



University Archives
University of Wisconsin-Stout

Finding Aid for Richard E. Anderson Correspondence File, 1967-1974

Stout Series 153

Overview of Collection

Repository:	UW-Stout Archives and Area Research Center 315 10th Ave. East Menomonie, WI 54751 715-232-2300 archives@uwstout.edu
Collection Number:	Stout Series 153
Creators:	Richard E. Anderson
Title:	Richard E. Anderson Correspondence File
Dates:	1967-1974
Quantity:	0.8 cubic feet
Location of Collection:	14-5-E
Languages:	English
Summary:	The collection includes correspondence written and received by Richard E. Anderson for the years 1967-1974.

Biographical Note

Dr. Anderson first came to Stout in 1967 as Assistant Registrar. The following year he was appointed as Associate Registrar and Acting Director of Admissions. In 1970, Anderson became Dean of Admissions and Records.

Scope and Content Note

The collection is arranged into two series: Correspondence and Facilities Planning.

The Correspondence series directly relates to his administrative positions at Stout including correspondence with and about individual students, course offerings, classroom assignments, classroom equipment needs, registration procedures, the Registrar's Office itself, grading policies, enrollment, student and staff identification cards, computerization of student and class information, care and preservation of student records, and miscellaneous. The original filing arrangement has been retained which is alphabetically by name of correspondent. This method of organization makes a subject approach difficult and the researcher is advised that a search through all correspondence folders may yield information on the subject areas described above.

The Facilities Planning series consists of materials relating to facility planning at Stout during the period 1969-1974.

Administrative Information

Processing Note:

Processed by Kevin Thorie in February of 1989.

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)

Contents list

Box Folder

CORRESPONDENCE		
1	1	Agnew, Dwight (Dean of Liberal Arts), 1970
1	2	Anderson, Richard (ast. Resistrator), 1967-1973
1	3	Attorney General, 1969-1971
1	4	Barnard, David (Dean of Learning Resources), 1969-1971
1	5	Buelow, Charles (Information Services), 1970-1971
1	6	Data Processing, 1970-1973
1	7	Department Chairs, 1969-1971
1	8	Face, Wes (Vice Chancellor), 1970-1973
1	9	Furlong, John (Ast. To the Chancellor), 1971-1972
1	10	Jarvis, John (Vice President), 1967-1972
1	11	Micheels, William (President), 1967-1971
1	12	Miscellaneous, 1967-1971
1	13	Miscellaneous, 1972

1	14	Miscellaneous, 1973
1	15	Nowaskey, Jim (General Services), 1971-1973
1	16	Samenfink, J. Anthony (Dean of Home Economics), 1970-1971
1	17	Schoepp, E. J., 1967-1972
1	18	Sommers, Wes (Ast. to President), 1967-1973
2	1	Swanson, Robert (Chancellor), 1967-1973
2	2	Szymanski, Ray (Research & Development Proposals), 1970-1973
2	3	Wing, Dave, (Accounting Office), 1970-1972

FACILITIES PLANNING

2	4	1969-1970
2	5	1971
2	6	1972-1974