Advanced Office Systems, 1983-1985.
    Efficient Filing, Guide to, 1980.
    Employee Relations: Managing Office Automation, undated.
    Federal Paperwork File, 1976-1977.
    Human Services, Mary Ruprecht & Associates, 1984.
    Office Automation, 1983-1984.
    Planning, Contingent Model, 1981.
    Space Report, 1985 (Combined Services Facility Program).
    Strategic Planning for Office Systems, 1984.
    Survey/Questionnaire, undated.
    Training Courses, 1978-1981.
    Word Processing Equipment, Procedures for Procurement, 1983.

Location	Box
101.G.15.7B	5

Operational Planning, 1984.
Operations Measures, 1980-1985.
Organizational Charts, etc. 1986.
Performance Management System Plans, FY1987.
Planning and Goals, 1985.
Planning Meeting Minutes, 1986-1987.
Policies & Procedures, 1983-1987. 2 folders.
Product Managers, 1986-1987.
Projects, FY 1984, FY 1988.
Quality Circle - 7th Floor, 1982.
Records Analysis-Reports on Systems, 1979-1980.
Record Center, 1979-1985. 2 folders.
Record Center Developmental Proposal, 1983.
Record Center Holdings, 1980-1985.
Records Disaster Recovery Seminar, June, 1987.
Records Management Committee Minutes, 1979-1983. 2 folders.
Records Management Report, Golden Valley District 5, MDOT, December 1981.
Records Management Report, Golden Valley District 5, MDOT, 1982.
Records Management & Micrographics Seminar, 1983. 2 folders.
Records Management Conferences, 1987.
Records Manual for Forms Management, 1980.
Records Retention Guide, 1979.
Records Survey/Legislative Project, 1984.
Records Systems, Monthly Reports, 1981-1983.

Location	Box	
101.G.15.7B	5	Reorganization, 1985-1987.
		Security, 1983-1987.
		Service Level Agreements, 1986-1987.
		Software, 1986-1987.
		Special Reports, 1981-1987.
		Staff Meeting Minutes, 1984-1987. 3 folders.
		State Government Client Group Meeting Minutes, 1984.
		Strategic Framework, 1985.

Location	Box	
128.L.19.4F	2	
		Strategic Plan, 1986.
		A Strategy for Funding & Managing DOA Activities, 1986.
		Strive Toward Excellence Program (STEP), 1985.
		Studies & Reports, 1980-1981.
		TIS-XA, 1986-1987. 4 folders.
		Training, 1985-1987.
		Values, 1984.
		Work Plans, 1985-1988.
		Wehling, Mary Lou, 1985-1986.
		Zoo, 1982.