



MINNESOTA HISTORICAL SOCIETY
Minnesota State Archives

ADMINISTRATION DEPARTMENT Commissioner's Office

An Inventory of Its Hansen (Elaine) Correspondence Files

OVERVIEW OF THE RECORDS

Agency: Minnesota. Dept. of Administration. Commissioner's Office.
Series Title: Hansen (Elaine) correspondence files.
Dates: 1995-1997.
Quantity: 0.8 cu. ft. (6 volumes in partial box).
Location: 101.E.7.8F

SCOPE AND CONTENTS OF THE RECORDS

Chronological files, of Commissioner Hansen (1995 - June 1997). They contain photocopies of outgoing letters, memoranda, and related materials mainly with other departmental personnel, state and local officials, legislators and the general public. They deal with a variety of topics concerning the department's responsibility for the day to day management of the executive branch of state government, including personnel matters, legislation, the management of state land and institutions, and the construction and maintenance of state buildings.

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 law—Minnesota.
Public buildings—Minnesota.
Public institutions—Minnesota.
Public lands—Minnesota.

Persons:

Hansen, Elaine.

Places:

Minnesota—Executive departments—Management.
Minnesota—Politics and government.

ADMINISTRATIVE INFORMATION

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See the Chicago Manual of Style for additional examples.

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