



University Archives
University of Wisconsin-Stout

Finding Aid for Local Administrative Policy Manual, 1976-

Stout Series 62

Overview of Collection

- Repository:** UW-Stout Archives and Area Research Center
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Menomonie, WI 54751
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- Collection Number:** Stout Series 62
- Creators:** Planning and Information Management Office
- Title:** Local Administrative Policy Manual
- Dates:** 1976-
- Quantity:** 0.4 cubic feet
- Location of Collection:** 20-5-A
- Languages:** English
- Summary:** The Local Administrative Policy Manual (LAPM) series includes internal Stout operating policies which are originated either by the Chancellor or by the Chancellor's Staff or Council.

Historical Note

In 1969, Wesley Sommers was appointed as the Special Assistant to the President in charge of planning and institutional research, which officially established University Planning. University Planning then became a part of the newly created Administrative Services Division in 1971 when Sommers was named as its head. This merged the functions of the Business Affairs Division and Sommer's existing responsibilities, including long-range planning, institutional research, physical facilities, and the computer

center. The Budget planning function was also a part of University Planning until 1976 or 1977 when it was added to the campus Controller's responsibilities, which was later known as the Budget and Financial Services.

Around 1978, University Planning was formally named Planning and Institutional Research and in 1982, the office was renamed to the Planning and Information Management Office. The Planning and Information Management Office responsibilities include information management, institutional research, administrative computing, planning, space and facilities management, maintenance of Stout and UW-System policies, and capital budget development. In 1984, the Campus Planning Office became the responsibility of the Physical Plant Director. The Administrative Data Processing became a part of Planning and Information Management in 1986.

For the early to mid-1990s, the Planning and Information Management Office title cannot be found in the Student-Staff Directories. Circa 1996, the Budget, Planning and Analysis Office grew out of the Administrative and Student Life Services Division. In 2010-2011, the Office of Budget, Planning and Analysis became the Office of Planning, Assessment, Research and Quality (PARQ). The Office of PARQ is responsible for strategic planning and accountability, institutional research and assessment, the Applied Research Center, quality initiatives and university policies.

Scope and Content Note

The Local Administrative Policy Manual (LAPM) series includes internal Stout operating policies which are originated either by the Chancellor or by the Chancellor's Staff or Council. These policies are designed to establish uniform operating procedures for the campus. There are subject indexes to the policies as well as indexes to relevant policies for the UW System.

Revisions of policies, revised between 2008-2018, are arranged by policy number. Many of the policies are also available online through the UW-Stout PARQ website.

Related Collections

Stout Series 58: Fact Books

Stout Series 69: Graduate University Follow-up Study

Stout Series 76: Planning and Information Management Office Miscellaneous Publications

Stout Series 132: Undergraduate University Wide Follow-up Study

Stout Series 167: Long-Range Plan Handbook

Stout Series 261: Planning and Information Management Office General Files

Stout Series 267: Planning and Information Management Office Subject and Correspondence File

Stout Series 278: Institutional Data File

Administrative Information

Acquisition Information:

Transferred from Planning and Information Management Office; Planning, Assessment, Research, and Quality (PARQ) Office in 2019 to the UW-Stout Archives and Area Research Center. In Fall of 2019, revisions of policies, revised between 2008-2018, were added to the collection.

Processing Note:

Finding aid by Julie Hatfield in Fall 2019.

Access Restrictions:

There are no access restrictions on the materials, and the collection is open to all members of the public in accordance with state law.

Use Restrictions:

The researcher assumes full responsibility for conforming to the laws of libel, privacy, and copyright which may be involved in the use of this collection (*Wisconsin Statutes* 19.21-19.39)

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